

Information for students in upper grades, achievement of study requirements for the academic year 2021/2022 and enrolment in study for 2022/2023

After completion of their study requirements for the academic year 2021/2022, PhD students are invited to submit the following to the **OFFICE OF DOCTORAL STUDIES**:

- **ANNUAL REPORT (approved and signed by the supervisor)**
- **(For information on recommended credit distribution see <https://www.pdf.upol.cz/en/student/degree-students/> in section “FORMS AND DOCUMENTS FOR DEGREE STUDENTS”)**

BY DOING THIS THEY WILL ENROL IN THE FOLLOWING YEAR.

The deadline for the achievement of all study requirements for the academic year 2021/2022 is **5 September 2022**. All the above documents must be delivered to the Office of Doctoral Studies **by 8 September 2022**.

Course enrolment in the academic year of 2022/2023:

Electronic enrolment in courses for the winter semester shall take place from 13 July 2022, 9.00 a.m. to 9 November 2022.

Electronic enrolment in courses for the summer semester shall take place from 17 January 2023, 9.00 a.m. to 1 April 2023.

Additional Information:

Application for the State Doctoral Examination:

- The examination shall be taken in the penultimate year of study.
- The application form is available on the following website:
<https://www.pdf.upol.cz/en/student/degree-students/> in section “FORMS AND DOCUMENTS FOR DEGREE STUDENTS”

The application must be signed by the supervisor, and submitted with the dissertation propositions (1 copy).

- Prior to the State Doctoral Examination (referred to as the SDE), each student must meet all study requirements, i.e. courses and educational, research,

scientific and publication activities as required by the accreditation (required number of papers, presentations at conferences, published reviews).

- According to Internal Regulation PDF-A-19/01, in order for students to be admitted to the State Doctoral Examination, they must receive at least 140 credits of the total number of credits.
- ***The instructions for the State Doctoral Examination are available on the website in section “State Doctoral Examination”.***
- ***The Requirements for the state doctoral examination are available on the website in section “STUDY PROGRAMMES - Ph.D. programmes”*** <https://www.pdf.upol.cz/en/student/degree-students/phd-programmes/>.

Within two weeks after the State Doctoral Examination, visit Portal/My study/Thesis topics/ and complete all necessary data about the dissertation proposal, print the “Dissertation Assignment Document”, sign the form, have it signed by your supervisor and the chairperson of the respective Subject Area Board, and submit it to the Office of Doctoral Studies. Students who have already taken their State Doctoral Examination must complete the form and submit it to the Office of Doctoral Studies together with the application for dissertation defence at the latest.

Application for dissertation defence

- The application form is available on the website in section “FORMS AND DOCUMENTS FOR DEGREE STUDENTS”.
- Recommended date of submission: during the last year of study by mid-April, so that the defence can take place within the standard length of study. The application must be signed by the supervisor.
- The application must include the dissertation (2 copies) including a CD, presentation of the dissertation (1 copy), printed forms (“Dissertation Assignment Document” – if not already submitted – and Information about Dissertation) from the Portal (bookmark My study – Qualification thesis).
- *The thesis must be uploaded in an electronic form to the Portal.*
- ***The instructions for the dissertation defence are available on the following website: <https://www.pdf.upol.cz/en/student/degree-students/> in section “FORMS AND DOCUMENTS FOR DEGREE STUDENTS”.***

Recommendations:

- Students are advised to follow the website of the Faculty of Education (Degree students – Study administration: <https://www.pdf.upol.cz/en/student/degree-students/#c60373>).
- The website contains important information relevant to all students.

Additional Information:

- Abbreviations of courses that have not been completed in the respective year must be registered and completed in the following year. (Study and Examination Code of Palacký University, Article 14, Section 3, Sub-section 4.)
- If you are subject to an adverse situation that threatens your study (standard length), please report such situation as soon as possible.
- **Identification cards** – information about renewing the validity of the identification cards is available on the website of the Computer centre, Palacký University.
<https://cvt.upol.cz/en/identificationcards/>
- Full-time students – **Accommodation** – Please follow the website of Accommodation and Dining to register in the database for the next academic year.
- ***Any changes in personal information (change of address, ID card number, etc.) must be immediately reported to the Office of Doctoral Studies.***