

## ***Information for students in upper grades, fulfilment of the study requirements for the academic year 2022/2023***

After completion of their study requirements for the academic year 2022/2023, doctoral students are invited to SUBMIT THE ANNUAL REPORT TO THE **DEPARTMENT FOR DOCTORAL STUDIES** (referred to as “DSP Department”).

**The Annual Report must be completed in accordance with the template** available on the DSP website in the Forms section. Students are obliged to comply with the standards required for completion for all groups: the items must be described **specifically and in detail**.

After the Annual Report is approved by the supervisor (**the supervisor shall add his/her statement and signature**), the student shall submit a printed version to the DSP Department and **at the same time send** a scan under the title: ***Surname\_Annual Report*** (for example Novakova\_Annual Report) **to the following email: [jana.dostalova@upol.cz](mailto:jana.dostalova@upol.cz)**. Subsequently, the student shall send to the same email ***Surname\_Annexes to the AR*** containing a scan of all documents on the basis of which the student’s activities were accepted and credits awarded (for example paper full text, confirmation and report from a scientific-research placement, confirmation of active participation in a conference, etc.).

If the Annual Report is deficient, the student will be asked by the DSP Department to revise it. The student shall be obliged to revise the Annual Report without delay. The Annual Report must again be approved by the supervisor and the student shall submit it in both hard copy and electronic form according to the above guidelines.

For information on recommended credit distribution see <https://www.pdf.upol.cz/en/student/degree-students/> in section „Forms and Documents for Ph.D. students”.

The deadline for the fulfilment of all study requirements for the academic year 2022/2023 is **6<sup>th</sup> September 2023**. The Annual Report must be submitted to the DSP Department no later than on **8<sup>th</sup> September 2023**.

### Course enrolment in the academic year of 2023/2024:

**Electronic enrolment in courses for the winter semester** shall take place **from 12<sup>th</sup> July 2023, 9.00 a.m. to 8<sup>th</sup> November 2023**.

**Electronic enrolment in courses for the summer semester** shall take place **from 23<sup>rd</sup> January 2024, 9.00 a.m. to 1<sup>st</sup> April 2024**.

In the event that the capacity of a specific course is exhausted, ask the secretary of the relevant Department/Institute to increase the capacity.

## Recommendations:

Students are advised to follow the website of the Faculty of Education for degree students: <https://www.pdf.upol.cz/en/student/degree-students/>. The website shows important information concerning 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/identifikacni-karty-ik/>

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 Department for Doctoral Studies.***