



Pedagogická
fakulta

INTERNAL NORM OF PdF UP

PdF-B-23/09

**Standard of Doctoral Studies
Faculty of Education, Palacký University Olomouc**

Guarantor: Vice-Dean for Science, Research and Doctoral Studies

Force: 31st August 2023

Effect: 1st September 2023

Standard of Doctoral Studies

Faculty of Education, Palacký University Olomouc

Article 1

Introductory Provisions

1. The Standard of Doctoral Studies (hereinafter referred to as the “Standard”) at the Faculty of Education, Palacký University Olomouc (hereinafter referred to as “PdF UP”) governs the conditions for study in doctoral degree programmes at PdF UP.
2. The Standard is based on the provisions of Act No. 111/1998 Coll., on Higher Education Institutions, as amended, Study and Examination Code of Palacký University Olomouc A-10/2011-ÚZO5 (hereinafter referred to as “SZŘ UP”), Scholarship Code of Palacký University Olomouc R-A-18/01-ÚZO1, Internal Regulation of PdF UP for the implementation of the Study and Examination Code of Palacký University Olomouc PdF-A-19/01 and the Scholarship Code of PdF UP Olomouc PdF-B-23/01, Internal Norm of UP R-B-20/07-UZO1 Accreditation and Approval of Study Programmes and Internal Regulation UP R-A-20/01 Study Programme Guarantor at UP, and specifies some of the provisions of the above legal norms for the purposes of the implementation of doctoral degree programmes at PdF UP.
3. An integral part of the Standard is the Credit Allocation Guideline for Doctoral Degree Programmes (Annex 3).
4. The activities of all persons in doctoral degree programmes as well as the relationships between students and supervisors, members of Subject Area Boards and other persons involved in the implementation of doctoral studies at PdF UP shall be governed by the rules of pedagogical ethics and scientific research work, which are generally specified especially by the Code of Ethics of UP Olomouc (hereinafter also referred to as UP). Any gender- or age-based unequal treatment or the establishment and maintenance of intimate or sexual relationships between supervisors and students of doctoral degree programmes (hereinafter referred to as “DSP”) is fundamentally unacceptable.
5. Supervisors and other persons involved in the organization and implementation of DSP at PdF UP are obliged to prevent conflicts of interest with DSP students. In the event that a similar situation arises, supervisors are obliged to immediately inform the Chairperson of the Subject Area Board.

Article 2

Subject Area Board

1. The Subject Area Board (hereinafter referred to as the “OR”) guarantees the functioning of the DSP. It organises and manages the activities entrusted to it by law, internal regulations and norms of UP and PdF UP. Its activities are governed by this Standard.
2. The OR is entitled to make suggestions to the Dean of the Faculty. Through the Chairperson, the OR communicates with the students, supervisors or consultants and the management of the Faculty; any member of the OR may contact the management of the Faculty directly.
3. Members of the Subject Area Board are appointed and dismissed by the Dean of PdF subject to approval by the Scientific Board of PdF UP. Proposals for changes in the structure of OR shall be submitted to the Dean by the Chairperson of OR upon agreement by the OR. In justified cases, changes in the structure of the OR shall be made by the Dean of PdF UP after approval by the Scientific Board of PdF UP. In the event of any changes in the structure of the Subject Area Board greater than one third of its members, the proposal shall be assessed and approved by the Internal Assessment Board of UP.
4. Responsibilities of the OR:
 - a) Monitor and evaluate the entire DSP study so that it is consistent with the focus and content of the study programme;
 - b) Assess and approve the implementation of Individual Study Plans (hereinafter referred to as the “ISP”) on the basis of Annual Reports;
 - c) Discuss and propose to the Dean of the Faculty the structure of Admissions Committees for each academic year;
 - d) Discuss and propose to the Dean of the Faculty the appointment and dismissal of DSP supervisors;
 - e) Make sure that dissertation topics are consistent with the respective study programme;
 - f) Discuss and approve changes to dissertation topics based on the student’s request and the supervisor’s opinion;

- g) Propose to the Dean the appointment of consultants as required;
 - h) Specify the requirements for the State Doctoral Examination in accordance with the content of the applicable accreditation;
 - i) Discuss and propose to the Dean the structure of the State Doctoral Examination Boards and Dissertation Committees;
 - j) Approve dissertations opponents, and
 - k) In accordance with Article 12(4) of the Scholarship Code of PdF UP Olomouc, decide to reduce or withdraw the annual DSP scholarship in the event of non-fulfilment of the obligations arising from the ISP.
5. Meetings of the OR shall be convened by the Chairperson or the Dean as required, such meeting must be convened at least once a year. The invitation to the OR meeting shall be sent electronically at least one week in advance to all OR members.
 6. If at least one third of the members of the OR so request, the Chairperson shall convene an OR meeting within one month of receipt of the request. Such request shall be addressed to the Chairperson of the OR.
 7. The meetings of the OR can be in person, online or in a combination of the two. The OR has a quorum if an absolute majority of all members are present.
 8. The Chairperson of the OR shall inform the Vice-Dean responsible for doctoral studies of the OR meeting at least one week in advance.
 9. The meetings of the OR shall be chaired by the Chairperson or a member of the OR authorised by the Chairperson.
 10. A resolution shall be adopted if an absolute majority of the members of the OR present are in favour of it. For voting on proposals on changes in the OR and proposals on the establishment of Subject Area Committees (pursuant to Article 35 of SZŘ UP) an absolute majority of OR members is required.
 11. Minutes of each OR meeting shall be taken within 14 days, a copy of which shall be submitted by the Chairperson to the Department of Science and Research within the same deadline.
 12. A non-member of the OR may also participate in the OR meeting, provided that an absolute majority of OR members present vote in favour of his/her participation.
 13. The OR may adopt the per rollam procedure in the case of urgent matters or if convening the meeting is impractical.
 14. The notice of the per rollam vote must clearly state the resolution to be voted on and the deadline of no less than seven days by which votes may be sent.
 15. In the case of per rollam vote, the resolution shall be adopted if an absolute majority of the members of the OR are in favour of it.
 16. The results of per rollam vote shall be specified in the minutes of the next OR meeting.

Article 3 **Chairperson of the Subject Area Board**

1. The DSP guarantor is also the Chairperson of the DSP Subject Area Board. The Chairperson is an academic whose expertise and personality guarantees the quality and proper implementation of the study programme. In cooperation with the respective bodies of PdF UP, the Chairperson is responsible for the content and methodological quality of the study programme, proper implementation of its educational and scientific research activities as well as for its development and regular evaluation.
2. The Chairperson of the OR is appointed by the Dean of PdF UP subject to approval by the Scientific Board of PdF UP.
3. Responsibilities of the Chairperson of the OR:
 - a) Responsible for the activities of the OR; responsible to the Dean of the Faculty and the Rector of the University for compliance with the regulations of UP Olomouc;
 - b) Responsible for the documentation of the study programme for the purposes of the accreditation process and the evaluation of the quality of educational activities;
 - c) Approves the ISP of DSP students;
 - d) Approves changes to the student's ISP based on the supervisor's opinion;
 - e) Coordinates the study matters related to the study programme;
 - f) Together with the supervisor, recommends to the Dean students' requests to change the form of study;
 - g) In the interest of the quality implementation and perspective development of the given study programme, consults and coordinates the activities with the Dean, responsible Vice-Deans, heads of the relevant teaching departments and with the guarantors of similar study programmes;
 - h) proposes to the Dean the dates for the state doctoral examinations and dissertation defences;

- i) Based on the decision of the OR, proposes to the Dean the termination of doctoral studies for a failure to fulfil the study requirements;
 - j) Based on the decision of the OR, proposes to the Dean the changes to the payment of the annual DSP scholarship;
 - k) Discusses minor changes to the curriculum of DSP with the Faculty's curriculum methodologist; and
 - l) Ensures that the IS STAG contains the valid version of the study plan and checks that all data for the given DSP are updated in the IS STAG.
4. The Chairperson of the OR may be removed from office by the Dean if he/she fails to perform his/her duties, violates applicable regulations or has lost the qualification prerequisites for serving as the DSP guarantor. Such removal from office shall be valid on the date of approval by the Internal Assessment Board of UP after prior approval by the Scientific Board of PdF UP.

Article 4 Supervisor

1. The supervisor shall provide professional guidance to the student. The supervisor is usually an academic or scientific worker (e.g., associate professor, professor or a prominent expert) whose expertise in terms of national and international significance guarantees the quality and proper guidance of the student and supports the reputation of the University and the Faculty.
2. The supervisor as a member of the UP academic community performs his/her duties as part of his/her employment, while external supervisors perform their duties on the basis of a contractual relationship with PdF UP. Supervisors are obliged to guide their students with the necessary expertise and a reasonable amount of time.
3. Supervisors shall be appointed and dismissed by the Dean on the proposal of the OR. The appointment or dismissal of a supervisor is recorded in the DSP student's file. The supervisor may be a person other than a UP employee based on an employment relationship between PdF UP and the supervisor. This also applies to supervisors who terminated their original employment at UP should they continue to act as supervisor of a student at PdF UP.
4. Responsibilities of the supervisor:
 - a) Together with the student, draws up the ISP proposal and defines the dissertation topic;
 - b) Assesses the dissertation topic proposed by the student and consults with the student the formulation of the dissertation topic;
 - c) Continuously monitors the student's fulfilment of his/her study obligations and consults the results of his/her studies;
 - d) Checks that the content of the dissertation is consistent with the content of the study programme;
 - e) Regularly (at least once a year) evaluates the student's performance of the ISP and submits the evaluation to the OR for approval;
 - f) May propose to the OR the appointment of a consultant from among experts who has expertise or methodological and technical capabilities to guide the student within a specific subject or time section of the doctoral study;
 - g) In the case of full-time students participates in ensuring adequate operational and technical conditions of the student's workplace according to the possibilities of the respective lecturing department and the Faculty. For the purposes of this Norm, the lecturing department shall mean the department where the student is actually trained;
 - h) Trains and guides the student, recommends professional literature (sources), teaches the student how to be part of the professional community, speak in public when presenting the results of scientific work, consults the student when applying for financial resources for the implementation of projects, helps the student to establish professional contacts at home and abroad, trains the student to teach at university, assists the student in carrying out the educational activities specified in the ISP; and
 - i) Introduces the student to the ethics of scientific work, teaches the student to publish the results of his/her scientific research activities or to present his/her artistic and other creative activities.
5. The supervisor becomes the co-author of the student's work only in the case of a clear and direct share in the outcome. The usual pedagogical or methodological guidance of the student in the process of creating the respective outcome is not considered an authorial or co-authorial contribution.

6. The standard number of students guided by a single supervisor shall not exceed five persons. Students with interrupted studies shall not be included in the total number of students. The total number of students shall include students in doctoral degree programmes guided by the supervisor in different study programmes and from different departments. The fact that must be considered is whether the supervisor has sufficient time to provide high-quality guidance to the doctoral student. In exceptional cases, the recommended number of students may be approved by the OR based on the proposal of the Chairperson of the OR.

Article 5 Consultant

1. The consultant shall be assigned to the student whenever an academic without the rank of professor or associate professor serves as a supervisor. In other cases, the assignment of a consultant is the responsibility of the supervisor and the Chairperson of the OR.
2. The consultant as a top expert in the field is able to complement the supervisor's expertise and guide the student.
3. The consultant may be nominated by the OR, Chairperson of the OR, supervisor, student or the Dean.
4. The consultant for a specific student shall be appointed and dismissed by the Dean on the proposal of the OR; the appointment or dismissal of the consultant by the Dean must be recorded in the DSP student's file.
5. The role of the consultant is professional guidance of the student in coordination with the supervisor.

Article 6 Students in Doctoral Degree Programmes

1. DSP students are expected to be highly motivated to study, have adequate professional competence, capabilities for independent creative activity, active approach to fulfilling their obligations in the ISP and personal responsibility.
2. Responsibilities of the DSP student:
 - a) Is obliged to fulfil the requirements resulting from the study programme according to the applicable accreditation as defined in the ISP and in accordance with the SZŘ UP, internal regulations of UP and PdF UP as well as any legal norms related to university studies;
 - b) Is obliged to record the study obligations in the ISP and subsequently in the IS STAG, thereby committing to their fulfilment within a given period;
 - c) Is obliged to report without delay the address intended for delivery, or any change thereof, or the address of the data box;
 - d) Has the right and obligation to be in regular contact with his/her supervisor or consultant, and to follow his/her instructions;
 - e) Participates in the development of the ISP proposal together with the supervisor;
 - f) Has the right to request a change in the ISP, which shall be approved by the supervisor and subsequently by the Chairperson of the OR;
 - g) Has the right to ask the Dean for a transfer from one form of study to another in which the study programme is also implemented;
 - h) Has the right to ask the Dean for an interruption of study;
 - i) Has the right to submit a reasoned request to the Dean provided with the opinion of the OR for a change of the supervisor; in the case of a request for a new specific supervisor, the consent of the proposed supervisor is required;
 - j) Has the right to request a change of the dissertation topic well in advance of the planned dissertation defence;
 - k) In the case of full-time study, the student has the right to his/her own/individual operating and technical support of the lecturing department, within the limits of the possibilities of the department and PdF UP;
 - l) May participate in the professional and administrative activities of the lecturing department;
 - m) To a reasonable extent, participates in teaching at the lecturing department or at another department of PdF UP as required. Teaching performed as part of ISP duties shall be without remuneration. Any teaching exceeding the scope defined in the ISP must be paid to the student, either in the form of a scholarship, if the current amount of funds in the scholarship fund allows, or on the basis of an employment relationship between the student and PdF UP. The extent of teaching activity is defined in the Credit Allocation Guideline for Doctoral Degree Programmes (Annex 3);

- n) May supervise a maximum of two bachelor's theses per academic year. The supervision of these may be included in the *Other professional activities* item or must be paid to the student on the basis of an employment relationship concluded between the student and PdF UP; and
 - o) May be the opponent of a maximum of three bachelor's and master's theses per academic year. The opponent review may be included in the *Other professional activities* item or must be paid to the student on the basis of an employment relationship concluded between the student and PdF UP.
3. The head of the lecturing centre, the DSP guarantor or the supervisor have the right to require, to a reasonable extent, the physical presence of full-time students at the department.
 4. In relation to the respective DSP and the topic of the dissertation, students are obliged to undertake continuing education and expand their knowledge and skills.

Article 7

Development of Individual Study Plan

1. The study in doctoral degree programmes is implemented on the basis of the ISP, which is based on the study plans of the accredited DSP and the topic of the student's dissertation.
2. The OR of the respective DSP shall appoint a supervisor to each student. On the basis of the decision of the OR, a consultant must be assigned to the student (provisions of Article 5(1)).
3. The ISP of the DSP student determines the extent of the study obligations, including the method of testing the results of study. The ISP must make it clear exactly how the student will obtain the required amount of credits; the distribution of credits is determined in the Credit Allocation Guideline for Doctoral Degree Programmes (Annex 3). The study obligations are also provided with expected deadlines.
4. The ISP proposal shall be drawn up by the DSP student in cooperation with the supervisor. The ISP contains the topic of the dissertation, list of study, research or other creative responsibilities (publication activities, participation in conferences, other professional activities, etc.), planned or recommended foreign placements and teaching activities. An integral part of the ISP is a description of the framework procedure for the dissertation. The obligations set out in the ISP must be specific and verifiable for each academic year.
5. The ISP proposal shall be submitted by the student to the supervisor. The ISP proposal shall be assessed and approved by the supervisor and then forwarded to the Chairperson of the OR. If not approved, the ISP proposal shall be returned to the student for revision. In the event that the Chairperson of the OR finds deficiencies in the ISP proposal, it shall be returned to the supervisor or student for completion. If the Chairperson of the OR approves the ISP, it shall be considered completed.
6. Any changes in the ISP shall be implemented solely on the basis of the student's request for a change in the ISP addressed to the Chairperson of the OR; the request must include the supervisor's opinion. If the request is approved by the OR, the student has the right to submit an updated ISP.
7. The ISP shall be submitted to the Department of Science and Research of PdF UP using the appropriate form (Annex 1) within the deadlines set by the academic year schedule and according to the guidelines announced in the given academic year.

Article 8

Fulfilment of Study Obligations

1. The study obligations are subject to the credit system.
2. The awarding of credits for other cumulative study obligations (teaching activities, other professional activities, scientific, publishing and creative activities, etc.) shall be decided by the supervisor on the basis of the documents in the annual reports; the proper fulfilment of these obligations shall be supervised by the Chairperson of the OR and the OR.
3. The general distribution of credits for the student's outcomes is defined in the Credit Allocation Guideline for Doctoral Degree Programmes (Annex 3).
4. All publications that form the basis for the recognition of the cumulative study obligation must be registered in the OBD with the author's affiliation to PdF UP, including a valid ORCID iD.
5. Foreign placements which form the basis for the recognition of the cumulative study obligation must be approved in advance and confirmed upon return by the International Office of PdF UP on the basis of the submitted final report.
6. Recognizable teaching activities carried out at PdF UP must be registered in the IS STAG specifying the doctoral student as the teacher.

Article 9

Evaluation of the Achievement of the Individual Study Plan

1. The administration and evaluation of the ISP shall be carried out in accordance with the schedule of the academic year at PdF UP.
2. The student shall produce a report on the fulfilment of the ISP (annual report – hereinafter referred to as “VZ”) for the given year of study, including a description of the progress in the dissertation and a list of fulfilled and unfulfilled obligations and the reasons or circumstances of their non-fulfilment, and shall submit the report to the supervisor. The VZ shall be submitted to the Department of Science and Research of PdF UP using the required form (Annex 2). The student shall be responsible for the correctness of the information provided.
3. The student shall attach to the VZ to the documents that provide evidence of the fulfilment of the study obligations. If necessary, the Dean, the Vice-Dean responsible for doctoral studies, the OR, the Chairperson of the OR or the supervisor shall be entitled to request additional documents from the student.
4. The supervisor shall attach his/her annual evaluation of the student to the VZ or return the VZ to the student for completion or revision. The annual evaluation prepared by the supervisor shall be submitted to the OR through the Chairperson of the OR for final evaluation.
5. The OR shall review the annual evaluation, make the final comment, return the evaluation to the student or supervisor for completion or revision if necessary, and then approve the evaluation. By doing this, the annual evaluation shall be considered completed.
6. The Chairperson of the OR shall submit the VZ and the evaluation to the Department of Science and Research of PdF UP.

Article 10

Rules for Evaluation of the Achievement of the Individual Study Plan

1. The fulfilment of the ISP is subject to regular (at least annual) evaluation, which, together with a proper justification, shall be submitted by the supervisor and subsequently approved by the OR. The conclusion of the evaluation is that the student:
 - a) Has fulfilled the ISP without reservation;
 - b) Has fulfilled the ISP with a minor reservation, i.e., failed to meet selected ISP obligations but with no fault on the part of the student or taking into account the student’s serious personal or medical circumstances;
 - c) Has fulfilled the ISP with a reservation, i.e., failed to meet some of the partial obligations arising from the ISP; or
 - d) Has not fulfilled the obligations arising from the ISP in which case the student has failed to meet the requirements of the DSP and the study will be terminated.
2. On the basis of assessment (b) or (c), the student may have his/her DSP yearly scholarship reduced or withdrawn entirely (Article 12 (4) of the Scholarship Code of PdF UP).
3. If fulfilment of the ISP obligations was prevented by serious circumstances that occurred through no fault of the student, the student cannot be assessed as d).
4. The evaluation of ISP fulfilment (annual evaluation) shall be carried out in accordance with the schedule of the respective academic year at PdF UP; in exceptional cases, the OR may decide on an extraordinary evaluation date for specific students.
5. The annual evaluation shall be carried out by the OR on the basis of the documents provided by the student and the supervisor (Article 9 of this Internal Norm).
6. The Chairperson of the OR of the DSP shall be responsible for the correctness of the evaluation procedure.

Article 11

Rules for Submitting Dissertation Theses

1. The topic and content of the dissertation must be relevant to the accredited or approved study programme and the area or areas of education in which the programme is approved.
2. The dissertation must bring new knowledge and be an original work of authorship. It should contain a clear statement of its contribution to the given scientific discipline or disciplines.
3. The dissertation shall demonstrate the student’s familiarity with the current state of research in his/her specialization in the domestic and global context and refer to relevant sources.
4. The dissertation shall be submitted electronically via the IS STAG and in two hard copies.

5. The requirements and structure as well as other formal aspects of the dissertation are governed by the Internal Norm UP A-10/2011-ÚZO4 Study and Examination Code of UP Olomouc.
6. The dissertation must comply with the rules of ethics of scientific work.
7. Plagiarism is completely unacceptable.
8. Prior to the dissertation defence, the doctoral student must have fulfilled all of the obligations listed in the ISP, including the state doctoral examination. Without fulfilling this obligation, the dissertation defence date cannot be announced.
9. Dissertation defences and doctoral examinations may be conducted in person or, in justified cases, in a hybrid manner with online participation of opponents or members of the Examination Board.

Article 12
Final Provisions

1. If some aspects of doctoral studies at PdF UP are not explicitly regulated in this Norm, they shall be governed by the aforementioned generally binding legal standards and relevant regulations and norms of UP and PdF UP.
2. This Standard was discussed at the meeting of the Academic Senate of PdF UP on 19th June 2023 and by the Legislative Board of the Academic Senate of PdF UP on 14th August 2023.
3. This Internal Norm shall come into force on the date of issuance and into effect on the day following the day it came into force.

In Olomouc, 31st August 2023

doc. PhDr. Vojtech Regec, Ph.D.
Dean, Faculty of Education
Palacký University in Olomouc

Annex 1**INDIVIDUAL STUDY PLAN**
In the doctoral degree programme:

Choose item.

Student:

Supervisor:

Consultant (if assigned):

Topic of dissertation:

Form of study: Choose item.

Beginning of study (academic year): Choose item.

Expected completion of study (academic year): Choose item.

Dissertation work procedure: <i>(Central part of ISP; describe framework work plan)</i>	
Study year 1	
Study year 2	
Study year 3	
Study year 4	

GROUP A: Compulsory courses	
Courses	Plan
1.	Choose item.
2.	Choose item.
3.	Choose item.
4.	Choose item.
5.	Choose item.
6.	Choose item.

GROUP B: Core elective courses	
Courses	Plan
1.	Choose item.
2.	Choose item.
3.	Choose item.

GROUP S: International placement, educational activity and professional activity*	
Courses	Plan
International scientific-research placement (minimum of 30 days)	Choose item.
Educational activity 1	Choose item.
Educational activity 2	Choose item.
Other professional activities 1 <i>Give examples of planned activities:</i>	Choose item.
Other professional activities 2 <i>Give examples of planned activities:</i>	Choose item.

GROUP V: Scientific, publication and creative activity*	
Outcome specification	Plan
1.	Choose item.
2.	Choose item.
3.	Choose item.
4.	Choose item.
5.	Choose item.
6.	Choose item.
7.	Choose item.
8.	Choose item.

***Awarding of credits for publication or other scientific-research activities is governed by the *Credit Allocation Guideline for Doctoral Degree Programmes*.**

GROUP Z: State doctoral examination and dissertation defence	
Courses	Plan
State doctoral examination	Choose item.
Defence of the dissertation project	Choose item.
Writing of the dissertation	Choose item.

Place, date

.....

Student's signature

Place, date

.....

Supervisor's signature

Place, date

.....

**Signature of the Chairperson of the
Subject Area Board**

Annex 2

ANNUAL ACTIVITY REPORT

In the doctoral degree programme

Choose item.

For the academic year Choose item.

Student:

Supervisor:

Consultant (if assigned):

Topic of dissertation:

Form of study: Choose item.

Beginning of study (academic year): Choose item.

Expected completion of study (academic year): Choose item.

DISSERTATION WORK PROCEDURE
<i>(Describe in detail the procedure of the activities on the dissertation in the respective academic year)</i>

GROUP A: Compulsory courses			
Courses	Plan (academic year)	Date of implement ation	Number of credits awarded
1.			
2.			
3.			
4.			
5.			
6.			
Credits awarded for year 1:			
Credits awarded for year 2:			
Credits awarded for year 3:			
Credits awarded for year 4:			
Total credits awarded:			

GROUP B: Core elective courses			
Courses	Plan (academic year)	Date of implement ation	Number of credits awarded
1.			
2.			
3.			
Credits awarded for year 1:			
Credits awarded for year 2:			
Credits awarded for year 3:			
Credits awarded for year 4:			
Total credits awarded:			

GROUP S: International placement, educational activity and other professional activities <i>(For educational activities, specify the abbreviations and titles of courses and degree of involvement, must be linked to the student's name in the IS STAG; for other professional activities, describe in detail or attach a proof of achievement; for foreign placement, specify the destination including the institution, length or period of stay (from – to), purpose of stay, financial source)</i>			
Courses	Plan (academic year)	Date of implement ation	Number of credits awarded*
Educational activity			
1.			
2.			
Other professional activities			
1.			
2.			
International scientific-research placement			
Credits awarded for year 1:			
Credits awarded for year 2:			
Credits awarded for year 3:			
Credits awarded for year 4:			
Total credits awarded:			

GROUP V: Scientific, publication and creative activity (The required standards for completion must be met – see the Annual Report template on the Faculty website)			
Outcomes	Plan (academic year)	Date of implementation	Number of credits awarded*
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
Credits awarded for year 1:			
Credits awarded for year 2:			
Credits awarded for year 3:			
Credits awarded for year 4:			
Total credits awarded:			

GROUP Z: State doctoral examination and dissertation defence			
Courses	Plan (academic year)	Date of implementation	Number of Credits awarded
State doctoral examination			-
Defence of the dissertation project			
Writing of the dissertation			
Credits awarded for year 2:			
Credits awarded for year 3:			
Credits awarded for year 4:			
Total credits awarded:			

CREDITS TOTAL	
Credits awarded for year 1:	
Credits awarded for year 2:	

	Credits awarded for year 3:	
	Credits awarded for year 4:	
	Total credits awarded:	

Place, date:

.....

Student's signature

Supervisor's opinion on the achievement of the individual study plan:


Fulfilment of the ISP** by the DSP student in the respective academic year:

- a) Fulfilled without reservation
- b) Fulfilled with minor reservation
- c) Fulfilled with reservation
- d) Not fulfilled

I recommend – I do not recommend** continuation in study.

.....

Supervisor's signature

Subject Area Board's opinion on the achievement of the individual study plan:

Fulfilment of the ISP** by the doctoral student in the respective academic year:

- a) Fulfilled without reservation
- b) Fulfilled with minor reservation
- c) Fulfilled with reservation
- d) Not fulfilled

I recommend – I do not recommend** continuation in study.

.....
Signature of the Chairperson of the Subject Area Board

***Awarding of credits for publication or other scientific-research activities is governed by the *Credit Allocation Guideline for Doctoral Degree Programmes*.**

****Select as appropriate.**

CREDIT ALLOCATION GUIDELINE IN DOCTORAL DEGREE PROGRAMMES

The Credit Allocation Guideline covers the educational, scientific, publication and creative activities and is binding for the distribution of credits in doctoral degree programmes carried out in institutional accreditation of Palacký University Olomouc.

EDUCATIONAL ACTIVITY

Course name	ABBREVIATION	PROPORTION/SCOPE OF INVOLVEMENT	NUMBER OF CREDITS
Educational activity	***/XPDC@	100 %	14

Students shall carry out their educational activities mainly through teaching at their lecturing department or at another department of PdF UP or UP, to a maximum of four teaching sessions/week/semester. Teaching at another university may also be recognized as relevant Educational activities, maintaining the same extent. For two teaching sessions included in the timetable, **3.5 credits** are awarded (2 teaching sessions equal 2 hours of teaching + 2 hours of preparation, possibly reflection, i.e., 4 hours in total; normally 26 hours of teaching/semester = 104 hours; 1 credit = 30 hours of work, i.e., 104/30 = 3.5 credits). Educational activities also include other related educational activities which do not qualify for credit allocation.

In the case of part-time students, Educational activities may also include teaching at elementary and secondary schools. The recognition of these activities shall be decided by the supervisor and Chairperson of the Subject Area Board.

FOREIGN SCIENTIFIC-RESEARCH PLACEMENT

Course name	ABBREVIATION	PROPORTION/SCOPE OF INVOLVEMENT	NUMBER OF CREDITS
Foreign scientific-research placement (30 days)	***/XVVS@	100 %	20

International scientific-research placement with a minimum duration of 30 days.

DEFENCE OF THE DISSERTATION PROJECT

Course name	ABBREVIATION	PROPORTION/SCOPE OF INVOLVEMENT	NUMBER OF CREDITS
Defence of the dissertation project	***/XPRO@	100 %	10

WRITING OF THE DISSERTATION

Course name	ABBREVIATION	PROPORTION/SCOPE OF INVOLVEMENT	NUMBER OF CREDITS
Writing of the dissertation	***/XDIP@	100 %	40

OTHER PROFESSIONAL ACTIVITIES

Course name	ABBREVIATION	NUMBER OF CREDITS
Other professional activities	***/XOOA@	14

Relevant activities: for example participation in the courses of the Doctoral School of PdF UP (1–2 credits according to the actual conditions), supervision of a bachelor's thesis (for a successfully defended bachelor's thesis the student will receive **3** credits), opposing a bachelor's or diploma's thesis (for a review of a bachelor's thesis the student will receive **0.5** credits, for a review of a master's thesis the student will receive **1** credit), creation of teaching aids, study resources, diagnostic manuals, therapeutic materials, clinical tests, work in a counselling, out-of-school or related institutions, other educational activities, organization of professional events, etc. Credits are allocated on the basis of the time intensity of the activity, but a **maximum of 3** credits can be awarded for the same activity.

SCIENTIFIC, PUBLICATION AND CREATIVE ACTIVITY

Course name	ABBREVIATION	PROPORTION/SCOPE OF INVOLVEMENT	NUMBER OF CREDITS
Scientific, publication and creative activity	***/XVPT@	100 %	86

Eligible scientific, publication and creative activities:

TYPE OF OUTCOME	PROPORTION/SCOPE OF INVOLVEMENT	NUMBER OF CREDITS
Scientific book* (Outcome code: B according to 17+ Methodology)	75% >	30
	51% – 74%	20
	26% – 50%	15
	11% – 25%	7
	< 10%	3
Chapter in a scientific book** (Outcome code: C according to 17+ Methodology)	75% >	10
	51% – 74%	7
	26% – 50%	5
	11% – 25%	3
	< 10%	1
Reviewed scientific paper in a scientific periodical – journal *** (Outcome code: J _{imp} , J _{SC} according to 17+ Methodology)	75% >	15
	51% – 74%	10
	26% – 50%	6
	11% – 25%	4
	< 10%	2
Reviewed scientific paper in a scientific periodical – journal (Outcome code: J _{OST} , according to 17+ Methodology).	75% >	7
	51% – 74%	5
	26% – 50%	3
	11% – 25%	2
	< 10%	1
Paper in a proceedings listed in WoS, Scopus, or paper in a special issue of these indexed journals.	75% >	10
	51% – 74%	7

(Outcome code: D according to 17+ Methodology).	26% – 50%	5
	11% – 25%	3
	< 10%	2
Reviewed scientific paper in a proceedings not listed in WoS or Scopus.	75% >	5
	51% – 74%	3
	26% – 50%	2
	11% – 25%	1
	< 10%	0
Review, conference report, discussion paper	75% >	2
Domestic citation of a paper with over 75% of intellectual property in a scientific periodical or publication	-	1
Foreign citation of a paper with over 75% of intellectual property in a scientific periodical or publication	-	2
Participation in a scientific conference, congress, symposium with active presentation in Czech/Slovak (not applicable to posters or discussion presentation)	75% >	5
Participation in a scientific conference, congress, symposium with active presentation in a foreign language (not applicable to posters or discussion presentation)	75% >	10
Active presentation of a poster at a scientific conference, congress, symposium in Czech/Slovak	75% >	3
Active presentation of a poster at a scientific conference, congress, symposium in a foreign language	75% >	5
Involvement in a research project in the capacity of the principal investigator	-	10
Involvement in a research project in the capacity of a member of the research team	-	3
Involvement in another domestic scientific activity in the capacity of the principal investigator****	-	5
Involvement in another domestic scientific activity in the capacity of a member of the research team****	-	2
Involvement in another international scientific activity in the capacity of the principal investigator*****	-	8
Involvement in another international scientific activity in the capacity of a member of the research team*****	-	3
Original work of art or a significant and innovative achievement in an international context	75% >	15
Original work of art or a significant and innovative achievement in a national context	75% >	12
Original work of art or a significant and innovative achievement in a regional context	75% >	8
New work of art or an achievement with novel solutions in an international context	75% >	10
New work of art or an achievement with novel solutions in a national context	75% >	8

New work of art or an achievement with novel solutions in a regional context	75% >	5
New work of art or an achievement inspiring current developmental trends in an international context	75% >	8
New work of art or an achievement inspiring current developmental trends in a national context	75% >	4
New work of art or an achievement inspiring current developmental trends in a regional context	75% >	2
New work of art or an achievement with developmental potential in an international context	75% >	4
New work of art or an achievement with developmental potential in a national context	75% >	2
New work of art or an achievement with developmental potential in a regional context	75% >	1

*

A scientific book shall mean a non-periodical scientific publication of at least 50 printed pages of original text non-inclusive of annexes in the form of photographs, pictures, maps, etc. issued as a printed or electronic publication. The book shall be reviewed by at least one generally recognized professional in the field by means of a reader's review (the reviewer shall not be from the authors' department). The publication must relate to a precisely defined scientific field and must contain a formulation of an identifiable and scientifically recognized methodology (explicitly formulated methodological background also in application-based monographs and/or a formulation of a new methodology based on previous theoretical research in the field) (page 5, <https://www.vyzkum.cz/FrontClanek.aspx?idsekce=799796&ad=1&attid=847689>)

**

Chapter in a scientific book, (type of result C – according to 17+ Methodology) – recalculation of the intellectual property in the context of the whole scientific book.

Original paper in a reviewed scientific periodical listed in the Web of Science or Scopus database.

For example, projects of the Ministry of Education, Ministry of Culture, Ministry of Health, ESF projects, municipal projects, regional projects, etc.

For example, Visegrad Fund, EEA – Norway Grants, Horizon, Erasmus+, AKTION, CEEPUS, etc.

NOTICE FOR DOCTORAL STUDENT OF SPECIAL EDUCATION: This programme has different course abbreviations but the credit value and course titles are the same as in this guideline.