

Information for students in upper grades, fulfilment of the study requirements for the academic year 2024/2025

After completion of their study requirements for the academic year 2024/2025, doctoral students are invited to SUBMIT THE ANNUAL REPORT TO THE DEPARTMENT OF SCIENCE, RESEARCH AND DOCTORAL STUDIES.

The Annual Report must be completed in accordance with the template available on the website in the Forms section (Forms and Documents for Ph.D. students). 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 Department of Science, Research and Doctoral Studies, 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**. 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 Department of Science, Research and Doctoral Studies 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 in section „Forms and Documents for Ph.D. students”.

The deadline for the fulfilment of all study requirements for the academic year 2024/2025 is **5th September 2025**. The Annual Report must be submitted to the DSP Department no later than **9th September 2025, 12:00**.

Course enrolment in the academic year of 2025/2026:

Electronic enrolment in courses for the winter semester shall take place **from 9th July 2025, 9.00 a.m. to 2nd November 2025**.

Electronic enrolment in courses for the summer semester shall take place **from 20th January 2026, 9.00 a.m. to 30th March 2026**.

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:

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 of Science, Research and Doctoral Studies.