

University of Chemistry and Technology, Prague

Title	Decree No. A/V/961/15/2023
Subject	Manner of and Deadlines for Submission of Documents for Annual Assessment and Report on Results of Scientific and Professional Activities of DSP Students
Applicability	All school
Effective from	30. 6. 2023
Effective to	Indefinite period
Revision	-
Cancelled	Decree No. A/V/961/10/2019
Prepared by	Department of Research and Technology Transfer Office - 965
Issued by	prof. Dr. RNDr. Pavel Matějka, rector

- 1) According to the valid Study and Examination Rules of the University of Chemistry and Technology in Prague (hereinafter referred to as "SER"), at the end of each year of study, DSP students are obliged to submit an annual report and information on passed examinations, publication and other outputs of research work and on pedagogical activities for assessment of the current year of study (hereinafter referred to as "annual assessment of DSP students").
- 2) This internal document stipulates the method of and deadlines for submission of the annual assessment of DSP students, which are binding for DSP students.
- 3) At the end of each academic year, doctoral students will use the module for electronic management of their individual study plan and doctoral studies (referred to as "e-doktorand") within the Study Information System of the University of Chemistry and Technology, Prague (referred to as "SIS"). The opening of the e-doktorand module for submitting the activity report will be communicated to the PhD student via email, typically automatically generated from the SIS.
- 4) In the e-doktorand module, the doctoral student will review information regarding the fulfillment of their study obligations, internships, and the supervision and consultation of final papers. This information is automatically uploaded to the e-doktorand module from designated primary databases and modules within SIS. Furthermore, the student will verify information about their publications and other scientific outputs, which will be automatically loaded into the form from the Personal Bibliographic Database (referred to as "OBD").

5) In case not all outputs, results, and activities that the doctoral student wants to report are listed in the e-doktorand module, it is necessary to supplement the data in the primary systems.

6) Deadlines:

i) End of completion and submission– PhD students	No later than 30 days before the end of the current year of study*
ii) End of completion and submission the verbal evaluation of the doctoral students's professional activities - doctoral supervisors	No later than 15 days before the end of the PhD student's current year of study *

* The management of the University of Chemistry and Technology, Prague may postpone the deadlines in exceptional circumstances. Any changes to the deadlines will be communicated to the doctoral candidates via email.

Doctoral students, supervisors, deans for science and research, and chairpersons of field councils are notified of the upcoming deadline for completing, submitting, and reviewing the annual evaluation via email, typically automatically generated from SIS.

7) The supervisor is obliged, in accordance with Article 35, paragraph 3, letter f) of the SER, to express **a recommendation or non-recommendation** for the student's enrollment in the next year of study through a clear formulation in the verbal evaluation of the doctoral candidate's professional activities for the academic year, and to send this evaluation within the deadline specified in point 6) ii).

8) General instructions for completing the annual evaluation are available on the doctoral studies website at <https://phd.vscht.cz/phd-students/doctoral-studium/annual-evaluation> in the section "Výroční hodnocení" (Annual Evaluation), where updated information on the current scoring system is also provided.

prof. Dr. RNDr. Pavel Matějka
rector

doc. Dr. Ing. Milan Jahoda, p.s.