

University of Chemistry and Technology in Prague	
Title	DECREE No. A/V/961/10/2019
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	University
Effective from	13 March 2019
Effective to	Indefinite period
Revision	-
Cancelled	Circular No. A/O/965/2/2018
Prepared by	Department of Scientific Research and Development - 965
Issued by	Prof. Ing. Karel Melzoch, CSc., 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) Students in all years of study shall use the web application e-doktorand <https://edoktorand.vscht.cz>. Students will be informed that the form is open for completion in an automatically generated e-mail. Forms are generated according to the year of study.
- 4) The Dean's Office will make available to first year students the annual assessment of DSP students form in the week following their enrolment. First year students are informed that the form is open for completion in e-mail that includes a link to the application.
- 5) Deadlines:

i) End of completion and submission – new PhD students	Within 30 days of enrolment
ii) End of completion and submission – other PhD students	No later than 30 days before the end of the current year of study
iii) End of completion and submission –	Within 30 days of enrolment of the

supervisors of new PhD students	PhD student
iv) End of completion and submission – supervisors of other PhD students	No later than 15 days before the end of the PhD student's current year of study

PhD students, supervisors, vice-deans for science and research and chairmen of subject-area boards are automatically notified of the upcoming deadline for completion, submission and revision of the annual assessment by an e-mail generated from the e-doktorand application.

- 6) In the form, supervisors can choose and submit a Quick Scale Assessment from the moment the form is open, regardless of the student's completion status. Quick Scale Assessment can take the following values:
 - Excellent, without reservation
 - Average, with minor reservations
 - Below average, reservations and conditions are stated in verbal assessment
 - Does not meet requirements for continuation of studies
- 7) In case the supervisor has reservations about the course of the studies and the student's activities, they are obliged to select and confirm the Quick Scale Assessment as soon as possible, but no later than by the deadline set out in point 5 (ii) for the end of completion and submission of the form by students after the first or subsequent year of study (i.e. no later than 30 days before the end of the current year of study).
Completing the Quick Scale Assessment serves as a notice for the student and the Dean's Office and it can be changed in the form before it is archived.
- 8) In accordance with Article 35, Para 3 (f) of SER, the supervisor is obliged to state their **recommendation or non-recommendation for enrolment** of the student in the next year of study using a clear formulation in the full verbal Assessment of a PhD Student's Scientific and Professional Activities for the given year of study and to submit this assessment within the deadline specified in point 5 (iv). Ticking the Quick Scale Assessment does not exempt the supervisor from the obligation to complete the full verbal Assessment of a PhD Student's Scientific and Professional Activities for the given year of study.
- 9) General instructions for completion of the annual assessment and the user manual for completing the annual assessment are available directly in the e-doktorand application and on the website of the doctoral study <http://www.vscht.cz/studium/doktorske-studium>.

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