Rules of preparing the semestrial study-research report and work plan

* 1. The objective of preparing the semestrial study-research report and work plan is to facilitate and document effective professional relationship between the doctoral students and supervisors, to record information that is necessary for the award of research credits as well as to allow the Programme Directors to monitor the information.
  2. Submission: in electronic form, recorded on the interface provided. If there is an insuperable obstacle, postponement shall be requested from the Programme Director in writing before the expiry of the above deadline with the specification of the requested new deadline. Students who are taking a passive semester are not required to submit a work plan, but are strongly encouraged to do so.
  3. Content requirements:
     1. In the report details should be given of the individual or organised studies and/or research undertaken to search for the topic of the planned dissertation, to prepare the research proposal, to write the dissertation during the reporting period.
     2. The topic of further studies, research, the reviewed academic literature and the written documents prepared on their basis should be indicated.
     3. [[1]](#footnote-1)Details should be provided of the documented results of the achieved output (research report, paper, conference presentation, publication).
     4. The state of the research proposal of the planned dissertation and the process of preparing the thesis proposal should be briefly evaluated as well as the date of its expected completion specified. Any material or personal problems encountered whose solution requires help, advice should be signalled. Details of teaching and publishing activities should be provided.
     5. It is advisable to follow the forms of activity used in the present Rules.
  4. The requirements with respect to the research reports outlined above shall be observed when drawing up the work plan. That is, the studies, the research planned during the coming academic semester, their schedule, the documented and accountable results shall be defined in concrete terms.

1. [↑](#footnote-ref-1)