

**Information for students in upper grades**  
**Achievement of study requirements for the academic year of**  
**2016/2017 and enrolment in study for 2017/2018**

After completion of their study requirements for the academic year of 2016/2017, PhD students are invited to come to the **Office of Doctoral Studies** and return their **Student's record book** and **Annual report** (signed by the supervisor, **including a table with a summary of credits for educational, research and publication activities – this table must also be signed by the supervisor**); *by doing so PhD students enrol in the next grade*. Group enrolment into upper grades in a classroom will not be held. After the achievement of study requirements has been checked, the website of the Faculty of Education for doctoral studies will indicate when students can collect their student's record books. Any discrepancies will be resolved on an individual basis.

The deadline for the achievement of all study requirements for the academic year 2016/2017 is **4 September 2017**. By this date, all documents specified above must be submitted to the Office of Doctoral Studies.

**Electronic enrolment in courses** for the winter semester shall take place **from 11 July 2017, 2.00 pm to 24 September 2017**

**Electronic enrolment in courses** for the summer semester shall take place **from 16 January 2018, 11.00 am to 18 February 2018**.

*In the event that the capacity of a specific course is exhausted, ask the secretary of the relevant Department/Institute to increase the capacity. Students enrolling in the final years 2/3 or 3/4 (in the case of four-years programmes) shall also be obliged to register the abbreviation of the State Doctoral Examination.*

### Additional Information:

#### Application for the State Doctoral Examination:

The examination shall be taken in the penultimate year of study.

The application form is available on the following website:

**<http://old.pdf.upol.cz/en/groups/studying/study-administration/>** in the 'Forms and documents for degree students' section.

The application must be signed by the supervisor, and submitted with the student's record book and dissertation propositions (10 copies). Prior to the State Doctoral Examination each student must have achieved all study requirements, i.e. courses, educational, research and publication activities according to the accreditation – corresponding number of articles, appearances at conferences, published reviews. The requirements for students of Doctoral degree programme Education are available on the website in the 'State Doctoral Examination' section.

No later than after completion of the State Doctoral Examination, students must complete the 'Information about qualification thesis' available in the Portal (bookmark My study – Qualification thesis), print the form, sign it, have it signed by the supervisor and chairman of the Subject Area Board, and submit it to the Office of Doctoral Studies. Students who have

already taken their State Doctoral Examination must complete the form and submit it to the Office of Doctoral Studies together with the application for dissertation defence at the latest.

### Application for dissertation defence

The application form is available on the following website:

**<http://old.pdf.upol.cz/en/groups/studying/study-administration/>** in the ‘Forms and documents for degree students’ section.

Recommended date of submission: during the last year of study by mid-April, so that the defence can take place within a standard length of study. The application must be signed by the supervisor.

The application must include a copy of the Certificate of State Doctoral Examination, 3 copies of dissertation including a CD, presentation of the dissertation (10 copies), printed forms (Information about qualification thesis, if not already submitted) on the Portal (bookmark My study – Qualification thesis).

*The thesis must be uploaded in an electronic form on the Portal including a presentation of the dissertation.*

### Recommendations:

Students are advised to follow the website of the Faculty of Education for doctoral studies. The website contains important information relevant to all students (e.g. study requirement deadlines, date for the collection of the student’s record book after the achievement of study requirements is checked, current offers for PhD students, etc.) The website also includes various documents and dates of State Doctoral Examinations and defences.

The recognition of credits for educational, research and publication activities will be available after the study requirements have been checked in the bookmark My study. Please report to the Office in case of any discrepancies.

Abbreviations of courses that have not been completed in a specific year might be registered in the next year (this does not apply to the four-year study of Education). However, the Dean’s Directive **3S/2014 Terms and Conditions of Study in Doctoral Degree Programmes (Ph.D.) at the Faculty of Education PU** must be complied with.

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 Accommodations and Dining to register in the database for the next academic year.

Full-time students older than 26 years must provide for their social and health insurance payments.

Any changes in personal information (change of address, ID card number, etc.) must be immediately reported to the Office of Doctoral Studies.