

 REPORT

On the fulfillment of the individual study plan of

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/doctoral student’s name, surname and family name/

* Name of the department at which the doctoral student is taught
* Name of the faculty
* Form of education
* Type of doctoral studies
* Name of the scientific specialty in which the doctoral student is taught
* Enrolled in doctoral studies under Order N .../...
* Duration of training in the doctoral degree program - from ... until ...
* Scientific supervisor
* Topic of the PhD thesis

Report on the fulfillment of the working plan for the first year of education

For the quarterly period from………………… until ……………….

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| Section I. INSTRUCTION IN DOCTORAL SUBJECTS |
| N  | Subject | Form of instruction | Form of completion | Time limit of implementation | Credits (number) |
| Block А. Mandatory doctoral exams for the professional field……………………………………………………………… |
| 1 | Name of subject | Participated in a course of lectures in the period from ….. until ………. orConsulatations (tutorials)/individual self-study | The exam was taken on ………with the grade ……….The exam was not taken | Specify the period envisaged in the individual study plan | 10 |
| 2 | Name of subject | Participated in a course of lectures in the period from ….. until ………. orConsulatations (tutorials)/individual self-study | The exam was taken on ………with the grade ……….The exam was not taken | Specify the period envisaged in the individual study plan | 10 |
| 3 | Name of subject | Participated in a course of lectures in the period from ….. until ………. orConsulatations (tutorials)/individual self-study | The exam was taken on ………with the grade ……….The exam was not taken | Specify the period envisaged in the individual study plan | 10 |
| Total credits from subjects from Block А | 30 |
| Section II. WORK ON PhD THESIS AND PUBLICATIONS |
| N  | Type of activity | Form of conduct | Reporting period | Time limit of implementation | Credits (No) |
| II.1. Research |
| 1 | Performed exploratory research | Self-study | Quarterly/Annually | Specify the period envisaged in the individual study plan | - |
| Activities performed under item1…………………….... |
| 2 | Prepared extended plan of PhD thesis | Self-study | Quarterly/Annually | Specify the period envisaged in the individual study plan | - |
| Activities performed under item 2…………………….... |

Report on the fulfillment of the working plan for the second year of education

For the quarterly period from………………… until ……………….

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| Section I. INSTRUCTION IN DOCTORAL SUBJECTS |
| N  | Subject | Form of instruction | Form of completion | Time limit of implementation | Credits (number) |
| Block B. Doctoral degree exams for the specific scientific specialty |
| 1 | Name of subject | Self-study | The exam was taken on ………with the grade ……….The exam was not taken | Specify the period envisaged in the individual study plan | 10 |
| 2 | Name of subject | Self-study | The exam was taken on ………with the grade ……….The exam was not taken | Specify the period envisaged in the individual study plan | 10 |
| 3 | Name of subject | Self-study | The exam was taken on ………with the grade ……….The exam was not taken | Specify the period envisaged in the individual study plan | 10 |
| 4 | Name of subject | Self-study | The exam was taken on ………with the grade ……….The exam was not taken | Specify the period envisaged in the individual study plan | 10 |
| Total credits from subjects from Block B | 30/40 |

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| Section II. WORK ON PhD THESIS AND PUBLICATIONS |
| N  | Type of activity | Form of conduct | Reporing period | Time limit of implementation | Credits (number) |
| II.1. Research |
| 1 | Performed exploratory research | Self-study | Quarterly/Annually | Specify the period envisaged in the individual study plan | - |
| Activities performed under item 1…………………….... |
| 2 | Performed experimental, laboratory or other empirical research | Self-study | Quarterly/Annually | Specify the period envisaged in the individual study plan | - |
| Activities performed under item 2…………………….... |
| 3 | Prepared separate parts of the PhD thesis | Self-study | Quarterly/Annually | Specify the period envisaged in the individual study plan | - |
| Activities performed under item 3…………………….... |
| II.2. Publications |
| 1 | Published research papers, articles, studies | Self-study | Quarterly/Annually | Specify the period envisaged in the individual study plan | Specify the number of credits |
| Participated in conference/s on the topic:………………………………………………………………………………………………………………, organized by …………………………date……………………………  |
| Participated in seminar/s on the topic:……………………………………………………………………………………………………………………, organized by …………………………..date……………………………. |
| Included in the project on the topic …………………………………………………………………………………….. |
| Publications under item 1……………………...., specify the type and topic of the publication, where it was published (name of the research journal and pages (from…to…) of the published material) |

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| Section III. TEACHING, METHODOLOGICAL AND PEDAGOGICAL PREPARATION |
| N | Type of activity | Number of classes | Reporting period | Time limit of implementation | Credits (number) |
| 1 | Delivered seminars |  | Quarterly/Annually | By the end of the academic year | - |
| Delivered …….. classes in the subject……………………………………………………………………...……………………………………. during ………. semester of the academic …………………./…………………. |

Report on the fulfillment of the working plan for the third/fourth year of education

For the quarterly period from………………… until ……………….

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| Section II. WORK ON PhD THESIS AND PUBLICATIONS |
| N | Type of activity | Form of conduct | Reporting period | Time limit of implementation | Credits (number) |
| II.1. Research |
| 1 | Performed experimental, laboratory or other empirical research | Self-study | Quarterly/Annually | Specify the period envisaged in the individual study plan | - |
| Activities performed under item 1…………………….... |
| 2 | Prepared separate parts of the PhD thesis | Self-study | Quarterly/Annually | Specify the period envisaged in the individual study plan | - |
| Activities performed under item 2…………………….... |
| 3 | Final version of the PhD thesis | Self-study |  | Specify the period envisaged in the individual study plan | - |
| Activities performed under item 3…………………….... |
| II.2. Publications |
| 1 | Published research papers, articles, studies | Self-study | Quarterly/Annually | Specify the period envisaged in the individual study plan | Specify the number of credits |
| Participated in conference/s on the topic:………………………………………………………………………………………………………………, organized by …………………………date……………………………  |
| Participated in seminar/s on the topic:……………………………………………………………………………………………………………………, organized by …………………………..date……………………………. |
| Included in the project on the topic …………………………………………………………………………………….. |
| Publications under item 1……………………...., specify the type and topic of the publication, where it was published (name of the research journal and pages (from…to…) of the published material) |

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| Section III. TEACHING, METHODOLOGICAL AND PEDAGOGICAL PREPARATION |
| N | Type of activity | Number of classes | Reporting period | Time limit of implementation | Credits (number) |
| 1 | Delivered seminars |  | Quarterly/Annually | By the end of the academic year | - |
| Delivered …….. classes in the subject ……………………………………………………………………...……………………………………. during ………. semester of the academic…………………./…………………. |

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| Section IV. DEFENSE OF PhD THESIS |
| N | Type of activity | Launch of procedure on defense | Time limit of launch of procedure on defense | Credits (number) |
| 1 | Defense of PhD thesis before scientific panel | Discussion and decisison by the Departmental Council of ………………... | Specify the period envisaged in the individual study plan | 100 |

Attached to the report are the following materials as evidence:

1………………………………………………………………………………………
 2………………………………………………………………………………………
 3………………………………………………………………………………………

Opinion of the scientific supervisor:

 ………………………………………………………………………………………..
 ………………………………………………………………………………………..
 ………………………………………………………………………………………..

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 Recommendations of the scientific supervisor:

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 …………………………………………………………………………………………

Positive or negative assessment of the scientific supervisor:

 …………………………………………………………………………………………

The scientific supervisor’s proposal to specify the individual study plan for the next training period:

 …………………………………………………………………………………………
 …………………………………………………………………………………………
 …………………………………………………………………………………………

 …………………………………………………………………………………………
 …………………………………………………………………………………………

The proposal of the department carrying out the training with regard to a positive or negative annual appraisal:

 …………………………………………………………………………………………

 SCIENTIFIC SUPERVISOR:
 /signature/

DOCTORAL STUDENT: HEAD OF DEPARTMENT:
 /signature/ /signature/

* Doctoral students shall prepare quarterly reports on their work and present them to the head of the department at the end of March, June, September and December. Full-time doctoral students get a positive or negative assessment of their work for the specific quarter.
* All doctoral students shall prepare annual reports on their work and present them to the head of the department in April. Doctoral students get a positive or negative assessment of their work for the respective academic year.
* Doctoral students shall prepare reports that should contain information only on the reporting period!
* Materials that have been presented at conferences or seminars but have not been published do not yield any credits. Credits are awarded only for materials published in scientific journals with an editorial board. It is necessary that the report contain the title of the scientific journal and the pages (from…to…) of the published material.
* Pursuant to UNWE’s Rulebook for academic training, part three, in the cases when a doctoral student has failed to submit three quarterly reports and has been given two negative assessments in quarterly reports, or has failed to submit a quarterly report and has been given negative assessment within a single academic year under the individual study plan, the doctoral student shall be given a negative appraisal by the Faculty Council upon the proposal of the Departmental Council. A doctoral student shall be given a negative annual appraisal in case they have failed to submit their annual report.
* In the event of a negative annual appraisal, the Departmental Council may suggest that the doctoral student is regarded as having completed the studies without any right to defense of the PhD thesis.