



METHODOLOGICAL GUIDELINES OF THE DEAN OF FT AT USB

No: 3/2019

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METHODOLOGICAL GUIDELINE FOR COMPLETION AND EVALUATION OF INTERNAL PHD STUDENT'S REPORT ON RESULTS OF STUDY AND WORK AT FT AT USB

These guidelines are intended for internal PhD students, their supervisors, Heads of Departments and the Evaluation Committee. It specifies how to describe and evaluate criteria that are specifically set for the evaluation of PhD students (they are generally described in the Dean's Ordinance):

- Fulfilling of the study plan
- Involvement in administrative work at the department
- Foreign mobility
- Submission of a project
- Submission of the 1st article for publication
- Submission of the 2nd article for publication
- Teaching

1. *Fulfilling of the study plan*: The study plan must be described in such a way that the Evaluation Committee is able to determine whether the PhD student performs below average, on average or above average, within a score range of 0-5. Consequently, not only following the study plan is important, but also a detailed description by the PhD student and a brief statement from his / her supervisor (at the end of the report). The fulfilling of the study plan also includes participation in international seminars, which is registered in attendance lists.

2. *Involvement in administrative work at the department*: Again in the score range of 0-5 points. Here, it should be based primarily on the scope of activities of the doctoral student in which the expected involvement should be specified (based on an agreement between the supervisor and the Head of the Department in which the supervisor operates). If the doctoral student has performed something extra, he / she should mention it. The supervisor's statement (at the end of the report) is also welcome in this case.

3. *Foreign mobility*: Evaluation of doctoral students in the first year - 1 point for mobility shorter than a week, 2 points for mobility longer than 1 weeks, 3 points for mobility longer than 2 weeks, 4 points for mobility longer than 3 weeks and 5 points for mobility longer than 4 weeks.

Evaluation of PhD students in the 2nd and higher years - 1 point for mobility longer than 2 weeks, 4 points for mobility longer than 3 weeks and 5 points for mobility longer than 4 weeks.

In the case of shorter mobilities (e.g. several days), the figures do not add up (e.g. 3 three-day mobilities do not equal a week mobility, etc.).

However, if during the reporting period the student was on 2 clearly accountable mobilities (e.g. 2 different one-month mobilities), the points are added together.

4. *Submission of a project*: Here you can earn points cumulatively. Zero points if no project has been submitted or the PhD student is not a member of a project team (the GAJU team project does not count). A doctoral student will receive 3 points for submitting a project (GAJU in winter semester; another one in both winter and summer semesters) and also if he / she is a member of a project team (whose project is already running or is in the process of solution). Points are added for each submitted / solved project.

5. *Submission of the 1st article for publication*: If an article was sent to the editors of a professional journal in the evaluated period, the doctoral student will be awarded 3



points. Each article should be consulted with the supervisor before its submitting, the supervisor will give the PhD student an important feedback after reading the article. It is up to the Commission to decide whether a submitted chapter in a monograph or peer-reviewed proceedings will be regarded as a professional study.

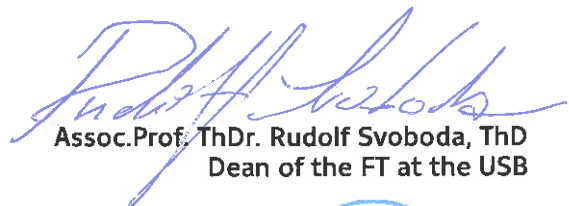
6. *Submission of the 2nd article for publication*: The doctoral student will receive 5 points for the 2nd article submitted to the editors of a professional journal. The same recommendations as in point 5 apply here.

7. *Teaching*: This aspect is evaluated only in students of the second and higher years. Lessons taught by first-year students are not expected. It is again possible to earn points cumulatively. 1 point for the organization of tuition for supervisor / department; 1 point for one-time entry to classes / lectures (e.g. if student presented a partial topic in two different subjects, he / she gets 2 points). For conducting one tutorial - 2 points. For conducting two tutorials - 3 points. For one seminar - 2 points. For leading two seminars - 4 points.

8. Doctoral students with Recognized Parenting Time (RPT): Doctoral student who has studied within the so-called Recognized Parenting Time (RPT) in the period under review fills the so-called *PhD Student's Report on Results of Study and Work*, but is evaluated differently. He / she automatically receives a scholarship of CZK 11,250 (i.e. as if he / she achieved an average score of 12 or 13 points, depending on the year of study). This amount may be increased if it reports submission or solution of a GAJU project, submission of a professional article (s) for publication or participation in teaching. In this case, the value of each extra point awarded is CZK 578 (as in the case of PhD students of the 2nd and higher years).

9. *Statement of the supervisor (at the end of the report, which was previously only signed)*: It is up to the supervisor whether his / her comments on the completed PhD student's report will be brief or detailed. In any case, the evaluation proved to be very useful if the supervisor gives more detailed comments on the fulfilling of the study plan and the involvement in the administrative work at the department.

10. The Commission does not evaluate the extraordinary obligations of PhD students for which PhD students receive remuneration in the form of a scholarship outside this evaluation system. These obligations can be both one-off and long-term.


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Dean of the FT at the USB

Attachments:

1. Table for evaluation of internal doctoral students – a form
2. Report on results of study and work of PhD students at FT - a form

