

Charles University, Faculty of Medicine in Hradec Králové

Dean's measure No 7/2021

Ref. UKLFHK/128834/2021

Title: **Rules for the Development and Evaluation of Individual Study Plans in Doctoral Studies**

Validity and effectiveness: on the day of the Dean's signature

**Article 1
Initial Provisions**

In accordance with the relevant provisions of Study and Examination Regulations of the Charles University (hereinafter the 'Study and Examination Regulations') and the Rules of Study at the Faculty of Medicine in Hradec Králové, this Measure establishes rules for the development and control of individual study plans in doctoral study programs.

**Article 2
Study Information System**

1. The records of doctoral programs are made electronically through the Study Information System.
2. The Study Information System (SIS) is a web-based application in which, among other things, the individual study plan, its evaluation and other elements related to the course of study in the doctoral program are recorded electronically.
3. The student gets access to the SIS after the student's card is issued.

**Article 3
Individual Study Plan**

1. Doctoral studies are conducted on the basis of an individual study plan (ISP), developed for each student individually.
2. The ISP shall be based on the learning obligations set out in the accreditation of the relevant study program and shall be designed in such a way that the student has the opportunity to complete it during the course of their studies.
3. The content of the ISP is in particular an annotation on the topic of dissertation thesis, the schedule for the work on the dissertation thesis for the standard study period, the list of study obligations and planned dates for their completion, a schedule for publication

activities, mandatory publications before the defence of the dissertation thesis and other requirements specifying the student's responsibilities with respect to the supervisor, the Department and the Subject Area Board. The ISP also always determines what is a major part of it necessary for the completion of the State Doctorate Exam.

4. Other ISP contents are set out in the Rules of Study at the Faculty of Medicine in Hradec Králové.
5. The ISP must respect the deadlines set by the schedule for the relevant academic year.
6. ISP is created by the supervisor together with the student. The created ISP shall be presented by the student to the supervisor for evaluation via the SIS. If the student does not do so within one month of the beginning of the academic year in which they enrolled, their studies will be terminated. The supervisor can return the ISP presented to the student for revision.
7. The supervisor is required to submit the ISP to the Subject Area Board for approval within two months of the beginning of the academic year in which the student enrolled. The Subject Area Board may request an opinion on the ISP proposal from the Head of the Department which provides the student with operational and technical means (hereinafter the 'Head of the Supervising Department'). If the Subject Area Board finds shortcomings in the ISP proposal, it may return it to the supervisor or student for revision.
8. By approval of the Subject Area Board, the ISP becomes binding to the student.
9. The approved ISP must be made out in paper form in three copies. One copy shall be kept by the Subject Area Board, one copy shall be delivered to the student and one shall be delivered no later than 75 days from the beginning of the academic year in which the student has enrolled (i.e., by 15th December of the calendar year) to the Study Department. All copies of the ISP shall bear the signatures of the student, the supervisor and the President of the Subject Area Board.
10. In the event of a discrepancy between the ISP in paper form and in electronic form in the SIS, the written form of the ISP is determinative.
11. The ISP can be changed as part of the ISP evaluation. The ISP changes approved by the Subject Area Board shall be listed in the ISP amendment. The ISP amendment must be made out in three copies. All copies must bear the signatures of the student, the supervisor and the President of the Subject Area Board.

Article 4

Evaluation of the Individual Study Plan

1. The supervisor continuously monitors the fulfilment of the provisions of the ISP.
2. The fulfilment of the ISP shall be subject to periodic, but no longer than annual, evaluation. The evaluation of the fulfilment of the ISP shall be carried out through the SIS.
3. The process of evaluating the fulfilment of the ISP must respect the deadlines set by the

Schedule for the ISP Creation and the Evaluation of the ISP Fulfilment (see Annex 1).

4. A student shall enter the fulfilment of the ISP into the SIS in the extent provided for in Article 5 and submit it to the supervisor as a basis for the evaluation. If necessary, the supervisor may return the evaluation documents to the student for supplementation or correction. The supervisor shall, in accordance with the procedure referred to in Article 6(1), assess the evaluation documents, propose the final evaluation and submit them to the relevant Subject Area Board for discussion and approval in accordance with Article 6(2).
5. The basis for the evaluation shall be the records in the SIS, in particular on the course of the study and the interim evaluation of the knowledge acquired, as well as the information provided in the report on the study in the past period submitted by the student via the SIS. In particular, information on the performance of the general duties, the professional activities of the student and the process of preparing their dissertation thesis are considered additional supporting documents for the evaluation, recorded in the SIS.
6. The evaluation of the fulfilment of the ISP must also include a list of the obligations that have not been fulfilled and the reasons or circumstances for the failure to fulfil them.
7. Recommendations for the next academic year, including, where appropriate, a proposal to amend the ISP, which is incorporated in the ISP amendment, are also an integral part of the evaluation.
8. The evaluation of the fulfilment of the ISP must be made out in three copies. The Subject Area Board shall keep a copy, deliver one copy to the student and forward one copy immediately to the Study Department for registration.
9. All copies of the ISP fulfilment evaluation with the rating C shall bear the signatures of the student, the supervisor and the President of the Subject Area Board.

Article 5

The Student's Responsibilities

The student shall, within the time limits set out in Annex 1:

- a) create comments on previously and currently enrolled obligations and on the status and progress of the dissertation thesis,
- b) prepare the changes to the ISP in the draft ISP amendment,
- c) perform so-called "matching of obligations" of the period being evaluated to the corresponding ISP subjects,
- d) draw up a summary commentary on the evaluation of the ISP,
- e) pass on the documentation referred to in paragraphs a) through d) to the supervisor in electronic form via the SIS.

Article 6
The Tasks of the Supervisor and the Subject Area Board

1. The **supervisor** shall, within the time limits set out in Annex 1:
 - a) propose an annual evaluation of the fulfilment of the ISP in accordance with 10(8) of the Study and Examination Regulations

A	completed the individual study plan
B	did not fulfil some of the obligations of the individual study plan
C	did not fulfil the obligations of the individual study plan; in such case, the student did not fulfil the requirements set out in these regulations and their studies will be terminated

In the case of evaluation B or C, the supervisor must indicate any major deficiencies leading to the evaluation and include a comment justifying the evaluation.

If, for reasons worth particular interest, which occurred without the fault of the student, the individual study plan was not fully fulfilled, the individual study plan shall be deemed completed. If serious circumstances which occurred without the fault of the student prevented fulfilment of the ISP obligations, it cannot be evaluated by rating C.

- b) submit for approval a prospective student proposal to remove, add or postpone the obligations in the ISP (draft ISP amendment), or return it to the student for supplementation or correction, or set additional obligations for the following period,
 - c) forward the data referred to in paragraphs a) and b) electronically via the SIS for evaluation to the Subject Area Board.
2. The **Subject Area Board** shall, within the time limits set out in Annex 1:
 - a) evaluate the fulfilment of the ISP on the basis of the supervisor's supporting documents and evaluations, and make a final commentary or return the evaluation to the supervisor or student for supplementation; for the evaluation of the fulfilment of the ISP, the Subject Area Board may request the opinion of the Head of the Supervising Department,
 - b) add the obligations set by the supervisor and approve the ISP amendment,
 - c) set the month of the irregular evaluation (outside the relevant schedule or after study suspension).
3. By the above-mentioned tasks, the Subject Area Board will complete the fulfilment of the ISP.

4. In the event that the Subject Area Board proposes an assessment C, it shall notify the Dean of such decision without delay.

Article 7
Final Provisions

1. This Measure shall be valid and take effect on the date of the Dean's signature.
2. The evaluation of ISP fulfilment for the academic year 2020/2021 will be carried out under this Measure.
3. The draft Dean's measure was discussed by the Academic Senate of the Faculty of Medicine in Hradec Králové on 12. 4. 2021.
4. Dean's measure No. 6/2014-15 Development and Control of Individual Study Plans in Doctoral Programs of 22nd April 2015 and Dean's measure No. 7/2015-16 Amendment to Dean's measure No. 6/2014-15 Development and Control of Individual Study Plans in Doctoral Programs of 31st May 2016 and Dean's measure No. 10/2015-16 Amendment No. 2 to Dean's measure No. 6/2014-15 Development and Control of Individual Study Plans in Doctoral Programs of 23rd September 2016 are hereby repealed.
5. The following Annex shall be an integral part of this Dean's measure:
Annex 1: The Schedule for the ISP Creation and the Evaluation of ISP Fulfilment

In Hradec Králové on 14th April 2021

prof. MUDr. Jiří Mand'ák, Ph.D.
Dean of the Faculty

The Schedule for the ISP Creation and the Evaluation of ISP Fulfilment

1. The Schedule for ISP Creation

No.	Process phase	Period in the relevant academic year (AR)	Responsibility	Note
1.	Assigning a dissertation topic to a student	By the beginning of the academic year in which the student enrolled	Study Department	Enter into SIS
2.	Creating an ISP in the role of student	From the beginning of the AR + 30 days	Student	Forward to the supervisor
3.	Processing an ISP in the role of supervisor	From the beginning of the AR + 60 days	Supervisor	Forward to the Subject Area Board
4.	ISP approval in the role of Subject Area Board and finalization of the ISP	From the beginning of the AR + 75 days	Subject Area Board	End the ISP creation process and hand-over with signatures to the Study Department and student

2. Schedule for the Evaluation of the ISP Fulfilment

	Process phase	Period in the relevant academic year	Responsibility	Note
	Evaluation in the role of the student	1 st – 30 th September or, if necessary, an irregular evaluation deadline set by the Subject Area Board	Student	Forward to the supervisor
	Evaluation in the role of the supervisor	1 st September – 15 th October	Supervisor	Forward to the Subject Area Board
	Evaluation in the role of the Subject Area Board	1 st September – 15 th October or 1 month after the deadline for the irregular evaluation	Subject Area Board	End of the evaluation process