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| UNIVERSITY OF PARDUBICE<br>Faculty of Chemical Technology |   |
| <b>Dean's Methodological Guideline No. 1/2025</b>         |   |
| Subject:  | Methodical Guideline for Directive No. 3/2025 – Methodological Guidelines for Preparation of an Individual Study Plan for a Doctoral Student  |
| Scope of applicability:                                   | All departments of the Faculty of Chemical Technology at the University of Pardubice, students, supervisors and guarantors of doctoral study programmes   |
| Effective from:   | 1 September 2025  |
| Reference number:   | UPCE/dfcht/00016300/2025  |
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| Approved by:  | prof. Ing. Petr Němec, Ph.D.  |

## Article 1

### Introductory Provisions

This Methodological Guideline for Directive No. 3/2025 Principles Governing the Organisation of Doctoral Studies by Subject Area Boards and the Defence of Dissertations Within the Faculty of Chemical Technology at the University of Pardubice (hereinafter referred to as “FChT UPCE”) supplements Article 3, Paragraph 2, concerning the particulars required of an individual study plan (hereinafter referred to as “ISP”) of student in a doctoral study programme (hereinafter referred to as “doctoral student”) for the respective doctoral study programme.

## Article 2

### Guidelines for the Preparation of an Individual Study Plan for a Doctoral Student

- (1) The ISP must contain only activities related to study in the respective doctoral study programme and must be compiled in such a way that the individual activities of the doctoral student are clearly specified and have verifiable outputs which will be used during evaluation of the doctoral student.
- (2) The ISP defines all the obligations of doctoral students. The doctoral student may refuse to perform activities beyond the scope of the ISP. The performance of activities not specified in the ISP may not be a condition for payment of the doctoral stipend.
- (3) The ISP includes subjects in which the doctoral student takes examinations during the course of their studies. Subjects are chosen from the offer of specialised subjects, a list of which is included in the accreditation materials for the respective doctoral study programme and in Directive No. 5/2025 Subjects for Students of Doctoral Study Programmes Within the Faculty of Chemical Technology at the University of Pardubice. The number of prescribed subjects is determined by the accreditation materials for the respective doctoral study programme and

Directive No. 5/2025 Subjects for Students of Doctoral Study Programmes Within the Faculty of Chemical Technology at the University of Pardubice.

- (4) The ISP specifies the scientific research and creative activities of the doctoral student, in particular:
- a publication plan (preparation of draft manuscripts, preparation of final manuscripts, submission of manuscripts, revision after peer review, etc.);
  - an applied research output plan;
  - a plan for the presentation of results at professional conferences (preparation of lectures, posters, contributions to proceedings, etc.);
  - project activities (preparation of project applications, participation in projects, etc.);
  - specific experimental activities (e.g., experiments on specific dates, optimisation of experiments on a specific date, etc.);
  - literature review (e.g. preparing a literature review on a specific topic on a specific date);
  - milestones in the preparation of the dissertation or parts thereof;
  - plan of regular in-person consultations between the doctoral student and their supervisor regarding the results of experimental and other activities (at least twice a month, in a total of at least 40 hours per year). The supervisor is obliged to keep records of consultations, including the signatures of the doctoral student.
- (5) The study obligations of a doctoral student enrolled in a study programme conducted in Czech include teaching activities in bachelor's and master's study programmes conducted by FChT UPCE, this being for a maximum of 5 hours per week.
- (6) The study obligations of a doctoral student include completing part of their studies at a foreign institution for a period of at least one month without interruption.
- (7) After discussion and approval by the Subject Area Board, the ISP is binding for the doctoral student.
- (8) Evaluation of the fulfilment of the ISP is governed by Directive No. 4/2025 Evaluation of the Fulfilment of an Individual Study Plan of a Doctoral Student.

### **Article 3**

#### **Transitional and Final Provisions**

- (1) This Methodical Guideline shall become valid and effective on 1 September 2025.
- (2) This Methodical Guideline applies to students enrolling in the first year of a doctoral study programme starting in the academic year 2025/2026. FChT Directives No. 3/2017 and 9/2019 do not apply to these students.

In Pardubice, on 13 August 2025

prof. Ing. Petr Němec, Ph.D.  
Dean