

UNIVERSITY OF PARDUBICE Faculty of Chemical Technology	
DIRECTIVE No. 4/2025	
Subject:	Evaluation of the Fulfilment of an Individual Study Plan of a Doctoral Student
Scope of applicability:	Students, supervisors and guarantors of doctoral study programmes
Effective from:	1 September 2025
Reference number:	UPCE/dfcht/00016299/2025
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Approved by:	prof. Ing. Petr Němec, Ph.D.

Article 1

Introductory Provisions

- (1) The Directive is issued in accordance with Section 47 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendment and Supplementation of Other Acts (the Higher Education Act), as amended (hereinafter referred to as the “Higher Education Act”) and in accordance with Section III of the Study and Examination Regulations of the University of Pardubice of 1 September 2025 (hereinafter referred to as “SER UPCE”) and with Article 8 of the Scholarship Regulations of the University of Pardubice of 1 September 2025 (hereinafter referred to as “SR UPCE”).
- (2) The Directive regulates procedure for evaluation of the fulfilment of an individual study plan (hereinafter referred to as “ISP”) of a student in a doctoral study programme (hereinafter referred to as “doctoral student”) in the Faculty of Chemical Technology at the University of Pardubice (hereinafter referred to as “FChT UPCE”) and determination of the amount of the doctoral stipend.

Article 2

Fulfilment of an Individual Study Plan

The report on the fulfilment of the ISP is prepared by the doctoral student in accordance with Article 11, Paragraph 7 of SER UPCE. The doctoral student submits interim and annual evaluations during the course of the academic year. The doctoral student prepares the interim and annual evaluations using the prescribed form, which is published on the student intranet and is also attached as Appendix No. 1 to this Directive.

Article 3

Annual and Interim Evaluation of ISP Fulfilment, Deadlines

- (1) Annual and interim evaluations contain information regarding progress in fulfilment of the ISP during the evaluation period.
- (2) The interim evaluation covers the period from 16 June (the first year of the doctoral study programme from the date of enrolment) to 31 January. The annual evaluation covers the period from 16 June (the first year of the doctoral study programme from the date of enrolment) to 15 June. In accordance with Article 11, Paragraph 8 of SER UPCE, the supervisor monitors the doctoral student's progress and prepares an evaluation report (Appendix No. 1), which, together with the opinion of the study programme guarantor (Appendix No. 1), is submitted in printed form to the Dean via the Study Department. Before submitting the report to the Dean, the doctoral student is entitled to comment on the supervisor's evaluation report and the opinion of the study programme guarantor.
- (3) The supervisor submits the interim ISP evaluation by 31 January of the respective calendar year. The supervisor submits the annual ISP evaluation by 15 June of the respective calendar year.

Article 4

Points-based Evaluation of the Doctoral Student

- (1) On the basis of the annual evaluation of the ISP, a points-based evaluation of the doctoral student is determined for the academic year, this being specified in Appendix No. 1 to this Directive.
- (2) A list of evaluated activities and their weighting coefficients is provided in the form for the evaluation of the fulfilment of the doctoral student's ISP. The doctoral student's points-based score for the academic year is the sum of the products of the number of individual evaluated outputs listed in the annual evaluation multiplied by the respective weighting coefficient. The weighting coefficients for individual outputs are listed in Appendix No. 1 to this Directive.

Article 5

Doctoral Scholarship

- (1) In accordance with Article 8, Paragraph 3 of SR UPCE, students enrolled in their first doctoral study programme, if studying full-time for the standard duration of the programme, are awarded a doctoral scholarship in the amount specified in Section 91a(3) of the Higher Education Act. More detailed conditions relating to the doctoral stipend and doctoral scholarship are set out in Article 8 of SR UPCE.
- (2) In accordance with Article 8, Paragraph 14 of SR UPCE, a doctoral scholarship is awarded to students enrolled in a full-time doctoral study programme who do not meet the condition of first-time enrolment in a doctoral study programme, provided that they do not exceed the standard length of study in a doctoral study programme at the University of Pardubice, taking into account any unsuccessful doctoral studies at the University of Pardubice in both full-time and combined forms, this being awarded on the basis of the points-based evaluation as defined in Article 4 of this Directive.
- (3) Doctoral students are ranked in descending order according to the points-based evaluation described above and divided into two performance groups. The group with the higher

points-based evaluation consists of a maximum of 1/5 of the doctoral students in the given year.

- (4) In accordance with Article 8 of SR UPCE, a doctoral scholarship may be reduced or withdrawn.

Article 6

Amount of the Doctoral Scholarship for the Group of Doctoral Students with Higher Points-Based Scores

The amount of the doctoral scholarship for the given academic year is determined for the group of doctoral students with higher points-based scores as the minimum amount of the doctoral scholarship increased by CZK 5,000.

Article 7

Transitional and Final Provisions

- (1) This Directive shall become valid and effective on 1 September 2025.
- (2) This Directive 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.
- (3) This directive also applies in part (Articles 5 and 6) to existing doctoral students at FChT UPCE.

In Pardubice, on 13 August 2025

prof. Ing. Petr Němec, Ph.D.
Dean

Appendices:

Appendix No. 1 – Individual Study Plan for a Doctoral Student and Evaluation of its Fulfilment