

## **PROCEDURE OF PROGRESS REVIEW OF LEARNERS IN DOCTORAL STUDIES AT THE FACULTY OF SOCIAL SCIENCES**

### **I. General principles**

1. Based on chapter II.5 of Regulations for Doctoral Studies ('regulations'), the following procedure of progress review of learners in doctoral studies ('procedure') is established at the Faculty of Social Sciences.
2. The general organisation and schedule of progress review, the forming of progress review committees and the conditions to be met by their members, the decisions of the progress review committee, appealing the decisions, and the repeat progress reviews are governed by the regulations.
3. In progress review, the progress of the learner in doctoral studies in completing the doctoral programme is assessed, based primarily on the minimum requirements to the stage of the doctoral thesis laid down in this procedure. Progress review takes into account the stage of the doctoral thesis, research publications related to the topic of the doctoral thesis, participation in professional events related to the doctoral thesis and international study and research experience, studies and self-development, the acquisition of transferable skills and other activities needed for the completion of the programme.

### **II. Rules of procedure of the progress review committee**

4. The institute organising the meeting decides on the composition and form of the progress review meeting (public or closed).
5. With the directive of the vice dean for research, a secretary is appointed for the progress review committee who keeps minutes of the committee's decisions. The secretary does not have to be an academic staff member.
6. Based on the feedback referred to in clauses 7.6 and 7.7, the committee has the right to propose the replacement of the supervisor(s) or the involvement of a co-supervisor.

### **III. Progress review**

7. The following documents must be submitted to assess the progress of a learner in doctoral studies:
  - 7.1. for the first progress review of the first year, the individual plan (for the entire period of doctoral studies) approved by the learner in doctoral studies and the supervisor(s); later on, the individual plan is submitted only if it needs to be changed;
  - 7.2. the plan for the following progress review period approved by the learner in doctoral studies and the supervisor(s);
  - 7.3. the progress review report of the previous progress review period approved by the learner in doctoral studies and the supervisor(s);
  - 7.4. materials proving research according to requirements laid down in clauses 12–15 of the procedure;
  - 7.5. a statement from the editor of the journal or collection meeting the requirements of the doctoral thesis confirming that the research publication has been accepted for peer review

- or publication if the research publication is part of the research submitted for progress review;
- 7.6. the feedback of the learner in doctoral studies on supervision, presented on the prescribed template;
- 7.7. the supervisor's reflection on supervision and cooperation with the supervisee, presented on the prescribed template.
8. All the documents referred to in clause 7 must be submitted at least eight working days before the meeting of the progress review committee.
  9. For the progress review, the learner in doctoral studies prepares a presentation of up to 20 minutes about the current stage of the doctoral thesis (incl. activities in the current year of study) and the period plan for the following year.
  10. At least one supervisor of the learner in doctoral studies must be present at the progress review. If none of the supervisors can participate in the progress review meeting, the supervisor in charge submits his/her written assessment of the progress of the learner in doctoral studies to the chair of the progress review committee and the supervisee by the beginning of the progress review meeting. Other supervisors may also submit their written opinion.

#### **IV. Assessing the progress of the learner in doctoral studies**

11. At the end of the first semester of the first year of study, the research and studies of a learner in doctoral studies are assessed positively if the learner in doctoral studies has completed the individual plan for doctoral studies and the period plan of the second semester that meet the requirements.
12. At the end of the first year of study, the research and studies of a learner in doctoral studies are assessed positively if the learner in doctoral studies has presented the results of his/her doctoral thesis to a wider audience at least once during the year of study, for example, at a research colloquium, an extended doctoral seminar, a scientific conference, etc., and has completed one of the following;
  - 12.1. an extended doctoral thesis project, incl. an overview of the work done so far;
  - 12.2. the first manuscript of a research publication;
  - 12.3. the project of the monograph and the manuscript of one chapter (at least 1/5 of the planned volume of the thesis).
13. At the end of the second year of study, the research and studies of a learner in doctoral studies are assessed positively if the learner in doctoral studies has presented the results of his/her doctoral thesis to a wider audience at least once during the year of study, for example, at a research colloquium, an extended doctoral seminar, a scientific conference, etc., and has completed one of the following;
  - 13.1. a research publication qualifying for the defence of a doctoral thesis submitted to a journal or collection, and the manuscript of the second publication ready to be submitted;
  - 13.2. at least 1/3 of the monograph and a more detailed project of the monograph, incl. a more detailed structure.
14. At the end of the third year of study, the research and studies of a learner in doctoral studies are assessed positively if the learner in doctoral studies has presented the results of his/her doctoral thesis to a wider audience at least once during the year of study, for example, at a research colloquium, an extended doctoral seminar, a scientific conference, etc., and has completed one of the following;

- 14.1. two relevant research articles qualifying for the defence of a doctoral thesis, at least one of which has been accepted for publication, and the second has been submitted to a journal or collection;
  - 14.2. three relevant research articles qualifying for the defence of a doctoral thesis submitted to a journal or collection for publication;
  - 14.3. at least 3/4 of the monograph and one relevant research article qualifying for the defence of a doctoral thesis submitted for publication;
  - 14.4. at least 2/3 of the monograph and one relevant research article qualifying for the defence of a doctoral thesis accepted for publication.
15. At the end of the fourth year of study, the research and studies of a learner in doctoral studies are assessed positively if the learner in doctoral studies has presented the results of his/her doctoral thesis to a wider audience at least once during the year of study, for example, at a research colloquium, an extended doctoral seminar, a scientific conference, etc., and has completed the manuscript of the doctoral thesis to be submitted for defence.
  16. In the progress review of learners in doctoral studies in doctoral curricula opened before the 2022/2023 academic year, there are specific requirements for a positive decision in accordance with clause 81 of the regulations.
  17. In a doctoral thesis written as an integrated collection of research publications, two articles must have been accepted for publication in a publication that meets the requirements of clauses 116.1 or 116.2 of the regulations. The third article may have been peer-reviewed by two internationally recognised independent researchers selected by the editorial board of a leading international research journal or collection or the council awarding doctoral degrees, and the article must be submitted to a publication meeting the requirements of clauses 116.1 or 116.2 of the regulations, except in cases described in clause 120 of Regulations for Doctoral Studies.
  18. Participation in professional events related to the doctoral thesis, studies, the acquisition of transferable skills and other activities needed for completing the programme are assessed by the committee at each progress review. Activities must comply with the requirements of the programme and the individual plan.
  19. If doctoral studies are planned to last more than four years according to the individual plan, progress is assessed based on the minimum requirements set out in clauses 12–15, taking them into account over a longer period.

#### **V. Assessment of the progress review of learners in doctoral studies in doctoral curricula opened before the 2022/2023 academic year in credit points**

20. The progress review of learners in doctoral studies in doctoral curricula opened before the 2022/2023 academic year takes place in line with this procedure, but, with the progress review decision, they also get credit points for research. The share of research in the total volume of the curriculum amounts to 180 ECTS, divided as follows:
  - 20.1. 120 ECTS for the monograph;
  - 20.2. 40 ECTS for each article published or accepted for publication in addition to the monograph;
  - 20.3. 120 ECTS for an integrated collection of research publications;
  - 20.4. 40 ECTS for the introductory chapter of an integrated collection of research publications;
  - 20.5. up to 12 ECTS for participation and presentation at conferences and seminars

related to the doctoral thesis, depending on the level and contribution of the doctoral student;

- 20.6. up to 8 ECTS for other research, development and creative activities related to the doctoral thesis (practical training outside the university, participation in research projects, obtaining new methods, work at the library, etc.).