ANNUAL REPORT GUIDE

At the end of an academic year, the doctoral student submits their Annual Report and related documents to the Student Affairs Office. The submission deadline is the deadline for completion of study obligations of the given academic year.

The Annual Report includes:

ANNUAL REPORT FORM	PUBLICATIONS SUMMARY (OBD)	CONFERENCE PRESENTATION	PUBLICATIONS	PROJECTS	EXAM / PRE-EXAM REPORTS
The Annual Report form can be **downloaded from the website** of the relevant doctoral programme.	Read carefully the guideline on *Uploading and registering publications* **on the DSP website.**	Together with the Pre-exam Report, submit the **certificate** of participation, **abstract** of the presented paper and conference **program**.	If it is an **article**: To the Pre-exam Report, please include the published **article**, **title page** of the journal (or the title web-page), and the extract from the **OBD**.	**Submitted project:** Submit the Pre-exam Report, the complete **project proposal** and the **confirmation of project submission**.	The completion of each course must be confirmed by the submitted **Pre-exam/Exam Report**. The form is for **download** on the website of the relevant doctoral programme.
Fill in the form, sign it and give it to your **supervisor for evaluation**. Submit the completed form to the **Student Affairs Office** by the end of August.	**Print the publication summary from the OBD website** or contact the department secretary to print it and submit it with the Annual Report.	**&** If the conference includes a book of **abstract**, include the **title page** of the book, its **content** and the abstract or the **full text** in published form.	**&** If it is a **book**: Include the **title page** of the publication, **content**, the **full text** (e.g. a chapter), and the extract from **OBD**.	**&** **Completed project**: Submit the Pre-exam Report with the confirmation of **project submission** and the project **final report** confirming the project's completion.	**&** Submit the filled in report to the **course teacher/guarantor for signature.** The teacher/guarantor can be found in the course syllabus in STAG.