Faculty of Health Sciences

DOCTORAL STUDY GUIDE

Created by: Student Affairs Office, Faculty of Health Sciences UP

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Information for students enrolling in the first year of doctoral studies

First login to Portal

Within a week of enrolment, the student receives a notification of their login details for the university system. The login details can be found in the UP Application, tab *Personal Data*, where they also set their password. The login details are always in the following format: e.g. Petr Novák – novape02 (login for Portal/STAG), novape02@upol.cz (login for the email Outlook UP). The password is used for both, the Portal/STAG and Outlook UP email box. After setting the password, the student can log in to Portal/STAG. In case of troubles with access to Portal/STAG or UP Application, contact the UP Helpdesk at www.helpdesk.upol.cz.

Portal UP

Via Portal UP, the student gains access to all important university applications needed for their study. Among them are:

- STAG – STAG contains all information on the course of the student's study. Here is where the student registers for courses and exam dates, performs payment, checks the progress of their studies, and registers their doctoral thesis.
- Email – the student is obliged to regularly check their university email box and use it for all electronic communication within the university. The login details can be found in the UP Application and must include the ending @upol.cz, the password is identical to the Portal/STAG password.
- Electronic Forms – to submit a request, the student logins into Portal and opens the tab Electronic Forms. In case there is not a specific type of request, the student fills in the General Application form and describes the matter of their request. After filling in the form, click on save, print, sign the form, and submit/send by post to the DSP Student Affairs Officer.
- OBD – in the OBD system, the doctoral student registers their publications and conference presentations. The student is also required to create their personal ORCID ID and indicate it in all publications and other scientific/research results. More information on OBD can be found on the website WikiUP or will be given by the secretary of the Science and Research Centre FHS UP.
- UPShare – here the student can find all UP norms, standards, and forms. Students are recommended to familiarize themselves with the UP Study and Examination Code and internal norms of the Faculty of Health Sciences UP related to doctoral study.
- Mobility – in this application, the student can find the current offers of international mobility and the list of partner universities of the UP. For more information, contact the faculty International Officer.

STAG > Course registration

After logging into the Portal, go to section STAG. In the subsection My Study > Course Registration, the student registers for courses following the Individual Study Plan (ISP) approved by their supervisor. Doctoral students register for courses in both semesters. By clicking on each category of courses (i.e. obligatory, elective, and optional courses), a list of courses offered within the programme study plan appears. Each course has a syllabus displayed by clicking on the course name (e.g. *Academic English*). By clicking on the course code (e.g. *DSPZ/ACR01*), the course timetable appears. For registration, click on the course code, then mark the empty square on the right side of the opened window and save it below. The course registration is successful if an orange flag appears by the course code. A more detailed guide on course registration can be found on the faculty DSP website.

The courses of doctoral study don't have a weekly timetable. Scheduling of each course is the responsibility of the course teacher, whose name can be found in the course syllabus (click on the course's title). To receive information on the timetable of a course, contact the relevant teacher or course guarantor. Individual courses can also be found by their name or code (or via keyword) in the subsection *Course Registration*, tab *Search for a course*.

If the student experiences trouble with course registration, they should contact the DSP Student Affairs Office. They should mention the code and title of the course. Certain courses (such as conferences or publishing activities) cannot be planned in advance, therefore, they can be registered for during the academic year via the DSP Student Affairs Office.

Study obligations

After enrolment, the student is obliged to familiarize themselves with the UP Study and Examination Code and other valid university or faculty norms and regulations for doctoral study. All relevant documents can also be downloaded via Portal, section *UPShare*.

The doctoral students of the four-year study programme must receive a minimum of 240 credits during the course of their study. After the fulfilment of the credit minimum and completion of study obligations defined by their ISP, the student can apply for the Doctoral State Exam and Thesis Defence. All students must complete the state examination and thesis defence within two years from the completion of study obligations.

During each academic year, the doctoral student is required to receive at least 40 credits or such a number of credits which, together with the number of credits received in the previous academic year, equals 80 credits

The standard length of study in the doctoral study programme at the Faculty of Health Sciences UP is 4 years. Based on the student's request and with the approval of the supervisor and the Board of the relevant doctoral programme (Subject-area Board), the dean can extend the student's studies up to 3 years. The maximum length of the four-year doctoral programme is 7 years. The Request for Study Extension form can be found in Portal, section Electronic Forms.

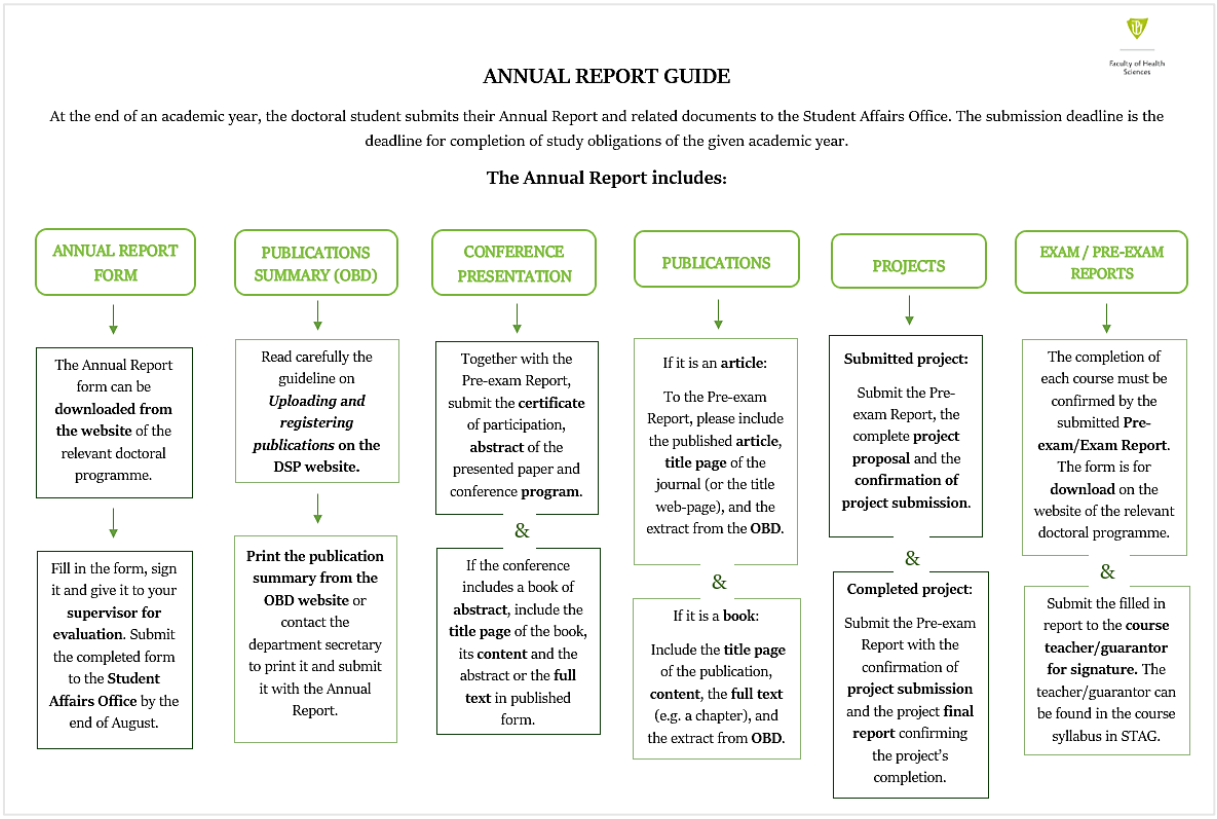
Health insurance

For doctoral students of Czech citizenship: the state covers the student's health insurance if they are studying in the first doctoral study programme at a higher education institution of the Czech Republic during the standard period of full-time study and unless they are not employees or self-employed. For more information, contact your health insurance company.

For foreign doctoral students: all doctoral students of non-Czech citizenship are obliged to arrange their health insurance (e.g. VZP company).

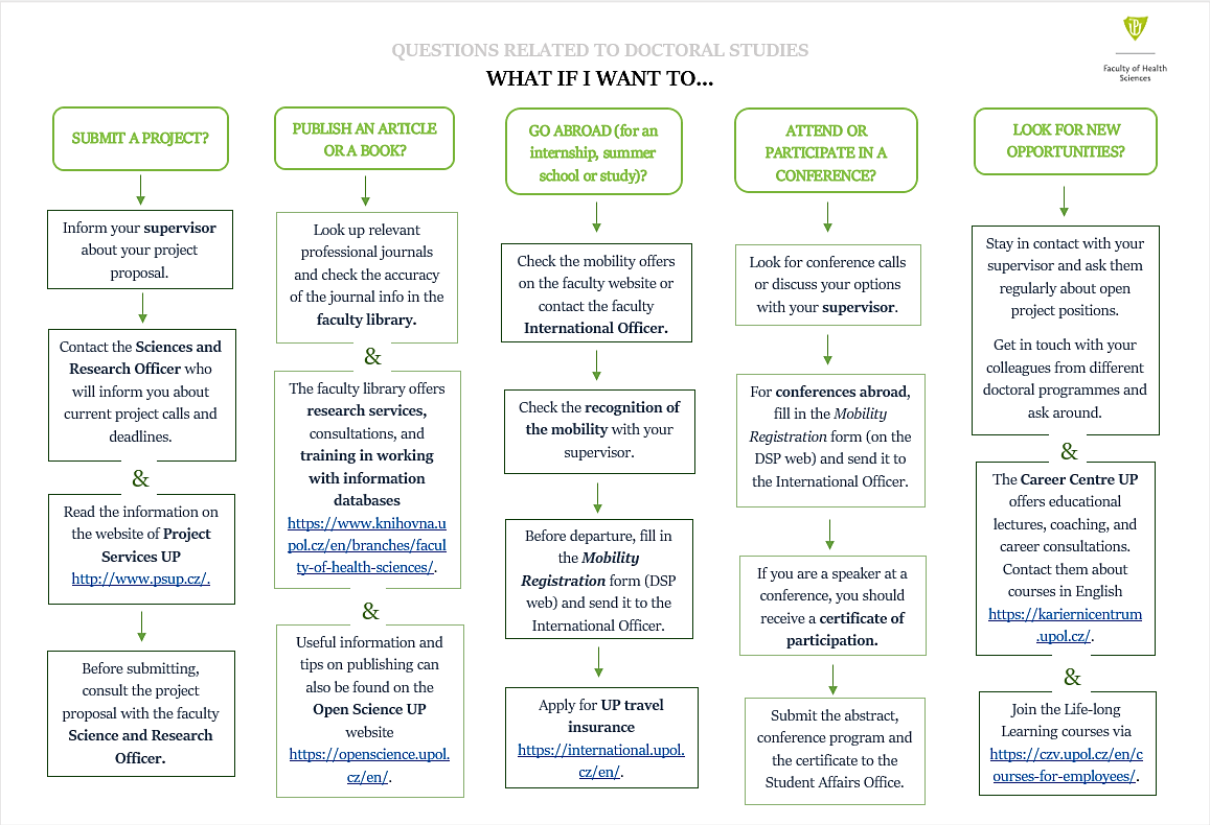
Annual Report

At the end of each academic year, the doctoral student submits the annual report summarizing the study results completed within the given period. The deadline for the fulfilment of study obligations of the given academic year can be found in the academic year schedule on the faculty website, section Important Dates. The annual report together with all required documents described in the Annual Report Guideline (available on the faculty website) and with the supervisor's evaluation and signature shall be submitted to the DSP Student Affairs Officer by the deadline for the fulfilment of study obligations.



Information to doctoral study

The doctoral study is conceived as the study of a doctoral student under the supervisor's guidance. The doctoral student is obliged to regularly inform their supervisor of their progress and consult with them about their publishing and project activities, study trips abroad and other activities relevant to their studies. The supervisor should also be informed of any changes within the student's doctoral study.



Publishing academic/professional articles, chapters and monographs

The student consults and prepares all publications related to their doctoral study with their supervisor and lists them as the co-author of their publications. All publications should be affiliated with the programme-guaranteeing department (i.e. *Nursing* and *Health Protection and Promotion* programmes are affiliated with the Science and Research Centre FHS UP; the *Applied Clinical Rehabilitation* programme is affiliated with the Department of Clinical Rehabilitation FHS UP).

All publications should be uploaded in OBD following the instructions on the web Wiki UP to monitor the quality of publications and other activities related to the doctoral programme. Student must also create a personal ORCID ID and indicate it in all their publications and scientific/research results if possible.

Before publishing, the doctoral students are advised to read carefully the information on the classification of journals by quartile, ways of searching for journals, the issue of predatory journals, etc. Useful information can be found on the faculty website, the Open Access web, the FHS Library, the Registry of Information and Results (RIV, only in Czech), etc.

Students can use the research and consultation services of the faculty library. The University Library Zbrojnice also provides research and bibliography-information services, as well as free-of-charge educational seminars for post-graduate students and UP employees.

Project application

The doctoral student should consult the project application with their supervisor. The final form of the application should be discussed with the faculty Science and Research Officer.

More information on the possibilities of project applications can be found on the web of the UP Project Services (only in Czech) and in the Central Evidence for Projects (the tab CEP, only in Czech). The doctoral students are also informed of all current project calls via a newsletter, sent to their university email address.

Study abroad / international internship

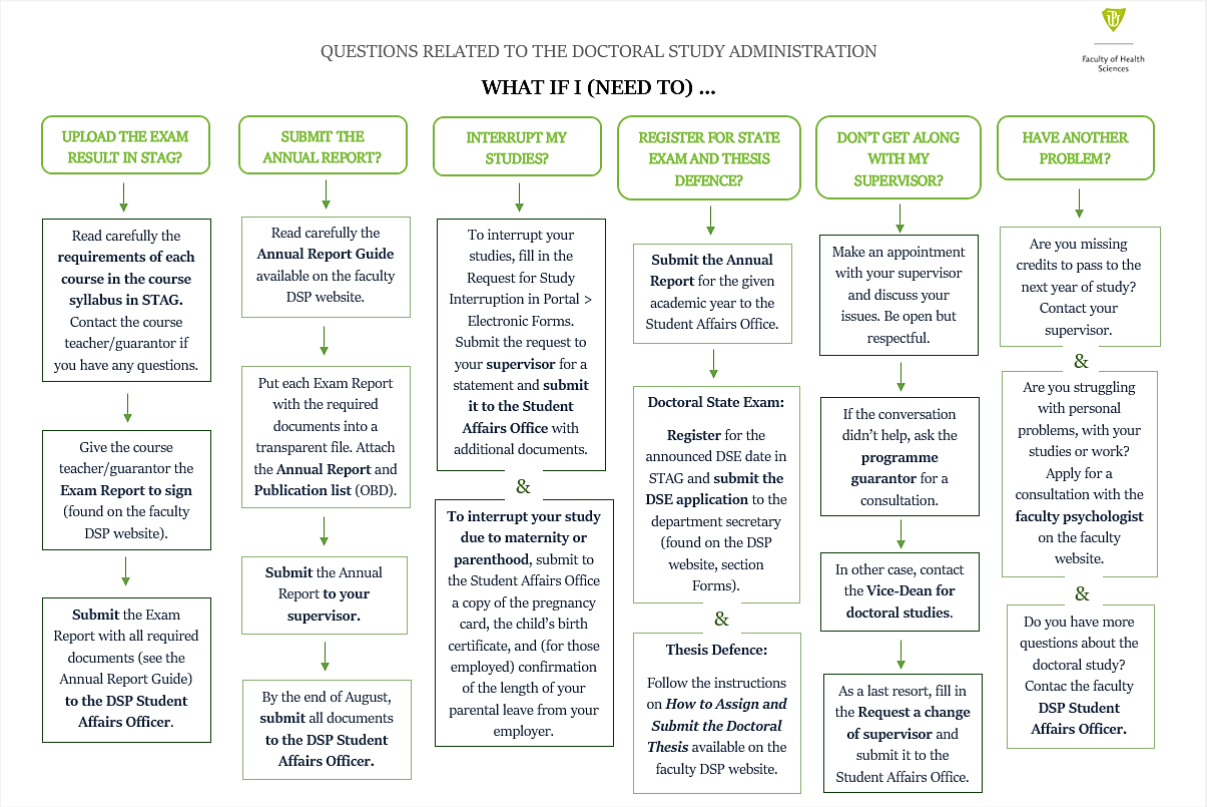
If you plan to study abroad, or participate in an international conference or a summer school, fill in the Registration of Mobility form (available on the faculty website of the relevant programme) and send it to the International Office for registration in STAG. UP students have the opportunity to receive UP travel insurance.

Useful information on mobilities can be found on the website of the doctoral study Doctoral Space UP, section Science and Research (only in Czech).

Other opportunities

For information on further opportunities and interesting seminars, visit the website for the Doctoral Study UP. Students can also attend courses for UP students and employees organized by the Life-Long Learning programme or events under the UP Career Centre.

DSP administration and requests



Application for the Doctoral State Exam and Doctoral Thesis Defence

In the final year of study, after completing all study obligations and obtaining a minimum of 240 credits, the student submits their Annual Report for the given academic year to the Student Affairs Office.

Doctoral Thesis: By the date, set by the Chairman of the Subject-area Board, the student submits their printed doctoral thesis (in two copies), the form Registration of the Doctoral Thesis (from STAG) and the Doctoral Thesis Defence Application (from the faculty website) with all required attachments to the department secretary. The example of attachments to the Doctoral Thesis Defence Application (CV and Thesis Summary) can be downloaded from the faculty website of the relevant doctoral programme. The full text of the doctoral thesis must also be uploaded in STAG, section My Study, tab Final Thesis.

For instructions on how to register and submit the thesis, the doctoral students must follow the university and faculty regulations and guidelines, found on the faculty website for the doctoral study, specifically the *Guideline on Thesis Registration and Submission* and the university standard on *Assigning Topic and Thesis Submission*.

Doctoral State Exam (DSE): After the announcement of the date of the Doctoral State Exam in STAG (tab Registration for Exams), the student registers for the exam date by the given deadline (at least 3 weeks before the exam date). Then, they fill in the DSE Application form, sign it and give it to their supervisor for signature (the form is available on the faculty DSP website). They submit their application to the department secretary.

Interruption of study

During the doctoral study, the student can request the interruption of study due to serious personal, family or health problems. The request must include the supervisor's statement. Interruption is possible only for the duration of the whole semester or the academic year. The student addresses their request to the faculty dean and submits their request to the Student Affairs Officer. The form can be found in Portal, section Electronic Forms.

Interruption of study due to maternity or parenthood

The student can interrupt their study due to maternity leave or parenthood. The mother's recognised period of parenthood begins at the eighth week before the expected date of childbirth and ends when the child reaches three years of age. For this period, the female student may apply the interruption of study, which will not be counted in the maximum interruption period of 3 years. The father's recognised period of parenthood begins with the child's birth and ends when the child reaches three years of age.

The student submits the Request for Interruption of Study (including the supervisor's statement and signature), the copy of the pregnancy card (in the case of the mother) and the child's birth certificate together with the confirmation on the extent of parental leave from the employer (in case of mother/father).

Withdrawal from study

If the student wishes to withdraw from their studies, they must send to the Student Affairs Office the signed copy of the *Notice of Withdrawal from Studies*. The form can be filled in and printed via Portal, section Electronic Forms. The student is obliged to inform their supervisor of their withdrawal.

For more information, contact the faculty DSP Student Affairs Officer.