**Credit Application Form (PhD Programme, valid from 2022)**

**Semester: 20…/20…/… Completed the complex exam** [*please underline*]: **Yes / No**

**Name of PhD Student: ………………………………………....……… Neptun-code: …………..… Name of Supervisor(s): …………………………………………….……..………**

**I. Planned details and verification of guided research.**

| **To be filled in at the beginning of the semester1** | | | | | **To be filled in at the end of the semester2** | |
| --- | --- | --- | --- | --- | --- | --- |
| **Research activity** | **Planned period**  **(date: from/to)** | **Planned total period (hours)** | **Planned no. of credits3** | **Supervisor’s signature** | **achieved no. of credits3** | **Signature of supervisor** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| *[rows can be added optionally]* |  |  |  |  |  |  |
| **I, ……………………………………….………… as the person in charge of the programme, approve of the above plan.**  **Signature: …………………………………………….** | | | |  | **I verify that the research credits have been acquired.**  **Signature of the person in charge of the programme**  **……………………………………** | |
| **Signature of the Head of the Doctoral School (at the end of the semester): …………..…………………………………** | | | | | | |

1To be handed in the Registrar’s Office until the last day of the registration period by the student.

2To be handed in the Registrar’s Office before the last week of the examination period by the Doctoral School. (Faculty Doctoral Rules and Regulations No.2, §21).

3Credits are calculated as follows: 1 credit corresponds to 30 hours student workload (National Higher Education Act No.24, §108).

**II. Details and verification of the teaching activity** (only in case of teaching at the Faculty of Education and Psychology – in case of teaching at other institutions acceptance can be initiated in a request to the Doctoral School (Faculty Doctoral Rules and Regulations No.3, §22)

| **To be filled in at the beginning of the semester1** | | **To be filled in at the end of the semester2** | |
| --- | --- | --- | --- |
| **Subject** | **code** | **achieved no. of credits3** | **Signature of supervisor** |
|  |  |  |  |
|  |  |  |  |
| *[rows can be added optionally]* |  |  |  |
|  |  | **I verify that the teaching activity credits have been acquired.**  **Signature of the Head of the Doctoral School:**  **……………………………………….** | |

1To be handed in the Registrar’s Office until the last day of the registration period by the student.

2To be handed in the Registrar’s Office before the last week of the examination period by the Doctoral School (Faculty Doctoral Rules and Regulations No.2, §22).

3One course with minimum 5 participants corresponds to 4 credits (Faculty Doctoral Rules and Regulations No.2, §22).

**Information**

**Concerning the fulfilment of the research and teaching credit requirements, and the credit application form**

The regulations below are included in the relevant parts of the Organisational and Operational Rules of the Doctoral School of Education (Section 12 (1)-(5)) and of the Doctoral School of Psychology (6.1–6.5).

At the beginning of every semester, the student shall, after consultation with their topic supervisor, appropriate to their learning and research plan, complete the credit application form with their planned research and teaching activities. The form shall be submitted to the Registrar’s Office with the approving signature of the topic supervisor and the head of programme no later than the last day of the course registration period.

Activities and their credit values not on the credit registration form may be added to it after certification pursuant to the Doctoral Regulations of the Faculty Section 21-22, with the approval of the Head of the Doctoral School.

The administration of the doctoral school shall organise the end-of-semester reportage pursuant to the Doctoral Regulations of the Faculty Section 19 (4) separately by programmes. The reportage shall not be scheduled to the last week of the examination period. The topic supervisor of the student and the head of programme shall participate in the reportage. The reportage is public. The result of the reportage shall be noted on the credit registration form, handed over by the Registrar’s Office for the duration of the examination period. After signature by the topic supervisor, the head of programme, and the head of the doctoral school, it shall be transferred to the Office by the administration of the doctoral school no later than the end of the examination period’s penultimate week. The credit registration form shall be added to the student’s personal file.

Doctoral Regulations of the Faculty of Education and Psychology:

**Section** **19** (4) The Student shall report on

a) the preparation of the study plan in the first semester and its fulfilment in the second and third semesters,,

b) the fulfilment of the research plan in every examination period starting with the fifth semester in line with the rules laid out in the operational regulations of the doctoral school. At the time of the Student’s reporting, the Student shall make the necessary corrections. The decisions on the credits to be awarded for the directed research work and lecturing activities for the given semester shall be made by the head of the doctoral programme on the basis of the Student’s report and the recommendation of the topic supervisor.

**Section 21** (1) As part of the directed research work, the Doctoral Student shall carry out either individual or group-based research activities in connection with his/her research topic in both phases of the doctoral programme base on his/her approved study and research plans under the guidance of the topic supervisor.

(2) The completion of the directed research work along with the research credit value of the completed activity shall be determined by the head of the programme based on the recommendation of the topic supervisor. The head of the programme shall verify the completion of the research work for the Office by the last week of the examination period of the given semester. The verification of the completion of the research work

shall not include a qualification. The Office shall record the completed requirements inthe educational registration system each semester. The rules of the procedure for complaints laid out in Section 65 (6) of the ARS shall be applied in the case of the completion of the credits in question as well.

(3) The group-based activity organised within the framework of the research work (e.g. workshop) shall not be announced as a course by the doctoral school. The doctoral school shall organise the activity on its own authority and verify its completion for the Office by awarding research credits for it in the regular procedure.

**Section 22** (1) The course to be taught by the Doctoral Student within the framework of the compulsory teaching activity shall be a regular course in the discipline of the doctoral school requiring contact hours announced for a Bachelor’s, Master’s or single-cycle programme. Topic supervision of the so-called workshop project or the thesis shall also be accepted as a teaching activity irrespective of whether or not they are announced as courses.

(2) The Doctoral Student shall acquire 4 credits by teaching a course if the number of its attendees is at least 5 and the Doctoral Student instructs the course on his/her own, regardless of its format or number of contact hours. In the case of the so-called workshop project, the minimum attendance figure of 5 shall be required if it is not announced as a course. The completion of the teaching activity shall be verified for the Office by the final week of the examination period each semester based on the attendance of the course by the head of the doctoral school based on the recommendation of the topic supervisor or another representative of the head of the doctoral school.

(3) In the cases of Doctoral Students working as lecturers or instructing lessons at another faculty or higher education institution, the verification of their teaching activities along with its credit recognition shall be the right and task of the management of the DIT. The condition of the completion of the teaching requirement shall be the Student’s submission of the course material as well as a written verification form issued by the department that they have completed the requirement. The completion of the teaching requirement shall be verified by the head of the doctoral school.

(5) The teaching activity shall not be given a qualification. The completion of the requirement shall be recorded in the educational registration system by the Office each semester.

(6) The teaching activity may be substituted by an activity supporting education and research. The set of activities supporting education and research along with the extent to which it can substitute teaching activities shall be regulated by the operational regulations of the doctoral school.

(7) The decision on the substitution of the Student’s teaching activities shall be decided by the head of the doctoral school based on the request of the Student containing the recommendation of the topic supervisor, which is to be submitted to the Office. The decision on the request shall be made simultaneously to determining the credit value to be awarded for the activity substituting the teaching activity. Credits acquired in this manner shall be entered into the educational registration system by the Office.