Schedule of the doctoral study programmes for the academic year 2023/2024

Deadline (different deadlines for ENG DSP are in brackets)	Responsible body				Activity	Semester in the IS (top right hand corner in the IS)
	DSP Dept.	Doctoral Board	Supervisor	Student		
1 May -31 Aug				x	**Student's feedback** on to the semester load for the past **spring** semester in the IS	**spring** 2023
June - August, the beginning of September at latest		x			**The Doctoral Board will discuss and evaluate the progress of each student's studies** for the past academic year; a record is made of the results of the meeting, which is a mandatory part of the documentation kept in the IS (the evaluation should ideally take place before the end of the academic year, i.e. sometime during June-August, so that in case of serious non-compliance with the ISP, a timely response can be made before the end of the year)	**spring** 2023
8 Sept (8 Sept)	x				Enrolment of new students in studies, meeting the supervisors	
4 Sept – 15 Sept			x	x	Extended examination period	**spring** 2023
by 15 Sept				x	Student applications for the autumn semester doctoral state examinations and doctoral thesis defences	
by 17 Sept				x	Students submit **applications for enrolment** in the next semester in IS (regardless of un/fulfilled requirements)	
8 Sept – 15 Sept	x				Information to departments about newly enrolled students	
15 May – 15 Sept			x		**Supervisor**: - **evaluates the fulfilment** of the semester content in IS for the **past semester** - **gives approval/disapproval to proceed** to the next semester	**spring** 2023
1 June – 20 Sept				x	Students fill in **the semester plan for the next semester in the IS**. In the "miscellaneous" field, the planned teaching and other activities are also entered. The "miscellaneous" field is also filled in by full-time students with their (agreed with the supervisor) attendance schedule. (pursuant to Art. 2 par. 3 of the Directive No. 2/2018)	**autumn** 2023
by 22 Sept		x			- Approval of **the research focus of newly admitted students** of non-habilitated supervisors. - Conducting **an evaluation of the quality of the study programme** as part of the quality assurance processes, evaluating and updating the study programme development plan. The record must be published in the IS MU.	
25 May – 1 Oct 2023				x	Students register courses for the next semester.	**autumn** 2023
by 27 Sept (6 Oct)	x				Decision on scholarships award to new full-time students.	
by 30 Sept			x		**The supervisor approves the semester plan for the autumn semester in IS for all his/her students.**	**autumn** 2023
by 12 Oct	x				Appointment of supervisors outside the permanent list (in case of non-habilitated supervisors	

Date					Description	Semester
					following the approval of the Scientific Board)	
October	x				Preparation and publication of a report on the admission procedure.	
October		x			- Specification of entrance examination requirements and **the number of places available for the next academic year**. - **Updating preferred research focuses for publication on the faculty web pages**.	
approx. 16 Dec	x				Announcement of the admission procedure for the academic year 2024/25.	
1 Dec – 31 Jan 2024				x	**Student feedback** on the semester plan for the **autumn** semester in IS	**autumn** 2023
15 Dec – 15 Feb 2024			x		**Supervisor**: - **evaluates the fulfilment** of the semester content in IS for the **past semester** - gives **approval/disapproval to proceed** to the next semester	**autumn** 2023
2 Jan-16 Feb 2024			x	x	Examination period - credits (course guarantors or teachers), colloquia (supervisors, the Vice-Dean)	**autumn** 2023
by 16 Feb 2024				x	Student applications for the spring semester doctoral state examinations and doctoral thesis defences	
by 18 Feb 2024				x	Students submit **applications for enrolment** in the next semester in IS (regardless of un/fulfilled requirements)	**spring** 2024
1 Jan - 20 Feb 2024				x	Students fill in the semester plan for the next semester in the IS. In the "miscellaneous" field, the planned teaching and other activities are also entered. The "miscellaneous" field is also filled in by full-time students with their (agreed with the instructor) attendance schedule. (pursuant to Art. 2 par. 3 of the Directive No. 2/2018)	**spring** 2024
by 20 Feb 2024				x	First year students must have an individual plan for their entire studies, including research focus, completed in the IS. They consult its content in advance with their supervisors.	**spring** 2024
by 29 Feb 2024			x		**Supervisor approves in the IS**: - **semester plan** for the spring semester for all students; - for **the first year students, the plan of the whole study** also.	**spring** 2024
20 Nov – 3 March 2024				x	Students register courses for the next semester.	**spring** 2024
by 20 March		x			The Doctoral Board discusses and approves the plans of the whole study of the 1st year students, including the research focus (it is necessary to make a record of this + the guarantor marks the approval in the IS).	**spring** 2024
15 May	x				Deadline for applications to studies for the academic year 2024/25.	
by 18 May		x			Minutes of the meeting of the Doctoral Board, which include: - Determination of the dates of the entrance examinations (it is recommended to agree on the dates earlier - for the week of 3 – 7 June (ENG programmes) and 10-14 June). - Proposal of the committees and chairs of the entrance examination committees.	
(by 24 May) by 30 May	x				- Appointment of Entrance Examination Boards. - Sending emails to applicants – invitation to the entrance examination.	
(3 June – 7 June) 10 - 14 June		x			**Entrance examinations**	

27 May – 5 July			x	x	Examination period - credits (course guarantors or teachers), colloquia (supervisors, the Vice-Dean)	**spring** 2024
by 15 July (31 Aug)	x				Preparation and distribution of the Dean's decisions on admission/non-admission to study	
July - August	x				Examination procedure appeals.	
1 May – 31 Aug				x	**Student feedback** on the semester plan for the **spring** semester in IS	**spring** 2024
June-August, the beginning of September at latest		x			**The Doctoral Board will discuss and evaluate the progress of each student's studies** for the past academic year; a record is made of the results of the meeting, which is a mandatory part of the documentation kept in the IS (the evaluation should ideally take place before the end of the academic year, i.e. sometime during June-August, so that in case of serious non-compliance with the ISP, a timely response can be made before the end of the year).	**spring** 2024
2 Sept – 13 Sept 2024			x	x	Extended examination period	
By 13 Sept 2024				x	Student applications for the autumn semester doctoral state examinations and doctoral thesis defences	

Compiled by: Radka Schardová, approved by: doc. JUDr. Ing. Josef Šilhán, Ph.D.