

## Guidance on the Individual Research Plan (IRP)

- Prior to the drawing up of IRP a doctoral student and his/her supervisor(s) should acquaint themselves with the following: information on the IRP provided in § 22 of the Terms and Condition of the Doctoral School, a model form of IRP, and a model form of a report on the IRP implementation.
- IRP should be carefully thought of and the deadlines for the particular tasks reasonably set as:
  - IRP serves as a basis for the works related to the doctoral dissertation
  - IRP is the starting point for the assessment of progress in the preparation of the doctoral dissertation, described in semester reports to be submitted starting with the 2nd year of the programme of study, and
  - Progress in the IRP implementation is subject to a mid-term evaluation
- A doctoral student shall draw up IRP according to the model form thereof contained in the Terms and Condition of the Doctoral School
- A doctoral student shall submit IRP by 15th September or (if he/she started the programme of study as of the second semester) by 10th February, unless the Head of the Doctoral School has announced otherwise
- A doctoral student shall submit IRP in a hardcopy form bearing the required signatures to the Doctoral School Secretary's Office and send a scan (.pdf) thereof in the electronic form
- IRP is subject to approval by the School Council. In the event of formal deficiencies, the School Council has the right to oblige the doctoral student to supplement or correct the submitted IRP within 10 business days of receiving the request to supplement or correct it. The resubmitted IRP should also be agreed with the thesis supervisor or supervisors and approved by the auxiliary thesis supervisor
- In reasonable cases it shall be permissible, upon consent of the thesis supervisor and the Head of the Doctoral School, to change IRP, as well as changes in the schedule for the preparation of the doctoral thesis. The changes shall be made not later than 60 days before the date of the mid-term evaluation and 30 days before the date indicate deadline for submitting the doctoral dissertation

- Changes of IRP are made by submitting an annex to IRP along with the uniform text of IRP
- Information on the approval of IRP (a copy of the resolution of the Board of the Doctoral School) shall be issued, at the doctoral student's request, by the Doctoral School Secretary's Office.