

Individual Study Plan – plan for entire studies and term content to be filled in in IS:

How to find it:

IS MU > Personal Administration > Student > Start of Term > Ph.D. Individual Study Plan and its evaluation

(the application is also available from IS MU > Personal Administration > Student > End of Term > Ph.D. Individual Study Plan and its evaluation)

How to fill it:

Plan for entire studies – click on Edit the plan for entire studies

This is a space for your plan for entire studies lay-out. Describe the focus of your research and its predicted course. Write down where and what, or in co-operation with whom you intend to publish. Specify what conferences or lectures you want to attend, or what stays you are about to take. You can also schedule a plan for registration of courses in particular semesters (however, this information will be given in detail in the semestral content of the ISP).

When to do: With enrollment to doctoral studies in the 1st year/1st semester

Semestral Content - click on Edit the semestral content

In each section, fill in the details of a given semester (what you do when preparing the dissertation, how your work on the publications / articles continues, what forums / conferences / lectures you plan to visit, or what kind of internships you intend to visit). As soon as you register subjects for a given semester in the IS Registration section, their list will also be displayed in the ISP agenda under "Studied subjects overview".

When to do: 1.6. – 20.9. for autumn semester

1.1. – 20.2. for spring semester

Approval of ISP:

Your supervisor has to approve your suggestion of the plan for entire studies and your suggestion of the semestral content.

You notify your supervisor and ask for his approval directly in IS. After you fill in the content you click at the bottom of the form to „*Save and inform the supervisor*“.

The Doctoral Board of the study programme you study in has to approve your suggestion of the plan for entire studies (once it is approved by the supervisor).

Changes:

In case of serious changes in the course of your studies, your plan for entire studies can be changed.

However, such a change requires a new approval of your supervisor and of the Doctoral Board.

If any changes to your semestral content appear, you can explain them at the end of the given semester via Student's feedback (in the part with the Semestral content), before your supervisor evaluates your fulfilment of the suggested ISP semestral content.

Feedback on term content for the past semester:

At the end of each semester students are required to fill in a feedback on their term content for the past semester. Again this is then approved by the supervisor.

You notify your supervisor and ask for his approval directly in IS. After you fill in the feedback you click at the bottom of the form to „*Save and inform the supervisor*“.

When to do: 1.12. – 31.1. for autumn semester

1.5. – 31.8. for spring semester