



METHODOLOGICAL INSTRUCTION OF THE DEAN OF TF USB

Number: 4/2021

České Budějovice, 30th September 2021

METHODOLOGICAL INSTRUCTION FOR THE COMPLETION AND EVALUATION OF REPORTS ON THE RESULTS OF THE STUDY AND WORK OF INTERNAL DOCTORAL STUDENTS OF TF USB

This methodological instruction is intended for internal doctoral students, their supervisors, heads of departments, and evaluation commissions. It presents the set criteria for the evaluation of doctoral students and their application (they are generally described in the Dean's Decision):

- Fulfilment of the study plan
- Involvement in department administration
- International mobility
- Project activity
- Articles accepted for publication
- Tuition

1. *Fulfilment of the study plan*: The information must be described in such a way that the evaluation committee is able to determine whether the doctoral student is fulfilling the plan below-average, on average, or above-average, in the point range 0-5. Therefore, not only is compliance with the study plan important, but it is important also to have a detailed description by the doctoral student and a brief statement by the supervisor (at the end of the report). Participation in international seminars, which is recorded in attendance lists, is also included in the fulfilment of the study plan.

2. *Involvement in department administration*: This is a similar evaluation with 0-5 points. This should be based primarily on the content of the DSP student's activities, in which the expected involvement should be described (based on the agreement of the supervisor and the Head of the department where the supervisor works). If the DSP student did something extra, it should be mentioned. The supervisor's opinion (at the end of the report) is also welcome in this case.

3. *International mobility*: Evaluation of the first-year doctoral students – 1 point for mobility shorter than a week, 2 points for mobility at least 1 week long, 3 points for mobility at least 2 weeks long, 4 points for mobility at least 3 weeks long, and 5 points for mobility longer than 4 weeks.

Evaluation of doctoral students in the 2nd and other years of study – 1 point for mobility at least 2 weeks long, 4 points for mobility at least 3 weeks long, and 5 points for mobility longer than 4 weeks. In the case of shorter mobilities (e.g., several days), the values are not added (e.g., 3 three-day mobilities cannot be calculated as a week's mobility, etc.).

However, if during the evaluation period the doctoral student participated on two clearly countable mobilities (e.g., on two different monthly mobilities), the point values are added.

4. *Project activity*: Zero points are given if the doctoral student is not the researcher or a member of the team of an investigated project. Submission of an individual GAJU project and the participation of a doctoral student in a GAJU Team project is not included in the evaluation. A doctoral student will be awarded 3 points for working on a project (e.g., GAJU, etc.) or when he/she is a member of a team of a project being worked on (e.g., a project of GAČR or TAČR of his/her supervisor). The maximum point value the student can obtain in one semester is 6 points.



5. *Articles accepted for publication*: If the doctoral student is the sole author of an article and the article has been accepted for publication by the editors of a professional journal indexed in the Scopus or Web of Science databases in the evaluated period, 3 points will be added to the doctoral student for all subsequent periods until the end of the standard study period. In this way, the doctoral student can incrementally obtain a maximum of 9 points.

Each article should be consulted with the supervisor, who will give the doctoral student important feedback after reading the article.

Before this assessment the commission must always receive the student's activity report, as well as the article separate or confirmation of its acceptance for publication and the submitted original article.

It is up to the commission to decide whether the expert study in question has sufficient quality in relation to the journal where it was submitted, and whether the article deserves the point rating.

In this way, a chapter in a professional monograph or a peer-reviewed compilation may be recognised for evaluation by the commission only under exceptional circumstances (e.g., a monograph published by a prestigious foreign publisher, etc.).

6. *Teaching*: This is evaluated only in the 2nd and higher years. Tuition led by first-year students is not expected. It is again possible to earn points cumulatively. For the organisation of teaching for supervisor/department – 1 point; for one-off teaching/lectures – 1 point (e.g., if you have taught once within two different subjects, you will receive 2 points). For teaching in seminars the exercise – 2 points. A maximum of 3 points can be obtained.

7. *Supervisor's statement (at the end of the report, which was previously only signed)*: It is up to the supervisor whether his/her statement on the completed doctoral student's report will be brief or more detailed. In any case, it proves to be very useful in the evaluation if the supervisor comments in more detail on the fulfilment of the study plan and on the involvement in department administration.

8. The Commission does not evaluate the extra obligations of doctoral students for which they receive remuneration in the form of a scholarship beyond this evaluation system. These obligations can be both one-off and long-term.

9. The amount of the scholarship awarded according to the points obtained may not exceed the value of CZK 22,500 per month.

10. Transitional provisions:

Students' current publishing activities will be assessed on the basis of the IS RVVI and they will be awarded points according to Article 5 of this methodological instruction during the evaluation for the period October 2021 – March 2022.

This methodological instruction cancels the Dean's methodological instruction No. 3/2019.

doc. ThDr. Rudolf Svoboda, Th.D.
Dean of TF USB



Teologická
fakulta
Faculty
of Theology

Jihočeská univerzita
v Českých Budějovicích
University of South Bohemia
in České Budějovice

doc. ThDr. Rudolf Svoboda, Th.D
děkan dean

Enclosed:

1. Table for evaluation of activities of internal doctoral students – form
2. Report on the results of studies and work of doctoral students at TF – form