

PROCEDURE OF PROGRESS REVIEW OF LEARNERS IN DOCTORAL STUDIES AT THE FACULTY OF ARTS AND HUMANITIES

Adopted based on chapter II.5 of Regulations for Doctoral Studies ('regulations').

I. Requirements for assessing the progress of learners in doctoral studies

1. During progress review, the progress of the completion of the doctoral programme is assessed, with the minimum requirements based primarily on the stage of the doctoral thesis. Progress review takes into account research publications on the topic of the doctoral thesis, participation in professional events related to the doctoral thesis and international study and research experience, studies and self-development, the acquisition of transferable skills and other activities needed for the completion of the programme.

2. The requirements for assessing the stage of the doctoral thesis depend on whether the doctoral thesis is written as a monograph or as an integrated collection of research publications. A positive progress review decision requires compliance with the following minimum requirements:

2.1. by the end of the first semester, the learner has completed the draft of one chapter of the monograph or the draft of one research article;

2.2. by the end of the second semester, the learner has completed one quarter of the monograph or one manuscript of a research article ready for publication;

2.3. by the end of the second year of study, the learner has completed at least one half of the monograph or two relevant research articles qualifying for the defence of a doctoral thesis, one of which is a publishable manuscript and the other has been formally accepted for publication;

2.4. by the end of the third year of study, the learner has completed at least three quarters of the monograph and one relevant research article qualifying for the defence of a doctoral thesis formally accepted for publication; or three relevant research articles qualifying for the defence of a doctoral thesis, two of which have been accepted for publication and one of which is a publishable manuscript, plus a draft introductory chapter.

3. Participation in professional events related to the doctoral thesis, studies, the acquisition of transferable skills and other activities needed for the completion of the programme are assessed by the committee at each progress review. Activities must comply with the requirements of the programme and the individual plan. A positive progress review decision requires compliance with the following minimum requirements:

3.1. the learner has participated in a doctoral seminar of the specialisation every year. The progress review committee assesses the activity based on written notification by the teaching staff member responsible for the seminar;

- 3.2. by the end of the second semester, the learner has completed course "Introduction to Doctoral Studies in the Humanities" and a training session or course in research ethics;
- 3.3. by the end of the second year of study, the learner has completed at least half of the doctoral programme;
- 3.4. by the end of the third year of study, the learner has made at least one presentation of the doctoral thesis at a high-level international professional event;
- 3.5. by the end of the third year of study, the learner has completed the entire study module, and has completed the research, development and creative activities module to the point at which graduation within the year is possible. For that, the thesis must be submitted six months before the end of studies.
4. If the doctoral studies are planned to take longer than four years according to the individual plan, progress is assessed based on the minimum requirements set out above, taking them into account over a longer period.
5. In the case of curricula opened before the academic year 2022/2023, the progress of the learner in doctoral studies in research is assessed in credit points (ECTS). The optimum is 20 ECTS per semester and 40 ECTS per year. Credit points are given on a cumulative basis, so credit points not received at the end of the first year can be given in the second year if the criterion for the previous progress review period has been fully met. A total of up to 180 ECTS may be given for research during the doctoral studies, of which 20 ECTS are awarded for the thesis defence.

II. Requirements for involving supervisors in the progress review meeting

6. Learners in doctoral studies and their supervisors participate in the progress review meeting.
7. If the supervisor in charge cannot participate in the progress review meeting, he/she submits his/her written assessment of the doctoral student's progress in research and studies to the chair of the progress review committee and the supervisee by the beginning of the progress review meeting. Other supervisors may also submit their opinion in writing.

III. Rules of procedure of the progress review committee

8. The progress review meeting is held in private.
9. The head of the institute appoints a secretary for the progress review committee who keeps minutes of the committee's decisions. The secretary does not have to be an academic staff member.
10. The chair of the committee appoints at least one reviewer from among the committee members for the learner in doctoral studies; the reviewer reviews the materials sent by the learner by the time of the meeting and makes an overview of these at the meeting.

IV. List of additional materials to be submitted to the progress review committee

11. In addition to the documents provided for in the regulations, the manuscript(s) of the completed article(s) and/or monograph chapter(s) and the draft introductory chapter must be submitted to the progress review committee.

V. Procedure of collecting and giving feedback to the cooperation between the doctoral student and supervisor(s)

12. During the progress review meeting, both the supervisor and the learner in doctoral studies have the opportunity to give feedback on their cooperation without the other party being present.

13. The procedure of progress review takes effect on 29 August 2022.

Annex 1. Minimum requirements for giving the learner in doctoral studies a positive assessment

Progress review period	Courses and training courses	Monograph	Integrated collection of research publications
First semester		Draft of one chapter of the monograph has been completed	Draft of one article has been completed
Second semester	Introductory course and a training session or course in research ethics have been completed	One quarter of the monograph has been completed	Publishable manuscript of one research article has been completed
Second year		One half of the monograph has been completed	Two relevant articles have been completed, one of which is a publishable manuscript and the other has been accepted for publication
Third year	The learner has made at least one presentation at a high-level international professional event and completed the entire study module	Three quarters of the monograph and one relevant article accepted for publication have been completed	Three relevant articles have been completed, two of which have been accepted for publication and one is a publishable manuscript, and the draft introductory chapter is ready