

## The Ph.D. Study Board of Anatomy, Histology, Embryology at Charles University, Faculty of Medicine in Pilsen and 2nd Faculty of Medicine

### Doctoral (Ph.D.) studies:

- Anatomy, Histology and Embryology (P0912D350015) in the Czech language,
- Anatomy, Histology and Embryology (P0912D350016) in the English language,

## Recommendations for supervisors and students on designing and implementing an individual study plan

In addition to the minimum requirements articulated in the doctoral study program accreditation, the Ph.D. Study Board recommends the following to supervisors and students:

- There are several advantages to the option of writing the Ph.D. thesis in English. It is then possible to submit the thesis to a foreign opponent and invite him/her to the defense (including online form). The thesis can be used to apply for international internships, foreign scholarships and jobs abroad - it becomes an internationally understandable visiting card.
- If the Ph.D. thesis submitted for defense includes publications with a team of authors, the candidate is supposed to specify his/her own specific contribution to these publications in the preface or appendices. The rules for authorship defined by editorial offices of some publishing houses may be a guide, e.g. <https://www.elsevier.com/authors/policies-and-guidelines/credit-author-statement> , or consensus documents defining the roles of authors in the biomedical field <https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>.
- Ph.D. students have established personal scientific identifiers, i.e. 1) ORCID; 2) Researcher ID/Publons ID for Web of Science and possibly 3) Scopus ID (Rector's measure No. 40/2021, [https://cuni.cz/UKEN-714-version1-en\\_or\\_evidence\\_tvurci\\_cinnosti\\_40\\_2021\\_final.pdf](https://cuni.cz/UKEN-714-version1-en_or_evidence_tvurci_cinnosti_40_2021_final.pdf)
- The PhD student should be able to work as a member of an international scientific team. It is advisable to apply as an active collaborator during the international internship and thus demonstrate competence to work in an international team. Ph.D. students can be involved not only in the form of an internship, but also in other appropriate ways in the medium or long term, e.g. mentoring by a foreign researcher at the home institution, joint publication based on collaboration with foreign co-authors, active involvement in an international project, organisation of international events such as summer school, etc.
- The standard study time is 4 years. The study and information system also displays the "maximum possible study time", but this is certainly not intended as a standard time. A full-time Ph.D. student defends in the 4th year, and an extension of 1 year is allowed, i.e. with a defense in the 5th year at the latest.
- The choice of full-time or combined form of study is made by the supervisor, taking into account the student's possibilities. It is definitely not considered as a good practice to set up a study plan for 4 years for the full-time form and after 4-5 years without completing the Ph. D. thesis to switch to the combined form, in which the maximum possible study time according to the study regulations can be used.
- The recommended timing for completing the compulsory foundation courses is the 1st year. The appropriate timing for passing the regular exams is during the 1st or 2nd year.

- The appropriate timing of the doctoral state exam is the 2nd, but no later than the 3rd year of study. For the doctoral state exam questions, the Ph.D. student should demonstrate the ability to capture the essence of the question, to place it in a broader context and to demonstrate the ability to think creatively.
- The approved study plan becomes binding and its implementation will be closely monitored during the annual evaluation. In order to obtain the best grade of 'A', it will be necessary to demonstrate its fulfilment in a verifiable manner, not to lag significantly behind the study plan and to actually work towards a successful defence within the standard period of study, extended by 1 year where justified.
- It is highly desirable to write and submit an application for a project of the Charles University Grant Agency ( [GAUK - Charles University \(cuni.cz\)](http://GAUK-Charles-University.cuni.cz)) in the 1st-2nd year of study. The student becomes the principal investigator of such a project. Under the guidance of the supervisor, the student will learn how to write an application for a research project, conduct a literature search, formulate targets and testable hypotheses, propose a methodological approach, balance the timing of the solution and part of the financial costs, and write an interim and final report.
- The student's creative activity is represented by the publication of his/her own results. The Ph.D. student is expected to master study design, data acquisition and processing, interpretation of results, drawing conclusions and publishing in a standard scientific form. Review articles, short communications, etc. can be considered as additional creative outputs, but not as core outputs.
- Mastering the role of corresponding author brings additional skills, such as selecting an appropriate journal, coordinating co-authors in manuscript development, proofreading, working with the journal publisher's editorial systems, communicating with editors, direct insight into the review process, revising and defending the manuscript in light of opponents' comments, proofreading typesetting and more. If a Ph.D. student is heading towards a career as an independent researcher after graduation, mastering the role of corresponding author is a professional necessity.
- The form of the Ph.D. thesis, the selection of opponents and the requirements of the defence are governed by the Rules for the Organisation of Studies at the Faculty of Medicine in Pilsen, Charles University (Articles 32-33) <http://www.lfp.cuni.cz/download/soubor/9273-rules-of-study-effective-november-1-2021.html> and the Study and Examination Regulations of the Charles University (Article 11) <https://cuni.cz/UKEN-726.html> .