

The Individual Research Plan (IRP) - Instruction for the document workflow
(recommendations)

Dear All,

*The preparation of **the Individual Research Plan (IRP)** is a statutory requirement and is necessary for the mid-term evaluation in the ongoing DSMHS study programme. An independent committee will carry out the mid-term evaluation at the end of the 4th semester for PhD student's in the 8-semester programme and during the 4th semester for PhD students in the 6 semester programme by a committee to conduct the Mid-term evaluation. Its positive outcome will be a condition for continuing education at the Doctoral School. Based on the IRP information, the PhD student prepares every year an annual report on the implementation of the research tasks provided for in the IRP. The annual report on the IRP implementation is a separate document and will be available on the DSMHS website. The PhD student's annual reports on the IRP implementation are subject to evaluation by the doctoral committee and if not appointed by the individual research plan evaluation team and presented to the mid-term evaluation committee.*

It is therefore recommended that the preparation of the IRP document be carefully well-thought-out. It should strongly focus on the planned topic of the doctoral dissertation. The tasks envisaged should be possible to carry out within a given time framework. When preparing the IRP, both the PhD student and the supervisor should bear in mind that the PhD student, completing the education at DSMHS, formally initiates the doctoral dissertation submission. If a PhD students intends to initiate proceedings for the award a doctoral degree in JU, it's recommended that the PhD disserattation be prepared following the detailed guidelines developed by the JU MC Discipline Council for a particular discipline and acceptance procedure, following the detailed guidelines developed by the JU MC Discipline Council for the discipline.

1. PhD student prepares the IRP in consultation with the supervisor/supervisors or on his appointment with the auxiliary promotor. The IRP form (included on the DSMHS site) contains detailed questions to be completed to keep maximum transparency and clarity.

2. The PhD student submits the IRP form to the DSMHS office together with the signatures of a supervisor/supervisors and auxiliary supervisor on his appointment, up to 12 months after the beginning of education. To facilitate the review of the documents, there are three deadlines for submitting IRP at the DSMHS office:

I – 31 March

II – 2 May

III – 1 September

For PhD students who start their education from the summer semester, suggested dates will be postponed

I – 30 September

II – 2 November

III – 2 January

3. The members of the programme committee sign a statement of confidentiality (appendix 1).
4. The programme committee prepares an opinion in the form of a review, assessing accuracy in defining research tasks, conformity of tasks with the research topic, possible implementation of tasks within an assumed time framework, and measurability of achieved results.
5. When the programme committee or the head of the doctoral programme has indicated some questions or the necessity of amendments, the head of the doctoral programme, through the DSMHS office, sends the IRP to the PhD student for improvement, in agreement with the supervisor. The procedure is then repeated in steps 1 to 7.
6. In the event of a positive opinion from the programme committee, the head of the doctoral programme approves the IRP. If the head of the doctoral programme is at the same time a supervisor, the IRP is approved by the DSMHS Director. If the position of the head of the doctoral programme is held by a person who is a DSMHS Director IRP document approve the chairman of the council.
7. The IRP approval information is sent to the PhD student and the supervisor/supervisors/auxiliary supervisor by the DSMHS office.
8. The IRP implementation is subject to periodic evaluation by the doctoral committee and if not appointed by the IRP evaluation team. The first evaluation is carried but no

later than 12 months after the start of education. The next evaluations made at least once every 12 months on the dates specified in the individual research plan.

9. Two deadlines are recommended for acceptance of Annual report IRP (included on the DSMHS website):

I – 30 June

II – 10 September

For PhD students who start their education from the summer semester, deadlines are:

I – 31 December

II – 10 February

10. The IRP form, together with annual reports IRP, are the documents submitted to the committee's evaluation for the mid-term evaluation.