**Doctoral Study Programme (DSP) in Archaeology – Individual Study Plan (ISP)**

General information on the DSP in Archaeology, including requirements for the student during studies, are available on the Department of Archaeology’s website (<https://kar.zcu.cz/en/study.php#phd>; the last two pages of the document under the link “Archaeology Doctoral Study Programme” contain a table with a list of all subjects). The student sets up the individual study plan based on the subject of the dissertation (it is advisable to select subjects that are as closely linked to the topic of the dissertation as possible), selection of subjects according to information listed in the Portál information system and an arrangement with the supervisor (see Paragraph IV of the Study Regulations). The ISP prepared for the DSP in Archaeology is available on the Faculty of Arts’ website in the section Study – Student Office – Forms (<https://ff.zcu.cz/study/studijni-oddeleni/formulare/individualni-plany-dokt-programu/individualni_-plan-Archeologie_AJ.docx>). All mandatory subjects are listed in this form. In addition, it is necessary to see the visualization of the DSP in Archaeology’s study plan in the Portál information server (browsing may be done without logging in: Portál – Study – Browse – Programmes and branches, Faculty: FF, Year: current, Form: Full-time, Type: Doctoral, Language: Czech, Search, DSP Archaeology P0222D120024 valid from 2018 with a 4-year standard period of study, click on the programme “Archaeology”, then again on the branch “Archaeology” and “Visualization”). Subjects in the visualization of the study plan are spread out over a period of four years (8 semesters). Detailed information on individual courses can be acquired by clicking on their abbreviations.

It is necessary to register for subjects which have a credit value equal to or more than 240 credits (for details see the document Archaeology doctoral study programme at <https://kar.zcu.cz/en/study.php#phd>). After registering for the minimal recommended number of elective subjects in individual blocks, it is necessary to register another 8 credits (e.g. one MEKD for 8 credits, one language for 8 credits, or two VZCD or VPAD subjects for 5 credits). We recommend registering for subjects taught by external instructors (i.e. the methodological courses MEK1-7D and Research Activity with doc. Šmejda, i.e. VZC3-4D) in the recommended study years and semesters.

The ISP must contain the following:

* Year that studies are initiated (the current year) and the year of planned completion of studies (summer semester of the fourth year, during which the State Doctoral Examination should be completed);
* The supervisor or the consultant that is approved during the admission procedure;
* Academic year (e.g. 2020/21) and semester (WS/SS) of fulfilment for all registered subjects;
* Topic of dissertation (approved of during the admission procedure or changed based on agreement with the supervisor) and the planned date of submission (again the summer semester of the fourth year, during which the State Doctoral Examination should be completed).

It is possible to list a date and institution in which a mandatory foreign internship will take place (at a minimum length of one month) or other planned study activities (e.g. mandatory presentation of a paper in a foreign language at an international conference, etc.).

The ISP signed by the student and supervisor is submitted by the student during registration. After registration, the ISP is approved by the Subject-area Board and is signed by the Subject-area Board and the Dean of the Faculty of Arts. The student then receives a copy of the ISP, which is binding throughout the whole length of study.

**Changes to the individual study plan**

If the need to change anything in the ISP arises, it is necessary to submit an official Request for Doctoral Students (the form of the electronic version is available on the website of the Faculty of Arts in the section – Study – Student Office – Forms, see <https://ff.zcu.cz/study/studijni-oddeleni/formulare.html>; the paper version is available at the Student Office). The signed Request for Modification of ISP is submitted by the student to the supervisor to be approved; then the signed copy is submitted to Mgr. Alena Tvrdá at the Student Office (Sedláčkova 36-40, SO 112). Then, the request is submitted for authorization to the Subject-area Board and the Dean. The request must be submitted in time, and therefore it is advisable to consult its submission with Mgr. A. Tvrdá.

**Examples of standard changes to ISP**

* Request to postpone subject XY (KAR/XY) until academic year (20../20… ) – should be submitted before the beginning of the academic year or before classes begin in the given semester; if a student does not complete a subject, he/she will be automatically registered for it again in the following academic year and must complete the subject);
* Request to postpone the Dissertation Defence (KAR/OD) for academic year (20../20… ) – it is usually necessary to submit this request after completing the State Doctoral Exam;
* Request to interrupt studies (usually in the case of motherhood);
* Notification of withdrawal from studies (in the case that the student decides to terminate study).

**Preliminary registration (pre-enrollment)**

From June to the end of August, it is necessary to complete the preliminary registration of subjects for the following academic year in the Portál (including any other uncompleted subjects). For more, see the Faculty of Arts’ website (<https://ff.zcu.cz/study/informace-pro-studenty/vyssi-rocniky/predzapis>). The standard limit of 65 credits per year applies to bachelor’s and master’s study programmes.