

Appendices to the diploma for doctoral study programme graduates – instructions for doctoral students and supervisors

Appendices to diplomas for the doctoral study programme graduates include both information generated by the IS Apollo (namely the graduate identification, the type and level of qualification, completed results, and a qualification function) as well as **additional information** which a doctoral student shall complete in the IS Apollo.

The following information is stated in Part 6 in the following order:

- **3 Most significant papers published by the doctoral student**
- **Study visits completed**
- **Participation at conferences**
- **Patents, inventions**
- **Projects completed by the doctoral student**

A **doctoral student shall complete** this information in the “*Ph.D. study*“ module and the supervisor then checks it in “*My doctoral students*” module. A supervisor is responsible for the correct additional information completion.

In “*Ph.D. study*” and “*My doctoral students*” modules there is an “*Appendix to diploma*” tab with the graduate’s individual fields results, namely: Most significant papers, Most important products and patents, Most important conferences, Most important projects and Most important study visits. Selecting the “Add” button a dialogue window appears offering the results already listed in R&D in which publications already existing can be selected. Alternatively, it can be manually written by selecting the “*Text*” tab. It is important to keep in mind that the text will be copied into the appendix word by word, thus it needs to comply with the citation norms.

A doctoral student shall complete the additional information no later than he/she submit the application for the dissertation defence.