**Annex 2 to Rector’s Decree No. 20/2023**

Activity Report -   
Quarterly Progress Report Form   
for Postdoctoral Researcher

Fellows Scheme

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| **MONTH AND YEAR  OF THE ACTIVITY REPORT** |  |
| **SERIAL NUMBER  OF THE ACTIVITY REPORT** |  |

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| --- | --- |
| **A. INDIVIDUAL DETAILS** | |
| **University** | University of Hradec Králové |
| **Faculty** |  |
| **Department** |  |
| **Researcher’s name and surname** |  |
| **Researcher’s e-mail address** |  |
| **Supervisor’s name and surname** |  |
| **Supervisor’s e-mail address** |  |
| **Workload** |  |

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| **B. RESEARCH ACTIVITIES** | | | |
| **NAME OF THE PROJECT:** | | | |
| **PROGRESS ON RESEARCH**  *Description of work in the reference period/month* | | | |
| *The researcher describes the current situation of his/her research. The researcher indicates what he/she has been working  on during the reference period, whether his/her goals for the reference period have been met and specifies  the sub-objectives/goals for the next period, the shift in his/her development etc. The researcher also indicates potential research outcomes or dissemination and other activities, e.g., participation in conferences/courses/workshops etc. (if any)[[1]](#footnote-2).* | | | |
| **YEAR/**  **MONTH** | **ORIGINAL PLAN**  *State what you plan to achieve in the project* | **ACTUAL ACTIVITIES** | **NEXT ACTIONS** |
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| **C. RESEARCH CHECKLIST** | | |
| **RESEARCH ACTIVITIES** | | **STATUS**  1. *Not Started*  *2. Started*  *3. Progressing*  *4. Done* |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |

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| **D. PAPER PUBLICATION**  *Please provide details of your publishing activities. You may insert additional pages if this page is insufficient.  In addition, please attach a copy of each paper together with the proof of its publication, acceptance, submission, etc.* | | | | | | | | |
| **Title of paper No 1** |  | | | | | | | |
| **Author(s)**  *State author's names* | UHK | | | National – Czech | | International | | |
|  | | |  | |  | | |
| **Status of paper**  *Please check one* |  | Published | | | Type of Publication  *Please check one* | |  | Journal |
|  | In Press | | |  | Conference |
|  | Submitted | | |  | Book/Book chapter |
|  |  | Draft, etc.  (please state) | | |  | |  |  |
| **Name of journal/**  **book or proceedings** |  | | | | Volume | |  | |
| Number | |  | |
| Name of Publisher | |  | | Pages | |  | |
| Date of Publication | |  | |
| Journal URL | |  | | Journal is indexed in  *Please check* | |  | SJR SCOPUS |
|  | JCR  (Web of Science) |
|  | ESCI  (Web of Science) |
|  | |  | Others |
| Impact Factor (IF) + Article Impact (Q1, Q2, Q3, Q4) Score (AIS) according JCR ISI  (Value+The Best Quartile in IF  and AIS)  (if any) | | IF xx,xx (QX)  AIS yy,yy (QY) | |
| **Supervisor ‘s**  **comments** |  | | | | | | | |

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| **E. COLLABORATORS/NETWORKING/MOU/MOA & OTHERS** | |
| **Type** |  |
| **Institution & country** |  |
| **Details**  *Name/affiliation, amount of funding, terms of collaboration* |  |
| **Supervisor’s comments** |  |

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| **F. IPR/COMMERCIALIZATION**  *You may insert additional pages if this page is insufficient* | |
| **Type** |  |
| **Institution & country** |  |
| **Details**  *Name/affiliation, amount of funding, terms of collaboration* |  |
| **Supervisor’s comments** |  |

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| **G. CONFERENCE/SEMINAR/WORKSHOP/OTHERS**  *You may insert additional pages if this page is insufficient* | |
| **Type** |  |
| **Institution & country** |  |
| **Details**  *Name/affiliation, amount of funding, terms of collaboration* |  |
| **Supervisor’s comments** |  |
| **DECLARATION BY THE RESEARCH FELLOW** | | |
| **I hereby declare that all information given in this report is true.**  Name:  Date:  Signature | | |

**TO BE COMPLETED BY THE SUPERVISOR:**

**1**

**4**

**X**

**3**

**2**

**0**

Not relevant Very weak Weak Moderate Good Excellent

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| **USING THE ABOVE SCALE, PLEASE RATE THE STAFF PERFORMANCE** | | |
| **1.** | Regularity and punctuality |  |
| **2.** | Progress in terms of research activities |  |
| **3.** | Progress in terms of paper publications |  |
| **4.** | Progress in terms of work attitude and professionalism |  |
|  | Average for the above items (excluding items marked with X) |  |

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| **GENERAL COMMENTS:** |
| **I hereby declare that all information given in this report is true.**  Name:  Date:  Signature |

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| **RECOMMENDATION:** |
| **I hereby declare that all information given in this report is true.**  Name:  Date:  Signature |

1. *The researcher is obliged to prove his/her participation in the events by relevant documents, e.g., certificate, invitation, programme.* [↑](#footnote-ref-2)