**Annex 2 to Rector’s Decree No. 12/2023**

Activity Report – Quarterly Progress Report Form for Postdoctoral Researcher Fellows Scheme

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

**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** |  |

**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.** |  |  |

**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)* | | |  | | | | | | |
| **Journal/book or proceedings** | **Name** | |  | | | | | | | | |
| **Volume** | |  | | | **Number** | | | | |  |
| **Pages** | |  | | | **Date of publication** | | | | |  |
| **Name of publisher** | |  | | | | | | | | |
| **Journal URL** | |  | | | | | | | | |
| **Journal is indexed in**  *Please check* | |  | SJR SCOPUS | | |  | | ESCI (Web of Science) | | |
|  | JCR (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** |  |

**E. COLLABORATORS/NETWORKING/MOU/MOA & OTHERS**

|  |  |
| --- | --- |
| **Type** |  |
| **Institution & country** |  |
| **Details**  *Name/affiliation, amount of funding, terms of collaboration* |  |
| **Supervisor's comments** |  |

**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** |  |

**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:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **X** |  |  | **0** |  |  | **1** |  |  | **2** |  |  | **3** |  |  | **4** |  |
| **Not relevant** | | | **Very weak** | | | **Weak** | | | **Moderate** | | | **Good** | | | **Excellent** | | |

*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) |  |

**General comments:**

I hereby declare that all information given in this report is true.

|  |  |
| --- | --- |
| **Name** |  |
| **Date** |  |
| **Signature** |  |

**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)