**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)