

LOGBOOK

for Special Education
doctoral program

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Věra Vojtová and Marie Vítková



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Doctoral program:
Special education

Form of study:

Name and surname, academic degree of the student:

.....

Personal ID (UČO):

Name and surname, academic degree of the supervisor:

.....

Personal ID (UČO):

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The LOGBOOK of academic activities is an overview of fulfilled requirements for the course and completion of studies specified in the internal regulations of the faculty, accreditation materials of the study program and the catalog of courses.

The logbook of academic activities is a students' document on the activities completed during their studies, which are part of the competencies of the graduates of the doctoral study program Special Education. The logbook functions as a control and feedback tool for students and supervisors regarding their completed activities. Academic activities are led by scholars who are mainly engaged in social science research, experts in the field of special education and related disciplines, and other professionals in the field of communication and teaching skills.

The doctoral study is thematically focused on gaining detailed knowledge of inclusive special education, the psychology of disability and the field of mental development disorders. It is also aimed at acquiring the following competencies: to know deeply and systematically the subject and scope of the respective special education field and of education as a whole, in broad historical and contemporary contexts and at the level of the current state of knowledge, to know deeply and systematically essential theories, concepts and methods that are at the forefront of knowledge in the field, both in the national and international context, to know the system of sciences, its development and research problems on the border of special education and other fields, to be able to choose, plan, implement and evaluate creative research procedures in the respective special education field and in education as such, to know, through these procedures, the processes and phenomena in real education, to enrich scientific knowledge with respect to the ethics of research, to know how the life of the scientific community is organized in its multilayered nature, both nationally and internationally, to be able to fully participate in the life of national and international scholarly community, including publishing activities,

planning of research projects and obtaining resources for their implementation.

Areas of developed academic activities of the students:

1. Methodological preparation
2. Preparation in the field of teaching and presentation skills
3. Creating and consolidating international academic overview
4. Development of creative skills
5. Preparation of the dissertation
6. Other activities in practical training—excursions, internships



Logbook of academic activities in the doctoral study program Special Education

2.

The LOGBOOK of academic activities is a students' document on activities completed during their studies, which will be part of the competencies of the graduates of the doctoral study program Special Education. The logbook provides the option of reviewing and feedback on the completed activities for the student and the supervisor.

Records kept in the logbook of academic activities

Students enter the data on the performed activities into the LOGBOOK of academic activities themselves and the supervisors or teachers countersign it with a legible signature.

Scope of the logbook of academic activities

Depending on the needs of the study program, the scope can be extended while maintaining its minimum framework.



3.

Personal goals of students

As part of their academic activities, the students fulfill both general goals resulting from the graduate profile, and they also set their personal goals for the supervisor, enabling identification of their own development in the academic and personal areas.

Students' personal goals are formulated according to **SMART** taxonomy:

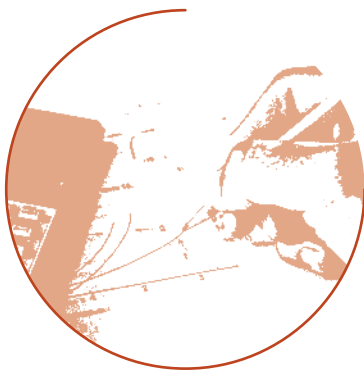
Specific—appropriate to the given level of development of academic and human skills of students and the type of institution.

Measurable—the goals can be clearly evaluated according to set criteria and requirements (number and quality of outputs at conferences, quality of publication outputs, participation in foreign internships, quality of skills and knowledge, etc.).

Achievable—reflecting the options available in the institution and the individual options of the students.

Realistic—related to the achievability and verifiability during the studies under the guidance of a supervisor/mentor.

Timely—suitably timed with regard to the time allocation for the acquisition of new knowledge and its automation, internalization and evaluation.



4.

Student evaluation criteria

The criteria for evaluating students are defined in the current MU Study and Examination Regulations. At the end of each course, the teacher (supervisor) is obliged to communicate to the students the results of the evaluation and allow them to (self)reflect on the evaluation process.

The teacher/supervisor evaluates:

The level of acquired knowledge and skills from individual activities in relation to other academic subjects. The ability to use knowledge and skills and the students' self-reflection.

The classification scale complies with the ECTS principles and has the following levels:

Level	Alphabetical	Numerical	Level	Alphabetical	Numerical
Excellent	A	1	Satisfactory	D	2.5
Very good	B	1.5	Satisfactory	E	3
Good	C	2	Unsatisfactory	F/-/X	4



5.

Mentoring role of the supervisor

M—modeling, **E**—encouraging, **N**—nurturing, **T**—teaching, **O**—opportunity, **R**—relationship

1. The mentor supports students in their educational process. He/she helps students develop professional competencies, become professional scholars in the field of special education.
2. The mentor helps students adapt in their workplace.
3. The mentor plans the students' workload in accordance with the goals and content of study and practice.
4. While leading students, the mentor uses the latest knowledge based on scientific evidence and draws on the resources available to students in their preparation.
5. The mentor provides feedback to the students, he/she is entitled to check and evaluate their academic knowledge and skills.
6. The mentor plans individual activities in cooperation with the students.
7. The mentor cooperates, consults and exchanges information about his/her students with the Doctoral board of the doctoral study program.
8. The mentor participates in meetings with teachers/guarantors in order to maintain the continuity of care for students.



Course of study— confirmation of completion of courses

During their studies, students must complete the following courses:
SPDC008 Professional Orientation in the Field of Study1—8

Check completion of the course (each semester)							

SPDC009 Dissertation Preparation 1—8

Check completion of the course (each semester)							

As part of the study, students must complete the following compulsory courses once:

Course	Mark course completion	Note
SPDC001 Inclusive Special Education		
SPDC002 Methodology 1 (*defended dissertation project is a prerequisite)		
SPDC003 Philosophy of Education		
SPDC004 Psychology of Disability		
SPDC005 Disorders of mental development		
SPDC006 An abroad internship		
SPDC007 Methodology 2 (*submitted 85% of dissertation is a prerequisite)		

During the study, students must complete 2 courses of compulsory speciality:

Source	Mark the completion of at least one of the courses below
SPDC010 Speciality wider scientific basis: Addictology	
SPDC011 Speciality wider scientific basis: Special Andragogy	
SPDC012 Speciality wider scientific basis: Behavior Disorders	
SPDC013 Speciality wider scientific basis: Speech Therapy	
SPDC014 Speciality wider scientific basis: Visual Impairments	
SPDC015 Speciality wider scientific basis: Mental handicaps	
SPDC016 Speciality wider scientific basis: Learning Disabilities	
SPDC017 Speciality wider scientific basis: Physical Handicaps	
SPDC018 Speciality wider scientific basis: Hearing Impairments	
SPDC019 Speciality wider scientific basis: Severe and Multiple disabilities	

During the study, the student must complete 1 language training course, or its equivalent recognized at MU:

Course	Mark the completion of at least one of the courses below
RCSZ_AJC1 English for PhD Studies—C1	
RCSZ_FJC1 French for Academic Purpose—C1	
RCSZ_NJC1 German for PhD Studies—C1	
RCSZ_RJC1 Russian for PhD Studies—C1	



Confirmation of fulfillment of conditions (supervisor):

7.

Methodological preparation

**Methodological training lasting at least 15 hours
(evidenced by a certificate)**

Name of the course:

Course location:

Date of the course:

Organizer:

**Methodological seminar—literature review
(evidenced by a certificate)**

Name of the course:

Course location:

Date of the course:

Organizer:

**Methodological seminar—quantitative research
(evidenced by a certificate)**

Name of the course:

Course location:

Date of the course:

Organizer:

**Methodological seminar—qualitative research
(evidenced by a certificate)**

Name of the course:

Course location:

Date of the course:

Organizer:

8.

Preparation of the dissertation

Original scholarly theoretical, historical-comparative, methodological and empirical papers, or papers properly combining the above concepts, are accepted as dissertations.

The Doctoral board of the doctoral study program in Special Education prefers empirical research. The dissertation usually contains: definition of the issue at hand and basic concepts, summary of the current state of knowledge or solution, description of research methodology (includes information about research process, design, research file and used methods of data collection and analysis), presentation of research results, discussion and interpretation of results, formulation of conclusions. The scope of the dissertation is approximately 150 standard pages.

Milestones in dissertation preparation:

Defense of dissertation project

Working title:

Date:

Confirmation by the supervisor
or teacher of Methodology I:

Defense of dissertation thesis or rigorosum procedure

Working title:

Date:

Confirmation by the supervisor
or the chairman of the DSP Doctoral board:

Dissertation before completion (85%)

Working title:

Date:

Confirmation by the supervisor
or teacher of Methodology II:

9. Development of teaching and presentation skills

Studies in doctoral programs involve compulsory practical teaching at a university—typically at the Faculty of Education MU (especially seminars, courses, exercises, etc.)—or other teaching-related work (preparation of teaching, tests, presentations, syllabi, electronic learning aids, online texts, test reviewing, etc.)

Course(s) taught:

.....

Teaching period (semesters):

Other teaching-related work:

.....

Period of realization of teaching-related work (semesters):

Students must complete a presentation skills course at least once per their studies

Name of the course:

Course location:

Date of the course:

Organizer:

*Confirmation of fulfillment
of conditions (supervisor):*

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10.

Participation in conferences

Studies in the doctoral program Special Education include active presentation (papers, communications) at four seminars or conferences, two of them in the Czech Republic (or Slovakia) and two abroad (in a language other than Czech).

**Name and date of the conference
(evidenced by a certificate or conference program):**

.....

Paper title:

Conference venue:

**Name and date of the conference
(evidenced by a certificate or conference program):**

.....

Paper title:

Conference venue:

**Name and date of the conference
(evidenced by a certificate or conference program):**

.....

Paper title:

Conference venue:

**Name and date of the conference
(evidenced by a certificate or conference program):**

.....

Paper title:

Conference venue:

*Confirmation of fulfillment
of conditions (supervisor):*

--

The Special Education doctoral program involves active publishing by the students. The minimum publication standard is 4 studies, in which the student is the main author or co-author, of which at least one study is in a journal included in the WOS ISI, SCOPUS databases and one in a peer-reviewed journal. The rest can take the form of academic books, chapters in a book, articles in journals or contributions in proceedings.

Study in an academic journal included in the WOS database, SCOPUS

Journal title:

Study title:

Study in a peer-reviewed academic journal:

Journal title:

Study title:

Other studies (see above):

Journal / book / proceedings title:

Study title:

Other studies (see above):

Journal / book / proceedings title:

Study title:

*Confirmation of fulfillment
of conditions (supervisor):*

12.

Internships / stays abroad

The international dimension of the doctoral students' work is defined by the requirement to complete an internship abroad (typically at an academic/research institution), in the scope of one semester (3 months), but **lasting at least seven weeks**.

In justified cases (e.g., the doctoral student has children or cares for elderly family members), the mandatory length of the internship can be completed in shorter stages, which add up to the required length, or the total length can be reduced.

Place of internship/stay:

Date of stay from: to:

Number of weeks:

Place of internship/stay:

Date of stay from: to:

Number of weeks:

Place of internship/stay:

Date of stay from: to:

Number of weeks:

Confirmation of fulfillment
of conditions (supervisor):

13.

Participation in research and development projects

Name of the Project:
Project implementation date:
Form of student involvement:

Name of the Project:
Project implementation date:
Form of student involvement:

Name of the Project:
Project implementation date:
Form of student involvement:



14.

Other academic internships/stays



ACTIVITY AREA	COMPLETED
Completion of courses	
Methodological preparation of students	
Milestones in dissertation preparation	
Development of teaching and presentation skills	
Participation in conferences	
Publishing	
Internships / stays abroad	
Participation in research and development projects	



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