

Programme of the Orientation Day 2026/27

09:00–09:10	Welcome speech Vice-Rector for Doctoral Studies, PhD Office
09:10–09:40	The Electronic PhD Guide Team Ing. Nina Nováková
09:40–09:55	International Office Bc. Lenka Polanská
09:55–10:10	CEPKO Ing. Karolina Duschinská, Ph.D.
10:10–10:25	Project Centre Ing. Hana Štěpánková
10:25–10:35	Scientific projects (VIGA) Mgr. Veronika Popová
10:30–10:50	Research and Technology Transfer Office Ing. Kateřina Kovaříčková
10:50–11:00	Short break
11:00–11:15	Department of Languages Ing. Mgr. Hedvika Matesová
11:15–11:30	National Library of Technology Ing. Naděžda Firsová, Ph.D.
11:30–11:45	Data Stewardship Team Ing. Martin Schatz, Ph.D. and Data Stewards
11:45–12:00	Counselling and Career Centre Ing. Zuzana Jalovcová
12:00–12:15	Ombudsperson ThDr. Klára Muzikářová, Ph.D.
12:15–12:30	Open discussion with current doctoral candidates

Help us shape the Doctoral School: tell us how confident you feel in your current skills and which ones you would like to strengthen! →



dotaznikyvscht.cz

Recording of the PhD Orientation Day a presentation here →



phd.vscht.cz/phd-students/phd-orientation-week

Questions during the programme can be directed here →

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Full version of Survival Guide can be found here →

Good luck! — Your Electronic PhD Guide team (ERD)



phd.vscht.cz/phd-students/phd-survival-guide

Survival Guide

For doctoral candidates starting their doctoral studies from AY 2026/27

Welcome to your PhD! Here are 15 points to keep in mind, in four phases – from enrolment to graduation.

RIGHT AFTER YOU START

1. **Go through the key information** on the **phd.vscht.cz** hub – the DSP Rules, regulations, FAQs, the **FB group**, the intranet, **dormitories** and the campus doctor's office, all in one place.
2. **Enrol in your studies.** Studying at the CAS? Come to the enrolment together with your supervisor.
3. **Go through the Adaptation Plan** with your supervisor and discuss your work plan, working hours and trips abroad regularly. Right at the start, find out which training you need before you enter the laboratory.

FIRST WEEKS TO FIRST YEAR

Feeling overwhelmed? The first semester is a lot for absolutely everyone, and doubts about whether a PhD is right for you are part of it – it is not a failure, and things gradually fall into place. And you do not have to go through it alone: you can also look for **UCT Prague Counselling and Career Centre (PKC)** – coaching, psychological support, mentoring and more.

4. **Study requirements + ISP:** programme courses, an English-language conference, 2 colloquia, international experience, publication output and the defence. **Note: the ISP must be filled in in SIS within 30 days of enrolment at the latest.**
5. **Learn how E-doktorand works and write your report for the annual evaluation.** E-doktorand assigns points and closes between academic years. Create/check your **ORCID**, use the correct affiliation and verify that results are transferred correctly from OBD to E-doktorand.
6. **Agree on your teaching duties:** teaching, supervising theses, helping students – this takes time, so plan for it. At the same time, bear in mind that teaching is not compulsory.
7. **Master the everyday routine:** Emil, Phone directory, UCT Prague maps, OKbase (**employees**), reporting night-time operation of instruments, graphics.
8. **Look into IGA projects:** IGA (VIGA/PIGA/SIGA) = money + project experience.

THROUGHOUT YOUR STUDIES

9. **When you don't know, ask!** See point 12 for contacts. No question is a stupid question – communication is the key.
10. **Explore the other options:** trips abroad and their funding, dormitories, courses (**Data Stewardship**, **Effective Scientific Writing**, transferable skills, UNIQORN), PKC mentoring, Tutor, student clubs, Zkumavka, sport and recreation (aktivni.vscht.cz), or tutoring.
11. **Scholarships** – everything is summarised at **phd.vscht.cz/phd-students/finances**. You need to apply for the doctoral scholarship in SIS at the beginning of each academic year.
12. **Got a problem?** Start with your supervisor, the head of department or the Doctoral Degree Board. Further help: **PKC** counselling (psychological, social-legal, career), **Tutors**, **Safe Talk**, the **Ethics Committee** and the academic senates, the **PhD Office**, the **Department of Languages**, the **Computer Centre**, the **Dormitory Council**. Not sure who to ask? Write to **ERD**.

WHEN THE TIME COMES

13. **A change during your studies** – contact your supervisor, the Doctoral Degree Board or the dean's office. In case of interruption or change of the form of study, check the impact on your scholarship and health insurance.
14. **Dissertation** – read the **Rules for submitting and publishing dissertations**.
15. **Done with everything?** – read information about **graduation ceremonies** and **job opportunities**.

Too much to take in on day one and need to come back to something? You can replay the recording of the PhD Orientation Day at any time.

Adaptation Plan – Checklist

Questions you can prepare and ask your supervisor (or the head of department), by phase.

WHEN YOU START — INITIAL INTERVIEW

Joining the group

- ☐ Who will introduce me to the group and the workplace?
- ☐ When will I be shown the laboratories and the office?
- ☐ Where will my workplace be & how will I get keys, equipment & access rights?

Values and standards

- ☐ Which regulations should I study (SZŘ – DSP part, DSP Rules, Code of Ethics)?
- ☐ What are the values of the group (quality, punctuality, communication...)?

Study requirements

- ☐ Which courses are useful for me and when should I complete them (ISP)?
- ☐ How do Colloquia 1 and 2 work and what should I prepare?
- ☐ What are the conditions for the faculty English conference (can it be replaced)?
- ☐ Where, when and from which funds should I go on a stay abroad (≥ 1 month)?
- ☐ Which courses and further training are recommended for me?

Research practice

- ☐ Which training & when do I need (OHS, fire prot., pressure cylind., electrical...)?
- ☐ Who will train me in practice on the instruments, methods and work with chemicals/samples, and where will this training be recorded?
- ☐ Does the topic have application potential, patent restrictions, an NDA or contractual rules for cooperation with a company/external institution?
- ☐ What rules apply to the use of AI tools and to processing data, images and text in publications/the dissertation?

Job description

- ☐ Do I have the required qualifications, or is there something I should add?
- ☐ What is expected of me (dissertation, ≥ 2 first-author + ≥ 4 publications, ISP)?
- ☐ How much teaching and other activities are expected (BSc/MSc theses, IGA...)?
- ☐ How am I funded (scholarship/employment contract, other sources)?

Time planning

- ☐ What are the working hours and how do I take leave (30 days)?
- ☐ Under what conditions can I work from home?
- ☐ Whom and where do I report an absence to?
- ☐ Under what conditions can I work outside the usual hours?

Communication

- ☐ When are the supervisor and the doctoral candidate usually available?
- ☐ What is the usual response time (normal/urgent)?
- ☐ Which means of communication does each of us prefer (email/phone, etc.)?
- ☐ How often will we meet and who takes the notes?

Navigation

- ☐ Where do I find what I need at the dept. (secretariat, stockroom, laboratories)?
- ☐ Where are the key university-wide offices (dean's office, PhD Office, Department of International Relations, NTK)?
- ☐ Which systems will I use (SIS/OKbase/MIS...) & where to find them (VPN)?
- ☐ What do I need the university e-mail and VPN for?

AFTER 1 MONTH

Performance

- ☐ Do I understand what I am supposed to do and what is expected of me?
- ☐ Am I coping with the specific demands (instruments, software, data)?
- ☐ Do I know the usual procedures in the group?
- ☐ Which tasks should I complete by month 3?

Personal approach (discuss together)

- ☐ Am I meeting the plan and using my skills?
- ☐ Are communication and feedback sufficient?
- ☐ How do I feel in the team (atmosphere, well-being)? Do I need help?

AFTER 3 AND 6 MONTHS

Performance

- ☐ Do I understand what I am supposed to do and what is expected of me?
- ☐ Am I coping with the specific demands (instruments, software, data)?
- ☐ Do I know the usual procedures in the group?

Personal approach (discuss together)

- ☐ Am I meeting the plan and using my skills?
- ☐ Are communication and feedback sufficient?
- ☐ How do I feel in the team (atmosphere, well-being)? Do I need help?

Additional questions

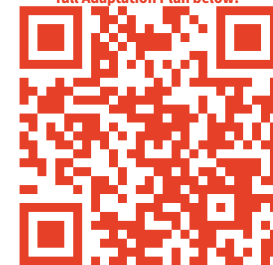
- ☐ Do I know the procedures at the department/faculty (SIS, business trip admin)?
- ☐ How have I completed my tasks and what are the new ones?
- ☐ How should I prepare for Colloquium 1 (approval of the presentation, date)?

AFTER 12 MONTHS

Before the annual assessment, by 31st July

- ☐ How do I assess my performance?
- ☐ How do I assess my personal approach over the whole year?
- ☐ Was the onboarding successful?
- ☐ Was the first year beneficial? How am I doing in terms of well-being?
- ☐ What comes next (Colloquium 2, stay abroad, publications, dissertation, defence)?
- ☐ What do I need for the annual report in SIS?

Everything is explained in detail –
full Adaptation Plan below!



phd.vscht.cz/phd-students/onboarding_en