

PhD Orientation Day 2026

07.09.2026, BII



VYSOKÁ ŠKOLA
CHEMICKO-TECHNOLOGICKÁ
V PRAZE

Mon 7 Sep

PhD Orientation Day (EN)

Tue 8 Sep

Workshop: **Teaching** Fundamentals (CZ)

Wed 9 Sep

Workshop: **Ethics and Integrity** in Research (EN)

Thu 10 Sep

Workshop: **Time Management** for New PhD Students (EN)

Fri 11 Sep

Health and Safety Training (CZ/EN)

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



Registration, presentation
& more

PhD Orientation Week 2026



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 Relations Office Bc. Lenka Polanská
09:55–10:10	CEPKO Ing. Karolina Duschinská, Ph.D.
10:10–10:25	Project Centre Ing. Hana Štěpánková
10:25–10:30	Scientific project (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

PhD Orientation Day 2026 | 7 Sep



prof. Dr. Ing. **Michaela Rumlová**
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Vice-Rector for Doctoral Studies



Mgr. Veronika Popová



Mgr. Bc. Veronika Dufek



Ing. Soňa Hříbalová, Ph.D.

PhD Office



Šárka Bajzíková



Ing. Monika Šáchová

Dean's office of FCT



Ing. Kateřina Šritrová

Dean's office of FET



Mgr. Jana Havlová

Dean's office of FFBT



Mgr. Anna Vaněčková, DiS.

Dean's office of FCE

All you needed to know about PhD but were afraid to ask

The Electronic PhD Guide Team



UNIVERSITY OF
CHEMISTRY AND TECHNOLOGY
PRAGUE



Nina Nováková
team lead,
seminars



Phuong Hoang
graphics



Jan Vališ
flowcharts,
onboarding



Tomáš Balický
webmaster,
photographer

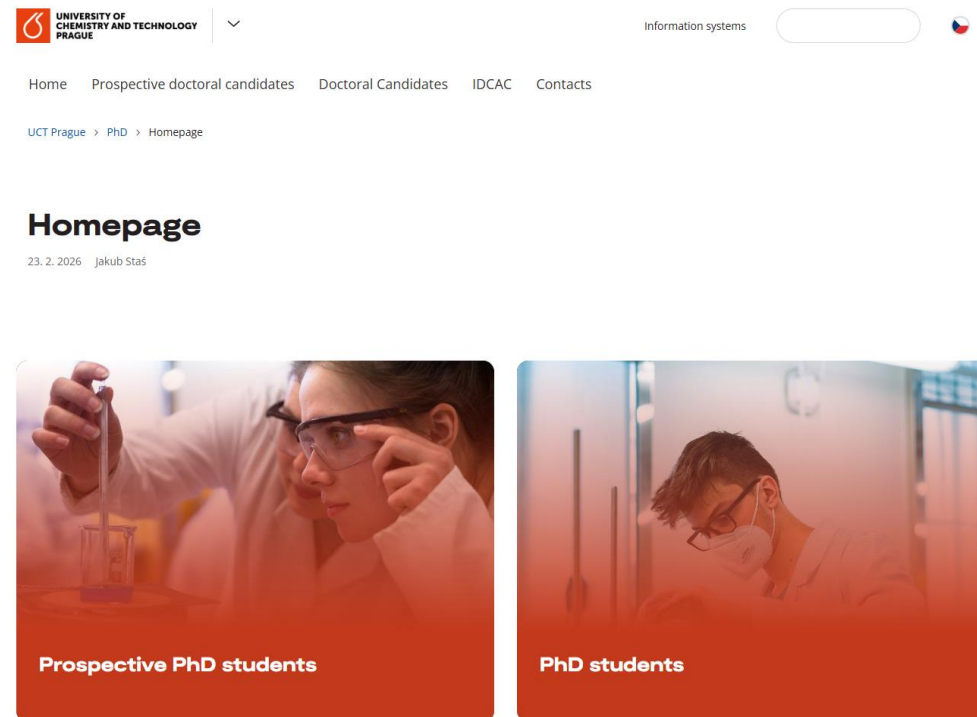
Meet The Electronic PhD Guide Team

2017 ● The birth of the student initiative

2020 ● Website phd.vscht.cz

2022 ● Collaboration with tutors
[Survival guide](#) for PhD candidates

2024+ ● Collaboration with PhD office



Why does The Electronic PhD Guide exist?

Research rarely works on the first attempt.

*Experiments fail. Results surprise you.
That's normal. Persistence is key.*

Your PhD is a marathon, not a sprint.

Progress takes time.

Communication solves most problems.

*Talk to your supervisor, ask questions,
and keep everyone informed.*

You are not alone.

Use the support around you and be part of the community.



What nobody tells you about PhD



STUDY

- Individual study plan (ISP)
- Courses
- Colloquia
- Annual evaluations



RESEARCH

- Your project
- Publications
- Conferences
- Research impact
- Technology transfer



DEVELOPMENT

- Mobility
- Teaching
- Skills
- Networking
- Industry collaboration



COMMUNITY

- Support
- Events
- Tutors

What to expect in your PhD at UCT Prague

*“A doctoral study program (hereinafter the “DSP”) is **focused on scientific research and independent creative activity of students in research or development.**”*

*“**The standard term of study is at most four years and** is defined in the decision on accreditation of the DSP. (...) **The maximum duration of study in a DSP is the standard term of study extended by three years.** The maximum duration of study does not include the time when study is suspended according to Article 12 paragraphs 5 and 12.”*

Exceeding the maximum duration leads to termination of studies.

Study and examination rules of UCT Prague, Article 9.

Who is a doctoral candidate?

Full-time or combined study?

FULL-TIME

- Research is your main focus
- **Guaranteed doctoral income**
- Full involvement in research group
- Support for your development
(Mobility, training & research opportunities)

COMBINED

- Suitable for professionals
- Flexibility for employment
- Same study requirements
- Same PhD degree
- **No guaranteed income**

WHAT IS THE SAME



Individual
study plan (ISP)



Annual
evaluation



Publications



International
experience



Dissertation
defence

Different paths, same destination

YEAR 1

- Enrolment
- Apply for doctoral stipend (if applicable)
- Create your ISP
- Start your research
- Complete ISP subjects
- VIGA project
- Colloquium 1 (Feb)
- Annual evaluation

Your PhD roadmap overview

YEAR 1

- Enrolment
- Apply for doctoral stipend (if applicable)
- Create your ISP
- Start your research
- Complete ISP subjects
- VIGA project
- Colloquium 1 (Feb)
- Annual evaluation

YEAR 2

- Apply for doctoral stipend (if applicable)
- Continue your research
- Present at English conference (as a part of Colloquium 2 or lecture)
- VIGA project
- Colloquium 2 (May)
- Annual evaluation

Your PhD roadmap overview

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- Start your research
- Complete ISP subjects
- VIGA project
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- Annual evaluation

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- Apply for doctoral stipend (if applicable)
- Continue your research
- Present at English conference (as a part of Colloquium 2 or lecture)
- VIGA project
- Colloquium 2 (May)
- Annual evaluation

YEAR 3

- Apply for doctoral stipend (if applicable)
- Deepen your research
- Publish your results
- VIGA project
- Annual evaluation

Your PhD roadmap overview

YEAR 1

- Enrolment
- Apply for doctoral stipend (if applicable)
- Create your ISP
- Start your research
- Complete ISP subjects
- VIGA project
- Colloquium 1 (Feb)
- Annual evaluation

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- Apply for doctoral stipend (if applicable)
- Continue your research
- Present at English conference (as a part of Colloquium 2 or lecture)
- VIGA project
- Colloquium 2 (May)
- Annual evaluation

YEAR 3

- Apply for doctoral stipend (if applicable)
- Deepen your research
- Publish your results
- VIGA project
- Annual evaluation

YEAR 4 & BEYOND

- Apply for doctoral stipend (if applicable)
- Complete your dissertation
- Final publications
- Prepare your defence
- Annual evaluation
- Career next step

Your PhD roadmap overview

YEAR 1

- Enrolment
- Apply for doctoral stipend (if applicable)
- Create your ISP
- Start your research
- Complete ISP subjects
- VIGA project
- Colloquium 1 (Feb)
- Annual evaluation

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- VIGA project
- Colloquium 2 (May)
- Annual evaluation

YEAR 3

- Apply for doctoral stipend (if applicable)
- Deepen your research
- Publish your results
- VIGA project
- Annual evaluation

YEAR 4 & BEYOND

- Apply for doctoral stipend (if applicable)
- Complete your dissertation
- Final publications
- Prepare your defence
- Annual evaluation
- Career next step

Mobility planning & realization (min. 30 days abroad)

Your PhD roadmap overview

YEAR 1

- Enrolment
- Apply for doctoral stipend (if applicable)
- Create your ISP
- Start your research
- Complete ISP subjects
- VIGA project
- Colloquium 1 (Feb)
- Annual evaluation

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- Continue your research
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- Colloquium 2 (May)
- Annual evaluation

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- Apply for doctoral stipend (if applicable)
- Deepen your research
- Publish your results
- VIGA project
- Annual evaluation

YEAR 4 & BEYOND

- Apply for doctoral stipend (if applicable)
- Complete your dissertation
- Final publications
- Prepare your defence
- Annual evaluation
- Career next step

Mobility planning & realization (min. 30 days abroad)

Further education (academic and professional development), teaching & community involvement



The **Doctoral School** concept is currently being developed. In the future, activities will be aligned with key milestones of your PhD journey – providing support at the right time.

What is coming up:

Autumn: VIGA project writing seminar – how to prepare a strong proposal.
For successful applicants: seminar on project management and budgeting.

Your PhD roadmap overview

1. Complete [enrolment](#)

Make sure your enrolment is finalised in SIS.

2. Get access to [SIS](#)

You will use it often.

3. Create your [ISP](#) and apply for doctoral stipend (if applicable)

Agree on your study plan with your supervisor and enter it in E-doktorand.

4. Attend lab safety training

BOZP* and PO* mandatory for all, additional courses are available in [OKbase](#).

*Occupational Health and Safety (OHS)

**Fire Safety



Your first month checklist

1. Complete [enrolment](#)

Make sure your enrolment is finalised in SIS.

5. Meet your supervisor

Discuss expectations, communication and next steps.



2. Get access to [SIS](#)

You will use it often.

6. Check the [Survival Guide](#)

Your go-to resource.

1. Create your [ISP](#) and apply for doctoral stipend (if applicable)

Agree on your study plan with your supervisor and enter it in E-doktorand.

7. Create your [ORCID](#)

Connect your research activity from the beginning.

4. Attend lab safety training

BOZP* and PO* mandatory for all, additional courses are available in [OKbase](#).

8. Check important dates

Know deadlines for [evaluations](#), ISP changes, [mobility](#), [VIGA](#) and more.

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Your first month checklist

[illegible]

Adaptation Plan – Checklist

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

WHEN YOU START – INITIAL INTERVIEW

Joining the group

- ☐ Where will I be going to the group and the workshop?
- ☐ What will be the objectives and the tasks, expected to be achieved?
- ☐ Where will my workstations and how will they get keys, equipment & access rights?

Values and standards

- ☐ Which values should I study (DSE, ODP, PAK, Codes of Ethics)?
- ☐ What are the values of the group quality, communication, ...?

Study requirements

- ☐ How many courses are required to be done and when should I complete them (DSE)?
- ☐ What are the categories A and B work and what should I prepare?
- ☐ What is the condition for the faculty English (graduate certificate, ...)?
- ☐ Where, when and from which funds should I get a job placed in 1 month?
- ☐ Which courses and further training are recommended for me?

Research practice

- ☐ Which training & which I need (DSE, pre-, post-, pressure-cyber, electrical, ...)?
- ☐ Who will train me in practice on the instruments, methods and work with chemicals/batteries, and where will this training be completed?
- ☐ How will the group have application potential, patent restrictions, an idea on contractual rules for cooperation with a commercial institution?
- ☐ What new study topics will be on the table and in processing, data and not in publication distribution?

Job description

- ☐ How to have the required qualifications, or in how many months I should add?
- ☐ What is expected at me (disposition, a first author + a publication, DSE)?
- ☐ How much funding and other activities are expected (DSE, DSE, DSE, ...)?
- ☐ How are I funded by the group (communication, other, other ...)?

Time planning

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

Communication

- ☐ Where is the supervisor and the electrical contact usually available?
- ☐ What is the usual response time (working)?
- ☐ Which means of communication does each of us prefer (communication, ...)?
- ☐ How will we all meet and who takes the notes?

NEGOTIATION

- ☐ Where do I find what I need at the Dept. Secretariat, technicians, laboratory?
- ☐ Where are the key persons under the office, PhD office, Department of Information Systems, ...?
- ☐ Which systems will I use (SIS, Outlook, ...)?
- ☐ Where do I find what I need at the Dept. Secretariat, technicians, laboratory?
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PERFORMANCE

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

PERSONAL ADJUSTMENT (DISCUSSION)

- ☐ Am I meeting the group and using my skills?
- ☐ Am I communication and feedback sufficient?
- ☐ How do I find it in the team (communication, ...)?
- ☐ Do I need help?

ADAPTATION TO THE GROUP

- ☐ Do I understand what I am expected to do and what is expected of me?
- ☐ Do I am coping with the specific demands (instruments, software, data)?
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ADDITIONAL QUESTIONS

- ☐ Do I know the procedures at the Department Faculty (DSE, business trip, admin)?
- ☐ Have I found the right people and who are the new ones?
- ☐ How should I prepare for the group (communication, ...)?

ADAPTATION TO THE GROUP

- ☐ Do I understand what I am expected to do and what is expected of me?
- ☐ Do I am coping with the specific demands (instruments, software, data)?
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PHOTO: COURTESY OF THE DEPARTMENT OF INFORMATION SYSTEMS, UNIVERSITY OF SOUTHERN CALIFORNIA

1. Complete [enrolment](#)

Make sure your enrolment is finalised in SIS.

5. Meet your supervisor

Discuss expectations, communication and next steps.

9. Think about [mobility](#) early

Start exploring opportunities and plan at least 12 months in advance.



2. Get access to [SIS](#)

You will use it often.

6. Check the [Survival Guide](#)

Your go-to resource.

10. Explore [development opportunities](#)

Courses, mentoring, and more.

1. Create your [ISP](#) and apply for doctoral stipend (if applicable)

Agree on your study plan with your supervisor and enter it in E-doktorand.

7. Create your [ORCID](#)

Connect your research activity from the beginning.

11. Be proactive

Don't wait for problems, ask questions and seek help early.

4. Attend lab safety training

BOZP* and PO* mandatory for all, additional courses are available in [OKbase](#).

8. Check important dates

Know deadlines for [evaluations](#), ISP changes, [mobility](#), [VIGA](#) and more.

12. Get involved in the [international community](#)

Look for events, networks and collaboration opportunities.

*Occupational Health and Safety (OHS)

**Fire Safety

Your first month checklist

E-DOKTORAND SYSTEM



Log in to [SIS - student.vscht.cz](https://sis-student.vscht.cz)



You should be able to find all the necessary information through [this website](#)



Submit the E-doktorand evaluation in time – approximately in the middle of the summer

UCT Prague > PhD > PhD candidates > Doctoral studies > Annual Evaluation
> Point values allocated to particular results of PhD students of UCT Prague valid from the academic year 2022/23

Point values allocated to particular results of PhD students of UCT Prague valid from the academic year 2022/23

25. 9. 2023 Jan Vališ

Category	Parameter	Value
Calculation	Criterion for the given year	$SB/(\text{completed year}+1)$
Publication	Without impact factor	1
	Q4	5
	Q3	10
	Q2	25
	Q1	40

E-doktorand system

E-DOKTORAND – ISP

Selection of subject (course) from list – code P... or AP... – agreement with **supervisor**, from module A & B as per board requirements

Selection of subject (course) from other university (sometimes visible with code X...) – add link & description, preliminary agreement: substitution for which subject Pxxxx

Pre-filled obligations by default

Life-long education (code CZV...), language courses (code AV, V or CZV), certificates – **Not part of ISP**

Dissertation colloquium and State final examination – defence of the dissertation						
Type	Code	Title, details		Ac. year	Commentary	Requirements fulfillment
thesis defence	P453051	Defence of the doctoral thesis		2028/2029		
Dissertation colloquium	AP453058	Dissertation colloquium I		2025/2026		
Dissertation colloquium	AP453059	Dissertation colloquium II		2026/2027		

List of duties						
Type	Code	Course class	Title, details	Ac. year	Semester	Commentary
course	AP403001	A	Molecular Modelling and Simulation	2025/2026	summer	
course	AP453060		Student scientific conference in English	2026/2027	-	
course	AP402002	A	Chemometrics	2026/2027	winter	
course	AP403015	B	Statistical treatment of experimental data	2026/2027	summer	
course	AP453061		International experience	2027/2028	-	
course description			Methods based on fluorescence of single molecules - MC260P135 The subject belongs to the subjects category B. Goals of the subject: Single-molecule fluorescence spectroscopy has recently experienced unprecedented rapid development and has become one of the indispensable methods in biophysics. The aim of this course is to make students familiar with this field. Emphasis is placed on understanding the physico-chemical principles on which these methods are based. The usefulness of these fluorescence techniques is demonstrated on many	2025/2026	summer	

ISP in the E-doktorand system

Your income can come from several sources.

GUARANTEED INCOME

- Institutional stipend (SI)
- Internal stipend (SII)
- Supervisor co-funding (SIII or employment)

= **1.2x minimal wage**

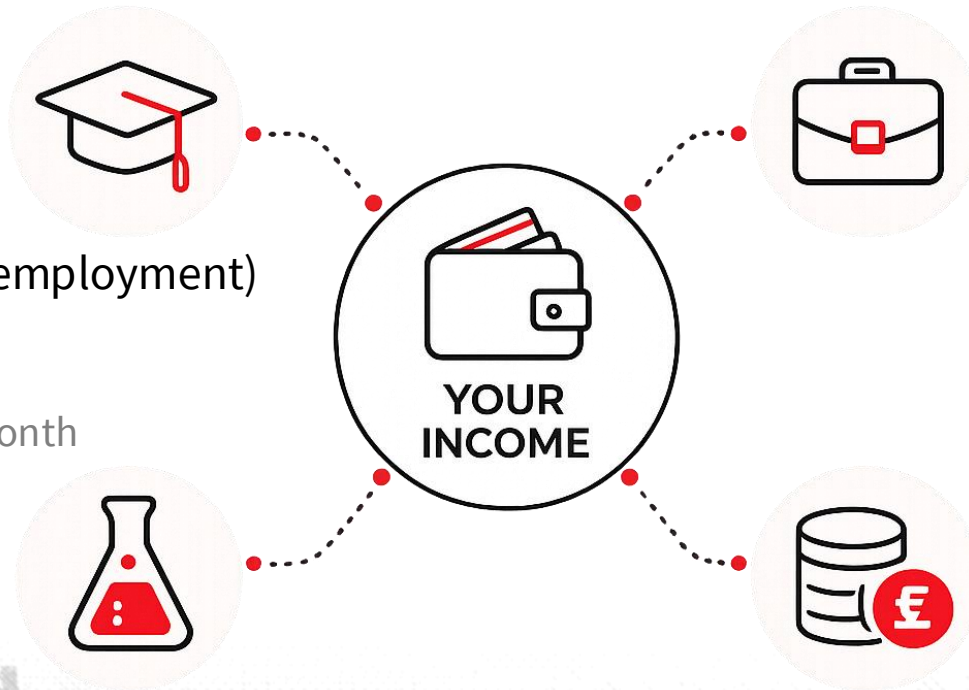
From September 2026: 26 880 CZK/month

VIGA PROJECTS

- VIGA research grant
- Your own project with team

Entitlement-based

Non-entitlement-based/competitive-based



EMPLOYMENT

- Department position
- Research projects
- Other employment contracts

OTHER SOURCES

- Votoček scholarship
- Other internal grants
- Teaching activities
- External scholarships

What can be part of your PhD income

As a PhD candidate at UCT Prague, you are a **student**.
Often, you are also an **employee**. Both roles come with rights and benefits.

AS A PHD CANDIDATE

You have these in all cases.

- ✓ Right to study
- ✓ Individual Study Plan and evaluation
- ✓ Guaranteed income (for 1st full-time study)
- ✓ Support for studying abroad
- ✓ Further education and development opportunities
- ✓ Student rights and services
- ✓ Health insurance
- ✓ Zkumavka childcare



AS AN EMPLOYEE (if employed by UCT Prague)

You additionally get the following.

- ✓ Employment contract (full-time or part-time)
- ✓ Salary for your work
- ✓ Health insurance co-paid by employer
- ✓ Social insurance
- ✓ Paid holiday (depends on employment type)
- ✓ Employee benefits (from 50 % FTE, Multisport card)
- ✓ Entitlement to basic maternity benefits

Regarding visa make sure to contact [Welcome Office](#)

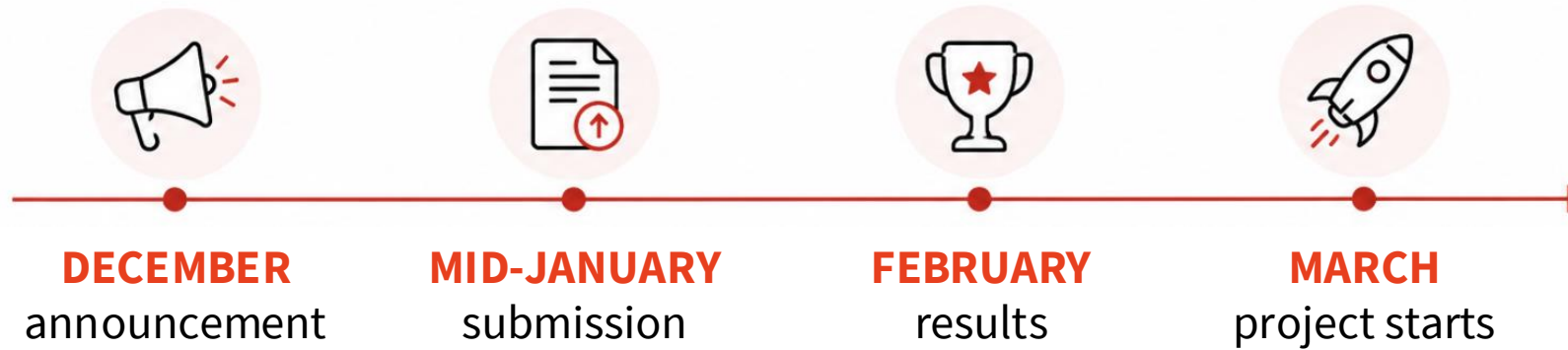
More than a student

- The **amount of the doctoral stipend is not to be indicated**, as it will be determined by a decree issued by the rector
- Any stipend awarded by the supervisor (co-financing) shall be stated in the agreed amount
- Report total salary income (all appointments combined) up to the guaranteed income level
- Use “Remarks” to explain the income structure or provide additional information
- For corrections, resubmissions, or questions, contact the **Faculty Secretary**
- Instructions for the Requests and Appeals module:
[Czech](#) / [English](#)

The screenshot illustrates the navigation path within the 'Requests and Appeals' system. It starts with the main header 'Requests and Appeals (version: 180)' and 'Academic year and semester: 2026/2027, winter'. The navigation bar shows 'Request', 'Review', and 'Settings'. A red arrow points from 'Settings' to a detailed 'Settings' page where the 'Academic year and semester' is set to '2026/2027 winter' and a 'Set' button is visible. Another red arrow points from this page to the 'Request' page, which shows a 'New request' button and an informational message: 'You can find the instructions for the Requests and Appeals module [here](#)'. The 'Request' page also features a dropdown menu for '* Type of request:'.

Requesting the doctoral stipend

VIGA (Scientific projects of [Internal Grant Agency of UCT Prague](#)) supports PhD candidates in developing their own research ideas through **internal research projects**.



WHAT YOU CAN GET WITH A VIGA PROJECT

Develop your idea

Turn your own research idea into a real project.

Additional funding

Up to **60 000 CZK/year** for you (faculty limits apply).

Project management

Gain experience with all steps of research project.

Stronger academic profile

Boost your CV and improve your chances in future grant competitions.

VIGA project explained

TYPES OF TEACHING ACTIVITIES

- Teaching (lectures, seminars, exercises)
- Supervision (theses, projects)
- Examining (oral, written)
- Other activities (workshops, labs, academic events)

HOW IT WORKS

1. Agree with your supervisor and department head
2. Find an opportunity
3. You can start teaching
4. Teaching is automatically reported in E-doktorand

MAXIMUM LIMIT OF UNPAID TEACHING ACTIVITIES

- Teaching is not mandatory, but recommended
- Activities evaluated in points – plan and report in time
- 5 points/academic year
- Remuneration for additional teaching

Overview of proposed pedagogical activities and their point evaluation

(1 point corresponds to approximately 10 hours per year, calculated according to the methodology used for pedagogical workload calculation at UCT Prague)

Activity Unit:	Point value per activity unit
Specialized work	1
Laboratory project	1
Field-specific laboratory	1
Consultation and supervision of Bachelor's theses	1
Consultation of Master's (Diploma) theses	1.5
Teaching basic one-semester laboratory sessions/courses	2.5
Teaching seminars/exercises	2.5

These points are not part of the Annual Evaluation. They are used solely to quantify the extent of pedagogical engagement.

Teaching at UCT

INTERNATIONAL EXPERIENCE AS PART OF YOUR PHD

- A research stay abroad is a part of your doctoral study requirements
- Minimum requirement: **30 days abroad**
- Multiple shorter stays can be combined



GOOD TO KNOW

- PhD candidates can go abroad multiple times
- Mobility can be **research-based** or study-based
- Your mobility plan is individual – talk to your supervisor
- Keep all documents and report stay after return in SIS

FUNDING OPTIONS

Erasmus+

study, research or training mobility in Europe and worldwide

MOBI programme

support for research stays outside Europe

Other sources

faculty funds, project funding, bilateral agreements or other

NEED HELP?

International Office
international.vscht.cz

Mobility

ORCID & OBD

ORCID ID

- Create it early
- Use it consistently in all publications

OBD

- Register all your publications
- OBD is used for reporting and evaluation
- Fill in records manually [here](#)

(some departments have a dedicated person)

CONFERENCE FUNDING

- Faculty support
- Research projects
- Erasmus+
- MOBI programme

Ask before registration – funding deadlines apply

Same starting advice: Keep all your records from conferences, you may need them years later for evaluation, scholarships or grant proposals.

Publications & conferences



ZENTIVA



International
Doctoral Conference
on Advances in Chemistry

IDCAC 2026

November 6–7, 2026

No Registration Fee ▪ Abstract with ISBN ▪ Complementary Coffee breaks and Lunch

Registration:
Until October 9, 2026

Format:
Oral, Hybrid



link to the event

EXPLORE OPPORTUNITIES

- ✓ Look abroad, discover funding options
- ✓ Keep track of other scholarships
- ✓ Take advantage of accommodation in UCT dormitories
- ✓ Extend your research and academic skills, participate in workshops and other events

DEVELOP YOUR SKILLS

- ✓ [Data Stewardship](#)
- ✓ Transferable skills courses
- ✓ UNIQORN
- ✓ Join the mentoring programme and other Counselling and Career Centre activities



*Your PhD journey
is bigger than your research.*

JOIN THE COMMUNITY

- ✓ Join the UCT Prague community. You can find various associations and student activities at aktivni.vscht.cz
- ✓ Become a [tutor](#)

Professional development & PhD community



phd.vscht.cz



[SIS & E-Doktorand](#)



[International Office](#)



[Survival Guide](#)

Important websites



If you have a problem or are unsure what to do, ask.

We are here to help

Academic issue related to research? → Your supervisor

ISP/E-Doktorand study matters? → PhD Office

Mobility, Erasmus+, MOBI programme? → International Office

Administrative matters? → Dean 's Office

Career questions, employment? → Counselling & Career Centre

Personal difficulties, mental health? → Counselling & Career Centre

Social security? → Ombudsman

Proposals for structural improvements? → Academic senate

When you have a problem

Need more information?

You don't need to remember everything today.
Most answers are **already available online**.

Looking for answers about...

How do I update my ISP?

Can I combine mobility stays?

How do I apply for VIGA?

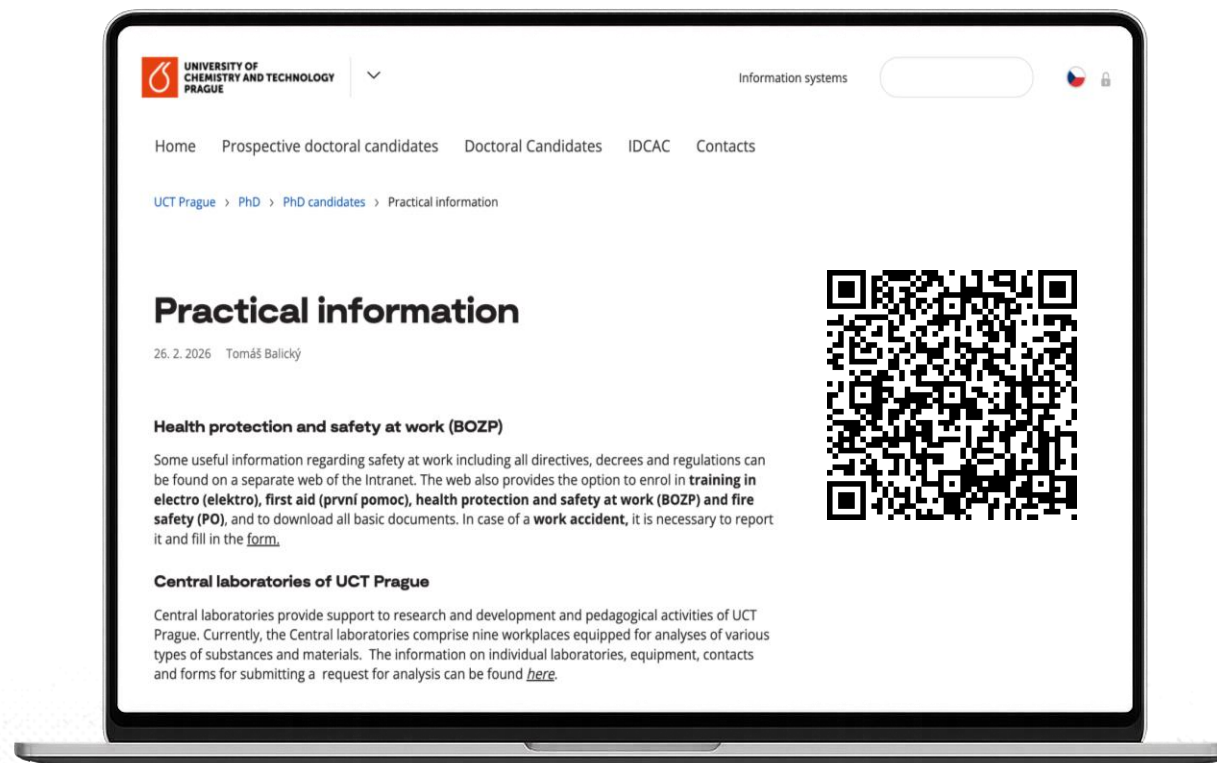
How are conferences reported?

What counts toward annual evaluation?

Check [FAQs for current PhD candidates](#)

Frequently asked questions and practical info

Everything you need in one place.



We are happy to answer all your questions.
Thank you!



Questions?



Audience Q&A

① The Slido app must be installed on every computer you're presenting from

slido

International Relations Office

Bc. Lenka Polanská



UNIVERSITY OF
CHEMISTRY AND TECHNOLOGY
PRAGUE

Outgoing coordinator for traineeship:

Ing. Jana Dudková

- room B2311, phone +420220444496
- office hours: Wednesday 9:00–11:00 + Friday 9:00 – 11:00
Other days upon prior arrangement.
- jana.dudkova@vscht.cz or outgoing@vscht.cz



Outgoing coordinator for short term stay (summer school, conference):

Bc. Lenka Polanská

- room B2311, phone +420220444309
- office hours: Monday 9:00–11:00 + Thursday 13:00 – 16:00
Other days upon prior arrangement.
- lenka.polanska@vscht.cz or outgoing@vscht.cz



Administrative issues, when being employed and having part/full time contract:

- Financial Issues and Proposal Form for the Foreign Business Travel - [Šárka Zavadilová](#)

Viza, A1 certificate, taxes residencies or social insurance issues when abroad:

- if you struggle, contact [Ing. Anna Kernová](#) (backup [Ing. Anna Mittnerová](#))

International Relations Office

Long-term stay



TRAINEESHIP ABROAD

Length of Traineeship **2 - 6 months.**

- You can apply repeatedly until reaching 6-month limit.
- Shorter or longer stays are assessed individually and approved only in well-founded cases.

Where to go?

- Preferably to [Erasmus+ partner universities](#) but any other institution/company related to your research is possible. No inter institutional agreement with UCT Prague is necessary.

Who can apply?

- Doctoral candidates, all forms of study including Double Degree.
- Student must be enrolled at into an accredited study program at UCT Prague for the whole period of the traineeship.
- No limitations in citizenship (except traveling to the home country).
- Active studies during the whole duration of the mobility.
- Candidate must be selected via a fair selection procedure.
- Candidate's supervisor must approve the traineeship.

Short-term stay



SUMMER SCHOOL, CONFERENCE

Here you can be supported from MOBI programme.

How often can I receive the scholarship?

- Once per study cycle for conference
- Once per study cycle for summer school

Where to go?

- No limits

Who can apply?

- Doctoral candidates, all forms of study including Double Degree.
- Candidates must be enrolled at into an accredited study program at UCT Prague for the whole period of mobility.
- No limitations in citizenship (except traveling to the home country).
- Candidate must be selected via a fair selection procedure.
- Candidate's supervisor must approve the traineeship.

Scholarship

Apply at least 1-2 months before intended departure.

Scholarships vary depending on the destination or length of stay:

- Traineeship 690 – 810 EUR/month.
- Summer school 5 000–16 000 CZK.
- Conference 5 000–8 000 CZK.

Application calls are 4 times a year:

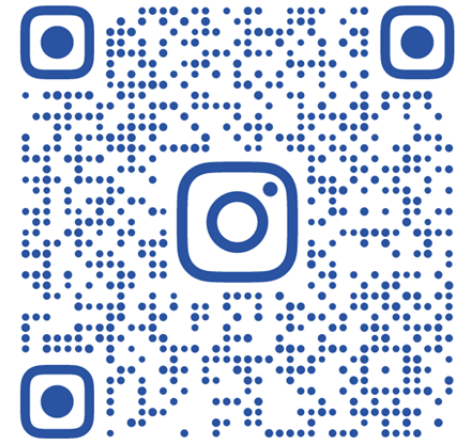
-  MARCH
-  MAY
-  SEPTEMBER
-  NOVEMBER



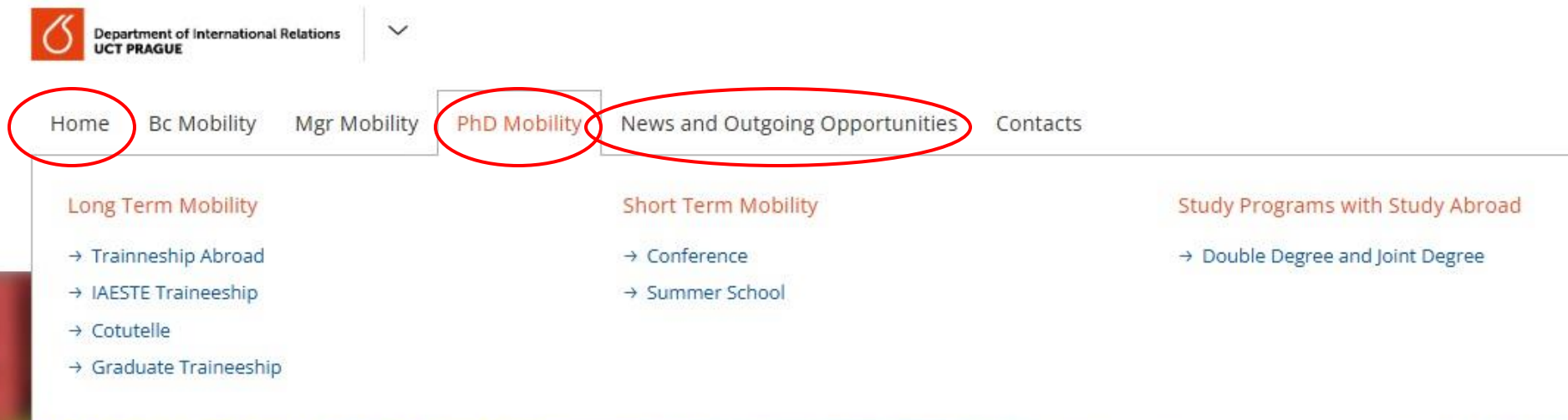
Deadlines and instructions on website: [Homepage - Outgoing students](#)

External scholarships and other offers!

Follow closely website of Department of International Relations for more scholarship offers and traineeship offers. Erasmus+ and MOBI is not your only option! [News - Outgoing students](#)
More you can find also in PhD Newsletter and on Instagram!



@VSCHTGOABROAD



For more info
join us on
ERASMUS DAYS
PhD - 13.10.2026

Outgoing Students

Foto by Martin at his traineeship in Japan.

Tip for you! When applying for External scholarship, apply for Erasmus+ as well.
You will not get both, but have a back-up in case your external application fails!!!

- ✓ **Short stay** – Our financial support (MOBI) is possible only once per PhD study cycle.
Once for conference and once for summer school.
- ✓ **Long stay** – Plan your traineeship for minimum of 2 months abroad.
Repeated application possible up to 6 months. Support for longer stay is done rarely.

! Stays longer than 3 months can receive additional support from faculty.
Shorter stay will be also supported, but is not preferred.
- ✓ **Check out** the [Homepage - Outgoing students](#) website News regularly for external offers!
- ✓ **Plan** well ahead, so you have time to find suitable funding.
- ✓ **Search** for external funding. Well recommended!
- ✓ **Apply for financial support at IRO at least 1-2 months before intended departure.**
- ✓ **Application calls 4 times a year.**

Final Summary

CEPKO

Centre of Pedagogical Competencies

Ing. Karolina Duschinská, Ph.D., Ing. Lucie Černá



UNIVERSITY OF
CHEMISTRY AND TECHNOLOGY
PRAGUE

*Teaching is part of your
PhD journey.*

*You don't have to figure
it out alone.*

Výuka na VŠCHT Praha

Tento **rozcestník** vás dovede ke kurzům, konzultacím, záznamům přednášek, metodikám a také k inspiraci od kolegů – **ke všemu, co pomáhá rozvíjet výuku** a zlepšovat to, co právě řešíte ve své pedagogické praxi. Ať už začínáte učit, nebo máte léta zkušeností.

Jaké téma vás zajímá?

Výuka



Zkoušky



Závěrečné práce



Komunikace se
studentstvem



Spolupráce mezi vyučujícími



Můžete využít:

- [On-line materiály](#)
- [1:1 konzultace](#)
- [Pravidelné akce a kurzy](#)
- [Vzdělávání na objednávku](#)
- [Akce Klubu pedagogů](#)
- [Kolegiální návštěvy](#)
- [Mentoring](#)

Explore CEPKO → cepko.vscht.cz

- ✓ planning and delivering effective teaching
- ✓ assessment, exams and feedback
- ✓ supervising Bachelor's and Master's theses
- ✓ communication with students
- ✓ student motivation and engagement
- ✓ challenging situations in teaching

*Support is available whether you are **teaching for the first time or already have experience.***

You can find support with ...



Online resources

Practical guides, videos and examples of good practice you can use anytime.

Courses & workshops

Training focused on practical teaching skills and current challenges in university teaching.

1:1 consultations

Individual support when you want to discuss a specific teaching situation or problem.

Teaching community & peer learning

Teachers' Club, peer classroom visits and mentoring opportunities.

Tailored training

Workshops can also be organised for departments or groups of colleagues according to their needs.

What CEPKO Offers

Tue 8 Sep 2026 | Workshop: Teaching Fundamentals (Základy vysokoškolské pedagogiky /CZ)

9th & 11th Feb 2027 | Crash Course: Foundations of University Teaching(EN)

Lucie Černá, Karolina Duschinská, Radka High
Veronika Dufek

Workshops, contacts

Project Centre

Ing. Hana Štěpánková



UNIVERSITY OF
CHEMISTRY AND TECHNOLOGY
PRAGUE



Project Centre

Career development plan

- Academic career
- Scientific career
- Basic research
- Applied research + collaboration with industry
- After PhD go to industry + collaborate with the university
- Where? In Czechia or Czechia + abroad or abroad



What are my plans?

Marie Curie Action

ERASMUS +

Collaborating grants

ERC

as partner as coordinator

PhD study



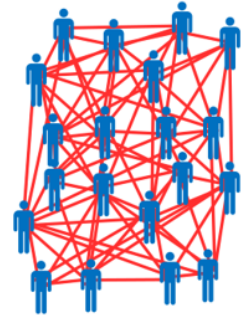
Postdoctoral fellowship



Individual grants



Collaborating grants



timeline

PhD

Establishing your independence

Establishing your group

Collaborating...

GAČR, TAČR, Gov. Departments...

Dagmar Procházková
GAČR Junior Star

GAČR Postdoc IF

IGA

Research Grants vs. Scientist's Career Timeline

- Czech Science Foundation



- Technology Agency of the Czech Republic



- Ministry of Culture



- Ministry of the Interior



- Ministry of Health



- Ministry of Agriculture



- Ministry of Education, Youth and Sports



- Ministry of Industry and Trade, Operational Program



- Enterprise and Innovation for Competitiveness

National Funding Sources

European Commission



EHP Funds & Norway Funds



International Research Funding



Johana Burgetová
Head of PC, OP JAK



Hana Čadková
GA ČR, MZE, MZ, MV, MK



Iveta Pospíšilová
TAČR, MPO, internal system GaP



Anna Chmelová
MŠMT, Visegrad fund



Hana Štěpánková
Horizon Europe (ERC), Noc vědy



Karolína Friessová
HE (pillar II; MSCA PF), RFCS, EHP & NF)



Anna Konecká
MSCA - PF, DN, SE



Miroslava Grünwaldt

Contacts

- Assistance with navigating the offer of scientific and research projects from Czech and foreign providers
- Support in preparing project applications according to the conditions of the given call
- Administration of contract conclusion with providers and project partners
- Support during project implementation
- Individual consultations
- Trainings and seminars

Project Centre Services

- **Research Projects Compass for PhDs & Postdocs:** discover funding opportunities in both Czechia and Europe, and learn how to write and manage projects (3×3h, fall/spring)
- **MSCA Postdoctoral Fellowships:** webinars for applicants (2×3h, usually May/June)
- **MSCA Postdoctoral Fellowships – seminar for outgoing candidates** (April/May)
- **Meeting with GA ČR panelists** (March)

Seminars

Scientific project (VIGA)

Mgr. Veronika Popová



UNIVERSITY OF
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IGA – INTERNAL GRANT AGENCY = INTERNAL GRANT SYSTEM

- Provides resources for:
 - scientific research (VIGA "vědecký" = scientific)
 - cultural, social and sports activities of the students (SIGA)
 - pedagogical activity of the students and academics (PIGA)
- Every year competition of projects

VIGA PROJECTS

- A1 disciplinary (academics)
- **A2 research** (individual of PhD students as applicants)
- Emil Votoček Grant (all-university project - support to 30 outstanding students based on the last annual evaluation)

MOTIVATIONAL TOOL

- **Scholarship** form **A2** projects and **Votoček scholarship** as a bonus (see slide 28)
- Develops skills in applying for funding for research projects, in submitting project proposals, in managing and administering of own projects – seminars (see slide 21)
- Experience

CALL DOCUMENTATION, REGULATIONS, GUIDELINES

- Updated as necessary always no later than by 30 November (Grant regulations - **Grantový řád**; VIGA Principles - **Zásady**; IGA Announcement - **Vyhlášení**)
- Faculty limits by start of competition
- Guides and manuals

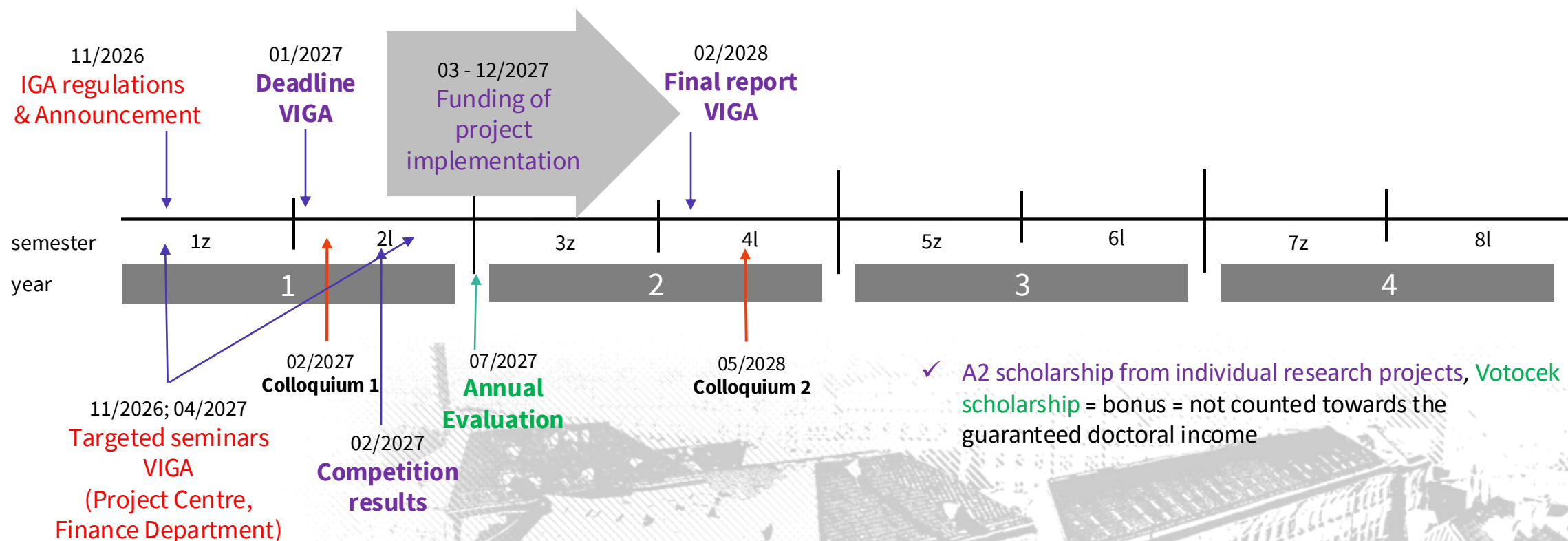
 <https://www.vscht.cz/uredni-deska/interni-granty/viga>

<https://www.vscht.cz/research/internal-grant-agency/scientific-project-viga?jazyk=en&lang=en>



IGA – Internal Grant Agency

- IGA – competitions of internal projects (VIGA, PIGA, SIGA)
- VIGA – competition of scientific projects (A1, **A2**, **Emil Votocek Grant**)



VIGA project – VIGA competition

Research and Technology Transfer Office

Ing. Kateřina Kovaříčková



UNIVERSITY OF
CHEMISTRY AND TECHNOLOGY
PRAGUE



Technology Transfer

UCT Prague

Research and Technology Transfer Office

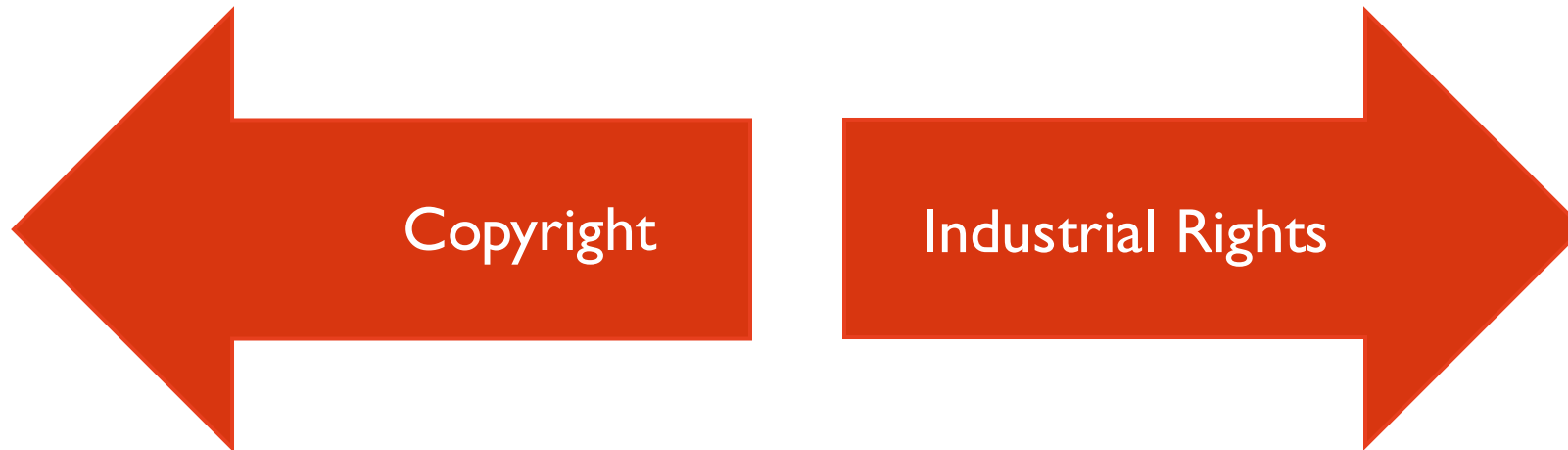
How can we help you?

And why do you need us?



- Intellectual property protection strategy
- Planning project outputs/results
- Establishing collaboration with an industry partner
- Exploitation of results – licensing or sale of IP
- Spin-off companies

Research and Technology Transfer Office



Guide to the Legal
Use of Images and
other Non-Textual
Sources

Patents
Utility Models
Design

Trade
marks

Know-how

Intellectual Property Protection

Do you have
any interesting
result?



IP Protection

YES / NO ?
WHEN ?
HOW ?

Guideline

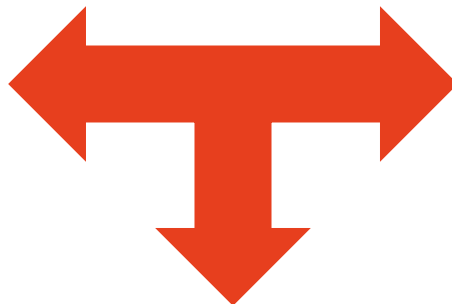
IP Protection at UCT Prague



**Don't try to figure it out on your own –
come and see us, and we'll find the answer
together**

Intellectual Property Protection

Licence / Sale IP



Spin-off company



Social relevance

Distribution of commercialisation revenues				
Income	Authors	Department	University	Fund
Up to 1 mil. CZK	60 %	20 %	15 %	5 %

Exploitation of IP

LICENSE = granting the right, retaining ownership of the IP, and receiving compensation for its use

SALE IP = transfer my rights in exchange for compensation

What factors matter when it comes to licensing and finding a licensing partner?

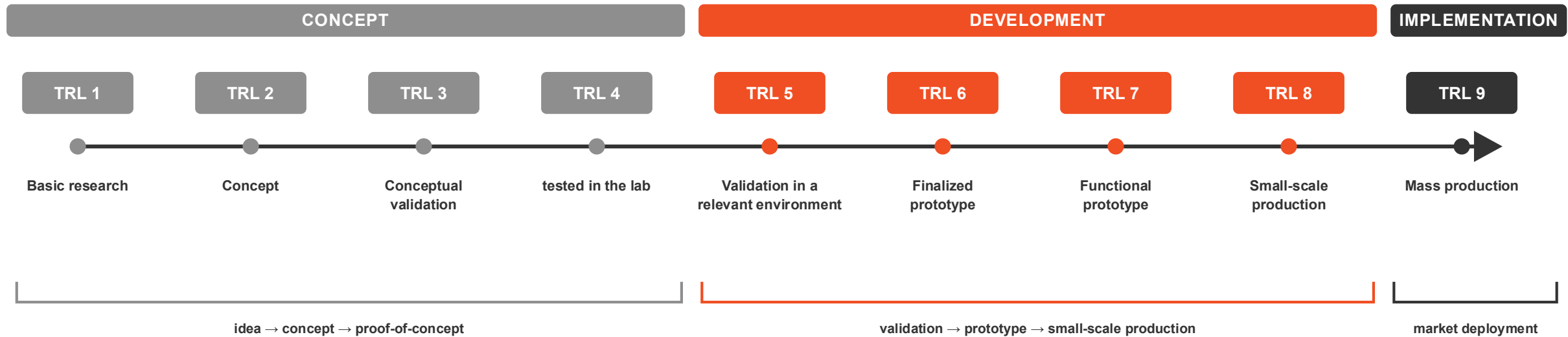
- Market Interest
- IP Protection
- Market Size
- Industry Sector
- **Level of Technology Development**



TRL

Licence / Sale IP

TECHNOLOGY READINESS LEVELS



Level of Technology Development

Stage between the laboratory and application

"bridge across the valley of death"

Internal Proof-of-Concept grants

- call for proposals every September
- up to 1.5 million CZK for a one-year project
- Push TRL forward—get closer to application



Proof-of-Concept

Consider the following:

- “People First”: Who Will Lead the Company?
- IP Evaluation: does it have sufficient market potential?
- Due diligence
- Terms of Use for the University's IP



Inkubation program UCT Prague

The first pilot round kicks off this fall

More information soon on website and social media

Spin-off company

Ing. Kateřina Kovaříčková

Katerina.kovarickova@vscht.cz

l.4356

RNDr. Dana Douděrová, Ph.D.

Dana.douderova@vscht.cz

l.4508

Ing. František Svoboda

Frantisek.svoboda@vscht.cz

l.2610

Prof. Ing. Martin Fusek, CSc.

Martin.fusek@vscht.cz

IP Protection

Technology Transfer

Spin-off

Incubation program CATALYST

Business Development

Industrial Colaboration

Expert consultant

Just come and ask!

10 MINUTES BREAK



UNIVERSITY OF
CHEMISTRY AND TECHNOLOGY
PRAGUE

Department of Languages

Ing. Mgr. Hedvika Matesová



UNIVERSITY OF
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PRAGUE





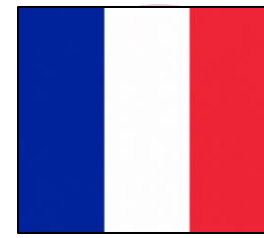
ENGLISH



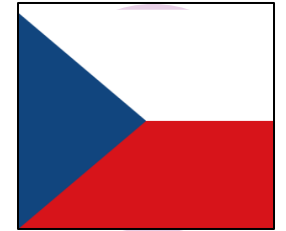
GERMAN



SPANISH



FRENCH



CZECH FOR
FOREIGNERS

Languages



- Semester-long
- Short (summer/ winter/ autumn)
- One-off workshops/ sessions

Class duration: **60 min, 90 min**

Format: **Online/ In-person**

Types of Courses



Group size

5 - 10 participants

One-to-one

Individual Approach

Info:

- email
- uj.vscht.cz
- information screens

Sign up on:

prihlasovadlo.vscht.cz

jolana.chovancova@vscht.cz



Enrolment

Speaking

Stress-Free Speaking

Cheerful Chat

Discussions A-Z

Writing

Effective Scientific
Writing

Writing Tips and
Tricks

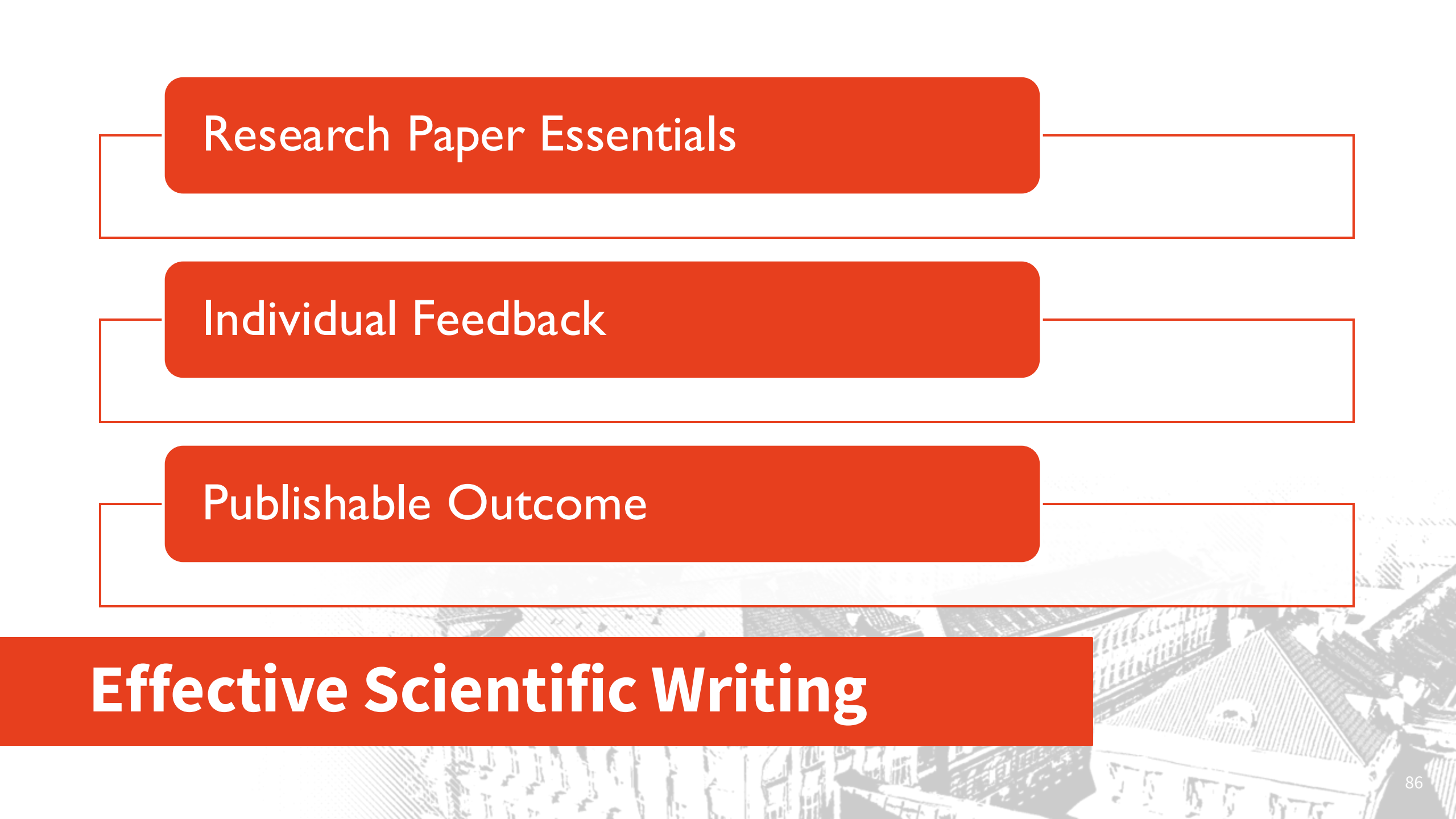
Grammar

Articles in Articles

Timeline in Line

Grammar for
Communication

English



Research Paper Essentials

Individual Feedback

Publishable Outcome

Effective Scientific Writing

- Presentation Skills in English
- Dynamic Public Speaking
- Communicating Science
with FameLab / Science Slam

One-to-one presentation coaching



Presentation Skills Courses



We help you **present**.
We help you **publish**.
We help you **progress**.

Department of Languages
uj.vscht.cz

Happy to Help!

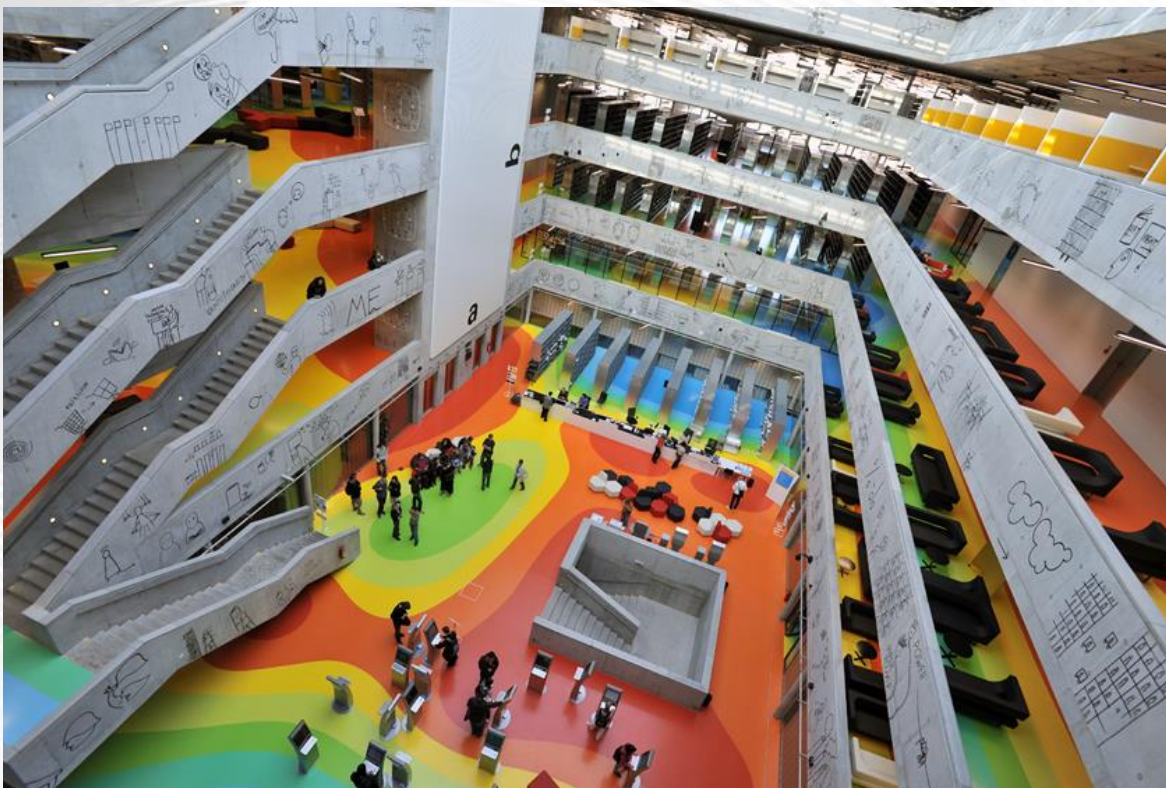
NTK

National Library of Technology

Ing. Naděžda Firsová, Ph.D.



UNIVERSITY OF
CHEMISTRY AND TECHNOLOGY
PRAGUE



- Public library with a STEM collection and academic library for the University of Chemistry and Technology, Prague, and the Institute of Organic Chemistry and Biochemistry of the Czech Academy of Sciences
- Joint UCT, IOCB, and NTK Library of Chemistry
- National centers (CzechELib, PID) and national projects (NCIS R&D&I, CARDS)

National Library of Technology (NTK)

Early Career Researcher Support

Subscribe to our newsletter for Early Career Researchers.

We offer comprehensive support to Ph.D. candidates and other early career researchers to help you better understand the research & teaching environment, possible career paths, and to learn how to navigate the world of scholarly communications. Whether you are working on your dissertation, writing articles, or thinking through next steps in your professional career, we can assist with:

- Finding and using academic information and understanding the scholarly communication environment (publishing, proposal writing, research showcasing).

Everything for PhD candidates in one place
<https://www.techlib.cz/u/UCT2026>

- Getting organized for writing projects (e.g., using citation management tools such as Zotero).
- Understanding academic reputation and scholarly metrics such as *h*-index, journal impact factor, and altmetrics, using Web of Science, Scopus, and similar tools.
- Funding opportunities for doctoral candidates and postdoctoral researchers.
- Using LaTeX to format manuscripts containing mathematical equations and notations.
- Tools to assist you in improving your written English (Ludwig.Guru, Grammarly, Writefull, Sentence Checkup and others).

Check out STEMskiller, our new tool that provides annotated links to high-quality, openly-accessible English language resources on the development of research and teaching competencies and transferable skills.

Contact us

✉ info@techlib.cz
☎ (+420) 222 002 535

- [Consultations](#)
- [Tutorials](#)
- [Subject Guides](#)
- [Our Specialists](#)
- [STEMskiller](#)
- [Ask Us](#)

Advanced information support for ECR:

- A collection of guides, tutorials, instructional and informational materials in Czech and English
- Freely available materials on NTK Moodle
- Webinars, workshops and Coffee Lectures in Czech and English, taking place every semester
- One-to-one consultations – supporting users in solving more complex problems in Czech or English, online or in-person, free of charge for all
- Bibliometric analyses and information retrieval services
- Newsletter for early career researchers

NTK Academic Services

Are you new at the UCT and need to be aware of the available information sources in order to prepare a research proposal for your first colloquium?



- Webinar „Navigating Scientific Resources & Staying Organized“
- NTK a chemTK e-resources, technical standards
- One-to-one consultation

Are you starting to write your first article and want to understand the writing and publishing process?



- Webinar „My First Scientific Article“, „Searching for and Evaluating Journals and Conferences“, and playlist „NTK Academic Writing Q&A Series“
- Guides and materials on author profiles, academic writing, tools to support writing, citing, predatory journals, RDM, LaTeX, article self-check questions, research article peer review questions...
- One-to-one consultation

What You Need at the Start of Your PhD...

Are you considering using AI tools in your research and want to learn how to do so effectively and ethically?



- Webinar „AI Essentials for Academia“
- Guide on using AI for research, paid AI tool Scite_ai
- One-to-one consultation

Would you like to learn more about transferable skills and developing a career in science?



- Skills set map STEMskiller
- One-to-one consultation

What You Need at the Start of Your PhD...

NTK Doctoral Summer School

- Summer school for PhD candidates
- Development of transferable skills
- Registration in April–June

Talk & ShareSpace for PhD+

- Series of events with ČAD
- A neutral space for open discussions and exchange of opinions
- 2–3 times per semester

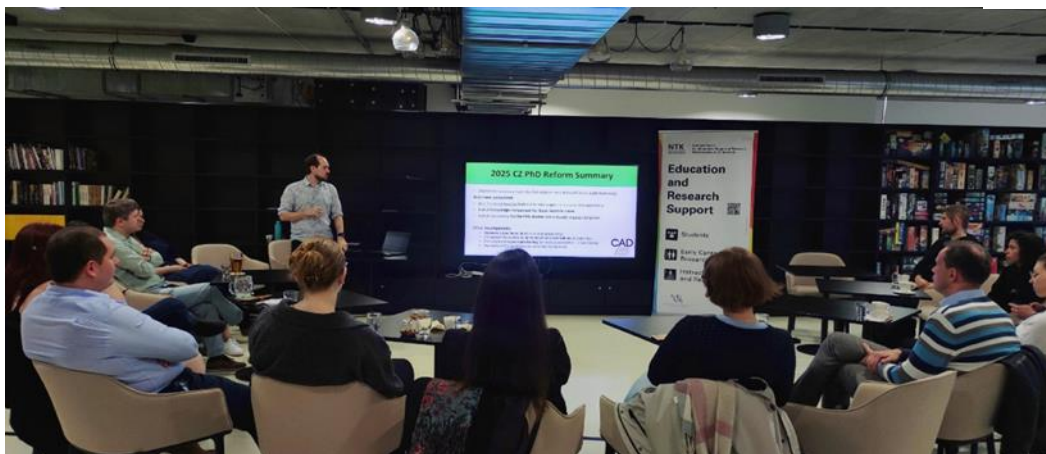


Doctoral Summer School 2026

A doctorate is about more than just earning a degree. It's also about building your professional network.
Strengthen your contacts!

Think about your future career and **develop soft and transferable skills.**

Remember, you are not alone on this journey. **Seek support** from your peers, draw inspiration from them, and inspire others.



Become Part of the PhD+ Community

- Places to study and work (quiet floors, quiet study room, team study rooms, individual carrels, after-hours study room, rare books & special collections reading room)
- Internet access via eduroam or NTK-Simple (for registered users)
- Polytechnic workshop NTK
 - For registered users
 - It is necessary to complete training and reserve the appropriate equipment
 - Electrical workshop and tool shop, large format printing, 3D scanner and 3D printing, painting station, laser cutter and engraver



Services in the NTK Building

Where can you find all the important links to NTK in one place?

On the UCT website

<https://phd.vscht.cz/ntk-sluzby>

Registration for UCT users is free of charge

[How to register at NTK](#)



 UCT PRAGUE

UCT Prague > PhD > PhD candidates > Educational courses > NTK services for UCT Prague

NTK services for UCT Prague

22. 6. 2026
Jakub Staš

The National Library of Technology (NTK) is the largest and oldest library of science and technology literature in the Czech Republic. It is both a public STEM library and an academic library for the UCT Prague and the IOCB Prague, located in the geographical heart of Prague's Dejvice campus. Its primary function is to serve hundreds of students, teachers, and researchers every day, both with its extensive collection of information resources and its comfortable and modern facilities for study and work. NTK's ambition is to be a top information center, offering scientific and technical information as well as academic and business services – and supporting research, development, education, and innovation at national and international levels.

NTK's motto: **"The library is a service."**

Top NTK services for UCT students and staff:

- Free registration
- Automatic extension of registration granted for the duration of your affiliation
- NTK information and educational materials
- Team study rooms plus individual carrels (dependent on registration)
- [And more...](#)

NTK Services for UCT

Any questions?
Contact us at info@techlib.cz



NTK Information Support Team

Data Stewardship Team

Ing. Martin Schatz, Ph.D. and Data Stewards



UNIVERSITY OF
CHEMISTRY AND TECHNOLOGY
PRAGUE



Martin Schätz

Head data steward
UCT Prague, PŘF CUNI, NTK



Georgia Koutentaki

Data steward
UCT Prague, ČVUT



Jan Vališ

Data steward
UCT Prague, NTK, IMC CAS



Hana Thürlová

Data steward
UCT Prague

Data Stewardship Team

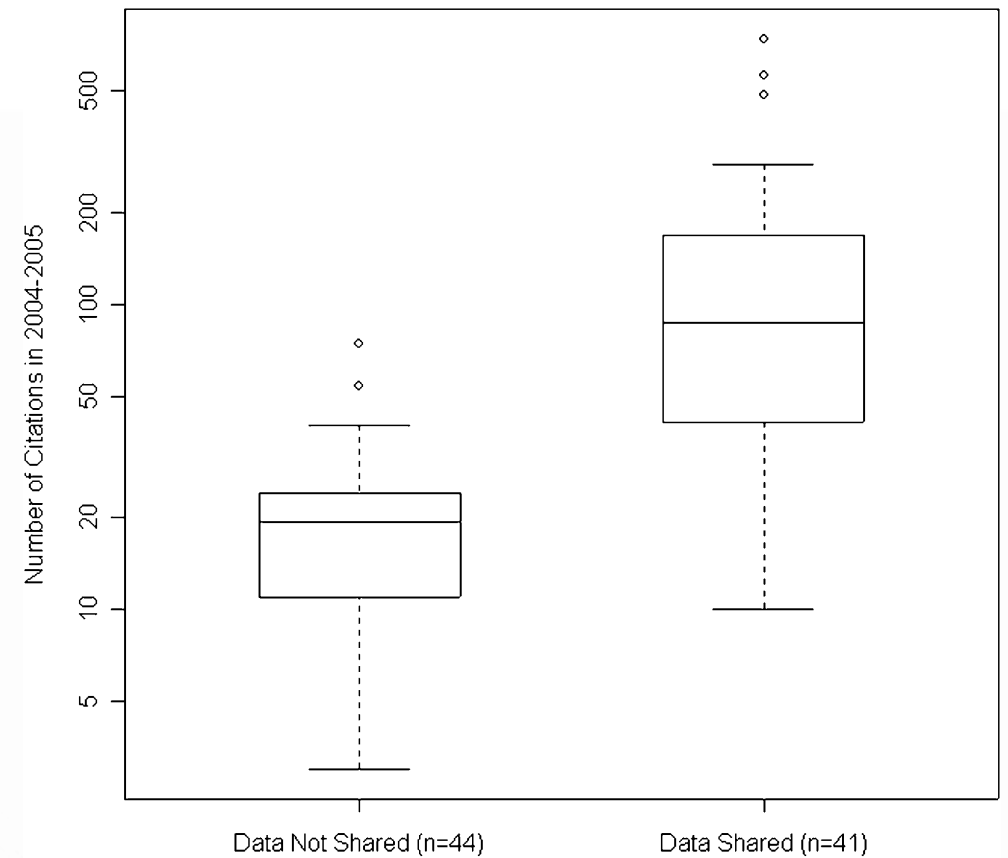


- ✓ Providing methodological support
- ✓ Educating researchers and project data stewards
- ✓ Consulting on projects (but don't substitute project employees)
- ✓ Maintaining the Data Stewardship Wizard instance
- ✓ Maintaining the UCT Prague Zenodo Community
- ✓ Connecting with other institutes nationally and globally

What do(n't) we do?



1. Prevent data loss/corruption/theft
2. Increase efficiency of:
 - your own research
 - dataset preparation for publication
3. Prepare for requirements of:
 - journal editors
 - grant providers
4. Increase impact of your research
5. Establish collaboration



2004–2005 citation counts of 85 trials by data availability.

Heather A. et al. 2007. PLOS ONE. CC BY 4.0.

[10.1371/journal.pone.0000308.](https://doi.org/10.1371/journal.pone.0000308)

Why manage data?



- **Data Stewardship course** *based on the DocEnhance*

Module 1 (CŽV)

- Learn the basics
- Year-round, self-paced
- Self-study at E-Learning

Module 2 (CŽV)

- Learn more by doing and discussing
- Yearly
- In person at UCT



Where can I learn more?



- Data Stewardship course
- **Open Breakfast with Data Stewards**
 - ✓ Discuss current trends with the DS team
 - ✓ Meet fellow researchers dealing with data
 - ✓ Learn about new tools
 - ✓ Learn about national/international good practice practices and policies
 - ✓ Drink coffee/tea and have cukrovinky - we also have all types of milk :D



Where can I learn more?



- Data Stewardship course
- Open Breakfast with Data Stewards
- Look at open.vscht.cz



The screenshot shows the 'Open Science at UCT Prague' webpage. At the top is the university logo and navigation links: 'Open Access Support', 'Research Data', 'Open Science in Projects', 'FAQ', 'Contact', and 'About Open Science'. Below the navigation is a breadcrumb trail: 'UCT Prague > Web Open Science > Homepage'. A large banner image of a laboratory flask with orange liquid is at the top. The main heading is 'Open Science at UCT Prague', followed by a paragraph stating the university's support for open science principles. Below this are six colored boxes with links: 'Open Access Support' (with sub-links for publishing, guides, and financial support), 'Research Data Management' (with sub-links for storage and publication), 'About Open Science', 'Open Science in projects', 'FAQ', and 'Contact: Support at UCT'. The footer contains the university logo and social media icons for Twitter, Facebook, LinkedIn, Instagram, and YouTube.

Where can I learn more?



- LinkedIn: <https://www.linkedin.com/company/data-stewardship-uct>
- Github: <https://github.com/UCT-datastewardship>
- Zenodo community: <https://zenodo.org/communities/uct-prague>



Where can I learn more?

Counselling and Career Centre

Ing. Zuzana Jalovcová



UNIVERSITY OF
CHEMISTRY AND TECHNOLOGY
PRAGUE



Counselling and Career Centre



Psychological counselling



Workshops & lectures



Career counselling



Mentoring



Support for students with specific needs

pkc.vscht.cz

We are still here during your PhD

Psychological counselling

Bc. Kristina Vintonjak, PhDr. Vladka Kůželová

We can help with:

- wellbeing and mental health
- stress management
- work-life balance



Support During Your PhD

Date: October 12 – 14

Place: Uhelna

- Workshops, talks, and practical wellbeing sessions
- Topics relevant for researchers and PhD students

Watch for the programme and registration opening soon!

Mental Health Days 2026

Career counselling is not only for students close to graduation.

We can help you:

- explore career options
- identify your strengths and transferable skills
- review your CV and LinkedIn profile
- plan your next career steps

Career coaches

Dr. Ing. Markéta Raková, Mgr. Lenka Muroňová



Career Development Starts Now

Learn from experienced professionals

- career inspiration
- professional development
- networking opportunities
- individual mentor support



Applications are still open!
Deadline: 20. 9.

Mentoring Programme

SSN = registered student at CCC

You may know us from one side. During your PhD, you may find yourself on the other.

Support and guidance for:

- teaching assistants
- supervisors
- anyone working with students with specific needs

More information: Intranet – Pedagogy – Principles of working with SSN

questions and uncertainties -> CCC (ssp@vscht.cz)

Studying with specific needs (SSN)

Ombudsperson

ThDr. Klára Muzikářová, Ph.D.



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- ✓ A neutral and **independent person** you can turn to informally and confidentially
- ✓ Not an advocate for one side — an **advocate for fairness**
- ✓ Helps resolve problems informally:
advice, facilitation, mediation
- ✓ Since 6/2023 contact person for social safety,
since 3/2025 Ombudsperson
- ✓ Member of the School Ombuds Platform and ENOHE (European Network of Ombuds in Higher Education)

Who is the ombudsperson?

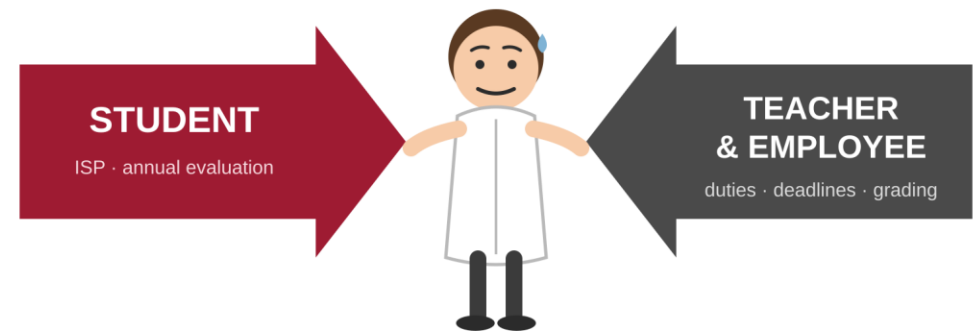
Confidentiality
Independence
Neutrality
Informality

The ombudsperson will not take any action unless you give permission.

My principles

The university is a very hierarchical environment — and you stand right in the middle of it, in three roles at once:

- Student — ISP, annual evaluation, your supervisor assesses your progress
- Employee — your supervisor is often also your boss; duties, deadlines, salary
- Teacher — you teach, supervise and grade — now you are the one with power



Your supervisor is often your mentor, evaluator and employer in one person.

It is okay to find this difficult. Everyone does.

Three roles of the PhD candidate

Come to me with:

- Conflicts or misunderstandings in the PhD candidate–supervisor relationship
- Problems in the working environment: communication, pressure, power imbalance
- Questions about your rights and obligations as a PhD candidate
- Unequal treatment, discrimination, violation of personal dignity, sexual harassment

Not my agenda:

- Conflicts with rules and systems, not people → Dean's office, PhD office, HR
- Research ethics and plagiarism → Ethical Committee

You don't need proof. A feeling that something is not right is enough.

When to visit the ombudsperson

How does it work?

1. Get in touch — e-mail, SafeTalk, phone
2. Prepare — your story, documents, what you'd like to achieve
3. Let's meet — my office, a café, online
4. Let's talk & brainstorm — calmly and safely
5. Next steps — always up to you

How can I help you?

- Listening and a confidential conversation
- An independent perspective on your situation
- Procedural information — who does what at UCT Prague
- Facilitation or mediation between you and the other party

First contact is always a confidential consultation. A guide, not a rescuer — support and empowerment, decisions stay with you.

If the situation requires it, the ombudsperson can launch an investigation — its outcome is a report with recommendations for the responsible leaders. The ombudsperson can also help you with a formal complaint to the Ethical Committee.

How does it work and how can I help?

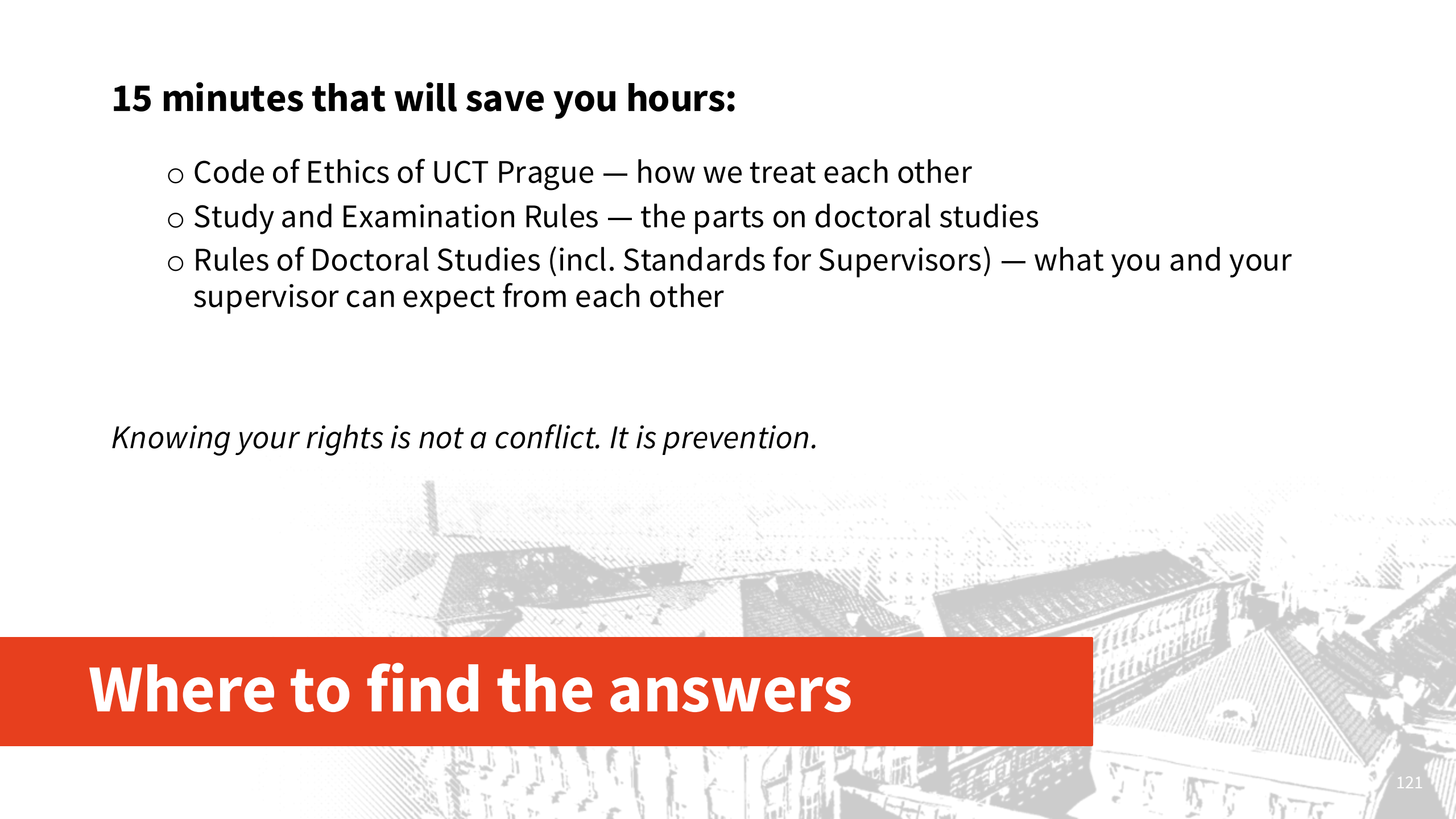
1. How often should your supervisor meet with you?
2. Is it okay at UCT Prague to date your supervisor — or a student you teach?
3. How many PhD students can one supervisor have at the same time?
4. What kind of feedback are you entitled to?
5. Does the Code of Ethics say anything about stress and workload?

Quick quiz: Do you know...?

15 minutes that will save you hours:

- Code of Ethics of UCT Prague — how we treat each other
- Study and Examination Rules — the parts on doctoral studies
- Rules of Doctoral Studies (incl. Standards for Supervisors) — what you and your supervisor can expect from each other

Knowing your rights is not a conflict. It is prevention.

The background of the slide features a grayscale, halftone-style illustration of a city skyline with various buildings and rooftops. A solid red horizontal banner is positioned at the bottom of the slide, containing the text 'Where to find the answers' in white.

Where to find the answers

Once a semester, do a short check-up:

- How do I feel with people at work, during my studies?
- Is my environment healthy and respectful?
- Is there something that could be better — and what can I do about it?

**If you see a colleague struggling, don't look away.
Ask. Offer help. Or come to me. Don't be a bystander.**

E-mail: klara.muzikarova@vscht.cz | SafeTalk (also anonymously) | In person: building B, room B1-130

Have a good, professional and safe time at UCT Prague.

Before you go...

Open discussion with current doctoral candidates

Moderated by Ing. Nina Nováková, PhD Candidate



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Audience Q&A

① The Slido app must be installed on every computer you're presenting from

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