

Are you considering doing a PhD?

19.03.2025, B2319



UNIVERSITY OF
CHEMISTRY AND TECHNOLOGY
PRAGUE



ELECTRONIC
PHD
GUIDE

VICE-RECTOR FOR PHD STUDIES

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PHD OFFICE



Mgr. **Veronika Popová**

IGA competition methodology, methodology
and coordination of PGS conditions



Ing. **Soňa Hříbalová**, Ph.D.

PGS coordination and support for
student activities



Mgr. **Mili Viktorie Markvartová**

Seminars and onboarding of doctoral
students

ELECTRONIC PHD GUIDE

2017

The birth of the student initiative

2020

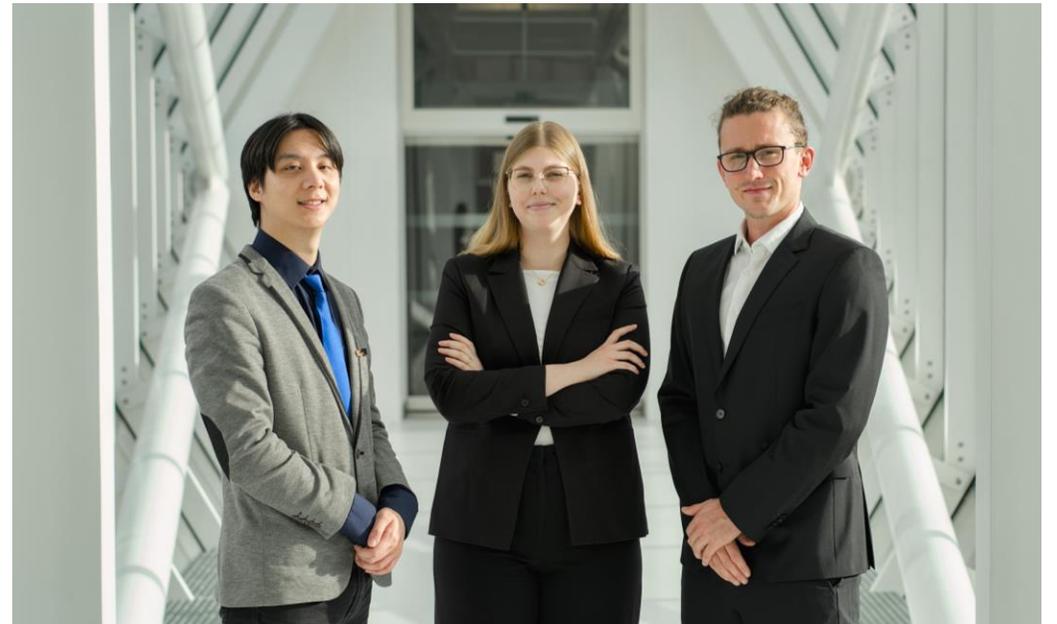
Website phd.vscht.cz

2022

Collaboration with Tutors
Survival guide for PhD candidates

2024+

Collaboration with PhD Office



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Collaboration with PhD Office



Home Prospective doctoral candidates Doctoral Candidates IDCAC Contacts

UCT Prague > PhD > Homepage

Homepage

23. 2. 2026 Jakub Staš



ELECTRONIC PHD GUIDE

COLLABORATION

- **PhD Office**
- Department of Communication
- International Office
- Counselling and Career Centre
- Project Centre
- ...

CONTENT OF THE SEMINAR

- Who is a doctoral candidate?
- PhD candidate: student/employee
- Study obligations
- Income
- Admission and how to prepare for it
- Important dates

WHO IS A DOCTORAL CANDIDATE?

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

*“**The standard term of study is a minimum of three and a maximum of 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 one year.** The maximum duration of study does not include the time when study is suspended according to Article 12 paragraphs 6 and 13.”*

Internal Regulation No. A/N/961/9/2025, Rules of Doctoral Studies at UCT Prague

PHD CANDIDATE: A STUDENT

TYPES OF STUDY

- Full-time (guaranteed income; max. 4 years)
- Combination of full-time and distance learning (no income)

RESPONSIBILITIES

- Meeting requirements of Individual Study Plan (ISP)
- Publication output ([depends on faculty](#))
- Annual evaluation (SIS – E-Doktorand)

RIGHTS

- Guaranteed income (full-time students)
- Support for studying abroad
- Further education (see [Educational courses](#))

BENEFITS

- Same as in master studies

PHD CANDIDATE: AN “EMPLOYEE”

WORKING HOURS

- 40 hours/week (or as agreed with supervisor)
- 30 days of holiday

HEALTH INSURANCE

- YES for PhD students WITH an employment contract
- If the contract is terminated/interrupted, you must renew the payment yourself at the insurance company for foreigners.

SOCIAL INSURANCE

- Entitlement to basic maternity benefits.

EMPLOYEE BENEFITS

- From 50 % FTE

Regarding VISA make sure to contact Welcome Office:
<https://international.vscht.cz/international-staff>

PHD CANDIDATE: STUDENT & “EMPLOYEE”

PHD CANDIDATE WITHOUT EMPLOYMENT

- Health insurance
- ~~Social insurance~~
- ~~Employee Benefits~~
- “Zkumavka”

PHD CANDIDATE as EMPLOYEE

- Health and social insurance (paid by employer)
- Benefits (from 50% employment)
- “Zkumavka”
- Multisport card

STUDY OBLIGATIONS

EXAMS FROM SUBJECTS IN ISP

- 3 subjects in ISP

COLLOQUIUM 1 (Cq1)

- February – 1st year

COLLOQUIUM 2 (Cq2)

- Until the end of 2nd year

ENGLISH CONFERENCE

- As part of Cq2, or a lecture at an international conference in English

INTERNATIONAL EXPERIENCE

- Minimum 30 days abroad (multiple shorter stays are possible)
- Participation in international project/work in an international research group

STUDY OBLIGATIONS:

- 3 specialized subjects
- 2 colloquia
- English conference
- International experience (1 month)
- Dissertation defense

COLLOQUIA

COLLOQUIUM 1 (Cq1)

- PhD candidate presentation (10 min) in English
 - summary of five months of preparation for the dissertation topic
 - selection of a more specific focus within 3 subjects
- Scientific discussion (15–20 min)
- 1st year – February

COLLOQUIUM 2 (Cq2)

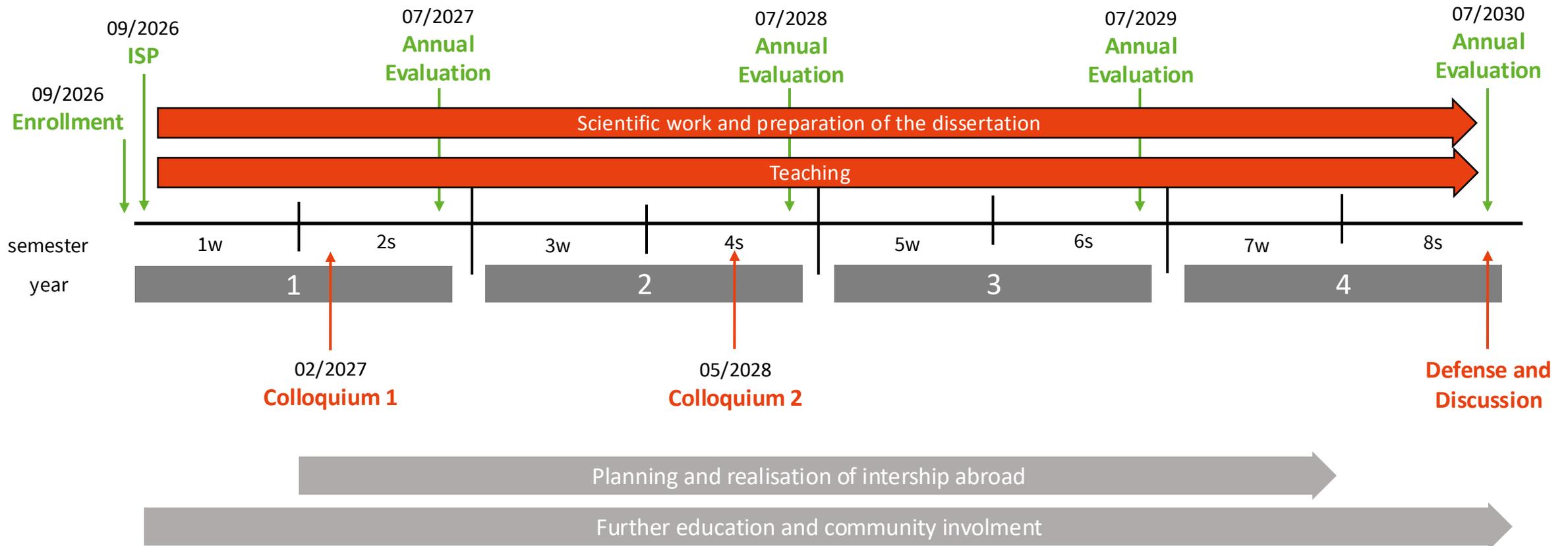
- PhD candidate presentation (10 min) in English
 - Summary of results after two years of work, verification of knowledge in selected parts of subjects
 - Plan for the next two years, including a plan for an international internship
- Scientific discussion (15–20 min)
- Until the end of the second year

TEACHING

OPTIONAL

- The maximum limit for teaching activities per year is 5 points, doctoral students are then eligible for financial compensation
 - Scientific work – 1 point
 - Laboratory project – 1 point
 - Departmental laboratory – 1 point
 - Consultation and supervision of bachelor´s theses – 1 point
 - Consultation on master´s theses – 1.5 points
 - Teaching laboratory exercises/courses - 2.5 points
 - Teaching seminars/exercises - 2.5 points
- Calculation of points in the E-doktorand system

TIMELINE OF PHD STUDIES



INCOME

GUARANTEED INCOME

- = 1.2x minimal income
- from September 2026: 26 880 CZK/month

EXTRA SOURCES OF INCOME

- Research (A2) VIGA (0–60 000 CZK/year)
- Votoček scholarship
- Other internal grants (PIGA, SIGA), housing stipend, special-purpose stipend for pedagogic and other activities, DPP/DPČ

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3 groups of candidates

Example for the 2025-26 academic year:

1) Internal

$$\begin{array}{c} \text{UCT} \\ \text{S I} \\ 10\,000 \text{ CZK} \end{array} + \begin{array}{c} \text{UCT} \\ \text{S II} \\ 7\,400 \text{ CZK} \end{array} + \begin{array}{c} \text{superv.} \\ \text{S III} \\ 7\,560 \text{ CZK} \end{array} + \begin{array}{c} \text{superv.} \\ \text{W} \end{array} = \begin{array}{c} \text{Candidate's} \\ \text{guaranteed income} \\ 24\,960 \text{ CZK} \end{array}$$

2) External (e.g. CAS)

$$\begin{array}{c} \text{UCT} \\ \text{S I} \\ 10\,000 \text{ CZK} \end{array} + \begin{array}{c} \text{superv.} \\ \text{S III} \\ 14\,960 \text{ CZK} \end{array} + \begin{array}{c} \text{superv.} \\ \text{W} \end{array} = \begin{array}{c} \text{Candidate's} \\ \text{guaranteed income} \\ 24\,960 \text{ CZK} \end{array}$$

3) Fully funded by the supervisor

$$\begin{array}{c} \text{superv.} \\ \text{S III} \\ 24\,960 \text{ CZK} \end{array} + \begin{array}{c} \text{superv.} \\ \text{M} \end{array} = \begin{array}{c} \text{Candidate's} \\ \text{guaranteed income} \\ 24\,960 \text{ CZK} \end{array}$$

*Institutional stipend (S I); Internal stipend (S II);
Supervisor stipend (S III) and/or Salary (M)*

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- You have to prepare a project, apply and win in an internal grant competition
- Faculties have different “Faculty limits”

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- **Scholarship for the 30 best doctoral candidates at UCT Prague**
- **Evaluation based on points system**

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ADMISSION - APPLICATION

DEADLINE OF SUBMISSION: 15. 4. 2026

APPLICATION MUST INCLUDE:

- Master's Diploma with diploma supplement (certified copies of the originals)
- Recognition (nostrification) certificate of your master's degree
- Letter of motivation
- Certificate of English language knowledge
- Curriculum Vitae
- Copy (scan) of your passport
- Recent health certificate (no older than 2 months) confirmed by an official health institution
- Application form signed by your doctoral thesis supervisor
- List of publications and other research outcomes (if applicable)

All application documents must be originals or officially certified/notarized copies, verified along with international agreements. They must be accompanied with a translation into English or Czech (also certified/notarized), if in any other language.

More info about admissions [here!](#)

HOW TO SUCCEED? DON'T BE AFRAID TO ASK!

DISSERTATION TOPIC:

- Can it be realized?
- Discuss it with your supervisor in advance!
- Try to plan your dissertation

SUPERVISOR AND THE WORKGROUP:

- Publication activity
- Grants and projects
- Ask current or past PhD candidates about their experience
- International collaboration
- Laboratory equipment

STUDIES AND WORK:

- **Working hours:** 40 h weekly at the university
- **Employment contract:** is there going to be possibility to get one? (university X project)
- **Pedagogical activity:** depends on the extent
- **Publication activity:** depends on the extent
- **Conferences:** am I going to be able/will I have to attend conferences?
- **International mobility:** how long should I study abroad?
- **Further education:** possibilities

ADMISSION INTERVIEW

COMMON QUESTIONS:

- Why do you want to study for PhD?
- Tell us something about your dissertation topic.
- Why do you want to do research in this topic?
- Tell us something about you (CV).
- Tell us something about your master's thesis.
- Do you have any international experiences? / Would you like to do an international internship during your PhD studies?
- Do you think that you will be able to present your results at international conference(s)?
- What is your relationship with students' education? / Are you going to be able to take part in educating younger (pre-graduate) students at the university?

**Admission interview
is a bit different
for each department.**

WHAT TO LOOK FORWARD TO...

COURSES AND EVENTS FOR PHD CANDIDATES

- Phd Orientation Day
- NTK Doctoral Summer School
- Data Stewardship course, Ethics
- How to apply for grant

FURTHER EDUCATION

- Life-long education
- Career and Counselling Centre
- Project Centre
- National Library of Technology

LANGUAGE COURSES:

- Department of languages UCT (kj.vscht.cz)
- Renew your language abilities or learn a completely new language (including Czech)

UNIQORN/PHD_POST.DOC CLUB:

- Platform for meeting and communication between PhD candidates and post docs
- Opportunity to get in touch with others and to start collaborations

And much more! 😊

IMPORTANT DATES AND DEADLINES

17. 2. 2026	publication of dissertation topics
15. 4. 2026	deadline for applications
by 30. 4. 2026	publication of interview dates
May/June 2026	admission interviews
30. 6. 2026	admission results
September 2026	enrollment
September 2026	PhD Orientation Day and next seminar by the ERD!

You can find all the information at <https://phd.vscht.cz/>

If you are not able to find something, let us know and ask! (Sona.Hribalova@vscht.cz)

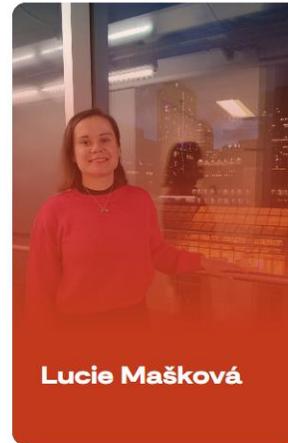
ALUMNI AND CURRENT PHD CANDIDATES

PHD AT THE UCT THROUGH THE EYES OF PHD CANDIDATES

- What does their research look like?
- What do they enjoy about their PhD studies?
- Why did they decide to pursue a PhD?
- And what do they do after graduation?

You can read their stories at:

<https://phd.vscht.cz/prospective-doctoral-candidates/phd-students>



SURVIVAL GUIDE FOR PHD CANDIDATES

15 THING EVERY PHD CANDIDATE SHOULD NOW AT THE BEGINNING OF THEIR STUDIES:

- Where to find important information?
- How do ISP, E-Doktorand and study obligations work?
- What are the options for projects, study abroad programs, and financial support?
- Who should you contact if you need help?

Survival guide for PhD candidates at UCT Prague

7. 3. 2026 Jan Kříž

Survival guide

Hi, welcome to your PhD!

The beginning of doctoral studies can be a bit overwhelming – that's why we, in cooperation with the PhD Office, have prepared a **Survival Guide: 15 important points** to help you get oriented and not forget the most essential things. Every PhD candidate's experience is a little different – but this overview will give you a good start and show you what to watch out for from the beginning. PhD candidates are expected to be relatively independent, and for that reason, the very first point of this survival guide is:

1. Review important information.

Notable information sources are:

1. The [Doctoral Electronic Guidebook](https://phd.vscht.cz) at phd.vscht.cz
2. [Conditions of Study in Doctoral Study Programmes](#)
3. [Study and examination rules and policies](#)
4. [Stipend policies](#) (in Czech only)
5. [Facebook page](#) for UCT Prague doctoral candidates
6. [FAQs](#)
7. [Intranet](#)
8. [General Practitioner's Office of UCT Prague](#)



<https://phd.vscht.cz/phd-students/phd-survival-guide>

ELECTRONIC PHD GUIDE wishes you...

Good luck at the
admissions!



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