Basic information

The purpose of doctoral studies is to train for independent scientific work and obtain the qualifications necessary to do so. Graduates are awarded the academic title of “Doctor” (abbreviated as Ph.D. after their name).

Study is either on-campus (internal) or combined (external). When studying on campus the doctoral student must fully participate in the work being conducted at the campus facilities. He or she will also enjoy all the rights and social benefits of a regular CU student. Those in combined study are generally already employed and are not entitled to the benefits offered to on-campus students, such as scholarships, dormitory housing, cafeteria discounts, etc.

The standard length of on-campus study is four (or three) years. The maximum length of combined doctoral study is the standard length of study + five years. The instruction and research activity of doctoral programs is governed by the Higher Education Act No. 111/98 on universities, the statutes of Charles University, the CU Study and Examination Rules, and the Rules for Organization of Studies at the CU Faculty of Science.

Individual study plan

Studies follow individual study plans (ISPs) that are approved by the Departmental Board. General requirements have been established for each field (subject areas required, language testing, internships, nature and number of publications, etc.), that comprise every newly created ISP.

In preparing their ISP, students work with their supervisors to

- specify content (subjects, seminars, courses, etc.) that is not strictly determined by the Departmental Board;
- plan all obligations into individual years;
- state the anticipated approach for pursuing dissertation work.

Study plans are filled out online in the SIS at the times stated in the schedule for the particular academic year. Instructions for creating an ISP are given on the faculty website under “Instructions and Information for Doctoral Students” at https://www.natur.cuni.cz/fakulta/studium/agenda-phd/navody-a-informace.

Students select subjects after consulting their supervisor regarding the range of lectures offered for doctoral studies as well as master’s programs, lectures possibly offered by a different CU Faculty or other university. The study plan also includes the doctoral examination (code MSZX) including the academic year in which you plan to take the examination. Go to http://pdsb.avcr.cz/index.html for an overview of the lectures, courses and seminars offered through integrated biomedical programmes.

If the Departmental Board requires that language examinations be passed during doctoral study, the language examination must be included in the study plan. Information on language instruction is available at https://www.natur.cuni.cz/fakulta/studium/agenda-phd/jazykova-vyuka.
As part of annual evaluation the doctoral student will update the study plan with requirements that have been met. Many of these will be linked to information in SIS (subjects) or possibly imported into SIS from external databases (publications, internships). At the same time, the approach to completing the dissertation work is always stated, including any changes to the originally planned approach based on current scientific findings.

**Interrupting study**

Any interruption of study must be requested in writing. The formal request must include the reason for the interruption and a statement from the supervisor. Studies can be interrupted for no less than one semester.

**Interrupting study for parenting**

Since April 2013 an amendment to the Higher Education Act (48/2013 Coll.) has been in effect regarding the study of parents, for the entire period during which they would otherwise be eligible for maternity/paternity leave (acknowledged parenting period), and it does not distinguish between the mother and father of the child. Both have equal rights. An interruption of study for parenting is not counted towards the maximum period of study. **ATTENTION – An interruption of study for other reasons is counted towards the maximum period of study.** With regard to the birth of a child, we recommend first registering the parenting period in SIS (“Application to register parenting period”). Fill in this form with the anticipated date of childbirth and attach a copy of the mother’s pregnancy records (with anticipated due date). Once the child is born, you must also send a copy of the child’s birth certificate to the study department. The official parenting period runs from 8 weeks before the planned date of birth until the child turns three.

**Note:** Simply registering the parenting period does not automatically interrupt the study. If you plan to interrupt your studies during the official parenting period, you must also submit a request to interrupt study.

**Doctoral scholarships**

The requirements for the award of doctoral scholarships are governed by the Scholarship Rules of Charles University in Prague. Scholarships are always paid out retroactively for the past month to the bank account of the student. The payment date is the 16th of the month. The student is required to enter his/her bank account number into SIS.

**Note:** In the event study is terminated (or also if study is interrupted or there is a change in the form of study) on any but the final day of the month, the student is not entitled for the given month to the award and payment of the doctoral scholarship.

Any questions regarding scholarships should be directed to Ing. Marcela Sloupová (marcela.sloupova@natur.cuni.cz, tel. 221 951 150).

**Housing grants and need-based scholarships**

Information on housing grants and need-based scholarships can be found on the CU website under social affairs [http://www.cuni.cz/UK-1569.html](http://www.cuni.cz/UK-1569.html).

**Information on CU student IDs**

Dormitory housing
This website provides all necessary information for requesting housing in CU dormitories: http://kam.cuni.cz/.

Dining in the Cafeteria
The Albertov Cafeteria uses the KREDIT information system, enabling food and baguettes to be sold on credit. For more information see www.kam.cuni.cz under Dining.

Study abroad
Information and opportunities for studying abroad are posted at http://www.natur.cuni.cz/fakulta/oddeleni-pro-vedu/zahraniicni-mobilita.

If your stay abroad is part of the doctoral study programme, before leaving you must fill out a form – Proposal to send a student on a trip, which is available on the Research Support Department website. The completed proposal should be submitted sufficiently in advance of your departure to Mgr. Pavla Pousková, Research Support Department, Albertov 6, 3rd floor, door no. 312, tel. 22195 1160). If the trip abroad is not related to doctoral study, then you should request for your study to be interrupted.

Health insurance
Health insurance for on-campus doctoral students up to the age of 26 is provided by the state. Students over the age of 26 must pay for their own health insurance.

Study department – Officer for doctoral studies
Biological disciplines
Mrs. Magdalena Čuříková - tel. 221 951 163, 2nd floor, door no. 310
e-mail: magdalena.curikova@natur.cuni.cz

Chemistry, Geography, Geology and the Institute for Environmental Studies
Mrs. Nataša Tymichová - tel. 221 951 162, 2nd floor, door no. 311
e-mail: natasa.tymichova@natur.cuni.cz

Address for personal contact: Na Slupi 16, 128 43 Praha 2, (in the Botanical Garden complex)
Correspondence address: PřF UK, Studijní oddělení, Albertov 6, 128 43 Praha 2
(Faculty of Science, Studies Department)

Forms https://www.natur.cuni.cz/fakulta/studium/agenda-phd/formulare

Office hours for doctoral students
Monday: 12 p.m. – 3 p.m.
Tuesday: 8 a.m. – 12 p.m.
Wednesday: 10 a.m. – 12 p.m.
Thursday: 12 p.m. – 3 p.m.
Friday: closed