SURVIVAL KIT FOR THE SUPERVISORS WITHIN THE STARS PROGRAMME

If you decide to accept a student within the programme STARS, you need to take into account the following instructions, especially in case you accept students from other countries (for students from abroad in general, see points 3, 5 to 9).

1. STARS Project Topics

The Faculty guarantees to co-finance (5,000 CZK per month) the following number of STARS projects:

- 13 in biology
- 6 in chemistry
- 6 in geography
- 5 in geology/Institute for Environmental Studies

Topics and supervisors are approved by section research boards. When listing the topics, each section orders them. In case not all topics are assigned (i.e. there is no suitable candidate), the STARS support of the Faculty is given to the next topics in order. This is done before the official announcement. The Research Board accepts the topics and supervisors only after that and after the results are announced.

Apart from the classical STARS projects, it is possible to advertise more attractive topics provided that departments are able to provide funding for the students accepted (10,000 CZK per month extra).

2. Selection of the applicants

The selection of the applicants for the topics needs to be done in accordance with the subject-area boards of doctoral studies. The selection of a successful applicant implies his admission to the PhD study programme without an admission exam (in competence of the subject-area boards).

Even during the selection, it is necessary to take into account the possibility of recognition of applicants’ previous degrees. During the narrowing selection, you can consult this matter with Valerie Havrdová (1154, valerie.havrdova@natur.cuni.cz). Within a week, she should be able to find out how probable it is for a given student to have their degree recognized (relevant information regarding the process of recognition of university education is on the university website: https://www.cuni.cz/UK-6452.html and https://www.cuni.cz/UK-6453.html). Due to capacity reasons, Ms. Havrdová is not able to check all the applicants, only those who got to a narrow selection. When considering applicants who are about to finish their master degree only in 2020, it is necessary to consider also whether it will be possible for them to provide all the documents needed for the recognition by September 30, 2020. To the future students, we recommend the possibility of assessment of documents on foreign education of applicants for further education in Czechia (law on tertiary education, § 48) – to simplify the matters, we call it “an accelerated recognition of education” (see below).
3. Informing the faculty about the selection

Immediately after the selection, contact the faculty coordinator for international students, Pavla Pousková (1160, pavla.pouskova@natur.cuni.cz) and your section coordinator (in case of STARS students coming from abroad) and provide them with the name and e-mail address of the student selected. In this way, they will be able to help you with the procedure.

4. Information for the students in the STARS programme

Inform the students that they must submit an application for a PhD study programme and then (by May 12, 2020) a request for an exam waiver.

Both the PhD application and the request for waiver of the entrance examination are submitted electronically. The instructions are on the website of the Department of Study Affairs:

https://is.cuni.cz/studium/eng/prijimacky/
https://www.natur.cuni.cz/eng/study/applicants/forms-for-applicants/electronical-requests

5. Recognition of education from abroad

Even before the student is selected (by a subject-area board), ask them to start completing documents necessary for recognition of their master degree from abroad.

According to international agreements, the recognition is not necessary for degrees obtained in Slovakia, Poland, Hungary and Slovenia. For students with degrees from these countries, it is only necessary to provide a diploma (the same way Czech students do).

A) Offer to future students the **possibility of assessment of documents on foreign education of applicants for further education in Czechia** (law on tertiary education, § 48), so called **accelerated recognition of education**. This procedure saves money and time of the applicants and it also allows assessing education in fields not accredited at the Faculty of Science or even at Charles University as a whole. This accelerated procedure is based on documents handed in at the Department of Student Affairs; the content of educational programmes is not controlled. This assessment is valid only for studies at a specific faculty of Charles University. If applicants apply at more than one faculty, they have to ask for this assessment at each faculty and the Rectorate will control that all the faculties decide in the same manner.

The result of this procedure is a permission to enrol in a given study programme, but there is not official document issued – because it is only part of an admission procedure, not a separate recognition procedure. The accelerated procedure does not prevent a student from applying for a regular recognition of their degree later on.

Detailed information about recognition of master degrees from universities abroad is available at the faculty website:

https://www.natur.cuni.cz/eng/study/applicants/education-obtained-abroad/nostrification-for-applicants-for-master-and-doctoral-programmes-of-study

It is necessary to pay a fee of 810 CZK for the accelerated procedure of recognition. Documents needed for this procedure are the following:
A) Application of for recognition of foreign education 

- a completed form
- a certified copy of a master diploma or a similar document (for instance a certificate of studies) issued by a university abroad
- an original or a certified copy of a diploma supplement or an academic transcript

B) There is always the possibility to apply for a **general recognition of education** which is then valid universally in Czechia (at universities, state institutions, labour offices, etc.). Successful applicants for such recognition receive a certificate confirming the recognition of their education from a different state. It is necessary to take into account, that neither applying nor paying the fee gives any guarantee of the procedure’s result.

Information about the procedure of recognition of education from abroad at Charles University (that leads to the general recognition) is here:


Documents needed for the general recognition of education:

- application for recognition of foreign education (with a fee of 3,000 CZK)
- a certified copy of a diploma or another relevant document
- a certified copy of a diploma supplement or an academic transcript
- a certified translation of both document into Czech (translation is not necessary if documents are in English)

6. **Visa**

Once you select the students, contact Ms. Pavla Pousková (contact details above) and consult with her steps needed regarding their residence in Czechia. The general rules are the following:

**Application for a visa and a residence permit:**

1. Citizens of the EU, Liechtenstein, Norway and Switzerland do not need a visa to enter the country, but for a stay longer than 30 days, they need to register at the Foreign Police. After 3 months, they need to apply for a long-term residence.

2. Citizens from non EU/EEA countries (third countries) are required to obtain either a long-term residence permit or a long-stay visa for a purpose of study or scientific research.

For students from the third countries, you have to decide whether to pay them only via scholarships or whether to employ them, at least part-time. With at least a part-time contract, students can apply for a **long-term residence for scientific research** ("scientific permit"). Students paid only via scholarship can apply for a **long-term residence for students**.

More information about scientific permits is here:

http://www.euraxess.cz/euraxess-services/scientific-permit/
“A scientific permit” has several advantages. Thanks to the contract with the faculty, students get health insurance same as Czech citizens so they do not have to prove it (while with a student visa you have to prove you have sufficient commercial health insurance). Compared to student visa, students with a scientific permit do not have to provide confirmation of accommodation (they provide it only when registering). Furthermore, Euraxess provides us with assistance when applying for scientific permits. Students are contacted by Ms. Pousková (faculty coordinator) who connects them to representatives of Euraxess and provides them with faculty documents. Theoretically, you do not need to enter the visa procedure at all – but please, check with your students regularly about the proceedings and whether they need any assistance from your side. If students get a contract, such contract and written confirmation from host institution is provided by the employment office of the faculty.

Documents needed for a visa application:

- A letter of acceptance (Czech/English) or a contract + written confirmation
- Accommodation voucher and contract
- Valid travel documents – with a validity long enough!
- (at an embassy) a form, 2 photos, a revenue stamp
- Criminal record check
- Health ability check

All the documents must be original (not older 180 days), the accommodation voucher should be accepted by data boxes (not all embassies accept this).

Since 2017, student visa can be administered through the “Student Regime” which allows faster procedure for the students accepted at Czech universities.

All the information about the regime student (including the states involved) is available on the website of the Ministry of Education:

Registration to the regime student is done by Ms. Valerie Havrdová who has given dates when she passes information about the applicants for this regime to the Rectorate (from there, the information is sent directly to the Ministry).

It is possible to apply for the regime once students are accepted for a study programme (i.e. also when their master degree is recognized), provided they are from states included in the regime. Students from other countries have to apply at Czech embassies.

7. Health insurance

Students must have health insurance. The easiest and the most secure way is to employ the students at least for a part-time job. However, what matters is the salary, not the number of working hours. The minimal gross salary must be at least 3,500 CZK in order to have health insurance paid by employer. The sum is based on the minimal salary and is valid for 2020 (it changes in case the minimal salary changes!!). By having a contract, a student gets access to Czech public health insurance with all its advantages and disadvantages. If students get only scholarship, they are obliged to pay their own commercial health insurance (provided by several companies). In such case, it is necessary to pay attention to the conditions and things covered. The price can be negotiated in some cases.
Information on health insurance and insurance companies is here:
https://online.infocizinci.cz/?lang=en

8. Accommodation
After being accepted by a subject-area board, a student can apply for accommodation at dormitories of Charles University. Students who need visa/residence permit, need to provide: name, surname, date of birth, gender, citizenship, dates of accommodation (organised by Ms. Pavla Pousková). Due to capacity reasons, it is not possible to guarantee neither a place nor a type of room.

9. Arrival
A) Those who apply for a long-term residence permit and come with an entrance visa (code D/VR/ lower part of the visa), go to the Department of Asylum and Migration Policy (DAMP, OAMP in Czech) within three days. They will provide their biometric data and get a card for their permit.

B) Those who apply for a long-term visa and come with a visa type D in their passport, go to the Foreign Police without having to provide their biometric data.

The registration can be done at Foreign Police OAMP at the student division, phone number 974 820 680, Komenského dormitory, Hládkov 682/9, Prague 6.

To make an appointment in English, go to: https://frs.gov.cz/en.

Students have to make an appointment in advance. Making an appointment by phone is possible only in Czech. A following meeting is in English. The meetings are directly at the division in Hládkov (or there is another place assigned in advance).

Prolonging residence permit:
Permits can be prolonged, by be careful with dates. To prolong a residence permit, you can apply between 90 and 15 days in advance. For a student visa at least two weeks in advance. Some visas cannot be prolonged (entrance visa, long-term for a period longer than 90 days).

If a residence permit is not prolonged, the student gets deported.

Things needed to prolong a permit/visa: a valid passport, a photo, a revenue stamp, a contract for accommodation, proof of health insurance, proof of sufficient financial resources – originals or certified copies not older than 180 days, in Czech and addressed to OAMP or the MZV, otherwise they will not get accepted.

Be careful about dates on confirmations of a student status and health insurance. Mistakes can lead to a shorter residence permit.

10. Studies
STARS projects are designed for four years, after that the funding ends automatically. It is also necessary that students get A in the yearly evaluation. A B would mean losing the STARS project (dean’s financial support) – the student would stay a PhD candidate, but without the STARS project.