

**CHARLES UNIVERSITY  
THIRD FACULTY OF MEDICINE**

# **VADEMECUM**

**guide to doctoral postgraduate studies**



# introductory word

Dear students and colleagues,

The Vademecum, or guide to doctoral postgraduate studies, was created to facilitate orientation in doctoral studies at the Third Faculty of Medicine of Charles University.

It is intended not only for applicants to doctoral studies at our faculty but also to assist them in making informed decisions before applying and to guide them through everything required to start their studies. Most importantly, it is designed for our PhD students to introduce them to all the opportunities that studying at our faculty offers and the commitments it entails.

They will learn about their rights and obligations, as well as the rewards they can receive if they complete their studies actively and successfully.

In addition to information about your study obligations, the Vademecum also provides tips for funding your research, important contacts, and practical information on food and housing.

I sincerely hope that you will find this guide useful.

With best wishes for successful PhD studies at the Third Faculty of Medicine, Charles University,

Prof. MUDr. Romana Šlamberová, Ph.D.

Vice-Dean for Postgraduate Studies and Student Research Activities



# important contacts and links

[Division of Science and Research Administration](#)



[Subject Area Boards \(SAB\) - Czech Academy of Sciences](#)



[Doctoral studies at the Third Faculty of Medicine, Charles University](#)



[Dean's Collegium](#)



[Required forms](#)



[Education of PhD students - Doctoral Study Hub](#)



[Facebook Group for Doctoral Students at the Third Faculty of Medicine](#)



# division of science and research administration

Comprehensively manages the administration of doctoral studies, habilitation procedures, and professorial appointment processes, as well as the organization and meetings of the scientific council

Administratively manages R&D projects, especially research plans and centers, AZV ČR (Health Research Agency of the Czech Republic), GA ČR (Czech Science Foundation), GA UK (Grant Agency of Charles University), etc.

Applications for a scholarship increase, for example, for publishing activities, should be submitted to the clerks (Ms. Vlčková, Ms. Jizbová) at the Division of Science and Research Administration, (submit application and a printed copy of the article)

Applications for taking state exam, requests for topic changes, etc., are also submitted to the Division of Science and Research Administration

## **CONTACTS**

### **Head**

Mgr. Jaromír Chlapec

+420 26710 2260

jaromir.chlapec@lf3.cuni.cz

### **Administrative**

Mgr. Kateřina Cenkerová +420 26710 2234 katerina.cenkerova@lf3.cuni.cz

Tereza Jizbová, DiS. +420 26710 2229 tereza.jizbova@lf3.cuni.cz

Ing. Jitka Miškovská +420 26710 2223 jitka.miskovska@lf3.cuni.cz

Jana Skálová, DiS. +420 26710 2363 jana.skalova@lf3.cuni.cz

Kateřina Sojková +420 26710 2226 katerina.sojkova@lf3.cuni.cz

Hana Vlčková +420 26710 2230 hana.vlckova@lf3.cuni.cz



# committee for PhD Studies at the Third Faculty of Medicine, Charles University

prof. MUDr. Romana Šlamberová, Ph.D. – president

MUDr. Josef Fontana, Ph.D.

doc. MUDr. Jan Gojda, Ph.D.

MUDr. Kateřina Grygarová

Mgr. Marina Heniková

MUDr. Jan Hrudka, Ph.D.

MUDr. Karel Kieslich

MUDr. Adéla Krajčová, Ph.D.

MUDr. Václav Melenovský

MUDr. Eva Miletínová, M.Sc.

prof. MUDr. Pavel Osmančík, Ph.D.

MUDr. Albert Štěrba

MUDr. Jakub Sulženko, Ph.D.

MUDr. Tomáš Sychra



# admissions process

File an application online, confirmation, and payment of the application

The student will provide additional required documents: a structured professional CV, an abstract of a research project (annotation) approved and signed by future expert supervisor, the speculated grant, confirmation of payment, application attachment, proof of a successful termination of any university studies, and other documents: for example, a list of the applicant's publications to date, proof of passing an English language proficiency exam, evidence of scientific experience domestically or abroad, etc..

After completing the application, it is necessary to print it along with the other forms, sign them, and send or deliver them to the Division of Science and Research Administration

The student will be invited to a personal admission interview, where they will present their research plan

The supervisor also participates in the admission interview



# PhD study topic

The topic is to be agreed upon with the supervisor

When selecting a topic, consider its relevance, interest, feasibility, and the time required to complete the project, including a buffer, funding (whether the supervisor has secured grant funds or other financial resources)

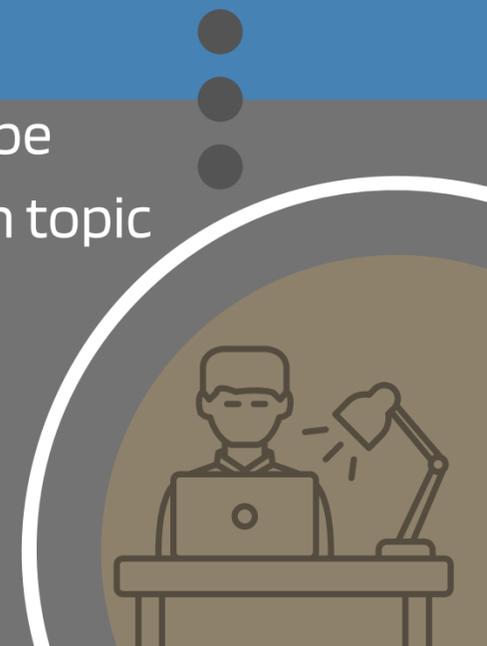
Also, take into account who will lead you in the project implementation, whether they have experience and understand the topic, whether they have the time and desire to contribute to the topic

Ideally, the topic should be current, interesting, with the highest possible scientific impact, feasible within the standard duration of the Doctoral Study Program (usually 4 years), and as financially undemanding as possible

A student cannot change the topic or title of their dissertation on their own – if the title/topic is unsatisfactory for any reason, a request must be submitted (using the Request form), which must be endorsed by the supervisor. For changing the dissertation topic, an annotation of the new dissertation topic must also be attached to the request. The change is approved by the Subject Area Boards.

If a student wishes to have a consultant in addition to the supervisor, they must apply for one

Remember, you will be dedicating several more years to researching the chosen topic



# study information system and ISP

## Study Information System (SIS)

...

In the 1st year, compile an Individual Study Plan - ISP - (including a syllabus) within 2 months - approved by the supervisor and the Subject Area Boards

...

The evaluation of ISP fulfillment takes place in the SIS at the end of each academic year by both the student and the supervisor  
- it is necessary to adhere to deadlines

...

Dean's Directive 2022/02 (in Czech) containing rules for the creation and adherence to the ISP in the 1st year and obligations for progression to the 2nd year

...

Insertion of the dissertation into the SIS





# student cards

## CU Student Card

Students are issued a student card, containing the so-called university person number (UKČO), which then becomes the basic identifier of a person at Charles University

The card is necessary for access to the Study Information System (SIS) and other university systems

Upon the first issuance of the card, each student chooses whether to issue a standard Charles University student card or a Charles University student card with an ISIC (International Student Identity Card) license. Issuance of the Charles University student card is free of charge, while issuing a Charles University student card with an ISIC license or extending the ISIC license validity is subject to a fee. Along with the issuance of the Charles University student card, the student automatically receives a password valid for 5 days for access to the information systems of Charles University and the Third Faculty of Medicine.

### CARD SERVICE CENTRES

CU Point, Celetná 13, 110 00 Prague 1, tel. (+420) 224 491 610

CU Faculty of Law, nám. Curieových 7, Prague 1, Ground floor, door number 6, counter 13, tel. (+420) 221 005 487

Faculty of Mathematics and Physics, Ke Karlovu 3, Prague 2, second basement floor, room M -266, tel. (+420) 951 551 468



# information about the study

**The standard time frame** necessary to complete the studies is 4 years according to the accreditation of the respective program



**The maximum duration** of study in a doctoral program is 8 years, counting from the first day of the academic year in which the applicant enrolled



Study in doctoral programs is not divided into individual study segments and does not take place in a credit system



The study is monitored and evaluated by the Subject Area Boards (SAB).

Each SAB has different conditions for study and, in particular, different conditions for graduation



The programme can be attended to either in its full-time form or as a combined (part-time, extra-mural) form of studies



# responsibilities of the student

Basic information for Students of Doctoral Study Programme

Manual for the Doctoral Study

In the 1st year, enrollment in the doctoral study program, with no further enrollments in higher years

Compilation of the Individual Study Plan (ISP) - article 6

Annual evaluation of ISP obligations fulfillment - students evaluate by the end of August and must meet the deadline

In the 1st year, the student must write a review article related to the dissertation topic and send it to a journal's editorial office (an alternative can be an in extenso article with their own results)



# responsibilities of the student

Completion of at least 2 mandatory courses – [course overview](#)

[English language exam](#)/evidence of an internationally recognised or national language exam – level C to be documented or achieved in the 1st year

Passing the state doctoral exam (recommended by the latest in the 3rd year)

2-3 publications (according to SAB) on the dissertation topic in journals with an IF above 1.0, where the applicant must be the first author of at least one

Preparation of the dissertation on the designated topic to the required standard and submission of impact factor publications in the dissertation defense application

Defense of the dissertation

Foreign internship is recommended or mandatory depending on the specific SAB



# fulfillment of responsibilities in the 1st year

A student enrolling in the first year of doctoral studies is responsible for fulfilling the following three responsibilities, which will be included in their ISP



English language exam/evidence of an internationally recognised or national language exam – level C to be documented or achieved in the 1st year



In the 1st year, the student must write a review article related to the dissertation topic and send it to a journal's editorial office (an alternative can be an in extenso article with their own results)



Participation in a course recommended by any Subject Area Boards of the Doctoral Study Program, a course thematically relevant to the field of study, or a course providing general prerequisites for scientific activity



# scholarships and their increases

## Scholarship and Bursary Rules - Article 7

The basic doctoral scholarship for the Doctoral Study Program is CZK 11,000 per month for full-time study students only (students in a combined mode of study are not entitled to a regular doctoral scholarship)

•••  
The doctoral scholarship can be increased by up to CZK 10,000 per month for in extenso publications with an IF (affiliation with the faculty is a mandatory condition)

•••  
It is always necessary to submit an application for a scholarship increase + provide the publication to the clerks at the Division of Science and Research Administration

•••  
Publications with IF – first author – increase of CZK 2,000 per month/paid with the scholarship

•••  
Publications with IF – co-author – increase of CZK 1,000 per month/paid with the scholarship

•••  
An increase of CZK 2,000 per month for passing the State Doctoral Examination

•••  
Payment of a one-time scholarship after returning from a professional foreign internship (CZK 10,000 per month, max. CZK 100,000)



# rewards for timely completion of studies

Dean's Directive No. 5/2019 (in Czech language)

The amount of the scholarship depends on the duration of the studies

Duration of study (in years)	3	4	5
Amount of reward in CZK	200 000	150 000	100 000

It is necessary to submit an application for the award of a scholarship upon proper completion of doctoral studies

The supervisor will receive the same amount of reward



# additional funding opportunities

## Research Funding

Academic staff can apply for large projects, as detailed below, which may also include a doctoral student

• • •  
Student grants from the Charles University Grant Agency (GAUK)

• • •  
Specific University Research Projects (SVV)

• • •  
**Other opportunities depend on the supervisor**

Grants from the Czech Science Foundation (GAČR)

Grants from the Health Research Agency (AZV)

Institutional financing (Cooperatio)

• • •  
Grants from the Technology Agency of the Czech Republic (TAČR)

• • •  
Projects are not announced regularly - more info HERE

• • •  
The responsibility for securing funding for a scientific project primarily lies with the supervisor; the student does not bear the main responsibility





# COOPERATIO

Basic Institutional Support Program for Science and Research  
at Charles University

...

Cooperatio program principles (in Czech) – Rector's Directive No. 22/2023

...

The internal research structure is composed of 43 research areas, each research area is composed of several research fields

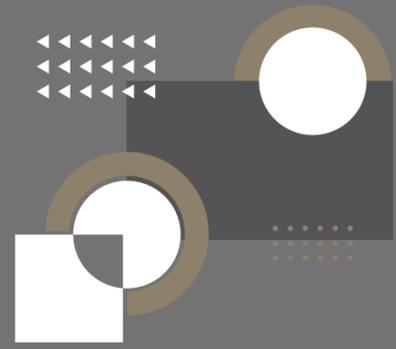
...

Every doctoral student is required to register for at least one scientific field (it is recommended to choose the same field to which the supervisor is registered)

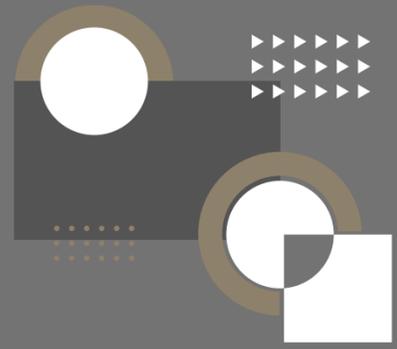
...

Academic staff, researchers, and doctoral program students conducted at the Third Faculty of Medicine of Charles University can register for the scientific fields [\*\*HERE\*\*](#)





# student research conference of the Third Faculty of Medicine, Charles University



SRC



Held annually in May



Every year, 80-100 contributions in 4 sections



Every doctoral student should participate at least once during their studies



Participation of doctoral students - contributions in English



# publication activity

2-3 publications (according to the SAB) related to the dissertation topic in a journal with an IF over 1.0, where the candidate must be the first author of at least one



Publications should be entered into the Personal Bibliographic Database (OBD) of the Third Faculty of Medicine - a system used for recording publications



Doctoral students are required to list the faculty's affiliation on publications - see Dean's Order 2022/03



Review article in the 1st year - at least submitted to the editorial office during the ISP evaluation period



Beware of predatory journals



The Dean's appeal for publication ethics (in Czech)



Center for Open Science Support



# internships and mobility

A foreign internship is recommended or mandatory, depending on the specific SAB



Foreign stays and internships

ERASMUS

CEEPUS

FREE MOVERS



Alliance 4EU+    4EU+ at CU (in Czech)



International cooperation of Charles University



COTUTELLE - PhD studies with dual supervision of dissertations



# dissertation

All the topics of dissertations are listed in the Student Information System (SIS) in the app Dissertation Topics (Selection of thesis)

Changes in the dissertation topic are made based on the student's request (request form) and the supervisor's confirmation - processed by the clerk for doctoral studies

A new annotation is attached to the request for a change of dissertation topic

Oral defense



# state doctoral exam

It is not possible to register for the SDE (State Doctoral Exam) via SIS;  
an application must be submitted (submit in time - long waiting periods)

Fulfillment of prescribed study obligations set in the ISP according to the  
requirements of the relevant SAB is necessary

For some SABs, a literature review is required - see SAB descriptions

Registration via a Request to complete a State Doctoral Exam submitted  
to the Department of Science and Research Administration at the Third  
Faculty of Medicine, Charles University

The relevant SAB will propose a date for the examination

Questions for the SDE are specific to the SAB



# evaluation of PhD studies

Once every 3 years



Anonymous evaluation



Electronic form of evaluation



Questionnaire templates: Postgraduate Research Experience Survey (PRES, UK) and Postgraduate Research Experience Questionnaire (PREQ, Australia)



# electronic resources

The Charles University Electronic Resources Portal (PEZ) provides a single access point for information about all electronic information resources (EIR) available at Charles University



To initiate remote access to electronic resources, enter through the Charles University Electronic Resources Portal PEZ



Searching for Electronic Resources



CSI – Center of Scientific Information



Any active postgraduate student can request the Interlibrary Loan Service (ILS) or the International Interlibrary Loan Service (ILLIS) to obtain most full text articles that are not open access – request [HERE](#)



The SCI offers specialized electronic books and full-text study materials





# dormitories and canteens

## Housing Options in Dormitories

The university offers accommodation in dormitories to non-Prague students of full-time study programs

Opportunity for housing in starter flats for young academics and scientists up to 34 years old  
- it's necessary to watch for deadlines and submit an application

Options for dining in canteens (refectories) or cafeterias - cafeteria of the Third Faculty of Medicine, factory canteen of FNKV - Charles University dining subsidy (chip card required)

Additional dining options near the Third Faculty of Medicine: Malý Eden, Želivárna



# interruption of studies

The dean will interrupt the studies of a doctoral program student upon request



However, the interruption period is counted towards the maximum duration of the studies



It is not possible to interrupt studies during the period of the annual ISP evaluation



The interruption does not count towards the maximum duration of studies if it is due to medical reasons or reasons related to pregnancy and parenthood, which must be substantiated with the appropriate documents



To interrupt studies, use the form ([request form](#)) + the relevant documentation for each reason for the interruption (copy of medical report, copy of pregnancy card, copy of child's birth certificate)



# tutoring system

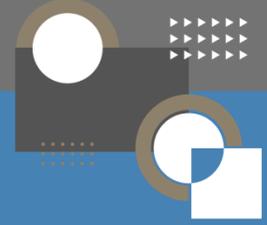
Every student can make use of the so-called tutoring system  
- available are **junior** or **senior** tutors



A junior tutor is a student from a higher year of the doctoral program, who can be approached with questions regarding studies



A senior tutor is a supervisor, who can be approached in case of more serious issues





# List of tutors for the year 2023/2024

**Senior Tutor** **prof. MUDr. Romana Šlamberová, Ph.D.** [romana.slamberova@lf3.cuni.cz](mailto:romana.slamberova@lf3.cuni.cz)

## Junior Tutors by Study Programs

### Cell Biology and Pathology

MUDr. Adéla Krajčová, Ph.D.  
[adela.krajcova@lf3.cuni.cz](mailto:adela.krajcova@lf3.cuni.cz)

### Human Physiology and Pathophysiology

MUDr. Bc. Kateřina Koudelková  
[katerina.koudelkova@lf3.cuni.cz](mailto:katerina.koudelkova@lf3.cuni.cz)

### Medical Biophysics

MUDr. Václav Melenovský  
[vaclav.melenovsky@lf3.cuni.cz](mailto:vaclav.melenovsky@lf3.cuni.cz)

### Experimental Surgery

MUDr. Tomáš Sychra  
[tomas.sychra@lf3.cuni.cz](mailto:tomas.sychra@lf3.cuni.cz)

### Cardiovascular Sciences

MUDr. Václav Melenovský  
[vaclav.melenovsky@lf3.cuni.cz](mailto:vaclav.melenovsky@lf3.cuni.cz)

### Neurosciences

MUDr. Albert Štěrba  
[albert.sterba@lf3.cuni.cz](mailto:albert.sterba@lf3.cuni.cz)

### Pharmacology and Toxicology

MUDr. Václav Melenovský  
[vaclav.melenovsky@lf3.cuni.cz](mailto:vaclav.melenovsky@lf3.cuni.cz)

### Nutritional and Metabolic Sciences

MUDr. Bc. Kateřina Koudelková  
[katerina.koudelkova@lf3.cuni.cz](mailto:katerina.koudelkova@lf3.cuni.cz)

### Preventive Medicine and Epidemiology

Mgr. Marina Heniková  
[marina.henikova@lf3.cuni.cz](mailto:marina.henikova@lf3.cuni.cz)

# Advantages and Disadvantages of Studying

## Advantages



Up-to-date in the given topic

Expertise

Critical thinking and navigation in "science"

Academic career

Flexible working hours

Gaining new contacts

Internship abroad

Acquiring new skills

Clinical appointments in combination with doctoral studies



## Disadvantages



Clinical appointments in combination with doctoral studies

Work often outside normal working hours

## Risks

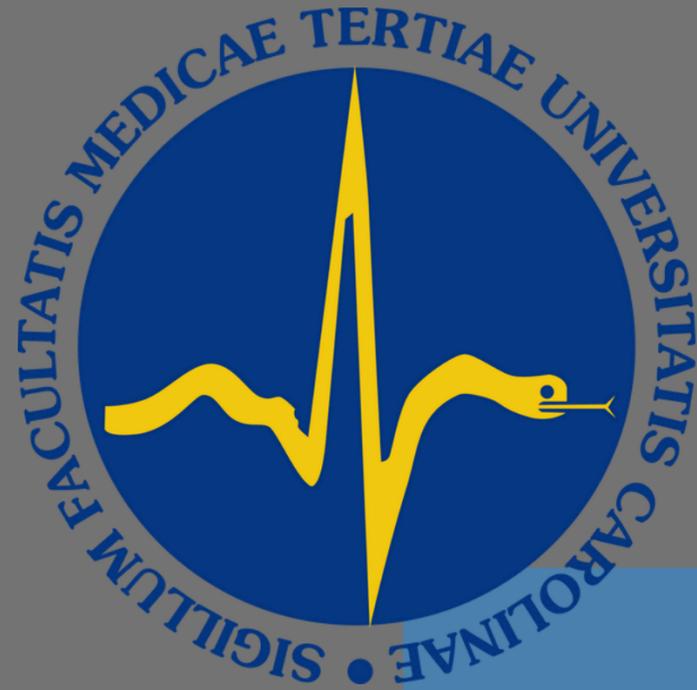


Unsuccessful research outcomes

Difficulties with publishing

**Pursuing a PhD is the first step towards your scientific and academic career!**





CHARLES UNIVERSITY  
THIRD FACULTY OF MEDICINE

# VADEMECUM

guide to doctoral postgraduate studies

**We wish you good luck in your studies.**

