

MUNI
SCI



HR EXCELLENCE IN RESEARCH

PhD Day 2020 - 9.10.2020

Live 09:00-11:00 CEST

MUNI
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Welcome to PhD Day 2020!

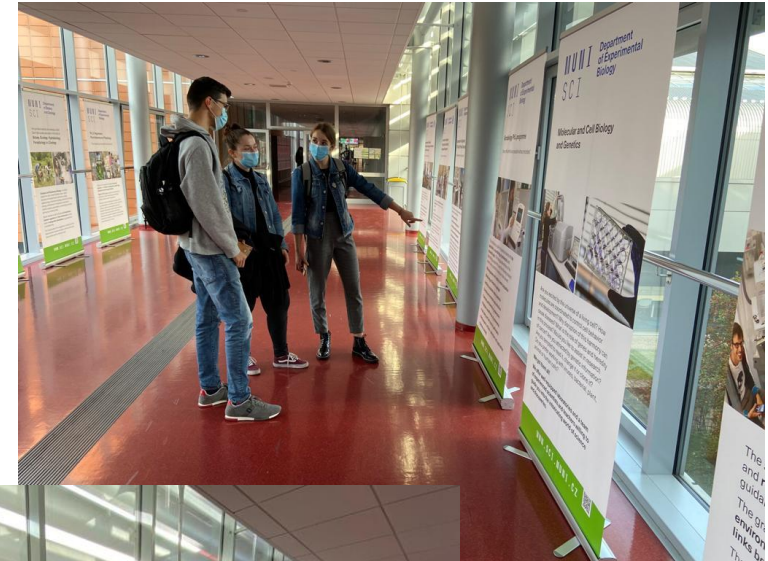
Session for Faculty of Science MUNI
and guests ... namely from Faculty of Pharmacy

Agenda

- **Why PhD, why SCI MUNI?** (Luděk Bláha)
- **Central Library in a nutshell** (Jiří Kratochvíl and Klára Urbánková)
- **Funding opportunities, mobilities and experiences from PhD students** (L. Bláha + Zuzana Toušová and Michal Vašina)
- **HR Award & Development of Transferable Skills** (Kristína Chudá)
- **FAQs and discussion** (moderated by L. Bláha)

Off line programme

Posters / roll-ups of PhD programmes and research teams in UKB corridors

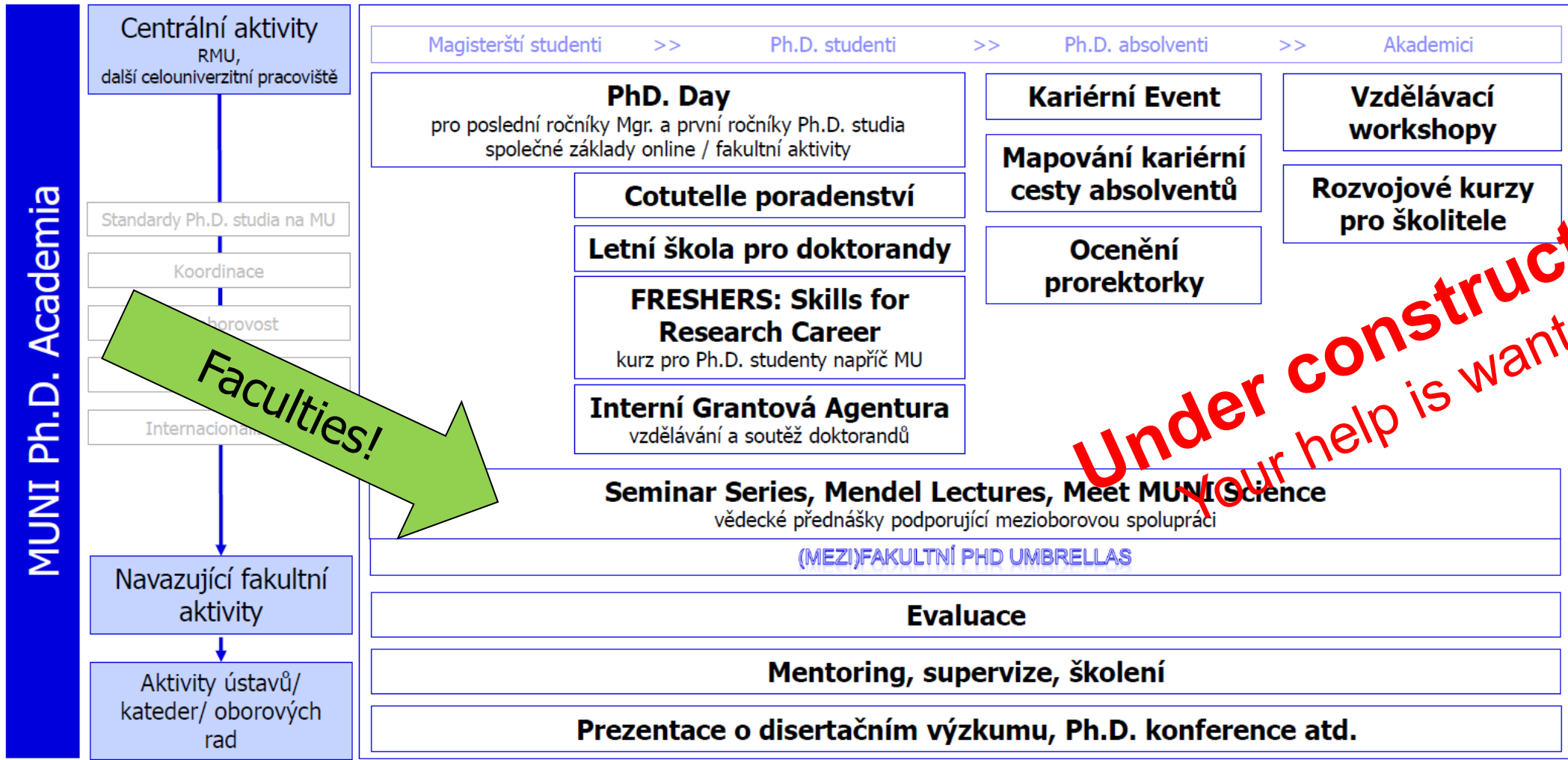


Why PhD day(s)?



- It is one of the activities addressing **an important strategic goal** of our Faculty and all MUNI: as recommended also by ISAB of MU (<https://www.muni.cz/en/research/isab>)
- **Improving quality of Science and Education** by improving environment and conditions to attract and motivate the best Academics, Students and other Staff
- Essential are also **investments and support to the early-stage researchers (ESRs)** such as PhD students and postdocs (by financial support, education, training etc) *[more also in the „HR Award“ session later]*

Current developments in support to Early Stage Researchers - ESRs (including PhD students) at MUNI



Under construction
Your help is wanted!

See also MUNI PhD day presentations at:

https://is.muni.cz/auth/do/rect/metodika/stud/doktstudia/muni_ph_d_academia/phd_at_mu_-_informative_presentations/

What is PhD?

What is it good for? Why doctoral studies?



There is no simple good answer

Ludek Blaha's personal opinion:

PhD is an important training preparing you (us) for

- further and further trainings in your life
- responsibility and independence
- academic or other **demanding** career
- life full of fun and external inspiration

Learn more opinions on PhD ...

@

findaphd

finishyourthesis

postgrad

Itsnotyouitsyourdata

from your colleagues

i.e. communicate

Not only MASTER of science (MSc) but Philosophiae DOCTOR (PhD)

= holder of a driving license for thinking and acting as a scientist (doing research)

How to succeed in Ph.D. and in the career of researcher*

* Courtesy of O.A.



Home 19 Questions Jobs



Ondrej Adamovsky
33.32 · Ph.D.

*There is no stupid question,
there are only stupid answers*

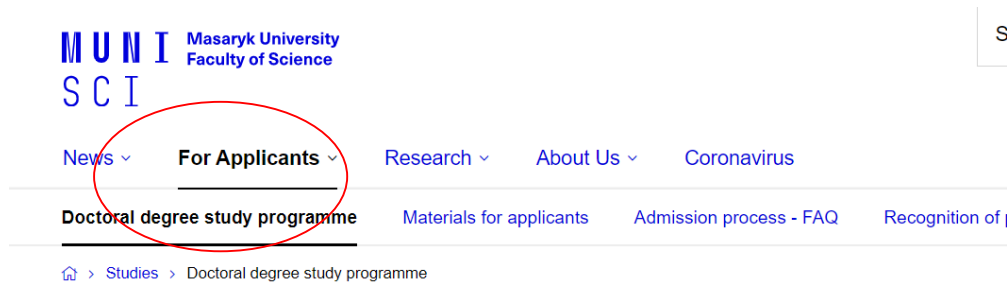
- Learn to be organized
- Read, make summaries
- Don't wait - start to present/publish early, go to conferences (→ network!)
- Talk and ask questions to you colleagues, co-students, supervisors, mentors
- Don't be shy - talk to professors, colleagues at conferences ... language is NOT a problem
- Seek and apply for scholarships, internships, awards
- Build network – connect to community (conferences, ResearchGate, Social media, Mendeley)
- Network = visibility = better chance to get dream job
- Are you stuck or lose motivation? ... it is OK - it happens to all of us:
Step back, talk to people, seek for an alternative project / lab / job

PhD study at the Faculty of Science

Still thinking of PhD? 😊

Some basics to know and consider

Diversity of study programmes!



<https://www.sci.muni.cz/en/studies/doctoral-degree-study-programme>

Doctoral degree study programme

Begin your career as a scientist

For all doctoral programmes except Life Sciences the applications are open from **August 1, 2020 to November 30, 2020**.

Applications are only submitted electronically - [E-application](#)

Doctoral studies, full-time

Programmes with open admission procedures

- > [Analytical Geochemist](#)
- > [Animal physiology, immunology and developmental biology](#)
- > [Anthropology](#)
- > [Bioanalytical chemistry](#)
- > [Biochemistry](#)
- > [Biomolecular chemistry and bioinformatics](#)
- > [Bio-omics](#)
- > [Cartography, geoinformatics and remote sensing](#)
- > [Chemistry](#)
- > [Ecological and Evolutionary Biology](#)
- > [Environmental Health Sciences](#)
- > [Genomics and Proteomics](#)
- > [Geology](#)
- > [Mathematics and Statistics](#)
- > [Microbiology](#)
- > [Molecular and Cell Biology and Genetics](#)
- > [Physical geography](#)
- > [Physics](#)
- > [Plant Anatomy and Physiology](#)
- > [Social geography and regional development](#)
- > [Structural Biology](#)

The most important are **the topic** and supervisor

Interdisciplinarity will provide you further advantage, consider changing the field
→ Look for research at SCI MUNI departments

MUNI
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Masaryk University
Faculty of Science

Search ...

Čeština

News ▾

For Applicants ▾

Research ▾


About Us ▾

Coronavirus


Home > Research

Research Teams at SCI MUNI


Key Research Areas




Chemistry and Biochemistry




Human and the Environment



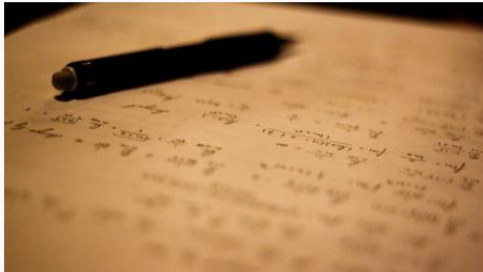
Biology



Earth Sciences



Physics – from Fundamentals to Materials



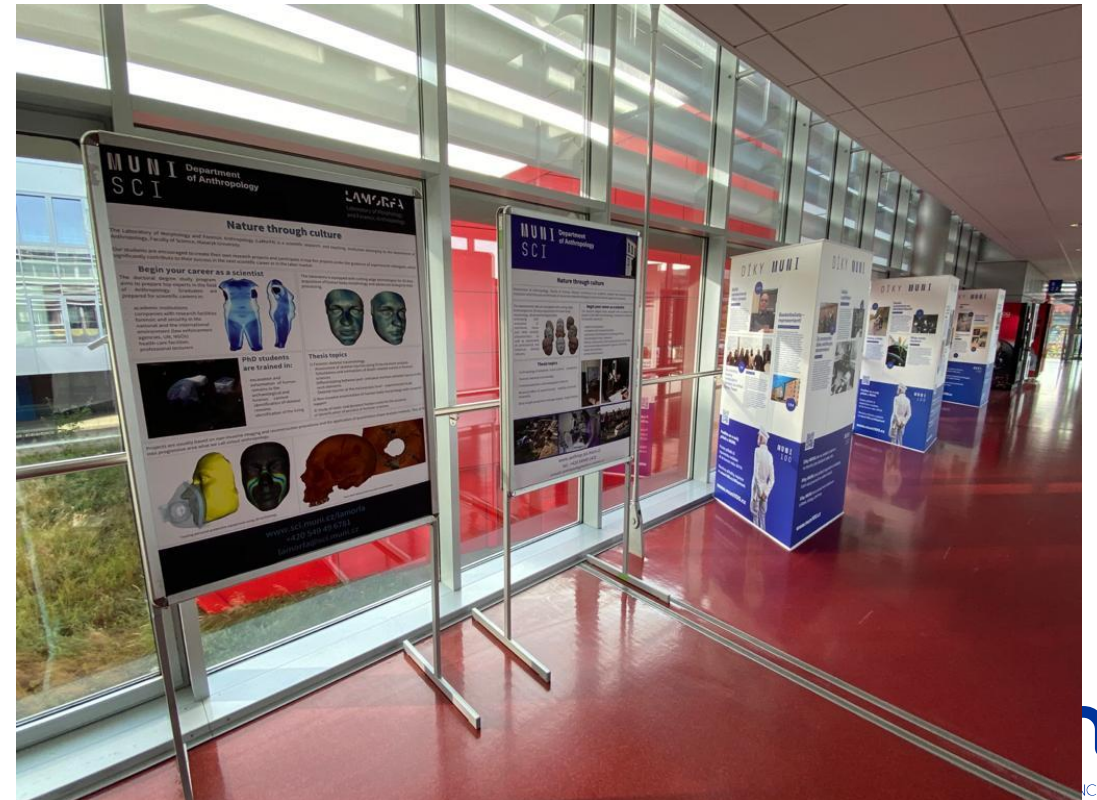
Mathematics and Statistics

<https://www.sci.muni.cz/en/research>

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Interdisciplinarity will provide you further advantage, consider changing the field
→ Look for research at SCI MUNI departments

Check currently displayed posters of research groups, PhD topics and programmes



The most important are the topic and supervisor

After enrolling to PhD, student takes an important obligation for 4 years (!), having good supervisor, co-supervisor, mentor is the key

Select wisely

- GET INFO AND TALK with different supervisors, other people and students
- CHECK THE TRACK of potential supervisors (Publications, Grants Successful graduates?)
- eg in <https://is.muni.cz/>

Personal Page prof. RNDr. Luděk Bláha, Ph.D.

PEOPLE MY PERSONAL PAGE COMMENTS MY FRIENDS SETTINGS

Enter person's name and surname

Edit: Full profile Photograph Email settings Office hours Application settings Check: Personal data

prof. RNDr. Luděk Bláha, Ph.D.
učo 15473
Vice-dean for science, research, foreign affairs and doctoral studies PFF MU

549 49 3194
blaha@mail.muni.cz → ludek.blaha@recetox.muni.cz
http://recetox.muni.cz
Upload a file into this person's Depository

Workplace and Studies Teaching Supervisor Curriculum Vitae Publications Profile Training courses and regulations

Projects

Academic and managerial posts

At SCI MUNI we care about success of PhD students

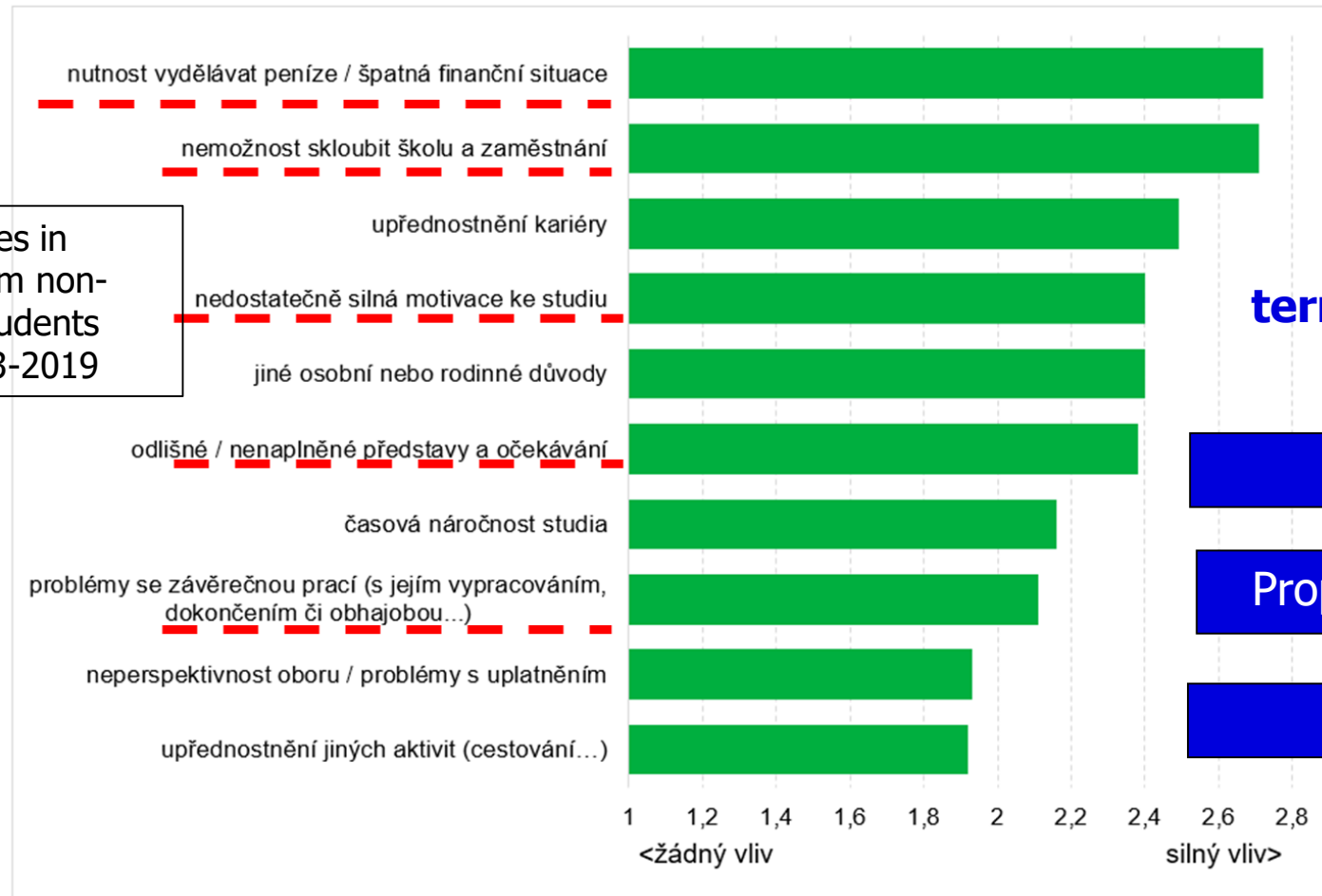
Faktory ovlivňující předčasné ukončování Ph.D. studií na MU

Findings of available surveys/studies are being implemented

Souhrnné výsledky průz

10. 1. 2020
Odbor pro strategii, Rektorát MU

Graf 10: 10 nejsilnějších faktorů ovlivňujících předčasné ukončování Ph.D. studií na Přírodovědecké fakultě MU v letech 2013–2019 (odpovědi na škále 1 = žádný vliv až 4 = velmi silný vliv) (n=94–136)



Graph: responses in questionnaires from non-successful PhD students of SCI MUNI 2013-2019

Main causes of early termination of PhD studies at SCI MUNI 2013-2019

Financial situation

Proper information and selection

Management

Achievements in PhD at SCI MUNI since 2018

- **Newly accredited programmes** - synergized structure and functioning
- **Strong focus on quality** – good research papers are essential requirement
- **Improved advertising and selection** of PhD candidates
- **Improved financial conditions for accepted students**
 - 12k CZK governmental + obligatory contracts and/or scholarships from programmes/departments
 - Some departments currently offer 25-28k CZK netto per month to all enrolled students
- **Communication and transparency** among all partners
 - I.e. Students, Administrators, Supervisors, Doctoral board, Mentors
- **English became standard language**
- ***Other advances and issues discussed also in HR Award and FAQ sections***

PhD study guide – please check and use

<https://www.sci.muni.cz/>
→ student → PhD

Questions
about **PhD?**



check the **SCI MUNI Guide**
<https://www.sci.muni.cz/student/phd>



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HR EXCELLENCE IN RESEARCH

Key Roles and Responsibilities



STUDENT is responsible for his/her career. This includes active work and successful progress during PhD studies; fulfilment of the goals and milestones outlined in the ISP and described in detail as semestral activities and tasks; positive communication with other parties involved, such as Supervisor, Programme board and Administration. [\[www\]](#)



SUPERVISOR is responsible for guiding the student in several aspects. A Supervisor is an expert in the field in question but is not responsible for the student's topic. A Supervisor is available for discussions, provides advice, responds to all communication within a reasonable timeframe, etc.. Supervisor is also responsible for advancing own skills in mentoring and other skills. [\[www\]](#)



PhD PROGRAMME BOARD is responsible for the quality of a doctoral programme. Head of the programme board assures that necessary information is available to students and supervisors. This particularly includes requirements for final theoretical exams and PhD thesis, requirements of the ISP, expected timeframe and milestones. [\[www\]](#)



ADMINISTRATION in the Dean's office is responsible for assuring compliance of the admission and study processes with formal requirements. Administration supports admissions, enrollment to studies and semesters, assists with special issues such as breaks in the study due to health or family reasons, and keeps all records using the IS.MUNI.CZ system. [\[www\]](#)

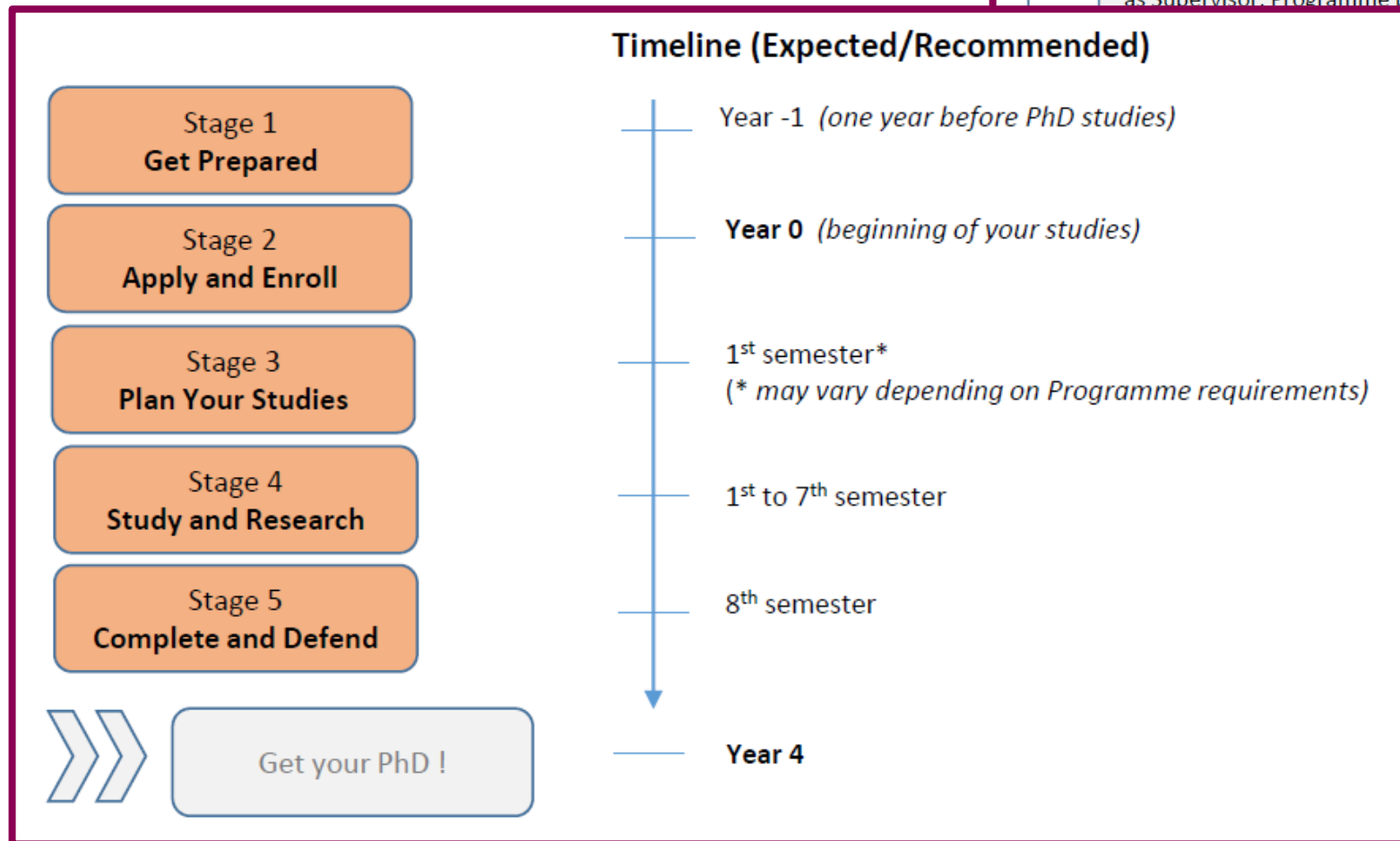


MENTOR is an experienced researcher offering one-on-one guidance and experience sharing to students who seek further support in their academic life, professional development, and research community networking.

All parties involved are responsible for active mutual communication and cooperation.

PhD study guide – please check and use

<https://www.sci.muni.cz/>
→ student → PhD



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Central Library in a Nutshell

PhD Day 2020

Financing and scholarships, Mobilities

PhD Day 2020

Financing and scholarships

– **Specific Research** projects (GAMU Specifický výzkum)

- At SCI MUNI organized as larger projects at departments
lead by Academics, students are members of the team
- Resources are obligatory used for students' personal income (scholarships, part-time contracts) or to cover student mobilities, conferences, etc.
- Each department/doctoral programme has dedicated rules: often e.g. scholarships for best publications

– **FRMU**

- <https://projekty.rect.muni.cz/cs/fond-rozvoje-mu/frmu-2020>
- One-year long projects dedicated to advance education by joining with research

– **Other resources including external**

- ERASMUS scheme – check CZS MU (<https://czs.muni.cz/en/>)
- „PhD talent“ award from JCMM (https://www.jcmm.cz/projekt/brno_phd_talent_2020_en)
- Various travel scholarships and awards (e.g. to conferences) – check and apply!
- See MUNI PhD Day materials for more information

Financing and scholarships

– OP VVV IGA MU project [call for applications open till end of October]

– General notes

Non-systematic project from administratively demanding Operational funds (OP VVV)

Only two years (2021 and 2022) and never again

The primary strategy at Faculty of Science is **to support of international mobility**

[Major part of the budget must be dedicated to international mobility!]

Only those projects having support by department and Faculty will go to external assessment and competition [consult ASAP with your supervisor and/or doctoral board head]

Pre-identification of the best and most matured applications is done at the level of departments/programme

Several specific conditions – double-funding of students from „Specific research“ projects must be avoided

– Technical information

All details are available online

CZ verze: <https://www.sci.muni.cz/o-nas/organizacni-struktura/projektova-podpora/aktuality/clanky/vyhlaseni-souteze-interni-grantove-agentury-masarykovy-univerzity-iga-mu>

EN version: <https://www.sci.muni.cz/en/about-us/organisational-structure/oddeleni-pro-projektovou-podporu/aktuality/articles/announcement-of-competition-of-internal-grant-agency-of-masaryk-university-iga-mu>

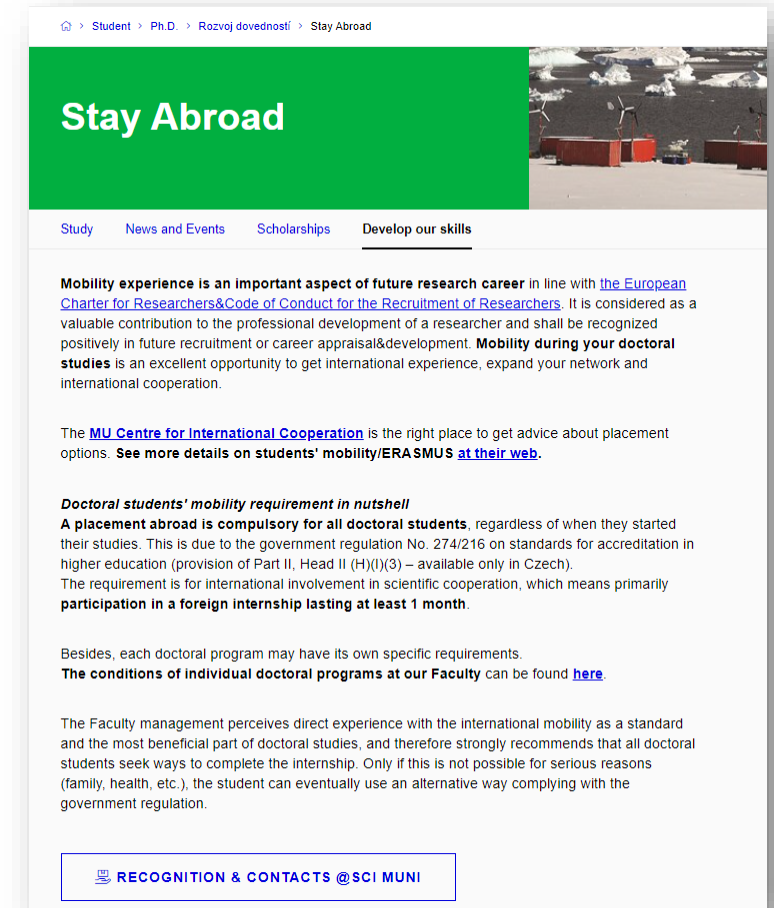
Submissions in English via „ISEP“ application in INET.MUNI.CZ

Organized at MUNI and SCI MUNI - Main contact: Martin Hovorka

Mobility

<https://www.sci.muni.cz/student/phd/rozvoj-dovednosti/stay-abroad>

- International experience (stay abroad) is essential requirement for a scientist - PhD candidate
- This is captured as an obligation in the Czech law
- But most importantly it is irreplaceable life experience contributing to development of independence, networking etc.
- Faculty supports mobility by various means
 - Current IGA MU OP VVV projects
 - Faculty scholarships supporting ERASMUS-supported travel
 - Departments – support from Specific research projects
 - Supervisors – should assure other resources for their students
- Let's hear authentic experiences from PhD students
- *Mobilities will also be discussed in FAQ section*



HR Award

PhD Students - Development of Transferrable Skills

What do we currently offer to PhD students at the Faculty of Science MU?

PhD Students as Early Stage Researchers



European Framework for Research Careers

- ➡ ■ R1 - First Stage Researcher (Up to the point of PhD)
- R2 - Recognised Researcher (PhD holders or equivalent who are not yet fully independent)
- R3 - Established Researcher (Researchers who have developed a level of independence)
- R4 - Leading Researcher (Researchers leading their research area or field)

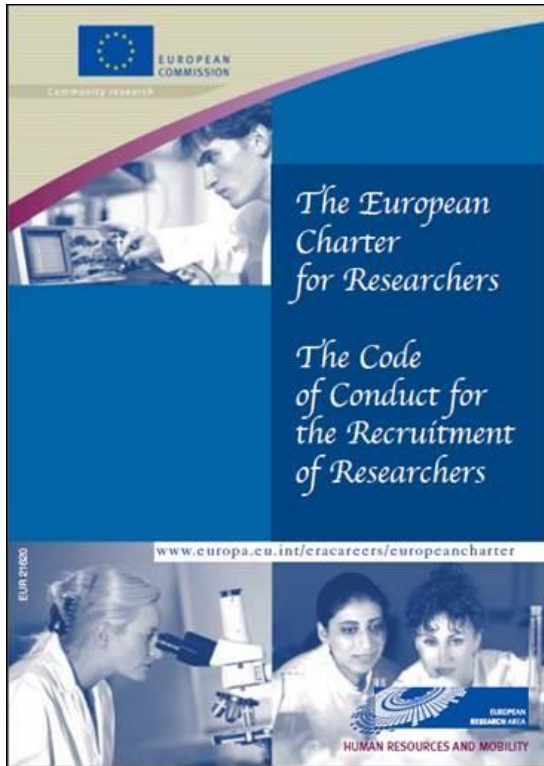
Source: Euraxess

Researchers with the R1 profile will: *carry out research under supervision; have the ambition to develop knowledge of research methodologies and discipline; have demonstrated a good understanding of a field of study; have demonstrated the ability to produce data under supervision; be capable of critical analysis, evaluation and synthesis of new and complex ideas; be able to explain the outcome of research (and value thereof) to research colleagues* ————— ➡ **aimed at the R2 stage**

Desirable competences: *developed integrated language, communication and environment skills, especially in an international context*

<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>

Human Resources Strategy for Researchers (HRS4R)



Human Resources Strategy for Researchers ([HRS4R](#))



Aligning research institution's human resources policies with 40 principles of the C&C, based on a **customized action plan/HR strategy**

Supporting competitive conditions for performing excellent research

Award by the European Commission



HR EXCELLENCE IN RESEARCH

- ✓ Transparent recruitment procedures for researchers
- ✓ Friendly working environment and conditions
- ✓ Career development

Faculty of Science MU is a proud holder of HR Excellence in Research Award since 2018.

We are continuously implementing the Faculty's [HRS4R's new people strategy](#), of which PhD students' development is an integral part. It is ongoing process with defined timelines in [the action plan](#) till December 2023.

Development as a Inevitable Part of Charter & Code Principles

Ethical & Professional Aspects

- Research freedom
- Ethical principles
- Professional responsibility
- Professional attitude
- Contractual and legal obligations
- Accountability
- Good practice in research
- Dissemination, exploitation of results
- Public engagement
- Non discrimination
- Evaluation/appraisal systems

Recruitment & Selection (Code)

- Recruitment
- Recruitment (Code)
- Selection
- Transparency
- Judging merit
- Variations in the chronological order of CVs
- Recognition of mobility experience
- Recognition of qualifications
- Seniority
- Postdoctoral appointments

Working Conditions & Social Security

- Recognition of the profession
- Research environment
- Working conditions
- Stability and permanence of employment
- Funding and salaries
- Gender balance
- Career development
- Value of mobility
- Access to career advice
- Intellectual Property Rights
- Co-authorship
- Teaching
- Complaints/appeals
- Participation in decision-making bodies

Training & Development

- Relation with supervisors
- Supervision and managerial duties
- Continuing Professional Development
- Access to research training and continuous development
- Supervision

Actions from the Faculty HRS4R Action Plan aimed at PhD Students

Proposed Actions Short	Proposed ACTIONS Detail	Timing Implementation	Responsible Unit
Educational concept for Early stage researchers – Ph.D. students and Postdoctoral research fellows	<p>Implementation of an educational concept for Early stage researchers – Ph.D. students and Postdoctoral research fellows:</p> <p>Postdoctoral research fellows: Development of a dedicated internal concept for attracting, hiring, onboarding and career development of postdoctoral researcher fellows with focus on incoming/international researchers (dedicated web, information flyer, training).</p> <p>Doctoral students: Development and implementation of a concept for education (Doctoral school), mentoring and personal development of doctoral (Ph.D.) students, including preparation of guidebooks for Ph.D. students, supervisors, heads of Ph.D. programmes and other stakeholders; system of continuous trainings as well as preparation of a follow-up support for further career development after graduation, including “how to write a scientific publication” training.</p>	31.12.2022	<ul style="list-style-type: none"> * HR Award Team * Vice-Dean for Science, Research, Foreign Relations, and Doctoral Studies * HR Award Work Group (Department Heads)

Full Action Plan available here:

https://www.sci.muni.cz/do/sci/web/HRA/analyza_a_akcni_plan/AP_HR_Award_Gantt_SCI_03_2020.pdf

What has been already done?

Online information „hub“ for PhDs

- ✓ [Guide to PhD Studies](#)
- ✓ Establishing of the [PhD Ombudsman](#)
- ✓ [Up-to-date website](#) of doctoral studies
- ✓ New section - [Develop your skills](#)
- ✓ Regularly [updated News and Events calendar](#) for doctoral students
- ✓ **Events of the Week at Campus** shared to all doctoral students at Campus
- ✓ **Improved communication to foreign students** (information/[governing documents available in English](#))


Develop your skills

Study News and Events Scholarships

Developmental opportunities for PhD students are introduced in this section. The following pages are prepared in English, however some tips and events may be available at the moment only in Czech (noted directly in the text).


At the Faculty of Science, enrolled students gain excellent scientific knowledge and training in research. However, to succeed in a challenging job market, you shall also focus on transferrable skills that will help you to perform successfully your future roles such as researcher, colleague, supervisor, team manager, grant negotiator...

Therefore, the enhancement of your skills is one of the key elements for a successful research career that starts with your decision to enrol in doctoral studies. Supporting PhD students as [early stage researchers](#) (R1) is also an important part of the Faculty [HRS4R's new people strategy](#) implementation.




PHD DAY

What does a doctoral study look like? Do not miss the orientation day!




TRANSFERRABLE SKILLS

What are the early stage researchers' key skills?




RESEARCH FUNDING

What grants are available to PhD students?




STAY ABROAD

How to deal with mobility during doctoral studies?





NETWORKING

Useful tips and ideas not only about mentoring!



CAREERS AFTER PHD

Get prepared and catch the right direction!



HR EXCELLENCE IN RESEARCH

Doctoral Studies



PhD studies



News and events calendar

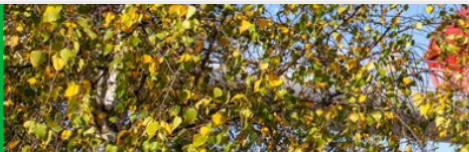


Scholarships



Develop your skills

Transferrable Skills



[Study](#) [News and Events](#) [Scholarships](#) [Develop our skills](#)

What are the essential transferrable skills of a PhD student? You can find the answer in various articles and web sites such as [academispositions](#), [findaphd](#) or [cheekyscientis](#). The European Research Framework [definition of the R1 Researcher](#) highlights (besides the research domain skills): *critical thinking, ability to explain the outcome of the research, integrated language, communication and environment skills, especially in an international context.*

To gain such skills, there are many educational opportunities offered to PhD students at our University. Below, we provide an overview of courses, events, and dedicated departments.

Not to miss a good event, you can also regularly check our [news and events calendar](#) where we post for you tips for courses or workshops offered by the University, research institutions or external subjects to doctoral students.

Department	Skills	Course/Training	Details	Language
Research & Development Office MU	Cross-sectional	Freshers: Skills for Research Careers	IS MU	English
		Summer School for PhD Students	OV MU	Czech
	Scientists' Talks	Seminar Series & Mendel Lectures	MUNI	English
Language Centre MU	Writing & Self-Presentation Communication	Academic Writing in English Language Skills for Employability Critical Thinking for Critical Times	CJV MU	English
		Masaryk Writing Lab (CJV MU)	Video	English
Technology Transfer MU	Intellectual Property, Authorship	Courses in technology transfer, intellectual property, project management	CTT MU	Czech
		Newsletter Interface	CTT news	English
CERPEK MU	Pedagogical	Pedagogical laboratory	CERPEK MU	Czech

Highlights from the web ...

💡 **Tip for [webinars by Charlesworth Group](#)** - topics such as research communication, writing skills, publication process, career growth and others...

Skills of Researchers for Future

14-minute talk

[LISTEN@SOUNDCLOUD](#)

Transferable and Future Skills for Job Market

4 presentations from Euraxess webinar

[WATCH@YOUTUBE](#)




HR EXCELLENCE IN RESEARCH

More information needed? Contact [Simona Kopalova](#) (kopalova@sci.muni.cz)

Highlights from the web ...

Networking



[Study](#) [News and Events](#) [Scholarships](#) [Develop our skills](#)

Networking is also an important aspect of a researcher's life that can help you expand your knowledge&skills or career plans to the next level.

We present some of the **local initiatives focused on science**. You can find there tips for useful events or workshops, articles about current situation in science, interesting interviews and many others that can help you get to know the scientific world better.

[Vedavyzkum.cz](#) - online magazine about science (in Czech)
Not to miss any news, subscribe for their newsletter or check their event calendar.

[Czexpats in Science](#) - a hub linking Czech scientists living abroad (in Czech)
When you plan your next travel or stay abroad, have a look at [their map of czexpats](#) and get in touch with any of the scientists living abroad.


[Euraxess Czech Republic](#) - part of Euraxess research platform (in English)
You can get useful information about [current research calls](#) but also about living in the Czech republic.

[Science Slam MUNI](#) – scientific talks aimed on communication of science to public (in Czech)
Their [Facebook posts](#) provide a good source of inspiration and tips for science dissemination.

Besides networking online, you are also encouraged to **find a mentor** or **participate in a mentoring programme**.

To learn more about [mentoring and its benefits](#), the [NCK mentoring programme](#) is a great reference. You can also download their [booklet on career development of early stage researchers](#). Our Faculty is also an associate member of the [Eument-net](#). You can find plenty of interesting tips and readings on their website.

Careers after PhD



[Study](#) [News and Events](#) [Scholarships](#) [Develop our skills](#)

To drive your career confidently, it requires things such as **to know what your qualities, strengths, interests are, to explore** options available on the **research job market, to make a decision** about your career path, and **to rock your future interviews** thanks to a thorough preparation.

Do not miss the interactive and resourceful [Career Orientation Tool](#) or explore [Career beyond academia](#) by Euraxess to get some inspiration.


If you want to know about **current job openings in research** – see e.g. [Euraxess](#) or [Researchjobs.cz](#).

Thinking about the **Postdoc** after your studies? [You can learn more also on our PostDoc page](#).

Proper self-presenting in your CV or during the interview is not an easy thing.

Get prepared with the help of the [MU Career Centre - details on their CV Clinic](#) (in Czech).

The MU Career Centre also organises **Industry ShowCases meetings** (usually in Czech), which are an opportunity to learn more about jobs in private companies. Check their [event calendar](#) and stay tuned about upcoming events.

 **DIRECTIONS IN SCIENCE (STORIES OF CZECH SCIENTISTS)**

What to look forward in upcoming semesters?

- ✓ Preparation of educational concept = more offers of workshops and trainings

Do not miss!

Academic Writing in Practice for Doctoral Students (course E0402)

Details:

<https://is.muni.cz/predmet/sci/E0402?lang=cs&obdobi=7984>

Limited capacity of 6 PhD students

Course objectives:

- submission of a publication-ready manuscript draft
- acquisition of a better overall understanding of academic writing processes
- enhancement of writing skills through practical application

Prerequisites:

work-in-progress manuscript which does not require any additional research, lab work, analyses, etc. must be submitted at registration

Mobilities (even virtual) and online trainings

- You are encouraged to seek for opportunities such as WEBINARS, COURSES, TRAININGS online (always consult with your supervisors)
- Certificate(s) from courses outside of MU can be recognized to your curriculum after completing the course.
- Just one example from many others:
https://www.cwauthors.com/Listen_on_demand_webinars

Other recent events

- GRANTSWEEK – next week 13-15.10.
<https://www.grantsweek.muni.cz/>
- Register for newsletters

Please provide your feedback

- Questionnaires on your experiences with PhD will be distributed to all PhD students at SCI MUNI

M U N I
S C I



HR EXCELLENCE IN RESEARCH

FAQs

...and other useful information

Back to basics

Who is my study assistant?

Mgr. Anísa Kabarová
kabarova@sci.muni.cz

**Office: 01/01006
Kotlářská 267/2**

Doctoral programmes

- ✓ Anthropology
- ✓ Physics
- ✓ Mathematics and Statistics
- ✓ Geology
- ✓ Physical Geography
- ✓ Cartography, geoinformatics and remote sensing
- ✓ Social geography and regional geography
- ✓ Advanced Materials and Nanosciences

Ing. Simona Kopalová
kopalova@sci.muni.cz

**Office: B17/413
Kamenice 753/5**

Doctoral programmes

- ✓ Plant Anatomy and Physiology
- ✓ Ecological and Evolutionary Biology
- ✓ Animal physiology, immunology and developmental biology
- ✓ Microbiology
- ✓ Molecular and Cell Biology and Genetics
- ✓ Environmental Health Sciences
- ✓ Life Sciences

Iva Klímová
klimova@sci.muni.cz

**Office: B17/413
Kamenice 753/5**

Doctoral programmes

- ✓ Analytical Geochemist
- ✓ Bioanalytical Chemistry
- ✓ Biochemistry
- ✓ Biomolecular Chemistry and bioinformatics
- ✓ Genomics and Proteomics
- ✓ Chemistry

Assistants for foreign PhD students

Bc. Kristýna Bajgarová

bajgarova@sci.muni.cz

**Office: 01/01006
Kotlářská 267/2**

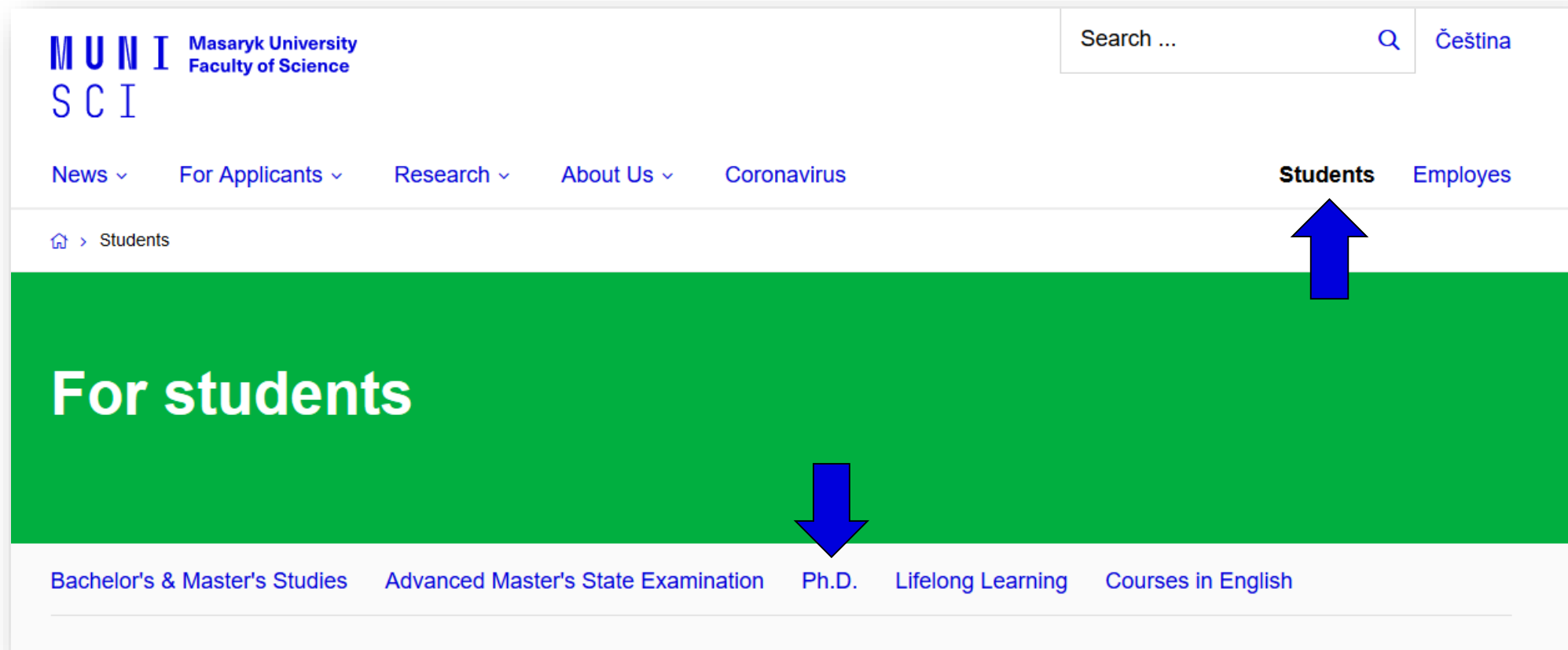
Bc. Klára Klusáková

klusakova@sci.muni.cz

**Office: 01/01006
Kotlářská 267/2**

- ✓ Information service for international students
- ✓ Admissions to PhD programmes (international applicants)
- ✓ International interns (accommodation, visa and scholarship)
- ✓ **ALL STUDENTS** → International mobility and scientific collaboration

Where can I find useful information for my studies?



Doctoral Studies

- Forms
- Manuals
- Study plans
- ...and more

- All you need to know about scholarships



PhD studies



News and events calendar



Scholarships



Develop your skills

- What's new and what's coming?

- Developmental opportunities for PhD students

Do I need to fill in the paper form for individual study plan?

- No, the paper individual study plan no longer needs to be submitted
- When completing your ISP in the IS.MUNI, consult with your supervisor, use the guides to study of your study programme

Individuální studijní plán na akademický rok 2020/ 2021

Jméno studenta :

Obor studia : Jméno školitele :

Studium: ☐ **prezenční** ☐ **kombinované** (vhodné zaškrtněte) ročník: (1.2.3. rok)

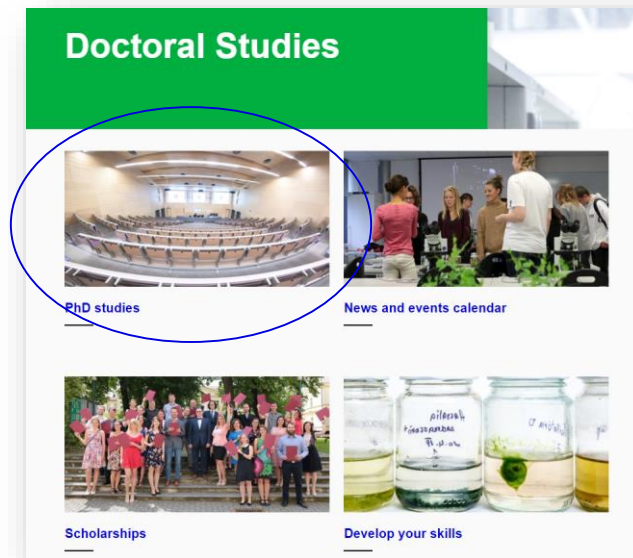
Kód předmětu	Předmět:	Počet kreditů (podzim/jaro)
	Příprava disertační práce (povinné - čl.6 Studijního a zkušebního řádu)	/
		/
	Předměty (podle čl.28, odst.4 Studijního a zkušebního řádu):	
	A. rozšiřující a prohlubující širší vědní obor:	/
		/
		/
		/
		/
	B. prohlubující znalosti specializace:	/
		/
		/
		/
		/
	C. specializované odborné semináře:	/
		/
		/
	D. pomoc při praktické výuce:	/
		/

V Brně dne :

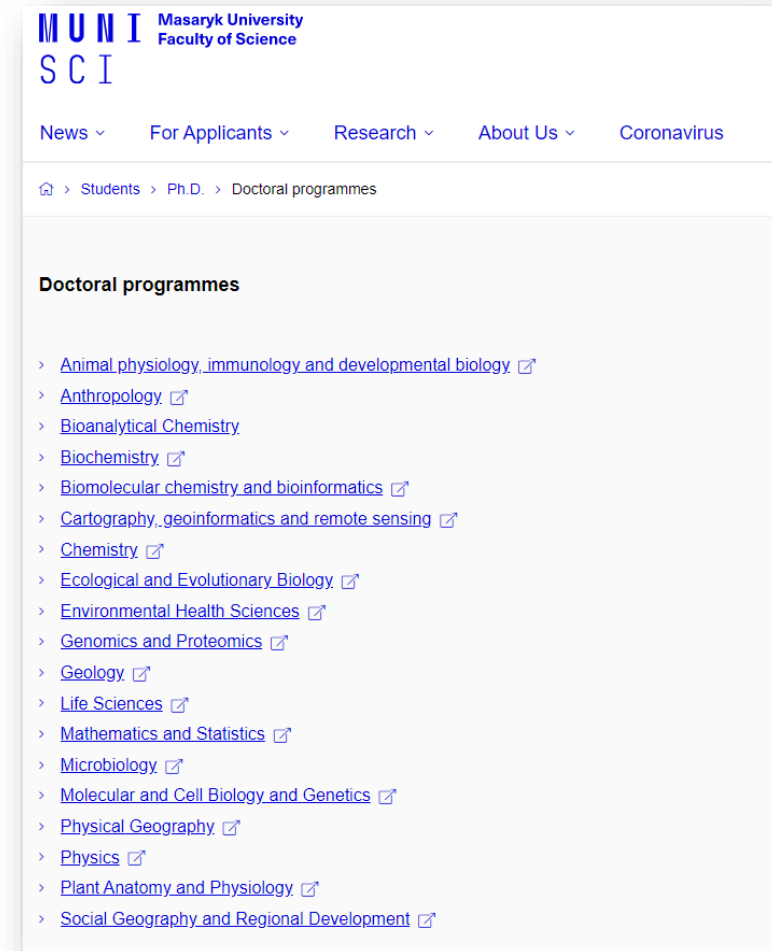
..... podpis studenta podpis školitele

Where can I find study plan for my study programme?

www.sci.muni.cz → PhD studies
→ Doctoral programmes → Study plans



<https://www.sci.muni.cz/en/students/phd/doctoral-programmes>



How do I fill ISP in the IS?

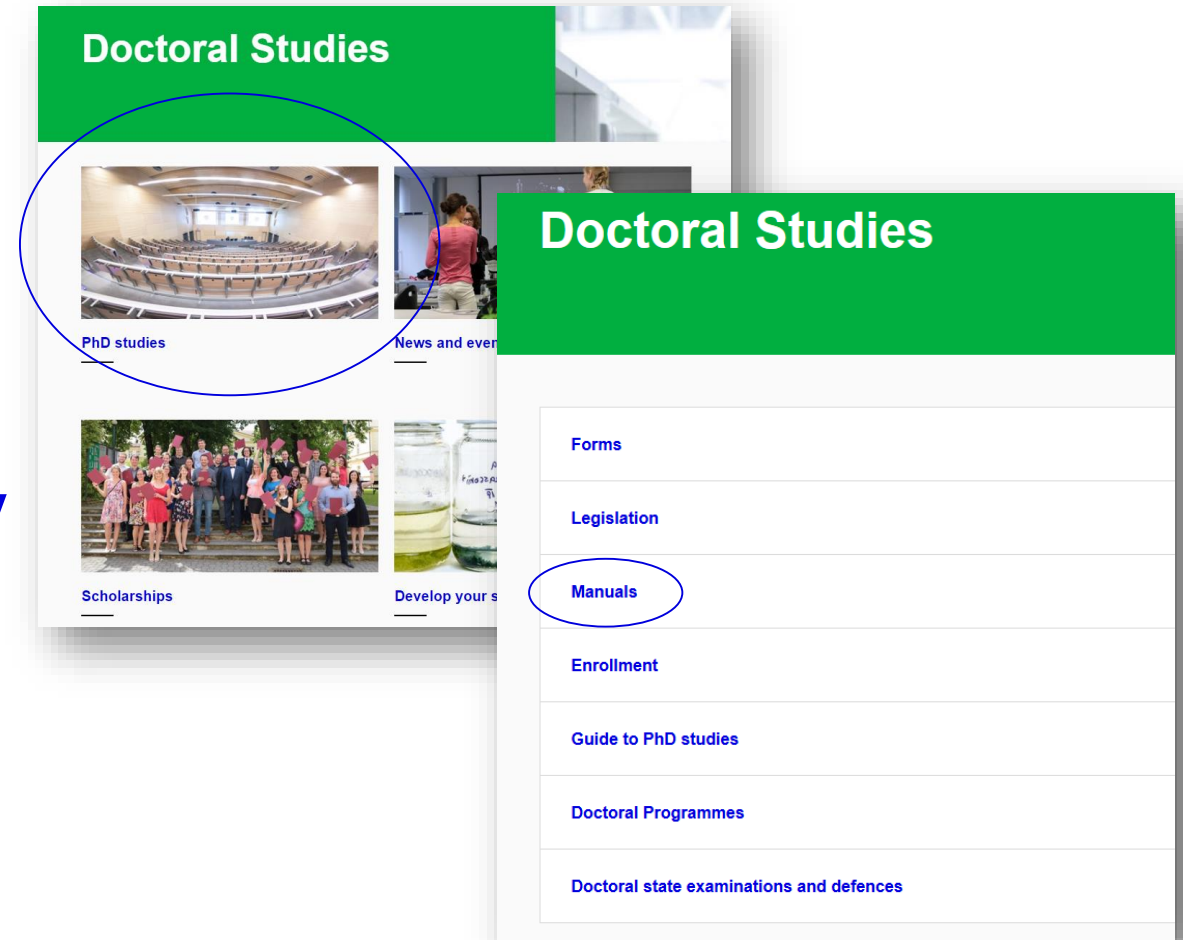
Follow the Manual!

www.sci.muni.cz → Ph.D.
→ PhD Studies → Manuals

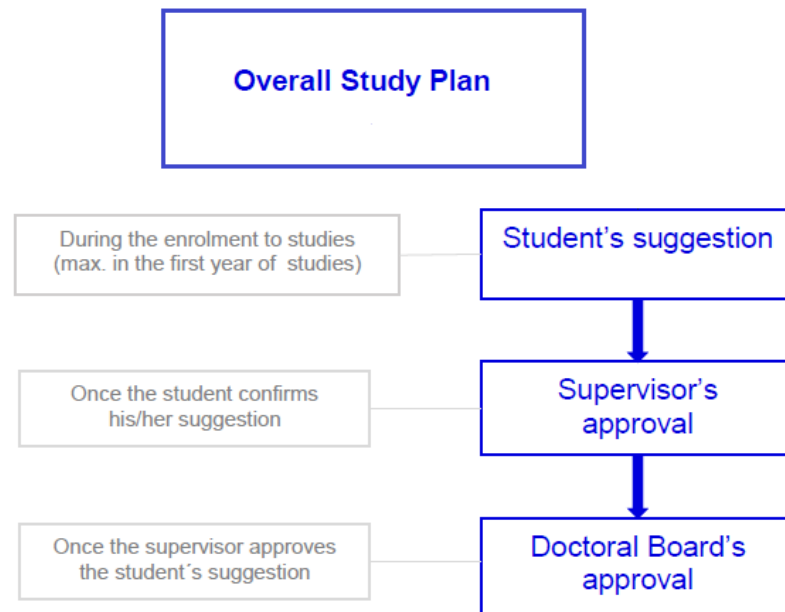
www.sci.muni.cz → Ph.D.
→ Studium → Manuály a metodiky

[LINK → How to handle ISP in IS \(EN\)](#)

[LINK → How to handle ISP in IS \(CZ\)](#)



So what do I have to fill in the IS.MUNI.CZ?



- During the first year of your study, you have to fill in the **plan of the entire study**
- At the beginning of each semester, students fill in the **term content** and at the end of the semester **the feedback**
- After filling in by the student, supervisor always fill in their approval/comments
- **NOTE: Cooperate actively with you supervisor.**
If supervisor fills info on ISP before the student, the agenda is then locked and cannot be edited by student (!)

When do I fill „term content“ in the IS?

Term content Schedule 2020/2021		
	Autumn 2020	Spring 2021
Student's suggestion	1. 6. 2020 – 10. 10. 2020	1. 1. 2021 – 10. 3. 2021
Supervisor's approval	15. 6. 2020 – 20. 10. 2020	15. 1. 2021 – 20. 3. 2021
Student's feedback	1. 1. 2021 – 31. 1. 2021	1. 6. 2021 – 31. 8. 2021
Supervisor's evaluation	15. 1. 2021 – 15. 2. 2021	15. 6. 2021 – 15. 9. 2021
Doctoral Board's evaluation	anytime	anytime

What are the requirements to successfully enroll into the next semester?

- you have at least **20 ECTS** for the past semester
- you have filled **term content** and **the feedback** from supervisor
 - IS MU > Personal Administration > Student > Start of Term > Doctoral Studies > Individual Study Plan
- you **applied for enrollment** into the next semester
 - IS MU > Personal Administration > Student > Start of Term > requests > Apply for being enrolled in the term
- you have registered and **enrolled courses** for the next semester
 - IS MU > Personal Administration > Student > Start of Term > Course registration and enrollment

Do I have to go on an internship abroad even if I started my doctoral studies before it became compulsory?

- Duty under **Government Regulation No. 274/2016 Coll.**
- The requirements **apply to all doctoral students** without distinguishing when the student commenced his/her studies
- In individual cases when the requirement of an internship abroad cannot be met for objective reasons, the student may apply for an exemption based on proper justification.
- Electronically via the IS document office:
“Agenda: PŘF ODSKAZINT: Doctoral studies: Žádost o prominutí zahraniční stáže/Request to waive a stay abroad”

How to get recognized a course XD110 „Placement abroad“?

➤ Click [here](#) for more detailed instructions

➤ Before going abroad

- Set up a new internship, study abroad, or traineeship template (or continue with one already set up) in IS MU (using the **Internships and stays application** in the Student section)

➤ After return

- **upload** scans of all required **documents** with all signatures
 - Within the Erasmus + program, the following documents are required:
 - Learning Agreement for study stay or Learning Agreement for Traineeships for work stay.
 - For placements within other programs, the following documents are required:
 - Learning Agreement together with the Confirmation of Studies or the Training Agreement together with the Confirmation of Placement.
- In the IS system, you **apply for recognition of the subject XD110** Placement Abroad for the given semester (in the application Internship and stays).
- NOTE: The XD110 course shall not be registered in advance during the course registration but the recognition is requested **after the successful completion of the internship!**
- Usually, 5 ECTS are awarded per month of the internship.

What about health insurance when I have a status of PhD student?

- Czech PhD Students in the full-time form of doctoral study are entitled to state-paid health insurance, regardless of age (new!)
- Read this [MUNI article](#) for more information
- However, it is recommended to always check with your health insurance company to have all formalities set

Time for your questions ...

Type your Qs into the chat window.

When not answered immediately, questions will be collected and addressed by email

General Qs will go to FAQs

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