
NEWLY ADMITTED PhD. STUDENTS

Information for newly admitted PhD students

- All students who successfully met the requirements for the admission examination to the Faculty of Education of Charles University to the doctoral study for both full time and combined study programme and who have demonstrated the fulfilment of additional admission requirements (stamped, apostille or superlegalized master diploma) published in the admission requirements for the upcoming academic year.
- Once these requirements have been met, you will be promptly notified of the decision regarding your admission for study and then allowed to enrol pursuant to Section 51 of the Higher Education Act.
- Once student receives the decision of admission, they shall contact a person from the Department of Research and Scientific Activities regarding the reservation of dormitory. Students have to pay the reservation fee ahead before coming in person to Prague.

25.7.2022 10:00 Prague time [RECORDING from the onboarding seminar](#)

STEP 1 - ACCOMODATION/DORM RESERVATION

Information regarding accommodation and food facilities can be found at the UK dormitory address. <https://rehos.cuni.cz/crpp/> and <https://kam.cuni.cz/kam-20.html>.

Reservation of the dormitories is done by the Department of Science and Research officer per request by email, students have to report their date of arrival and leave (from DATE to DATE) to: eliska.smerdova@pedf.cuni.cz in order for the officer to make an appointment. Once the paperwork for reservation is done, students receive a copy for visa application in their email and snail mail address filled in the application form.

The overall process is as follows:

1. **student provides a date of arrival (estimated date is sufficient due to the fact that visa process may take up to 90 days)**
2. **reservation is issued**
3. **student pays the reservation fee**
4. **verification of temporary residence is provided to the student**

Students can also make a reservation on their own via the provided links above. Students should inform the dormitory office - rezervace@kam.cuni.cz - about the specific date of their arrival to Prague.

STEP 2 - STUDENT ID

After receiving reservation verification, students can then fly to Prague and visit the Department of Science and Research office to sign documentation of admission and to receive directions to where to get their student ID (more info here: <https://cuni.cz/uk-3249.html>).

You can then pick up your student ID card at: **UK Point** - ground floor - **Praha 1 - Celetná 13**

Office hours:

Mo-Thu: 9:00–12:00, 12:30–18:00

Fri: 9:00–12:00, 12:30–16:00

STEP 3 - ISP CREATION AND SUBMISSION

Introduction to CUNI systems

SIS completion manual can be downloaded here:

[SIS manual](#) [Video tutorial for ISP setup EN](#) [ISP setup DE](#)

note.: see the picture below for an example of the SIS layout

Dissertation and progress on the dissertation		
Type	Title, details	
doctoral dissertation	School readiness: Preparing children for transition from pre-primary to primary education in Czechia and China	
progress on the doctoral dissertation	Title: School readiness: Preparing children for transition from pre-primary to primary education in Czechia and China	
	Academic year 1: Reviewing the literature including books and journal articles concerning with transition and school readiness to figure out the progress made by previous research as well as the limitations existed. Writing professional book reviews and literature review. Further narrowing down the topic of the research.	
	Academic year 2: Constructing the theoretic foundation of the research. Developing research instruments (scales and questionnaires) for conducting investigation on transition from preschool to primary school both in China and in Czech.	
	Academic year 3: Collecting data in China and in Czech, analyzing and processing data for the aim of empirical research about comparison between transition in Czech and in China.	
Academic year 4: Completing the thesis and doctoral dissertation defense.		
Course of study		
Title, details		
1 subject of methodology and 3 subjects from the proposition of the field of Education		
List of duties		
Type OU	Code OU	Title, details OU
course	000133013	Comparative Education
course	000133018	Primary Education
course	000133015	Sociology of Education
course	000292	State PhD Exam
conference		conference concerning with early childhood education Attending a conference concerning with early childhood education such as CMEP, submitting abstract of the paper in English
publication		Book review Writing review on Professional books related to the study topic
training		Quantitative Methods in Educational Research
training		Introduction to Education Theory and Methods
conference		conference concerning with education research Attending a conference concerning with education research, such as ECER, submitting abstract of the paper in English
publication		journal articles Trying to publish on professional journals in English
other		applying for research funding Trying to apply for the grant supports for research projects in China
conference		conference concerning with research development in early childhood education Attending a conference concerning with research development in early childhood education such as EECERA or other relative conferences in China, submitting the abstract of the paper
publication		journal articles Trying to publish on professional journals in English
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Study courses are provided and administered by the supervisor of each student. ISPs should be in compliance with and negotiated prior to submission to the SIS system. Specific structure of the ISP is related to the study major descriptions available here: <https://pdf.cuni.cz/PEDFEN-320.html>

DISTANCE ENROLMENT OPTION

- PhD students after admission are able to undergo distance enrolment via login [here](#), where after clicking on "My Applications" -> "progress" button, follow the procedure described in the .pdf file available below.

Please follow the manual for remote enrolment here:

[Remote enrolment manual](#)

[Video tutorial for distance enrolment](#)

The content for distance ISP setup can be found here:

[Video tutorial for ISP setup](#)

Useful links:

[CUNI PhD student welcome day](#)

[CUNI PhD student HUB](#)

[CUNI SIS orientation](#)

Visa process in Czech Republic

Visa and Accommodation ? [Procedure for Foreign Students Confirming Accommodation at the Halls of Residence at Charles University in Prague](#)
[Czech Republic Visa application process](#)

Is your residence permit for the purpose of "studies" ready to extend?



Extend it properly.*

Which type of document do you have?

Visa



What is the validity period of your visa?

Less than 1 year

- You can extend the visa up to its maximum duration (1 year).
- You can apply for the extension personally at an OPC** office or you can send the application via post.
- You can also directly apply for long-term residence permit for purpose of "studies".

1 year

- Your visa cannot be extended because it reached its maximum duration.
- You have to submit a new application for long-term residence only in person at an OPC** office.

- You can apply personally or you can apply via post.
- It is applicable to continue your studies at the same school/university.

Additional info



Additional info



Additional info



*These information are valid only for foreign students from third countries.

In some cases you are obliged to **pay an application fee**. In case you send your application via post, please, do not forget to attach fee stamps of respective value (found under QR codes). If you are not sure what conditions apply in your case, please, **contact the Infoline of the Ministry of the Interior of the Czech Republic**.

There is a special OPC office at Hládkov for foreign students with residence in Prague.

**OPCs - Ministry of the Interior's offices on the territory of the Czech Republic.

Infoline MŮI ČR
+420 974 801 801

Contacts of OPCs
offices if the MŮI



1) If the student has visa with validity period shorter than one year, he/she can extend it up to 1 year (which is the maximum duration of this type of visa). He/she can apply for the extension in person at regional offices on the Ministry of the Interior of the Czech Republic or via post (how to extend a long-term visa). Student who was already granted by a long-term visa can also directly apply for a long-term residence permit for the purpose of "studies". This new application has to be made in person at an OPC's office (how to lodge a new application for a long-term visa).

2) If a student already has long-term residence for purpose of "studies" which validity is expiring soon, he/she can extend it in person or via post (how to extend a long-term residence permit). This is applied only in case the student continues his/her studies at the same school/university.

3) There is a special OPC office at Hládkov for foreign students with residence in Prague.

4) In some cases there is an application fee required. If you send your application via post, please do not forget to attach fee stamps of respective value. More information can be found under corresponding hyperlinks. Overview of fees can be found here .

Forms needed for submission to Czech MŮI:

- Verification of Study status in the Czech Republic
- Verification of income*
- Verification of housing (Dorm contract)

- Verification of travel insurance**
- Verification of health insurance**

** Provided by the faculty per request only for full-time PhD students, researchers and post-docs with a work contract with Charles University*

*** Faculty does not provide*

Important living costs for applicants

Accommodation

- All Charles University students can live at [Charles University Dormitories](#) (approx. CZK 80 - 180 per night, CZK 290 per night for high standard rooms). For reservation you can contact directly the [Reservation department](#) at: accommodation@kam.cuni.cz

Average Living costs per year

Food (2,000 – 3,000 €)

Accommodation (dormitory - 1,770 €)

Books (university libraries for free) (158 €)

Public transportation (135 €)

+ Health insurance*

+ Visa, admin fee, student ID card, recognition of secondary education

+ Entertainment, winter clothes etc.

Total (average): 5,100 €* per year

*prices can change based on the current inflation

Private housing

- The prices of accommodation vary considerably according to size, occupancy, quality and location. It is not difficult to find private accommodation in our university cities. For a 2-bedroom flat (two rooms and kitchen) situated in the centre of Prague you can pay about CZK 12,000 – 20,000. It can be half as expensive in Pilsen and Hradec Králové. However, please take into account that it is not so easy to find short-term rentals. Not all landlords are willing to sign tenancy agreements for less than 12 months, but many agencies are providing living units for a short stay (renting a room - *pronájem pokoje* / renting an apartment - *pronájem bytu*). [more information regarding admissions/onboarding](#)

***Students are in Czech Social security system regarded as citizens up to 26 years of age only. Your work/student status as a postdoc can be internationally recognised in other ways than in social security deductible.**

NOTE:

- Students have to come to Czech Republic in person in order to get fully enrolled in their studies. Each student is responsible for their own visa process. In case students need to apply for long-term permit, they can make an appointment with a visa officer at <https://frs.gov.cz/en> and submit the necessary documentation in person during the appointment (study verification, verification of temporary residence in the Czech Republic from the dormitory or landlord of a residence, verification of income or scholarship).

- Full-time students are obligated to set up a Czech bank account in person in Czech Republic in order to receive any scholarship support. This needs to be done by the student, the faculty cannot assist in these matters in any way as a legal or financial signatory.

- Faculty of Education CUNI does not provide any assistance regarding the visa process as the legal signatory/person has to apply as an individual, therefore the faculty cannot provide any assistance in regards to the visa application except providing necessary documentation (verification of student status, etc.). Faculty representatives cannot walk with you to the visa office and act as interpreters/translators. For assistance, you may use [Centrum Carolina](#) or [CUNI Staff Welcome Centre](#).