Frequently Asked Questions – Doctoral Studies

On this page, you will find answers to the most frequently asked questions about doctoral studies at the Faculty of Education, Charles University. If you cannot find the answer to your question here, please contact us at eliska.smerdova@pedf.cuni.cz .

What is an Individual Study Plan and how do I create it?
The Individual Study Plan (ISP) is the key document that defines the course of your doctoral studies. It includes a plan of your study and research activities, their timelines, and other obligations arising from your study programme.
You develop the ISP at the beginning of your studies in cooperation with your supervisor. Once completed, you submit it through SIS for your supervisor's approval. The submission deadline is set by the Academic Year Schedule for Doctoral Studies .
When developing your ISP, we recommend following the requirements of your study programme and the ISP Setup Manual , which provides detailed guidance on how to complete it.
How do I enrol in courses?
Courses are enrolled in the Student Information System (SIS). The following deadlines apply:

- Students can enrol in courses for the current academic year no later than 9 September. Enrolment for the new academic year always opens on 10 September.
- Teachers can enrol students in their own courses for the relevant academic year from 1 October to 9 September.

Once a course has been enrolled in SIS, results can be entered for it. Study requirements can be matched only while the Annual or Extraordinary Evaluation is open.
If you are unable to enrol in a particular course, please contact the course guarantor and ask them to open the course for the given semester. The most common reason is that the course has not yet been opened for that semester.
Important: Courses must be enrolled in SIS within the stated deadlines. Without enrolment, it is not possible to enter results or to fulfil subsequent study requirements.
For detailed instructions, see the Enrolment into Courses Manual .
How do I change my Individual Study Plan (ISP)?
If you need to modify your Individual Study Plan (ISP), we recommend first discussing the changes with your supervisor. The proposed adjustments should reflect the actual progress of your studies (e.g. changes in research focus, delays in fulfilling study obligations, or adjustments to planned activities) and comply with the study programme requirements.
Changes to the ISP can be requested as part of the Annual Evaluation (AE), where you propose the necessary updates. These changes are subsequently reviewed and approved by the subject-area board.
Further details can be found in The ISP Annual Evaluation Manual .
How does the Annual Evaluation work?
The Annual Evaluation is used to assess the progress of your doctoral studies over the past academic year. As part of it, you prepare a report summarising your completed study and research activities and, if necessary, propose updates to your ISP.
The report is submitted through SIS within the deadline set by the Academic Year Schedule for Doctoral Studies .
Your supervisor evaluates the report and provides a statement. It is then reviewed by the subject-area board, which decides on the continuation of your studies.
The result of the evaluation is expressed on a grading scale (A–D), which may affect the further course of your studies, including the awarding or amount of your doctoral study stipend, or potentially the termination of your studies.
More detailed information can be found in the Charles University Scholarship and Bursary Rules .
How do I request a change of dissertation topic or supervisor?
If you are considering changing your dissertation topic or supervisor, we recommend that you first discuss the situation with your current supervisor and, if necessary, with the head of the subject-area board.
The change is then processed by submitting an official request in accordance with the faculty's established procedure. The request typically includes a justification for the change and the proposed new details (e.g. a new topic or a new supervisor).
Please use the General Request Form .
The subject-area board decides on the request.
How and why can I request an interruption of studies?
An interruption of studies is a temporary suspension of academic obligations intended to address serious personal, health-related, family-related, or other circumstances.

The request must be submitted using the Request for interruption of Studies to the Department for Research and Scientific Activities.
During the Annual Evaluation period, students may not request an interruption of studies for routine personal or work-related reasons. During this time, an interruption of studies may be granted only for serious reasons, particularly for health or parental reasons, or to care for a dependent person.
During the interruption of studies, the doctoral student is not required to fulfil academic obligations and does not receive a doctoral study stipend; at the same time, the student does not have student status as defined by the Higher Education Act.
More detailed information on the procedure and conditions can be found on the faculty website dedicated to interruption of study and in the relevant regulations (Charles University Code of Study and Examination).
What deadlines do I need to keep track of?
During your doctoral studies, it is important to keep track of the deadlines set out in the Academic Year Schedule for Doctoral Studies .
The main deadlines include, in particular:

- deadlines related to the creation of the Individual Study Plan (ISP), which primarily concern first-year doctoral students,
- deadlines for the Annual Evaluation, which concern all doctoral students in every year of study (entry into SIS, the supervisor's evaluation, and review by the subject-area board).

The Annual Evaluation is typically submitted between June and September, followed by approval in October.
We recommend checking the schedule regularly, as specific deadlines may vary from one academic year to the next.
Where can I find the necessary forms and guidelines?
The necessary forms and guidelines for doctoral studies are available on the faculty's website, specifically in the sections dedicated to PhD. Studies and Research.
Forms (e.g. requests) are available for download on the website PhD. Studies -> Students -> forms . We recommend always using the most current versions of the forms published by the faculty.
Additional information, methodological guidelines, and instructions (e.g. for completing the Individual Study Plan or Annual Evaluation) are also available on the PhD. Studies website and may be updated on an ongoing basis.
Where and how do I submit documents?
The method of submitting documents varies depending on their type.
The following documents are submitted through the Student Information System (SIS):

- proposed Individual Study Plan (ISP),
- Annual Evaluation (AE),
- application for the doctoral study stipend,
- application for admission to a doctoral programme.

Other applications (e.g. for an interruption of study, request for a dissertation defense, change in form of study, recognition of exams, or termination of study) are submitted using forms and may be submitted in one of the following ways:

- in person at the Faculty of Education mailing office,
- by post to Magdalény Rettigové 4, 116 39 Prague 1,
- through data box (datová schránka),
- by email with a recognised electronic signature.

What should I do if I can't meet my study obligations by the deadline?
If you know you won't be able to meet your study obligations by the specified deadline, we recommend that you discuss the situation with your supervisor as soon as possible. Together, you can assess how to proceed and, if necessary, adjust your Individual Study Plan.
In some cases, unmet study obligations can be considered as part of the Annual Evaluation, where you will state your reasons and propose next steps (e.g. adjusting your Individual Study Plan).
If serious circumstances (e.g. health or family reasons) are preventing you from continuing your studies, you may consider applying for an interruption of studies in accordance with the applicable rules.
It is important not to leave the situation unresolved—timely communication can help prevent complications later in your studies.
Who is eligible for a doctoral study stipend, and how do I apply for it?
Full-time doctoral students who meet the conditions set by the faculty and the relevant regulations of Charles University are eligible for a doctoral study stipend. The award and amount of the stipend depend primarily on the student's progress and the results of the Annual Evaluation.
Applications for the doctoral study stipend are submitted through the Student Information System (SIS). You can use the detailed instructions to submit your application.
Applications may be submitted at any time during the academic year. Eligibility for the doctoral study stipend begins in the month in which the application was submitted.
It is important to note that you must reapply for the doctoral study stipend each academic year. This also applies to students returning from an interruption of studies: if they have not yet applied in the current academic year, the stipend is not granted automatically.
For more detailed information on the conditions for receiving the doctoral study stipend, please refer to the Charles University Scholarship and Bursary Rules and the Official Noticeboard .

When is it possible to request a change in the form of study?
A change in the form of study (e.g. from combined to full-time or vice versa) may be requested during study based on a justified request. The change requires the approval of the supervisor and the subject-area board, and the decision is made by the dean of the faculty.
There are time limits for changing the form of study:

- a change from combined to full-time form of study can only be made as of the start of the new academic year,
- a change from full-time to combined form of study can be made at any time during the academic year.

If you are applying to transfer from the combined form to the full-time form of study, you must submit your request no later than one month before the start of the new academic year, due to the statutory processing period for the request. The request is submitted using the General Form .
What needs to be arranged before the dissertation defense?
Before the dissertation defense, students must fulfil all study obligations specified in their Individual Study Plan (ISP). The fulfilment of these obligations is reviewed by the subject-area board.
The dissertation must be submitted electronically through SIS. Please refer to the detailed instructions for uploading your dissertation to SIS . In some cases, printed copies may also be required (e.g. at the request of an opponent); therefore, always check with your department for the current requirements.
The submission also includes other required documents, in particular:

- a request for the dissertation defense ,
- a structured curriculum vitae,
- a list of publications, including a selection of the most significant ones (this information is included, for example, in the diploma supplement).

All documents must be submitted simultaneously, no later than three months before the scheduled date of the dissertation defense.
Prior to the defense, the subject-area board must also propose the members of the examination committee and the opponents at least three months before the scheduled defense date, and all formal requirements set by the faculty must be met.
More detailed information can be found in the Code for Doctoral Study and on the faculty website dedicated to dissertation defense .