University of Chemistry and Technology, Prague

Title	**DIRECTIVE No. A/S/961/5/2026**
Subject	**Ensuring Doctoral study income**
Applicability	All-university
Effective from	11. 9. 2026
Effective to	-
Revision	-
Cancelled	Decree No. A/V/961/13/2025
Prepared by	PhD Office – 998
Issued by	Prof. Ing. Milan Pospíšil, CSc., Rector of UCT Prague

This translation is provided for convenience only. The Czech version is the legally binding version. In case of any inconsistency or ambiguity, the Czech version shall prevail.

I.
Introductory provisions

1) This Directive is issued in order to ensure the Doctoral study income under Section 91a of Act No. 111/1998 Coll., on Higher Education Institutions, as amended (hereinafter as the 'Act') at UCT Prague (hereinafter as the 'Directive').
2) As on 1 September 2025, UCT Prague began to ensure the newly established Doctoral study income, beyond the scope of the Act, for all duly studying students in Doctoral study programmes in the full-time form in the standard term of study (hereinafter as 'DSP student') so that they can fully concentrate on the study and the activity related to the preparation of the dissertation and leading to its timely defence.
3) The Doctoral study income means the sum of the monthly amount of the financial resources of the Doctoral scholarship granted by a higher education institution or its faculty to a student in its Doctoral study programme and the monthly amount of the wage or salary agreed upon, determined or defined for the work in which the said student performs, within an employment relationship, creative activity related to the preparation of their dissertation as an employee of the given higher education institution or an employee of the Czech Republic working at the given higher education institution or as an employee of a legal entity with which the given higher education institution has concluded an agreement on cooperation or another cooperation agreement[1] (hereinafter as the 'cooperating employer').
4) The Doctoral study income includes
   a) just the scholarship under Art. III where the amount of the scholarship in not lower than the minimum monthly wage[2] multiplied by a coefficient of 1.2 and then rounded up to the nearest ten CZK;

[1] Act No. 111/1998 Coll., on Higher Education Institutions, Section 91a, Para 1)

[2] The minimum monthly wage in effect and force on 1 July of the calendar year in which the academic year begins

b) a combination of the monthly wage or salary under Para 3) and the scholarship under Art. III where the sum of two-thirds of the monthly wage or salary and the entire amount of the scholarship is not lower than the minimum wage multiplied by a coefficient of 1.2 and then rounded up to nearest ten crowns.

5) The basis for the calculation of ensuring the Doctoral study income is provided in **Annex 1** - Interactive table for calculation of the Doctoral study income. This table is updated for each academic year based on the current minimum monthly wage in effect and force and the amount of doctoral scholarship set by the Rector's decree in accordance with the Scholarship Rules of UCT Prague. The location of the table, or a link to it, is included in the aforementioned Rector's decree pursuant to this paragraph.
6) For the purposes of this Directive, the amount of the monthly wage or salary is understood as the monthly amount of the employee's assessment base for the determination of contributions for social security insurance and contributions to the state employment policy (the so-called 'assessment base[3]').
7) For DSP students enrolled in studies on 1 September 2025 and later, reimbursement earned based on contracts outside of the employment relationship, ie a work performance agreement ('DPP' in Czech) or a work activity agreement ('DPČ' in Czech), does not count towards the Doctoral study income.
8) The methodical and conceptual guidance on ensuring the Doctoral study income is provided by the PhD Office.
9) For the purpose of ensuring and control of the Doctoral study income, Doctoral scholarships and other agreed upon creditable sources of income granted up to the minimum legal amount of the Doctoral study income are registered in a dedicated application in the internal information system. This application can be accessed only by authorised employees of UCT Prague who have signed a confidentiality declaration.
10) In order to ensure the Doctoral study income, the Rector's decree stipulates cooperation of the DSP students, specifically an obligation to report any changes in their income that is counted towards the Doctoral study income. The DSP student will report this by submitting the application for a Doctoral scholarship that includes the new facts related to creditable income.

II.
Persons eligible for Doctoral study income

1) The person eligible for the Doctoral study income under Article I is a DSP student who, in their first study[4]**:**
   a) studies in a Doctoral study programme in full-time form at one of the parts of UCT Prague;
   b) whose total period of study in a Doctoral study programme has not exceeded the standard term of study set out for the given accredited study programme;
   c) who duly fulfils their study obligations and requirements defined for the Doctoral study programme.

[3] The assessment base includes, for example, the salary rate, premium for work on project, bonuses, personal premium if it is linked to the creative activity leading to the dissertation

[4] UCT Prague may extend the group of eligible persons

2) When a student is studying in several Doctoral study programmes at the same time, the claim to the Doctoral study income may be made only in one programme of the DSP student's choosing.
3) In the event that a DSP student fails to fulfil their study obligations and the supervisor or the chair of the Doctoral Study Board submits a proposal to initiate proceedings to terminate their studies or such proceedings are initiated, the Doctoral study income does not have to be ensured.

III.
Ensuring Doctoral study income with scholarship

1) The provisions of this Article apply to DSP students who fulfil the obligations set out in Art. II, perform creative activity related to the preparation of the dissertation under the leadership of a supervisor from/at a UCT Prague workplace (hereinafter as the 'internal supervising workplace') or who perform creative activity related to the preparation of the dissertation under the leadership of a supervisor from an external contractual workplace under Art. I, Para 3 of the Directive (hereinafter as the 'external supervising workplace').
2) The Doctoral study income comprises of, under Art. 8, Para 6 of the Scholarship Rules, the following types of scholarships of students in Doctoral study programmes:
   a) a Doctoral institutional scholarship,
   b) a Doctoral internal scholarship intended exclusively for DSP students who perform creative activity related to the preparation of their dissertation under the leadership of a supervisor from/at an internal supervising workplace,
   c) a Doctoral scholarship granted from donations specifically linked to creative activity related to the preparation of the dissertation of the DSP student,
   d) a scholarship for research, development and innovation activity under Section 91 of the Act provided that it supports creative activity of the DSP student that complies with the preparation of the dissertation and leads to a successful completion of their studies (see **Annex 2**).
3) The conditions for submitting an application and granting of scholarship to DPS students creditable towards the Doctoral study income are set out in Art. 8, Paras 2 through 8 of the Scholarship Rules.
4) A Doctoral scholarship under Para 2, letters a) through c) of this Article may be granted to a DSP student based on a uniform application of the student delivered to the faculty through SIS. The student shall submit the application for a Doctoral scholarship only once even if they comply with the requirements for an institutional and internal scholarship or a scholarship from donation.
5) In the application the student will provide information that becomes a control document for ensuring the Doctoral study income. In case of any change in the information provided in the application, the student must submit a new application with the new information no later than on the day of the change of this information.
6) The amount and further specification of conditions for granting Doctoral scholarships listed in Para 2, letters a) through c) of this Article and the deadline for submission of applications for Doctoral scholarships are set out by the Rector in a decree for each academic year. The faculties may set out further conditions for claiming an internal Doctoral scholarship (Para 2, letter b) of this Article) in a Dean's decree. Students do not submit applications for a

scholarship under Para 2, letter d) of this Article. The Dean will issue a decision on granting this scholarship based on:

a) a proposal submitted by the supervisor of the DSP student or the main researcher on a project for the payment of a scholarship from the project in which the student performs an activity related to the preparation of their dissertation,
b) a proposal for the payment of a scholarship for research, development and innovation activity supporting creative activity leading to the dissertation submitted by the head of the internal supervising workplace, supervisor or authorised person according to the procedural rules of the given faculty (see Annex 2).

7) The Dean may deny, decrease or withdraw a Doctoral scholarship in case of a DSP student who does not fulfil their study obligations. In this case the Doctoral study income in the amount pursuant to Article I, Para 4 does not have to be ensured under Para 6 of Section 91a of the Act.

IV.
Ensuring Doctoral study income through combination of monthly wage or salary and scholarship

1) The provisions of this Article apply to a DSP student who has an employment contract concluded at a part of UCT Prague or at a cooperating employer as the external supervising workplace .
2) Under Article I, Para 4, letter b) two-thirds of the monthly wage or salary contractually agreed for work and paid in the following forms are counted towards the Doctoral study income[5]:
   a) salary from an FTE at UCT Prague, where the part that, based on the job description, is related to the preparation of the dissertation is creditable (proportional calculation);
   b) salary from a project in which the DPS student, as part of their involvement, mostly performs creative activity that, based on the job description, is related to the preparation of their dissertation, in which case this salary is fully creditable (absolute calculation);
   c) wage or salary of the DSP student who prepares their dissertation at the external supervising workplace.
3) The conditions for ensuring the Doctoral study income at an external supervising workplace are determined by a bilateral agreement concluded between UCT Prague and the external supervising workplace and/or a tripartite agreement concluded between UCT Prague, the external supervising workplace and the student pursuant to Art. 35, Paras 6 and 7 of the Study and Examination Rules of the University of Chemistry and Technology, Prague or by another agreement.
4) In cases where the DSP student has not reached the minimum Doctoral study income according to Art. I due to a lower salary due to important personal obstacles on the part of the employee (eg illness, caring for a family member etc) or due to other obstacles at work that affect the amount of salary achieved, eg taking unpaid leave etc, the employer is not obliged to financially compensate for this difference.
5) The Doctoral study income may also include a scholarship under Art. III.

V.

[5] A calculation simulation is available on the intranet of the Personnel Department

Final provisions

1) Contested points regarding the setting of the Doctoral study income are resolved by the Vice-Rector without Portfolio entrusted with the Doctoral study agenda.
2) This Directive is associated in particular with:
    a) Act No. 111/1998 Coll., on Higher Education Institutions, as amended
    b) the Internal Salary Regulation of the University of Chemistry and Technology, Prague
    c) the Circulation of Personnel Documents
    d) the Conditions of Employment of the University of Chemistry and Technology, Prague
    e) the Organisational Rules of the University of Chemistry and Technology, Prague
    f) the Scholarship Rules of the University of Chemistry and Technology, Prague
    g) the internal standard 'Rules of Doctoral Studies at UCT Prague'
    h) the Study and Examination Rules of the University of Chemistry and Technology, Prague
    i) the Decree establishing the amount of doctoral scholarship for the given academic year and additional information on scholarships of students in Doctoral study programmes

Prof. Ing. Milan Pospíšil, CSc.
Rector

Annexes:
Annex 1: Interactive table for calculation of the Doctoral study income made available under Art. I, Para 5
Annex 2: Sources of scholarships pursuant to Article III, Para 2, letter d) paid from a supervisor's project or from a department's budget creditable towards the Doctoral study income

Annex 2

Sources of scholarships, under Article III, Section 2(d) of Directive No. A/S/961/5/2026 Ensuring Doctoral study income, which are paid from the supervisor's project or the institute's budget and counted towards doctoral study income:

TA 02	Justification of payment:	"for acquiring pedagogical competences related to the preparation of the dissertation in accordance with the ISP, up to a maximum of 5 points per academic year"
TA 85	Justification of payment:	"for scientific and research activities leading to the preparation of the dissertation"
TA 82	Justification of payment:	any of the above justifications may be stated
Furthermore, for example:		
TA 61 **TA 62**	Justification of payment *):	"for participation in the implementation of a DČ in an activity directly linked to the preparation of the dissertation"

*) It is fully in the dean's competence to request a more detailed justification of the connection between the subject matter of the supplementary activity contract (**DČ**) and the focus of the student's dissertation.