

BACHELOR STUDIES GUIDE



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Why are we telling you all this?


Congratulations on getting through the first school year! As you probably already know, studying at our school is not a leisure activity. The hard work does not end in the freshman year, which is why this guide was made. Whether you are in your second or third year, we will be happy to help you successfully manage your studies, especially with passing that dreaded bachelor thesis and the state exams.

In addition, we want to show you what you can discover and experience at our school along with studying. University clubs, workshops, mentoring, studying abroad... you name it! The possibilities are (almost) endless. Here, you can also find information on who to contact if you are struggling in general. Simply, this guide is for everyone who is looking for advice, opportunities or support.

Where can you find it all?

- **In this guide** where we gathered for you practical information described in an understandable and human way, including the experiences of students who have already gone through everything before you and want to share what works.
 - Don't overlook the icon  if you are studying the chemistry programme, or the icon  if you are at the School of Business. The icons indicate information specific to chemists/economists, so that everything is as clear as possible. Where there are no icons, read everything, either at once or in chapters that relate to your next steps and interests.
- On the **website Study** (you can find a link to it in the text under the symbol ). There, in the form of an FAQ, we provide more detailed information on individual topics,

relevant regulations, documents and contacts. From enrolling in the next year, through study matters and administration, to tips on extracurricular development. So, save it to your browser bookmark and use it!

- Ask **Tutors**, the older students who will be happy to advise you with questions related to studies, study regulations, etc. You can contact them in person at some events, or via email tutori@vscht.cz or Instagram @tutorivscht.
- Contact **FISO** (Full-time International Student Organisation), a group of international students who can help you with study related questions as well as practical issues such as health insurance, bank account set up, visa extension etc. You can contact them at fiso@vscht.cz and follow also their Instagram @fiso_vscht.
- On **the Internet**, you didn't expect that, did you? Being able to search for the right information is essential. We will help you a little with this in the guide – if we link to a website, enter the keywords listed after the symbol  into the search engine and you will definitely find what you are looking for.

Now don't hesitate to turn the page and take the next step on the way to your first title! We wish you much success, happiness and love!

Because love is chemistry and chemistry is UCT Prague.

Sincerely,
the Authors of the Bachelor Studies Guide

**You are
writing
your future
right now!**

University – freedom in what you will learn, but also responsibility for the acquired knowledge and skills. How to get the best out of it? How to make sure that what you take away from the time spent at the university, which in the case of UCT Prague is not little, is comprehensive, useful and prepares you for life outside the walls of your alma mater? Because, in the end, life isn't just about the prestigious professional education.

Let's make the most of your time at the bachelor degree together and work to ensure that you don't just sail through school, but also lay a quality foundation stone for your future direction. Together with a bachelor degree, you can get a unique set of not only professional knowledge, but also experience and skills. Learn how to master all kinds of calculations and complex theories as well as cooperation in a team, solving crisis situations, good time-management or intergenerational and intercultural communication.

So, try to give a chance to other activities in addition to your study duties (see the chapter *Where to get more experience?* (p. 47) and start exploring the terrain. Everything you manage, experience and try out during your bachelor's degree will be a great springboard for your further studies and, subsequently, when looking for a job. No one can take away the acquired experience and knowledge.

To summarize that, during the bachelor studies:

- **Expand your knowledge.** Invest your time in courses, especially those that interest you and in which you see the potential for your further development. Continuously think about your bachelor thesis (and then, write it conscientiously)

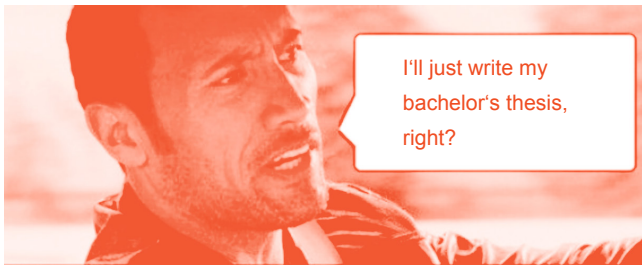
and, also, do not underestimate the preparation for the state final exam. Better safe than sorry!

- **Create an overview.** Familiarize yourself with the field, look for opportunities to develop further in it, and get a basic idea of the labour market. Find out what you enjoy and don't enjoy, what role in the team or type of employer might be suitable for you.
- **Broaden your experiences.** Try several types of part-time jobs or internships, join an association or volunteer project, go abroad. Look at the world beyond the school walls.
- **Develop your capabilities.** Attend various lectures and courses, get involved in extracurricular activities, and thus acquire a portfolio of extracurricular knowledge, often so-called soft skills, thanks to which you will gain a competitive advantage among your peers.

This guide should partially guide your steps. Ok let's go.

Tutor's tip: Throughout your studies, remember that you are never alone. If you encounter any problem, communicate with your classmates, teachers or your study officer, and don't get stressed. Everything can be done! You can find more tips in the chapters *What if you cannot keep up with the study plan?* (p. 14) and *Need help?* (p. 43).

It is also important to solve everything in time. Remember that teachers or other school employees also have their own schedules and responsibilities and may not be available right away when you need them. Therefore, it is not advisable to rush them the day before your deadline – it is better to arrange a meeting or consultation in advance that will suit both parties (or visit them during their office hours).



I'll just write my bachelor's thesis, right?








Well, you also have to pass the state final exam, apply for a master's degree, work on personal development...




**What
needs to
be done
before the
state final
exam?**

You may be surprised that bachelor studies quickly fly by due to all the responsibilities and nice events. You won't even notice it and those three years will pass quickly. What do you have to master in order to successfully cross the finish line?

- ❑ Complete at least  4 credits /  2 credits from physical education, during the 1st to 5th semester. You can replace one credit for physical education by taking a sports course ( vscht, ktv).
- ❑ To have completed all of the compulsory and selected compulsory elective subjects from the study plan by the end of the examination period in the 5th semester (i.e. to have at least 150 credits).
- ❑ Complete all subjects of the last semester as per your study plan so that you finish your studies with the minimum of 180 credits (of which  15 credits /  12 credits you will get for submitting a bachelor thesis), see chapter *State final exam* (p. 30).
- ❑ Find the topic and supervisor of the bachelor thesis (by the end of the 5th semester at the latest), see chapter *Bachelor thesis* (p. 15).
- ❑ Work on the state final exam questions and gather all learning materials to one place. You will thank yourself for that before the state final exam, see chapter *State final exam* (p. 30). Your state final exam areas and their questions will be based on the subjects you will complete during your studies. The questions will be based on compulsory subjects, but in some fields, they may also be based on compulsory-elective subjects. So, check everything in advance, either on the website of the faculty, the department, or with your study officer so that you can make sure that you have passed all required subjects.


- Don't forget that school is not just about duties. Pursue your hobbies, go to school events, join a club, go abroad, learn a new language or anything else – there are no limits, see chapter *Where to gain more experience?* (p. 47).

Tutor's tip: Some study programmes do not have subjects prescribed in the study plan for enough credits to collect the necessary 180 credits in six semesters. Check it and, if necessary, enroll in elective courses in time (to fulfil the required 30 credits in each semester). Otherwise, you'll have to catch up on credits at the last minute.

You can search in SIS among all subjects across the school according to various criteria or look at your study plan ( Studying – Study Plans), where the selected optional subjects are listed at the very bottom of the page. But don't forget that you have to plan everything well so that you're not overwhelmed, the priority should be compulsory and compulsory-elective subjects.

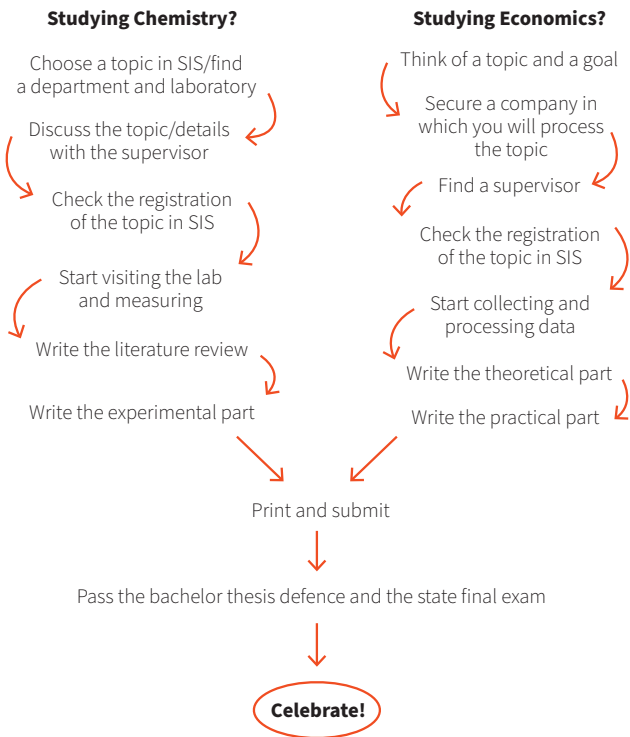
What if you cannot keep up with the study plan?

If you were caught by an unexpected event during your studies and you had the feeling that you basically do not have time to complete your studies in three years, it is possible to agree on an extension of the study period. However, you must have a good reason for this, e.g. illness, crisis situation in the family, etc. Another factor may be your desire to learn beyond the scope of the study plan and combine it with development activities or perhaps a study trip abroad. The extension is not an easy thing to do and it needs to be thoroughly thought through, including considering the financial aspect.


In addition to the extension, it is also possible to just transfer unfinished subjects to the next semester. During the entire course of your study, you only have to make sure that you have completed 15 credits from compulsory and compulsory optional subjects for enrollment in the next semester, or enough credits to advance to the next year (45 credits to advance to second year, 105 credits to advance to third year). If you meet these conditions, you can transfer the unfinished subjects to the next semester in which they are taught. For more information, stop by your study officer; contacts and office hours can be found at  [Studying – Study Offices and Contacts](#).

Bachelor thesis

A bachelor's thesis is a big challenge for most students, as it is probably the first such extensive and professional text that you will write. But there is definitely no reason to be afraid of it!




There are **various types of support** available to you throughout the process, and you should definitely take advantage of them! The more information you have, the better your bachelor thesis will be.

- **NTK** offers a large number of courses, workshops and consultations that will help you with working with sources and writing of the thesis. In particular, there is a webinar "My First Scientific Article" that teaches you how to find sources, how to cite them correctly, and how to write it all down so that it looks like you really know what you are talking about. You can also take advantage of an individual consultation and ask about anything that is not clear to you in connection with academic writing. The service is free-of-charge, so take advantage of it! Webinars and other information can be found on the NTK website ( [ntk, education and research support](https://ntk.educationandresearchsupport.cz)).
- **Tutors** organize various events throughout the year that can help you choose a topic or advise you on how to approach the whole thesis, and share with you the experiences of those who have already done it. They will also help you with possible traps in SIS. Follow their social media so you don't miss a thing, but be aware that some of their activities are only in Czech (do not hesitate to contact them if you are interested in something specific)!
- **Some faculties/departments** also have their own lectures and presentations of topics, etc., be sure to attend them, and if you are interested, meet the supervisors or older students. It is also smart to visit an open day, when you can, for example, see the laboratories. In short, get as much information as possible at every step.

The basis of success is **communication with the thesis supervisor**, whom you can ask about anything at any time (about the writing process and content, but also about the form of the thesis, citations or defence). We strongly recommend that you set the dates and methods of checks during the processing of the

thesis. It will facilitate your communication and it will not happen that you have to catch up on something at the last minute. In your relationship, mutual decency should apply and you are expected to adapt to the supervisor's time availability.

You can find more detailed information about the bachelor thesis, also divided by faculties, at  [Finishing Studies – Writing the Final Thesis.](#)

Choosing the topic


Do not underestimate the topic of your bachelor thesis. It is important that you relate to it, find it interesting and enjoy it – this is the key to success. Consider the different options, look at the offer and if something catches your eye (whether it's the topic, the supervisor or the lab), don't hesitate to apply straight away, or discuss the details with the potential supervisor.

If you are hesitant between several topics, make an appointment with each supervisor to find out exactly what each topic would be about. Also consider what the team or lab looks like and if you find the cooperation with the supervisor interesting, etc. It's definitely a good idea to ask older students if they have any recommendations for supervisors. A communicative and friendly supervisor who responds quickly to your questions is essential for success! Don't procrastinate too long though, lest your topic/trainer gets taken by someone faster.


Tutor's tip: If you have the time and inclination, you can start looking for topics earlier than the syllabus says, good places and topics tend to go quickly. But it varies from department to department.

If the topic grabs you and circumstances allow, there is the option to continue with the same topic/group while writing and measuring your master thesis. Therefore, choose your topic and lab carefully and thoughtfully.

Where can you find topics?

 Each faculty/programme/department has different rules for selecting the bachelor thesis. The main thing is to follow the information from the study officers – at some departments, topics are chosen from a list on the website, at other departments, topics are chosen from SIS or a circulated document. You can also discuss the topic directly with the supervisor individually (for example if you are interested in his/her work). You can also do your bachelor thesis outside the school (e.g. at the Academy of Sciences of the Czech Republic, in a contract company, etc.), but you have to find a supervisor from the school who will "sponsor" your thesis and become your internal supervisor (in addition to the external supervisor).

Tutor's tip: You can look on the departments' websites to see what each research group does and what their research activities and publications are about.

 Economics students come up with the topic of their bachelor thesis individually with the supervisor(s) working on the subject. Do not be afraid to contact the supervisor directly with an idea for a topic, or look at the published proposals. The thesis should address a specific, current issue. It is important to try to formulate a research question in advance that establishes the goal or purpose of your paper.

For more information, see  [Finishing Studies – Writing the Final Thesis.](#)

You should register your bachelor thesis topic by the end of the winter semester of your third year. You can either apply for the topic yourself in SIS ("Dissertation subjects") or you will be registered by your supervisor (depending on the faculty, see info on the website). You will find out the specific deadline for topic enrollment from the study officer or the thesis supervisor. Also check if the supervisor has registered the topic and if it really corresponds to your thesis (it is very difficult to change it later).

Thesis structure

The bachelor thesis consists usually of six main parts:

- An abstract (where you summarize your bachelor thesis)
- The introduction (where you introduce your topic)
- The theoretical part (where you describe the previous research and knowledge of the topic and what methods you used)
- The practical part (where you describe what did you do, how did you do it and what you discovered)
- The results/discussion (comparison of your results with theory and literature (as two separate or one summary chapter))
- The conclusion (where you summarize the whole thesis and its results, possible benefits and likelihood of further research on the topic)

The individual parts of the thesis, as well as the structure of the document itself (paragraphing, font size, etc.) have specific rules. General guidelines can be found at [!\[\]\(e2376d476d06eb31946dc01a69a4403a_img.jpg\) Finishing Studies – Writing the Final Thesis](#), where you should not overlook the

so-called thesis template, which explains everything. But beware! Departments may have their own requirements (e.g. citation standard, scope of the thesis) which differ from the general ones. It is therefore a good idea to ask the supervisor what exactly will be required.


Tutor's tip: You can download the thesis template and work directly in it. However, it is better to copy the formatting of the template into a new word document, otherwise the citation programs may not work properly.



Writing and working with resources

Theoretical part

The theoretical part is a thorough literature review in which you state all the already established knowledge about your topic. Therefore, the basic work to prepare the theoretical part of your thesis consists of researching information.


Your main source can be Google (or, specifically, the more scientific Google Scholar) and any scientific database like SciFinder, Web of Knowledge, PubMed, Reaxys, ScienceDirect, and Elsevier, where you have access to most articles with your school login.


NTK (National Library of Technology) can also be of great assistance to you, and not only as a place to study. You can use thousands of electronic journals, books, and databases online, as well as borrow many printed publications on the spot ( [ntk](#), [eResources accessible from home](#)).

 In addition, there is also a chemical library chemTK within the NTK, where you can find many resources to draw from; you log in with your school login. You can find more resources or inspiration at  [Studying – Study Materials](#).

How to cite to avoid plagiarism?


Plagiarism is "presenting another author's intellectual work, borrowed or imitated in whole or in part, as one's own" (source: standard ČSN ISO 5127-2003).

If you include somebody else's work (article, picture, etc.) in your thesis, it is necessary to cite it correctly in order not to commit plagiarism and violate the rules of scientific ethics and copyright law. For more information and how to cite correctly, see  [Finishing Studies – Writing the Final Thesis](#).

We strongly recommend the usage of a reference management tool (EndNote, Mendeley, etc.). They make it easier to edit and work with citations throughout the document. To your advantage, the school provides them for free, just like Microsoft Office  [Studying – Study Materials](#)).

Tutor's tip: The Chemical Informatics course will teach you how to use scientific databases and citation programs. If it is not compulsory for you, you can take it as an elective subject.

Practical part

 The experimental part of the work includes analytical measurements, isolations, syntheses, verification of procedures, etc. The exact workload in the laboratory and the time required for the experiments will be discussed with the supervisor, with whom you will also arrange when and how often you will come to the

laboratory. You will then have to write up all the real and relevant results, what you measured and how you measured it, and how the experiments were carried out. Therefore, do not underestimate the importance of keeping an accurate laboratory diary, carefully writing down everything you did in the lab, what chemicals you used, etc. When you sit down to write the thesis, these detailed records will make your job much easier – you "just" copy them down.



Tutor's tip: Each job is individual and has different conditions and time requirements. Some people start measuring as soon as the work is assigned, others have less time-consuming experiments and more time is spent on literature research. Think about the time margin too – experiments may not always succeed.




For economics students, the practical part consists of a description of your own solution for a chosen problem. You can include your calculations, analysis, discussion, evaluation, and contribution of the work in science. Make sure that the things mentioned in the practical part and in the results are related to the problem and the main objective outlined in your work. Pay attention to the right interpretation of your results, don't forget to mention what data you are using, how you measured them, etc. Finally, discuss your results and give an answer to your original hypothesis.



Tutor's tip: Depending on the type and nature of the problems to be solved, think carefully about the time frame of the work. Some people will start processing data almost immediately after the assignment, but others will take a long time to find contacts or even a good basis for the theoretical part. Give yourself enough time, you will appreciate it.

"When should I start writing my thesis?" Well, it is the same as studying for exams – it is completely individual and depends on the requirements of your supervisor. If you have time as early as in fall, don't delay it, but there is no point in stressing and comparing yourself to others if you start later.


Don't worry at all if you're not good at writing at first. It's quite common to write one or two sentences a day at first (which you'll delete eventually). With time, it will get better and go much faster and smoother.

Tutor's tip: If you have absolutely no idea or don't know how to start writing, look at the thesis database  [Finishing Studies – Writing the Final Thesis](#)) where you can look at already defended theses and find out what the thesis looks like, its structure, length, etc.

Can you write texts with the help of AI?


It is not forbidden to use software tools for editing and creating texts, or artificial intelligence, when writing texts. Whether it is simple assistance (e.g. translators, spelling and grammar checkers, etc.) or complex artificial intelligence (e.g. Open AI in the ChatGPT

implementation), texts produced by software tools are considered as input only **and the responsibility for their use is always fully and unconditionally on the author who submits the thesis**, i.e. you. If you wish to use AI in your thesis, we recommend that you discuss this with your supervisor beforehand (or at least inform him/her of your intention to do so).

Always check the AI outputs (statements, references, etc.), as AI can and does get confused! For more information, see  [Finishing Studies – Writing the Final Thesis.](#)



I finished writing – what now?

When you have completed your bachelor masterpiece, it is necessary to submit it – electronically, in SIS, and in printed form, to the department's secretariat. The submission deadline depends on the date of your state final exam: beginning of June for the first term, middle of July for the second. The exact dates of submission of both versions (first electronic, a few days later printed) can be found in the Organization of the academic year ( Studying – Academic Calendar).

The bachelor thesis must be uploaded to SIS in PDF form. You will also need to additionally upload an abstract in English. Don't forget to carefully check the document before handing it in, whether the work is formatted correctly, and everything is as it should be. Check it thoroughly, especially after exporting it to PDF, as it might mess things up. Submission is binding and no changes can be made to the document after it.

Allow plenty of time for the final submission to SIS! It's not just a three-click process, you'll be checking the document over and over again to make sure everything is alright, there are no mistakes, etc.

Once submitted, the thesis will automatically go through an anti-plagiarism check to see what is the match with other theses. The threshold for matching another work is not set rigidly, but honest citation of sources is essential. The final assessment of the level of matching is up to your thesis advisor. As long as he/she knows that it is purely your work, there should be no problem even if the system shows a higher percentage of match.

Tutor's tip: Even though you checked everything 3 times before submitting, you can still find some errors and mistakes in the text after the fatal "click" of upload into SIS. The main thing is not to freak out, it happens to everyone, and if it's just a tiny detail, there's no reason to worry about it.

Printing your bachelor thesis is just as important as submitting it online. Find out in advance from the supervisor how many copies the department will ask for. You can print at any copy centre that specialises in theses. Make sure that all the required printing parameters are met!

A very important part of printing your thesis are the covers, which you can get on the intranet using the so-called Cover Generator. This is linked to SIS and will automatically fill in your thesis title, supervisor and other necessary information. You check that everything fits, download the cover and send it to the printer, ideally before the actual printing (preferably 2 days in advance).

Tutor's tip: Arrange the printing date and details with the printer in advance by email to avoid a nervous breakdown while waiting endlessly. You can estimate the preliminary price from the price lists, include the number of colour pages and the cost of binding.

In case of problems with printing, it is possible (after agreement with the thesis supervisor and the Department's Secretariat / Study Office) to submit the printed version a little later, after the official deadline. But don't count on it, try to have everything ready on time!


Bachelor theses with deferred publication

If you are working on a patent, project or in collaboration with an external partner as part of your bachelor thesis, where the results need to remain confidential for a certain period of time, a so-called deferred publication is applied (requested by the supervisor).

Special rules apply to such work during submission and defence





 Finishing Studies – Writing the Final Thesis).

State final exam

During your state final exam (SFE), you should prove that you didn't spend the last three years only in the canteen or Carbon, but that you paid a visit to some of the lectures and learned something from them. The whole examination consists of two parts: the defence of your bachelor thesis and an oral exam from predetermined areas. Detailed information can be found at  [Finishing Studies – State Final Exam](#).


Before the state final exam



At the same time as handing in your bachelor thesis (*see previous chapter, page 15*), you have a few more obligations before the state final exam:

- ☐ Check that you have fulfilled all your study obligations ( [Studying – Study Plans](#)).
- ☐ Make sure you have received credits for your bachelor thesis – you don't want to lose those hard-fought  15 credits /  12 credits! This should guarantee you the mandatory 180 credits for your entire study.
- ☐ Ask the Study Office / Study Department (after fulfilling the previous two conditions) via SIS to check your study obligations before the SFE. This is the same as enrolling in the next semester ( [Studying – Enrollment in the Next Semester/Year of Study](#)), just click on the "Submit Request" icon next to the "I request the Student Affairs Office to carry out a check before the SFE" box.

If you don't fulfil any of this, you won't be allowed to do the state final exam!

Date of the state final exam

The date of the state final exam depends on how you manage to hand in your bachelor thesis and fulfil your obligations. The first deadline is in June (you have to complete all obligations by the beginning of June), the second deadline is in August (you have to complete all obligations by mid-July). All the dates (completion of obligations, submission of the bachelor thesis and the state final exam period) can be found in the Organization of the Academic Year ( Studying – Academic Calendar).

The exact date of your exam will be assigned to you by the secretary of the department or the Study Office. You will decide whether you will take your state final exam in June and apply as instructed by the study officer or wait until the second date. In case of any unexpected event where the date you have been allocated does not suit you, communicate with  the secretary of the department or  the Study Department.

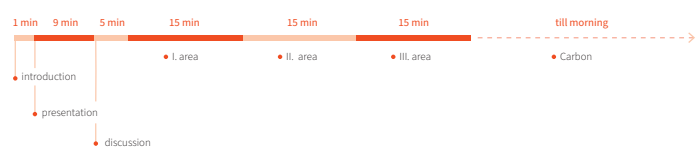
Tutor's tip: Registration for the first term of the state final exam takes place before the deadline for submitting the bachelor thesis and fulfilling the obligations. You may end up finding out that you're not on time for your bachelor thesis submission, but don't worry, you can opt out or be removed from the list (if you don't meet the requirements).

Course of the state final exam

The state final exam should be "just" a summary of what you have learned in these three (or four) years, but they should not be underestimated.

There are two main parts – the bachelor thesis defence and an oral exam from predetermined areas. First, you will have to defend your bachelor thesis in the form of a PowerPoint presentation, which you should bring on a flash drive (it is also useful to have a backup on your e-mail in case the technology fails). You usually have about 10 min to present, and you are expected to summarize the whole thesis. Some departments may have a different time limit, check with your supervisor! After the presentation, there is time for questions from the committee and for the supervisor to read the evaluation (if not read at the beginning).

After the presentation of the bachelor thesis, the oral exam starts immediately. Most committees will ask you a question straight away (no draw), exceptionally you may encounter time to prepare. The examination of each area (three in total) takes about 15 minutes, depending on how well you answer the question. In total you will be standing in front of the committee for about an hour. The announcement of the results may be immediately after your performance or at the end of the examination day.



Don't forget to arrive early and dress appropriately! For inspiration on the graduation dress code, see [!\[\]\(50ba758255c5d7cec2761495a31c7c80_img.jpg\) Finishing Studies – Graduation Ceremony](#). You have three attempts at the state final exam. If you fail any part of it (bachelor thesis defence or the oral exam), the whole exam is considered a fail. Fortunately, you repeat just the area that you failed, which means if you failed the thesis defence, you repeat just the defence (not the exam as a whole).

*Sir, we require
a formal attire
here!*



Preparation for the state final exam

Bachelor thesis defence


It is best to discuss the content of the presentation with the supervisor. Since the bachelor thesis defence is done at the beginning of the state final exam, prepare yourself well: try it out in front of your friends, supervisor or lab. If you give a good performance, you will make a good first impression on the committee and you will feel good right from the start.

Presentation tips that you can use not only in your defence:

- **Start from the end.** Before preparing your presentation, think about the answers to the questions "What do I want to say?", "Why is it important?", "What information should the audience take away?". Then start from the last one and gradually build up the scenario of the story so that an unfamiliar audience understands it all. At the same time, stick to the structure of the bachelor's thesis, so that you mention each part (introduction, theory, results, conclusion) in an outline.
- **Remember the minimum necessary.** Prepare how you will introduce your talk (reading the title of the presentation is not an introduction) and the key sentences for each slide. Also think through the transitions between each slide (how to "open" and "close" the slide). And don't forget the final summary and "denouement" of the story. Don't memorize the presentation from start to finish – it doesn't feel natural and you'll be easily distracted by any mistakes/forgetting.
- **Speak up.** Rehearse the presentation out loud a few times beforehand, you will come up with wording that is easily pronounced and you will feel more confident (written text and spoken text are not the same). At the same time, you will practice speaking loudly so that the audience can hear you well. Use the stopwatch to see if you can fit well into the time limit.
- **Remember, the commission is not an enemy.** Don't let the fact that everyone is looking at you and waiting to hear what you have to say throw you off. They're on your side and they want you to be successful. Ideally, you should engage them with your interpretation and make them think about the topic.

- **Breathe.** Try to consciously take a few full breaths through your nose a few times a day. In addition to learning to calm down and manage stress, you'll also subconsciously memorize your breathing pattern. You can't breathe through your mouth when presenting, so breathing through your nose comes in handy. Otherwise, you'll easily run out of breath, not be able to breathe, and increase the stress of the situation. So, breathe! Take a breath. You've got time.

State final exam areas

- The bachelor state final exam consists of three areas of questions. The ones you will be tested on can be found on the faculty/department website ( [Finishing Studies – State Final Exam](#)). It might be questions from one certain subject or a set of different topics you learned during your bachelor studies. If you can choose from more than three areas, report your choice to the secretary of your department/Study Office.

Tutor's tip: Before the state exams, look at the composition of the committee and the specialisation of its members. Often, they ask questions close to their field of expertise.

And how to stay sane with all the studying? Here are some helpful tips from older students:

- **Learn the basics well**, it doesn't seem like it, but within the state final exams there is not so much time to go into detail.
- It's good to **find a system in your studying**, not to jump from one topic to another, and also to have a regime, i.e. don't forget sleep, food and physical activity.
- **Be careful not to overdo the beginning**, so you don't get

tired after three days of nonstop studying. And if you're not good at it, try a change of scenery or study with friends.

- **Read through all the material/questions evenly** so you don't end up learning the beginning perfectly and not having the capacity for the last chapters.

Red diploma (graduating with honours)

If you are an excellent student, you can try to graduate with honours, and receive so called "red diploma"! It is simple: achieve an overall grade point average of up to 1,5 and not one E from any exam. Then all you have to do is pass the state final exam on the first attempt while getting A from the bachelor thesis defence and all three state final exam areas and the red diploma is yours. (See

 [Finishing Studies – Diploma.](#))




After the state final exam

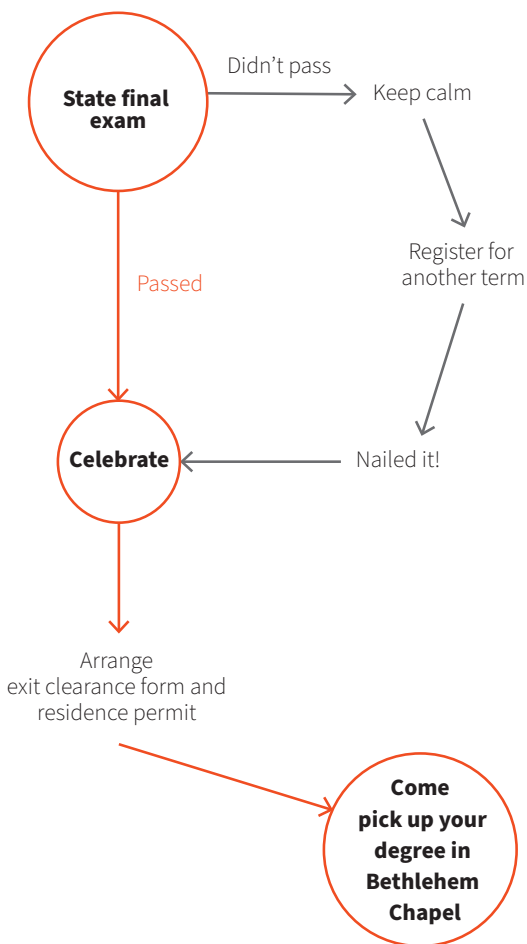
You can breathe now, it's over, congratulations! But before you put school behind you, you need to get a few things done. And then it's off to graduation!

Earning your degree automatically ends your studies at our university (even if you plan to continue on to a Master degree at UCT Prague). This, in addition to the non-functional canteen card, means that you no longer have the official status of a student, which expires on the day you pass your state final exam (and possibly renews on the day you enroll for further studies).

For these reasons, the following things need to be sorted out:

- ☐ Submit the exit clearance form to UCT Prague
- ☐ Arrange a residence permit for the purpose of seeking employment (if you plan to stay in the Czech Republic), or return the residence permit (if you plan to leave the Czech Republic permanently).

You can find more detailed information and the necessary documents at  [Finishing Studies – I am a Graduate.](#)



Graduation Ceremony

Once the formalities are completed, all that's left to do is to pick up your diploma! The graduation ceremony takes place in October of the following academic year at Bethlehem Chapel in the presence of your classmates, faculty and school representatives, and family. The ceremony is held in the Czech language. Further information will be sent to you by the Study Office/study department via email, and an informational brochure with tips on the ceremony can be found at [!\[\]\(d263118e0bfd47dc6bc704167d936b83_img.jpg\) Finishing Studies – Graduation Ceremony](#).



Master study programmes

Besides all the work you need to do during the third year of your studies, you also need to think about where you will go after your bachelor degree.

Where to go next?

Maybe you already know exactly where you would like to continue your studies, maybe you have a few ideas, or you simply do not know at all. If you don't know, it's perfectly fine, that's why we are here to guide you.

The choice of a Master Programme cannot be taken lightly, since your future career depends on it. It is good to find out as much information as possible about your different options and not to underestimate the choice you will make. Take into account not only the field itself, but also the team, the laboratory environment and other factors.

The easiest option is to continue studying a programme that is directly related to your bachelor degree. You'll deepen your knowledge and skills in what you already know. Students who have chosen this option usually say that finishing a Master degree is easier than studying a Bachelor degree, so consider this option even if you don't fully believe in doing a follow-up degree now. This route is also the most suitable for you if you are happy in the field and see yourself working in it in the future.

If you are not completely happy where you are now, think about other options. You can continue to study more or less anything – stay at the UCT Prague and change your study programme, faculty

or department (but then be careful about meeting the admission requirements, see further on *p.* 45), you can switch to another school, or even go abroad (for which you can get interesting financial support from various foundations, etc.).

You also have the option of studying two master programmes at the same time, thus gaining a broader perspective in different directions. Choose courses that fit well together and complement each other for future employment. For example, you can combine a chemistry and an economics programme. However, it will be more difficult to combine all the responsibilities, and care must be taken, especially during graduation and state exams.

Don't be afraid that your field of studies will determine your entire future. Your future is not written in stone, and you can always find a way to shift it to your satisfaction. What's important is that you leave school with a high-quality foundation of hard and soft skills that you can apply almost anywhere. It is important to always be open to different possibilities and not be afraid to explore your interests and educational limits.

Erasmus Mundus study programmes

Erasmus Mundus Joint Masters (EMJM) programmes are international full-time Master study programmes taught at 3+ universities in different countries during the course of studies, resulting in getting degrees from all participating universities at the same time. Graduates receive either a joint degree (one diploma featuring all partner universities) or multiple degrees (diplomas issued by each university separately).


Each EMJM programme offers a limited number of Erasmus Mundus scholarships covering study expenses (tuition fees, library and laboratory costs and other mandatory costs) throughout the studies. In addition, Erasmus Mundus scholarship holders receive an allowance of €1 400 per month for subsistence, student travel and accommodation for the duration of their studies.


University of Chemistry and Technology, Prague is involved in 3 EMJM programmes. Students of these programmes spend at least 1 semester at UCT Prague:

- International Master in Technology and Management for Circular Economy (IMATEC)
- International Master of Science in Environmental Technology and Engineering (IMETE)
- Master in Membrane Engineering for Sustainable Development (MESD)


For more information visit  [vscht, Erasmus Mundus](https://www.vsch.tz.cz/erasmus-mundus).

Where to look for information?



Start your research about the options by looking at the UCT Prague's overview of the master programmes and reviewing their curricula ( [Studying – Study Plans](#)), or look at the programme descriptions on the department's website. If you want to look beyond the borders of our school, explore the programmes on offer at other universities, both Czech and foreign.

Tutor's tip: It is completely normal that even in your final year you don't know yet where to go next. Therefore, do not hesitate to visit a career counsellor. A meeting with a career counsellor will help you clarify your strengths and weaknesses and what is the best fit for you. You will then have a better idea of what you would enjoy and find fulfilling. You can also discuss what opportunities are available in your chosen fields and what jobs are on offer. If you've seen a counsellor in the past, that's fine, she'll be happy to see you again ( Studying – I Need Help).


Do you want to continue at UCT Prague?

You can find all the details about the admission procedure to the master programmes at UCT Prague on the study.vscht.cz, ( [vscht, admissions, study](http://vscht.cz)).

Applications

Have you decided to continue at UCT Prague and have you selected your desired study programmes? Great! Now just don't miss out on the application deadline. The admissions are open from the beginning of December till the end of January. Just click on the "Admissions" icon in SIS and start your application there. Don't forget that for  chemistry programmes you need to submit a "Medical Assessment Form" (you can find the form on the website); for  economics programmes you don't need this document. There is no limit on the number of applications, however, there will be an application fee applicable for each of them.

Admissions

 Students applying for Master programmes shall take an entrance exam. The entrance exam is an interview, where the committee checks your knowledge in the field you want to study by asking you various questions. The questions are based on the areas established by each faculty.

What if I take the state final exam only in August?

Don't worry, just meet the admission requirements and you can be provisionally accepted. If you successfully pass the August state final exam, you can attend the enrollment day for the follow-up Master programme in September.

**Where to
gain more
experience?**

As we mentioned in the introduction, a bachelor degree shouldn't just be about studying! While you can learn how to collaborate with others on a project, how to present the results, good time-management or language skills in your school subjects, it's a good idea to develop these skills outside of them. In addition, extracurricular activities allow you to explore what you enjoy, what you excel at and what direction you would like to take next.

Now is the time to do it. There are many ways to develop yourself, and it's better to take small steps than to chase points here and there at the last minute. Discovering and trying new things now will give you a good foundation to build on in the future.

Try out more directions and activities to get an idea of what suits you and what you enjoy.

Various offers regularly land in your school email – society events, lectures and courses offer, information about trips abroad... So, try to at least read the subject lines carefully so that you don't miss anything crucial.



SO WHAT ARE YOUR SKILLS?



What is right for you?

Can't decide what to choose from the many options? Try coaching with an expert and get your thoughts and priorities straight!

Career Counselling, a service provided by the Counselling and Career Centre, is not just for when you are looking for a job. On the contrary! In the counselling room, you can clarify your strengths and what you need to work on or what you are personally suited for, but also discuss what type of work might be fulfilling for you and what you might be good at doing now. It's a good idea to use the service on an ongoing basis throughout your studies, simply to talk about your direction with an experienced and impartial professional from time to time to make sure you're heading in the right direction (and if not, how to change it). For details, see

 [Studying – I Want to Develop Outside of My Field of Study.](#)


Internships and study stay abroad

A study stay abroad (sometimes referred to as "mobility") is a great opportunity to meet new people and get a unique taste of different cultures; you will gain unique experiences that will benefit you for the rest of your life. A placement abroad is also a great point on your CV. Your future employer will appreciate the skills that come with studying abroad – your independence, your ability to adapt to change and to work in a diverse and multicultural team.

The types of mobility vary in length and focus.

We recommend that you take advantage of multiple options and go repeatedly. For example, under the Erasmus+ programme you are entitled to spend up to 12 months abroad both during your Bachelor and later on in your Master! Going abroad may mean having to extend your studies, as you may not always be able to take subject-specific courses abroad and then you will have to catch up on your return. However, studying a year longer offers you the opportunity to gain extra experience in both school and extra-curricular activities. Whether this is worth it, however, is for you to critically weigh up for yourself (including the financial aspects, for example).

Tutor's tip: If you're considering a study stay abroad in the first year of your master degree, you need to start arranging the formalities in the spring of your third year of the bachelor degree already!

Study exchanges are managed by the Department of International Relations (IRO) of UCT Prague. On their website you can find all the details about the programmes ( [Studying – I Want to Go Abroad](#)).


IRO also organizes lectures about Erasmus+ study exchanges (but also other types of mobility) at the beginning of each semester, where all the information is clearly communicated and there is space for questions.

Who can apply? You can apply if you have a grade point average (over your entire studies so far) of 2.0 or less; for mobility to

popular destinations, grade point average plays a big role. When going abroad during your bachelor studies, at the time of departure, you must have completed at least the first year.

What about applications? Applications are usually made to the IRO, following a call for applications. Beware of deadlines! Criteria vary, an application form completed with all the requisites submitted by the proper deadline is essential. This is usually followed by a selection interview where you present your plan and motivation.


What about finances? Most mobilities are financially supported by a scholarship. The amount varies according to the type and length of the programme, and consequently the destination you choose. Always find out about the financial aspect of the study stay abroad well in advance (you can use other students' experiences, for example) and calculate what percentage of the costs the scholarship will cover in the foreign country and how much you will have to pay from your own savings.

Tutor's tip: You can also get bonus points towards your application for a study stay abroad for being a member of the ESN organization ( [vscht, esn uct prague](https://www.vscht.esn-uct-prague.org)).

ERASMUS+

As part of the Erasmus+ programme, it is possible to travel to a foreign university for a period of 3–12 months; usually one semester or an entire academic year.

An updated list of all partner universities can be found on the IRO website, and you can also travel to other universities by

arrangement. When choosing a school, first of all find out the language of instruction so that you understand everything. You can find students' experiences of going to specific schools in the Erasmus+ database ( [vscht](#), [erasmus reports database](#), [dzs](#)).

What is the applications deadline? Usually in February/March, with a 2nd round in September/October if there are still available spots.

How to apply? You have to fill in an application form provide evidence that the courses studied at the school abroad and at UCT Prague coincide (the so-called Learning Agreement). Students studying at UCT Prague full-time in English do not need to prove their language proficiency. Then you go through a selection interview.


How to choose a school and recognize subjects?

1. On the official websites of the universities that interested you, find the offer of taught subjects for the planned period of your stay. If you cannot find such a list, contact the Erasmus+ coordinator of the chosen university and ask for guidance. At the same time, you can also make an appointment with the faculty coordinator at our school, who will advise you on what subject students have had studied at your chosen school in previous years.
2. Find courses (and ask for their syllabi) that are similar in content to compulsory / compulsory-elective subjects from your study plan, and find out whether the guarantors at UCT Prague would fully recognize the subjects (discuss the obtained syllabi with them). You can choose subjects across the study plan, even from different grades. Don't leave it to

the last minute, searching for subjects usually takes the most time – you will be discussing them with the guarantors and the faculty coordinator for 2 to 3 months.


3. The condition for the study trip is to complete at least one recognizable subject, so include at least two in the plan. Fill them in the Learning Agreement document, have it signed by the subject guarantors and the Erasmus+ faculty coordinator, and hope that you will be selected for the study trip.

Tutor's tip: Set aside enough time to prepare the Learning Agreement, review all the subjects and try to match the study plans taught at the UCT Prague and the foreign school as best as possible. This factor is very important for the nomination for the study trip. Do not underestimate the competition and prepare Learning Agreements for 3 different schools (maximum number possible). Unfortunately, there is a capacity limitation in the case of some schools and it would be a shame to miss the study trip because you applied for 1 school only.

In the upper years, students can also go on an internship within the Erasmus+ programme of between 2 and 12 months. The internship can also take place at universities or research institutes that are not contractual partners of the UCT Prague, or in the private sector ( vscht, erasmus, practical traineeship).

Tutor's tip: Communication with a foreign school can often be a challenging process. It is essential to contact their international department in good time – ideally 3 months before submitting your application.

ATHENS

ATHENS is a unique programme that offers students the opportunity to complete an intensive one-week course in a selected field at a partner university. Courses are offered twice a year (March, November). They include a total of 30 hours of lectures or practice, plus several hours of cultural program; you will get for participating 2 ECTS. Most courses are intended for students of master's programmes, so find out in advance if you can travel to the chosen stay ( [vscht](https://www.vschth.gr), Athens).


When are applications submitted? Usually twice a year, in January and September.

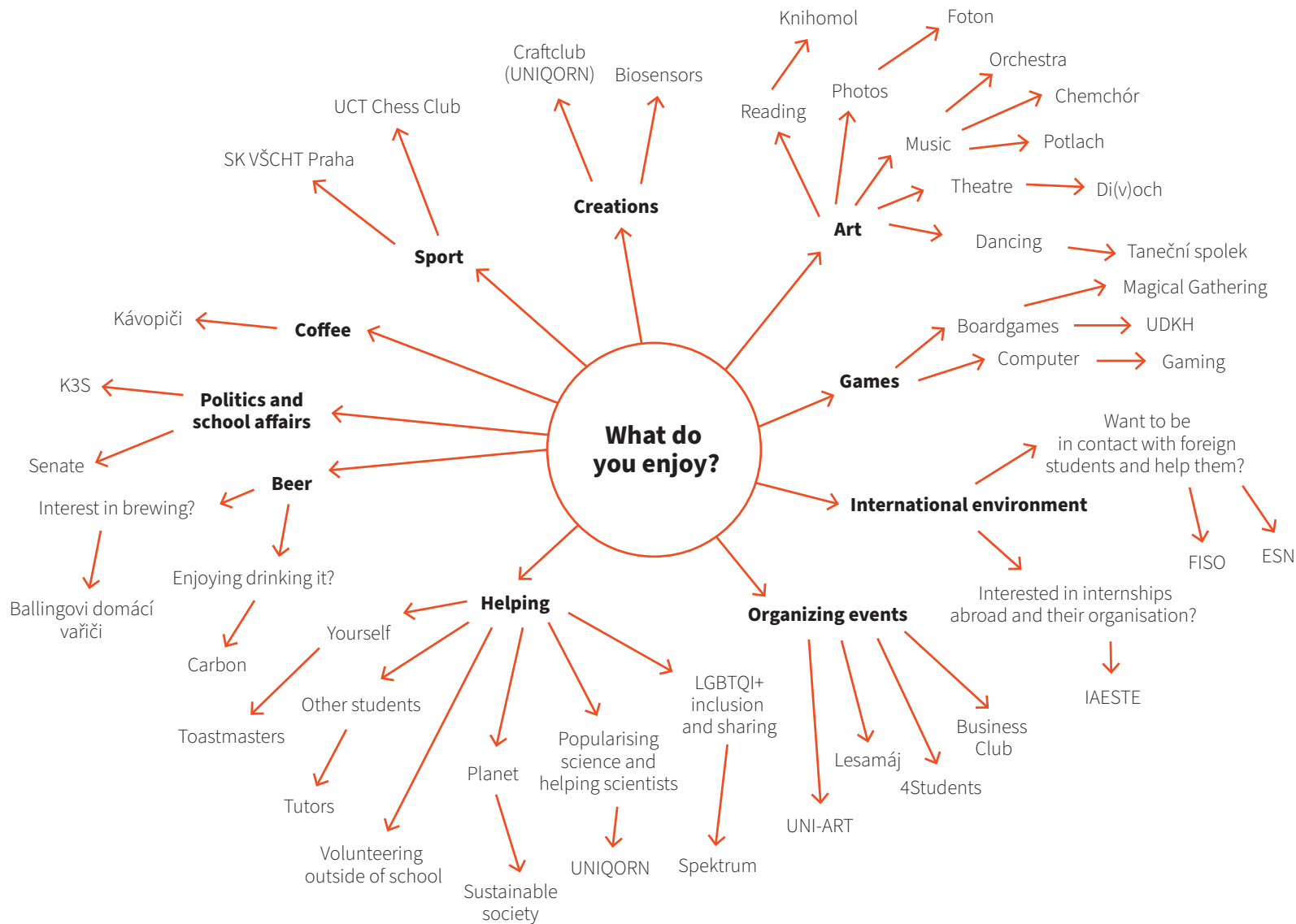
How to apply? The application is submitted electronically to the head office in Paris. You must have the printed form signed by the Vice-Dean for Pedagogy of your faculty and send it electronically to IRO.

Short-term mobility


These are study stays abroad lasting a maximum of weeks and include:

- **Blended Intensive Programme (BIP)** – an intensive programme combining physical and virtual activity at partner universities.
- **Summer/winter schools** of your choice.

In both cases, it is possible to use a financial contribution from the school. For more detailed information regarding the conditions for registration and the deadlines for submission of applications, see  [vscht](https://www.vschth.gr), [short-term mobility](https://www.vschth.gr).



Student associations, senate, K3S

Detailed information about individual associations, senates and K3S can be found on ( [vscht, active, management](#)).

Student associations

Whether you enjoy sports, art or perhaps organizing events, don't hesitate and join the chosen association! You will gain new experiences that may be useful for you in the future – in further studies, in your CV, or in your job. You will try cooperation in a team as well as different roles and positions within the group, organizing an event from A to Z or you will get a peek under the hood of marketing when promoting association activities. In addition, you will meet a bunch of new great people and you can participate in the pleasant environment of the school.

Whatever you can think of, we have it at school. For an overview, you can look at *the scheme*, details about individual associations are given on the association's website, including contacts. If you don't find an association that matches your interests, you can start your own and expand the UCT Prague association scope (and your field of experience).

Tutor's tip: Don't know which association to join? Would you enjoy its activities? Meet with the leader of the association and ask him/her anything that interests you. Or visit one of the association's public events and see for yourself whether it is something you want to invest your energy in.

Academic Senate of UCT Prague and Academic Senates of Faculties


As a member of the Academic Senate, you can actively participate in decision-making on many events at the school – election of the rector and deans, approval of internal regulations, influence on the management and equipment of the school, defending the rights of members of the academic community.

You can apply for both the Academic Senate of UCT Prague ("big" senate) and the Academic Senate of Faculties ("small" senates); it is necessary to be elected to both by students in regular elections.

Tutor's tip: Before you decide to apply to be a senator, you should familiarize yourself with how the school works and be active (e.g. in associations or other activities in the interest of the school).

K3S (Collegium of Student Senates and Clubs)

In K3S, active students from all corners of the school gather, both from the "political" senate level and from the "civic" association level. However, anyone who wants to help can join. The main purpose is to coordinate the implementation of student interests across the school: K3S, for example, participated in the abolition of mandatory indexes or submitted initiatives for the revitalization of the Campus. It is the advisory body of the student part of the Academic Senate.

Every year, K3S organizes the Šípek's Faculty Championship ( vscht, Sipek championship) in which the faculties and the

School of Business compete in a friendly manner in various disciplines. Assembled teams compete under the leadership of their captain in, for example, tug-of-war, a themed obstacle course at KaCheKRan (university carnival), a dragon boat race or a chess tournament. If you want to see how your faculty performed in recent years, check out the website. And if you are considering joining the team, contact the captain, you can find the contacts on the website (or look for the team on Instagram).

Part-time jobs and volunteering

First job opportunities are a great option to acquire slightly different skills, or to test theory in practice. You already have some knowledge and interests in the field from school, so try to look for positions corresponding to your field of study. You can find the offer of part-time jobs suitable for UCT Prague students at


 [Studying – Career.](#)

Note that a basic level of the Czech language may be required by some of the companies.

The school itself also offers you interesting possibilities. In some departments, you can get internships, or you can ask the laboratory where you are working on your bachelor thesis if they could use some help.

However, don't be afraid to send a CV even "completely outside of your field" if the position or the employer interests you and you


want to try the job and find out if it happens to be "exactly for you". It is important to test several positions, companies and work teams and get an overview of what suits you best.


As part of this discovery, be sure to visit (at the latest in the 3rd year) the **Chem-iK school job fair** ( [vscht, pkc, fair](#)) and continuously take an interest in the labour market – read interviews with interesting people, discuss their experiences with older classmates, attend lectures with experts from practice. In short, keep your eyes open.

Don't rule out the possibility of unpaid voluntary help (even if it's completely outside your field). Whether it's walking dogs in a shelter, building a school and tutoring children in developing countries, or programming a simple database in your favourite pastry shop, you'll further develop and enrich your options – and that really never goes away.


Competitions and calls

Another option to test the acquired professional knowledge in practice and gain valuable experience is to sign up for one of the regularly announced non-work calls or competitions. The competition will allow you to receive an award for activities, a project or even a bachelor thesis that you have already completed, or you can try to present your results before the state final exam, so you know what to expect.

You can find information and a regularly updated offer of competitions at ( [Studying – I Want to Develop Outside of My Field of Study](#)).

The competition with which you have the greatest chance to come into contact is **SVK – Student Scientific Conference** ( [vscht, svk](#)). This competition is school-wide; however, each faculty organizes its own specific implementation. It usually takes place every autumn and is divided into several categories (according to the focus of work, language, etc.). Students of B.Sc. and M.Sc. programmes present the results they obtained when measuring their final theses. You will present your results in the form of a short presentation or poster – the specific form will be determined by the organizers, i.e. your faculty. The best works are then rewarded financially and with valuable prizes. In addition, representatives of industrial companies that sponsor the competition are also present. So, you have a chance to get new useful contacts outside of school.

Courses and lectures

Hands-on experiences, i.e. ones where you can try the activities directly, are often the most beneficial. You acquire knowledge and skills in several ways at the same time. This is also why they are relatively time- and energy-consuming. Opposite them is a slightly more passive, but on the other hand, very accessible way to expand your horizons – various lectures, workshops and courses. You can choose a topic that interests you and improve in it, once or regularly; for more information about the possibilities, look at  [Studying – I Want to Develop Outside of My Field of Study](#).

At school, you have the **offer of the Counseling and Career Center (CCC)** right under your nose. Lectures by experts focusing on personal development, e.g. effective communication, critical

thinking, presentation of projects and oneself, coping with stressful situations or perhaps financial literacy. Note that most of the lectures are held in the Czech language, if you are interested in a specific topic, do not hesitate to ask the CCC!


The **Maker Institute** offers interesting workshops (often held directly at the Dejvice Campus) that combine theory with practice. For example, you can learn to work with a 3D printer and various other technologies, participate in creating projects with social impact using technology, or even become a trainer yourself!

If you prefer online options, you can take a look at the **Coursera** platform, for example, which offers courses from prestigious world universities with a focus on everything from chemistry to programming to interview preparation. As a UCT Prague student, you also have free access to this service! You can also find interesting online lectures on EdX.

UCT Prague also organizes lifelong learning courses where, as a graduate or while still studying, you can expand your knowledge of your field, or learn something completely new. For completing some courses, you will also receive a certificate, which can shine in your CV.

Tutor's tip: When choosing any commercial course, always check the quality of the services offered, read reviews or ask about reference.


Mentoring

Mentoring is a specific and very effective option for (self) development and learning. It will help you clarify (not only) your career direction and set long-term goals. Through a mentor, an experienced person from your chosen field / direction, you will get an insight into the usual work duties of the given position and into the operations of the selected employer. In addition to gaining valuable experience and contacts, a mentor can help you solve various study and personal challenges and obstacles. Information about mentors, logging in, etc. you can find it at  [Studying – I Want to Develop Outside of My Field of Study.](#)

A mentoring programme is an ideal opportunity to, for example, learn more about a position or work focus, a specific company or institution, even if you don't quite feel like getting involved in the work process (in general, or perhaps in a higher position).

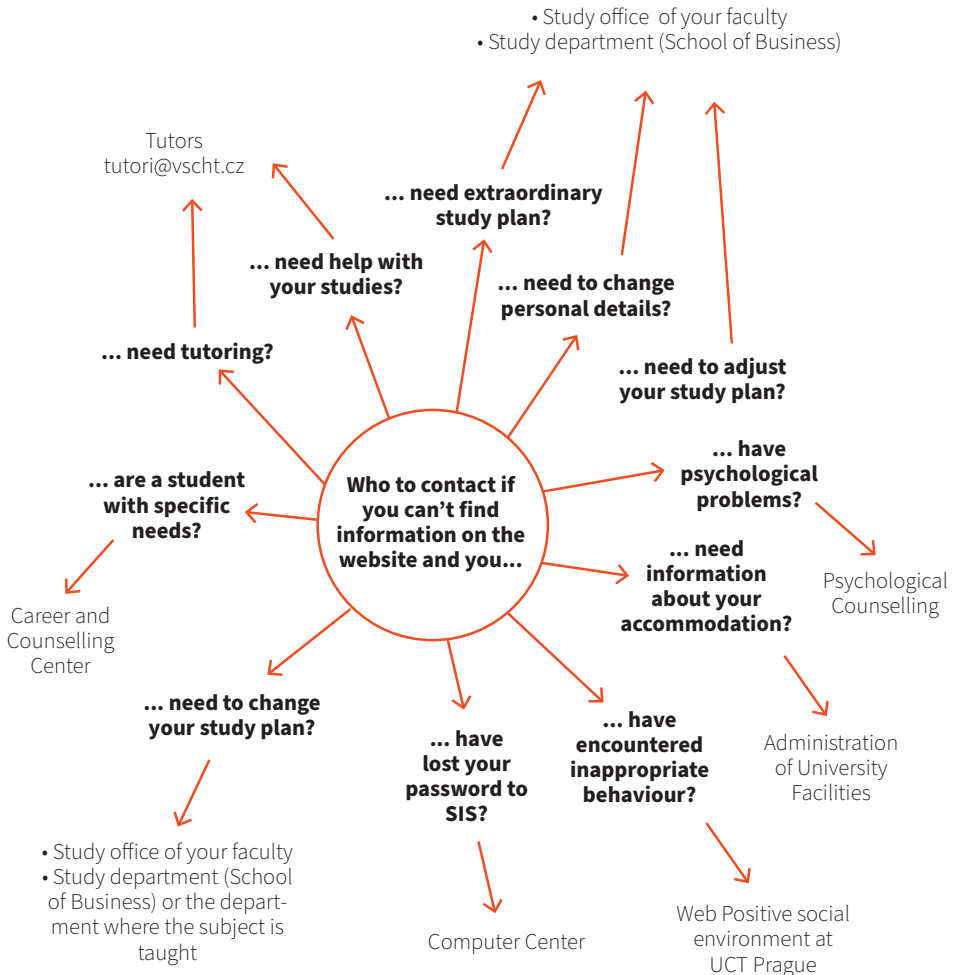
How to write a resume and motivation letter?

For some of the listed activities, you may have to create a CV and write a motivation letter, perhaps for the first time. High-quality processing of these documents is a key step to success and getting the part-time job/internship/place at a foreign university that you really want. Therefore, take a good care of them and for inspiration and tips on how to do this, you can try Career consultation, where you can meet with a qualified counsellor and you can look at your documents and fine-tune them together to perfection, or

discuss the specific offers you are deciding between. You can find everything at  [Studying – Career](#).

Tutor's tip: Create a profile on LinkedIn (if you don't have one yet)! LinkedIn is a professional social network where you can make new contacts, professionally follow your colleagues and potential employers or look for a job. And don't forget to update your profile regularly – add relevant experience, education, courses and more. You never know who will look at your profile and who will be interested in your unique combination of "items". The aforementioned Career consultation can also help you edit and improve your profile.

**Need
help?**



What and how the school can help you is written in the study regulations (see [!\[\]\(50ba758255c5d7cec2761495a31c7c80_img.jpg\) Studying – Internal Regulations and Documents](#)). The individual questions and necessary documents are more detailed on [!\[\]\(4991d58d1e01404b6cc46722865f5a5a_img.jpg\) Studying – I Need Help](#). In this guide, we only offer you a brief overview of the options, who to turn to if you don't know how to do something. You probably already heard about most of it in the first year, but it doesn't hurt to repeat who – what – when.

Do you need to deal with study matters?

Ask the study officer


At the Study Office, or in the study department, you will handle key administrative matters with the assigned study officer, e.g. registration for the next semester/year, or the extraordinary study plan (ESP). Office hours can be found at [!\[\]\(99f58673407353e96a019fbca558fd72_img.jpg\) Studying – Study Offices and Contacts](#).

Before you go to ask your study officer, first check if the topic has not already been covered on the [!\[\]\(0f848bbd71cef6b345273b16f905912a_img.jpg\) Study website](#), so that you don't ask about something that is posted on the main page. If you don't find the answer to your specific problem there, you'll at least remember the basics and know what the study officer is talking about.

Tutor's tip: Almost every problem has a solution, but it needs to be solved in time. Don't be afraid to ask for help, even if you feel that your problem is trivial. No one will tear your head off!

Consult the Tutors


The tutors, an association of more experienced students in higher years, are specially trained to answer your questions related to your studies, or to direct you to other resources and competent people. For example, they will help you with the interpretation of study regulations (what you have the right to and what your obligations are), choosing a bachelor thesis, tutoring, orientation in the school and its processes, or involvement in extracurricular activities.

You can contact them at any time by e-mail (tutori@vscht.cz) or arrange a personal meeting. But before that, it's a good idea to look at their website ( [vscht, pkc, tutors](http://vscht.pkc.tutors)), where the most frequent questions are already answered. You can also often meet them at events they (co)organize – follow them on Instagram @tutorivsch or on the website so you don't miss anything and if you are interested in something organised in Czech, do not hesitate to ask about an English version/translation.

Also, don't forget to regularly check the school e-mail, where the tutors send information about upcoming events that they are organizing, such as the script exchange, the master's trade fair or the recruitment of new tutors.



Consult FISO

FISO (Full-time International Student Organisation) is an organisation made of international students who offer help and support to their peers with study issues including study materials and resources. Except for dealing with study matters, they also organise social events and help with networking and university integration.

Tutor's tip: If you are looking for a contact for anyone who works at the school, you can find them in the phone book of the school at  [Studying – Study Offices and Contacts](#).

Have you found yourself in a difficult situation?

Counselling

It is always good to deal with a difficult life situation with experts. You can find options and contacts on  [Studying – I Need Help](#) or on the website of the Counselling and Career Centre ( [vscht, pkc](#)).


If you find yourself in a difficult, challenging situation (whether related to your studies or your personal life) and you would like to talk to someone about it, you can arrange a consultation with the school psychologist. You will discuss your problems and together you will look for a suitable solution. On the website of the psychological counselling centre, you will also find contacts for non-stop crisis services (some also have an online chat), where they will help you if necessary.

Psychological counselling is also available to anyone who has encountered any form of behaviour that violates the dignity of an individual (sexual, gender, racial or otherwise discriminatory behaviour), whether by fellow students or school employees, see below.

On the topic of financial difficulties, debts, you will find basic advice and a resource guide for social and legal advice on the website.

Does your health/mental condition make it difficult for you to study?


If you have difficulties with your studies due to dyslexia or dysgraphia, a physical disability or psychological problems, you can register as a student with specific needs (SSN) and take advantage of support measures that allow you to adjust your study conditions (e.g. longer time to write a test, etc.). It is necessary to pass an entrance interview and be registered.

Registration is possible at any time, but before the start of the exam period at the latest, so don't put it off for later and visit the SSN office in time ( [Studying – I Need Help](#)).




Have you encountered inappropriate behaviour?

UCT Prague fully supports positive relationships in the university environment, respect for others, a collegial, open and balanced way of acting and communicating. The academic community and employees respect and adhere to the Code of Ethics of UCT Prague. Joint efforts for a cultural, fair and friendly environment, or rejection of all forms of behaviour that violate human dignity, including discrimination, aggression, coercion, intimidation or other forms of bullying, is essential.

If you feel that something strange has happened (to you) that could be in conflict with the university's ethical principles, you can discuss the situation (even anonymously) and get advice on the next course of action. It can be, for example, interpersonal conflict, humiliating behaviour, sexualized behaviour, unfair treatment or assessment, bullying, etc. during educational, creative and other activities ( [Studying – I Need Help](#)).

Don't know where to go?

Career counselling is not only for those who are dealing with a "career". We think that absolutely everyone should visit it and save themselves a few sleepless nights. With an expert, you can discuss your strengths, what you are personally suited for or in which direction you could invest your energy if you are now doing "a little bit of everything". Don't be afraid to use coaching repeatedly during your studies and reflect on your progress and correct your direction so that you are still heading towards your dream goal ( [Studying – I Need Help](#)).

Why are we telling you all this?

There are activities that you have the opportunity to do now that very few people find time to do after school, while working. For example, you'll probably be playing sports when you're 40, but you might not get to go abroad for six months or organise a festival. It's really hard to do that when you're already "out there".

Seeing school as a set of grades and assessments is like only looking at traffic signs when driving a car. Sure, it's important, but the traffic signs are not the only thing on the streets. It's all about what you can see and where it gets you. So, get going!

Fingers crossed.

We'll meet you at Carbon with your diploma in hand!

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