You are writing your future right now!

Responsibilities, i.e. what is ahead of you

What needs to be done before the state exams?

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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.
So, do not hesitate to turn to the next page and make a step towards the path of obtaining those two letters with the dot in front of your name!

During that path, do not forget that love is chemistry and chemistry is UCT.

We wish you good luck, great success and lots of love for chemistry (and UCT)!

Sincerely, the Authors of the Bachelor’s Guide, alias the Purple Legion of Tutors
You are writing your future right now!
Almost everyone’s goal in life is to be happy. The meaning of happiness differs from person to person but, in every plan, there is the aspect of work and money making which partially (but not definitively, don’t worry!) predetermines your educational path process. You have already laid the foundations for this path by choosing a university, so the question now is how can you get the most out of this experience? How to ensure that the time you will spend in school, which in the case of UCT is not little, is comprehensive, useful, and brings you closer to your above-mentioned goals?

Now your days revolve around your schedule, mandatory courses, labs, and credit hunting, and you are probably fed up with that. Most likely, a warning alarm rings in your head about the approaching state exams and writing your bachelor thesis. But do not fear, as you are the people of the future! A prestigious education is not everything and needs to be supplemented with other activities. This guide is here to show you how easily this can be done! Let’s make the best out of your time during your bachelor’s degree together. We are here to ensure that you don’t just sail through school, but also lay a high-quality foundation towards your future. Hand in hand with your studies, you can gain a unique set of not only professional knowledge, but also experience and skills that will distinguish you from your classmates: mastering various calculations and cooperation in a group, solving crisis situations, good time management, intergenerational and intercultural communication (so-called soft skills) to name a few!
Everything you experience and try out during your bachelor’s studies will be a great starting point for any further studies and, subsequently, your future career. No one can take your acquired experience and knowledge away!

- **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, conscientiously write it) and, also, do not underestimate the preparation for the state exams. Better safe than sorry!

- **Create an overview.** Get a basic idea of the possibilities in your field and how you can develop yourself further. At the same time, you should also roughly understand what you would or would not enjoy, what role in a team you would prefer, or what type of employer might be suitable for you.

- **Broaden your experiences.** Go study abroad, try several different types of part-time jobs and internships, and join a school association or volunteering project. Look at the world outside of the school walls.

- **Develop your capabilities.** Participate in various workshops and lectures. Take part in extracurricular activities to gain a ton of soft skills, which will signify a competitive advantage among your peers in the future.
You may think to yourself, “I am only in the second/third year of my studies, there’s plenty of time”, but unfortunately, time flies. Since the first part of your studies is coming to an end, it’s better to deal with everything step by step in advance. In this way you’ll create a good foundation, which you’ll only need to polish, expand, and enrich during your master’s degree. While others will only be starting their development, you will already know exactly where you are going and what you still have to do before reaching your final destination.

This booklet will partially guide your steps - the rest of the magic comes from you!

PKC wishes you a lot of strength and luck in your journey.

Counselling and Career Centre (PKC) UCT Prague is here for you. It helps all students get the most of the studies and themselves. Whether you are dealing with some issues or you are interested in self-development – PKC offers something to everybody through many professional services!

This is the SYMBOL FOR ECONOMIC STUDENTS. So if you study economics and you see this symbol, pay closer attention! This is where you find important information that may differ in your study program. At the same time, read carefully the whole guide as it offers lots of tips and tricks to help you with your studies in general.
Responsibilities, i.e. what is ahead of you
What needs to be done before the state exams?

Three years fly by so fast. Your responsibility during your studies is to obtain at least 180 credits. All the mandatory and optional subjects from your study plan must be finished. You will also need 4 credits from Physical Education (or sport courses).

Be aware that some study programs do not have enough prescribed courses in their study plan to meet the requirement of 180 credits. Therefore, you need to check everything in advance and, if necessary, sign up for additional elective courses (so that you meet 30 credits each semester, as required). Otherwise, you will have to catch up on credits at the last minute.

The courses you complete during your studies will form the basis of your state exam questions, where mandatory subjects will be the main ones.

If you are held back by an unexpected event during your studies, and due to this you are not able to fulfil all your study requirements in time, there is the possibility to extend your studies. There must be a valid reason for this, e.g., illness, family matters, etc. Another option may be your desire to learn beyond the scope of the study plan and combine it with development activities or perhaps a trip abroad (Erasmus). The extension needs to be thoroughly thought through, including the financial situation and the fact that the state-paid bachelor’s degree is for a maximum of 4 years. For more information, consult your study officer.
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*You can’t do everything in 3 years? In justified cases, your studies can be extended. Ask your study officer for more information.*

### 3rd year

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In the diagram you can find out what awaits you and when during your studies and what you should not forget. Without the mandatory parts, you won’t get your degree; the rest depends on your preferences, but we strongly recommend to somehow include it as well. When and for how long you will pursue them is up to you, the time-line here is just for the reference. You can mark your advance on the dashed line for everything to follow smoothly.
Bachelor thesis

Writing a bachelor thesis is usually the greatest challenge, but there is no reason to fear it. It usually consists of two main parts: a theoretical part and a practical (experimental) part.

**Tutor’s tip:** All important information (such as deadlines and other advice) will be given to you by your thesis supervisor. Do not hesitate to ask them anything, communication is key!

Choosing the topic

The rules for choosing a topic are different for chemistry students and economic students.

Chemistry students are primarily limited in their choice by the study program, which determines at which institutes they can complete their bachelor’s degree. An overview of the listed topics according to your study program, or specialization, can be found in SIS (or on the websites of the individual institutes). Take interest in the individual institutes, working groups and topics at the end of the second year, when the guarantors approach students. Another possibility is to look up what the given scientific groups are dealing with on the website of the institute and individually agree on a topic. In this case, specific supervisors are usually approached with a request to lead the work. A bachelor’s degree can also be completed outside of school (e.g. at the Academy of Sciences, in a company, etc.), but it is not always easy to arrange. You have to find a supervisor from some school institute who will lead your work and become your internal supervisor (in addition to the supervisor from the external workplace).
Tutor’s tip: Various events and lectures are held throughout the year, organized for example by individual faculties or tutors, which can make your choice easier. Consider also visiting an open day, where you can learn useful information about specific institutes, or even take a look at selected laboratories. Don’t forget to follow e-mail and social networks so you don’t miss out on anything!

**Studying Chemistry?**

- Pick your topic in SIS/find a department or laboratory
- Discuss your topic and details with the supervisor
- Check if you have your topic
- Start measuring experiments in lab
- Write the literature review
- Write the experimental part

**Studying Economics?**

- Come up with a topic and the main goal
- Arrange a place to work on the thesis
- Find a supervisor
- Check if you have your topic registered in SIS
- Collect and process data
- Write the literature
- Write the experimental part

Print and submit

Nail your thesis defence and state exam!

Celebrate!
Economic students come up with the topic of their work themselves, usually on the basis of an agreement with a selected company. The thesis should focus on a specific, current problem and try to solve it. It is important to formulate a research question in advance that determines the goal or purpose of the work. You can then address the supervisor who deals with this area with a thought-out topic. You can find a list of the specializations of individual teachers and proposed topics for bachelor thesis on the institute’s website (vscht, business, bachelor).

Once you find the right topic, add it in SIS (see the Dissertation subjects icon) and wait for your supervisor to confirm it. Make sure everything is correct (topic, main question...) to avoid any problems later. The deadline for the selection and registration of the topic is always determined by your faculty; the usual date is during the winter semester of the 3rd year.
Communication with the supervisor is absolutely essential for successful collaboration. We strongly recommend setting your own deadlines in advance. It will make your work easier, and you won’t have to catch up on everything at the last minute. There should be mutual respect in the relationship, and you are expected to adapt to the supervisor’s time options.

Remember, your choice matters! Give yourself enough time and consider your options. If the topic of the work interests you, you are halfway there. You can also (often, but not always!) continue
your master’s degree in the same laboratory. If you are deciding between several topics, make an appointment with the supervisor, where you will find out exactly what the work is about, what the laboratory and the team looks like, and other information that will make your choice easier.

**Tutor’s tip:** Every thesis is specific and has different conditions and time requirements. Some people start measuring immediately after getting the assignment, other experiments are less time-consuming and literature research takes more time than the actual experiment. Think about the time reserve - experiments may not always work out, and it may take longer for economic students to find some contacts and data.

**Writing the thesis**

The bachelor thesis consists usually of six main parts:

- An abstract (where you summarize your bachelor thesis)
- The introduction (where you introduce your topic to the reader)
- The theoretical part (where you focus on 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 discussion (where you compare and discuss your results with the literature)
- The conclusion (where you summarize the whole thesis and its results, possible benefits and likelihood of further research on the topic)
When writing, first pay attention to the formal style of the thesis. Our school has rules about the structure of the document, paragraphs, font size, etc. that you can use in your work. You can find general instructions on the internet (vscht, thesis template). There you can also find and download a thesis template; however, it is available only in Czech. The template includes the requirements and structure of the entire thesis, and you can download it and write directly in it. But beware – different study programs or departments may have their own requirements that can vary from the general ones! Therefore, it is good to check in with the supervisor of your thesis what exactly is required.

You can write your thesis either in Czech, Slovak or English.

**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). Moreover, the chemTK, brought to you by NTK, UCT and IOCB Prague, is an integrated library within NTK, where you can gain many sources and services from all three institutions (chemtk).
If you have a problem with how to search for scientific sources and/or you would like general tips for writing, you can sign up for workshops and webinars organized by NTK. Last but not least, these series of courses focused on the final thesis may be the right thing for you (ntk, courses, workshop in english).

Every source and reference that you use needs to be cited correctly. Each department uses a different citation style, so check what to use with your supervisor. We strongly recommend the usage of a reference management tool (EndNote, Mendeley, Zotero 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 and other software (vscht, software for students).

**Tutor’s tip:** You can learn to work with scientific databases and reference management tools in a subject called Chemical informatics, so don’t skip 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.
Most importantly, the worst thing is the beginning! Don’t worry if you struggle to write anything at first. It is completely normal if you write only one or two sentences a day (which then you will cross out anyway). But it will be smooth sailing from then on. You can also look in the database for previously published thesis. This way you get the idea of how a bachelor thesis should look (vsccht, database of final thesis).

**Tutor’s tip:** Most students struggle with writing a literature review. Therefore, it is better not to postpone this part and get it over with as soon as possible.

**Practical part**

Your supervisor will tell you what you are going to do and how much time it will take you to complete all the experiments. Don’t underestimate a proper laboratory journal and take thorough notes about what you did and used in the laboratory – you will appreciate it later when writing.

For economic 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.
The writing is done – what now?

When you have completed your bachelor’s masterpiece, it is necessary to submit it – electronically, in SIS, and in printed form, to the department’s secretariat. The submission deadline for both is on the same day and it depends on the date of your state examination (beginning of June for the first term, middle of July for the second term – see the organization of the academic year). However, in the event of a problem with printing, you can hand in the printed version of your thesis a little later (after an agreement with your supervisor and the department’s secretariat).

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.

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 get worked up about it.

Printing your bachelor thesis is just as important as submitting it online. Find out in advance how many copies they want from you at your department. Printing can be done in the university copy center (building B, vscht, copy center) or in Kanag (building A). They will help you on the spot with all the printing and binding.
**Tutor’s tip:** Arrange the printing in advance by e-mail as this will help prevent the collapse of your nervous system while waiting endlessly at school. At the same time, keep in mind that it is necessary to pay in cash. You can find out the approximate price from the price lists. Don’t forget to include the number of coloured pages as well as the price for binding.
State examination

During your final exam, you should prove that you didn’t spend the last three years only in the canteen or Carbon and 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 questions.

Term of state examination

The time in which you will have your final exams depends on when you have submitted your bachelor thesis. The first term is at the end of June (if you submitted your thesis at the beginning of June), the second term is in August (if you submitted your thesis in the middle of July). Don’t forget that if you hand over your thesis in the first term, you will automatically have your exam in June. Along with your bachelor thesis, don’t forget to ask the Dean’s Office to check your study plan through SIS (i.e. if you have completed your study plan + collected at least 180 credits). You will not be allowed to take the examination if you do not meet all the requirements.

The exact date of your exam will be assigned to you by the secretary of the department or the Dean’s Office, so check your e-mail address frequently! Once you know the term, you can register for the specific date in SIS (they will be listed under the icon of examination terms). If the assigned date doesn’t suit you, contact the secretary of your department (economic students should contact the study department).
State exam questions
And how to prepare for the state exam? The bachelor’s state exam consists of three areas of questions. You may find these areas at the web sites of the faculty/department. They might be questions from one certain subject or a set of different topics you learned during your bachelor’s studies. If you can choose from more than three areas, report your choice to the secretary of you department/dean’s office.

And how to stay sane with all the studying? Here are some helpful tips from older students:
• Pay the most attention to general and basic knowledge. Even if it doesn’t seem like it, there is not that much time to ask for details during the state exam.
• Try to find a system during studying, don’t jump from one topic to another. Also, it is good to stick to a certain regime, so don’t forget to get some sleep, food or physical activity.
• Be careful not to overdo it at the beginning, so you don’t end up exhausted after 3 days of nonstop studying. And when you are at your wits end, try to change your environment or try studying with your friends.

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The state examination should be ‘just a summary’ of what you have learned over your three (or four) years of studies, but do not underestimate it. First, you will have to defend your bachelor thesis in the form of a PowerPoint presentation (bring it on a flash drive). You usually have about 10 minutes to present. During this time, you should be able to summarize the entire work. Some departments may have different amounts of time for presentation, so check with your supervisor! After the presentation, there will be a space for questions from the examination committee and a reading of your supervisor’s report on you and your research (if it has not already been read at the beginning).

It is best to consult the content of the presentation with your supervisor beforehand. You can use the same structure as in your bachelor thesis - introduction, theory, results, and conclusion. All content should follow a logical order and look professional overall. Since the entire examination begins with the defence, we recommend that you learn it perfectly. If you perform well, you will make a good first impression on the committee and feel much better about yourself. Therefore, try the presentation several times before the final day in front of people like your supervisor, colleagues, or your family.
Immediately after the presentation of the bachelor thesis, the oral examination begins. You don’t pick any specific questions and you don’t have time to prepare. Each area of questions (3) takes about 15 minutes (it depends on how much you know), so in total you will stand in front of the committee for about an hour. The announcement of the results can be immediate or at the end of the given half-day.

Don’t forget to come early and dress appropriately! You can get inspired by the dress code for graduation (vscht, pkc, graduation, alumni). Inappropriate dress code is not appreciated and it can cost you the entrance to your state exam in extreme cases.

Sir, we require a formal attire here!

Tutor’s tip: Before the state exam, take a look on the composition of the committee and their specialization. They often ask questions that are close to their field of expertise.

You have three attempts on the state examination, the same way as is on every other exam. If you fail one of the parts, the examination will count as incomplete. Fortunately, you will have to repeat only the failed part, which means either the defense of the bachelor thesis or the unsuccessful round of questions. So, you won’t have to repeat the whole state examination.
“A red diploma”, i.e. graduating with honors

If you are an excellent student, you can try to graduate with honors, and receive so called “red diploma”! It is simple: get an overall grade point average of up to 1.5 in all your classes and not one E from any exam. Then all you have to do is get the state examination on the first attempt and get an A (the grade consists of the evaluation of the bachelor thesis and the state examinations courses). If you do, the red diploma is yours! If you have an E in SIS, for example from Maths A, don’t despair – you can request a re-examination for up to two subjects before the state examinations (in case the grades prevent you from getting a red diploma). And what will you get out of it? You will be among the first to graduate, you will get a beautiful red diploma cover and some scholarship for it too!

**WHEN YOU GET THE RED DIPLOMA**

**BUT JUST THE FOLDER IS RED**
After the state examinations

State exam

- Didn’t pass → Keep calm
- Passed

Passed → Celebrate

- Nailed it!
- Didn’t pass

Celebrate

- Arrange documents

Arrange documents → Come pick up your degree in Bethlehem Chapel
Master study programs

Where to go next?

Maybe you already know exactly how 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. There are many choices – you can stay at UCT (vscht, study in english), where you already know how the study systems work, or transfer to another school, even abroad (for which you can get a financial aid from various foundations, etc.).

The choice of a Master’s program cannot be taken lightly, since your future career depends on it. So, 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 specialization as such but also the laboratory surroundings, the team, and other factors.

It is not necessary to go to a Master’s program that follows directly your Bachelor’s program. One can continue to study anything; they just have to meet the conditions for admission (see the chapter on admissions). Think about it - especially if you are not completely satisfied with where you are now.

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.
You can start your research with an overview of different Master’s programs and go through their study curriculum (vscht, master programs in english). For further information, you can also look at the following diagram.
**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 career counselling (see below for more). The meeting will help you answer questions such as: What am I suitable for? What should I do? What are my strengths and weaknesses, and how do I work with them? You can also come back to the counselling center and reflect on your progress and further direction. (vscht, pkc, career counselling).

**Master’s Double Degree study programs**

Within the framework of some study programs at UCT, it is possible to obtain a so-called “double degree”. You will get two degrees (from a domestic and a foreign university) in a significantly shorter time than if the studies were done separately. The partner universities recognize each other’s selected subjects, and the study plan is designed to meet the requirements for a degree at both universities. See the current list of programs offered. (vscht, master double degree).

**The credit system**

To be admitted to the chosen chemistry program, you always need to obtain at least 100 credits from the subjects that are intended for this program. In the SIS, under the icon “Credits for follow up master’s study”, you can find all the relevant information – which subjects are recognized for a specific program, how many credits you have already obtained for that program, etc. Also, be careful of your grade point average – who is and is not accepted is based on it. If you do not succeed in obtaining the required 100 credits during your bachelor’s studies, you can alternatively take the entrance examination to be admitted to the chosen program.
In order to be admitted to the economics follow-up master’s program, it is necessary to pass the entrance exams (see below).

**Tutor’s tip:** Choose your optional courses so that you can get as many credits as possible to use towards your follow-up study program (if you already have an idea about it).

### Applications
Do you know where to go next? Cool! Don’t miss submitting your application. The applications start from mid-January and the deadline is at the end of February. Each year in the SIS system, you just need to click on the “Admission” icon and start your application there. Don’t forget that you need a Recent Health Certificate to Study, and it can’t be issued before December (vscht, health entrance examination). There is no limit on the number of submitted applications per person, but you are usually expected to pay a fee for each application.
**Entrance examination**

If you want to continue the follow-up master’s studies at our school, but you did not get the necessary 100 credits, you must pass the entrance examination. The entrance examination takes place in form of an interview, where the committee uses various questions to check whether you are familiar with the field you want to study. The questions are based on the fields that you can find on the faculty’s website (vscht, admissions proceedings).

If you want to study the Economics programs, the entrance exams consist of English and Applied Mathematics. In specific situations, it is possible to apply for a waiver for the admission examination (vscht, business, msc).

And what if you have a state examination in August? Don’t worry, just meet the other conditions and you can be provisionally accepted. If you successfully pass the state examinations in August, you can happily go for enrollment in a follow-up Master’s study program.
For more information regarding the admissions to the Master’s courses (also for foreigners and applicants from other schools) please visit the following link: (vscht, master’s degree, conditions, admission).
Where to gain more experience?
As we mentioned before, university should not be just about studying! You can obtain many skills even during the university courses (such as teamwork, public speaking, time-management, language skills, etc.), and further honing these skills can be very useful. There are many ways you can work on them and we are here to help you find out how!
Courses and lectures

One of the most accessible ways to widen your horizons is to take part in various lectures, courses or workshops. You can simply choose a topic that interests you and work on perfecting it.

UCT offers “The Academy of Competencies” (vscht, academy of competencies), which are lectures and seminars given by experts, focused on personal development, effective communication, critical thinking, self and project presentation, effective learning, handling stressful situations, financial literacy and many more.

Another useful thing might be attending some language lessons, either as a part of your study program at UCT or at a language institution. UCT also offers a course on presentation abilities in English, or courses aimed to prepare you for the international language exams FCE and CAE (vscht, department of languages). Such a language certificate will enhance your CV, and it can be very useful, especially when signing up for a stay abroad or internship.

If you prefer to attend online lectures, try the Coursera platform. It offers courses from prestigious universities all over the world, focused on a wide range of topics, from chemistry to self-development. As a UCT student, you have free access (vscht, coursera)

Tutor’s tip: While choosing any commercial course, always check the quality of the offered services through reviews or ask around about the experience with the course.
Internships and studying abroad

Living abroad is a great opportunity to meet new people and get a unique taste of different cultures. You will learn what it’s like to live in a foreign city and study with a different school system. You will also gain unique experiences that will benefit you for the rest of your life. In addition, you will be able to improve your English or any other foreign language during your stay there. Anyone who sees that you spent some time at a university abroad will know that you are an independent person who is able to adapt to changes and work in a diverse and multicultural team. This will definitely come in handy when you apply for a job later.

If you have completed your freshman year and at the time of the stay abroad have an average of up to 2.00, then you can apply for such an experience abroad. There are many types of studies and internships; here you will find basic information about some of them, specific details and links can be found on the website of Department of International Relations (in Czech: Zahraniční oddělení, ZO) (vscht, outgoing students).

It is likely that going for an international experience during your bachelor’s program will mean an extension of the studies (especially for Chemistry majors). You cannot always complete mandatory laboratories (or other specific subjects) while abroad, which will therefore have to be made up after your return. Staying at the university for a few months longer will not be a problem since it is justified by an internship or study abroad. You will also have more time for various extracurricular activities and
experiences that will not go in vain. Whether it is “worth it” or not, it is up to you. You will have to consider all the pros and cons and do not dismiss thinking about the financial side of the stay abroad.

ERASMUS+

As part of the Erasmus+ program, it is possible to travel to a foreign university for a period of 3-12 months; usually one semester or an entire academic year. If you are interested, we recommend attending the introductory lecture organized by ZO, where you can learn all the details and get in touch with the faculty coordinator.

(vscht, outgoing students)

How to apply?

The selection procedure is held once a year in February/March, while the second round is announced in September/October, if there are still available spots. Candidates are selected based on their academic performance, motivational interview, and compatibility of subjects studied at the admissions school and at UCT. It is necessary to submit an application with all the necessary details for the selection procedure (the deadline is always indicated on the ZO website).

How to choose a school?

An updated list of all partner universities can be found on the ZO website (vscht, erasmus, partner universities), but it is also possible to arrange studies at other universities who are not yet a partner. When choosing a school, first find out the language of the chosen institution, so that you ensure that you will be able to understand everything during your submission and admission. The most demanding step is to find acceptable subjects at the receiving university. The recommended procedure is as follows:
• Find the offer of taught subjects for the planned period of your stay on the official websites of the universities that interests you.
• IMPORTANT – Find subjects that are similar to the compulsory (or recommended) ones in the outgoing university and find out if the guarantors at UCT would fully recognize the subject. Don’t leave it to the last minute – searching for the subjects is usually the longest part and it can take up to 3 months.
• If you found at least two recognizable subjects, congratulations! Fill them in the Learning Agreement document, have them signed by the subject guarantors and the Erasmus faculty coordinator, document everything necessary for the application, and hope that you are selected. (vscht, erasmus, apply)

**Tutor’s tip:** Increase your chance of success in the selection by having a precisely prepared learning agreement and everything in accordance with your study plan.

**What about financial support?**
The selected students receive monthly study support, the amount of which varies by the visiting country. You can find out the percentage of financial support that covered the costs in a given country in student reports from previous years (vscht, erasmus, database, get inspired). In some countries, the amount will cover almost all costs, but there are also locations where life is more expensive, and you will have to pay for a part of your stay “out of your own pocket”. Consider this fact when choosing your dream destination.
As an older student, you can travel with the Erasmus+ program for an internship lasting 2-12 months. Internships can also be completed in the private sector or at universities or research establishments that are not contractual partners of UCT (vscht, erasmus, instructions for practical internship).

If you still don’t feel like going abroad at the beginning of your studies, cooperation with the ESN association will certainly enrich you both personally and linguistically. You can be an active member and act as a “buddy” to students from abroad who come to study at UCT (vscht, esn, buddy program).

**ATHENS**

ATHENS is a unique program 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 a 12-15 hour cultural program. (vscht, athens)

**How to apply?**

You can apply if you are a 3rd year-student or higher. The application is submitted electronically, and then it is sent to the head office in Paris. You must have it signed by the Vice-Dean for Pedagogy of your faculty before handing it in. Furthermore, the application must be sent to ZO via MS Forms.

**How about the financial support?**

Selected students will receive one-time financial support, where the amount of the contribution varies by country. The allowance covers most of the costs, including airfare and accommodation.
IAESTE internships

IAESTE offers internships in more than 80 countries around the world. There is no studying included, but you will experience what it's like to work in the given field. The internship can also be counted as compulsory practice, which would await you later in school anyway. The length of internships varies, from 6 weeks to 12 months. You can also go during the summer holiday. You will be paid decently for the internship, so you don't have to save up money for the stay. Each internship has a specified number of years that a student must have completed in order to apply, and the minimum is two.

How to apply?

Just fill out the application on the IAESTE website and attach your CV. If you meet the conditions for admission, the local UCT center will invite you for an interview to test your language skills. You can find the necessary information, documents, and application forms on the IAESTE website (iaeste, internships).

How about the financial support?

Selected students will be provided with financial support according to the length of the stay. The amount of the contribution varies by country.
MOBI Mobility
The program is primarily intended for students of Master’s and PhD programs, but in justified cases, it is possible to also go as a Bachelor’s student. The program includes a study stay or internship at universities or research workplaces around the world. Selected students are paid a scholarship; the amount varies by country. (vscht, mobi study stay, mobi traineeship)

How to apply?
The deadline for submitting applications is in March. The student is required to submit an application, a language certificate, and a Learning Agreement document. If successful, oral interviews are held to select the best candidates.

How about the financial support?
The selected students will be provided with financial support according to the length of the stay. The amount of the contribution varies by country.
What do you enjoy?

Sport
- Aerobik
- Volejbal ženy
- Volejbal antuka
- So/f_tbal
- Plážový volejbal
- Hokej
- Futsal
- Frisbee
- Florbal
- Fotbal
- Basketbal

Art
- Foton
- Orchestr
- Di(v)och
- Chemchór

Do you enjoy dancing?
- Taneční spolek

Do you like music?
- Do you like theatre?
- Do you enjoy dancing?
- Taneční spolek

Do you like theatre?
- Chemchór

Like photographing?
- Do you like music?

Do you like music?
- Di(v)och

Games
- On paper
- In pixels
- Gaming

Do you want to be in contact with foreign students and help them?
- ESN

International environment
- Interested in internships abroad and organizing them?
- IAESTE

Politics and school affairs
- UCT Chess Club
- SK VŠCHT Praha

K3S
- Senate

Beer
- Interest in brewing?
- Ballingovi domácí vařiči

Enjoy drinking it?
- Carbon

Helping
- Other students
- Tutors
- Volunteering outside of school
- Sustainable society
- Planet

Organizing events
- Business Club
- 4Students
- UNI-ART

Other students
- Tutors
- Volunteering outside of school
- Sustainable society
- Planet

Sustainable society
- Ballingovi domácí vařiči

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- Ballingovi domácí vařiči
Student associations

How to enrich your student life even more? Join a student association! Whether you enjoy sports, art, or organizing events, don’t hesitate to join an organization of your choice! You will gain new experiences that can be useful for you in the future – either in your future studies, in your CV, or in your future job. You will learn to cooperate as a team, as well as try different roles and positions within each group, organize an event from A to Z, promote the events and activities of the organization, and much more. In addition, you will meet a lot of great new people.

UCT has a ton of student associations – look at the diagram above and find more details on the website (vscht, student associations).

Tutor’s tip: Don’t see your dream association? You can start your own! More on register of associations (vscht, associations, register).

Student Senate

Do you want to actively participate in the leadership of the school? As a member of the Academic Senate (vscht, academic senate) you can make decisions about the school’s management, equipment, or study structure. If you have the desire and motivation to change something, go for it! You can run for both the Academic Senate of UCT (the “large” senate) and the Academic Senates of the Faculties (the “small” senate). The selection is based on student elections.
Tutor’s tip: Do you want to be a senator? You should familiarize yourself with how the school works and be active before applying!

K3S (College of Student Unions and Senators)
K3S is an advisory organization of the Student Section of the Academic Senate (vscht, k3s). It gathers active students from all corners of the school, mostly from the senators and student organizations. However, anyone interested can participate. The main purpose is to coordinate the implementation of student interests across the school. K3S for example participated in the cancellation of mandatory indexes or added initiatives to revitalize the campus.

Part-time jobs and volunteering

Don’t forget about first job opportunities! You will acquire different skills and test your theoretical knowledge in practice. If you take the possibility of any extra income during your freshman year, by the end of it, you should already have some knowledge and interests in the field. It would be appropriate to look more specifically within the framework of your study focus so that you gain precious experience to use later in your CV. Don’t be afraid to try several positions, companies, and teams, so you know what suits you best.
As part of your search, be sure to visit (at the latest in the 3rd year) the school job fair Chem-iK (vscht, fair, chem-ik) and continuously take an interest in the labor market; read interviews from interesting people, talk to senior classmates about their experiences, ask acquaintances, attend lectures with experts, etc. There are many options, so keep your eyes open.

Also consider the possibility of unpaid voluntary help (even if it is completely outside your field). Whether it’s walking abandoned dogs in a shelter, building a school and tutoring children in Africa, or programming a simple database in your favorite pastry shop, you will further develop and enrich your options – and that never goes away.

**Mentoring**

If you are attracted to a position, company or institution and you would like to learn more about it, but you don’t quite feel like getting involved in the work process yet, you can try the mentoring program. You will get a glimpse into the company environment through a mentor, an experienced person from your chosen field, and find out what a typical day looks like in a given position and what the person is responsible for.

Mentoring is an effective method of learning and self-development that can greatly help you clarify your career direction and set long-term goals. In addition to receiving valuable experience and contacts, a mentor can help you solve various study and personal challenges and obstacles (vscht, pkc, mentoring).
Career counselling

Although it might seem so from its name, career counselling is not just for students looking for a job – on the contrary! It is highly recommended to use this service continuously throughout your studies. It is a good idea to talk about your direction with an experienced and impartial advisor from time to time to make sure you are moving in the right direction (and if not, how to change it). You can clarify your strengths and weaknesses. Discuss what type of work could satisfy you or what you are suited to personally. The service is offered by the PKC and is completely free, so take advantage of it! (vscht, pkc, career counselling).

CV and cover letter

For some of the listed activities, you will have to create your resume and write a motivation letter, perhaps for the first time. The high-quality preparation of these documents is a step toward success in getting the part-time job/internship/position at a foreign university that you really want. Also, if you want to discuss something in person, use the career counselling (vscht, pkc, career counselling), where you can look at your documents with a qualified advisor and fine-tune them together to perfection or discuss specific job offers.
Need help?
Our school is certainly not one of the easy and simple ones. Challenging subjects, exhausting labs and lots of exams that await you every semester. It’s easy to get lost in this carousel. Where can you go if you don’t know how to deal with something?

Need help?

- I don’t know what to do
  - It’s too much for me
    - Dean’s Office, tutors
      - Psychological counselling
  - I need legal advice
    - Studying with special needs, Tutors
      - Social and legal counselling

- I have a learning problem
  - I need legal advice
    - Studying with special needs, Tutors
      - Social and legal counselling
Dean’s Office / 
Student Affairs Office

The Dean’s Office functions as the main office for your faculty, where you and your study officer handle various study matters. Economic students have specific Student Affairs Office for these purposes. Here you can request a confirmation of studies, help with registration for the next semester/year, or an extraordinary study plan (ESP). Please respect the office hours that are reserved for your questions and visits (vscht, study officers).

Tutors

Tutors (an academic organization) are a group of upper-year students who are specially trained to answer questions related to studies, or to direct you to other resources and competent people. Whether you’re looking for tutoring, don’t know how to register subjects in SIS, or struggling to choose a bachelor thesis, the tutors are here for you. You can contact them at any time (e-mail: tutori@vscht.cz or vscht, pkc, tutors) and connect with your circle of tutors (current and past).
Psychological counseling

Not only studies, but also life itself can sometimes bring unpleasant and challenging situations. But everything can be solved. If you get stuck and don't know where to go, come talk to a professional psychologist and look for the right solution and path together. The counseling is provided for free for UCT students in Czech and English (vscht, pkc, psychological counselling).
Social and legal counselling

Are you concerned about an old unpaid fine and the debt you have accrued? Is the landlord forcing you to leave your apartment even though you have a signed contract? Don’t know if you are legally entitled to alimony? Use the counselling to help solve questions from various fields of law, including social security law (vscht, pkc, legal counselling).

Studying with special needs

UCT places great emphasis on the fact that everyone can study here. Therefore, it offers help to students whose studies may be affected by their health condition, such as dyslexia, dysgraphia, psychological difficulties, physical disabilities, or other disorders. Even when studying is more difficult for you due to a certain condition, try to solve everything in advance and get a doctor’s diagnosis (vscht, pkc, special needs). In that way, you will be able to take full advantage of your rights as a student. As part of your studies, you can use various support measures to which you are entitled; however, it is necessary to register in time, ideally right at the beginning of the semester, at the latest before the beginning of the exam period. Don’t feel stressed! The school has taken the measures to support you as much as possible. Everyone has a right to a great education!
Scholarship

Studying and student life can be tough on your wallet. Fortunately, there are several forms of scholarships that can help you in this regard. For example, you can receive an allowance for accommodation or a reward for good academic results. For special cases of help, there is a social scholarship intended for people in a difficult life situation. Some contributions magically appear on your account when certain conditions are met, others you have to actively apply for (vscht, financial support).

Well, we’ve given you all the advice and tips – now it’s up to you. See you with your diploma in hand in Carbon!
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Graphic design marathonstudio.cz

Photography Anna Ničová

Memes created by authors of the Guide for the purpose of this brochure

Year of publication 2022  Issue number 1.