



THE KAMOŠ PHD GUIDE:

Navigating your Doctoral
Journey at FLD

The Kamoš PhD Guide: Navigating your Doctoral Journey at FLD

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TABLE OF CONTENTS

FOREWORD	4
INTRODUCTION TO KAMOŠ	6
CONNECTING PHD STUDENTS AND ACTIVITIES	7
USEFUL INFORMATION FOR INTERNATIONAL STUDENTS.....	12
DAILY ACADEMIC AND RESEARCH ACTIVITIES	17
EMERGENCY AND ESSENTIAL SERVICES.....	18

FOREWORD

Dear Students,

First, let me congratulate you on your acceptance to doctoral studies at the Faculty of Forestry and Wood Sciences, Czech University of Life Sciences in Prague. You have made an excellent decision to study at our institution. During your studies, you will work with your supervisors and many other great experts who are also now your colleagues and will certainly do their best to pass on their knowledge and experience to you. At the same time, you can use the Faculty's well-furnished buildings with state-of-the-art laboratories and classrooms for your scientific research activities. Overall, the University campus is unique not only in the Czech Republic but also in Europe. In addition to faculties, laboratories, etc., there is accommodation, a canteen, a library, as well as opportunities for sports and cultural activities – all in one place. You will study in reach of the countryside and, simultaneously, only about 20 minutes from the beautiful historic centre of Prague.

Thanks to the excellent international cooperation of our Faculty with many institutions around the world, you will have great opportunities to spend part of your studies abroad. I believe you will use this opportunity. In addition, our Faculty issues annual calls for PhD students to support trips to conferences, seminars, etc. Also, the Faculty's Internal Grant Agency announces a grant competition for our PhD students every year, creating an opportunity to obtain and implement your project.

Our doctoral study programmes are designed to prepare experts capable of solving even the biggest of today's challenges faced by forestry, wood sciences, and nature conservation. These include, for example, adaptation to climate change, bark beetle outbreaks, drought, fires, African swine fever, and the use of building materials based on renewable sources of raw materials, as well as many others.

This guide was created thanks to Kamoš FLD. The programme was founded in 2021 by our student, Astrid Olejarz. The main goal was creating an environment to help new international students adapt to our Faculty.

Dear Students, I believe you will enjoy studying at our Faculty as much as possible, making many friends here, and gaining much experience. Your doctoral studies with us will provide a good foundation for your successful future career.

prof. Ing. Róbert Marušák, PhD.
dean

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by
KAMOŠ FLD

1

INTRODUCTION TO KAMOŠ

We are pleased to introduce „Kamoš FLD,“ a programme initiated by the Faculty of Forestry and Wood Sciences (FLD) at CZU. This programme is designed to connect first-year PhD students, offering comprehensive support and guidance.

Our goal is to help you navigate the FLD system, including coursework, work requirements, and the organization of your studies during the first year. Additionally, we provide valuable information and resources for students who are located outside of Prague to ensure a smooth transition and a successful academic journey.

We are here to support you every step of the way and to make your experience as enriching and rewarding as possible.

THE KAMOŠ TEAM

The Kamoš FLD programme is overseen by Dr. Tomas Kusta, the Vice-dean for Science, Research and Doctoral Study, who leads this initiative with dedication and expertise. Each year, a second-year PhD student serves as the student leader, coordinating the Kamoš programme and its activities for the entire Faculty.

2

CONNECTING PHD STUDENTS AND ACTIVITIES

Networking is a crucial component of academic success and professional growth. Building strong connections with fellow PhD students, Faculty members, and professionals in your field can open doors to collaborative research opportunities, provide support and mentorship, and enhance your academic experience. Engaging in networking activities can also help you stay informed about the latest developments and trends in your area of study.

SOCIAL MEDIA AND COMMUNICATION CHANNELS

To facilitate communication and networking between PhD students, we encourage you to utilize the following social media and communication channels. These platforms provide a space to share updates, seek advice, and connect with the academic community.

Instagram:

@czuvpraze @lesarna

Facebook Groups:

@fld.czu.cz

YouTube:

@FLDvPraze

ORGANIZED ACTIVITIES AND EVENTS

In addition to online networking, participating in organized activities and events is an excellent way to build relationships and gain insights into your field. The Kamoš FLD programme offers various activities throughout the year, including:

- » Orientation Sessions: Meet fellow first-year PhD students and learn about the resources available to you.
- » Workshops and Seminars: Gain knowledge on specific topics and engage with experts in your field.

- » Social Events: Build a supportive community through informal gatherings and recreational activities.
- » Research Symposiums: Present your work, receive feedback, and learn about the research conducted by your peers.

These activities are designed to enhance your academic experience and help you develop a robust professional network. We encourage you to actively participate and take full advantage of these opportunities.

3

NEXT STEPS FOR DOCTORAL STUDIES

OBTAINING YOUR ISIC CARD



1. Confirming Approvals in the UIS System

- » Navigate to the UIS System (UIS).
- » Go to the “Protection of Personal Data” section.
- » Confirm the necessary approvals as required.

2. Uploading a Passport size Picture

- » Access the UIS System.
- » Navigate to the “Person” section.
- » Upload your passport-sized picture ensuring it meets the following specifications:
 - » Format: 3.5 x 4.5 cm
 - » File Type: .jpg
 - » Maximum Size: 500KB

3. Visiting the Card Centre

- » Go to the Library building (Map).
- » Proceed to the Card Centre located on the 1st floor.
- » Opening Hours:
 - » Monday to Friday: 9:00 – 12:00, 13:00 – 15:00

4. Paying the Card Activation Fee

- » Pay the required fee of 420 CZK in cash at the Cash Desk.
- » The Cash Desk is located on the ground floor of the Library building.
- » Opening Hours:
 - » Monday to Friday: 8:00 – 12:00, 13:00 – 15:00
- » Wait 24 hours for your card to be activated.

BENEFITS OF THE ISIC CARD

1. University Identification

- » The ISIC card serves as your official ID card within the University.

2. Student Status Verification

- » Recognized throughout Europe, the ISIC card provides proof of your student status, making it easier to access student discounts and services.

3. Access to University Facilities

- » The card grants you entry to University buildings and can be used as evidence of attendance at certain lectures.

4. Discounts on Purchasing Food

- » Use your ISIC card to enjoy discounts on meals at the Mensa, the University cafeteria.

COURSE SELECTION & INDIVIDUAL STUDY PLAN (ISP)

1. Reviewing Course Choices

Begin by reviewing the available course choices for your PhD programme. Detailed information about PhD degree programmes can be found on the University's website ([doctoral-study](#)) or through your programme advisor.

2. Adding Courses to Your ISP

Once you have selected your courses, add them to your Individual Study Plan (ISP) in the UIS System.

Basic information

2.1. Types of Courses:

- » Self-Study Courses: Please contact the Course Guarantor for more information.
- » Courses with Lectures: These will be announced via email.

Specialized subject exams (SSC) can be taken after submitting the DissT methodology. Please note, exams will not be scheduled earlier than three months after enrolment.

3. ISP Submission Deadline

Please ensure that your ISP is submitted within 30 days of commencing your studies. This is a crucial step to ensure your enrolment is processed correctly and to avoid any delays in your academic progress.

STUDENT COORDINATORS:

Ing. Hana Ayad
ayad@fld.czu.cz
Room: L123,
+420 224 382 877

Ing. Romana Zachova
zachova@fld.czu.cz

DISSERTATION METHODOLOGY (DISST)

The DissT methodology or Dissertation Thesis, which outlines the research plan and approach for your doctoral thesis, must be submitted and signed by your supervisor within three months. The submission should be completed both in the UIS System and in printed form to the Science and Research Department. For more information please visit: [@doctoral-study](#)

4

USEFUL INFORMATION FOR INTERNATIONAL STUDENTS

PUBLIC TRANSPORT

Public transportation in Prague is well-organized and efficient, serving the city's residents and visitors with a comprehensive network of trams, buses, and the metro (underground/subway).

1. Metro:

- » Lines: There are three metro lines - A (Green), B (Yellow), and C (Red).
- » Operation Hours: 5:00 AM to midnight.
- » Frequency: Trains run every 2-3 minutes during peak hours and every 4-10 minutes during off-peak hours.

2. Trams:

- » Extensive network covering most of the city.
- » Daytime trams run from around 4:30 AM to midnight.
- » Night trams run on special routes between midnight and 4:30 AM.

3. Buses:

- » Complement the metro and tram systems, especially in areas not covered by them.
- » Operate on similar schedules to trams.

4. Boats:

- » Used mainly for tourism but also provide some regular transport services.
- » Tickets and Passes:
 - » Single Tickets: Valid for 30 minutes, 90 minutes, or 24 hours.
 - » Short-Term Passes: Available for 1 day, 3 days, and other durations.
 - » Long-Term Passes: Monthly, quarterly, or annual passes are available for frequent users.

Discounts for Students under 26 with ISIC Card

Students under the age of 26 who hold an International Student Identity Card (ISIC) are eligible for discounted fares on public transportation in Prague.

Eligibility and Application:

- » ISIC Card: Must present a valid ISIC card as proof of eligibility.
- » Age Limit: Must be under 26 years of age.
- » Student Verification: May need to verify student status at the time of purchase.

How to Get the Discounted Pass:

1. Purchase Locations:

- » Online: Via the official Prague public transportation website (pidlitacka.cz) or mobile app.
- » Locations: At major metro stations, ticket offices, and DPP (Prague Public Transit Company) offices.

2. Required Documents:

- » Valid ISIC card.
- » Identification document (passport or national ID).

3. Activation:

- » Passes purchased online or at ticket machines (Single Tickets & Short-Term Passes) usually require activation at the first use.
- » Ensure the pass is properly activated to avoid fines.

OPENING A BANK ACCOUNT

Leading Banks in Prague

- » Česká spořitelna (Czech Savings Bank)
- » ČSOB (Czechoslovak Trade Bank)
- » Komerční banka (KB) (Commercial Bank)

Opening a Bank Account

Required Documents:

- » *Identification:* Passport or EU ID card.
- » *Proof of Address:* Utility bill, lease agreement, or a document confirming residence in the Czech Republic.

- » *Employment Status:* Proof of employment or student status may be required.
- » *Initial Deposit:* Some banks may require an initial deposit to open an account.

IMMIGRATION OFFICE PROCEDURES

NON-EU Members: VISA Application

Requirements:

- » ID-Card or Passport
- » Confirmation of Study (in Czech language!)
- » 1 Passport-sized Photo
- » Insurance Card
- » Proof of Accommodation

Appointment:

Ensure you schedule an appointment at the appropriate embassy or consulate to submit your visa application. Detailed instructions and forms are available on the website of the Czech Ministry of Foreign Affairs (FRS).

EU Members: Temporary Residence Registration

Requirements:

- » ID-Card or Passport
- » Confirmation of Study (in Czech language!)
- » 1 Passport-sized Photo
- » Insurance Card
- » Proof of Accommodation

Procedure: Register your temporary residence at the Immigration Office of the Ministry of Interior (OAMP). It is crucial to bring all the required documents and ensure they are properly translated into Czech where necessary.

Professional Support

For additional support and guidance through the application or registration process, you can contact:

Euraxess Czech Republic (euraxess.cz): Provides professional assistance for researchers and students navigating visa and residency processes.

CZECH LANGUAGE COURSE

University Course

1. Course ELXZ1Z ([prezencni-studium-2](#))
2. Voluntary course: Payments (Contact teacher via email on the link [dobrovolne-jazykove-kurzy](#), CZK 1200 / 10 teaching hours 90min once a week for 1 semester)

State Course

Integrační Centrum Praha [icpraha](#): Half payments (70 % of money return after successfully passing the final exam).

INSURANCE

Foreign nationals residing in the Czech Republic are required to have valid health insurance. The Czech health insurance system includes several public health insurance providers, each offering a range of services. The main public health insurance companies are ([euraxess-health-insurance](#)):

- » 111 Všeobecná zdravotní pojišťovna ČR (VZP ČR)
- » 201 Vojenská zdravotní pojišťovna České republiky (VoZP ČR)
- » 205 Česká průmyslová zdravotní pojišťovna (ČPZP)
- » 207 Oborová zdravotní pojišťovna zaměstnanců bank, pojišťoven a stavebnictví (OZP)
- » 209 Zaměstnanecká pojišťovna Škoda (ZPŠ)
- » 211 Zdravotní pojišťovna ministerstva vnitra ČR (ZPMV ČR)
- » 213 Revírní bratrská pokladna, zdravotní pojišťovna (RBP)

Care Covered by Health Insurance

The health insurance provided by these companies covers a wide range of medical services, including:

- » Outpatient and inpatient (hospital) medical care
- » Accident and emergency services
- » Preventative care
- » Provision of medication and medical equipment
- » Spa care and care in specialist paediatric medical facilities
- » Occupational health services (Pracovně-lékařské služby)

These services ensure comprehensive medical coverage, catering to both routine and emergency healthcare needs.

Voluntary Option for EU Members

EU nationals have the option to maintain health insurance coverage in their home country while also being registered with a Czech health insurance provider, or vice versa. The options are:

- » Insured in your home country and registered with Czech Republic health insurance.
- » Insured in the Czech Republic (via an employment contract „Pracovní smlouva“ or independently) and registered with your home country health insurance.

Benefit:

Access to normal medical care in both the Czech Republic and your home country.

Requirements:

- » Submit an entitlement document issued by the insurance company (Document S1 or E106).
- » Your permanent home address must not be where you work.
- » Visit your home address at least once per month.

This arrangement allows EU nationals to benefit from healthcare services in multiple countries, ensuring continuous and comprehensive medical coverage. For more details check: europa.eu

5

DAILY ACADEMIC AND RESEARCH ACTIVITIES

WORK IS SYSTEM

An electronic system for tracking and recording students' daily activities. You will receive an invitation link via email to access the system.

Activity Options:

You can categorize your activities into one of the following:

- » Work
- » Conference
- » Vacation

Submission and Approval:

- » At the end of each month, please ensure that your recorded activities are submitted for approval by the 7th of the following month.
- » Both your supervisor and the head of the department must approve your submissions.

The screenshot displays the 'Work IS System' interface. It is divided into two main sections: 'Report History' and 'Report'.

Report History: This section shows a table of activity reports with the following data:

Status	Date and Time	Supervisor
Approved	10.07.2024 09:23	Ing. Miloš Ježek, Ph.D.
Confirmed	09.07.2024 15:34	Tomasz Paweł Podgórski, Ph.D.
Submitted	05.06.2024 13:45	MSc. Astrid Olejarz
Draft	02.05.2024 15:06	MSc. Astrid Olejarz

Report: This section shows a calendar view for the month of May 2024. The days are categorized by activity type and time slots. The following table summarizes the entries:

Date	Activity Type	Start Time	End Time	Description
Wed 01.05.	Work	---	---	
Thu 02.05.	Work	08:00	17:00	Preparing cameras and workshop material for Finland, Correct hunting manuscript, Check PhD dissertation guidelines and examples
Fri 03.05.	Work	09:00	18:00	Preparing cameras and workshop material for Finland, writing PhD dissertation

6

EMERGENCY AND ESSENTIAL SERVICES

EMERGENCY PHARMACIES AND HOSPITALS

In case of an emergency in Prague, several pharmacies and hospitals offer 24/7 services. Here are some key locations:

Emergency Pharmacies (24 hours):

1. Lékárna Palackého

- » Address: Palackého 720/5, 110 00 Nové Město
- » Phone: +420 224 946 982

2. Lékárna Benu

- » Address: Vítězné náměstí 997/13, 160 00 Praha 6-Dejvice
- » Phone: +420 224 323 127

3. Lékárna u Zlatého Lva

- » Address: Karlovo nám. 4, 120 00 Nové Město
- » Phone: +420 224 923 723

Emergency Hospitals:

1. General University Hospital in Prague (Všeobecná fakultní nemocnice v Praze)

- » Address: U Nemocnice 499/2, 128 08 Praha 2
- » Phone: +420 224 961 111
- » Emergency Department: +420 224 962 000

2. Motol University Hospital (Fakultní nemocnice v Motole)

- » Address: V Úvalu 84, 150 06 Praha 5
- » Phone: +420 224 431 111
- » Emergency Department: +420 224 433 681

3. Na Homolce Hospital (Nemocnice Na Homolce)

- » Address: Roentgenova 37/2, 150 30 Praha 5
- » Phone: +420 257 273 111
- » Emergency Department: +420 257 272 681

SUPERMARKETS AND OTHER ESSENTIAL SERVICES

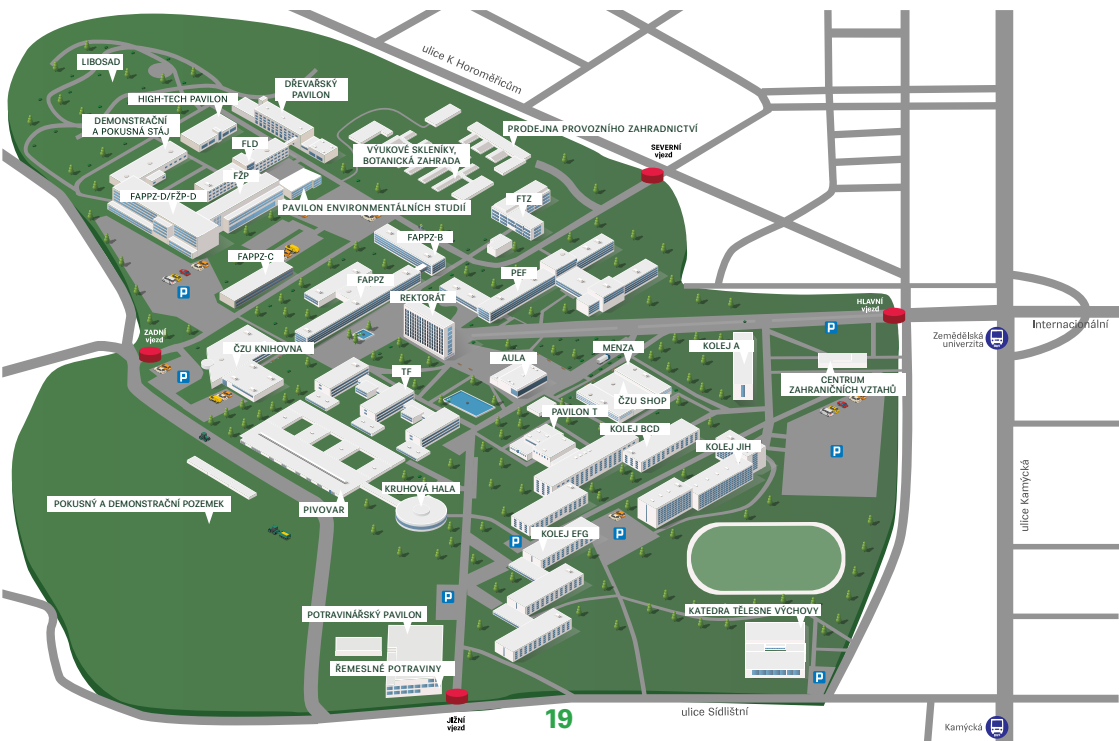
Prague offers a variety of supermarkets and essential services to meet your daily needs. Here are some key options:

Supermarkets

1. Kaufland
2. Albert
3. Tesco
4. Lidl
5. Billa

APPENDICES

CAMPUS MAP



CONTACT LIST OF KEY PERSONNEL

Dean:

- » Name: Róbert Marušák, prof. Ing. Ph.D.
- » Email: marusak@fld.czu.cz
- » Phone: +420 224 383 712

Vice-Deans: Strategy, Development, and International Relations

- » Name: Radek Rinn, Ing. Ph.D.
- » Email: rinn@fld.czu.cz
- » Phone: +420 224 383 518

Science, Research, and Doctoral Studies

- » Name: Tomáš Kušta, doc. Ing. Ph.D.
- » Email: kusta@fld.czu.cz
- » Phone: +420 224 383 840

ADDITIONAL RESOURCES AND LINKS

@czuvpraze: <https://www.instagram.com/czuvpraze/>

@lesarna: <https://www.instagram.com/lesarna/>

@fld.czu.cz: https://www.facebook.com/fld.czu.cz/?locale=cs_CZ

@FLDvPraze: <https://www.youtube.com/@FLDvPraze>

UIS: <https://is.czu.cz>

doctoral-study: <https://www.fld.czu.cz/en/r-9415-science-research/r-9538-doctoral-study>

pidlitacka.cz: <https://pidlitacka.cz/cs>

FRS: <https://frs.gov.cz/en/rules-for-making-appointments-via-the-information-portal-for-foreigners/>

Euraxess.cz: <https://www.euraxess.cz/>

prezencni-studium-2: <https://katedry.czu.cz/kj/prezencni-studium-2>

dobrovolne-jazykove-kurzy: <https://jsemprvak.pef.czu.cz/en/dobrovolne-jazykove-kurzy>

icpraha: <https://icpraha.com/en/czech-language-courses/#1>

euraxess-health-insurance: <https://www.euraxess.cz/czech-republic/information-assistance/health-insurance>

europa.eu: https://europa.eu/youreurope/citizens/index_en.htm



www.fld.czu.cz/en