WHAT TO DO IF...

Palacký University Olomouc

PROBLEMS WITH YOUR SUPERVISION?

No time for you?

Not providing the feedback you need?

Not replying to emails?

Not offering consultations?
...and so on.

SOLUTION

Arrange a meeting with your supervisor and openly discuss your concerns. In most cases, there is no ill intent – they are simply overworked or unaware that they are not giving you the attention you need.

Did that not help?

Ask the chair of the subject-area board of your doctoral study programme for assistance.

Still not working?

Ask the head of your department for assistance.

Still not working?

Ask the vice-dean responsible for doctoral studies at your faculty for a hearing (usually the Vice-Dean for Doctoral Studies or for Research and Innovation).

Still not working?

Contact the Vice-Rector for Doctoral Studies or the faculty/university ombudsperson.

IS SOMETHING NOT WORKING IN YOUR CLASSES?

Is something not working in IS STAG?

A course isn't listed in the timetable?

SOLUTION

Contact the department office, or the administrator responsible for doctoral studies (depending on your faculty's usual practice). These staff members can usually resolve everything you need. You can find the relevant contacts on the websites of the individual faculties or on DoctoralSpace.

When the teaching isn't running as it should, address the issue at its source. Tell the teacher that you want to take their course and attend the classes. If that doesn't help, discuss the situation with your supervisor.

NOT SURE WHAT TO DO?

Don't know what you need to do to interrupt your studies?

Where to get the right forms?

How to proceed when applying for the dissertation defence and the doctoral state exam?

SOLUTION

Study the doctoral-study information on your faculty's website and the UP Study and Examination Code.

Did that not help?

Contact the doctoral-study administrator at your faculty by phone or email (you can find the contacts on the faculty websites or on DoctoralSpace).

SEEKING NEW OPPORTUNITIES?

Would you like to apply for an internal or external grant?

Not sure where to publish your article?

Thinking about going abroad but unsure where to go or how to fund your stay?

SOLUTION

Seek project-related advice from your faculty's project office, or from the UP Project Service.

For questions related to publications, you can contact your faculty's research support office. Support services are also available at the UP Library. You can find additional information on research support here.

The international offices can advise you on the available mobility opportunities.

Your supervisor can also offer valuable recommendations.

FACING NEW CHALLENGES?

Worries of every kind — from study related, research, publication, all the way to financial or even existential ones? Disillusioned with your doctoral studies?

SOLUTION

Your supervisors and other teachers have likely gone through similar experiences themselves, and they often have the perspective and understanding needed to help with all kinds of difficulties. Don't hesitate to seek their support and understanding. Many researchers struggle with constant doubts — about the meaning of their work, about themselves... It would be surprising not to doubt. Doubt is part of research. You can also make use of psychological or psychotherapeutic counselling.

Don't be afraid to name the difficulties you're having with your studies.

If your supervisor doesn't know about the complications, they can't address them.

Sharing your struggles on social media rarely leads to a solution.