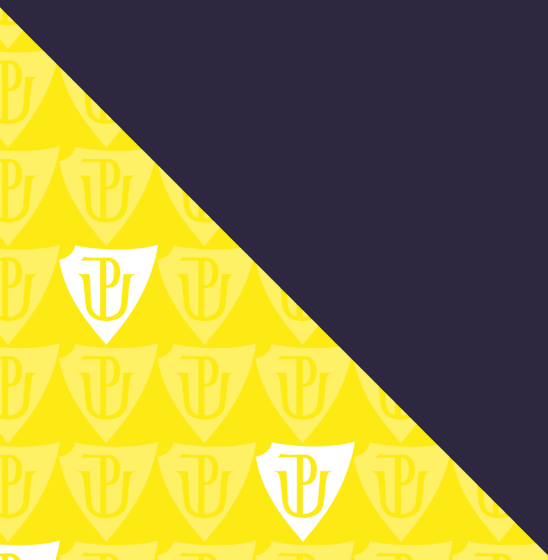


Guide to PhD study

at the Faculty of Law of Palacký University in Olomouc



Faculty
of Law

Palacký University
Olomouc



Faculty
of Law

Palacký University
Olomouc

Explanations:

You cannot do without this information.

It might come in handy.

Tip.

Links.

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01

Welcome to PhD study at the Faculty of Law of Palacký University in Olomouc

Dear PhD students,

We have prepared this handbook to help you navigate your study at the Faculty of Law of Palacký University in Olomouc and to inspire you to achieve your academic goals. PhD study offers numerous opportunities for personal and professional growth. You can focus on your areas of interest and on what drives you forward.

We wish you success and perseverance in your study. Let your research contribute to the legal profession locally and worldwide.

doc. JUDr. **Václav Stehlík**, LL.M. Ph.D.
Dean of the Faculty of Law of Palacký University in Olomouc

02

Palacký University and its Faculty of Law



↑ UP Rectorate

↓ Faculty of Law, building B



The Faculty of Law (PF UP), where you are now pursuing your study, is part of Palacký University in Olomouc (UP), the second oldest university in the Czech Republic, founded in 1573. For over 450 years, UP has played a significant role in intellectual and societal development, contributing to advancements in science, culture, and social progress.

UP COMPRISES EIGHT FACULTIES AND ONE UNIVERSITY INSTITUTE

- [Cyril Methodius Faculty of Theology](#),
- [Faculty of Physical Culture](#),
- [Faculty of Health Sciences](#),
- [Faculty of Arts](#),
- [Faculty of Medicine](#),
- [Faculty of Education](#),
- [Faculty of Law](#),
- [Faculty of Science](#),
- [University Institute CATRIN](#)

Approximately 23,000 students pursue their study at UP. UP offers a vast selection of academic programs, implementing over a thousand combinations of bachelor's, master's, follow-up master's, and PhD study programs. The university's credit system is fully compatible with ECTS. UP is managed by a rector, who leads a team of vice-rectors. For more details about the university's governing bodies, you can visit the UP website www.upol.cz/en. The UP Rectorate is located at Krizkovskeho 8.

The Faculty of Law at UP carries on the centuries-long tradition of legal education in Olomouc. Its modern chapter began in 1991 as the first law faculty established after the Velvet Revolution in Czechoslovakia. The faculty is dedicated to promoting the values

of freedom, democracy, and civil society, for which it received the Hannah Arendt Prize in 1996. In recognition of its ongoing contributions to security issues and international humanitarian and operational law, the faculty was also awarded the State Security Council Award in 2020 for significant contribution to the security policy of the Czech Republic. Approximately 1800 students enroll in various programs at the faculty.

The faculty's leadership consists of a dean and a team of vice-deans, **with one vice-dean specifically overseeing PhD study modules**. For more details on the faculty's organizational structure, please visit its website (www.pf.upol.cz/en).

THE FACULTY IS COMPRISED OF NINE DEPARTMENTS AND FIVE CENTRES

- Department of Clinical Legal Education and Professional Skills Development
- Department of International and European Law
- Department of Political Science and Social Sciences
- Department of Private Law and Civil Procedure
- Department of Administrative Law and Financial Law
- Department of Theory of Law and Legal History
- Department of Criminal Law
- Department of Constitutional Law
- Department of Languages

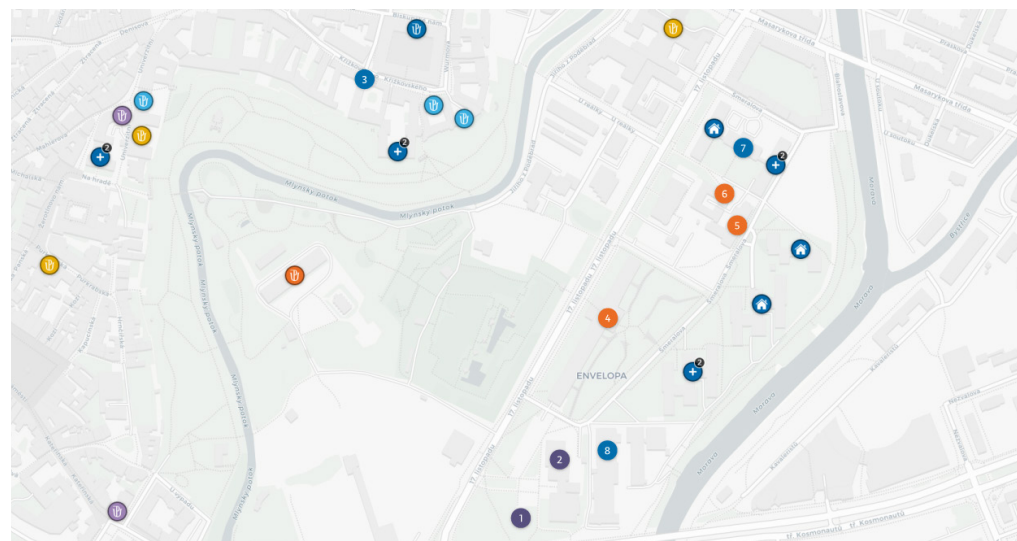
- Centre for International Humanitarian and Operational Law (CIHOL)
- Centre for Competition Law
- Centre for Conflict Resolution and Mediation
- Centre for Intellectual Property Law
- Jean Monnet Centre of Excellence in EU Law

03

Faculty and University Facilities

FACULTY OF LAW IS HOUSED IN TWO BUILDINGS:

- Building A – 17. listopadu 6 (**The Faculty of Law is currently housed in Building B due to renovations in Building A.**)
- Building B – 17. listopadu 8



↑ All university buildings and more detailed information can be found at www.mapy.upol.cz

- ① – Faculty of Law – Building A
- ② – Faculty of Law – Building B
- ③ – UP Rectorate

- ④ ⑤ ⑥ – Faculty of Science
- ⑦ – Canteen
- ⑧ – Science and Technology Park



Faculty of Law – Building B ↑

BUILDING B PF UP (17. listopadu 8)

- Classrooms, auditorium
- Academic staff offices

1st FLOOR

- Reception
- Dean's Office and Secretariat
- Faculty Secretary
- Foreign Department
- HR and Payroll Department

- **Economic Department**
- **Milada Horakova Library**
borrowing books with ISIC, copying services, research and consulting services. Zbrojnice University Library (Biskupské náměstí 1) also provides research and bibliographic-information services together with educational seminars. It is free of charge for postgraduates and UP employees.
- **Bistro FreshUP**
accepts ISIC cards payments, offers credit top ups.
- **Student Legal Advisory Centre**

2nd FLOOR

- Study room above the library
- Study Department
- Filing Office

3rd FLOOR

- **DEPARTMENT FOR PhD STUDY**
information, advice and support for PhD students. One of the most important offices for your study. You will find administrative staff ready to help you in office number 3.21.
- **Department of Communication, External Relations and Conference Support**
- **Department of Organisation and Strategic Development**

4th FLOOR

- Department for Science, Research and Project Support
- GigiHub1, GigiHub2
- Facilities for PhD students at PF UP

In addition to standard classrooms, PhD students have access to DigiHub1, DigiHub2 in building B PF UP (4th floor). These two shared spaces are designed to enhance both academic and social experiences. One is primarily intended for teaching and the other is a more relaxed space equipped with a kitchen and facilities for socializing. For spending time together, it is equipped with a kitchen and facilities for relaxation. These spaces are designed for meeting with colleagues, fostering collaboration and exchanging ideas. We strongly encourage PhD students to take advantage of these opportunities for personal and academic growth.

In addition, full-time PhD students will have their own permanent workplace with a computer, the location of which will be decided by the supervisor or head of the relevant department in the first days of your study.

PhD students in part-time studies do not usually stay at the faculty during the working week, so they usually do not have an assigned office. However, it depends on the specific workplace.

Full-time PhD students will be assigned a permanent workplace with a computer, determined by the supervisor or department head in the first days of study.

Part-time PhD students typically don't have assigned offices but may have access to a workplace depending on their specific program.



↑ UP Rectorate

0 BASEMENT

- AV studio
- Department of Operation, IT Support and Building Maintenance

RECTORATE (Křížkovského 511/8)

- Rector's Office and Vice-Rectors
- UP Volunteer Centre

The mission of the UP Volunteer Centre is to mediate contact between



Zbrojnice UP ↑

the student and academic environment and institutions providing help to people who need it.

- **UP Career Centre**

It provides advice and assistance in the field of careers and prepares various educational and development events. Throughout the academic year, you can participate in seminars, workshops and interesting lectures, find a part-time job or an internship abroad. Follow the website www.kariernicentrum.upol.cz.

ZBROJNICE (Biskupské náměstí 1)

- **UP Library**
- **British Centre**
English language courses, exams and resources.
- **UP Student Club**
Space for student associations.
- **Coffee Library**
Student café with ISIC discount.
- **Centre for Computer Technology**
Collect ISIC or blue university card.

UP CANTEENS

- **17. listopadu 54**

The nearest and largest canteen is a 5-minute walk from the Faculty of Law at 17. listopadu 54.

04

PhD study concept

The PhD or Doctoral Study Program (DSP) is considered the highest postgraduate achievement you can earn. Only institutions with sufficient scientific capacity and supervisors with an appropriate scientific profile can offer DSPs.

THE FACULTY OF LAW OFFERS THE FOLLOWING DSPs

1. Theoretical Legal Sciences

- Specialty in
- Constitutional Law
 - Administrative Law
 - Private Law
 - Criminal Law
 - European and International Law

2. Legal History and Roman Law

3. Law and Digital Technologies (in Czech)

4. Law and Digital Technologies (in English)

All programs (1.–4.) have a **standard duration of 4 years**. The dean may extend the study period for up to 3 years upon the student's request, with the approval of the supervisor and the chairman of the departmental council. The application for extension of study is submitted before the beginning of each academic year. The maximum period of PhD study is the standard period increased by 3 years, i.e. a total of 7 years.

Studies can be **full-time** (a PhD student studying in the Czech language receives a

regular scholarship, stays at the workplace and at the same time participates in the organizational and scientific work of the relevant department), or **part-time** (a PhD student does not receive a regular scholarship, stays at the workplace to a limited extent, fulfils their study obligations mostly remotely).

However, students in both forms of study may receive other types of scholarships, usually linked to their work on a specific scientific project or because of a more intensive cooperation with the relevant department, or the entire faculty. The faculty regularly offers wide range of scholarships just for this purpose. PhD students also contribute to teaching.

PhD students studying in these programs must earn a total of at least **240 credits** throughout their study. Only after meeting this requirement and completing the coursework outlined in their study plan can they apply for the state PhD examination and dissertation defence. The credit system offers students a degree of flexibility in choosing their courses, while adhering to the rules set by the Study and Examination Regulations and other relevant guidelines.

To ensure steady progress, PhD students are required to earn at least 40 credits in each academic year. Alternatively, the combined credits from two consecutive academic years must total at least 80. This requirement, however, does not apply to the final academic year of the standard study period.

5. International and European Law (in English)

The standard study period of this program is **3 years**. The dean may extend the study period for up to 3 years upon the student's request, with the approval of the supervisor and the chairman of the departmental council. The application for the extension of studies is submitted before the beginning of each new academic year.

The maximum period of PhD study is the standard period of study increased by 3 years, i.e. a total of 6 years.

Study is **full-time** only.

PhD students must earn at least **180 credits** during their study.

05

Important Regulations for PhD Study

REGULATIONS

All DSP **follow an individual study plan developed under the guidance of a supervisor** and are governed by the relevant provisions of Act No. 111/1998 Sb. on higher education institutions and also by internal standards and regulations of UP and PF UP.

- Third Consolidated Version of the Study and Examination Code of Palacký University | A-10/2011-ÚZ03 – [HERE](#)
- Topic Assignment, Submission and Registration of Data on the Bachelor's Thesis, Master's Thesis, Dissertation, and State Comprehensive (Rigorosum) Exam, and the Means of Public Presentation | R-B-17/08 – [HERE](#)
- Internal Standard of the Dean of the Faculty of Law of Palacký University in Olomouc on the J. L. Fischer Scholarship to Support Study in the Foreign-Language Study Programme | PF-B-18/7 – [HERE](#)
- Rules of reimbursement of the costs associated with the participation in the conferences for the students of doctoral study programme at the Faculty of Law of Palacký University in Olomouc – [HERE](#)
- Internal Standard of the Dean of the Faculty of Law of Palacký University in Olomouc on the Formal Requirements for Qualification Theses at the Faculty of Law of Palacký University in Olomouc | PF-B-18/10 – [HERE](#)
- Rules for reimbursement of costs associated with participation in a conference – [ZDE](#) (in Czech)

06

Enrolment and informative meeting



STUDY ENROLLMENT

Enrollment and submission of necessary documents will **take place by correspondence during August or in early September**. DSP administrative staff will communicate with you to guide you through the registration process.

INFORMATIVE MEETING

An informative meeting will be held prior to the start of your study. Please ensure you attend this important session as each DSP may have specific requirements.

07

Supervisor



THE MOST IMPORTANT PERSON

Your supervisor, appointed by the faculty council at the beginning of your study, is a **crucial figure** in your PhD journey. Maintaining open and regular communication with your supervisor is essential. While your supervisor may assign tasks or collaborate with other academic staff on your projects, always seek their approval before committing to any additional work. Keep your supervisor informed about your activities and progress. If you're asked for assistance by others, consult with your supervisor first to ensure it aligns with your study plan. **Don't hesitate to reach out to your supervisor with questions**, concerns, or requests. Their role is to support and guide you. Similarly, if your supervisor invites you to participate in activities, be sure to communicate.

Even as a part-time student, maintaining regular communication with your supervisor is important. While you may not be physically present at the faculty as often, keep them updated on your progress and seek their advice. **Always schedule appointments in advance to ensure your supervisor is available.**

08

Who to approach for help

Throughout your studies, **if you have questions or need assistance, please contact your supervisor or the DSP administrative staff.**

WE RECOMMEND THE FOLLOWING APPROACH

01

Study the relevant **university and faculty standards and regulations.**

02

Reach out to your **supervisor.** They have the most up-to-date information and can guide you to the appropriate resources.

03

DSP Administrative Staff members are knowledgeable about all PhD programs, procedural matters, applications, and can provide guidance on various aspects of your study.

04

If needed, you can also contact the **vice-dean** for assistance with PhD-related matters.

09

Duties of a 1st year PhD student

As a 1st-year PhD student, remember to complete the following steps:

01 Familiarize yourself with the study plan

Study plans are prepared in accordance with accreditation by the program guarantor and the departmental council. DSP students always follow the study plan of the academic year in which they enrolled for study. The study plans of all DSPs are **available in the UP Portal**.

02 Create an individual study plan (ISP) with your supervisor

During the winter semester of your first year, develop an Individual Study Plan (ISP). It should be thoroughly consulted with your supervisor, as this plan will set the framework for your studies and will be your 'drive' in the years to come. An integral part of the ISP is also a detailed description of the creation of the dissertation. This is a crucial part of your PhD study, so think carefully about the dissertation process. You will then submit the ISP, approved by your supervisor, so that it can be discussed and approved by the subject board of the study program. After its decision, the ISP then becomes binding for you (changes are possible in the future, but again only with the approval of the board).

03 Enroll in IS/STAG for subjects according to the individual study plan

The results of credits, exams, colloquiums and meeting other study obligations are entered into IS/STAG **by the course guarantor or a person authorized by them**.

04 In the first semester, work with your supervisor to prepare a dissertation assignment and enter it into IS/STAG.

10

UP Portal

The UP portal is the gateway to all important applications at the university. In the UP Portal you will find most of what you will need during your studies, whether it is searching for people, accessing the study agenda (IS/STAG), ordering food in the canteen or links to web interfaces for reading university e-mail. There is also, for example, **a link to download the Microsoft Office package** (current version, free for UP students) and access to applications (EDIS, Moodle, Erasmus+, access to the accommodation system). The OBD application (personal bibliographic database) will also be important for you, PhD students use it for recording all their publication activities.

Considering that as UP students you will use the portal very often, we recommend you go through it and familiarize yourself with its content right at the beginning of your studies.

ACCESS TO THE UP PORTAL

Before logging in to the UP Portal for the first time, you need to find out your login name (Portal ID) and set a password for your user account. Access to the IS will be generated/updated by the information system after registration and data processing by the administrative staff. PhD students who applied via prihlaska.upol.cz will find their login name (Portal ID) to UP information systems (IS/STAG, Portal, Moodle, etc.) in the electronic application, in the Personal data section of the General section. The student's Portal ID is displayed just below the university number.

If the PhD student has forgotten the password for the application, it is necessary to select the Forgotten password option on the application login page.

IF THE PhD STUDENT HAS NOT PREVIOUSLY STUDIED AT UP AND IS A NEW STUDENT, IT IS NECESSARY TO SET A PASSWORD:

01

In the e-application (www.prihlaska.upol.cz) after logging in, you will find your **Portal ID** in the **Personal data** → **General section**.

02

Under the Portal ID, there is a „**Set password**“ link.

03

The page for setting a new password for IS UP will open.

04

After clicking the „**Save**“ button, the password will be set.

IF THE PhD STUDENT PREVIOUSLY STUDIED AT UP, HE PROCEEDS AS FOLLOWS:

01

In the e-application (www.prihlaska.upol.cz) after logging in, you will find your **Portal ID** in the **Personal data** → **General section**.

02

Click on the **Sign in** link.

03

If the PhD student has forgotten their IS password, use the **Helpdesk** services at www.helpdesk.upol.cz → **Anonymous request** → „**Forgot password**“ category.

11

University Email Address

Important university communications will be sent to your official university email address, formatted as **name.surname(+alternatively number)@upol.cz**. As a PhD student, you are responsible for checking this email address regularly and using it for all communication with university staff.

Official university email accounts are automatically generated for new PhD students between enrollment and the start of the academic year. You should have access to your email by the beginning of classes.

Access to the PhD student's email box is either via **the E-mail tile** on the **UP Portal**, or via the web interface at outlook.com/upol.cz. Outlook mobile application allows you to access your email from your phone.

We also recommend **creating a signature** that will be automatically added to your e-mail so that the addressee receives basic information about you. How to arrange it, you can find on the UP visual style website www.vizual.upol.cz/epodpis.html.

↓ *Sample university email signature*



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DSP Law and Digital Technologies student

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jana.novakova@upol.cz | www.upol.cz

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IS STAG information system



IS/STAG is the electronic platform for managing and registering the SStudy AGenda at UP.

AS A PhD STUDENT, YOU'LL USE IS/STAG FOR THE FOLLOWING

- Subject Registration (create your individual study plan by registering for subjects)
- Exam Registration
- Issued Decisions (access issued decisions related to your study)
- Financial Information (enter your bank account details and track scholarship payments)
- Data Search (view and search for information about your schedule, subjects, study programs, fields, teachers, and departments)
- Dissertation Information (enter and update information related to your dissertation)
- Seminar Paper Submission
- Teaching Evaluation (participate in teaching quality evaluation)

13

ID card



Upon enrolment, all UP students **can apply for a student ID card**. You can choose between two options - either an ISIC card or a standard blue UP card.

ISIC

The ISIC card serves as both a university student ID and an international student identity card. It allows you to access discounts and benefits outside UP and abroad, but requires a fee.

UP CARD

The second type is the standard (blue) UP card, functions solely as a UP student ID and does not offer discounts. However, it allows you to order food in the canteen, borrow library books, and use copy machines, just like the ISIC card.

HOW TO DO IT

For detailed information on obtaining, renewing, and using your student ID card, please visit the Centre for Computing Technology UP website → [HERE](#).

14

Useful information during your study

SCHOLARSHIPS FOR PHD STUDENTS

Full-time PhD students who study in Czech language receive a regular PhD scholarship for the standard period of study. The scholarship is paid **in monthly instalments, always on the 15th of the given month**. The amount of the scholarship may change during the course of study.

In addition to this amount, PhD students can receive **extra scholarships**, usually for scientific and publication activities or for teaching beyond the scope of their study duties.

PhD students have the opportunity to participate in the **IGA Internal Grant Competition** every year. It is also possible to obtain **StartUP grants** at PF UP. These are short-term start-up grants intended for students in the first and second year of the DSP for the period from October to February of the given academic year. It is assumed that the participant of the StartUP grant will subsequently continue their research within the framework of a standard or above-standard project submitted to the IGA or with other comparable research.

CONFIRMATION OF STUDY

The electronic confirmation of study can be downloaded after logging into the UP Portal → ELF tile → Confirmation of study. The certificate of study can be printed in PDF format after the date of enrolment in the study program and always at the beginning of the new academic year.

INTERRUPTION OF STUDIES

Upon request of the PhD student, the dean may interrupt the studies with the approval of the supervisor and the chairman of the departmental council. Studies can only be interrupted for a semester or the entire academic year, not at any time during the course. The PhD student sends their application accompanied by the supervisor's statement to the PhD administrative staff.

INTERRUPTION OF STUDIES: RECOGNITION OF PARENTING TIME

PhD students can apply for recognition of parental leave and at the same time for an interruption of their study in connection with taking maternity or parental leave. This interruption of study, which can last up to 3 years of age of the child, is not included in the period of interruption to which the PhD student is entitled according to the Study and Examination Regulations.

HEALTH INSURANCE FOR PHD STUDENTS

The state is the payer of health insurance for PhD students, regardless of their age. The condition is that the insured student can only be studying for the first time in a PhD study program carried out by a university in the Czech Republic during the standard time in a full-time form of study, if they are not employees or self-employed persons.

DROPPING OUT OF STUDIES

PhD students have the right to withdraw at any time during their study. This fact must be reported in writing to the dean of the faculty through the administrative staff.

PREVENTION OF INAPPROPRIATE BEHAVIOUR

The management of PF UP believes in a safe and dignified environment and makes sure that none of the forms and manifestations of socially inappropriate behaviour are tolerated on the faculty's campus, including the most serious form of sexual harassment, which must be strongly condemned and combated in all its forms. The faculty has created a structured system in which the persons entrusted with receiving initiatives, complaints and dealing with cases of socially inappropriate behaviour are designated. PF UP students have their **rights defender**, they can also use, for example, a **trust box**.

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Where to find information

A large, faint, circular icon containing a stylized lowercase letter 'i' with a dot above it, representing information.

USEFUL LINKS

Websites

- www.upol.cz | official website and main presentation of UP
- www.pf.upol.cz | official website of the faculty
(www.pf.upol.cz/en/study-at-the-faculty/ | PhD study section)
- www.portal.upol.cz | login to applications, student and employee portal
- www.stag.upol.cz | information system and study agenda
- www.skm.upol.cz/en/ | everything related to accommodation and catering at the university
- www.upol.cz/studenti/dsp | the Doctoral SPace brand brings together activities intended for students in DSP at UP
- www.knihovna.upol.cz/en/
- www.wiki.upol.cz | WikiUP
- www.nastenka.upol.cz | an e-bulletin where current events are published (changes in the schedule, change of classroom...)

Social networks

- Instagram PF UP | www.instagram.com/pf_upol
- Network X | https://twitter.com/pf_upol
- Facebook PF UP | www.facebook.com/Pravnicka.fakulta.UP
- LinkedIn UP | www.linkedin.com/company/palack-university-olomouc

zPRÁVodaj (newsletter)

PF UP always publishes its own newsletter on the last Wednesday of the month. Its goal is to inform about current events at the faculty and upcoming events. All issues of the faculty monthly magazine, which is published only electronically (in Czech), can be found on the faculty's website in the tab About the faculty www.pf.upol.cz/o-fakulte/zpravodaj.

APPLICATIONS AND PROGRAMS THAT MAKE YOUR STUDIES EASIER

UPlikace

UPlikace is the official mobile application for UP students and teachers. In the application, you will find a detailed overview of the study, including a well-arranged schedule, a schedule of exam dates or an interactive map of the campus.

MobilKredit2

MobilKredit2 is an application for ordering meals in UP canteens.

EIZ (Electronic Information Resources)

www.ezdroje.upol.cz: Here you can find access to databases and a range of e-books and journals. These are licensed resources that are available to both academics and students. The library organizes regular training on searching in the EIZ.

Quotation program

Quotation program (Zotero, Mendeley, Citation PRO): A platform for organizing and managing records of documents (quotation data) or full texts. It is something every student needs. It allows you to store quotation data and full texts, sort them, add

notes and labels. The browser plug-in prefills the quotation data of the articles you download, and then it integrates it with Word, and the quotation programs make in-text quotations in any quotation standard extremely easy. Thus, generating a list of used literature does not take several hours, but only a few clicks!

Note manager

An application for creating, storing, sorting and linking notes and ideas together is a great help for your work. There are countless note managers, among the most popular are Evernote (limited version can be used for free), OneNote from Microsoft (free full version for UP students) or Obsidian (free full version).

Grammarly

This is an excellent tool for writing articles in English. Even the free version can detect spelling, grammatical and stylistic errors, offers more suitable alternatives for the given context and helps to express the idea correctly and intelligibly. It is convenient to combine with the translator www.deepl.com, which in many ways surpasses the better-known Google Translate.

Opravidlo

Internet language guide and Opravidlo: Essential aids when writing texts in Czech.

Zoom a Microsoft Teams

Video conferencing platforms.

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Study abroad



TRAVEL

A study abroad experience is an integral component of the PhD study plan. PF UP PhD students can choose from a wide variety of study, work, and research stays abroad. Numerous programs, projects, foundations, and organizations support both long-term and short-term mobility.

PhD students have the flexibility to go **practically anywhere** for their study abroad experience. It's not always necessary for the department, faculty, or university to have a formal student exchange agreement with a foreign university. **The Foreign Department at PF UP can provide you with guidance and advice on your study abroad options.**

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Contacts

✉ **Address for correspondence**
Právnická fakulta
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17. listopadu 6
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W | digitalaw.upol.cz/en

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NPO_UPOL_MSMT-16589/2022.