

Submission of an Electronic Application for a Doctoral Grant

Student, Lecturer

1. STUDENT

Electronic applications for a doctoral scholarship at UP can be submitted **from 1. 9. 2026**.

This application can only be submitted by students who started their first doctoral study on 1. 9. 2025 or later, if they meet the [conditions for the award of a doctoral scholarship](#).

Students who started their studies earlier, i.e. before 1. 9. 2025, must submit the application as before, in accordance with the existing faculty rules.

Validity of the electronic application is one academic year. It is necessary to submit a new application for the following year. The electronic application for the current academic year may be submitted no earlier than 1 September, provided that the student is already enrolled in the relevant academic year.

The income information shown in the images below is for illustrative purposes only.

Submission of the application

- a) In STAG portal, go to the menu: **My study – My data – bookmark Doctoral grant**, see picture 1.
Click the **Submit application** button to confirm, that the student meets the conditions for the award of a doctoral grant.

Picture 1

Stipendia studenta (S031) -

Accommodation grant **Social grant** **Doctoral grant**

Name
Surname
Date of birth
Bank account no.
Submit application

Česky / English: Prohlášení - Čestné prohlášení studenta doktorského studijního programu. Toto prohlášení činím za účelem doložení skutečností potřebných pro přiznání doktorského stipendia od počátku akademického roku 2026/2027. Prohlašuji, že se jedná o mé první studium v doktorském studijním programu, a že jsem nebyl/a v minulosti zapsán/a do žádného jiného doktorského studijního programu, a to ani v prezenční, kombinované, ani v jiné formě studia bez ohledu na úspěšné či neúspěšné zakončení tohoto studia, a to na žádné vysoké škole v České republice. Beru na vědomí, že poskytnutí nepravdivých údajů může vést k neoprávněnému přiznání stipendia. Jsem si vědom/a, že takové jednání sebou může nést následky vyplývající z obecných právních předpisů i vnitřních předpisů UP. / Declaration: Student's Affidavit for the Doctoral Study Programme. I make this declaration for the purpose of providing the information required for the award of a doctoral scholarship from the beginning of the academic year 2026/2027. I declare that this is my first enrolment in a doctoral study programme and that I have not previously been enrolled in any other doctoral study programme, whether in full-time, part-time, or any other form of study, regardless of whether such studies were completed successfully or unsuccessfully, at any university in the Czech Republic. I acknowledge that providing false information may lead to the unlawful granting of the scholarship. I am aware that such conduct may entail consequences arising from general legal regulations as well as the internal regulations of Palacký University.

Submit application

- b) **Approval of income** – the student approves the doctoral income stated in the system – wage/salary in connection with an employment relationship leading to the completion of the dissertation thesis, see Picture 2.

If the student identifies an inaccuracy in the doctoral income, they should resolve the situation as soon as possible as follows:

- In case of external income (from employment relationship outside UP) with study officer
- In case of internal income (from employment relationship at UP) with the officer of the HR department at faculty where the students are employed

Picture 2

Stipendia studenta (S031) -

✓ Your request was successfully saved into system.

Accommodation grant Social grant **Doctoral grant**

Name
Surname
Date of birth
Bank account no.

Application histories

From	To	Information
1.9.2025		Waiting for approval from the clerk
1.9.2025	1.9.2025	Application for a doctoral scholarship submitted

Application status

Status assigned to you according to Institution rules: **Waiting for approval from the clerk.** Contact the Study Office of your Faculty to resolve possible conflicts.

Submit application

The Application cannot be changed or cancelled electronically, it is necessary to contact the Study Office of your Faculty

Doctoral earnings

Company	From	To	Monthly income	Accepted percentage
UPOL	9.2025	08.2026	CZK3,000.00	100 %
FN Olomouc	1.2026	12.2026	CZK2,000.00	100 %

Česky / English: Souhlasíte s uvedenými doktorskými příjmy v souvislosti s vaším pracovním poměrem na vysoké škole nebo u jiné právnické osoby, s níž má daná vysoká škola uzavřenu smlouvu o spolupráci, který dle §91a zákona č. 111/1998 Sb. vede ke vzniku vaší disertační práce a prohlašujete, že dle stejného paragrafu máte na doktorské stipendium nárok. / Do you agree with the stated doctoral income in connection with your employment at the university or at another legal entity with which the university has a cooperation agreement, which pursuant to Section 91a of Act No. 111/1998 Coll. leads to the creation of your dissertation, and do you declare that under the same provision you are entitled to the doctoral scholarship?

☒

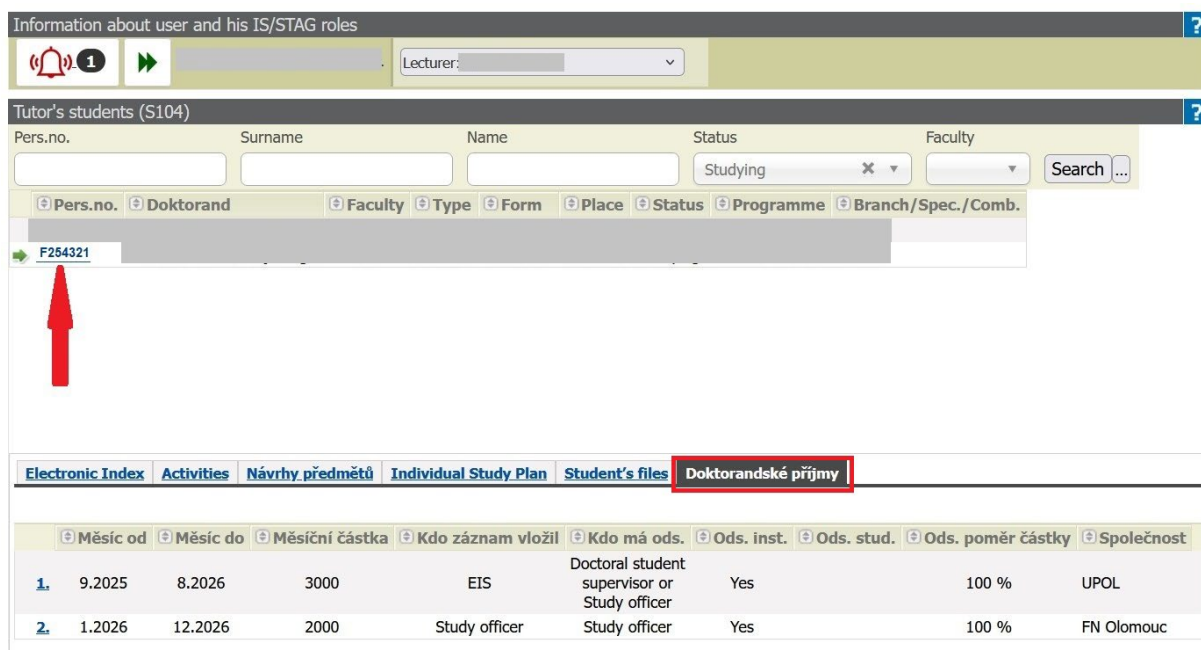
Save

2. LECTURER

The lecturer can view and check the income received by the student in connection with an employment relationship leading to the completion of the dissertation thesis.

The income can be viewed in the STAG portal in menu: **My teaching – Tutor's overview** by selecting the personal number of the student, see Picture 3.

Picture 3



Information about user and his IS/STAG roles

Tutor's students (S104)

Pers.no. Surname Name Status Faculty

Studying

Search ...

Pers.no. Doktorand Faculty Type Form Place Status Programme Branch/Spec./Comb.

F254321

Electronic Index Activities Návrhy předmětů Individual Study Plan Student's files **Doktorandské příjmy**

	Měsíc od	Měsíc do	Měsíční částka	Kdo záznam vložil	Kdo má ods.	Ods. inst.	Ods. stud.	Ods. poměr částky	Společnost
1.	9.2025	8.2026	3000	EIS	Doctoral student supervisor or Study officer	Yes		100 %	UPOL
2.	1.2026	12.2026	2000	Study officer	Study officer	Yes		100 %	FN Olomouc