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# Replacement of the abbreviation for a scientific degree

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## **Procedure for replacing the abbreviation "Dr" for the academic title "Doctor" for scientific degrees with the abbreviation "Ph.D." (placed after the surname)**

(issuing a certificate of the right to use an academic and scientific title under § 99 (10) of Act no. 111/1998 Coll., to regulate higher education institutions).

1. The completed application can be sent **via the postal license holder** to the following address: Rektorát Univerzity Karlovy  
Odbor pro studium a záležitosti studentů  
Oddělení doktorského studia  
Ovocný trh 560/5  
116 36 Praha 1  
or submitted **in person** to the office of the Department of Doctoral Studies  
(office no. 203, 2nd floor)  
Office hours:  
Monday  
13.00 - 16.00  
Wednesday  
10.00 - 12.00 and 13.00 – 16.00  
Appointments can be made outside these hours following prior arrangement by telephone.  
Contact persons:  
Mgr. Kateřina Plachtová  
tel. 224 491 485, e-mail: [katerina.plachtova@ruk.cuni.cz](mailto:katerina.plachtova@ruk.cuni.cz)  
Mgr. Lukáš Nachtigal  
tel. 224 491 667, e-mail: [lukas.nachtigal@ruk.cuni.cz](mailto:lukas.nachtigal@ruk.cuni.cz) .
2. The application must be accompanied by: **a copy of the doctoral diploma.**
3. Issuance of the certificate is free of charge.
4. The certificate will be sent to the applicant by registered mail within 30 days or can be collected in person at the aforementioned address.  
**Application form** [HERE](#)