A. Basic Description and Goals

As part of Charles University’s constant efforts to develop and strengthen its research base, we are keen to recruit high-quality post-doctoral research fellows from abroad to work at top University or faculty centres and contribute to the University’s strong research profile. The goal of the International Post-Doc Research Fund is to attract promising post-docs who will carry out research within a specific field. Selection is carried out by the relevant research centre or department of the faculty (or other part of the University) responsible for the research. The Charles University Research Board assists in the management of the process. The International Post-Doc Research Fund was launched on 1 August 2011.

B. Prerequisites

a. The research centre or department must have the necessary facilities (premises, technical resources etc.) to accept an international applicant in the ‘research fellow’ category to work on the relevant research project.

b. The University must have the financial resources to cover the costs of conducting the research project, including applicants’ salaries.

c. The post-doc research fellow is recruited to work on the research project for a period of two years.

d. The applicant must have (1) received a PhD degree no more than 10 years prior to the application deadline and (2) can’t be awarded a degree of professor prior to the application deadline.

e. Contracts are offered in three areas: humanities, natural sciences and medical fields.

C. Procedure

1. The research centre or department proposes a viable research goal to be addressed by the applicant’s project. Details of the proposed project goal are communicated to the responsible department of the faculty and are then made public (on the faculty and university websites and on relevant international websites). These details are also communicated directly to any institutions abroad with which the faculty has a research partnership.

2. After consultation with the research centre or department proposing the research project, the applicant draws up a detailed project plan and submits it to the faculty by the stated deadline. His/her application must include a CV and a list of publications, a statement from his/her PhD supervisor, and a letter of recommendation from the head of the department or institute where the applicant studied for his/her doctorate ('Application for a post-doc grant at Charles University' and 'Letter of reference').

3. The faculty sends the application (including project details) to the Charles University Rectorate by the stated deadline. The application is then discussed with the research centre proposing the project.

4. A University committee consisting of five members is appointed by the Rector. This committee evaluates the project, issues a recommendation and determines the order of preference for the receipt of funds from the International Post-Doc Research Fund for the given year. The definitive allocation of funds is approved by the Rector.

5. The applicant is informed of the results of the procedure (including the date of commencement, if applicable) and completes the necessary formalities (visa etc.).
6. After the first year of work on the project, the above-mentioned University committee will carry out an interview with the post-doc research fellow to evaluate the results achieved; the committee will confirm the continuation of his/her contract for the following year. This interim monitoring process includes a written report from the head of the research centre (the research fellow’s mentor) detailing progress on the project. The result of the interview is then communicated to the International Relations Department at the Charles University Rectorate.

7. Towards the end of the two-year period, the implementation of the project is evaluated by the University committee; the research fellow presents his/her final conclusions and submits publications produced as part of the project. On the basis of this evaluation, the committee produces a report on the project implementation. The Charles University Research Board is then informed of the outcome.

D. Schedule
The application are considered once in the academic year.
**For the year 2018, there is one deadline for the application submissions at the Rectorate:** August 4th, 2017

E. Post-Doctoral Fellowships
Postdoctoral positions are open at Charles University from January 1st, 2018 to December 31st, 2019.

The candidates must respect the deadlines given in the propositions of the research centre/institute.

The list of postdoctoral positions at the Charles University, Czech Republic

From : January 1st, 2018 Until : December 31st, 2019

The candidates must respect the deadlines given in the propositions of the research centre/institute.

F. Application Forms
The applicant should provide the following documents:

- Application form
- Letter of Reference
- Detailed CV
- List of publications
- Copy of university diploma