



FACULTY OF SOCIAL SCIENCES
Charles University in Prague

HANDBOOK

FOR DOCTORAL STUDENTS

PhD Programme: International Relations

2016/2017

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General information

The PhD studies in International Relations are at the Charles University offered by the Department of International Relations at the Faculty of Social Sciences. The aim of the doctoral study in International Relations is to prepare highly qualified specialists who may further engage in basic and applied research in academia, analytical work in the public sector, government bodies, and various types of mass media and private sector in the Czech or international environment.

The PhD programme is research-oriented and to complete the studies, every student shall compose a dissertation and publish at least two scientific articles based on his or her independent research. However, students are also expected to attend several graduate seminars in order to get a better overview of the core theoretical and methodological approaches used in the contemporary discipline of International Relations. PhD students usually also engage in teaching at the faculty and participate in larger research projects organized by the core staff. Selected students may already during their studies get employed at the university and work at the Centre for Doctoral Studies.

Doctoral studies may be conducted either full-time or part-time. Both full-time study ("internal" study) and part-time study ("external" study) takes four years. Full-time students who do not complete their dissertation within four years are allowed to continue their studies as part-time students if they show substantial progress on their dissertation. Part-time studies can be extended up to a maximum of nine years.

Full-time PhD students get monthly scholarship to cover their basic expenses. Additional funding may be provided from grants or special scholarships awarded for teaching or research assistance. International students pursuing the programme in English pay a tuition fee, but they are also provided the same financial support as full-time students enrolled in the Czech programme.

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Schedule of the academic year

PRE-SESSION PERIOD (end of the academic year 2015/2016 and preparation for academic year 2016/2017)	1/9 to 23/9/2016
Enrolment of the first-year PhD students	19/9/2016
Enrolment of advanced PhD students and a control of the fulfilment of their study requirements	Automatic enrolment
State doctoral exam	12/9/2016 to 16/9/2016
Deadline for submitting applications for the State Doctoral Exam	30 days before the exam
WINTER SEMESTER 2016/2017	1/10/2016 to 19/2/2017
First day of courses	3/10/2016
Courses	3/10/2016 to 22/12/2016
Enrolment to courses (via SIS)	23/9 (10 am) to 14/10/2016 (to 2pm)
Academic holiday	18/11/2016
Deadline for submitting Individual study plans	1/11/2016
Winter holidays	23/12/2016 to 2/1/2017
Examination period	9/1 to 19/2/2017
Extra examination period	20/2 to 3/3/2017
State Doctoral exam	23/1 to 27/1/2017
SUMMER SEMESTER 2016/2017	20/2/2017 to 30/6/2017
First day of courses	20/2/2017
Enrolment to courses (via IS)	4/2 (from 10am) to 3/3/2017 (to 2pm)
Academic holidays	13/4 and 17/5/2017
Courses	20/2 to 19/5/2017

Deadline for submitting application to the PhD programme	30/4/2017
State Doctoral exam	21/5 to 26/5/2017
Examination period	29/5 to 30/6 and 1/9 to 15/9/2017
Deadline for submitting the PhD research proposal (for the applicants to the PhD programme)	1/6/2017
Deadline for submitting the Annual Evaluation for the year 2016/2017	1/6/2017
Deadline for submitting the ISP update for the year 2017/2018	1/6/2017
Entrance examination to the PhD programme	12/6 to 16/6/2017
Alternative date for entrance examination to the PhD programme	19/6 to 7/7/2017
Pre-session period for the academic year 2017/2018	1/9 to 30/9/2017

PhD study step by step

This section seeks to provide detailed information about the course of doctoral studies (i.e. study requirements, recommended study plan, key documents, instructions for application and enrolment to the study etc.).

Application

Generally, all applications must include the following:

- official application form: you can apply [online](#) via the information system or fill in the application form SEVT 49 146 0;
- curriculum vitae;
- certified copy of Master's degree diploma, an official translation of the diploma into Czech (unless the diploma is issued in Czech or Slovak) and an official recognition of the degree (so-called nostrification): the applicant must have a Master's degree or its equivalent from their previous studies;
- receipt showing the payment of the application fee.

The application fee amounts to 540 CZK. The bank account details of the recipient are as follows:

Recipient: Charles University in Prague – FSV, Smetanovo nabr. 6, Praha 1

Bank account: 85033011/0100 (Komerční banka)/ IBAN CZ58 0100 0000 0000 8503 3011, variable symbol (in case of online application): Each applicant who has submitted her/his application form electronically will be generated via an information system an individual variable code – the number of an electronic form, variable symbol (in case of hard-copy application): date of birth in the following form DDMMYYYY, constant symbol: 0308, specific symbol: 2017

Applicants who are in their final year of a Master's degree programme may submit documents to show their expected date of graduation. Applicants who have applied to the Czech authorities for the recognition of foreign higher education, but have not yet received a decision, may submit documents to show that a decision is pending. In all such cases, however, certificates approving the nostrification must be submitted to the Charles University as soon as are issued.

All application materials should be sent to:

Study Services - PhD

Charles University in Prague, Faculty of Social Sciences

Smetanovo nabrezi 6

110 01 Prague

Czech Republic

The admission procedure is open only once a year and the new students are then first enrolled for winter semester. The deadline for applications to the academic year 2017/2018 is 30th April 2017. No extension of this deadline is possible.

Admission procedure

Applicants who submit the required materials by the deadline are invited to take part in an entrance interview in Prague between 13th and 17th of June. Before the interview, each applicant is required to send a research proposal for her or his PhD dissertation in order to take part in the interview. The proposal should be submitted by the applicant electronically to cds-ips@fsv.cuni.cz and phd.mv@seznam.cz and in printed form to the Centre for Doctoral Studies no later than 1st June 2017.

Centre for Doctoral Studies, Institute of Political Studies

Charles University in Prague, Faculty of Social Sciences

U Krize 8

158 00 Prague

Czech Republic

The proposal should cover

- clear definition and substantiation of the topic
- review of the literature and the current state of the art in the area of the project
- objectives of the project
- assumed methodology
- a list of references

Applicants for the doctoral program in the field of International Relations may choose a dissertation topic from the list of priority topics provided by the Department of International Relations for the given academic year (these topics are published on the webpage <http://ips.fsv.cuni.cz/IPSENG-222.html> by the end of March 2017 at the latest).

The admission procedure runs in two rounds. In the first round the admission Board evaluates the research proposal on the basis of its academic value and its compatibility with the priority topics offered by the Department of International Relations and sets the required threshold in points for the advance to the second round. Applicants who pass the threshold are invited for an interview.

The interview is evaluated in points as well. The Dean of the Faculty sets the required threshold needed for admission.

The interview aims to assess

- objectives of the research project
- theoretical and methodological framework of the proposed project
- feasibility of the research plan, its limits

Criteria for final assessment:

The applicant may receive up to 40 points in each round. In the second round, 10 points are reserved for eventual bonus for publications (articles, essays) related to the topic of the dissertation project. The candidate must hold a Master degree in the fields of social science or humanities.

The performance of each applicant will be evaluated by the admission Board and the applicant's ranking will be based on her/his score. The applicants are informed about the result of the admission procedure usually within one month after the final round of entrance interviews via mail.

A useful information source for applicants regarding the required knowledge is the list of topics that are covered in the state n exams for the Master's in International Relations, which also contains a list of basic literature.

Current priority research areas in the PhD programme

- International Relations theory
- Security and Strategic Studies
- European Studies
- History of International Relations

Enrolment

An applicant becomes a student on the day of her or his enrolment. The enrolment is completed at the Study Office of the Faculty of Social Sciences.

The date of enrolment is stated in the schedule for the respective academic year. Applicants who have been accepted into the PhD programme must enrol for the studies on the stated day; if, for serious reasons, they cannot enrol, they must notify the Student Services Office by the last day of enrolment at the latest.

Second- and higher-year students are enrolled automatically at the beginning of each academic year provided that they have fulfilled their study requirements for the previous year and submitted in time the Annual Evaluation and Update of the Individual Study Plan (for further information on these documents, see below).

Study Rules (Framework Study Plan valid from academic year 2015/2016)

Framework Study Plan sets out the obligations, which are required to be a part of Individual Study Plan (ISP). The ISP approved by the supervisor shall be submitted to a Chair of Subject Area Board within two months after the enrolment.

Individual Study Plan

The first-year student, jointly with her or his supervisor, is required to prepare an Individual Study Plan (ISP) till 1st November. Students enrolled in 2014 and later fill the ISP form in University's Information System (SIS).

The ISP must be consistent with the Framework Study Plan of the PhD programme in International relations.

After the consultation with the supervisor, student fills in the appropriate form in SIS and contact the Centre for Doctoral Studies ([cgs-ips@fsv.cuni.cz](mailto:cds-ips@fsv.cuni.cz)). ISP will be checked by a responsible member of the Centre for Doctoral Studies. It will be returned back for changes and corrections in the case it does not include all required items.

Thereafter the supervisor approves the ISP and transfers it to the Subject Area Board for approval. After the ISP is approved, printed form is signed by the student, her/his supervisor and the Chair of the SAB.

Compulsory parts of the ISP:

- a) Doctoral dissertation topic, synopsis and selective list of references (ca. 10 to 15 items)
- b) Form and scope of the dissertation (monograph or collection of articles, length in pages; the recommended scope of the dissertation is about 150-250 NS, i.e. 45-75 thousand words; the maximum length of the dissertation - 300 NS / 90,000 words)
- c) Time-schedule of progress in dissertation (what type of work on the dissertation is planned for each year)
- d) Planned date of doctoral state examination (JPD060¹), a pre-defense (JPD007) and defense of the doctoral dissertation;
- e) Publications: publication of at least two results of the doctoral research, of which at least one published in peer-reviewed journal

(see list <http://www.vyzkum.cz/FrontClanek.aspx?idsekce=495942> and Scopus)²

Requested publications take form of courses Research Paper I (JPD015) and Research Paper II (JPD016).

- f) Courses and exams

¹ Certain duties have specific code assigned in SIS, which allow to mark the duty as fulfilled at the end of an academic year.

² Publication (i.e. results of research by doctoral students) are form of fulfilment of study obligations and they are considered to be outcomes of research activities of the Department of International Relations (KMV) (for the purposes of evaluation of research activities). Publications that are the output of an Individual study plan, including the subsequent publication of the text of defended dissertation, must not be dedicated to institutions and projects outside the IPS FSV UK.

Obligatory seminars: Methodological Seminar (JPD006), Theory of International Relations (JPD001), History of International Relations (JPD003), European Studies (JPD002) PhD Seminar I-IV (JPD008, JPD009, JPD020, JPD024)

Compulsory-selective seminar: European Policies (JPD017) or Security Studies (JPD021) - the choice based on the orientation of the dissertation and is subject to the approval of the supervisor. Beside the obligatory and compulsory_selective courses, each student may – after a prior approval of her/his supervisor – take additional courses offered by the faculty or other academic institution. All students have to enrol for the doctoral seminars electronically via the university information system SIS as well as to Moodle version of the course.

g) Internships and study or research fellowships

h) Grant Activities

Full-time students:

Compulsory participation in **Specific Academic Research** (SVV) throughout the study (for details, see below);

Compulsory application for Grant Agency of Charles University GAUK (obtaining a grant or at least two attempts to obtain the grant), or alternatively, participation in the research project of a member of Department of IR or Department of Security Studies ;

i) Conference

j) Teaching (obligation to teach min. 8 teaching units³ in bachelor's and master seminars)

Mandatory deadlines in the ISP:

a) 1st year:

- Methodological Seminar
- Theory of International Relations

³

- PhD Seminar I and II
- Submission of updated dissertation project to the supervisor

The passing of the course exam is subject of the fulfilment of obligations related to the seminar.

b) by the end of the 2nd year:

- European Studies
- Submission of at least one grant application
- Defense of the dissertation project (Project shall be submitted by 15th January and defended at PhD seminar by the end of Summer Semester.)

Overall, by the end of the second year, the student must have passed two exams of the compulsory courses, passed Methodological Seminar and two PhD seminars and defend the dissertation project.

c) By the end of the 3rd year, student must apply for state doctoral exam.

Before submitting an application for doctoral state exam, the student must:

- fulfil all the courses included in the ISP;
- had defended a dissertation project;
- had submitted at least one chapter of the dissertation (40 – 60 pages) to her/his supervisor and sent it to phd.mv@seznam.cz ;
- had published at least one peer-reviewed publication (Research paper I);
- had taught at least six seminars.

d) By the end of the 4th year, student must pass state doctoral exam.

Pre-defence must take place in the semester preceding the planned date of dissertation defence.

Other parts of the ISP and additional obligations

The supervisor can decide about other obligations if these are necessary for processing of the dissertation. Students may apply for the inclusion of additional obligations to ISP if they can contribute to improving the quality of the research.

Students are required to attend the defences of the dissertation proposal and pre-defenses.

Full-time students are required to fulfil technical and administrative tasks for Department of IR or Department of Security Studies - the tasks are assigned by the Head of Department, individual tasks are usually assigned by Head of IPS Office and based on the requirements of Head of IPS, Head of the Department and Chair of the Subject Area Board.

Students are required to attend training events organized by the Institute of Political Studies and Department of International Relations and Department of Security Studies.

Annual Evaluation and Update of the Individual Study Plan

At the end of each academic year, the student's performance is evaluated by her/his supervisor based on the ISP. The evaluation is made by marking the items in Individual Study Plan and providing details about each of the obligations in SIS. At the same time, eventually new items are added to form in SIS as an annual supplement for the upcoming academic year. After updating the ISP in SIS, student should contact the Centre for Doctoral Studies (no later than 1st June). The form will be checked by a responsible member of the Centre for Doctoral Studies. It will be returned back for changes and corrections in the case it does not include all required information. The final versions of the form is then uploaded and send to the supervisor no later than 30th June. The supervisors and the Subject Area Board assess the progress and approve the updated plans, and no later than 30 days after the meeting the student shall sign printed forms.

Research

Conducting an independent research project is a core of the PhD studies at the IPS. The research priorities are defined by the Subject Area Board for every year, but applicants may apply to the programme also with their own project, provided that they find a potential supervisor who approves the topic and is willing to supervise the project.

The doctoral research shall be based on a proper theoretical and methodological background and shall produce original outputs. During the course of her/his doctoral studies, each PhD student shall publish the results of her/his research in the form of at least two peer-reviewed publications (one of which has to be a scholarly article) and the whole research is then concluded by a doctoral dissertation, usually in a form of a monograph.

During the course of the whole studies, full-time PhD students participate in so-called **Specific Academic Research** project. This is a grant project that aims to encourage PhD students to write scholarly articles on a regular basis and under the supervision of senior researchers. Within the framework of this project, the IPS organizes an annual conference in which the work in progress of the project participants is presented and discussed. The participants are required to prepare biannually one scholarly article for publication. Student is entitled to remuneration based on the quality of the publication.

In order to show their ability to work on an independent scientific project and gain additional funding, PhD students are encouraged to apply for further grants. During the course of the PhD studies, students shall submit a grant application to the **Charles University Grant Agency (GAUK)**. In case the application is declined, the student is required to apply at least once more for the grant. The grant may cover up to three-year research projects, so this is the most convenient form how to gain additional financial sources for the PhD research.

Another possibility to gain further funding for the PhD research is to apply for grant by the **Grant Agency of the Czech Republic**. Since it is possible to apply as a group of researchers, it is strongly recommended to apply with senior members of the academic staff, preferably with the supervisor. The supervisor may further recommend other projects to which PhD students may get involved in order to gain better experience with research and, if applicable, additional funding.

All publications produced under the auspices of the Charles University or funded by the Charles University shall be dedicated to the university. Not only shall the dedication be part of the publication, but the details on all publications should be provided to the university via the [electronic system OBD](#), which is updated every November and February.

Teaching

Each full-time PhD student is obliged to teach at least 8 seminars or lectures (i.e. 8 x 80 minutes) during the course of her/his study. Before taking the state doctoral exam, the student must have taught at least 6 seminars or lectures.

The teaching activity must be recorded in the ISP. There are more ways how a student may get involved in teaching. Typically, s/he may take part in teaching a course of her/his supervisor or participate in teaching a seminar on research methods for undergraduate students. However, it is also possible to assist other professors with their courses or teach one's own course. In any case, the planned teaching activity shall be consulted with the student's supervisor.

Internships and study or research fellowships

Students may spend part of the time study at a foreign university within the contractual relations of Charles University or FSV or even in the form of free mover if necessary. If they want to recognize the study obligations fulfilled during the period of study abroad as a part of the study duties they must first obtain approval of the supervisor and the Chair of the Subject Area Board. Recognition of any of the compulsory subjects fulfilled at a foreign university is possible, if the provided course is taught at the appropriate level (postgraduate, MA research track, etc.). The recognition is subject to the Chair of the Subject Area Board. The research or study stay cannot exceed two semesters. For that time, student is released from the teaching and other duties at the department. If the student intends to stay abroad for a longer period than one year, the interruption of studies is requested, as she/he would not be able to meet specified academic and organizational obligations.

Annual progress on dissertation

At the end of May every year, the student reports the progress on the dissertation (1 – 2 pages) which specifies, what aspect of the dissertation were dealt with, which problems were solved (literature review, data collection, field research, methodological issues etc.) and which parts of the text were elaborated. This report must clearly show how far the student has advanced with the work on the dissertation and what tasks are not met, if necessary. The report is presented in the course PhD Seminar in June, and it is subject to the granting of credit in the summer semester. The report will become an appendix to the

annual review, ie. the supervisor confirms the authenticity of data and fulfilling of the obligations defined by the ISP. When staying abroad, the student only submits the report without the presentation.

State doctoral exam

Each student must enrol for the State Doctoral Exam before the end of the third year of her/his PhD studies and pass the exam before the end of the fourth year. The exam incorporates the content of the three compulsory courses (History of International Relations, European Studies and Theories of International Relations) and the student shall show her/his ability to approach a given problem from the field of International Relations in a theoretically and analytically rigorous manner. Two of the questions are related to the broader context of dissertation. The result of the exam is either “pass” or “fail” and if the student does not pass one part of the exam, s/he must repeat the whole exam (i.e. including the content of all the three courses) again. The exam may be retaken only once and no sooner than 6 months from the date of the failed exam.

Before taking the exam, each student shall meet following requirements:

- to pass all compulsory and optional courses and exams
- to successfully defend the project of her/his dissertation
- to submit at least one chapter of the dissertation thesis (ca. 40 to 60 pages) and send to the supervisor and to phd.mv@seznam.cz
- to publish at least one peer-reviewed scientific article
- to teach at least 6 seminars or lectures

The exam takes place at least two times a year (the dates are specified in Schedule of the academic year, usually in January and May, occasionally, it may take place also in September) and the students who meet the necessary requirements (specified above) and are interested in taking the exam shall proceed as follows:

- 6 weeks before the exam: to announce to the Centre of Doctoral Studies that they intend to take the exam;
- 4 weeks before the exam: to officially apply for the exam at the Study Services office (i.e. submit the [application form](#) ([English version of the form](#)) and the

[recommendation](#) ([English version](#)) of their supervisor, including the explicit confirmation that all the necessary requirements have been met by the student;

- no later than two weeks before the exam to send the chapter of the dissertation as approved by the supervisor to phd.mv@seznam.cz.

Dissertation defence

The dissertation thesis is the most important output of the PhD studies. It shall be in a form of a single monograph of approximately 45 000 to 75 000 words, or it may consist of a collection of scientific articles already published or accepted to publication by the time of the submission. The thesis shall be written in Czech, Slovak or English and must contain original research results, at least some of them already published in one of the publications.

The dissertation defence may take place only after the student has passed the State Doctoral Exam and the pre-defence.

Dissertation pre-defence

The pre-defence is a preliminary defence of the dissertation thesis and it takes place during the PhD seminar. The student submits the draft version of her/his dissertation thesis at least 6 months before the planned date of the defence. The submitted text represents the complete draft version of the dissertation with all the requisites of the final text (i.e. abstract, contents, references, bibliography etc.). The supervisor is requested to attend the pre-defence. Two examiners provide thorough reports on the draft of the dissertation. The student is expected to answer the issues raised by the examiners during the pre-defence. The supervisor defines the tasks to be implemented by the PhD candidate in the final version of the dissertation in a report on the pre-defence.

Dissertation defence

The final version of the dissertation is submitted for defence both electronically and in three hardbound copies and must contain an English abstract. The PhD candidate submits [application](#) for the defence ([English version of the application form](#)) and [recommendation of](#)

[their supervisor \(English version\)](#) along with the dissertation. The student also submits the summary of the thesis. The summary of 15-20 pages contains the main findings, and the relevant literature.

The student is also expected to provide the examiners with an electronic version of the text with tracked changes that have been made after a pre-defence. In case of major changes, student is required to prepare a separate report on incorporated changes and their justification (the pre-defence report). This report should also be included into the theses as an appendix.

Dissertation has to be submitted no later than eight months prior to the date of the maximal duration of studies, i.e. by the end of January for the students whose studies terminate by the end of September. The reason is that a student can repeat the failed defence once, but only after six months, and the process has to be completed before the end of 8th year.

Conclusion of studies

Proper conclusion of studies

Studies are properly concluded by completion of studies in the study program concerned. The day of conclusion of studies is the date of defence of the dissertation.

Upon proper conclusion of studies, a candidate receives an academic title and a university diploma, which is handed to her/him at the degree ceremony. It states the study program and, where necessary, the study subject concerned. If a graduate does not attend the graduation ceremony, the university will issue her/his diploma in a way determined by the Rector. On request, a graduate may obtain an annex to the diploma, which is usually a transcript of the exams passed.

Graduates are awarded the academic title “Doctor” (abbreviated to “Ph.D.” after the name).

Other Forms of Termination of Studies

Studies are also terminated

- by dropping the studies: the day of termination of studies is the day on which the faculty at which the student is enrolled receives his or her written announcement of dropping the studies;
- by failure to fulfil the obligations arising from a study program in accordance with the Study and Examination Regulations of the Faculty: the day of termination of studies is the day when the decision on the termination of studies made by the Dean comes into force;
- by the withdrawal of the accreditation of a study program: the day of termination of studies is the day of expiry of the term stipulated in the decision of the Ministry
- by lapsing of the accreditation of the study program: the day of termination of studies is the day on which the university announced the dropping of the study program
- by exclusion from studies under disciplinary regulations: the day of termination of studies is the day on which a decision on exclusion from studies comes into force.

The Chair of the Subject Area Board will propose to terminate the study of the student providing she/he:

- fails to pass two compulsory courses in the 1st year of the studies;
- fails to pass two compulsory exams (Theories of IR and European Studies), gain credits for Methodological seminar and for two PhD seminars;
- fails to defend the dissertation proposal by the end of June of 2nd year of her/his studies;

Interruption of studies

Studies in the doctoral program may be interrupted more than once.

The Dean may interrupt the studies of a PhD student, either on the student's own request, or on her/his own initiative in cases where it is necessary to avert a danger to the interests of the student, provided that its origin is unconnected with fulfilment of study obligations. If

a student requests interruption of studies and no disciplinary proceedings have been initiated against the student, the Dean will approve the request; studies may be interrupted in this way for a minimum period of one semester.

On the day of interruption of studies, a student ceases to have the status of student under the Law on Universities, and may not start nor continue any terms for the fulfilment of study obligations. If a change is made in the framework study plan during interruption of studies within which the student was studying, the Subject Area Board on the proposal of the supervisor and in line with the relevant study program will stipulate which study obligations the student must fulfil and till when they must be fulfilled.

Once the period for which studies were interrupted has expired, the person whose studies were interrupted has a right to register for studies again; if the reasons for the interruption of studies no longer apply, the Dean may terminate the interruptions of studies on the written request of the person whose studies were interrupted even before the expiry of the set time of interruption of studies.

The maximum length of time for which the studies may be interrupted is five years.

Model Individual Study Plan

Following template is based on form available in SIS.

Plan details (boxes in section „Plan details“ are filled automatically by Study office)							
Student:							
SAB (subject-area board) chair: doc. PhDr. Běla Plechanovová, CSc.							
Supervisor:							
Advisor:							
Dissertation and progress on the dissertation							
Type	Title, details	Commentary	Uploaded files	Year of insertion			
doctoral dissertation	<i>The title of your dissertation</i>			<i>e.g. 2015/2016</i>			
progress on the doctoral dissertation	<i>1st year of study: e.g. research design of the PhD dissertation</i> <i>2nd year of study: e.g. defence of the research design of the PhD dissertation at a doctoral seminar</i> <i>3rd year of study: e.g. field research</i> <i>4th year of study: submission of the dissertation thesis</i>			2015/2016			
Course of study							
Title, details		Commentary	Uploaded files	Year of insertion			
<i>e.g. State doctoral exam planned on: summer semester 2017/2016</i>				<i>e.g. 2015/2016</i>			
<i>Pre-defence planned on: winter semester 2018/2019</i>				2015/2016			
<i>Defence planned on: summer semester 2018/2019</i>				2015/2016			
List of duties (only examples of duties are included)							
Type	Code	Title	Academic year	Semester	Commentary	Uploaded files	Year of insertion
course	<i>e.g. JPD001</i>	<i>Theory of International Relations</i>	2015/2016	winter			<i>e.g. 2015/2016</i>
course	JPD008	PhD Seminar I	2015/2016	winter			2015/2016
course	JPD009	PhD Seminar II	2015/2016	summer			2015/2016
course	JPD020	PhD Seminar III	2016/2017	winter			2015/2016

course	JPD024	PhD Seminar IV	2016/2017	summer			2015/2016
conference	-	Conference 1	2017/2018				2015/2016
other	-	Grant activities: Submission of a grant application with a project...	2015/2016	both			2015/2016
other	-	Grant activities: Participation in the Specific academic research project (SVV)	2015/2016				2015/2016
other	-	Administrative duties: Throughout my studies I will be involved in evaluating bachelor theses. By 1st June each academic year, I will submit a completed Evaluation and ISP Update approved by the supervisor, in which I will specify the plan of my doctoral studies for the upcoming academic year.	2015/2016	both			2015/2016

Scholarships

Full-time doctoral students are awarded scholarship for twelve months per year. This scholarship is exempt from income tax.

Year	scholarship (CZK per month)
1 st	6 300,-
2 nd	7 600,-
3 rd	7 600,-
4 th	7 600,-

After passing the State Doctoral Examination, the scholarship is automatically augmented by 2 000,- CZK.

In the case a student is not making a sufficient progress in her/his studies, the Subject Area Board or the supervisor can propose the Dean to reduce the scholarship by up to 50 %.

Above outlined scholarship are valid for students enrolled in the program with the standard period of studies of four years.

Additionally to scholarship, student's performance is evaluated at the end of each calendar year and extra bonuses are allocated subject to publishing activities, conference participation, grant activities etc.

Students can also get financial support through their own grants, like GAUK, or participating in other grants.

Fees

The application fee is CZK 540 (Recipient: Charles University in Prague – FSV, Smetanovo nábř. 6, Praha 1).

Bank account: 85033011/0100 (Komerční banka)/ IBAN CZ58 0100 0000 0000 8503 3011, variable symbol (in case of online application): Each applicant who has submitted her/his

application form electronically will be generated via an information system an individual variable code – the number of an electronic form, variable symbol (in case of hard-copy application): date of birth in the following form DDMMYYYY, constant symbol: 0308, specific symbol: 2017

The tuition fee for PhD programme in English is 250 EUR per semester. (The fee for the students successfully progressing towards their PhD degree may be waived from their second year of studies onwards).

Financing of study

A comprehensive document about financial resources for doctoral students at the Institute of Political Studies may be found here: http://ips.fsv.cuni.cz/IPSENG-231-version1-final_financial_manual.pdf

Scholarships Administered Directly by the Faculty of Social Sciences

University Scholarships for Students *from Developing and Transition Countries* (generally called "Development Scholarships" to distinguish them from the "Government Scholarships" listed below). Available for any programme. These scholarships (funded indirectly by the Czech Ministry of Education, Youth and Sport) offer students a 50% waiver of school fees, plus a one-off lump sum payment towards living costs. Applications should be sent to the Faculty of Social Sciences, together with an application for study. In principle, it is possible for students to hold the scholarship for up to two years, but because funding is provided on a year-by-year basis, we can initially only guarantee funding for the first year of studies. Further details are on our [Development Scholarships](#) page.

Scholarships NOT Administered by the Faculty of Social Sciences

International Visegrad Fund Scholarships. Available for any programme. The International Visegrad Fund (IVF) is a joint initiative of the governments of the four Visegrad Group countries (Slovakia, the Czech Republic, Poland and Hungary). It offers scholarships for study abroad, both to students from within the Visegrad group, and to neighbouring countries like Belarus and Ukraine. The scholarships comprise of a fixed-rate contribution of 3000 Euro

towards school fees (paid directly to the university), plus two lump-sum payments (one for each semester) to help with living costs. Scholarships are normally awarded for one year only.

Jan Hus Educational Foundation announces a competition for a scholarship for PhD students or postdocs working in the humanities and social sciences under 35 years of age (on the date of closing of applications). The scholarship amounts to 60 000 CZK. For further details, visit: <http://www.vnih.cz/>

Financing of research

Mobility Fund of the Charles University provides funding for academic mobility, PhD students being one of the priorities. PhD students may apply for up to one-half of the costs of their research abroad, as well as their study abroad. Maximal amount provided for a long-term stay (up to one year) is 100 000 CZK. Short-term trips as well as conferences are not supported from this source.

Jan Hus Educational Foundation regularly announces an open grant program to support projects in the field of higher education, which develops unapplied humanities, social sciences and related fields. For details, see: <http://www.vnih.cz/grant-husovy-nadace/vyhlaseni/>

Czech Literary Fund Foundation announced new edition of requests for endowment contributions, including travel grants for young scientists up to 35 years.

For details, see: <http://www.nclf.cz/>

Foundation "Nadání Josefa, Marie a Zdeňky Hlávkových" announced a new edition of requests for endowment contributions to scientific, literary and artistic activities for applicants up to 33 years of age, which are awarded in the form of scholarship (tourism, scientific or artistic).

Applications for scholarships are accepted until 10 days before the meeting of the Governing Board. For details, see <http://www.hlavkovanadace.cz>

Deadline for submitting an application via the Department for Research of the Faculty: 15 days before the meeting of the Board.

Sophia Foundation supports talented students particularly in the area of economics and law, disadvantaged groups and individuals in the field of education and institutional activities in the field of economics and law.

For details, see <http://www.nadacesophia.cz/>

Jean Monnet Programme offers a programme for supporting excellence in teaching, research, reflection and debate in European integration studies in higher education institutions within and outside the European Union. For details, see https://eacea.ec.europa.eu/erasmus-plus/actions/jean-monnet_en

Grants

Charles University Grant Agency (GA UK)

Charles University Grant Agency distributes funds for research activities to students in doctoral and master's degree programmes. In case of doctoral students, it is one of the most important ways to obtain funding for their research.

[Application](#)

Czech Science Foundation (GA ČR)

The main function of the Czech Science Foundation is to provide, on the basis of public tender, financial support for research projects submitted by individuals or organizations. The main source of the funds available is the state budget; however, contributions from other sources are also possible. The Czech Science Foundation supports basic research of all disciplines. The evaluation system is based on peer review system and a bottom-up principle; the topics of projects are determined by applicants.

[Application](#)

Specific Academic Research (SVV) is a targeted support for PhD. students or Master students who carry out publishing activities. This programme is compulsory for full-time PhD students.

Responsible person for the Department of Political Science: RNDr. Jan Kofroň, Ph.D.

Responsible person for the Department of International Relations: Doc. PhDr. Jan Karlas, MA., Ph.D.

Other important links

[Research Office, Faculty of Social Sciences](#)

[Department for Science and Research, Charles University](#)

Centre for doctoral studies

Centre for doctoral studies (CDS) at the Institute of Political Studies was established in 2012. The CDS provides administration support for the doctoral studies in both programmes of [Political Science](#) and [International Relations](#) and seeks to upkeep the PhD programmes through involvement of its members in research, teaching and administration of the postgraduate studies.

The activities of the CDS are aimed at the support of applicants, current PhD students and the Institute of Political Studies itself. The key areas of the CDS work thus may be described accordingly:

- **Assistance to applicants:** communication with applicants, support in the preparation of materials for the entrance interview (especially the consultation of the research design of the proposed PhD projects)
- **Assistance to current PhD students:** administration of the individual study plans and the evaluation reports, organization of PhD workshops and the preparation of complex methodical instructions for PhD students, assistance to students in applying for grants, creating a platform for sharing of experience concerning further research and scientific activities (conferences, seminars...)
- **Assistance to the Institute of Political Studies in organizing the doctoral studies:** presentation and promotion of the PhD studies, assistance with the organization of the final doctoral exams and the defences of the PhD dissertations

Beside the abovementioned functions, the CDS is a form of support to the research and publication activities of selected PhD students.

Relevant regulations for PhD students in English

Dean's provision 6/2014 [Organization of Doctoral Studies at the FSV UK](#)

[Rules for Organisation of the Studies at the Faculty of Social Sciences of Charles University](#)

[Code of the Study and Examination of Charles University in Prague](#)

[The Higher Education Act of the Czech Republic](#) (provisional English translation)

Relevant regulations for PhD students in Czech

[Pravidla pro organizaci studia na FSV UK](#)

[Opatření děkana 6/2014 upravující organizaci postgraduálních studia na FSV UK](#)

[Studijní a zkušební řád UK](#)

[Zákon o vysokých školách](#)

Other useful information for PhD students

Office and office hours

Full-time students may use the room J3013 and its equipment (computers, printer, scanner etc.). Keys may be picked up at the Office of Secretary (J3096). Paper and toners/cartridges can be brought by IPS storage room – key from storage room should be placed in doctoral students room or in any IPS office.

Full-time students should publish their office hours (80 minutes per week) at the beginning of each semester.

Books

Doctoral students involved in SVV can order new books for research once a year. A proposal for acquisition can be also made to faculty library. For details, see library website: <http://knihovna.jinonice.cuni.cz/>

Proof reading

Doctoral students have possibility of proof reading (paid by IPS) if they publish article in English. Texts has to be approved by Director of the Institute.

Research and publication

An impacted journal is a journal for which bibliographic databases record and count citations to its articles. Citations are traditionally counted in SSCI (Social Science Citation Index) or SCI (Science Citation Index), part of the Web of Knowledge. The list of impacted journals in various fields is located at the JCR Citation Reports at the Web of Knowledge. A more comprehensive list of peer-reviewed journals is listed in Scopus. Generally, the higher an impact factor is the more recognized the journal is.

Czech Peer-reviewed journal has to be acknowledged by Government because of evaluating of sciences. This list you find [here](#).

All the research outputs elaborated within a given grant should be recorded in the [OBD database](#). The data automatically appear in the [database](#) of publications of the Faculty of Social Sciences.

Academic writing

It is strongly recommended to read some of plentiful books on Academic Writing (available at CERGE-EI Library). A popular one is *“How to write a lot?”* or *“Authoring a PhD. How to plan, draft, write and finish a doctoral thesis or dissertation”*.

Follow the best practices of top journals. If you consider submission, always think in advance about journal mission, and a typical article. Journals are theoretical or applied, general or field, with long or brief articles, local or global, formalized or verbal.

A few hints on publishing

For high-level journals, acceptance of papers takes several months at best; several-year delay due to revisions may not be exceptional. Journals with Letters or Bulletin in the title are generally faster but accept only partial results (typically restricted to a few pages).

It is absolutely essential to polish the article before submitting to a journal. It has to conform to standards of academic writing and journal-specific instructions to authors and be free from typos and bad English. Complicated notation, cumbersome sentences and unclear propositions imply that the text is likely to be immediately rejected. One shouldn't get into too bad of a mood after several rejections. Journals are diverse and a paper unacceptable at one corner is welcome at another.