



FACULTY
OF SOCIAL SCIENCES
Charles University

HANDBOOK

for Doctoral Students

Ph.D. Program: Political Science

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General information

The Ph.D. study program in Political Science is organized at Charles University and offered by the Institute for Political Studies at the Faculty of Social Sciences and the Department of Politics at the Faculty of Arts. The aim of the doctoral study program in Political Science 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 or private sector in the Czech or international environment.

The Ph.D. program at the Faculty of Social Sciences 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 Political Sciences. Ph.D. students may also engage in teaching at the faculty and participate in larger research projects organized by the core staff. Selected students may get employed at the university during their studies and work at the Centre for Doctoral Studies.

Doctoral studies can be conducted either full-time or part-time. Both full-time study ("internal" study) and part-time study ("external" study) takes four years. Internal students who do not complete their dissertation within the specified four years are usually allowed to continue their studies as external students, but only if they show substantial progress on their dissertation. External studies can be extended up to a maximum of eight years.

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

Contacts

Prof. PhDr. Blanka Říhová, CSc., dr. h. c.	blanka.richova@fsv.cuni.cz
Chair of the Subject Area Board	tel.: 296 824 653
doc. PhDr. Michel Perottino, Ph.D.	michel.perottino@fsv.cuni.cz
Head of the Department of Political Science	tel.: 296 824 653
doc. PhDr. Jan Karlas, MA., Ph.D.,	jan.karlas@fsv.cuni.cz
Head of the Department of International Relations	tel.: 296 824 664
PhDr. Petr Jüptner, Ph.D.	petr.juptner@fsv.cuni.cz
Head of the Institute of Political Studies (IPS)	tel.: 296 824 649
Mgr. Gabriela Baranyaiová	gabriela.baranyaiova@fsv.cuni.cz
Head of the IPS Office	tel.: 251 080 264
Mgr. Kateřina Bubnová	katerina.bubnova@fsv.cuni.cz
Secretary of the IPS	tel.: 296 824 641
Mgr. Martin Huňady	martin.hunady@fsv.cuni.cz
Centre for Doctoral Studies, IPS	tel.: 732 251 2168
Mgr. Kristian Földes	kristian.foldes@fsv.cuni.cz
Centre for Doctoral Studies, IPS	tel.: +421 948 490 320
doc. Ing. Tomáš Cahlik CSc.	tomas.cahlik@fsv.cuni.cz
Vice-Dean for Doctoral Studies and Other Forms of Education, FSS	tel.: 222 112 318
Mgr. Kateřina Vovsová	katerina.vovsova@fsv.cuni.cz
Study Services for Doctoral Studies, Faculty of Social Sciences (FSS)	tel.: 222 112 224
Mgr. Michaela Rudinská	svoz@fsv.cuni.cz
International Office, Faculty of Social Sciences	tel.: 222 112 228

Last update: January 31, 2021

Schedule of the academic year

PRE-SEMESTER PERIOD (end of the academic year of 2019/2020 and preparation for the academic year of 2020/2021)	1. 9. 2020 to 27. 9. 2020
Enrolment of the first-year Ph.D. students	29. 6. and 21. 9. 2020
Enrolment of advanced Ph.D. students and a control of the fulfilment of their study requirements	Automatic enrolment
State doctoral exam (Final state examinations for Ph.D. students)	7. 9. 2020 to 18. 9. 2020
Deadline for submitting applications for the State Doctoral Exam	30 days before the exam
WINTER SEMESTER OF 2020/2021	01/10/2020 to 14/02/2021
First day of courses	29/9/2020
Courses	29. 9. 2020 to 22. 12. 2020
Enrolment to courses (via SIS)	14. 9. 2020 from 10.00 a.m. to 5. 10. 2020 until 23.59 p.m.
Dean's Holiday (Faculty closed)	16. 11. 2020
Deadline for submitting Individual study plans	15/11/2020
Christmas holiday	23. 12. 2020 to 3. 1. 2021
Examination period	11. 1. 2021 to 14. 2. 2021
State doctoral exam (Final state examinations for Ph.D. students)	23. 11. 2020 to 22. 1. 2021
SUMMER SEMESTER 2020/2021	15. 2. 2021 to 30. 6. 2021
First day of courses	15. 2. 2021
Enrolment to courses (via SIS)	1. 2. 2021 from 10.00 a.m. to 21. 2. 2021 do 23.59 p.m.
Dean's holiday (Faculty closed)	30. 4. 2021
Rector's sports day (restricted opening)	12. 5. 2021
Summer holidays	1. 7. 2021 to 31. 8. 2021

Courses	15. 2. 2021 to 14. 5. 2021
Deadline for submitting application to the Ph.D. program	30/04/2021
State Doctoral exam (Final state examinations for Ph.D. students)	17. 5. 2021 to 4. 6. 2021
Examination period	24. 5. 2021 to 30. 6. 2021 1. 9. 2021 to 10. 9. 2021
Substitute term for admissions examinations for all the programmes	28. 6. 2021 to 9. 7. 2021
Deadline for submitting the ISP update for the year 2018/2019	1/6/2021
Pre-semester period of the academic year of 2021/2022 (Examination period in summer semester – see above until 11. 9. 2021)	1. 9. 2021 to 30. 9. 2021 (from 1. 9. until 24. 9. 2021 it is possible to hold Bachelor's, Master's and Doctoral State final examination for students, in accordance with SZŘ UK, this is a current term)
Submission of conditions for admissions procedure for the academic year of 2022/2023	1. 3. 2021
Submission of applications for Doctoral study in terms of Doctoral programmes with the beginning of classes on 1 October 2021	by 30. 4. 2021

Ph.D. 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 49 146 000;
- 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 (in case of paper application form).
- further information is available [online](#) at the faculty's website.

The application fee is 720 CZK for the electronic form and 770 CZK for the paper form. The recipient's bank account details are as follows:

Bank: Komerční banka, Prague 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: 2021, SWIFT code - KOMBCZPP (*we recommend card payment online, but please note that when paying from abroad the bank charge is payable by the payer*).

Applicants who are in their final year of a Master's degree program 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 they are issued.

All application materials should be sent to:

Faculty of Social Sciences, Charles University,
Smetanovo nabrezi 955/6,
110 01 Prague 1
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 2021/2022 is 30th April 2021. No extension of this deadline is possible.

Admission procedure

All applicants who submit the required materials by the deadline are invited to take part in an entrance interview in Prague between 10th and 14th of June (alternative date between 24th of June to 4th of July). Before the interview, each applicant is required to send a research proposal for her or his Ph.D. dissertation. The proposal should be submitted by the applicant electronically to [cgs-ips@fsv.cuni.cz](mailto:cds-ips@fsv.cuni.cz) and in printed form to the Centre for Doctoral Studies no later than 14th May 2021.

Centre for Doctoral Studies, Institute of Political Studies
Charles University in Prague, Faculty of Social Sciences
Charles University
Pekařská 16
158 00 Praha 5
Czech Republic

Applicants for the doctoral program in the field of Political Science may choose a dissertation topic from the field of the application and use of theoretical concepts of democracy and undemocratic forms of governance in the present and in historical perspective, changes in political systems with emphasis on developments related to the modernization and democratization, comparative analysis with emphasis on issues of national and regional identity, analysis of individual elements of political systems and political geography. Applicants for the doctoral program may choose a dissertation topic from the list of priority topics provided by the Department of Political Science for the given academic year (these topics are published on the webpage <https://ips.fsv.cuni.cz/IPSENG-221.html> by the end of February 2021 at the latest).

The structure of the entrance exam

1. To be eligible to apply for the Ph.D. programme, an applicant must have graduated in a Master's level form of study in Political Science or Social Sciences (Sociology, History). Students who have obtained their Master's degree abroad are required to submit an official document proving that their

degree is recognized by the Czech Ministry of Education (before registering for a Czech university programme).

2. The dissertation proposal should be submitted by the applicant electronically to cds-ips@fsv.cuni.cz and in printed form to the Centre for Doctoral Studies (Pekařská 16158 00 Praha 5 Czech Republic) no later than **14th May 2021**. The dissertation proposal in the range of 6-7 pages (1800 characters per page, including spaces) must contain the following parts: a brief introduction of the topic, the definition of the topic, goals and work hypothesis, methodological basis, intended structure, state of the art and literature review.

3. The entrance exam is two-round.

In the first round, the admissions committee evaluates the submitted projects based on their quality and compatibility with the topics listed by the Department of Political Science as priorities for the given academic year. A maximum of 30 points can be obtained in the first round. The threshold for advancing to the second round will be determined based on the number of applicants, the quality of their projects, the representation of priority topics among the applicants submitted, and the distribution among the proposed trainers.

After taking into account all these factors, the commission sets the limit for advancement to the 2nd round, which takes place in form of an oral interview.

The Admissions Committee evaluates:

- a) The quality of the project in terms of content and form, especially the applicant's ability to justify the chosen topic and place it in a broader time and research context (relevance of the dissertation's proposed topic in the context of the current Czech or international research).
- b) The applicant must convincingly prove that the proposed project topic has either not been processed at all or is not sufficiently processed and that the work on the subject is a contribution to the current state of research (i.e., brings new empirical and theoretical knowledge or original, as yet unapplied methodological procedures, etc.).

The decisive criterion for the evaluation of the candidate is:

- a) The quality of the dissertation project, the candidate must be able to defend its concept, theoretical and methodological basis during the interview.
- b) Motivation to study based on the list of literature, which the candidate is required to submit during the oral part of the entrance exam (the list must contain at least 30 scientific titles).
- c) In the evaluation, the Admissions Committee also considers the applicant's overall professional profile and his / her possible previous lecture and publication activities.

In the second round, the candidate can get a maximum of 30 points.

In total, for both rounds, the candidate can get a maximum of 60 points.

When all candidates have gone through the admission procedure, the admissions committee will draw up the minutes. It includes the point evaluation of candidates and determining their order according to the number of points obtained.

4. The maximum score of the entrance exam is 60 points. The point limit for admission is set by the Dean, taking into account the number of applicants passing the entrance examination and the faculty's capacity.

https://is.cuni.cz/studium/prijimacky/index.php?do=detail_obor&id_obor=25169

Enrolment

An applicant becomes a student on the day of his or her enrolment. The enrolment is completed at the Study Services 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 Ph.D. program must enrol for the studies on the stated day; if, for serious reasons, they cannot enrol, they must notify the Study Services in writing 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).

Individual Study Plan

The first-year student, jointly with her or his supervisor, is required to prepare an Individual Study Plan (ISP) via University's Information System (SIS) till 1st November. Certain duties have specific code assigned (see below) in SIS, which allow to mark the duty as fulfilled at the end of an academic year.

The ISP must be consistent with the rules of the Ph.D. program in Political Science. It must contain specifically:

- doctoral dissertation title and synopsis
- selective list of references (ca. 10 to 15 items)
- form and scope of the dissertation (monograph or collection of articles, length in pages)
- time-schedule of progress in doctoral dissertation (what type of work on the dissertation is planned for each year)
- at least two publications (JPD028 and JPD029)
- exams and courses (including State doctoral exam)

- internships, summer/winter schools and stays abroad (which internships, summer/winter schools and stays abroad are planned, when and where approximately – *this depends on the agreement with your supervisor*)
- grant activities (which grant applications are planned and when)
- conferences (at least two conferences during the course of studies, at least one of them international)
- dissertation pre-defence (JPD027) and defence
- others (e.g. teaching)

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

Then, if there are no further objections, the final version of the ISP shall be uploaded in the University's Information System (IS) and sent to the Supervisor. For further instructions, visit http://ips.fsv.cuni.cz/IPSEFSV-234-version1-instrukce_pro_odevzdavani_isp_pdf, http://ips.fsv.cuni.cz/IPSEFSV-234-version1-student_zalozeni_isp.pdf and <http://ips.fsv.cuni.cz/IPSEFSV-146-version1-1408.pdf>

The Subject Area Board decides about the plans and the approved ISP shall be then signed by the student as well as her/his supervisor no later than 30 days after the Subject Area Board meeting. In the meantime, the forms will be deposited at the Head of the IPS office. The signed forms with all the necessary requirements are then sent all together to the Student's Services, which is organized by the Department.

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. Together with the annual evaluation, each student may submit an annual update of her/ his ISP, where the student specifies the planned work on her/ his doctoral study and research for the next academic year.

The evaluation is made by marking the items in the Individual Study Plan in SIS. Similarly, the new items are added to form in SIS. After updating the ISP in SIS, a student should contact the CDS (no later than 1st June). The form will be checked by a responsible member of the CDS. 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 are then uploaded and sent to the Supervisor no later than 30th June. The supervisors and the Subject Area Board assess the evaluations and the updated plans, and no later than 30 days after the meeting the student shall sign printed forms.

The process of evaluation and the criterias are based on the following regulation (available only in Czech): <http://ips.fsv.cuni.cz/IPSFVS-146-version1-1408.pdf>

If student needs to re-schedule fulfillment of some obligation (e.g. state doctoral exam, pre-defence, dissertation defence etc.), a request has to be addressed to the Subject Area Board (SAB). The request form signed by the supervisor has to be submitted to the Study Office (who will forward it to SAB) before the meeting at least one semester before scheduled obligation (or at least as soon as possible).

Courses

a) Students whose studies began in the academic 2021/2022

Each doctoral student is required to fulfill these requirements before applying to the state doctoral exam:

- Each doctoral student signs up for **six courses of Doctoral seminar** (JPD018, JPD019, JPD1010, JPD011, JPD012, JPD013) during the first three years of the study. Doctoral students sign up for the course of **Methodology of Scientific Research I and II** (JPD025, JPD026) in the third, or the fourth semester of their studies.
- A doctoral student performs **Publication activities I and II (JPD028, JPD029)** within a **Specific research** in the first and third year of his/her studies according to the rules of the Institute of Political Studies; the student will receive a course credit after submitting proof of a successful publishing output, i.e. when clearly demonstrating that the book has been accepted for publication.
- Each doctoral student is required to complete two discipline-oriented (two-semester) seminars from the offered courses ([J#081](#)). A doctoral student will receive one credit for each two-semester course.
- Doctoral students may also, in agreement with their supervisor, select Internship abroad and Participation in international methodological school as other specialization engagements (must be included in the Individual study plan of the doctoral student).

b) Students whose studies began in the academic year of 2019/2020

Each doctoral student is required to fulfill these requirements before applying to the state doctoral exam:

- To pass eight doctoral seminars (JPD018, JPD019, JPD1010, JPD011, JPD012, JPD013), i.e. a general methodological seminar with their supervisor that seeks to support students in designing their doctoral research. The seminar runs for 6 semesters (three years).
- To pass courses Methodology of scientific research I I and II (JPD025, JPD026)

- commented draft of dissertation thesis a
- To pass two discipline-oriented (two-semester) seminars from the offered courses
 - o Political Parties: theory and practice I a II (JPD030)
 - o Problems of municipal politics: methodological and practical aspects of analysis I and II (JPD031)
 - o Political institutions and their analysis I and II. (JPD032)
 - o Political theory I and II (JPD033)
 - o Nations and regionalism in Europe I and II. (JPD034)
 - o Political geography: theoretical concepts I and II (JPD035)
 - o Religion and politics - problems of research I and II. (JPD036)
 - o International school of methodology (JPD038)
 - o History of Political Ideas
- To pass internship (JPD037) in the overall length of the 3 months
- To pass International school of methodology (JPD038)

c) Students whose studies began in the academic year of 2016/2017 or later (till 2018/2019)

Each doctoral student is required to fulfill these requirements before applying to the state doctoral exam:

- To pass six doctoral seminars (JPD018, JPD019, JPD1010, JPD011, JPD012, JPD013), i.e. a general methodological seminar with their supervisor that seeks to support students in designing their doctoral research. The seminar runs for 6 semesters (three years).
- To pass course Methodology of scientific research I and II (JPD025, JPD026)
- To pass two discipline-oriented (two-semester) seminars from the offered courses
 - o Political Parties: theory and practice I a II (JPD030)
 - o Problems of municipal politics: methodological and practical aspects of analysis I and II (JPD031)
 - o Political institutions and their analysis I and II. (JPD032)
 - o Political philosophy I and II (JPD033)
 - o Nations and regionalism in Europe I and II. (JPD034)

- o Political geography: theoretical concepts I and II (JPD035)
- o Religion and politics - problems of research I and II. (JPD036)

Doctoral students may also, in agreement with their supervisor, select Internship abroad and Participation in international methodological school as other specialization engagements (must be included in the Individual study plan of the doctoral student).

- o Internship (JPD037)
- o International school of methodology (JPD038)

Beside the compulsory 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.

Publications

All the research outputs/publications 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. Your article has to be published in the journal, which is listed in databases Web of Science, Scopus or at the list of Czech Peer-reviewed journals acknowledged by Government (you can find the list [here](#)).

Research

Conducting an independent research project is a vital core of the Ph.D. studies at the IPS. Applications may apply to the program also with their own project, provided that they find a potential supervisor who approves the topic and could 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 Ph.D. 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 Ph.D. students from IPS participate in a so-called **Specific Academic Research (SVV)** project. This is a grant project which aims to encourage Ph.D. students to write scholarly articles on a regular basis and under the supervision of senior researches. 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. Students are entitled to remuneration based on the quality of the publication. Besides, within this project, student participants may order a book for their research.

In order to show their ability to work on an independent scientific project and gain additional funding, Ph.D. students are encouraged to apply for further grants. During the course of the Ph.D. studies, students shall submit a grant application, for example to the **Charles University grant Agency (GAUK)**. In case the application is declined, the student shall attempt 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 for how to gain additional financial sources for the Ph.D. research.

Another possibility to gain further funding for the Ph.D. 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 Ph.D. students may get involved in order to gain better experience with scientific work and, if applicable, additional funding.

All publications written 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

Teaching is not obligatory for full-time Ph.D. students. Students are allowed to teach from their second year with approval of their supervisor and the guarantor of Ph.D. program Political Science.

State doctoral exam

Each student must enrol for the State Doctoral Exam before the end of the third year of her/his Ph.D. studies and pass the exam before the end of the fourth year. The exam incorporates the content of the three fields that validate student knowledge in the following areas:

- basic knowledge concerning the issue of doctoral dissertation with respect to the theoretical ability to grasp the themes and the ability to solve a scientific task;
- orientation of the main methodological problems of the field of Political Science;
- orientation in the literature relating to the field of specialization.

The specific scope and content of the state doctoral examination is defined by the content of courses prescribed in the ISP, or other specifications contained in the ISP. The result of the exam is either

“pass” or “fail” and if the student does not pass the exam, s/he must repeat the whole exam 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 fulfil these requirements:

- to pass all compulsory courses and exams
- to publish at least one peer-reviewed scientific article

The exam takes place 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 want 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 plus an overview of the completed subjects;
- Day of the exam: to bring the part of the dissertation that has been already finished

Dissertation defence

The dissertation thesis is the most important output of the Ph.D. studies. It shall be in the form of a single monograph of approximately 150 to 250 standardized pages (which is recommended more) or it may consist of a collection of scientific articles with the general survey of the main topic of dissertation research. The thesis shall be written in Czech or English and it must contain original research results.

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

Dissertation pre-defence

The student submits the preliminary version of her/his dissertation thesis at least one semester 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, list of reference, bibliography etc.). Each of the two opponents provides a thorough report on the draft of the dissertation. The student is expected to answer the issues raised by the opponent during the pre-defence. A report of the pre-defence defines the tasks to be implemented by the Ph.D. candidate in the final version of the dissertation.

Dissertation defence

The final version of the dissertation is submitted for defense both electronically and in one hardbound and one wired copy and must contain an English abstract. The Ph.D. candidate submits an [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.

Dissertation should 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 given 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 confirmation of the exams passed and their classification.

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 requirements 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.

Interruption of studies

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

The dean may interrupt the studies of a Ph.D. 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 agree to the request; studies may be interrupted in this way for a minimum period of one semester. Students are requested to inform the Centre for Doctoral Studies.

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 or 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 studies may be interrupted is till the maximum duration of study (*generally it is 8 years with the exception of maternity leave*).

Sample Individual Study Plan

Following sample is based on form available in SIS and is intended for students who started in the academic year 2018/2019.

Plan details (boxes in section „Plan details“ are filled automatically by Study Services)							
Student:							
SAB (Subject Area Board) chair: prof. PhDr. Blanka Řířhová, CSc.							
Supervisor:							
Advisor:							
Dissertation and progress on the dissertation							
Type	Title, details			Commentary	Uploaded files	Year of instertion	
doctoral dissertation	The title of your dissertation					e.g. 2019/2020	
progress on the doctoral dissertation	1 st year of study: e.g. research design of the Ph.D. dissertation 2 nd year of study: e.g. theoretical part of dissertation 3 rd year of study: e.g. field research 4 th year of study: submission of the dissertation thesis					2019/2020	
Course of study							
Title, details				Commentary	Uploaded files	Year of instertion	
e.g. State doctoral exam planned on: summer semester 2017/2016						e.g. 2015/2016	
Pre-defense planned on: winter semester 2018/2019						2015/2016	
Defense planned on: summer semester 2018/2019						2015/2016	
List of duties							
Type	Code	Title	Academic year	Semester	Commentary	Uploaded files	Year of instertion
course	e.g. JPD018	Doctoral Seminar I.	2019/2020	winter			e.g.2019/2020
course	JPD019	Doctoral Seminar II.	2019/2020	summer			2019/2020
course	JPD010	Doctoral Seminar III.	2020/2021	winter			2020/2021
course	JPD011	Doctoral Seminar IV.	2020/2021	summer			2020/2021
course	JPD012	Doctoral Seminar V.	2021/2022	winter			2021/2022
course	JPD013	Doctoral Seminar VI.	2021/2022	summer			2021/2022
course	JPD025	Methodology of scientific research I.	2020/2021	summer			2020/2021
course	JPD026	Methodology of scientific research II.	2020/2021	winter			2020/2021
course	JPD03X	Specialized seminar I.	2019/2020	summer			2019/2020

course	JPD030Y	Specialized seminar II.	2019/2020	winter			2019/2020
course	JPD028	Publishing activity I.	2020/2021	both			2020/2021
course	JPD029	Publishing activity I.	2022/2023	both			2022/2023
conference	-	Conference 1	2020/2021	both			2020/2021
conference	-	Conference 2	2022/2023	both			2022/2023
other	-	Grant activities: Submission of a grant application with a project...	2019/2020	both			2019/2020
other	-	Grant activities: Submission of a grant application with a project...	2020/2021	both			2020/2021
other	-	Grant activities: Participation in the Specific Academic research project (SVV)	2019/2020	both			2019/2020
other	-	Grant activities: Participation in the Specific Academic research project (SVV)	2020/2021	both			2020/2021
other	-	Grant activities: Participation in the Specific Academic research project (SVV)	2021/2022	both			2021/2022
other	-	Grant activities: Participation in the Specific Academic research project (SVV)	2022/2023	both			2022/2023
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 approved by the supervisor and a completed 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

Finance

Scholarships

Full-time doctoral students are awarded scholarships for twelve months per years. These scholarships are tax-free. Given [the Dean's Provision no. 20/2018](#) from April 15, 2018, scholarships are:

Year	Stipend (CZK per month)
1 st	10 500,-
2 nd	10 500,-
3 rd	10 500,-
4 th	10 500,-

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 his studies, the Subject Area Board or the supervisor can recommend the Dean to reduce the scholarship by up to 50 %.

Above outlined scholarship are valid for students enrolled 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 redistributed to the best students according to their activity in publications, conference participation, grant activities and so forth.

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

Fees

The tuition fee for Ph.D. program in English is 500 EUR per semester. (The fee for the students successfully progressing towards their Ph.D. 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:

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 program. 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

Development Scholarships" to distinguish them from the "Government Scholarships" listed below). This scholarship is directly offered and administered by the Faculty of Social Sciences, Charles University with a generous contribution from the Charles University and the [Czech Ministry of Education, Youth and Sports](#) respectively. The scholarship is designated and available for students from developing countries and countries going through a process of political and economic transition. The scholarship is administered as a one-time lump-sum payment of CZK 75 000 (approx. EUR 3 000) to selected students to support the student's necessary living costs. There is no tuition fee waiver as a part of the scholarship. The deadline for scholarship applications is April 30, 2021. The application has to be submitted complete (with all necessary documents), and all submitted documents have to be originals and written in the English language, or accompanied by certified translations. Further details are on our Development Scholarships page.

International Visegrad Fund Scholarships. Available for any program. 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 direct to the university), plus two lump-sum payments (one for each semester) to help with living costs. Because school fees at the Faculty of Social Sciences are higher than the contribution from IVF, students will be expected to cover the balance of our standard school fee from other funds. Application deadlines vary, depending on the exact sub-program students are planning to use. Applications should be made direct to IVF. Scholarships are normally awarded for one year only, so students should expect that they will have to fund their second year of study from elsewhere. Students who wish to make parallel applications for both an IVF scholarship, and one of our own Development Scholarships are free to do so, but it is our policy that we will not pay out a Development Scholarship to someone who is also receiving funding from IVF. In the event that students succeed with both applications, then, they will have to choose. Most years we accept 5-6 students with IVF funding. Further details are on the [IVF website](#).

Jan Hus Educational Foundation announces a competition for a scholarship for Ph.D. students or doctors 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.vnjh.cz/>.

Financing of research

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.vnjh.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 Program offers a program 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 programs. In case of doctoral students, it is one of the most important ways how to obtain funding for their research.

[Application](#)

[GA UK: English version](#)

Czech Science Foundation (GAR)

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 all disciplines of basic research. 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 Ph.D. students or Master students who carry out publishing activities. This program is compulsory for full-time Ph.D. students.

Contact:

Mgr. Tomáš Kučera, Ph.D - SVV project supervisor

Mgr. Jakub Stauber, PhD. - SVV conference, research groups, book acquisitions

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) exists since 2012 at the Institute of Political Studies, Charles University in Prague. The CDS coordinates the doctoral studies in both programs [Political Science](#) and [International Relations](#) and seeks to support the Ph.D. programs 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 Ph.D. students and the Institute of Political Studies itself. The key areas of the CDS work thus may be distinguished 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 Ph.D. projects);
- **Assistance to current Ph.D. students:** administration of the individual study plans and the evaluation reports, organization of Ph.D. workshops and the preparation of complex methodical instructions for Ph.D. 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 Ph.D. studies, assistance with the organization of the final doctoral exams and the defences of the Ph.D. dissertations.

Beside the above mentioned functions, the CDS is a form of support to the research and publication activities of selected Ph.D. students.

Relevant regulations for Ph.D. students in English

Dean's provision 27/2017 [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)

[Website for Ph.D. students](#)

Relevant regulations for Ph.D. students in Czech

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

[Opatření děkana 27/2017 upravující organizaci postgraduálních studia na FSV UK](#)

[Studijní a zkušební řád UK](#)

[Zákon o vysokých školách](#)

[Stránky o doktorském studiu na FSV](#)

Other useful information for Ph.D. students

Office and office hours

Full-time students may use the room and its equipment (computers, printer, scanner etc.). Keys may be picked up at the Office of Secretary (402) . 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/>

<https://knihovna.fsv.cuni.cz/en/contacts>

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.

Health insurance

The state pays health insurance for citizens over 26 years of age, studying for the first time in a doctoral study program realized by a university in the Czech Republic in standard time in the full-time form of study. However, they must not be self-employed or employees at the same time. The confirmation of study for your insurance company will be issued at Study Office.

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 Charles University](#).

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?*” (Silva, 2017) or “*Authoring a Ph.D. How to plan, draft, write and finish a doctoral thesis or dissertation*” (Dunleavy, 2003).

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.

References

Dunleavy, P., 2003. *Authoring a PhD How to Plan, Draft, Write and Finish a Doctoral Thesis or Dissertation*. Red Globe Press.

Silva, P.J., 2017. *How to Write a Lot: A Practical Guide to Productive Academic Writing*, 1st. ed. APA LifeTools