



FACULTY OF SOCIAL SCIENCES
Charles University in Prague

HANDBOOK

FOR DOCTORAL STUDENTS

PhD Programme: Political Science

2016/2017

Contents

- Contents 2
- General information 4
- Contacts..... 5
- Schedule of the academic year 6
- PhD study step by step 8
 - Application 8
 - Admission procedure 9
 - Enrolment..... 11
 - Individual Study Plan 11
 - Annual Evaluation and Update of the Individual Study Plan 12
 - Courses 13
 - Publications 15
 - Research 15
 - Teaching 16
 - State doctoral exam 17
 - Dissertation defence 18
 - Conclusion of studies 19
 - Interruption of studies 19
- Sample Individual Study Plan 21
- Finance 23
 - Scholarships..... 23
 - Fees..... 23
 - Financing of study 24
 - Financing of research..... 26

Centre for doctoral studies.....	28
Relevant regulations for students in english PhD programme	29
Relevant regulations for students in czech PhD programme	29
Other useful information for PhD students	31

General information

The PhD studies in Political Sciences are at the Charles University offered by the Department of Political Studies at the Faculty of Social Sciences. The aim of the doctoral study in Political Sciences 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, various types of mass media or 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 Political Sciences. 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. Internal students who do not complete their dissertation within the specified four years are usually allowed to continue their studies as external students, if they show substantial progress on their dissertation. External studies can be extended up to a maximum of eight 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. Foreign 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 Czech programme.

Contacts

Prof. PhDr. Blanka Řířhová, CSc.	blanka.richova@fsv.cuni.cz
Chair of the Subject Area Board of the PhD programme in Political Science	tel.: 251 080 263
PhDr. Petr Jüptner, Ph.D.	petr.juptner@fsv.cuni.cz
Head of the Institute of Political Studies (IPS)	tel.: 251 080 267
Radka Mácová	radka.macova@fsv.cuni.cz
Head of the IPS Office	tel.: 251 080 264
Mgr. Jana Krejčíková	jana.krejcikova@fsv.cuni.cz
Secretary of the IPS	tel.: 251 080 214
Mgr. Ivana Miková	ivana.mikova@fsv.cuni.cz
Centre for Doctoral Studies, IPS (International Relations)	tel.: 251 080 208
Mgr. Karolína Musilová	karolina.musilova@fsv.cuni.cz
Centre for Doctoral Studies, IPS (Political Science)	tel.: 251 080 208
Doc. PhDr. Michal Kubát, Ph.D.	prodekan.veda@fsv.cuni.cz
Vice-Dean for Research and Post-Graduate Studies, Faculty of Social Sciences	tel.: 222 112 289
Bc. Marie Stanovská	marie.stanovska@fsv.cuni.cz
Study Services for Doctoral Studies, Faculty of Social Sciences	tel.: 222 112 224
Mgr. Nina Bílovská	svoz@fsv.cuni.cz
International Office, Faculty of Social Sciences	tel.: 222 112 228

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	12/9/2015 to 16/9/2015
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 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

All applicants who submit the required materials by the deadline are invited to take part in an entrance interview in Prague between 12th and 16th of June. Before the interview, each applicant is required to send a research proposal for her or his PhD dissertation. The proposal should be submitted by the applicant electronically to cds-ips@fsv.cuni.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

Applicants for the doctoral programme 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 programme 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 <http://ips.fsv.cuni.cz/IPSENG-221.html> by the end of March 2017 at the latest).

Throughout the course of the interview, the examination board will investigate and assess the educational background of each candidate and her/his motivation for the research work, the quality of the dissertation proposal, expected benefit of dissertation, methods to which the candidate intends to use in the research and a general knowledge of the field.

The entrance examination interview is evaluated in points. The examination board decides on the minimum score necessary for the acceptance of applicants to the PhD programme for a given academic year.

Structure of the entrance exams interview

- questions regarding the topic of the proposed PhD dissertation
- questions regarding the applicant's orientation within the key literature
- questions regarding the field of Political Science

Evaluation criteria

During the entrance exam, every applicant answers questions asked by the examination board. This interview can be evaluated by a maximum of 100 points:

- for questions regarding the topic of the proposed PhD dissertation, the applicant may earn a maximum of 50 points,
- for questions regarding the applicant's orientation within the key literature and questions regarding the field of Political Science, the applicant may earn a maximum of 30 points,
- for previous publications, lectures and research activities of the applicant, the applicant may earn a maximum of 20 points.

The performance of each applicant will be evaluated by the examination 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 two weeks 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 exams for the Master's in Political Science, which also contains a list of basic literature.

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 PhD programme 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 PhD programme 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)
- 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 defence and pre-defence (JPD027)
- others (e.g. teaching)

After the consultation with the supervisor, student fills the appropriate form in SIS and contact the Centre for Doctoral Studies (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 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/IPSFSV-234-version1-instrukce_pro_odevzdavani_isp_.pdf, http://ips.fsv.cuni.cz/IPSFSV-234-version1-student_zalozeni_isp.pdf and <http://ips.fsv.cuni.cz/IPSFSV-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 Individual Study Plan in SIS. Similarly, the new items are added to form in SIS. 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 are then uploaded and send 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 proces of evaluation and the criterias are based on the following regulation (available only in Czech): <http://ips.fsv.cuni.cz/IPSFSV-146-version1-1408.pdf>

If student need to re-schedule fulfillment of some obligation (e.g. state doctoral exam, pre-defence, dissertation defence etc.), a request has to be adressed to a Subject Area Board (SAB). The request form signed by supervisor has to be submitted to 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

Students whose studies began in the academic year of 2016/2017 or later

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
 - Political Parties: theory and practice I a II (JPD030)
 - Problems of municipal politics: methodological and practical aspects of analysis I and II (JPD031)
 - Political institutions and their analysis I and II. (JPD032)
 - Political philosophy I and II (JPD033)
 - Nations and regionalism in Europe I and II. (JPD034)

- Political geography: theoretical concepts I and II (JPD035)
- 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).

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

Students whose studies began in the academic year of 2012/2013 or later

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 two methodological doctoral seminars offered and organised by the faculty.
- To pass course Qualitative methods (JPD004, JPD005)
- To submit and successfully defend an essay (JPD014) that elaborates on the theoretical aspects of the student's dissertation research. The paper must be defended publicly (e.g. at a doctoral seminar or a conference) and it is then approved by the supervisor. Students should pass the course in their third year.

Note: An essay does not apply for students, who enrolled in 2015/2016 or later.

Students whose studies began in the academic year of 2011/2012 or earlier:

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

- To pass doctoral seminar, i.e. a general methodological seminar that seeks to support students in designing their doctoral research. The seminar runs for 5 semesters.

- To pass two field-specific doctoral seminars offered and organised by the faculty.
- To submit and successfully defend an essay that elaborates on the theoretical aspects of the student's dissertation research. The paper must be defended publicly (e.g. at a doctoral seminar or a conference) and it is then approved by the supervisor.

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 journal, which is listed in databases Web of Science, Scopus or at the list of Czech Peer-reviewed journal acknowledged by Government (you can find the list [here](#)).

Research

Conducting an independent research project is a vital core of the PhD studies at the IPS. Applications may apply to the programme also with their own project, provided that they find a potential supervisor who approve 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 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 from IPS participate in so-called **Specific Academic Research** (SVV) project. This is a grant project which aims to encourage PhD 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. Student is entitled to remuneration based on the quality of the publication. 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, PhD students are encouraged to apply for further grants. During the course of the PhD 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 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 researches, 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 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 PhD student. Students are allowed to teach from their second year with approval of their supervisor and the guarantor of PhD programme Political Science.

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 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 (i.e. submit the [application form](#) and the [recommendation](#) of their supervisor, including the explicit confirmation that all the necessary requirements have been met by the student
- 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 PhD studies. It shall be in a 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. The thesis shall be written in Czech, Slovak 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.). The opponent provides 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 PhD candidate in the final version of the dissertation.

Dissertation defence

The dissertation for final defence must be submitted in three bound hard 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.

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 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 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 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 studies may be interrupted is five years.

Sample Individual Study Plan

Following sample is based on form available in SIS.

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. 2015/2016	
progress on the doctoral dissertation	1 st year of study: e.g. research design of the PhD 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					2015/2016	
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	2015/2016	winter			e.g.2015/2016
course	JPD019	Doctoral Seminar II	2015/2016	summer			2015/2016
course	JPD010	Doctoral Seminar III	2016/2017	winter			2015/2016
course	JPD011	Doctoral Seminar IV	2016/2017	summer			2015/2016

conference	-	<i>Conference 1</i>	<i>2017/2018</i>				<i>2015/2016</i>
other	-	<i>Grant activities: Submission of a grant application with a project...</i>	<i>2015/2016</i>	<i>both</i>			<i>2015/2016</i>
other	-	<i>Grant activities: Participation in the Specific Academic research project (SVV)</i>	<i>2015/2016</i>	<i>both</i>			<i>2015/2016</i>
other	-	<i>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.</i>	<i>2015/2016</i>	<i>both</i>			<i>2015/2016</i>

Finance

Scholarships

Full-time doctoral students are awarded scholarships for twelve months per years. These scholarships are tax-free. Given the regulation of Dean No. 53/2012 from December 1, 2012, scholarships are:

Year	Stipend (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 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 enroled 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 application fee is CZK 540 (Recipient: Charles University in Prague – FSV, Smetanovo nabr. 6, Praha 1, bank and account number: Komerční banka, Praha 1, 85033011/0100, variable symbol: 2017, constant symbol: 0308)

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

Czech Government Scholarships for Developing Countries (generally called "Government Scholarships" to distinguish them from the "Development Scholarships" listed above). Available for MEF only. These particular scholarships offer students a 100% waiver of school fees for a maximum of two years, plus a monthly stipend to help defray living costs. The scholarships are funded and administered directly by the Ministry of Education, Youth and Sport. Applications should be made in the student's country of origin to the nearest Czech Embassy (and NOT to the Faculty of Social Sciences). The application deadline is usually 15th January. The scholarships are part of a more general scheme set up by the Czech government to fund students of Economics, Information Technology and Agriculture, and

the exact division of students between these three subject areas may vary from year to year. Students are first screened by the Ministry of Education, Youth and Sport to select suitable scholarship holders, and the Ministry then contacts participating Czech universities to arrange placement. The placement of individual students in MEF is subject to the approval of the Head of the programme. Further details are on the [Ministry of Education, Youth and Sport](#) website.

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 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-programme 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 PhD 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.vnih.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 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 how 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 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 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) 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 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 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 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 students in english PhD programme

Rules for Organisation of the Studies at the Faculty of Social Sciences of Charles University

[http://intraneteng.fsv.cuni.cz/FSVINTEN-18-version1-New Rules for Studies 2011.doc](http://intraneteng.fsv.cuni.cz/FSVINTEN-18-version1-New_Rules_for_Studies_2011.doc)

Code of the Study and Examination of Charles University in Prague

http://www.cuni.cz/UKEN-121-version1-cu__studyexam_7thcode.pdf

Higher Education Act of the Czech Republic

http://www.msmt.cz/uploads/Areas_of_work/higher_education/Act_No_111_1998.pdf
(provisional English translation)

Relevant regulations for students in czech PhD programme

Pravidla pro organizaci studia na FSV UK

<http://intranet.fsv.cuni.cz/FSVINT-1578.html>

(účinná pro PhD. studenty zapsané ke studiu v roce 2011)

<http://intranet.fsv.cuni.cz/FSVINT-802.html>

(účinná i nadále pro PhD. studenty zapsané ke studiu v roce 2010)

http://intranet.fsv.cuni.cz/FSVINT-1114-version1-PRAVIDLA_STUDIUM_ZMENY.doc

(popis hlavních změn v pravidlech pro organizaci studia na FSV UK)

Studijní předpisy UK a FSV souhrnně a s vysvětlujícím komentářem

http://intranet.fsv.cuni.cz/FSVINT-1114-version1-STUDIJNI_PREDPISY_KOMENT.doc

Opatření děkana 22/2010 upravující organizaci postgraduálních studia na FSV UK

<http://intranet.fsv.cuni.cz/FSVINT-1106.html>

Studijní a zkušební řád UK

aktuální znění: <http://www.cuni.cz/UK-5256.html>

předchozí znění: <http://www.cuni.cz/UK-4338-version1-02UKuzVISZRUK.pdf>

Zákon o vysokých školách

<http://www.msmt.cz/vyzkum-a-vyvoj-2/zakon-c-111-1998-sb-o-vysokych-skolach>

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.