Charles University, Faculty of Social Sciences

Institute of Political Studies

Notice of the Director no. 11/2025
(replaces Notice of the Director no. 3/2024)

Title:

Establishment of Rules for Remuneration for Final State Examinations (SZZk) and for Teaching Foreign-Language Courses at IPS FSV UK

In effect from: 01.01.2026

In Prague on 16.12.2025

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Director of the Institute

This Notice of the Director establishes binding rules and principles for the uniform provision of remuneration paid for final state examinations (hereinafter referred to as “SZZk”) and for teaching foreign-language courses (hereinafter referred to as “CJSP”) to IPS employees as well as to external workers of IPS (hereinafter referred to as “remuneration”).

This Notice of the Director applies to all IPS employees (full-time employment, agreement to complete a job/DPP, Agreement to perform work/DPČ) as well as to external workers of IPS. It also applies to employees, doctoral students, and external workers of IES, based on the Memorandum of Cooperation between IPS and IES dated 31 October 2024.

The granting and subsequent payment of remuneration takes place during several payment periods during the year. The condition for payment of the remuneration is that the teaching employee or external worker has their name registered in SIS for the course they teach no later than 5 July / 1 December of the calendar year. Responsibility for the correct assignment of individual instructors to the respective

courses in SIS lies with the course guarantor and the guarantor of the study field.
If more than one instructor participates in teaching a course, the remuneration is divided proportionally according to their respective share of teaching.

1. Remuneration for participation in SZZk committees and for supervising and reviewing final theses at IPS:

A) **Remuneration for external workers of IPS.** External workers of IPS who have a valid Contract for Work with an Intangible Result with IPS, or who are employees of another workplace at FSV, are entitled to remuneration for participation in SZZk committees and for supervising/reviewing final theses at IPS. Remuneration is granted based on the work performed, which the external worker has undertaken to carry out. Remuneration for supervising a thesis is paid only for the first defense attempt; in the case of a repeated defense, no remuneration is paid

Amounts of remuneration for individual activities:

- Participation in SZZk committee:
  - 200 CZK/hour (Czech and foreign-language study programs)
- Supervision of a final thesis:
  - Bachelor's thesis – 3,000 CZK / one thesis
  - Master's thesis – 3,000 CZK / one thesis (including CJSP)
- Reviewer's report on a final thesis:
  - Bachelor's thesis – 1,000 CZK / one thesis
  - Master's and Rigorosum theses – 1,000 CZK / one thesis (including CJSP)
- Dissertation thesis:
  - Defense within the standard period of study + 1 year = so-called "small" defense 3,000 CZK, so-called "big" defense 3,000 CZK
  - Defense from the 6th year and above of doctoral studies = so-called "small" defense 1,000 CZK, so-called "big" defense 1,000 CZK

B) **Remuneration for IES employees (including IES doctoral students and IES external workers) in CJSP of PPE and IEPS.** Remuneration for supervising a thesis is paid only for the first defense attempt; in the case of a repeated defense, no remuneration is paid. Remuneration for preparing a reviewer's report is paid on the condition that the report is uploaded to SIS no later than 5 working days before the defense date.

Amounts of remuneration for individual activities:

- Participation in SZZk committee:
  - 2,000 CZK / day, on the condition that they appear before the start of these examinations in accordance with IPS rules.
- Supervision of a final thesis:

- PPE Bachelor's thesis – 12,000 CZK / one thesis
- IEPS Master's thesis – 14,000 CZK / one thesis

- Reviewer's report on a final thesis:
  - PPE Bachelor's thesis – 2,000 CZK / one thesis
  - IEPS Master's thesis – 2,000 CZK / one thesis

1. Remuneration for outstanding teaching in IPS foreign-language courses

The Director of the Institute may, in the case of outstanding teaching of a course, award the instructor an extraordinary remuneration. The decision on whether such extraordinary remuneration will be paid is made by the Director of IPS, based on the prepared financial outlooks for the entire foreign-language study program for the upcoming semester, before the semester begins. The head of the department is obliged to promptly inform the teaching staff of their department about the outcome of this decision.

Extraordinary remuneration will be paid after the end of the semester in which the outstanding teaching was delivered, based on an evaluation of the quality of teaching. The evaluation of teaching quality will be carried out by the respective head of department.

Amounts of extraordinary remuneration:

- Study programs of PMV, PVP, PPE, GPS, IEPS, POL, MV, MAIN
  - Obligatory course 40,000 CZK / course
  - Elective course 20,000 CZK / course
- Study programs of IMSISS, BS, MISS
  - for instructors who supervise and review theses 45,000 CZK (1 supervision and 1 reviewer's report / course)
  - for instructors who do not supervise nor review theses 35,000 CZK / course

2. Amount of remuneration for teaching in Czech-language IPS courses

Employees of IPS working under an Agreement to complete a job (DPP) or an Agreement to perform work (DPČ) are entitled to remuneration. The amount of remuneration for teaching a Czech-language course is 5,000 CZK per course.

The remuneration granted under this paragraph may be increased by 10,000 CZK per course, provided that the employee working under an Agreement to complete a job (DPP) or an Agreement to perform work (DPČ) complies with all procedures established by IPS Notices of the Director, which also apply to activities performed by employees under DPP and DPČ. This includes, for example, using the faculty email for communication with students and the institute, a timely and regular posting of consultation hours for students,

submitting student thesis reviews within the specified deadlines, sending schedule preferences on time, using the university MS Teams platform for dual teaching and consultations, timely updating of syllabi, entering grades into SIS, etc.

If more than one employee working under a DPP or DPČ agreement participates in teaching a course and all of these employees meet the conditions for receiving remuneration, the remuneration will be divided equally among them.

3. Position of teaching doctoral student

The position of a teaching doctoral student may be held only by an internal IPS doctoral student who has been granted a scholarship for the following activity, which is closely related to their study obligations and for which the scholarship was awarded:

a) They teach 2–3 courses (1 course = 12 teaching blocks of 80 minutes each), calculated per academic year
b) Beyond the scope of teaching:
   - they participate in at least 3 matriculations/graduations per calendar year.
   - they keep records at SZZk, 4 times per final state examination period for doctoral students in Czech programs and 2 times per period for doctoral students in English programs.
   - they act as supervisors during the admission process.
   - they prepare 2–3 reviews of final theses per final state examination period.
c) The internal doctoral student meets an “A” evaluation according to Notice of the Director no. 2/2026, Establishing Rules for the Administrative Support of Doctoral Studies at IPS FSV UK, and is actively working on their dissertation in accordance with their Individual Study Plan (ISP).

For these activities, the doctoral student is entitled to a scholarship increased monthly by 6,000 CZK.

Adjustment of the position of a teaching doctoral student based on the Notice of the director no. 03/2026 "Financial Manual" for doctoral students:

- Doctoral students in the position of teaching doctoral students do not receive one-time rewards for teaching in the Czech language.
- Similarly, teaching doctoral students are not entitled to rewards for administrative assistance and opponents’ reviews, except for rewards for supervising the final theses.