

Charles University, Faculty of Social Sciences  
Institute of Political Studies

**Notice of the Director no. 11/2020**  
**substitutes the Notice of the Director no. 6/2019**

Title:

“Financial Manual” for Doctoral Students

In effect from: 1. 1. 2021

In Prague on January 1, 2021

PhDr. Petr Jüptner, Ph.D.  
Director of the Institute

For the sake of transparency and awareness, the notice herein systematizes and summarizes legislation and internal rules governing incomes and rewards of doctoral students. In most cases the payments are settled in the form of scholarships; however, in case a doctoral student has completed his/her studies before the pay day, s/he will be paid in the form of DPP (contract for work).

- 1. Regular doctoral scholarships**
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- 9. Workloads at departments**
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## **1. Regular doctoral scholarships**

### *1.1. Rules governing the payment of doctoral scholarships*

Payment of doctoral scholarships is governed by **Scholarship Regulations of Charles University and 7th complete version of the Scholarship Regulations of Charles University, Faculty rules for awarding scholarships and Dean's Measure for awarding scholarships.**

Regulations in their full versions can be found on the website of Charles University (see below) where you can also find further information about scholarship opportunities to support doctoral studies.

### *1.2. An overview of the amount of the regular doctoral scholarship*

<b>Year of Study</b>	<b>Amount in CZK</b>
<i>1<sup>st</sup>-4<sup>th</sup></i>	10.500
Increase after passing State doctoral exam (within the 3rd-4th year)	12.500

### *1.3. Sources of funding*

**MŠMT** (the Ministry of Education, Youth, and Sports) provides universities with the sources for regular doctoral scholarships.

### *1.4. Time and method of disbursement of scholarships*

A student is paid his/her **doctoral scholarship** for the whole year of his/her studies **retroactively, as a regular, monthly amount** or as a lump sum. **There is no stipulated fixed deadline** by which the funds are disbursed. The scholarships are always paid to the bank account specified by the doctoral student at the Student Services Office of FSV UK during an enrolment into the first year of his/her studies.

### *1.5. Notification*

Given that this amount is sent regularly, doctoral students are not notified when it has been sent. They are recommended to check their bank account on regular basis and in case of any discrepancies contact the appropriate staff member of the Student Services Office.

#### *1.6. Department in charge*

Student Services Office of FSV (Mgr. Kateřina Vovsová)

#### *1.7. Further information*

For the exact wording of the rules governing regular doctoral scholarships and further information on regular doctoral scholarships, see:

[Aktuální znění Stipendijního řádu UK](#) (Current version of the Scholarship Regulations of Charles University)

[Doktorandské stipendium na webu UK](#) (Doctoral scholarship on the website of Charles University)

[Účelové stipendium na webu UK](#) (Special-purpose scholarship on the website of Charles University)

[Pravidla pro přiznávání stipendií na FSV UK](#) (Regulations for awarding scholarships at FSV UK)

## **2. Redistributed doctoral scholarships**

### *2.1. Rules governing the reduction and redistribution of resources from reduced scholarships*

Reduction of doctoral scholarships and redistribution of resources from reduced scholarships is governed by **the Scholarship Regulations of Charles University, 7<sup>th</sup> full version of the Scholarship Regulations of Charles University and the Faculty Rules for Awarding Scholarships**. In the event that the regular evaluation finds non-fulfilment of some parts of the individual study plan without serious reasons (Article 8 Letter b) of the Study and Examination Regulations of Charles University in Prague), the Dean may **reduce the doctoral student's scholarship on individual basis and following the subject board's proposal by up to 50%**. Funds obtained from such reduced scholarships will be transferred to the IPS Centre for Doctoral Studies (CDS) as of 1 October 2020 ([see point 8](#)), where they will then be used to support excellent research and to reward CDS members.

The reduction is **effective from the following calendar month until the calendar month in which the Dean, upon the proposal of the supervisor or the subject board, again determines the amount of scholarship, but no later than the next regular evaluation.**

### *2.2. Sources of funding*

These are redistributed funds of MŠMT intended for regular doctoral scholarships.

The scholarships are always paid to the bank account specified by the doctoral student at the Student Services Office of FSV UK during an enrolment into the first year of his/her studies.

### *2.5. Persons in charge*

Secretariat of IPS FSV UK (Mgr. Kateřina Bubnová), Secretary of IPS FSV UK (Mgr. Gabriela Baranyaiová) and the head of CDS (Doc. PhDr. Jan Karlas, M.A., Ph.D.).

### *2.6. Further information*

For the exact wording of the rules governing regular doctoral scholarships and further information on regular doctoral scholarships, see:

Aktuální znění Stipendijního řádu UK (Current version of the Scholarship Regulations of Charles University)

Doktorandské stipendium na webu UK (Doctoral scholarship on the website of Charles University)

Účelové stipendium na webu UK (Special-purpose scholarship on the website of Charles University)

Pravidla pro přiznávání stipendií na FSV UK (Regulations for awarding scholarships at FSV UK)

Up-to-date information on the positions of assistant researchers can be found at:

Zápisech ze schůzí vedení IPS, Katedry politologie a Katedry mezinárodních vztahů (provided by the IPS Secretariat) – the minutes from the management meetings of IPS, Department of Political Science and Department of International Relations.

## **3. Specific University Research (SVV)**

### *3.1. Rules governing SVV*

SVV refers to the research primarily conducted by the students of doctoral study programmes. Involvement in SVV is **compulsory** for all the students of **the internal form of studies**.

The project mainly aims **to support the original scientific research of the students** of doctoral study disciplines at IPS and to help enhance **the quality of published outputs** of doctoral students and their dissertation theses.

SVV (including the limits on awarded scholarships) is governed by the rules stipulated in the Measures of the Rector of Charles University and other documents, i.e. Grant Regulations of Charles University; Resolution of the government of the Czech Republic no. 1021 dated 17. 8. 2009; Rules for providing special-purpose support to SVV.

### *3.2. An overview of the average amount of rewards for involvement in SVV*

The reward is determined on the basis of the project point evaluation of the fulfilment of individual obligations of the student within SVV. After adding up all the points created, **the value of one point will be determined according to the available amount of funds and the reward for individual participants will be determined according to the number of points obtained.**

The condition is a demonstrable dedication of the published text of the project SVV. In the case of co-dedicating the publication to one other project (GA UK, UNCE, etc.) in addition to SVV, the doctoral student will receive from SVV half the reward than the one due to him/her if s/he dedicated the publication to SVV only. From the point of view of the IPS rewards system, SVV publications co-dedicated to other projects are treated in the same way as SVV publications.

*Indicative amount of paid SVV scholarships for 2020:*

Period of time	Amount in CZK
Average amount per academic year	36,032
Lowest and highest awarded scholarships for the year 2020	0; 85,528

### 3.3. Sources of funding

Resources for SVV are provided to universities by **MŠMT**. The university further distributes these funds between the individual faculties, or SVV projects within individual faculties. The distribution of funds is based on a set of qualitative and quantitative criteria.

### 3.4. Time and method of disbursement of scholarships

These funds are usually paid twice a year, in July<sup>1</sup> and December.

The scholarships are paid as a lump sum to the bank account specified by the doctoral student at the Student Services Office of FSV UK during an enrolment into the first year of his/her studies. Scholarships are paid based on the following method:

#### Criteria for evaluation of SVV members

1 <sup>st</sup> and 3 <sup>rd</sup> year		2 <sup>nd</sup> and 4 <sup>th</sup> year	
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<sup>1</sup> In July, advances are paid for the rewards of articles accepted for publication in the first half of the year.

Category	Score in points	Category	Score in points
Text evaluation based on the opponent 's report (score assigned by the project's supervisors on the basis of a review)	0–6	Article evaluation on the basis of the Supplement	10–30 <sup>2</sup>
Acceptance of an article for a review procedure in a professional journal	5		
Paper presented at the SVV conference	2		
Debater at the SVV conference	2		2
Activity in working groups	2		2
In total	15 <sup>3</sup>		34 <sup>4</sup>

### Supplement: Categorization of articles

Jimp1	30 points
A paper in a journal included in WoS, a journal included in the first half among the field-related journals	
Jimp2	20
A paper in a journal included in WoS, a journal included in the second half among the field-related journals	
Jsc1	
A paper in a journal included in SCOPUS	
Jsc2	15
An article in a journal included in the SCOPUS in the second half between industry journals and so-called "emerging sources" in the WoS database.	
Jost	10
Article in other professional journals	

### 3.5. Notification

<sup>2</sup> A publication written within an SVV project can also be dedicated to the GA UK or UNCE project. In the case of co-dedication of the publication to one other project (GA UK, UNCE, etc.) in addition to SVV, the doctoral student will receive from SVV half the reward than would be due to him/her if s/he dedicated the publication to SVV only.

<sup>3</sup> The reward for one SVV participant may not exceed 15% of the total amount distributed among all SVV participants. Surplus funds are redistributed among all participants in the SVV project.

<sup>4</sup> Upon aggregating all the points awarded, the financial value of one point is calculated, which serves as the basis for calculating the total reward.

The main researcher of SVV (Mgr. Tomáš Kučera, Ph.D.) is responsible for the notification of the amount of the paid lump-sum reward.

### *3.6. Book orders*

Within the SVV project, participants are allowed to order books needed for their dissertation research. The call is organized repeatedly during the year until the funds are exhausted (the contact person for those interested is Mgr. Jakub Stauber, Ph.D.) The purchase of books is provided through the FSV library, which notifies individual participants about the delivery of ordered publications.

### *3.7. Editorial services*

As part of the SVV project, participants are provided with an offer to provide editorial services (proofreading) of prepared articles in English (the contact person for those interested is Mgr. Jakub Stauber, Ph.D.). The total amount earmarked for book orders and the provision of editorial services in 2021 is CZK 90,000.

### *3.9. Person in charge*

The main researcher of SVV (Mgr. Tomáš Kučera, Ph.D.) and deputy (Jakub Stauber, Ph.D.).

### *3.7. Further information*

For the exact wording of the rules governing SVV and any further information, see [Specifický vysokoškolský výzkum na webu UK](#) (Specific university research on the website of Charles University)

Project coordination takes place on the [Moodle platform](#).

## **4. GAUK (Grant Agency of Charles University)**

### *4.1. Rules governing the drawing of funds*

Students of Master's and doctoral programmes at Charles University may participate in internal grant competition. Initiation of the proceedings for awarding the grants for each new round of grant competition is announced no later than by the beginning of the academic year by the Rector's Measure. Applications for new projects are submitted through the web application of GA UK, from October to mid-November. The Dean of the Faculty will determine a specific date. Projects can be for the duration of 1 to 3 years. Funding is governed by the regulation of the Principles of operation of the Grant Agency of Charles University in Prague.

### *4.2. Overview of the average amount of allocated funds*

The maximum amount of the grant for one project is 300,000 CZK per year, the scholarship for researchers can amount to no more than 80,000 CZK (or 100,000 CZK if s/he is a member of more research teams). The grant can also finance trips, purchase of books, software, etc. The amount of allocated funds is displayed

after the decision passed on acceptance/decline in a web application, through which the doctoral student submits a grant application.

#### *4.3. Sources of funding*

GAUK is financed from the resources of specific university research, i.e. from MŠMT, which are allocated at Charles University (through the system of internal grant funding) to social, natural and medical sections.

#### *4.4. Time and method of disbursement of allocated funds*

The scholarship is paid on the basis of an order issued by the doctoral student himself/herself; therefore, it is up to him/her when the funds will be transferred. Reimbursement of trips takes place upon the submission of a complete billing; purchase of office supplies, etc. is performed in the form of billing small expenditure, and books are ordered through the library. All the operations for a given calendar year must be completed by the deadline specified in [the current Dean's Measure](#).

#### *4.5. Notification*

Notification when paying out grant funds is not sent. It is secured by doctoral students – researchers themselves.

#### *4.6. Department in charge*

For further information, contact the Research Office of FSV (Mgr. Eva Horníčková).

#### *4.7. Further information about GAUK*

[Základní informace](#) (Basic information)

[Pravidla GA UK](#) (Rules for GA UK)

#### *4.8. Where to look for more information?*

[Soutěže v ČR](#) (Competitions in the Czech Republic)

[Mezinárodní projekty](#) (International projects)

[Aktuálně vypsáné projekty](#) (Currently announced projects)

[Financování vědy na UK](#) (Funding research at Charles University)

[Oddělení vědy FSV](#) (Research Office of FSV)

### **5. GAČR, TAČR, UNCE, PRIMUS and others**

In addition to the Grant Agency of Charles University, members of the departments regularly become involved in other grant competitions. Doctoral students can participate in the projects of their supervisors or other members of academic staff. The IPS staff regularly researches projects within the Grant Agency of the Czech Republic, the Technology Agency of the Czech Republic, the PRIMUS project, the University Research Center (UNCE) and since 2020 there has been a Start programme running at Charles University, which is a programme to support science



at Charles University and it can be researched by students of the doctoral study programme at Charles University.

#### *5.1. Rules governing the drawing of funds*

The drawing of funds is governed by the rules of individual grant competitions, which are usually published on the websites of the grant agencies.

#### *5.2. Overview of the average amount of allocated funds*

The amount of allocated funds varies according to individual grant competitions. More information can be provided by persons in charge.

#### *5.3. Sources of funding*

Sources of funding reflect a specific type of grant project. More information can be provided by persons in charge.

#### *5.4. Time and method of disbursement of allocated funds*

Payment of funds is governed by the rules of individual projects, it can take the form of a scholarship, DPP/DPČ Agreement to perform a job/Agreement to perform work), or employment contract.

#### *5.5. Notification*

The form of notification reflects the rules of the individual project. More information can be provided by the persons in charge.

#### *5.6. Persons in charge*

Research Office of FSV UK (Mgr. Eva Horníčková) and a project coordinator at IPS (Ing. Jitka Kuželová).

Heads of the departments

- Political Science: doc. PhDr. Michel Perottino, Ph.D.
- International Relations: Doc. PhDr. Jan Karlas, M.A., Ph.D.
- Security Studies: JUDr. PhDr. Tomáš Karásek, Ph.D.

Main researchers of individual grant projects.

#### *5.7. Further information*

Soutěže v ČR (Competitions in the Czech Republic)

Mezinárodní projekty (International projects)

Aktuálně vypsáné projekty (Currently announced projects)

Financování vědy na UK (Funding research at Charles University)

Oddělení vědy FSV (Research Office of FSV)

Aktuálně řešené projekty na FSV UK (Currently researched projects at FSV UK)

## **6. Publication activity**

### *6.1. Rules governing rewards for publishing activities outside SVV*

Doctoral students, similarly to the members of academic staff, are rewarded for their publications dedicated to IPS and reported in the OBD system. The method of calculating rewards for a publication registered in OBD is regulated by the IPS Director's Notice: 1/2019 Dlouhodobé hodnocení publikačního výkonu a systém hodnocení vědy na IPS FSV UK. ( *Long-term evaluation of publication performance and the system of science evaluation at IPS FSV UK*). The amount of reward is subject to a regular re-evaluation by the management of IPS FSV UK through a Director's Notice. Each publication is awarded some points by IPS. The reward for one IPS point is announced for each year, it can change (for example, in 2020 it was 2,000 CZK and 1,000 CZK for projects co-funded by IPS).

### *6.2. Sources of funding*

Rewards for publications are paid from the IPS's budget and its own revenues.

### *6.3. Time and method of disbursement of rewards*

Publications entered into OBD are to be rewarded as follows:

- a. **from December to June:** rewards for these publications are always paid **between August and September.**
- b. **from June to November 15:** rewards for these publications are always paid **between December and January.**

### *6.4. Notification*

The IPS FSV UK Secretariat (Secretary Mgr. Gabriela Baranyaiová and Mgr. Kateřina Bubnová) is responsible for the notification of the payment of the reward.

### *6.5. Person in charge*

Doctoral students can be informed about the number of points, recognition of results, etc. at the IPS FSV UK Secretariat with Mgr. Gabriela Baranyaiová ([gabriela.baranyaiova@fsv.cuni.cz](mailto:gabriela.baranyaiova@fsv.cuni.cz)).

### *6.6. Further information*

[Scopus](#)  
[Web of Science](#)  
[ERIH +](#)

## **7. Teaching activity**

### *7.1. Rules governing rewards for teaching activity*

Doctoral students who regularly participate in teaching will be rewarded on the basis of the tariff set according to the Director's Notice 8/2020 [Stanovení pravidel pro odměňování za SZZk a za výuku cizojazyčných kurzů IPS FSV UK](#) (Determination of rules for rewards for State Final Exam and for teaching foreign language courses at IPS FSV UK).

**The condition is that the doctoral student is listed in the documents for Karolinka as a teacher/one of the teachers of the course** (see Notice 7/2019 [Stanovení pravidel a administrativního postupu pro tvorbu studijních plánů oborů IPS FSV UK](#) / Determination of rules and administrative procedure for the creation of study plans of study fields at IPS FSV UK). Deadline for submitting documents for Karolinka for the new academic year is usually at the end of February, so doctoral students are advised to contact the guarantor of the study field or the head of the department and make sure that they are listed in the documents. The same rules apply to doctoral students in the study field of MV, who are obliged to teach a certain number of hours.

### *7.2. Overview of the amount of awarded rewards*

Rewards are set according to the Director's Notice 8/2020 [Stanovení pravidel pro odměňování za SZZk a za výuku cizojazyčných kurzů IPS FSV UK](#) (Determination of rules for rewards for State Final Exam and for teaching foreign language courses at IPS FSV UK).

### *7.3. Sources*

The IPS budget and its own revenues.

### *7.4. Time and method of disbursement of rewards*

The amount for the course taught will be paid in advance no later than in the second month of the respective semester.

### *7.5. Notification*

The IPS Secretary and secretary (Secretary Mgr. Gabriela Baranyaiová and secretary Mgr. Kateřina Bubnová) are responsible for the notification.

## **8. Centre for Doctoral Studies (CDS)**

### *8.1. Rules governing rewards for work in CDS*

Every year in July, the Institute of Political Studies of FSV UK announces a selection procedure for the position of the member of academic staff of the Center for Doctoral Studies for the upcoming academic year. The duration of workload is always set for a definite period from 1 October to 30 September of the following year. The selection procedure takes place at the beginning of September.

CDS is established and funded on the basis of [the Dean's Measure no. 7/2020](#).

The scope of work of a CDS member is mainly administrative and organizational support for doctoral studies at IPS. Specifically, it is the agenda of departmental student assistance, administrative support for Subject Board (minutes-taking, documents for evaluation, support for entrance and final exams and defence proceedings), communication with applicants and promotion activities, including open days, introductory courses, agenda of Director's notices, GAUK training, agenda of teaching by doctoral students and rewards of doctoral students for teaching (incl. DPP/DPČ – Agreement to perform a job/Agreement to perform work), trips abroad of doctoral students, agenda of relevant parts of the web and social networks.

The number of positions depends on the number of graduates in the regular period of study (+ 1 year) for the previous year.

*For the year 2020, the Institute of Political Studies announced within selection procedures a total of 6 positions in economic-administrative, technical and specialist staff - THP (2 positions of the 0.5 workload and 4 positions of the 0.25 workload) to the IPS Centre for Doctoral Studies.*

### *8.2. Information on rewards*

Regular monthly reward: Each member receives a dissertation component (5,000) and a salary of 20,000 for the full-time job (or divided by two or four, etc.). Wages for work in CDS are paid from a combination of **FSV UK and IPS FSV UK** resources.

### *8.3. Time and method of disbursement of regular monthly rewards*

**Reward for work in CDS is paid retrospectively** to the student throughout the year of study, **as a regular, monthly recurring amount. There is no fixed date** on which such funds are paid.

Scholarships are paid in favour of the bank account, which the doctoral student states when signing the contract at the Personnel Office of FSV UK.

### *8.4. Notification*

Due to the fact that this is a regularly sent amount, CDS members are not notified of its sending. It is recommended to check the bank account regularly and in case of any discrepancies to contact the respective staff member of the Student Services Office and Personnel Office.

### *8.5. Department in charge*

Secretariat of the IPS FSV UK (Mgr. Kateřina Bubnová), Student Services Office of FSV UK (Mgr. Kateřina Vovsová), Personnel Office of FSV UK (Kateřina Gabrielová) and head of CDS (doc. PhDr. Jan Karlas, MA., Ph.).

### *8.6. Further information*

For more information on the activities of the Center for Doctoral Studies IPS FSV UK and on the rules governing the amount of reward for work in CDS, see:

O Centru doktorských studií IPS (About the Centre for Doctoral Studies at IPS)  
Aktuální znění Stipendijního řádu UK (current version of the Scholarship Regulations of Charles University)

Doktorandské stipendium na webu UK (Doctoral scholarship on the website of Charles University)

Účelové stipendium na webu UK (Special-purpose scholarship on the website of Charles University)

Pravidla pro přiznávání stipendií na FSV UK (Rules for Awarding Scholarships at FSVUK)

## **9. Workloads at departments**

### *9.1. Rules governing rewards for work at the department*

Information on the academic positions held at the departments is published on the official notice board of FSV UK in the section *Work at the Faculty*, or the heads of departments inform about these positions by e-mail. Doctoral students can also apply for individual positions if they meet the conditions for admission.

Another possibility is an individual consultation with the head of the department about the possibilities of involving a doctoral student in the functioning of the department.

### *9.2. Overview of the average amount of awarded rewards*

The amount of the salary depends on the scope of workload and salary classification, which is governed by Article VI of The full version of the Internal Wage Regulations of Charles University.

Members of academic staff are also included in the performance-related rewards applicable to the employees and may achieve a total annual reward in the amount of tens of thousands, in accordance with IPS regulations on performance-related compensation.

The basic salary in table class AP1 is 27,500 to 30,000 CZK.

### *9.3. Sources of funding*

The IPS's budget and its own revenues.

### *9.4. Time and method of disbursement of rewards*

Reward is paid in the form of a salary retrospectively for the duration of the workload, as a regular, monthly recurring amount, paid to the employee's bank account.

The salary is always paid in favour of the bank account, which the doctoral student states when signing the employment contract at the Personnel Office of FSV UK.

### *9.5. Notification*

Due to the fact that this is a regularly sent amount, the recipients are not notified of its sending.

#### *9.6. Department in charge*

Personnel Office of FSV UK (Kateřina Gabrielová), head of the Department of Political Science (Doc. PhDr. Michel Perottino, Ph.D.), head of the Department of International Relations (Doc. PhDr. Jan Karlas, MA., Ph.D.) and head of the Department of Security studies (Tomáš Karásek, Ph.D.).

#### *9.7. Further information*

For more detailed information on the posted job positions, the content of individual workloads and the amount of rewards according to job classification, see: [Vnitřní mzdový předpis](#) (Internal Wage Regulations).

### **10. Administrative assistance**

#### *10.1. Rules governing rewards for administrative assistance*

Participation in the examination committees, admission proceedings, graduation or matriculation ceremonies is - based on an agreement between the members of IPS management – regarded as one of the obligations of doctoral students. Yet, they are being rewarded for certain acts.

#### *10.2. Overview of the amount of awarded rewards*

##### Notation during State Final Examination

Notation in the committee for state final exams is assessed at 150 CZK/hour.

##### Participation in the admission procedure

Participation in the admission procedure is assessed at 1,000 CZK, provided that the doctoral student arrives in time for the initial training. If s/he arrives late, s/he will not receive anything; if s/he confirms his/her participation and does not arrive, 1,000 CZK will be deducted from his/her rewards for participation in the admission procedure.

##### Participation in graduation ceremonies

Participation in the graduation ceremony is assessed at 400 CZK.

##### Supervision of final theses, compiling opponent's reviews

According to the Director's Notice [3/2022 Stanovení pravidel pro odměňování za SZZk a za výuku cizojazyčných kurzů IPS FSV UK](#) (Determination of rules for rewards for State Final Exam and for teaching foreign language courses at IPS FSV UK), the doctoral student is entitled to the reward in the amount of 1,200 CZK for supervising a Bachelor's thesis, 1,400 CZK for a Master's thesis and 8,000 CZK for a Master's thesis in the IEPS programme. For compiling the opponent's review, the doctoral student is entitled to the reward in the amount of 600 CZK for the review for the Bachelor's thesis and 800 CZK for the review for the diploma or rigorous thesis.

### Ad hoc tasks

In exceptional cases, the Institute may address doctoral students through the Secretariat or CDS with an offer of small tasks (e.g. searching for graduates, discarding old diploma theses, etc.), which are assessed at 150 CZK/hour.

#### *10.3. Sources of funding*

The IPS's budget and its own revenues.

#### *10.4. Time and method of disbursement of rewards*

The amounts for individual activities are registered by the Secretariat in cooperation with CDS and **the total amount is paid in December in the form of a scholarship.** Before being paid the rewards, doctoral students will have the opportunity to view the record of their activities and check that all items are in order. They can also request this checking during the year through CDS.

#### *10.5. Notification*

CDS is responsible for the notification of the payment of the total reward.

#### *10.6. Department in charge*

The IPS administration in cooperation with CDS.

#### *10.7. Further information*

[Vyhláška ředitele č. 8/2020](#) (Director's Notice no.8/2020)

### **11. Support for trips abroad of doctoral students**

#### *11.1. Rules governing the funding of doctoral students' trips within the support programme of IPS doctoral students' trips*

**The funding of trips from the IPS resources concerns only internal doctoral students.** The call for applications is usually issued in December for the upcoming calendar year; after collecting the documents, the applications are submitted for signature to the guarantors of doctoral study fields of individual study programmes, the signature of which is necessary for a final approval of the payment of financial support. If all the funds are not used up or if there is an increase in the funds, a call may be issued in the spring (May/June) for the rest of the calendar year. [Žádost o financování zahraniční cesty](#) (The application for funding a trip abroad) is submitted through the form, which can be found on the website of Charles University.

When assessing applications, the main criteria include publications and events organized by ECPR; the priority is to allocate funds to the first-year doctoral students. The funds can be used for an event which the doctoral student actively participates in, i.e. summer/winter school, conference with the presented paper, etc.

### *11.2. Overview of the average amount of allocated funds*

For illustration, in 2018 within the first round of the call, the average amount allocated to a successfully applying doctoral student was around 20,659 CZK. In total, 13 doctoral students applied for support, 10 of them received it.

### *11.3. Sources of funding*

Funds for doctoral students' trips come from the contribution for a graduate of doctoral studies in the standard period of study, i.e. 100,000 CZK for the first graduate in the regular period of study (+ 1 year) for the given department. (*Example: The doctoral student of MV graduates in the fourth year of study in the spring of 2016, so in 2017 IPS will receive 100,000 CZK, which will be used for trips by doctoral students of MV.*) If in the previous year no doctoral student graduated from his/her study during the regular period of study (4 + 1 year), the trips of doctoral students in the respective study field are supported only in exceptional cases.

### *11.4. Time and method of disbursement of rewards*

**The money is paid out in the form of a scholarship after the event has taken place. After returning from the trip, it is therefore necessary to provide a billing,** on the basis of which the allocated funds will be transferred in the form of a scholarship to the account of the doctoral student. Doctoral students with a workload at IPS **provide a travel order before departure and a billing upon return.**

### *11.5. Notification*

The CDS member responsible for IPS trips abroad notifies the doctoral student of the approval of the trip and the payment of the special-purpose scholarship.

### *11.6. Person in charge*

Administering doctoral students' trips is handled by a member of the CDS IPS, who also gathers completed applications and billings. A member of CDS (Mgr. Martin Huňady) is responsible for the payment of scholarships, and doctoral students with their workloads at IPS also bring travel orders and billings to him.

### *11.7. Other sources*

#### From the increased funds for IPS

If a situation arises where the institute or one of its members manages to obtain additional funds from RUK (the Rector's Office of Charles University) for the trips of doctoral students, a call may be issued outside the usual terms as well. However, the mechanism of disbursement of funds remains the same, i.e. they are disbursed after the billing settlement of the event in the form of a scholarship.

#### Others

In addition to funding the trips from IPS resources, other options administered at the level of the faculty or university can be used for short-term trips, such as [Fond mobility](#) (the Mobility Fund) or [Podpora internacionalizace na UK](#) (Support for



Internationalization at Charles University - abbr. as POINT). In this case, the faculty informs IPS about the possibility of drawing the funds and the institute then informs the students about the possibilities of drawing them.

For long-term trips, doctoral students can use [Erasmus+, mezifakultní dohody, meziuniverzitní dohody, mezivládní kulturní dohody ČR, program CEEPUS](#) (the Erasmus + programme, interfaculty agreements, interuniversity agreements, intergovernmental cultural agreements of the Czech Republic, the CEEPUS programme) and others.