

HANDBOOK DOCTORAL STUDIES AT IPS

ACADEMIC YEAR 2025/2026



**FAKULTA
SOCIÁLNÍCH VĚD**
Univerzita Karlova

HANDBOOK DOCTORAL STUDIES AT IPS

ACADEMIC YEAR 2025/2026

The doctoral study of political science as a multidisciplinary discipline equips its graduates with knowledge in the field of **comparative political science, theory and analysis of democracy, issue of multilevel governance** (with emphasis on democratic governance at various levels, i.e. national, regional and municipal), **decentralization, separatism** and other aspects of political science analyses (e.g. political geography and analyses of European and global levels of governance in a historical context). The program also enables the profiling of doctoral students with a focus on **political theory** and **the history of political ideas**.

The doctoral study in International Relations is used to raise highly qualified experts in the area of **international relations, international politics, European integration and European politics**. The study is intended for graduates of master's studies in the study fields of international relations, European studies, or related fields of social sciences and humanities. The study focuses mainly on **advanced analysis and research of the theory of international relations**, development and changes in the international security environment, strategic studies, international conflicts, the theory of European integration, European politics, interest groups and other political actors within the European Union.

The doctoral study in Digital Social Sciences is described in detail in [this Handbook](#).

CONTENTS

HANDBOOK DOCTORAL STUDIES AT IPS.....	2
1. ACADEMIC CALENDAR.....	4
2. IMPORTANT PEOPLE AND CONTACTS	7
3. GENERAL INFORMATION	9
4. COURSE OF STUDY	12
5. USEFUL ADVICE.....	45
6. GUIDELINES	48

1. ACADEMIC CALENDAR

At the beginning of each academic year, FSV publishes a detailed academic calendar in which important dates and instructions are given for both supervisors and doctoral students. It is available on the last page of the guidelines on studies and can be downloaded from the FSV website. The academic year lasts 12 calendar months and is divided into winter and summer semesters. The beginning of the academic year is determined by the Rector.

SEPTEMBER

- ❖ Enrolment in studies
- ❖ Meeting of the subject board – assessment of the ISP fulfilment
- ❖ State doctoral exams – autumn dates

OCTOBER

- ❖ Informative meeting of all doctoral students
- ❖ Preparation of individual study plans with supervisors and consultants
- ❖ Deadline for accommodation scholarship applications
- ❖ SVV seminars
- ❖ Meeting of the subject board – approval of ISP of new PhD students

NOVEMBER

- ❖ Deadline for finalising ISP 1 November
- ❖ Submission of GA UK applications

DECEMBER

- ❖ Christmas

JANUARY

- ❖ Meeting of the subject board
- ❖ State doctoral exams – winter dates

FEBRUARY

- ❖ Meeting of the subject board

MARCH

- ❖ Day of doctoral studies

APRIL

- ❖ Submission of applications for doctoral study

MAY

- ❖ State doctoral study – summer dates
- ❖ Admissions procedure for doctoral study

JUNE

- ❖ Submission of the annual assessment of the doctoral student
- ❖ Admissions procedure for doctoral study
- ❖ State doctoral study – summer dates

❖ Meeting of the subject board – assessment of ISP fulfilment

IPS staff members and doctoral students are informed about current changes in the academic calendar, such as rector's day-off, school closures, etc., via e-mail and on the institute's website.

2. IMPORTANT PEOPLE AND CONTACTS

The following persons are the most important for doctoral studies at the Institute of Political Studies of FSV UK:

prof. PhDr. Emil Aslan, Ph.D.

emil.aslan@fsv.cuni.cz

Guarantor of the International Relations programme tel.: 267 224 246

prof. PhDr. Blanka Říchová, CSc., dr. h. c.

blanka.richova@fsv.cuni.cz

Guarantor of the Political Science programme tel.: 267 224 244

doc. PhDr. Michel Perottino, Ph.D.

michel.perottino@fsv.cuni.cz

Head of the Department of Political Science tel.: 267 224 244

doc. PhDr. Jan Karlas, MA., Ph.D.

jan.karlas@fsv.cuni.cz

Head of the Department of International Relations tel.: 267 224 245

doc. PhDr. Vít Strítecký, M.Phil., Ph.D.

vit.stritecky@fsv.cuni.cz

Head of the Department of Security Studies tel.: 267 224 246

PhDr. Petr Jüptner, Ph.D.

petr.juptner@fsv.cuni.cz

Director of IPS tel.: 296 824 649

PhDr. Gabriela Baranyaiová

gabriela.baranyaiova@fsv.cuni.cz

Secretary of IPS tel.: 778 465 302

Mgr. Karolína Průdková

karolina.prudkova@fsv.cuni.cz

Secretary of IPS tel.: 267 224 243

Mgr. Jakub Čapek

jakub.capek@fsv.cuni.cz

Temporary assistant for IPS doctoral students tel.: 777 748 859

doc. PhDr. Martin Gregor, Ph.D.
Vice-Dean for doctoral studies, FSV

martin.gregor@fsv.cuni.cz
tel.: 222 112 306

Ing. Kristýna Trojanová
Study assistant for doctoral studies

kristyna.trojanova@fsv.cuni.cz
tel.: 222 112 238

Mgr. Michaela Rudinská
Head of International Office

svoz@fsv.cuni.cz
tel.: 222 112 228

3. GENERAL INFORMATION

Doctoral degree programs take place in the form of full-time and combined study, and the form of study is chosen by the applicants when submitting the application. The basic duties of doctoral students in both forms of study are the same (completion of compulsory subjects, small and large dissertation defence, publishing activities), but the difference is in the degree of involvement of the doctoral student in the running of the institute and the students in the combined form in International Relations also do not have to study abroad or apply for a grant.

Full-time doctoral students also receive a monthly salary, unlike the doctoral students of combined form of study.

The form of study is largely influenced by the doctoral student himself/herself. The basic document for him/her is the individual study plan (hereinafter ISP), which s/he submits at the beginning of the study and which is approved by the subject board of the study program. During the study, the doctoral student annually provides the specifications of the individual study plan. Based on this document, the doctoral student fulfils his/her study obligations in cooperation with his/her supervisor. The standard study period is four years, the doctoral program can be studied for a **maximum of eight years** (interruption due to parenthood is not included in this maximum period).

The maximum duration for which the full-time study can receive financial support is four years, i.e. after four years of study, the doctoral student automatically loses the right to a salary.

The basic direction and organisation of doctoral studies is provided by the subject board of the respective field of study.

All full-time doctoral students must meet the following obligations:

RESEARCH

Doctoral students participate in the scientific activities of the Institute. Each doctoral student is obliged to publish two scientific texts during their studies. The research also includes grant activities (usually GAUK). The doctoral student must apply for a grant at least twice, regardless of the success of the grant procedure. If the first application is successful, only one is enough. It is also possible to participate as a co-researcher in one of the grants addressed within the IPS FSV UK.

CONFERENCES

Doctoral students must attend at least two (four respectively) conferences during their studies, at least one of which should be international. At least one conference presentation must precede the state examinations, others may take place after the state examinations (everything must be entered into the ISP).

SUBJECTS

No later than by the 6th semester of study, doctoral students complete obligatory subjects according to the current Karolinka.

STAY ABROAD

Doctoral students are expected to actively participate in cooperation with foreign academic institutions. The semester-long stay is ideal (within the framework of inter-university agreements of the ERASMUS program), or it is possible to participate in summer schools, workshops and conferences, and therefore fulfil this duty (upon approval by the Board). Participation in a project with a foreign workplace is also a fulfilment of the obligation.

Study in the doctoral degree program is regulated by the Study and Examination Regulations of Charles University, the Rules for the Organization of Studies and the Dean's Directive on Doctoral Studies.

Full-time doctoral students are expected to participate more significantly in the running of IPS (Notice of the Director no. 12/2021). Doctoral students review and supervise bachelor's and master's theses that relate to the field of their studies, help with the provision of state examinations and other necessary administrative tasks.

In any activities related to their studies (publications, presentations, etc.), doctoral students should indicate their affiliation with IPS FSV UK.

STATE DOCTORAL EXAM/DEBATE ON THE DISSERTATION THESIS

The doctoral student is obliged to successfully pass the State Doctoral Examination (students admitted before 2025)/the Debate on the dissertation (students admitted in 2025 and later) by the end of the 4th year of study; failure to do so is grounds for a proposal to terminate the study due to failure to meet obligations.

4. COURSE OF STUDY

ENROLMENT

The applicant becomes a doctoral student on the day of enrolment. A doctoral student enrolls himself/herself only in the first year of study, as in subsequent years the process of extending the study runs automatically. The doctoral student must be present for enrolment even if s/he starts his/her studies after interrupting his/ her studies.

The enrolment date is specified in the academic calendar. The applicants enrolling in the first year of study must be present for enrolment on the prescribed date. If they are unable to be present for serious reasons, they must inform the Student Services Office no later than on the specified enrolment date.

STUDY OBLIGATIONS

Individual study plan (ISP)

Doctoral students entering the first year are required to establish an electronic individual study plan no later than two months after enrolment. The individual study plan must be in accordance with the Framework study plan of the given doctoral degree program (available on the [shared drive here](#)).

The first-year doctoral student jointly with his/her supervisor is obliged to prepare the Individual Study Plan (ISP) via the University Information System (SIS) by 1 November. Some obligations are assigned a specific code in the SIS (see below) that allows the obligation to be marked as fulfilled at the end of the academic year.

The individual study plan has a uniform structure for all study programmes.

The ISP is filled out in the **Study Information System (SIS)**. The link to the SIS is available on the institute's website or here: <https://is.cuni.cz/studium/>, and then click on the item “Individual study plan of PhD. doctoral students,” where you will also find instructions for completing it (in case of any problems, contact the assistant for doctoral students). A detailed description of the duties that the doctoral

student must undertake can be found in the Framework study plan or the Notice of the Director no. 12/2021. Dates for electronic establishment of the plan: The SIS will close in **November 2025** for completion of the **ISP** (first year) and will close on before the Board meeting in September 2026 for completion of the doctoral student's assessment (all years).

After consulting the supervisor, the doctoral student fills in the respective form in the SIS and contacts the assistant for doctoral students. The ISP will be inspected by the assistant for doctoral students. It will be returned for changes and revisions if it does not contain all the required items.

Individual study plan contains the information on:

- Topic of the dissertation thesis
- Framework timetable for work on the dissertation project dates of expected publications
- Date of the state doctoral exam/debate on the dissertation thesis, small defence and defence of the dissertation thesis
- Exams and subjects completed in the course of studies
- Expected participation in internships
- Expected participation in conferences
- Share in grant activities

(Note: **Insert the project submitted at the admissions exam in the ISP as an attachment**).

The individual study plan approved by the supervisor is discussed and approved by the subject board. The approved individual study plan is handed over to the student services office, where it is archived in the doctoral student's file.

At the end of each academic year, doctoral students of all years also complete an annual **assessment** of their activities in the SIS (by the middle of August), in which the supervisor and the subject board then approve basic non/compliance with the established study plan. As part of the assessment, the doctoral student can request changes compared to the original ISP and at the same time states the work plan for the next academic year (similar to the original “supplement” to the ISP). The assessment and the “supplement” should be completed in as much detail as possible (indicating specific conferences attended or planned, publications, internships, grants, dissertation progress, assistance at the institute, etc.).

If the doctoral student has had an **interrupted study**, s/he is obliged to complete this assessment within one month after re-enrolment in the study (see [Rules for the organization of studies](#)).

The fulfilment of the individual study plan (with its supplements) is usually reviewed once a year by the subject board of the doctoral study.

Note on changes to the title and topic of the dissertation thesis:

The **change to the title** of the project can be made only with the consent of the supervisor and the subject board. The doctoral student writes a request for a change and submits it to the post room of the faculty (to the hands of the chair of the subject board).

The **change to the topic** (of content focus) of the project is approved by the subject board. However, this change is possible only by the end of the second year of study. In the case of submitting a request for this change, it is appropriate to enclose the doctoral student's cover letter with the justification of the request and the supervisor's statement.

With the prior consent of the guarantor of the respective study program, doctoral students may also act as supervisors of bachelor's theses. After passing the state doctoral exams/the debate on the dissertation thesis, they can also supervise master's theses. The contribution of doctoral students part-time in this area is adequate to their position.

Throughout their studies, **doctoral students participate in the administrative support of IPS activities and individual IPS departments**, including participation in the organization of admissions procedures, state final examinations and graduation ceremonies. In each semester, **doctoral students must have regular consultation hours posted** for Bc. and Mgr. students. They also participate in other tasks related to the agenda of IPS and/or individual departments as needed. **Remunerations** for these tasks can be found in the [Notice of the Director no. 3/2022](#).

If a **doctoral student does not fulfil some parts of the individual study plan without serious reasons**, the subject board will determine how the deficiencies are to be remedied and will set a deadline for such remedy; these elements are considered part of the individual study plan. In this case, **the subject board may decide on a reduction of the salary up to 50 % of the minimal doctoral income**.

If a doctoral student has not fulfilled the obligations of his/her individual study plan, his/her studies are terminated for failure to meet the requirements of the study program.

Don't forget to fill in **your publications in the OBD system for recording and processing publications by the middle of November** (see Intranet FSV UK > top bar OBD, <https://verso.is.cuni.cz>). The password used for logging in is the password from the Central Authentication System (CAS), i.e. the same one used for logging in to the SIS. Here, too, it is necessary to fill in the specific grant number from which the funds for publications were drawn. If anything is not clear, the contact person for OBD is Michala Sošková (michala.soskova@fsv.cuni.cz).

TIP

Think carefully about your study plan; it is not necessary to complete everything in the first year. As the first year of study is a bit shortened, the work you have listed in your study plan in the first year needs to be done in basically eight months (and if you count that drafting and clarifying the plan and submitting grants takes the first month of study, then you are left with seven months).

COMPARISON OF OBLIGATIONS BETWEEN THE PROGRAM OF POLITICAL SCIENCE AND INTERNATIONAL RELATIONS

Obligations	Political Science	International Relations
Subjects	<u>List of subjects</u>	<u>List of subjects</u>
Conferences	4 At least one abroad	2 At least one abroad
Publishing activity	At least 2 articles	At least 2 articles
SVV	Obligatory for full-time form of study	Obligatory for full-time form of study
Small defense	At least 2 months before the large defense	At least 2 months before the large defense
Large defense	Submitting the dissertation at least 60 days before the planned date of defense	Submitting the dissertation at least 60 days before the planned date of defense
Study/ research stay abroad	3 months	Relevant international experiences (preferably research stay abroad or internship but also presenting an academic article at an international conference or workshops, participation at international research team etc.). International experiences will be

		assessed by the Board individually.
Teaching	According to current needs of the department/institute in the semester / year, upon the arrangements with supervisor and the head of the department	At least 6 seminars before the state examinations and 8 seminars before the defense of the thesis

COMPARISON OF OBLIGATIONS BETWEEN THE FULL-TIME AND PART-TIME FORM (IR)

Obligations	Full-time	Part-time
Subjects	<u>List of subjects</u>	<u>List of subjects</u>
Conferences	2 At least one abroad	Not obligatory
Publishing activity	At least 2 articles	At least 2 articles
SVV	Obligatory	Not obligatory
Small defense	At least 2 months before the large defense	At least 2 months before the large defense
Large defense	Submitting the dissertation at least 60 days before the planned date of defense	Submitting the dissertation at least 60 days before the planned date of defense

Study/ research stay abroad	3 months	Not obligatory
Teaching	At least 6 seminars before the state examinations and 8 seminars before the defense of the thesis	Not obligatory

SAMPLE COURSE OF STUDY FOR THE POLITICAL SCIENCE STUDY PROGRAMME

For details see the Framework study plan

1st year

- Enrolment in obligatory seminars and exams
 - Doctoral seminar I and II (JPD18 and JPD19)
 - Methodology in an empirical-analytical perspective I and II (JPD062 and JPD063)
- Completion of profiling elective seminars
 - See their list [here in Karolinka](#)
- Developing a publication strategy and project of the dissertation thesis
 - Annotated outline of the dissertation thesis (JPD077)
- Application for the GAUK grant competition
- Specific University Research – SVV

2nd year

- Enrolment in obligatory seminars
 - Doctoral seminar III and IV (JPD010 and JPD011)
- Publication of the scholarly article
 - Publishing activity I JPD028
- Defence of a complete chapter of the dissertation thesis (JPD078)
- Application for the GAUK grant competition (if the 1st attempt failed)
- Specific University Research – SVV

3rd year

- Enrolment in obligatory seminars
 - Doctoral seminar V and VI (JPD012 and JPD013)
- Passing the state doctoral examination (JSZPO1)/the debate on the dissertation thesis
- Research stay
- Specific University Research – SVV

4th year

- Enrolment in obligatory seminars
 - Doctoral seminar VII and VIII (JPD067 and JPD068)
- Publication of the scholarly article
 - Publishing activity II JPD029
- Small defence (JPD027)
- Defence of the dissertation thesis
- Specific University Research – SVV

NOTE

The two-semester courses Methodology in Hermeneutic Perspective are obligatory for doctoral students of the Faculty of Arts. Doctoral students from FSV do not have to enrol in them. But they have to enrol in the Methodology in an empirical-analytical perspective I and II (JPD062 and JPD063).

SAMPLE COURSE OF STUDY FOR THE INTERNATIONAL RELATIONS STUDY PROGRAMME

For details see the Framework study plan

1st year

- Enrolment in obligatory seminars and exams
 - Theory of International Relations (JPD001; obligatory in the 1st year)
 - Methodological seminar – PhD (JPD006; obligatory in the 1st year)
 - Doctoral seminar – IR I and II (JPD008 and JPD009)
- Submission of an updated project of the dissertation thesis to the supervisor

-
- Developing a publication strategy and project of the dissertation thesis
 - Application for the GAUK grant competition
 - Specific University Research – SVV

2nd year

- Enrolment in obligatory seminars and exams
 - European studies (JPD002)
 - Doctoral seminar – IR III and IV (JPD020 and JPD024)
 - Elective subject (JPD017; JPD021)
- Defence of the dissertation project (JPD022)
- Publication of the scholarly article (JPD015)
- Teaching activity
- Application for the GAUK grant competition (if the 1st attempt failed)
- Specific University Research – SVV

3rd year

- Doctoral seminar – IR V and VI (JPD041 and JPD042)
- Passing the state doctoral examination (JPD060)/the debate on the dissertation thesis
- Research stay
- Teaching activity
- Specific University Research – SVV

4th year

- Publication of the scholarly article (JPD016)
- Small defence (JPD007; within the subject of Doctoral Seminar)
- Defence of the dissertation thesis
- Specific University Research – SVV

NOTE

If you are planning to enrol in the subject European policies, it is good advice to do so in the summer semester of the first year. Conversely, in the case of Security Studies, we recommend planning for the winter semester of the second year.

RESEARCH

The Doctoral Student Evaluation form lists all publication outputs for the given year, including ISBN, ISSN, number of pages, publisher, etc. This applies to both texts already published and accepted for publication.

Attention: publications must be listed in the ISO 690 citation standard. For forthcoming publications, please indicate the stage of preparation of the publication (currently under review, has been reviewed, awaiting publication, etc.)

When publishing, do not forget to mention the affiliation to IPS FSV UK and the code of the grant from which you draw funds for the publication (GAUK, SVV, PRVOUK, GAČR). If you have any questions about these matters, please contact the assistant for doctoral students.

Report all your publications (including those in the review procedure) in the Assessment of the Doctoral Student document. Also inform about your other scientific activities: grants, conferences, etc. The work you do as part of your doctoral studies is reviewed annually by the subject board of doctoral study.

Financing participation in conferences

The costs associated with participation in conferences are covered by doctoral students, if possible, from the obtained grant funds, primarily from the grants from the Grant Agency of Charles University or others, which they have applied for. We particularly recommend close cooperation between the doctoral student and the supervisor and participation in research projects provided, for example, by the Grant Agency of the Czech Republic.

If the doctoral students do not draw any grant, it is possible to pay for trips to conferences from the funds of the Specific University Research. It is also possible to use the IPS call, which twice a year issues a call for reimbursement of costs associated with conferences.

The condition for reimbursing the trip to the conference is that the fees for the participant are not paid by other organisations (other than FSV UK) and that the doctoral student actively presents at the conference some form of his/her contribution (workshop, panel participation, poster presentation, etc.).

PUBLICATION

The doctoral student is obliged to publish at least two articles in journals that are indexed in WOS, or SCOPUS, of which at least one article must contain the results of dissertation research.

If the doctoral student places his/her first publication, which contains the results of the dissertation research, in a journal indexed in the WOS in the 2nd quartile inclusive, this publication will suffice instead of two to fulfil this obligation.

The publication of research results of doctoral students is a form of fulfilment of study obligations and for the purposes of recording the results of research activities they are considered solely as outputs of research projects of the training workplace (KP, KMV or KBS), to which they must be fully dedicated. Publications that are the output of an individual study plan, including the subsequent publication of the text of the defended dissertation thesis, may not be dedicated by the student/graduate to the institutions and projects outside KP/KMV/KBS of IPS FSV UK. This requirement also applies to all articles that are part of the dissertation thesis. Even such publications in which the graduate of the doctoral program uses the results of the dissertation research already at the time of working at another workplace need to be dedicated to the training workplace to the extent that corresponds to the share of these results in the total publication output. Similarly, this rule applies to students who are employed at another research institution at the time of their studies and publish outputs using the dissertation research beyond the obligations set by the ISP.

Publications in which the doctoral student is one of the co-authors together with the supervisor or another author, can also be recognised as fulfilling this study obligation, in which case the student's share must be at least 50 % and the distribution of author's shares must be stated in the OBD.

GAUK

Doctoral students of doctoral degree programs at Charles University can participate in internal grant competitions. The commencement of the grant award procedure for

each new round of the grant competition is announced no later than at the beginning of the academic year by the Rector's Measure. Applications for new projects are submitted via the GAUK web application from October to the mid-November.

The specific date is set by the Dean of the faculty. Projects can be 1 to 3 years long. Financing is governed by the regulations of the Principles of the Activity of the Grant Agency of Charles University in Prague.

The maximum amount of the grant for one project is 300,000 CZK per year, the scholarship for researchers can be a maximum of 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. After the decision on (non) acceptance, the amount of allocated funds is displayed in the web application through which the doctoral student has submitted the grant application.

The scholarship is paid on the basis of an order issued by the doctoral student himself/herself, so it is up to him/her at what time the funds will be transferred. Reimbursement of trips takes place after the submission of a complete billing, purchase of office supplies, etc. takes place in the form of a billing of minor expenses, books are ordered through the library. All operations for a given calendar year must be completed by the deadline set in the current Dean's Measure.

SPECIFIC UNIVERSITY RESEARCH (SVV)

SVV means research carried out primarily by doctoral students of doctoral degree programs. Involvement in SVV is mandatory for all doctoral students of the full-time form of study. The main goal of the project is to support the original scientific research of doctoral students of IPS doctoral study programmes and to help increase the quality of publication outputs of doctoral students and their dissertation theses.

The remuneration is determined on the basis of the project point evaluation of the fulfilment of individual doctoral student's obligations 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 remuneration will be set for individual participants according to the number of points obtained.

The condition lies in a demonstrable dedication of the published text to the SVV 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 half the remuneration from SVV than would be due if the publication was dedicated only to SVV. From the point of view of the IPS remuneration system, SVV publications co-dedicated to other projects are treated in the same way as SVV publications.

Scholarships are paid each month, in favour of a bank account, which the doctoral student will state when enrolling in the first year of study at the Student Services Office of the FSV UK. You will find more detailed information in the [Financial Manual](#).

Contact:

Mgr. et Mgr. Tomáš Kučera, Ph.D. – head of the SVV project

Mgr. Jakub Stauber, Ph.D. – SVV seminars, research groups, books

For better overview, we advise to register to the **Moodle** module titled SVV IPS 2025 “Conflict, communication and cooperation in contemporary politics.”

INTERNSHIPS AND STUDY ABROAD

During their studies, doctoral students of Political Science have to complete at least a three-month-long study or research stay abroad (can be fulfilled by sum of shorter stays, including participation in summer/winter schools or conferences) at a foreign university within the contractual relations of Charles University or FSV or so called free movement. The students of International Relations also have to have a relevant international experience (preferably research stay abroad or internship but also presenting an academic article at an international conference or workshops, participation at international research team etc.). International experiences will be assessed by the Board individually.

If the students want to recognise the study obligations fulfilled during their studies abroad as part of their study obligations, they must first obtain the consent of the supervisor and chair of the subject board. Recognition of any of the obligatory subjects the completed at a foreign university is possible if the provided subject is

taught at the appropriate level (postgraduate studies, master's degree program, etc.). Recognition is decided by the chair of the subject board. The research or study stay may not exceed two semesters. At that time, the doctoral student is released from teaching and other duties at the department. If the doctoral student intends to stay abroad for more than one year, s/he is requested to interrupt his/her studies because s/he would not be able to fulfil the set academic and organisational duties.

STATE DOCTORAL EXAMINATION

DEBATE ON THE DISSERTATION THESIS

Each doctoral student enrolled before 2025 must pass a state doctoral examination **by the end of the fourth year of study**. Each doctoral student enrolled in 2025 and later must pass so-called “debate on the dissertation topic” (hereinafter also “the Debate”).

The student registers for it according to his/her individual study plan, specifically no later than **by the end of the sixth semester of study** (semesters of interrupted study until then are not included). At the time of registration for the state doctoral examination, or the Debate the doctoral student must have fulfilled all study obligations according to the individual plan. The date of the state doctoral examinations/Debates is given by the academic calendar.

Admission to the state final examination/the Debate is further conditioned by the following:

Successful research

- **PS** Before being admitted to the state examinations/the Debate, the doctoral student must demonstrate his/her original publications. At least one of them must be published in a peer-reviewed journal and it must be an article (not a review, conference report, etc.). The journal chosen should focus on political science, international relations or security studies and related scientific fields. If the field of studies covered by the journal is unclear, the supervisor decides on the inclusion of the article. The doctoral student is obliged to document that the article has either been published or accepted for publication or accepted

for publication after revision. Only texts that were accepted for the doctoral student for publication at the time of his/her doctoral studies at IPS FSV UK fall into this condition. One of the publications can be in the form of a coauthored text.

- **IR** Same as in the case of political science, the doctoral student must demonstrate his/her original publications. At least one of them must be published in a peer-reviewed journal and it must be an article (not a review, conference report, etc.). The journal chosen should focus on political science, international relations or security studies and related scientific fields. If the field of studies covered by the journal is unclear, the supervisor decides on the inclusion of the article. The doctoral student is obliged to document that the article has either been published or accepted for publication or accepted for publication after revision. Only texts that were accepted for the doctoral student for publication at the time of his/her doctoral studies at IPS FSV UK fall into this condition. One of the publications can be in the form of a coauthored text.
- **IR** To submit the project of the dissertation thesis to the supervisor, the assistant for doctoral students and guarantor 14 days before the date of the exam (according to [this template](#), max. 2 thousand words).

Grant activity

At least twice in the course of study, the doctoral student must report a grant activity. Such an activity can be twofold: either it is an application for the whole grant or a share in the grant (regardless of its duration). The activity can be linked to any grant agency (GAČR, GAUK, MŠMT). Team application or participation in a team application is also included in the grant activity. For example, if a two-member doctoral team submits an unsuccessful application for a grant, it is one grant activity for each of them.

Participation in teaching (only full-time students)

The doctoral student is obliged to participate in the teaching and operation of the institute. The obligation is to have taught at least 6 seminars.

List of literature (only students of Political Science)

Here you will find the requirements for the state final exams that must be fulfilled.

Fulfilment of study obligations

The doctoral student is obliged to pass all exams according to his/her individual study plan.

Supervisor's recommendation

The doctoral student consults his/her intention to attend a state doctoral examination/the Debate in advance with his/her supervisor. The supervisor has to mark down that the student has fulfilled all the abovementioned requirements (in SIS).

State doctoral exam for International Relations

The state exam verifies the student's knowledge in the entire scope of the field as specified by the requirements for the partial examinations, with particular regard to the ability to theoretically grasp the issues and the ability to defend intended dissertation research. The student answers a question from the theories of IR from [the list of areas](#) and in the second part answers the question from the committee to his/her dissertation project, especially defends the research questions and chosen methods and data.

State doctoral exam for Political Science

The state exam verifies the student's knowledge in the entire scope of the field as specified by the requirements for the partial examinations, student presents in detail the theoretical background, ideas and conclusions of three titles from the list of literature, two of which are chosen by the committee and one by the student.

TIMEFRAME OF THE STATE DOCTORAL EXAM

(the timeframe and details for the Debate on the dissertation thesis will be done during the AY 2025/2026)

8 weeks before the date of the exam

Find out if your supervisor agrees to you applying for SDE.



6 weeks before the date of the exam

Inform the assistant for doctoral students about your intention to take the SDE.



1 month before the date of the exam

Register in Study information system (SIS) for the specific date of the SDE. The supervisor marks down the fulfilment of requirements in SIS.



At least 14 days before the date of the exam

Send the assistant for doctoral students the project of your dissertation thesis (IR)/list of the literature (PS), list of the publications and a proof of their acceptance.

How the state doctoral examination/debate takes place

The aim of the state doctoral examination is to verify the doctoral student's theoretical knowledge according to the requirements of the doctoral degree program. During the examination, the doctoral student is first asked to prove that s/he meets the requirements for admission to the examination. It is also the duty of the doctoral student to submit copies of his/her publications as evidence of successful ongoing research. Subsequently, the doctoral student will present the project of his/her dissertation thesis to the board. The members of the board ask the examinee questions that relate to the theoretical support of the project and related areas. IR students answer one question from Theories of International Relations and then defend the project of their dissertation.

Board of the state doctoral examination/debate

The board present at the state doctoral examination must consist of at least three members. The chair of the board is usually the chair of the subject board. One member of the board must be an external member, i.e. a person who is not a member of the academic community of FSV UK. In case of IR study programme, the student's supervisor is never a member of the committee.

The state doctoral examination is classified as "passed / failed" and can be repeated only once. The dates announced for the final state examination and the necessary documents are posted on the IPS FSV UK website.

Request to postpone the date of the state doctoral examination/debate

If you have applied for the state examination and you want to postpone the examination, it is necessary to submit a written request to the hands of the chair of the subject board through the post room of the faculty and at the same time report this fact to the assistant for doctoral students as soon as possible.

DEFENSE OF THE DISSERTATION THESIS

The dissertation thesis demonstrates the doctoral student's ability and readiness for independent research or independent theoretical activity. The dissertation thesis is

an original study that brings new theoretical or empirical findings or original methodological approaches.

Language of the dissertation thesis

The dissertation thesis may be written in the language in which the program is accredited or in English. If the doctoral student intends to write the thesis in another language (German, etc.), the approval of the subject board and the Dean of the faculty is required.

Form of the dissertation thesis

Dissertation thesis is according to the Dean's directive (art. 10) and the rules for Organization of Studies (art. 15) a content-coherent and comprehensive scholarly document, which describes the author's research and its outcomes. A dissertation thesis can be either methodologically and thematically coherent text, or a collection of writings with an integrating introductory and final text. The dissertation thesis must include the original and published outcomes, or the outcomes received for publication.

The thesis must meet all methodological and methodological requirements for scientific texts. The obligation can be fulfilled in two ways:

- A monograph – extent of the text of the dissertation thesis 160-300 standard pages, i.e. 50-90 thousand words (minimum-maximum), excluding bibliography and appendices.
- A set of at least three academic articles published or accepted for publication in indexed journals (Web of Science Q1 – Q3), supplemented by an introduction and conclusion (no less than 10 thousand words), which define the objectives of the dissertation research, approaches to their fulfilment and the contributions of individual articles to the fulfilment of these objectives. Any changes in the text of already published articles must be marked and explained in the submitted text. At least one article has to be single-authored, two max. with a second author, whereas the contribution has to be at least 50 % (confirmed by the coauthor). Any exceptions (e.g. Q1) are considered on an individual basis by the Subject Area Board.

The doctoral student must decide on the form of his/her thesis at the latest when submitting the dissertation project for defence at the end of the winter semester in the second year of study. Later change of the form of the thesis from the first to the second is conditioned upon the agreement of the supervisor and the chair of the Board – the student sends the supervisor and chair of the Board a proposed structure together with the list of articles published or accepted for publication.

The defence of the dissertation thesis follows the successful passing of the state doctoral examination (see above) and the so-called small defence (see below).

The defence of the dissertation is classified as “passed/failed” and can be repeated only once. The dissertation thesis can be defended again at the earliest 6 months from the date when the doctoral student failed the defence.

Publication of the dissertation thesis

The student may according to the law and the Dean’s measure in the case of a specific thesis request an extension of the time limit for making this thesis or its attachments public, for up to 3 years following the defense proceedings of the thesis (not pertaining to the abstract, reviews and the protocol from the defense). Such a request needs to be consulted with the supervisor, the supervisor then submits it via SIS, no later than 5 working days before the defence proceedings take place. The vice-dean will review the application.

The reasons for approving such request may be following:

- a) Protection of information under protection of a special law (typical categories: planned publication, published articles, sensitive personal information)
- b) Protection of business confidential information (typical categories: loss of competitive advantage, partner requires the extension, protection of partners)
- c) Protection of rightful interest of third parties under special consideration (typical categories: partner requires the extension, fear of plagiarism, protection of partners)
- d) Protection of intellectual property, especially protection of inventions or technical solutions (typical categories: planned patent, publications of new insights, protection of intellectual property)

In case the student asks internally to not make the dissertation thesis available for the institute members in small and large defense, the request needs to be approved

by the subject board of the programme – the student sends the request to the guarantor and the assistant for doctoral students before the small defense.

Board for the defence of dissertation thesis

The examination board for the defence of the dissertation thesis determines two reviewers of the dissertation thesis, who are subsequently confirmed by the dean of the faculty. The reviewer of the dissertation thesis may not be a supervisor, consultant or academic staff member who in any way participated in its elaboration. One of the two proposed reviewers may not work pedagogically or scientifically at FSV UK. Both opponents are usually associate professors, professors, or holders of the scientific degree of DrSc. or DSc. Academic staff members (with a Ph.D. or CSc. degree) who are prominent experts in the given field may be an exception.

So-called small defence

Each doctoral student is required to complete a “small defence” of the first full version of his/her dissertation thesis.

How to proceed with a small defence in political science?

- **The doctoral student** submits the dissertation thesis electronically to the assistant for doctoral students (it is assumed, of course, that with the consent of the supervisor)
- The assistant for doctoral students will formally approach the supervisor to propose two reviewers. The supervisor can of course act in advance, i.e. send proposals for reviewers in advance – but the assumption is that s/he will discuss in advance with the reviewers their willingness to write the reviews so as not to delay the process unnecessarily; if one of the proposed reviewers cannot write the review, the supervisor must propose a “replacement”
- The assistant for doctoral students will contact the reviewers to ask if they agree to prepare the review and will send them the thesis electronically with a request to prepare the review (ideally within 2/3 weeks) and send it back
- After receiving the reviews, **the doctoral student** has (at least) one week to become familiar with the reviews and any objections, additions, etc.
- In the meantime, the assistant for doctoral students will arrange with the head of the department (while informing the guarantor) a date for a small defence (ideally at the time of the department meeting, if this is not possible an extra

meeting will be called) and then the assistant for doctoral students will send the thesis to the members of the department for viewing

- **The small defence takes the form of a public (!) discussion of the dissertation thesis** (the reviewers, the supervisor and the “public” are of course invited) **in order to reveal any** shortcomings and to provide the doctoral student with a **reflection that will lead to the improvement of the final dissertation text. There is no evaluation**, only a record of progress and completion of the obligation is made (then entered into the ISP fulfilment)
- After the small defence, **the doctoral student incorporates comments**, prepares the final text of the dissertation thesis and applies for the so-called large defence according to the study rules.

How to proceed with a small defence in international relations?

A small defence is an assessment of the first text of the dissertation thesis by the proposed reviewers, or members of the Departments of International Relations or Security Studies. The results of the small defence determine the procedure for the final editing of the dissertation text. The small defence must take place at least two months before the large defence. Before a small defence at the latest, the doctoral student must prove that the results of the dissertation research have been published or are accepted for publication.

Procedure

- A small defence is held in the framework of the doctoral seminar. The doctoral student enrolls in it as in a course in SIS (JPD007) in the semester prior to which s/he submitted the first version of the thesis with the consent of the supervisor.
- The doctoral student submits the text of the dissertation thesis to the assistant for doctoral students, guarantor and the supervisor, the supervisor proposes at least two suitable reviewers, in the case of a proposal for foreign reviewers s/he also ensures the first contact.
- Reviewers are approved by the subject board.
- Subsequently, the assistant for doctoral students/guarantor asks the approved reviewers to prepare a review, the usual deadline for the preparation of the review is 4-5 weeks.

-
- The date is set in agreement with the reviewers and the supervisor so that everyone can, if possible, be present at the defence and the doctoral student has at least one week to become acquainted with the reviews.
 - The text of the dissertation thesis and reviews are available to all students of the program (unless the subject board has approved the request to not make the thesis public).
 - After the small defence, the doctoral student incorporates comments and prepares a text of a memorandum, describing the reaction on these comments and applies for the so-called large defence according to the study rules.

The aim of the small defence is to provide maximum space for discussion between the student and reviewers, while allowing other students to become familiar with the procedure and participate in the discussion. In the end, the supervisor summarises what possible adjustments the doctoral student should make in the text of the thesis before submitting it for proper defence. A record is made of the course of the small defence.

TIMEFRAME OF THE DEFENCE OF DISSERTATION THESIS

The doctoral student must apply for the defence of the dissertation thesis at least 8 months before the maximum period of study expires and no later than 60 days before the date of defence. The application for the defence of the dissertation thesis can only be submitted after the completion of the state doctoral examination.

3 months before the date

- inform the assistant for doctoral students of your intention to take the defence of your dissertation thesis



60 days before the date

-
- Enter into SIS the final version of the thesis identical to its printed version submitted
 - Supervisor marks down in SIS fulfilment of requirements to take the dissertation defence (including his/her assessment on fulfilment of all study obligations – state exam, publications, conferences etc.)
 - Submit the following forms and documents to the Student Services Office (at the same time report their submission to the assistant for doctoral students):
 - ✓ Application for defence of the dissertation thesis
 - ✓ 2 printed copies of the dissertation thesis in the ring or hard binding (unless the institute stipulates otherwise, this is up to the doctoral student). The dissertation thesis must contain a Czech and English abstract. The solution of the thesis + Czech and English abstract must also be uploaded to the SIS (the deadline is also 60 days before the defence).
 - ✓ 2 printed copies of the propositions of the dissertation thesis and 1 copy in electronic form. Propositions have a range of 15-20 standard pages. The title page of the proposition contains: the name of the university, faculty and institute where the defence takes place, the study program in which the thesis is submitted, the name of the doctoral student, the name of the dissertation thesis, the name of the chair of the subject board, the name of the supervisor and reviewers, the date and place of the defence. Propositions also include: topic and goal of the thesis, thesis structure, methodology, basic propositions, selected bibliography, English summary. The formal requirements of the dissertation thesis are regulated by [this Dean's Measure](#). Otherwise, all regulations concerning doctoral studies can be found on the faculty website [here](#).
 - **The student sends the information about the application for the defence by email to the assistant for doctoral students and the guarantor of the study programme.**
 - In case of the IR programme, the student sends the assistant for doctoral students and guarantor also a memorandum, in which he is addressing the reviews for the small defence and the changes made in the thesis made since then.



7 days before the date

- Reviewers send their reviews to the assistant for doctoral students
- One week before the defence of the dissertation thesis is the last possible date for withdrawing the defence



Day of the defence

The course of the defense of the dissertation thesis

During the defence, the doctoral student first presents the dissertation thesis, and what follows is the presentation of two thesis reviews and then a discussion. At the end of the defence, there is a vote on whether the doctoral student passed/failed with his/her dissertation thesis. In his/her presentation, the doctoral student briefly summarises the dissertation thesis as a whole and then focuses on some of its parts.

Violation of study regulations and scientific ethics

It is the doctoral student's responsibility to adhere to the principles of scientific ethics and academic integrity. Violations of the study regulations and scientific ethics in research include, for example, plagiarism or fraud. Plagiarism means the use of larger and shorter parts of scholarly and other works of other authors without citing the source, or the use of source material or empirical data without citing the source. Cheating is mainly the presentation of false or altered information, such as fabricated data, editing of data, citation of non-existent articles, etc.

Request for postponement of the date of defence

In the event that you have submitted an application for the defence to the Student Services Office and wish to postpone the date of the defence, it is necessary to submit a written request to the hands of the chair of the subject board through the faculty's post room and at the same time report this fact to the assistant for doctoral students by e-mail as soon as possible.

All the documents can be downloaded at: <https://fsv.cuni.cz/en/study/student-forms>

SUBMISSION OF REQUESTS

Please follow these guidelines when submitting any requests to the Student Services Office (e.g. request for the completion of study, interruption of studies, additional course registration, change of the topic of the dissertation thesis): Submission of requests. Send also a notification of the submission of the requests by email to the assistant for doctoral students.

COMPLETION OF STUDY

see Study and Examination Regulations of Charles University (<https://www.cuni.cz/UK-8916.html>)

Proper completion of study

The study is duly completed by completing the study program. The date of completion of the doctoral studies is determined by the date of defence of the dissertation thesis.

Upon proper completion of studies, the candidate receives an academic degree and a university diploma, which is presented at the graduation ceremony. If the graduate is unable to attend the graduation ceremony, the university will issue the diploma in a manner determined by the Rector. At the graduate's request, an annex to the diploma may be issued, which is usually proof of all examinations taken and their classification.

The graduate receives the degree of "Doctor" (abbreviated to "Ph.D." after the name).

Other forms of termination of study

The study is also terminated by:

-
- Withdrawal from studies; the date of withdrawal is the date on which the faculty where the doctoral student is enrolled receives his/her written statement of a withdrawal from studies
 - Failure to comply with the requirements of the study program (Article 19 para 1); the date of termination of studies is the date on which the decision to terminate studies becomes final (exclusion from studies is decided by the subject board)
 - Expulsion from studies in accordance with the disciplinary procedure; the date of termination of studies is the date on which the decision on expulsion from studies becomes final
 - Withdrawal of the accreditation of the study program; the date of termination of studies is the date on which the time limit set out in the decision of the ministry has expired
 - Termination of the accreditation of the study program; the date of termination is the date to which the university announced the termination of the study program

INTERRUPTION OF STUDIES

It is possible to interrupt studies in a doctoral degree program more than once.

The Dean may interrupt a doctoral student's studies, either at his or her written request or on his or her own initiative in the case where this is necessary to avert harm threatening the doctoral student, if its origin is not related to the current fulfilment of study obligations.

If the doctoral student requests the interruption of his/ her studies after s/he has demonstrated that s/he has fulfilled the obligations in the given segment of studies and before s/he has enrolled in the next segment of studies, and if no disciplinary procedures have been initiated against the doctoral student, the Dean will grant the request; the studies may be interrupted in this way for at least one semester (Article 5, Part II of the Study and Examination Regulations of Charles University). The request cannot be granted if it is submitted in the period of assessing the individual study plans, i.e. from 1. 6. until 30. 9.

On the date of the interruption of studies, the doctoral student ceases to be a doctoral student under the act on universities and the deadlines for the completion of study obligations cannot begin or continue. After the interruption of studies, the

Dean will decide, if necessary, on the placement of the doctoral student in the corresponding segment of studies. If, during the interruption of studies, the study plan according to which the doctoral student had been studying changed, the Dean will determine, in accordance with the internal regulations of the faculty under article 19 para 1 and the respective study program, which study obligations the doctoral student must fulfil and the deadlines for their fulfilment. In this context, s/he may also impose on the doctoral student the obligation to take the differential examinations within a given deadline. On the expiry of the period for which the studies were interrupted, the student whose studies were interrupted is entitled to the re-enrolment in his/her studies. If the reasons for the interruption of studies cease to exist, the Dean may, at the written request of the student whose studies were interrupted, terminate the interruption of studies even before the expiry of the specified period of interruption of studies.

Example

The full-time doctoral student started his/her doctoral studies in the academic year of 2020/2021. The maximum period of study in the doctoral degree program is eight years, so s/he must complete his/her studies by the end of the academic year of 2027/2028. The doctoral student will interrupt his/her studies in the academic year of 2023/2024. At the beginning of the academic year of 2024/2025, s/he will re-enrol in the program. Since s/he received a scholarship for three years, s/he is entitled to receive it for one more year. However, the date by which s/he must complete his/her studies has not changed; s/he must complete his/her studies by the end of the academic year of 2027/2028. However, the date by which s/he must take the state doctoral examination has been postponed by one year -i.e. the doctoral student in our example must take the state doctoral examination at the end of the academic year of 2024/2025.

The maximum period for which doctoral studies may be interrupted is five years. After the period of interruption, it is necessary to reenrol in the studies.

SUBJECT BOARD

The subject board monitors and assesses doctoral studies, coordinates the planning of the content of studies and evaluates the implementation of the doctoral degree program.

Subject board:

- Approves the doctoral student's individual study plan, topics of the dissertation theses and proposes to the Dean the appointment or removal of a supervisor
- Evaluates the studies of individual doctoral students, in particular by approving the doctoral student's evaluation and changes in the doctoral student's individual study plan
- Submits to the Dean the proposals for the composition of the board for state doctoral examinations and defences of the dissertation theses

Composition of the subject board

In compliance with Article 23 of the Statute of Charles University, the subject board has at least five members, at least two-thirds of the members of the subject board must be associate professors or professors, at least one-third of the members of the subject board must be persons other than members of the academic community of the respective faculty or participating faculties, and at least one of them must be a person other than a member of the academic community of the university.

Subject board of the Political Science study programme

Barša, Pavel	Prof., Ph.D.	UK FF
Bíba, Jan	Mgr., Ph.D.	UK FF
Bílková, Veronika	Doc., JUDr., Ph.D.	UMV Praha
Čmejrek, Jaroslav	Doc., PhDr.	ČZU
Doubek, Vratislav	Prof., Ph.D.	UK FF

Dvořáková, Vladimíra	Prof. PhDr., CSc.	MÚVS ČVUT
Kocian, Jiří	Prof., PhDr., CSc.	USD AV ČR
Kubát, Michal	Prof. PhDr., Ph.D.	UK FSV
Kysela, Jan	Prof. PhDr., Ph.D.	UK PF
Perottino, Michel	Doc., Ph.D.	UK FSV
Rovná, Lenka Anna	Prof. PhDr., CSc.	UK FSV
<u>Říchová, Blanka</u> <u>Chair</u>	Prof. PhDr., CSc., dr. h. c.	UK FSV
Valeš, Lukáš	Doc. PhDr., Ph.D.	ZČU FPR
Znoj, Milan	Doc. PhDr., Ing., CSc.	UK FF

Subject board of the International Relations study programme

<u>Aslan Emil,</u> <u>Chair</u>	prof. PhDr., Ph.D.	UK FSV
Bureš, Oldřich	prof., Mgr., M.A., Ph.D.	MUP / UK FSV
Braun, Mats Rickard	doc., Ph.D., MA	MUP
Halás, Matúš	Mgr., Ph.D.	ÚMV
Karlas, Jan	doc., PhDr., M.A., Ph.D.	UK FSV
Kolmašová, Šárka	doc., Ph.D.	MUP
Kříž, Zdeněk	prof., PhDr., Ph.D.	MU / Cevro
Parízek, Michal	doc., M.Sc., Ph.D.	UK FSV
Střítecký, Vít	doc. PhDr., Ph.D.	UK FSV

The list of members of the subject board is to be found here:
<https://ips.fsv.cuni.cz/en/study/scientific-councils/>

Composition and number of the members of the subject board is governed by the 7th full version of the Statute of Charles University, Article 23 and the Dean's Directive on the Organization of Doctoral Studies at FSV UK.

The subject board usually meets twice to four times in the course of the academic year.

SUPERVISOR

When preparing the dissertation project for the admission procedure, the candidate may consult his/her topic with an academic staff member of IPS FSV UK. After successful completion of the admission examinations, the subject board proposes a supervisor for each doctoral student and may take into account the existing relationship between the doctoral student and the IPS FSV UK staff member. The proposed supervisors are appointed by the Dean.

Supervisor:

- Guides the doctoral student in the preparation of an individual study plan
- Proposes and provides methodological guidance of the dissertation thesis
- Continuously monitors the doctoral student's progress and consults on his/her classes and research
- Proposes to the subject board the annual evaluation of the doctoral student for the past academic year
- Approves the admission of a doctoral student to the state doctoral examination/the Debate, the so-called small defence and the defence of the dissertation thesis
- Is available for consultation to the board of so-called small defence and defence of the dissertation thesis

The supervisor is the most important person in the academic life of a doctoral student. It is the doctoral student's responsibility to make sure that his/her supervisor is aware of his/her grant applications, the texts s/he is submitting for publication and the doctoral student's other research activities.

The supervisor is also the person who can help the doctoral student build a plan for the submission of publication requests (a series of periodicals that the doctoral student approaches with a text in case the text has been rejected by the first planned periodical).

The approval by the supervisor required for the application for admission to the state doctoral examination/the Debate, the so-called small defence and the defence of

the dissertation thesis, is not just a formality based on checking the fulfilment of the study obligations listed in these guidelines. The requirements we list are minimum requirements – they are only conditions. Supervisors are expected to make additional demands on the doctoral student, particularly with regard to the quality and originality of published research findings and individual chapters of the dissertation thesis.

FINANCIAL SUPPORT – DOCTORAL SALARY

Doctoral students in full-time doctoral degree program receive a year-long (12 months) salary:

- Minimal doctoral salary (for student enrolled after 1. 9. 2025) – calculated as the amount of the minimal wage that is effective on July 1st of the year, in which the academical year begins, times 1,2 and rounded up. For academic year 2025/2026 it is 24 960 CZK.
- Student enrolled before 1. 9. 2025 – the amount of the minimal doctoral salary is 17 500 CZK. 17 500 CZK is applicable only for AY 25/26, it is to be expected, that in AY 26/27 the minimum will be the same as for the students enrolled after 2025.

More detailed information about the doctoral salary can be found in so-called [Metodika doktorského příjmu](#) (in Czech).

If a doctoral student does not continue his/her studies in a satisfactory manner, the subject board or the supervisor may propose to the Dean a reduction of the scholarship.

Doctoral students may also receive financial support through grants (e.g. GAUK and IPS internal grants) or by participating in projects. When involved in SVV, they receive rewards for publication.

Doctoral students are also remunerated for administrative assistance at IPS. For a summary of financial remuneration at IPS, please refer to the Financial Manual.

In addition, doctoral students can also apply for funding directly to the Institute, which launches a call for funding the trips abroad twice a year. The application procedure is as follows:

-
- The assistant for doctoral students informs the students about the call for funding the trips (Conferences / Methodological schools)
 - Doctoral student will fill in a questionnaire of the application
 - Institute decides on the application and the assistant for doctoral students DS informs the applicant
 - Two situations may arise:
 1. The doctoral student only applies for reimbursement of the conference fee.
 2. The doctoral student applies for reimbursement of the conference fee and travel reimbursement

ATTENTION!

When filling in the billing data, faculty information needs to be added (see below). If the organisation does not have a section for the appropriate data, the billing data should be added at least in the notes.

Charles University
Faculty of Social Sciences
Smetanovo nábřeží 6
110 01 Prague 1
ID number: 00216208
VAT number: CZ0021620MV8

5. USEFUL ADVICE

OFFICE

Full-time doctoral students can use room C527 and its equipment (computers, printer, scanner, etc.). In light of the reconstruction, all employees and PhD students can also use the room B319. Full-time doctoral students should post their office hours (60 minutes per month) at the beginning of each semester.

ADDITIONAL FUNDING OF RESEARCH

In addition to the funding sources already mentioned, you can apply for additional research funding as a doctoral student. The most common options are listed below:

- [Mobility Fund](#)
- [POINT](#)
- [Visegrad Scholarship Program](#)
- [Grant Husovy nadace](#)
- [Nadace „Nadání Josefa, Marie a Zdeňky Hlávkových“](#)
- [Nadace Sophia](#)
- [Jean Monnet Program](#)

LIST OF CONFERENCES

- [Central European Political Science Association \(CEPSA\)](#)
 - Annual Conference
- [European Political Science Association \(EPSA\)](#)
 - Annual Conference
- [European Consortium for Political Research \(ECPR\)](#)
 - General Conference
- [International Political Science Association \(IPSA\)](#)
 - World Congress
- [European International Studies Association \(EISA\)](#)
 - PEC Conference

-
- European Workshops in International Studies
 - European Sociological Association (ESA)
 - ESA Conference
 - International Studies Association (ISA)
 - Annual Convention
 - Latin American Studies Association (LASA)
 - LASA Congress
 - European Conference on Cyber Warfare and Security (ECCWS)
 - ECCWS Conference
 - IEPAS
 - Annual Conference on Eurasian Politics & Society

LIST OF METHODOLOGICAL SCHOOLS

- European Consortium for Political Research (ECPR)
 - Winter school
 - Summer school
- International Political Science Association (IPSA)
 - Summer school
- IAPSS
 - Winter school
 - Summer school
- European Sociological Association (ESA)
 - Summer school

CITATION SOFTWARE

We recommend the use of citation software from the beginning of your studies to facilitate your work with citations. You will find a link for an online manual for each software.

- Mendeley desktop
- Zotero
- Endnote

→ [Citavi](#)

GRAMMARLY

The faculty provides licenses to its staff members and doctoral students to use the paid version of Grammarly. Details can be found on the FSV website.

BOOKS

Doctoral students involved in SVV can order new books for research once a year. A proposal for acquisition can also be submitted to the faculty library. Details can be found in Moodle.

PROOF READING

Within the SVV project, doctoral students can apply for funding for editing services for their articles and dissertation thesis.

HEALTH INSURANCE

The state pays health insurance for citizens over 26 years of age who are studying for the first time in a doctoral degree program implemented by a university in the Czech Republic in the standard full-time form of study. However, they must not be self-employed or employed at the same time. A certificate of study for your insurance company will be issued by the Student Services Office.

6. GUIDELINES

Student – Assessment of ISP

Filling in the protocols and results of the State exams

Procedure for entering a conference into the OBD

Procedure for entering a publication into the OBD