

HANDBOOK FOR DOCTORAL STUDY AT IPS

ACADEMIC YEAR 2026/2027



**FAKULTA
SOCIÁLNÍCH VĚD**
Univerzita Karlova

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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 program in Digital Social Sciences (DiSS) is a joint program offered by the Faculty of Social Sciences, the Faculty of Arts, and the Faculty of Law of Charles University, in partnership with the Faculty of Mathematics and Physics that serves as a partner faculty in the program. Academic staff from the Faculty of Mathematics and Physics contribute to the teaching of computational methods at various levels of complexity and supervise research in the field of language technologies. DiSS program focuses on social phenomena that primarily manifest themselves in online environments. Their study requires an interdisciplinary set of competencies and appropriate methodological training in data analysis. DiSS is a unique interdisciplinary and interfaculty doctoral program that offers a modern and effective approach to addressing the complex challenges of contemporary society.

This Handbook applies to students enrolled in the programs of Political Science, International Relations, or Digital Social Sciences at IPS.

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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 of current doctoral students (must be completed by 30 September)
- ❖ State doctoral exams – autumn dates

OCTOBER

- ❖ Informative meeting of all doctoral students
- ❖ Preparation of individual study plans and GA UK grant applications in cooperation with supervisors and consultants
- ❖ Deadline for accommodation scholarship applications
- ❖ SVV seminars

NOVEMBER

- ❖ The deadline for submitting ISP to the coordinator for review is 1 November. The deadline for submitting ISP to the supervisor is 12 November, and the supervisor must approve it by 15 November.
- ❖ Submission of GA UK applications

DECEMBER

- ❖ Christmas

JANUARY

- ❖ Meetings of the subject boards of individual doctoral programs – approval of ISPs of newly admitted doctoral students (they must be approved by 15 January; in some cases, approval is granted *per rollam*, and the meeting may take place in February)
- ❖ State doctoral exams – winter dates

FEBRUARY

- ❖ Possible meeting of the subject board if no meeting was held in January
- ❖ By 1 February, the priority dissertation topics and the list of prospective supervisors are updated on the IPS website
- ❖ Submission of proposals for new courses to supervisors

MARCH

- ❖ Open days of doctoral study

APRIL

- ❖ Submission of applications for doctoral study. The deadline: 30 April.

MAY

- ❖ Submission of the research project for the dissertation project. Deadline: 13 May.
- ❖ State doctoral exams – summer dates

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- ❖ Admissions procedure for doctoral study (1st round)

JUNE

- ❖ Submission of the first version of the annual assessment of the doctoral student and its submission to the coordinator
- ❖ Admissions procedure for doctoral study (2nd round – oral)
- ❖ State doctoral exams – summer dates
- ❖ Meeting of the subject board – assessment of ISP fulfilment

JULY

- ❖ State doctoral exams – summer dates
- ❖ Final deadline for completing the OBD records (publications, conferences, etc.)

AUGUST

- ❖ Final revisions to the annual assessment of ISP; the final deadline for submitting it to the supervisor is 15 August. The supervisor will then submit it to the subject board by 31 August

IPS staff members and doctoral students are informed about current changes in the [academic calendar](#) (such as rector's day, school closures, etc.) via newsletter and on [the institute's website](#).

2. IMPORTANT PEOPLE AND CONTACTS

The following people are crucial for doctoral study at the Institute of Political Studies of FSV UK:

prof. PhDr. Emil Aslan, Ph.D. Guarantor of the International Relations program	emil.aslan@fsv.cuni.cz tel.: 267 224 246
prof. PhDr. Blanka Říchová, CSc., dr. h. c. Guarantor of the Political Science program	blanka.richova@fsv.cuni.cz tel.: 267 224 244
doc. PhDr. Michel Perottino, Ph.D. Head of the Department of Political Science	michel.perottino@fsv.cuni.cz tel.: 267 224 244
doc. PhDr. Jan Karlas, MA., Ph.D. Head of the Department of International Relations	jan.karlas@fsv.cuni.cz tel.: 267 224 245
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3. GENERAL INFORMATION

Doctoral 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 defense, publishing activities), but the difference is in the degree of involvement of the doctoral student in the running of the institute. Students enrolled in the International Relations and Digital Social Sciences programs and studying in the combined form are not required to teach, attend conferences, or apply for research grants. Students enrolled in the Political Science doctoral program and studying in the combined form are not required to teach. Full-time doctoral students also receive a so-called doctoral income, unlike the doctoral students of combined form of study.

The form of study is largely influenced by the doctoral student. The basic document for them is the individual study plan (hereinafter ISP), which they submit 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 their study obligations in cooperation with their 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 IPS FSV UK.

CONFERENCES

During their studies, doctoral students are expected to attend academic conferences. The required number of conferences varies by their program. Students in the International Relations must participate in at least 2 conferences and students in the Political Science in at least 4 conferences, at least one of which must be held abroad. This requirement does not apply to students enrolled in DiSS program.

SUBJECTS

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

INTERNATIONAL

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.

TEACHING AND GRANTS

Doctoral students enrolled in the full-time form of study must be involved in a grant project throughout the standard period of study for at least 10 hours per week. If their involvement amounts to fewer than 15 hours per week (the *project + project* option), they must also serve as teaching doctoral students. This means participating in teaching activities through seminars or lectures related to the topic of the dissertation thesis, amounting to a minimum of 2 courses per academic year, i.e. 6 courses during the first three years of study (the *teaching + project* option).

Study in the doctoral program is regulated by [the Code of Study and Examination of Charles University](#), the [Rules for the Organization of Studies](#) and the [Dean's Directive on Doctoral Studies](#). At the IPS level, [Notice of the Director no. 2/2026](#) – Establishment of Rules for the Administrative Support of Doctoral Studies at IPS FSV UK.

Full-time doctoral students are expected to participate more significantly in the running of IPS. 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, admissions procedures, 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 TOPIC OF THE DISSERTATION THESIS

The doctoral student is obliged to successfully pass the State Doctoral Exam (students admitted before 2025)/the Debate on the topic of the dissertation thesis (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. To be admitted to the State Doctoral Exam/ Debate on the topic of the dissertation thesis), a doctoral student must have published at least one scholarly article indexed in the Web of Science (WoS) or Scopus databases.

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 they start their study after interrupting their study.

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 Affairs 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 program (available on the [shared drive here](#)).

The first-year doctoral student jointly with their 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 programs.

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 doctoral students,” where you will also find [instructions](#) for completing it (in case of any problems, contact the coordinator for doctoral study). A detailed description of the duties that the doctoral student

must undertake can be found in the Framework study plan and in the [Notice of the Director no. 2/2026](#) – Establishment of Rules for the Administrative Support of Doctoral Studies at IPS FSV UK. The Notice also sets out the deadlines for the individual steps involved in the preparation and assessment of ISP. The most important of them are also included in this handbook in the “Academic Calendar” section.

After consulting the supervisor, the doctoral student fills in ISP in SIS and contacts the coordinator for doctoral study. The coordinator will review it and return it for changes and revisions if it does not contain all the required items.

Individual study plan contains information on:

- Topic of the dissertation thesis
- Detailed framework timetable for work on the dissertation project
- Timeframe for expected publications
- Expected semester for the state doctoral exam/debate on the topic of the dissertation thesis, small defense and defense of the dissertation thesis
- Expected semester in which students plan to complete individual examinations and courses during their studies
- Expected participation in internships
- Expected participation in conferences
- Share in grant activities
- Expected involvement in teaching
- Involvement in SVV in the course of study

(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, 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 to the original ISP and at the same time states the work plan for the next academic year (similar to the original “supplement” to 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, they are 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 student submits [a request](#) for the proposed change, which must be approved and signed by the supervisor and the chair of the subject board. The request is then submitted to the coordinator for doctoral study, who forwards it to the Student Affairs Office.

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 event of submitting a request for such a change, it is advisable to attach a cover letter from the student highlighting the request, along with 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 topic of the dissertation thesis, they can also supervise master's theses. They may receive a financial reward for this in accordance with [Notice of the Director no. 11/2025](#) Establishment of Rules for Remuneration for Final State Examinations (SZZk) and for Teaching Foreign-Language Courses at IPS FSV UK and [Notice of the Director no. 3/2026](#) Financial Manual for Doctoral Students.

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** in accordance with [Notice of the Director no. 1/2026](#) Establishing Rules for Consultation and Office Hours at IPS. As needed, they also assist with other tasks related to the activities of IPS and/or its individual departments. Information on **remuneration** for these tasks can be found in the [Notice of the Director no. 11/2025](#) Establishment of Rules for Remuneration for Final State Examinations (SZZk) and for Teaching Foreign-Language Courses at IPS FSV UK and [Notice of the Director no. 3/2026](#) Financial Manual for Doctoral Students. These notices also set out the rules for teaching doctoral students, who are required to attend at least 3 matriculation/graduation ceremonies per calendar year, participate in State Final Examination minute-taking 4 times during each exam period (2 times for students in English-taught programs), and prepare 2 to 3 reviews of final theses during each exam period.

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.

If a student receives a C-grade, their income is automatically reduced to approximately 50% of the minimum doctoral income. This reduction follows the new Examination Regulations of Charles University for the academic year of 2026/27. A link to the regulations will be added to the handbook once they have been published.

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

Remember to fill in **your publications in the OBD system for recording and processing publications** by the middle of November of each academic year (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). At the level of IPS, you may also contact the coordinator for doctoral study, if needed. Instructions for using OBD are available on the website of [Library of FSV UK](#).

TIP

Plan your study obligations carefully. There is no need to complete everything during your first year. Since the first year of study is somewhat shorter, the work you include in your study plan for the first year must effectively be completed within about eight months. Actually, it is closer to seven months, as the first month is typically devoted to preparing and refining your study plan and submitting grant applications.

COMPARISON OF OBLIGATIONS BETWEEN THE PROGRAMS OF POLITICAL SCIENCE, INTERNATIONAL RELATIONS, AND DIGITAL SOCIAL SCIENCES

Obligations	Political Science	International Relations	Digital Social Sciences
Subjects	<u>List of subjects</u>	<u>List of subjects</u>	<u>List of subjects</u>
State Doctoral Exam/Debate	In 3 rd year	In 3 rd year	In 3 rd year
Conferences	4 of which one abroad	2 one domestic and one abroad	Not obligatory, but expected
Publishing activity	At least 2 articles, or 1 in WoS Q2 or above	At least 2 articles, or 1 in WoS Q2 or above	At least 2 articles, or 1 in WoS Q2 or above
SVV	Obligatory for full- time form of study	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	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	Submitting the dissertation at least 60 days before the planned date of defense
Study / research stay abroad	3 months	Relevant international experience (preferably research stay or study stay but also	One month (this requirement may also be fulfilled through a combination of shorter stays,

		presenting at an international conference or workshops, participation in international research team etc.). International experience will be assessed individually by the subject board.	including participation in summer or winter schools or conferences).
Teaching	Teaching is required if there are insufficient project hours.	Teaching is required if there are insufficient project hours.	Teaching is required if there are insufficient project hours.

COMPARISON OF OBLIGATIONS BETWEEN THE FULL-TIME AND COMBINED FORM

Duties	Full-time (Intern)			Combined (Extern)		
	PS	IR	DiSS	PS	IR	DiSS
Stipend	✓	✓	✓	✗	✗	✗
SVV	✓	✓	✓	✗	✗	✗
Other duties	✓	✓	✓	✗	✗	✗
Grant activities (GAUK)	✓	✓	✓	✓	✗	✗
Conference	✓	✓	✗	✓	✗	✗
Internship or research stay abroad	✓	✓	✓	✓	✓	✓
Courses	✓	✓	✓	✓	✓	✓
Publication	✓	✓	✓	✓	✓	✓
Teaching	✓	✓	✓	✗	✗	✗

SAMPLE COURSE OF STUDY FOR THE POLITICAL SCIENCE STUDY PROGRAM¹

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)*²
 - *Basic course of pedagogical competences*
- 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*
- Defense 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 topic of the dissertation thesis
- Research stay
- Specific University Research – SVV

¹ For details, see the Framework study plan.

² 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).

4th year

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

SAMPLE COURSE OF STUDY FOR THE INTERNATIONAL RELATIONS STUDY PROGRAM

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 and its presentation in the Doctoral seminar
- Developing a publication strategy and project of the dissertation thesis
- Application for the GAUK grant competition
- 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.

2nd year

- Enrolment in obligatory seminars and exams
 - *European studies (JPD002)*
 - *Doctoral seminar – IR III and IV (JPD020 and JPD024)*
 - *Elective subject (JPD017; JPD021)*
- Defense 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 / the debate on the topic of the dissertation thesis
- Research stay
- Teaching activity
- Specific University Research – SVV

4th year

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

NOTE

Throughout your doctoral study, you must either be in the project + project scheme, i.e. working on grant projects for at least 15 hours per week, or in the teaching + project scheme, i.e. in addition to working on a grant project for at least 10 hours per week, you also serve as a teaching doctoral student.

RESEARCH

The annual assessment of ISP 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. Note: 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, COOPERATIO, GAČR, etc.). As part of your annual ISP evaluation, you must specify the grant to which each publication has been attributed. For publications that are still in preparation, you should indicate the grant under which you intend to report them. You are also required to state each year what outputs you have reported under SVV. If anything is unclear, please contact the coordinator for doctoral study. You may also consult the [Ten Commandments of Publishing Activity at IPS](#).

List all your publications (including those in the review procedure) in ISP. Also inform about your other scientific activities: grants, conferences, etc. The work you do as part of your doctoral study 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.

You may also use IPS call for applications. The call is announced each November for the following academic year. If all the funds are not allocated during the November round, a second call is announced in April. More information can be found in the [Notice of the Director no. 3/2026 Financial Manual for Doctoral Students](#).

The condition for reimbursing the trip to the conference is that the fees for the participant are not paid by other organizations (other than FSV UK) and that the doctoral student actively presents at the conference some form of their 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. These articles must be related to the dissertation research.

If the doctoral student places their 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 recognized 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 enrolled in doctoral 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 last 1 to 3 years. 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 they are 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 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 programs and to help increase the quality of publication outputs of doctoral students and their dissertation theses.

The obligations of doctoral students in individual semesters of study are presented in the following Table:

Year of study and semester	Requirement	Deadline	Evaluator and rating scale
1 st , winter sem.	Publication strategy or GAUK project proposal	15 January or for GAUK	Coordinator for SVV (Good / Unsatisfactory)
1 st , summer sem.	Research design	31 August	Supervisor (Unsatisfactory / Good)
2 nd , winter sem.	Draft of a paper	31 January	Supervisor and coordinator (Unsatisfactory / Good / Very Good)
2 nd , summer sem.	Submission of a paper to a journal	15 September	Coordinator (Not submitted / Good / Very Good)
3 rd , winter sem.	Research design	15 January	Supervisor (Unsatisfactory / Good)
3 rd , summer sem.	Draft of a paper	31 August	Supervisor and coordinator (Unsatisfactory / Good / Very Good)
4 th , winter sem.	Submission of a paper to a journal	15 February	Coordinator (Not submitted / Good / Very Good)

A verifiable dedication of the published text to the SVV project is a requirement. If a publication is co-dedicated to one additional project (where permitted), in addition to SVV, the doctoral student receives 50% of the SVV remuneration compared to the amount payable if the publication were dedicated to SVV only. Within the IPS remuneration system, SVV publications co-dedicated to other projects are assessed in the same manner as SVV publications.

For better overview, sign up to the [Moodle](#) module titled SVV IPS 2025 “Conflict, communication and cooperation in contemporary politics.” THE CURRENT MOODLE WILL BE ADDED TO THE HANDBOOK AFTER IT HAS BEEN UPDATED FOR THE NEW ACADEMIC YEAR.

Scholarships are paid each month, in favor of a bank account, which the doctoral student will state when enrolling in the first year of study at the Student Affairs Office of the FSV UK.

Find more detailed information about SVV and scholarships 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

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 **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 recognize 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 subject to the approval 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, they have to request interruption of their study because they would not be able to fulfil the set academic and organizational duties.

STATE DOCTORAL EXAMINATION AND DEBATE ON THE TOPIC OF 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 topic of the dissertation topic” (hereinafter also referred to as “the Debate”).

The student registers for it according to their 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 their 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. This requirement applies only to texts that have been accepted for publication at the time the doctoral student pursues their

study at IPS FSV UK. One of the publications can be in the form of a co-authored text.

- **IR** Same as in the case of political science, the doctoral student must demonstrate their 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 chosen journal 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. This requirement applies only to texts that have been accepted for publication at the time the doctoral student pursues their study at IPS FSV UK. One of the publications can be in the form of a co-authored text.
- **IR** To submit the project of the dissertation thesis to the supervisor, coordinator for doctoral study, and guarantor 14 days before the date of the exam (according to [this template](#), max. 2 thousand words).
- **DISS** Before being admitted to the state examinations/the Debate, the doctoral student must report at least one article published in a peer-reviewed journal and it must be an article (not a review, conference report, etc.). The doctoral student is obliged to document that the article has either been published or accepted for publication or accepted for publication after revision. One of the publications can be in the form of a co-authored text.
- **DISS** To be admitted, the student must also demonstrate grant activity at least 2 times during their studies - submitting two GAUK grant applications (one application if the first submission is successful). An equivalent requirement is obtaining a research position on a research project of a member of the Department of International Relations or the Department of Security Studies. The doctoral student must also complete all examinations specified in their Individual Study Plan.

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 teach 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 their ISP.

Supervisor's recommendation

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

TIMEFRAME OF THE STATE DOCTORAL EXAM / DEBATE

Debate on the topic of the dissertation thesis

This requirement applies to students who enrolled in the 2024/25 academic year or later. It consists of a discussion of the student's progress on their dissertation thesis, including its methodology and preliminary research findings. The committee members ask questions related to the dissertation topic, focusing primarily (though not exclusively) on methodological and theoretical aspects.

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.

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 their dissertation project, especially defends the research questions and chosen methods and data.

8 weeks before the date of the exam

Find out if your supervisor agrees to you applying for the state doctoral exam.

6 weeks before the date of the exam

Inform the coordinator for doctoral study about your intention to take the state doctoral exam.

1 month before the date of the exam

The supervisor records the fulfilment of the admission requirements in SIS. Subsequently, register in SIS for a specific state doctoral examination date.

At least 14 days before the date of the exam

Send to the coordinator for doctoral study the following: the project of your dissertation thesis (International Relations) / list of the literature (Political Science), list of the publications and a proof of their publication.

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 program. During the examination, the doctoral student is first asked to prove that they meet the requirements for admission to the examination. It is also the duty of the doctoral student to submit copies of their publications as evidence of successful ongoing research. Subsequently, the doctoral student will present the project of their 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 or the debate on the topic of dissertation thesis 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 program, 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 coordinator for doctoral study as soon as possible.

DEFENSE OF THE DISSERTATION THESIS

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.

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.

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 or Scopus), 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

% (a share confirmed by the coauthor). Any exceptions (e.g. Q1) are considered on an individual basis by the subject board.

The doctoral student must decide on the form of their thesis at the latest when submitting the dissertation project for defense at the end of the winter semester in the second year of study. Later change of the form of the thesis from the first form to the other is subject to the approval by the supervisor and the chair of the subject board – the student sends the supervisor and chair of the subject board a proposed structure together with the list of articles published or accepted for publication.

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

Publication of the dissertation thesis

Under the law and [the Dean's directive](#), a doctoral student may, in justified cases, request a postponement of the publication of their dissertation thesis for up to three years after the defense. This does not apply to the abstract, reviewers' reports, or the record of the defense. The request is subject to prior consultation with the supervisor. After submission, the supervisor files the request through SIS, and it is subject to approval by [the vice-dean for student affairs](#).

The reasons for approving such request may be as follows:

- 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 program – the student sends the request to the guarantor and the coordinator for doctoral study before the small defense.

Board for the defense of dissertation thesis

The examination board for the defense 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 defense

Each doctoral student is required to complete a “small defense” of the first full version of their dissertation thesis.

How to proceed with a small defense in Political Science?

- **The doctoral student** submits the dissertation thesis electronically to the coordinator for doctoral study (it is assumed, of course, that with the consent of the supervisor)
- The coordinator for doctoral study formally contacts the supervisor and requests the submission of proposals for two reviewers (the supervisor can of course act ahead of schedule, i.e. send proposals for reviewers to the coordinator for doctoral study in advance); however the assumption is that the supervisor 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 reviewers are subsequently approved by the chair of the subject board
- The coordinator for doctoral study 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 to the coordinator for doctoral study

- 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 coordinator for doctoral study will arrange with the head of the department (while informing the guarantor) a date for a small defense (ideally at the time of the department meeting, if this is not possible an extra meeting will be called) and then the coordinator for doctoral study will send the thesis to the members of the department for viewing
- **The small defense takes the form of a public (!) discussion of the dissertation thesis** (the reviewers, the supervisor, and the “public” consisting of doctoral students and members of the department 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 defense, the doctoral student incorporates comments, prepares the final text of the dissertation thesis and applies for the so-called large defense according to the study rules.

How to proceed with a small defense in International Relations?

A small defense 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 defense determine the procedure for the final editing of the dissertation text. The small defense must take place at least two months before the large defense. Before a small defense 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 defense 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 they 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 coordinator for doctoral study, guarantor, and the supervisor; the supervisor

proposes at least two suitable reviewers, in the case of a proposal for foreign reviewers they also ensure the first contact.

- Reviewers are approved by the subject board.
- Subsequently, the coordinator for doctoral study / guarantor asks the approved reviewers to prepare a review, the usual deadline for the preparation of the review is 6-7 weeks.
- The date is set in agreement with the reviewers and the supervisor so that everyone can, if possible, be present at the defense 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 defense, 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 defense according to the study rules.

The aim of the small defense 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 summarizes what possible adjustments the doctoral student should make in the text of the thesis before submitting it for proper defense. A record of the course of the small defense is made by the coordinator for doctoral study.

TIMEFRAME OF THE DEFENSE OF DISSERTATION THESIS

The doctoral student must apply for the defense 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 defense**. The application for the defense of the dissertation thesis can only be submitted after the completion of the state doctoral examination/the debate on the topic of the dissertation thesis.

3 months before the scheduled date

- Inform the coordinator for doctoral study of your intention to take the defense of your dissertation thesis

60 days before the scheduled 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 defense (including their assessment on fulfilment of all study obligations – state exam, publications, conferences, etc.)
- Submit the following forms and documents to the Student Affairs Office (at the same time report their submission to the coordinator for doctoral study):
 - ✓ Application for defense 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 defense).
 - ✓ 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 defense 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 defense. Propositions also include a 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 Directive. Otherwise, all regulations concerning doctoral studies can be found on the faculty website here.
- **The student sends the information about the application for the defense by email to the coordinator for doctoral study and the guarantor of the study program.**
- In case of the IR program, the student sends the coordinator for doctoral study and guarantor also a memorandum, in which he is addressing the reviews for the small defense and the changes made in the thesis.

7 days before the scheduled date

- Reviewers send their reviews to the coordinator for doctoral study
- One week before the defense of the dissertation thesis is the last possible date for withdrawing the defense

The course of the defense of the dissertation thesis

During the defense, 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 defense, there is a vote on whether the doctoral student passed/failed with their dissertation thesis. In their presentation, the doctoral student briefly summarizes 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 defense

In the event that you have submitted an application for the defense to the Student Affairs Office and wish to postpone the date of the defense, 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 coordinator for doctoral study 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 Affairs 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 notification of the submission of the requests by email to the coordinator for doctoral study.

COMPLETION OF STUDY

see [the Code of Study and Examination of Charles University](#).

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 defense 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 their 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)

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- 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 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 their studies after they have demonstrated that they have fulfilled the obligations in the given segment of studies and before they have 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 Code of Study and Examination 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, the

Dean 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 their 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. The maximum period for which doctoral study may be interrupted is five years. After the period of interruption, it is necessary to re-enroll in the study.

Example

The full-time doctoral student started their doctoral studies in the academic year of 2020/2021. The maximum period of study in the doctoral program is eight years, so they must complete their studies by the end of the academic year of 2027/2028. The doctoral student will interrupt their studies in the academic year of 2023/2024. At the beginning of the academic year of 2024/2025, they will re-enrol in the program. Since they received a scholarship for three years, they are entitled to receive it for one more year. However, the date by which they must complete their studies has not changed; they must complete their studies by the end of the academic year of 2027/2028. However, the date by which they 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.

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 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 defenses 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 doctoral program of Political Science

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
Říchová, Blanka Chair	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 doctoral program of International Relations

Aslan Emil, Chair	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

Subject board of the doctoral program of Digital Social Sciences

Střítecký, Vít, Chair	doc. PhDr., M.Phil., Ph.D.	UK FSV
Křišťoufek, Ladislav	prof. PhDr., Ph.D.	UK FSV
Žabokrtský, Zdeněk	doc., Ing.	UK MFF
Chlup, Radek	doc. Mgr., Ph.D.	UK FF
Dušek, Libor	doc. Mgr., Bc., Ph.D.	PrF UK
Špelda, Petr	Mgr., Ph.D.	UK FSV
Rosa, Rudolf	Mgr., Ph.D.	UK MFF
Kozák, Jan	Mgr., Ph.D.	UK FF
Boštík, Vanda	prof. RNDr., Ph.D.	UD MFM
Petráček, Tomáš	prof. PhDr., Ph.D., Th.D.	UHK DCRS
Polčák, Radim	prof. JUDr., Ph.D.	MUNI FL
Železný, Filip	prof. Ing., Ph.D.	CTU DCS

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 their 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 their 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 defense and the defense of the dissertation thesis
- Is available for consultation to the board of so-called small defense and defense 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 their supervisor is aware of their grant applications, the texts they are 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 defense and the defense 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.

The requirements for supervisors and the conditions for who can be a doctoral supervisor are summarized in [Dean's Provision SO013](#).

FINANCIAL SUPPORT – DOCTORAL INCOME

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

- Minimal doctoral income (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 2026/2027 it is 24 960 CZK.

More detailed information about the doctoral salary can be found in the [Rules for doctoral scholarships at IPS](#).

If a doctoral student does not continue their 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 coordinator for doctoral study informs the students about the call for funding the trips (Conferences / Methodological schools)
- Doctoral student will fill in a questionnaire for the application
- Institute decides on the application and the coordinator for doctoral study 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

IMPORTANT!

When entering the invoicing details, you must also include the Faculty's billing information (see below). If the organization's form does not contain a field for the required information, please add the Faculty's billing details in the notes section.

Charles University
Faculty of Social Sciences
Smetanovo nábřeží 6
110 01 Prague 1
ID no.: 00216208

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 (in accordance with the [Notice of the Director no. 1/2026](#) Establishing Rules for Consultation and Office Hours at IPS) 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

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- 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.

PROOFREADING

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 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 Affairs Office.

STUDENTS WITH SPECIAL NEEDS

If a student has specific needs, they may register as a student with specific needs. To do so, they must complete the three steps outlined on [the FSV UK website](#). The functional assessment issued by [the Carolina Centre of Charles University](#) serves as a recommendation rather than a binding document. It is the student's responsibility to inform IPS of their specific needs. Ideally, the student should contact the coordinator for doctoral study to discuss the appropriate course of action.

6. MANUALS

[ISP administration and Annual 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](#)

[Ten Commandments of Publishing Activity at IPS](#)

[Faculty's website for doctoral study](#)

[Notice of the Director no. 2/2026 Rules for Administrative Organization of Doctoral Study at IPS FSV UK](#)

[Notice of the Director no. 3/2026 Financial Manual for Doctoral Students.](#)