

HANDBOOK

**DOCTORAL
STUDIES AT
IPS**

ACADEMIC YEAR OF 2023/2024

Handbook

DOCTORAL

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ACADEMIC YEAR OF 2023/2024

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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 degree of 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.

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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
- ✘ State doctoral exams – autumn dates
- ✘ SVV conference

OCTOBER

- ✘ Informative meeting of all doctoral students
- ✘ Preparation of individual study plans with supervisors and consultants
- ✘ Deadline for accommodation scholarship applications

NOVEMBER

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

DECEMBER

- ✘ Christmas 🎄

JANUARY

- ✘ Meeting of the subject board
- ✘ Mid-January – submission of the projects of dissertation theses for defence (only IR)

FEBRUARY

MARCH

- ✘ Day of doctoral studies

APRIL

- ✘ Submission of applications for doctoral study

MAY

- ✘ State doctoral exam

JUNE

- ✘ Submission of the annual assessment of the doctoral student
- ✘ Admissions procedure for doctoral study

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.

Guarantor of the study filed of International Relations

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Prof. PhDr. Blanka Řířhová, CSc., dr. h. c.

Guarantor of the study field of Political Science

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Vice-Dean for doctoral studies, FSV

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Head of International Office

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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, state examination, small and large dissertation defence, publishing and conference activities), but the degree of involvement of the doctoral student in the running of the institute and length of stay abroad differ. Full-time doctoral students also receive a monthly scholarship, 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 of full-time study is four years, i.e. after four years of study, the doctoral student automatically switches to a combined study and loses the right to a scholarship.

The basic direction and organisation of doctoral studies is provided by the subject board of the respective field of study. Regardless of the form of study, all 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 application is enough. It is also possible to participate as a co-researcher in one of the grants addressed within the IPS, FSV UK.

CONFERENCE

Doctoral students must attend at least two conferences during their studies, one of which should be national and one international. At least one conference presentation must precede the state examinations, one 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 or the ERASMUS program), or it is possible to accumulate at least one month (14-days for students in a combined form) by participating in summer schools, workshops and conferences a therefore fulfil part of the duty. Participation in a project with a foreign workplace is also a fulfillment 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 Measure 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

The doctoral student is obliged to successfully pass the State Doctoral Examination 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

ENROLLMENT

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. When enrolling in the first year, doctoral students must submit a completed personal card (downloadable in the section Study > Ph.D. Forms).

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 [framework study plan](#) of the given doctoral degree program.

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 fields.

The ISP is filled out in the **Doctoral 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 CDS). A detailed description of the duties that the doctoral student must undertake can be found in [the Notice of the Director no. 12/2021](#). Dates for electronic establishment of the plan: The SIS will close in **November 2022** for completion of the **ISP** (first year) and will close on **30 June 2023** 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 Centre for Doctoral Studies (cds-ips@fsv.cuni.cz). The ISP will be inspected by the responsible CDS member. 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, 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 end of June), 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 2020/21](#)).

The fulfilment of the individual study plan (with its supplements) is usually reviewed twice 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 supervisor of the respective study program, doctoral students may also act as supervisors of bachelor's theses. After passing the state doctoral exams, they can also supervise master's theses. The contribution of doctoral students part-time in this area is adequate to their position.

If a **doctoral student does not fulfill 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 propose a reduction of up to 50 % of the doctoral scholarship** to the doctoral student.

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.

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 doctoral students Bc. and Mgr. 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](#).

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).

Don't forget to fill in **your publications in the OBD system for recording and processing publications by the end 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).

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>
State Exam	In the 3rd year	In the 3rd year
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 submitting the final text of the dissertation thesis for defense	At least 2 months before submitting the final text of the dissertation thesis for defense
Large defense	60 days before the planned date of defense	60 days before the planned date of defense
Study/research stay abroad	3 months	3 months
Teaching	-----	At least 6 seminars before the state examinations and 8 seminars before the defense of the dissertation thesis

SAMPLE COURSE OF STUDY FOR THE STUDY FIELD OF POLITICAL SCIENCE

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)
- ➔ 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.

SAMPLE COURSE OF STUDY FOR THE STUDY FIELD OF INTERNATIONAL RELATIONS

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)
- ➔ 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. 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 Centre for Doctoral Studies.

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 CDS 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, SCOPUS or ERIH+, of which at least one article must contain the results of dissertation research (valid for doctoral students who started their studies in the academic year of 2019/2020 and later).

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 3rd quartile inclusive, this publication will suffice instead of two to fulfil this obligation (also applies to the students in higher years of study).

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 can also be recognised as fulfilling this study obligation, in which case his/her author'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 internal form of study. The main goal of the project is to support the original scientific research of doctoral students of IPS doctoral study fields 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 as a lump sum, 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. Tomáš Kučera, Ph.D – [head of the SVV project](#)

Mgr. Jakub Stauber, Ph.D. - [SVV Conference, research groups, books](#)

INTERNSHIPS AND STUDY OR RESEARCH SCHOLARSHIPS

During their studies, doctoral students complete at least a three-month-long study or research stay abroad (can be fulfilled by the 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 free movement if necessary. If they 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 the chair of the subject board. Recognition of any of the obligatory subjects 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

Each doctoral student must pass a state doctoral examination by **the end of the fourth year of study**. It is necessary (according to the Rules for the Organisation of Studies at the Faculty of Social Sciences) to register for it no later than **by the end of the sixth semester of study** (semesters of interrupted study until then are not included; if a doctoral student interrupts his/her studies for one

year, s/he must register for the state examination by the end of the eighth semester after enrolment in the first year). At the time of

registration for the state doctoral examination, the doctoral student must have fulfilled all study obligations according to the individual plan. The date of the state doctoral examinations is given by the academic calendar.

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

Successful research

➔ **Pol** Before being admitted to the state examinations, the doctoral student must demonstrate his/her original texts. 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 co-author's text

➔ **IR** The doctoral student will submit a publication plan of the results of the dissertation research, including the status of the work in progress

➔ **IR** To submit at least one chapter of the dissertation thesis to the supervisor + upload the text to SIS at least one week before the exam date (minimum 12,000 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 doctoral students in the study field **International Relations)**

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

Creation and reading of required 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 in advance with his/her supervisor. The application for admission to the state doctoral examination must be accompanied by a supervisor's recommendation and a list of all fulfilled study conditions.

State doctoral examination for International Relations

It verifies the doctoral 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 solve the assigned scientific task. The student answers a question from the theories of IR and chooses a second question between European politics and Security studies depending on the seminars taken and the focus of the dissertation project. One of the questions is usually related to the dissertation thesis in terms of topic or theoretical approach.

TIMEFRAME OF THE STATE DOCTORAL EXAM

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 Centre for Doctoral Studies about your intention to attend SDE on the given date




1 month before the date of the exam

Submit the following forms at the Student Services Office Kristýna Trojanová (before doing so, have them checked by the Centre for Doctoral Studies):

- Application for the state doctoral exam
- Supervisor's evaluation of the course of doctoral studies for admission to the state doctoral exam

Information on application for the state doctoral examination is sent by the doctoral student **by e-mail** to the Centre for Doctoral Studies



Bring completed parts of your dissertation thesis and copies of published texts or texts accepted for publication no later than on the day of SDE

How the state doctoral examination 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 one question related to the optional course and the topic of their dissertation.

Board of the state doctoral examination

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.

The state doctoral examination is classified as "passed / failed" and can be repeated only once. The state doctoral examination can re-take the exam no earlier than 6 months from the date when the doctoral student did not pass the examination. 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

If you have applied for the state examination at the Student Services Office 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 CDS 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.

The dissertation 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 articles published or accepted for publication in indexed journals, supplemented by an introduction and conclusion, 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. The total length of the dissertation thesis in this form may not be less than 40 thousand words (without bibliography and appendices). This form of dissertation is permissible only if the doctoral student is the sole author of the articles.

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.

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.

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 CDS (it is assumed, of course, that with the consent of the supervisor)
- ➔ CDS will formally approach the supervisor to propose two reviewers. The supervisor can of course act in advance, i.e.

send proposals for reviewers to CDS 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"

➡ CDS 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 CDS

➡ 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, CDS 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 CDS 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 submission of the dissertation thesis for a proper 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 guarantor, 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 guarantor asks the approved reviewers to prepare a review, the usual deadline for the preparation of the review is 4 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.

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 (CDS) 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 Centre for Doctoral Studies of your intention to take the defence of your dissertation thesis



60 days before the day

- ➔ Enter into SIS the final version of the thesis identical to its printed version submitted
- ➔ Submit the following forms and documents to the Student Services Office (at the same time report their submission to the Centre for Doctoral Studies):
- ➔ Application for defence of the dissertation thesis.
 - ✓ Assessment by the supervisor of the course of doctoral studies for admission to the defence of the dissertation thesis (including a statement on the fulfilment of all study obligations - e.g. state doctoral examination, publications, conferences).
 - ✓ 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 examination 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 doctoral student sends the information about the application for the defence by email to CDS and the guarantor of the field of study.**



7 days before the date

- ➔ Reviewers enter their reviews into SIS
- ➔ One week before the defence of the dissertation thesis is the last possible date for withdrawing the defence



Day of the defense

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 CDS by e- mail as soon as possible.

Overview of forms:

- ➔ Application for the state doctoral examination
- ➔ Assessment by the supervisor of the course of doctoral studies for admission to the state doctoral exam
- ➔ Application for the defence of the dissertation thesis
- ➔ Assessment by the supervisor of the course of doctoral studies for admission to the defence of the dissertation thesis

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](#). Kindly also send notification of the submission of the requests by email to the CDS.

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)
- ✘ 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
- ✘ 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

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)

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 2000/2001. 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 2007/2008. The doctoral student will interrupt his/her studies in the academic year of 2003/2004. At the beginning of the academic year of 2004/2005, 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 2007/2008. 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 2004/2005.

The maximum period for which doctoral studies may be interrupted is five years. After the period of interruption, it is necessary to re-enrol 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 doctoral study field 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.	VŠE / FMV
Kocian, Jiří	Prof., PhDr., CSc.	USD AV ČR
Kubát, Michal	Doc. 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>Řichová, Blanka</u> <u>chairwoman</u>	Prof. PhDr., CSc., dr. h. c.	UK / FSV
Valeš, Lukáš	Doc. PhDr., Ph.D.	ZČU / FPR
Wintr, Jan	Doc., JUDr., Ph.D.	UK PrF
Znoj, Milan	Doc. PhDr., Ing., CSc.	UK / FF

Subject board of the doctoral study field of International Relations

<u>Aslan Emil,</u> <u>chairman</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
Eichler, Jan	Doc., PhDr., CSc.	ÚMV/VŠE
Karlas, Jan	Doc., PhDr., M.A., Ph.D.	UK FSV
Kučerová, Irah	PhDr., Ph.D.	UK FSV / MUP
Kříž, Zdeněk	Doc., PhDr., Ph.D.	MU / Cevro
Parížek, Michal	Dr. rer. pol., 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/subject-area-board-international-relations>

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 Measure no. 5/2021 for the Organization of Doctoral Studies at FSV UK, Article 11.

The subject board usually meets twice 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 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 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 students in full-time doctoral degree program receive a year-long (12 months) scholarship that is not taxable. The scholarship amounts to 10 500 CZK.

After passing the state doctoral examination, this scholarship is increased by 2 000 CZK per month.

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:

- ➔ CDS 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 CDS 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 nábř. 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.). Full-time doctoral students should post their office hours (80 minutes per week) 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 AND METHODOLOGICAL SCHOOLS

- ➔ 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.

CDS GUIDLINES

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