

Charles University, Faculty of Social
Sciences, Institute of Political Studies

**Notice of the Director no. 11/2021
(substitutes Notice of the Director
no. 5/2020)**

Title:

**Establishment of Rules for Administrative Support of Doctoral Studies at IPS FSV
UK**

In effect from: 22.12.2021

In Prague on 21. 12. 2021

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

This internal document of the Institute of Political Studies, which is binding for all concerned employees working at the IPS, defines the administrative procedure for the organisation of doctoral studies and draws on the following binding regulations:

- Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act)
- Study and Examination Regulations of Charles University of 8 February 2018
- Rules for the Organization of Studies of the Faculty of Social Sciences of Charles University
- Rector's Measure - Manual for Doctoral Studies No. 5/2020
- Dean's Measure - the Organization of Doctoral Studies at the Faculty of Social Sciences of Charles University No. 5/2021
- Dean's Measure - the Centre for Doctoral Studies at the Faculty of Social Sciences of Charles University No.7/2020
- Basic information for students of the doctoral study programme

The Notice was approved on the basis of a discussion at a meeting of the management of IPS FSV UK on 14 December 2021.

Individual Study Plan and Supplement to ISP

- Study in the doctoral study programme is conducted according to an Individual Study Plan (hereinafter referred to as ISP) under the guidance of a supervisor. The doctoral student consults the content of his/her ISP with his/her supervisor. The Individual Study Plan must be in accordance with the accreditation of the given doctoral study programme. The individual study plan always includes:
 - a. a plan of progress in the preparation of the dissertation thesis, including a timetable for its implementation,
 - b. the conditions enabling the state doctoral examination to take place,
 - c. study obligations, including a timetable for their fulfilment,
 - d. publication activities, including a timetable for their fulfilment,
 - e. participation in conferences, including the timetable for their fulfilment,
 - f. foreign study stay(s) or internship(s), including the timetable for their fulfilment,
 - g. any teaching activities in the case of full-time study.
- The student is responsible for drawing up an individual study plan.
- The ISP proposal is approved in the SIS by the supervisor and the subject board of the respective field of study. In the event that the plan is not approved by the subject board, the doctoral student is obliged to incorporate the comments of the subject board, consult the new ISP draft with the CDS and send the revised ISP to the SIS for reconsideration within seven working days at the latest.
- The ISP is elaborated in the first year of study and remains binding for doctoral students throughout their studies.
- The individual study plan is drawn up in such a way as to assume that the student will take the state doctoral examination by the end of the fourth year at the latest.
- The Individual Study Plan, the annual specification of the Individual Study Plan and changes to the Individual Study Plan (Supplement to the ISP) must be approved by the supervisor and the subject board of the respective study field as part of the Annual Evaluation.
- In the case of a proposal for a change of ISP by a doctoral student, the student submits within annual evaluation **by 1 June of the respective academic year, a completed Supplement to the Individual Study Plan approved by the supervisor**. The supplement contains the specification of the individual study plan for the next academic year, or changes to the already approved individual study plan.
- The doctoral student will commit in his/her ISP to meet the deadlines set by this Notice.

Annual Evaluation of the Doctoral Student

- The student fulfils his/her study obligations in accordance with the approved individual study plan. The Annual Evaluation (AE) of the doctoral student is based on the degree of the student's fulfilment of the ISP. The student keeps his/her supervisor informed of the fulfilment of individual parts of his/her ISP.
- The degree of fulfilment of the doctoral student's obligations will be reflected by the supervisor in the AE of the doctoral student. The supervisor is responsible for the proper review of the fulfilled obligations imposed by the ISP and the accuracy of the data in the AE of the doctoral student. The AE of the doctoral student is subsequently approved by the subject board of the respective field of study at its meeting. The CDS informs the doctoral student by email of the subject board's conclusions.
- In the case of an evaluation under point B) ("does not fulfil parts of the individual study plan without stating serious reasons"), the supervisor or the subject board may propose a reduction of the doctoral scholarship to the doctoral student by up to 50%. If a situation under point B)

arises, the subject board will specify how the deficiencies are to be remedied and will set a deadline for such remedy; these details are considered part of the ISP. If the situation referred to in point C) (“failure to fulfil the obligations of the individual study plan”) occurs, the study is terminated for failure to meet the requirements of the study programme.

- The proposal for AE of the doctoral student is prepared by the doctoral student together with the CDS. After the proposal for AE has been drafted, the CDS invites the supervisor to justify the AE of the doctoral student in the SIS based on the degree of fulfilment of the ISP. The supervisor's evaluation concludes with a statement that the student:

A) fulfils the individual study plan;

B) does not fulfil parts of the individual study plan without stating serious reasons;¹

C) has failed to fulfil the obligations of the individual study plan

- In assessing the final evaluation, the supervisor and the subject board also draw on the requirements for doctoral students that are set out in the accreditation of the doctoral programme.
- Reduction of the scholarship or exclusion from studies must be clearly and specifically justified in the substantiation. This must be based on the failure to fulfil the obligations under the ISP. It is, therefore, not possible to propose a reduction of the scholarship or to exclude a doctoral student from studies on the grounds that s/he is not fulfilling one of the obligations listed in the Notice of the Director of the Institute. A specific justification for a reduction of the scholarship could be, for example, as follows: *“The student's ISP states that s/he must submit the first three chapters of his/her dissertation thesis to the supervisor by the end of the second year, but the student has submitted only the introductory chapter by this deadline.”*
- The AE (Supplement to the ISP), on the recommendation of the subject board of the respective field of study, also regulates the fulfilment of the ISP and specifies the doctoral student's obligations for each subsequent year of study. Students plan their obligations for the next academic year within their AE in the electronic SIS application.
- The evaluation of the doctoral student is carried out in each year of study.

Recapitulation of Common Responsibilities for IPS Doctoral Students

- Common obligations for doctoral students for doctoral programs taught at the IPS are listed in the table below (numbers in parentheses indicate the recommended year of study for the completion of these obligations).
- In assessing the final evaluation, the supervisor should base the assessment on the requirements for doctoral students set out in Table 1. The assessment is based on two types of criteria: key and standard. The key requirements for demonstrating regular progress in doctoral studies include the development of the research plan of the dissertation project (first year), publication activity (second and fourth years) and completion of specialized courses (first to third years). The proper fulfilment of these obligations is, therefore, given greater emphasis in the evaluation of doctoral students. These requirements are highlighted in bold in the table. The fulfilment of the other parts of the study plan is reflected in the standard requirements. These requirements are not listed in bold in the Table.

¹ If a student has incompletely fulfilled the individual study plan for the reasons of special consideration that occurred through no fault of his/her own, the student is deemed to have fulfilled the individual study plan. If the fulfilment of the obligations under the individual study plan was prevented by serious circumstances which occurred through no fault of the student, the student cannot be assessed under para 8 letter c).

Table 1 Common obligations for doctoral students at IPS

| | INDICATOR | CRITERIUM |
|--------------------------|--|--|
| RESEARCH | Publication activity | <ul style="list-style-type: none"> • (2 and 4) Publication of at least one professional article related to the subject of the dissertation research once every two years in a peer-reviewed journal listed in Scopus, Web of Science or ERIH + |
| | Elaboration of the research plan of the dissertation thesis and publication strategy | <ul style="list-style-type: none"> • Elaboration of the research plan of the dissertation thesis (recognized by the supervisor or within the Methodology Seminar) by the end of the first year, (2, 3 and 4) documenting the fulfilment of the obligations related to the review of the work on the dissertation thesis set out in the Individual Study Plan • Elaboration of a publication strategy by the end of the first year |
| | Conference activity | <ul style="list-style-type: none"> • (1, 2, 3 and 4) Obligation to present the results of one's research at scientific conferences (at least one foreign) |
| GRANT ACTIVITY | Grant activity | <ul style="list-style-type: none"> • (1, or 2, 3 and 4) At least twice during the course of study submitting an application to a grant competition (e.g. GAUK) or one successful attempt to obtain a research grant (timetable according to the ISP, but the first attempt no later than in the second year of study) or obtaining a research position in the grant project carried out at the training institute. |
| | Participation in SVV project | <ul style="list-style-type: none"> • (1, 2, 3 and 4) Annual active participation of internal doctoral students in the project Specific university research (SVV)² |
| STUDY | Undertaking exams and courses | <ul style="list-style-type: none"> • Undertaking all partial exams by the end of the third year • (1, 2, 3 and 4) Undertaking all courses and examinations set for the given academic year in the ISP • (1, 2, 3 and 4) Fulfilment of other study requirements set for the given academic year in the ISP |
| STUDY STAY ABROAD | Undertaking long-term study stay abroad | <ul style="list-style-type: none"> • Undertaking long-term study stay abroad for a period of three months, or several stays abroad (the shortest one for fourteen days) for a cumulative period of three months. |

- In order to enforce these requirements, they must be part of the doctoral student's ISP.
- The specific **methodology for the evaluation of doctoral students** and the resulting rules for differentiation of scholarships:

Student has met all key requirements or has not met one standard requirement ⇒ evaluation a), **full doctoral scholarship**

Student has not met two standard requirements or one key requirement ⇒

Student has failed to meet at least three standard requirements or one key requirement and at least one standard requirement ⇒ evaluation b), **reduction of doctoral scholarship by 50%**.

Student has failed to meet two key requirements ⇒ evaluation c), **termination of studies** on the basis of Study and Examination Regulations of Charles University

Division of Obligations and Responsibilities for the Provision of Doctoral Studies at IPS

Obligations of a doctoral student:

- **By 1 November**, the doctoral student will prepare a detailed ISP proposal in the electronic SIS application (<https://is.cuni.cz/studium>). Prior to selecting the option “Forward the plan to the supervisor”, the doctoral student will inform the Centre for Doctoral Studies ([cgs-ips@fsv.cuni.cz](mailto:cds-ips@fsv.cuni.cz)) (hereinafter referred to as CDS) by email that the first proposal of the ISP is ready for review.
- The doctoral student will incorporate the formal and factual comments of the CDS into the proposal of his/her ISP no later than seven working days after receiving the information from the CDS. After this check, the doctoral student sends his/her ISP to the supervisor (option “Forward the plan to the supervisor” in SIS). The supervisor has the option of returning the ISP to the doctoral student for further touch-ups. Any comments from the supervisor must be incorporated into the ISP within a maximum of **seven working days** and the ISP must be resubmitted by the doctoral student to the supervisor for review. The doctoral student will inform the CDS of the change to the ISP in SIS. The final version of the ISP must be completed by the doctoral student no later than **15 November**. **The final version of the ISP must be approved by the supervisor and the subject board by January 15.**
- By **1 June** of each year of study, the doctoral student will prepare the first version of the Annual Evaluation (hereinafter referred to as AE) via the SIS electronic application.
- If the student does not submit the first proposal of the Annual Evaluation to the CDS by 1 June at the latest, the CDS will inform the supervisor of this fact. The supervisor will invite the doctoral student to submit the documents for the Annual Evaluation of the doctoral student. If the doctoral student fails to submit these documents within seven working days, the supervisor will evaluate the doctoral student under point c). The Annual Evaluation of the doctoral student is subsequently discussed and approved by the subject board. In the event of a reduction of the scholarship or exclusion of the doctoral student from the study, the subject board will provide the necessary documents to the CDS, which will prepare a proposal to the Dean of FSV UK to pass a decision in this matter. The CDS will thus provide administrative support for all decisions concerning the student’s exclusion and reduction of scholarships.
- By **the end of the examination period in the summer semester of the respective academic year** (according to the approved FSV UK timetable for the given academic year), the doctoral student will complete all the obligations not fulfilled by 1 June.
- Before selecting the option “Submit the evaluation to the supervisor” in SIS, the doctoral student will inform the CDS by email about the completion of AE. Only after the comments from CDS have been incorporated (see administrative procedure above) will the doctoral student select the “Submit the evaluation to the supervisor” option in SIS. The doctoral student is informed by email about the approval (or return for completion) of AE by the supervisor and the subject board.

- Doctoral students also upload to the SIS as a supplement to individual obligations any supporting documents for the fulfilment of study obligations (elaborated parts of the dissertation thesis or supporting documents for the dissertation thesis, publication strategy drawing on the dissertation thesis, preparation of a research plan for the dissertation project, list of theoretical and methodological literature studied, literature search, article based on chapters of the dissertation thesis, scenarios of research investigations, confirmation of publishers or editorial boards of journals on publication of outputs, confirmation of participation in conferences, internships, summer schools, and grant activities, etc.)
- The doctoral student incorporates the formal and factual comments of the CDS into the proposal of AE by **15 June** and informs the CDS by email of any changes made.

Obligations of the supervisor:

- The supervisor leads the implementation of the doctoral student's Individual Study Plan (ISP). The supervisor is involved with his/her doctoral student in the implementation of the content of the ISP and the Supplements to the ISP.
- The supervisor forwards the approved ISP via SIS to the subject board.
- The supervisor is responsible for the proper review of the fulfilled obligations imposed by the ISP and the accuracy of the data in the AE of the doctoral student.
- Supervisors evaluate the fulfilment of the ISP through SIS and forward the approved AE to the subject board.
- The supervisor is responsible for the adequacy and factual accuracy of the proposed doctoral student's evaluation.

Obligations of the guarantor:

- The guarantor of the study field undertakes to ensure that the subject board is convened at least twice each year according to a set schedule in order to discuss the Individual Study Plans, Annual Evaluation of the doctoral student.
- The guarantor ensures that the final version of the ISP must be approved by the supervisor and the **subject board by 15 January**.
- The first round of Annual Evaluations should take place in the second half of June (ideally after the alternate date for the admissions procedure to the doctoral studies). **The subject board approves proposed supervisors for newly admitted doctoral students and continuously evaluates current doctoral students**, i.e., urges for the completion of duties and proposes termination of study in case of **serious non-compliance with the ISP**.
- **The second round of evaluation should take place in September after the end of the examination period in the summer semester** according to the approved FSV **Academic Calendar for the given academic year. The examination period lasts until the end of the 2nd week of September. The subject board's meeting associated with the completion of the evaluation of the study should take place by 30 September**, i.e. by the end of the academic year. This is to avoid delays in the delivery of the study evaluation for the needs of the student services office, such as **enrolment in the next year of study and for any appeals against the conclusions of the subject board's meeting**.
- The guarantor is responsible for the adequacy of the annual evaluation of the doctoral student.
- The guarantor(s) jointly coordinate the proposal of a uniform deadline for the submission of applications and the submission of the project of the dissertation thesis for the candidates for doctoral studies at the IPS in the summer semester of the respective academic year.
- The guarantor is responsible for ensuring that the degree requirements are up-to-date and that changes to the degree requirements are discussed by the subject board, if necessary.
- The guarantor approves the minutes of the subject board's meeting prepared by the CDS and is responsible for their accuracy.

Obligations of the Centre for Doctoral Studies:

- The CDS informs the doctoral student of his/her assigned supervisor. The supervisor is appointed and dismissed by the Dean of the Faculty on the proposal of the subject board.

- The CDS communicates with the doctoral student regarding his/her ISP, Annual Evaluation of the doctoral student and ensures that the relevant proposals are complete, formally correct and include all obligations arising from the regulations of Charles University, FSV UK and IPS. In this regard, the CDS follows the guidelines and deadlines set out in the Academic Calendar and this Notice.
- The CDS prepares documents for the meetings of the subject board related to the approval of the ISP and AE of the doctoral students. It also prepares documents and information for the subject board on the admission procedure.
- The CDS prepares the minutes from the subject board concerning the agenda of the doctoral program (discussion of study obligations, ISP, Annual Evaluation of the doctoral student, etc.). The guarantor of the study field approves the minutes and is responsible for their accuracy. The CDS archives the minutes from the subject board concerning the doctoral program agenda.
- The CDS prepares documents for the student services office concerning the decisions of the subject board in the matter of Annual Evaluation of doctoral students.
- The CDS informs the supervisor and the doctoral student of the conclusions of the meetings of the subject board.
- The CDS is involved in the preparation of documents for the student services office concerning student's appeals against the results of the admission procedure or against the decision of the subject board.
- The CDS ensures that doctoral students are well informed.

Academic Calendar

- The Academic Calendar is set annually by the Dean's Measure. The calendar is published on the FSV UK website: <https://fsv.cuni.cz/studium/prava-povinnosti-studenta/harmonogram-akademickeho-roku>
- A summary of the dates specified in this Notice is summarised in Appendix I.

Appendix 1

SUMMARY OF THE DATES SET OUT IN THIS NOTICE OF THE DIRECTOR

| | |
|---|---|
| Establishment of Individual Study Plan in SIS | by 1. 11. |
| Processing of the final ISP and submission of the ISP in SIS | by 15. 11. |
| Approval of Individual Study Plan in SIS (supervisor; subject board) | by 15. 1. |
| Submission of applications for doctoral studies | Stipulated in the conditions for admission procedure |
| Submission of the project of doctoral thesis (first draft) for admission procedure | Stipulated in the conditions for admission procedure |
| Submission of the first version of the Annual Evaluation and the ISP of the doctoral student in SIS | by 1. 6. |
| Submission of the final and completed version of the Annual Evaluation of the doctoral student in SIS | End of the examination period in the summer semester according to the Academic Calendar |
| Approval and completion of the Annual Evaluation in SIS (supervisor; subject board) | by 30. 9. |