

## **Rules for Organizing Doctoral Studies at the Institute of International Studies Faculty of Social Sciences of Charles University Valid from Academic Year 2019/2020**

Doctoral studies at IMS FSV UK are governed by the following basic rules:

By Act No 111/1998 Sb., on University Education,

The status of Charles University,

By the Code of Study and Examination of Charles University,

Status of the Faculty of Social Sciences Charles University,

Rules for the Organization of Studies at Charles University,

measures taken by the Dean of Faculty of Social Sciences, Charles University, concerning doctoral studies.

### **1. The structure and the basic characteristics of study requirements**

The study requirements of each student and the timetable for their fulfillment are determined by the individual study plan (ISP; see Art. 2.2).

Below, you will find an overview of the study requirements in the Area Studies and Modern History programs. Unless stated otherwise, the provisions apply to both programs.

- Theory and Practice of Academic Work (see Art. 1.1)
- Methodology of Social Sciences (see Art. 1.2)
- Methodology of Modern and Contemporary History (see Art. 1.3)
- Methodology of Territorial Studies (see Art. 1.4)
- Doctoral Seminar (see Art. 1.5)
- Publishing (see Art. 1.6)
- International Conferences (see Art. 1.7)
- Foreign Language (see Art. 1.8)
- Study Abroad/Internship (see Art. 1.9)
- Regular Consultations (see Art. 1.10)
- IMS Doctoral Conference (see Art. 1.11)
- State Doctoral Exam (see Art. 1.12)
- Dissertation Defense (see Art. 1.13)

#### **1.1 Theory and Practice of Academic Work**

This course (code JTD001) runs in the winter semester, and students enroll in it in their first year of studies unless the ISP stipulates otherwise. Course completion requirement: regular and active participation and fulfillment of other study tasks as instructed by the teachers. Fulfillment of the requirements is confirmed in the Student Information System (SIS) by the teachers.

#### **1.2 Methodology of Social Sciences**

This course (code JTD002) runs in the winter semester, and students enroll in it in their first year of studies unless the ISP stipulates otherwise. Course completion requirement: regular and active participation and fulfillment of other study tasks as instructed by the teachers. Fulfillment of the requirements is confirmed in the Student Information System (SIS) by the teachers.

#### **1.3 Methodology of Modern and Contemporary History**

This course (code JTD003) is obligatory for Modern History students, optional for students of Area Studies. The course runs in the summer semester, and students enroll in it during their first year of studies unless the ISP stipulates otherwise. Course completion requirement: regular and active

participation and fulfillment of other study tasks as instructed by the teachers. Fulfillment of the requirements is confirmed in the Student Information System (SIS) by the teachers.

#### **1.4 Methodology of Territorial Studies**

This course (code JTD004) is obligatory for Area Studies students, optional for students of Modern History. The course runs in the summer semester, and students enroll in it during their first year of studies unless the ISP stipulates otherwise. Course completion requirement: regular and active participation and fulfillment of other study tasks as instructed by the teachers. Fulfillment of the requirements is confirmed in the Student Information System (SIS) by the teachers.

#### **1.5 Doctoral Seminar**

The seminar consists of two parts (JTD005 and JTD006) and runs in the third and fourth semesters of the studies. Students can only enroll after taking courses JTD001, JTD002, and JTD003/JTD004. Course completion requirement for JTD005: regular and active participation in the seminar, presentation of a paper on the subject and the current state of the dissertation thesis, and possibly the fulfillment of other study assignments as instructed by the teacher. Course completion requirement for JTD006: presentation of the theses of the dissertation and their defense at the IMS FSV UK doctoral conference (see Art. 1.11). The theses of the dissertation include a detailed analysis of the basic theoretical and methodological problems of the dissertation and a literature review, covering approximately 15 standard manuscript pages. Fulfillment of the requirements is confirmed in SIS by the teacher and the program's director.

#### **1.6 Publishing**

Students shall publish at least one research paper before applying for the state doctoral examination. The publication takes the form of an article in an industry-relevant peer-reviewed journal indexed in SCOPUS or WoS databases (in the case of the Modern History program, the program's director may exceptionally approve a publication in another type of industry-relevant journal). Students consult the choice of the journal with their supervisor and the program's director. The research paper is either part of the dissertation or related to its subject. Publishing has the code JTD008 in SIS and is confirmed in SIS by the program's director.

Students shall publish at least once more by the time they sign up to defend their dissertation. The publication takes the form of an article in a subject-relevant peer-reviewed journal indexed in SCOPUS or WoS databases (in the case of the Modern History program, the program's director may exceptionally approve a publication in another type of industry-relevant journal). Students consult the choice of the journal with their supervisors and the program's director. The research paper is either part of the dissertation or related to its subject. Fulfillment of this study requirement is confirmed by the supervisor in the supervisors' assessment of the course of the study and the assessment for the admission to the defense of the dissertation.

#### **1.7 International Conference**

By the time they sign up for the state doctoral exam, students will have attended at least one international scientific conference, at which they present their own contribution. Participation in an international conference has the code JTD009 in SIS. The fulfillment of this study requirement is confirmed in SIS by the program's director.

#### **1.8 Foreign language**

This study requirement may be specified by the supervisor or the program's director in the individual study plan, in the cases where it is beneficial or necessary for the dissertation. Foreign language has the code JTD020 in SIS. The fulfillment of this study requirement is confirmed in SIS by the program's director.

### **1.9 Study Abroad/Internship**

Students shall undertake a study stay abroad, the main aim of which is to study sources and literature needed for the dissertation. The total duration of the stay abroad is at least three months which can be divided into several parts (at least two weeks at once).

Stay abroad/Internship has the code JTD007 in SIS. The fulfillment of this study requirement is confirmed in SIS by the program's director. Reasonable exemptions from this study requirement can be made by the Subject Area Board on a student's request and with the supervisor's approval.

### **1.10 Regular Consultations**

Students are required to consult their dissertations regularly with their supervisors (or other experts) at least four times in each academic year. Regular consultations have SIS codes for individual years of study: JTD011 (for the first year of study), JTD012 (for the second year studies), JTD013 (for the third year of study), JTD014 (for the fourth year of study), or for subsequent years of study the following codes: JTD015, JTD016, JTD017, JTD018, and JTD019. The fulfillment of this study requirement is confirmed in SIS by the program's director, based on the supervisor's assessment.

### **1.11 IMS Doctoral Conference**

The IMS Doctoral Conference is held once a year and is mandatory for all doctoral students. It has the code JTD006 in SIS. Students present theses of their dissertations, and the students of other classes take part in a discussion over the presentations. The conference is organized by the directors of both doctoral programs who set out the details. The Doctoral Conference shall not be reported as an International conference (JTD009).

### **1.12 State Doctoral Examination**

The state doctoral examination shall be completed by the end of the fourth year of study at the latest. A prerequisite for applying for the state exam is the fulfillment of all study requirements within the ISP (see Art. 2.2). The state doctoral exam is based on the theses of the dissertation (see Art. 1.5), which students submit ten days before the state doctoral exam to the IMS secretariat official. The state doctoral exam consists of two parts.

- The first part emerges directly from the topic of the dissertation. Students briefly introduce their thesis, define its subject, formulate its objectives, the basic hypothesis, and the basic theoretical and methodological background. In the discussion, they demonstrate their ability to explain individual aspects of their scientific method.
- The second part examines the ability of the students to approach their subject in its wider context, and primarily, to reflect upon both, older and current expert debates about its underlying methodological and conceptual problems.

The fulfillment of this study requirement is confirmed in SIS by the FSV UK Student Services Office.

### **1.13 Dissertation Defense**

The dissertation thesis consists of 150 to 250 standard manuscript pages (i.e. 1,800 characters per page, including spaces) excluding the bibliography and attachments.

A dissertation thesis is an original scientific work that yields new theoretical or empirical knowledge or applies new methodologies. It is a thematically and methodologically comprehensive text and contains all the formalities required by the UK and FSV UK internal regulations. A dissertation thesis is published as a whole or in the form of several partial studies.

Change in the title of the dissertation is approved by the program's director at the student's request and with the supervisor's consent. Changes in the dissertation topic, if suggested by the student and approved by the supervisor, is approved by the Subject Area Board. Change in the dissertation topic is understood as a modification in the conceptual or methodological grounding of the project or modifications in other specifications in the project based on which the student was accepted for the program. Not an entirely new topic unrelated to the original project.

No later than 6 months before the defense, the students sign up for a so-called small defense. Students present the dissertation to the program's director. After assessing whether the thesis meets the formal requirements, the program's director appoints an opponent. The small defense takes place in front of a committee established by the program's director. The committee based on an opposing opinion and the course of the defense either recommends: submitting the thesis for defense without modifications or with minor changes; or recommends not to submit the thesis for defense by the scheduled date and propose to incorporate further modifications.

It is only possible to apply to defend the dissertation after completing its small defense. The application for the defense is governed by specific rules. At least two weeks before submitting the application, students submit their dissertation to the program's director. After assessing whether the thesis meets the formal requirements, students will submit it in the prescribed format together with the application for the defense to the FSV UK Student Services Office.

## **2. Organization of the studies**

Students, in all matters of their studies, turn either to their supervisor, a designated worker of the secretariat or the program's director.

### **2.1 Supervisor and consultant**

The supervisor is usually an academic worker of the FSV UK. Exceptionally, the supervisor may be an academic or a researcher from another workplace, if this is useful in terms of the dissertation topic. The supervisor is usually an academic with the rank of associate professor or professor. The supervisor may be an academic with a PhD diploma, namely in justified cases where it is useful for the dissertation topic. Proposals for appointing supervisors, or more precisely consultants shall be submitted by the relevant Subject Area Board to the Dean of the Faculty. The admitted applicants shall be informed about the proposal by the Subject Area Board. The supervisor approves every year, the assessment of the student's fulfillment of his / her study duties and sets the dates and tasks for the next period.

### **2.2 Individual study plan**

After enrolling in the program, students immediately contact their supervisor and prepare an Individual Study Plan (ISP) following the model ISP and submit it to SIS by the end of November of that academic year at the latest. The ISP is subsequently discussed and, where appropriate, approved at the January Subject Area Board meeting. The ISP is processed in an electronic form, which is

available in SIS. It must contain the following study requirements: JTD001, JTD002, JTD003 (for Modern History) and JTD004 (for Area Studies), JTD005, JTD006, JTD008, JTD008, JTD009, JTD010, JTD011, JTD012, JTD013, JTD014, IMS doctoral conference, small dissertation defense and dissertation defense, possibly other study requirement imposed by the Subject Area Board, program's director or the supervisor (especially JTD020). The ISP explicitly specifies which exams (taken during previous education) are recognized as fulfilling the requirements of doctoral studies. Photocopies of relevant Certificates (e.g. report cards, records in a university index or study information) are submitted by the students to the Faculty's Student Services Office.

In the ISP, all study requirements are scheduled to meet the standard period of study, i.e. eight semesters. The schedule of study requirements is scheduled in SIS according to the principles established by these Rules, in such a way as to make clear in which semester the specific study requirements are to be fulfilled. Students follow the template ISP when filling out ISPs, possible exceptions shall be consulted with their supervisor and the program's director.

### **2.3 Yearly Assessment of study and specification of ISP**

Each academic year (a specific date will always be set by the program's director), students complete a yearly study assessment in the SIS, in which they capture the course of study in the past academic year in detail and justify any shortcomings in the ISP. On this basis, the supervisors will assess the course of study and propose measures to improve the learning outcomes, including, if necessary, reducing the scholarship of the student concerned for a specified period. The evaluations and supervisors' proposals are then assessed by the Subject Area Board, which will accept appropriate decisions, including student assessments.

The Subject Area Board assesses students at its June meeting. In case of giving a grade of B, the relevant student is re-assessed at the following January meeting of the Subject Area Board. In the case of a completely unsatisfactory course of study, the Subject Area Board may give a grade of C and thus propose that the Dean of the Faculty terminates their studies for failing to fulfil their study requirements.

### **2.4 Final Assessment**

The final assessment of the studies is part of the application for the state doctoral examination and the application for the dissertation defense. Assessments are made by supervisors and are approved by the program's director. The final assessment contains a detailed list of students' study and scientific activities and a list of their published works, and it explicitly states whether the student has met all the study requirements set by the ISP. Attached to the final assessment is an extract from the SIS, which documents the fulfillment of all prescribed study requirements.

### **2.5 Final provisions**

The Rules for organizing doctoral studies at IMS FSV UK were discussed at the Subject Board of the Doctoral Study Program of Area Studies meeting on 14 June 2019 and the Subject Board of the Doctoral Study Modern History on 17 June 2019 and entered into force in the academic year 2019/2020.

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