

## **Rules for the Organisation of Doctoral Studies at the Institute of International Studies, Faculty of Social Sciences of Charles University Valid for the Academic Year 2025/2026**

Doctoral studies at the Institute of International Studies (IMS) of Faculty of Social Sciences of Charles University (FSV UK), are governed by the following basic regulations:

- Act No 111/1998 Sb., on Higher Education Institutions,
- Constitution of Charles University,
- Code of Study and Examination of Charles University,
- Statute of the Faculty of Social Sciences, Charles University,
- Rules for Organization of Studies at the Faculty of Social Sciences of Charles University,
- Dean's Provisions at the Faculty of Social Sciences, Charles University, concerning doctoral studies,
- Director's Decree No. 9/2022 on Doctoral Studies at IMS FSV UK.

### **1. Structure and Basic Characteristics of Study Requirements**

The study requirements for each student and the timetable for their fulfilment are determined by the Individual Study Plan (*ISP*; see Art. 3.2).

An overview of the study requirements for the **Area Studies (AS)** and **Modern History (MH)** programmes. Unless stated otherwise, the provisions apply to both study programmes.

- Theory and Practice of Academic Work (see Art. 1.1)
- Methodology of Modern and Contemporary History (see Art. 1.2)
- Methodology of Area Studies (see Art. 1.3)
- Doctoral Seminar (see Art. 1.4)
- Publishing Activities (see Art. 1.5)
- International Conference (see Art. 1.6)
- Study Abroad / Internship (see Art. 1.8)
- Regular Consultations (see Art. 1.9)
- IMS Doctoral Conference (see Art. 1.10)
- Colloquium on the Dissertation Topic (see Art. 1.11)
- Doctoral Dissertation and Its Defence (see Art. 1.12)

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

The course (code JTD101) runs in the winter semester, and students enrol in their first year of studies unless stipulated otherwise by the ISP. Regular and active participation, and the fulfilment of additional assignments as instructed by the teachers - including participation in selected essential courses offered by the Charles University or FSV UK – are required for a successful completion of the course. Completion of the study requirement is recorded by the teachers via the Student Information System (*SIS*).

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

The course (code JTD102) is intended for students of the *Modern History* programme. The course runs in the winter semester, with students enrolling during the second year of study, unless specified otherwise by the ISP. Regular and active participation, and fulfilment of additional assignments as instructed by the teachers are required to pass the course. Completion of the study requirement is recorded by the teachers via *SIS*.

### **1.3 Methodology of Area Studies**

The course (code JTD103) is intended for students of the *Area Studies* programme. The course runs in the winter semester, with students enrolling during the second year of study, unless specified otherwise by the ISP. Regular and active participation, and the fulfilment of additional assignments as instructed by the teachers are required to pass the course. Completion of the study requirement is recorded by the teachers via SIS.

### **1.4 Doctoral Seminar**

The seminar consists of four parts, which run during the first four semesters of the studies. The courses are coded JTD104, JTD105, JTD106, and JTD107 for students of the *Modern History (MH)* study programme. The courses are coded JTD108, JTD109, JTD110, and JTD111 for students of the *Area Studies (AS)* study programme.

To earn credits for seminars JTD104/JTD108, students are obliged to: regularly and actively participate in the seminar, present a report on their dissertation topic and its current state of development, and - where applicable - complete additional assignments as instructed by the teachers.

To earn credits for seminars JTD105/JTD109, students are obliged to: regularly and actively participate in the seminar, present a preliminary state-of-the-art review of relevant academic debates, submit a written version of the state-of-the-art review including the formulation of their dissertation research questions, and - where applicable - complete additional assignments as instructed by the teachers.

To earn credits for seminars JTD106/JTD110, students are obliged to: regularly and actively participate in the seminar and - where applicable - complete additional assignments as instructed by the teachers.

To earn credits for seminars JTD107/JTD111, students are obliged to: regularly and actively participate in the seminar, present the first version of supporting documents for the doctoral conference, deliver a presentation at the doctoral conference (see Art. 1.9), submit a revised version of their dissertation thesis outline which will take into account feedback from the conference in the a minimal length of 25 pages of text (7,500 words), and where applicable - complete additional assignments as instructed by the teachers.

Completion of the study requirement is recorded by the teachers and the director of the study programme via SIS.

### **1.5 Publishing Activities**

Students are required to publish an academic paper as sole authors during their fourth year of study. Students of the Area Studies programme may be the principal co-authors, provided that they have contributed to more than half of the overall share of work. The publication takes form of an article in a peer-reviewed journal relevant to the field of study, indexed in Scopus or Web of Science databases (for Area Studies students, the journals must be indexed in the first or second quartiles of either of the databases). In justified cases, the study programme director may exceptionally approve a different type of publication. Students are required to consult the choice of journal with their supervisors and the study programme director. The study must either form part of the prepared dissertation thesis, or be closely related to its topic. The SIS course code for the Publishing Activities requirement is JTD112. Completion of the study requirement is recorded by the study programme director via SIS either on the basis of the published article or an editorial confirmation of its acceptance.

### **1.6 International Conference**

Students are required to attend at least one international academic conference at which they will deliver a conference paper in their third year of study. Either a conference held abroad, or a conference organized by a foreign institution or organization in Czechia are considered to be an international academic conference. The SIS course code for this requirement is JTD113. Completion of the study requirement is recorded by the study programme director via SIS.

### **1.7 Study Abroad / Internship**

Students are required undertake a study stay abroad, with the main aim to study relevant sources needed for the dissertation thesis. The total duration of stay abroad must be at least three months. The stay may be divided into several periods, no shorter than two weeks each. The course code in SIS for this requirement is JTD114. Completion of the study requirement is recorded by the study programme director via SIS. In justified cases, the director may approve a shortened stay. However, such a study stay abroad may not be shorter than 30 days.

### **1.8 Regular Consultations**

Students are required to consult their dissertation thesis with their supervisors (or consultants) on a regular basis—at least once per month. The consultations shall focus primarily on the progress of the dissertation research, and on other academic activities reflecting the students' curriculum activities as described in SIS.

Regular consultations have the following SIS codes, depending on the year of study: JTD115 (first year of study), JTD116 (second year of study), JTD117 (third year of study), JTD118 (fourth year of study). The following codes are applicable for subsequent years of study: JTD119, JTD120, JTD121, JTD122, and JTD123.

Students are required to submit a project proposal in cooperation with their supervisors (and/or consultants) as part of their JTD116 study requirement. Completion of this study requirement is recorded by the study programme director via SIS based on the evaluation provided by the supervisors.

Students are required to prepare a written record (meeting minutes) of each regular consultation. Meeting minutes shall include an evaluation of previously completed tasks, a summary of the content of the consultation, conclusions relevant for the next phase of study, and a list of tasks to be completed before the next consultation. Meeting minutes are submitted to the supervisors.

### **1.9 IMS Doctoral Conference**

The IMS Doctoral Conference is held once a year, usually near the end of the fourth semester of study, and its attendance is mandatory for all doctoral students. Students must attend the IMS Doctoral Conference no later than by the end of their third year of study. The SIS course code for this requirement is JTD124.

Students shall present theses of their dissertation projects at the conference, while other participants shall hold a debate on the theses. The specific form of the theses is defined by the course syllabus in SIS. The conference is organized by both study programme directors, who should provide further organisational details.

The IMS Doctoral Conference cannot be used to fulfil the requirement JTD113 (International Conference). Completion of this study requirement is recorded by the study programme director via SIS.

### **1.10 Colloquium on the dissertation topic**

A colloquium on the dissertation topic typically takes place by the end of the third year of study, and must be completed by the end of the standard length of study extended by one year at the latest.

Before taking part in the colloquium, students must have completed the following requirements: JTD101; JTD102/JTD103; JTD104; JTD105; JTD106 and JTD107/ JTD108; JTD109; JTD110; JTD111; JTD113; JTD114; and JTD124. The SIS course code for the colloquium on the dissertation topic is JTD125.

The colloquium is organized by the relevant study programme director. The committee is composed of three members, typically featuring: the supervisor (and/or consultant), the study programme director (who also chairs the committee), and other experts as appointed by the director.

The colloquium evaluates the current state of the research and the student's plan for completing the dissertation thesis. The committee decides by majority vote whether the students have successfully defended the progress of their research and if they have a clear plan for completion the dissertation.

The basis for the colloquium discussion are the dissertation theses (see Art. 1.9) - which may be updated-, and at least one completed chapter of the dissertation. These supporting documents must be submitted by the students no later than two weeks ahead of the scheduled date of the colloquium. Completion of the study requirement is recorded by the study programme director via SIS.

### **1.11 Doctoral Dissertation and Its Defence**

The dissertation must range from 45,000 to 75,000 words (approximately 150 to 250 standard page equivalents), excluding footnotes, bibliography, and appendices. In justified cases, it is possible to deviate from the required length based on an agreement with the supervisor and with the approval of the study programme director.

The dissertation is an original scholarly work that brings forward new theoretical and empirical findings, or methodological approaches. It must be a thematically and methodologically coherent text that complies with all formal requirements set by the internal regulations of the Charles University and FSV UK. The dissertation takes the form of an authorial monograph.

Within the *Area Studies* study programme, the dissertation may alternatively take the form of a collection of published studies. Such a collection must include at least three independent studies related to the dissertation topic, all of which must be either published or accepted for publication. In at least two cases, the student must be the primary author of the studies, with more than a 50% share of contribution. In the remaining case, the student must have made a significant co-authorial contribution. The collection must be accompanied by an introductory chapter in the range from 10,000 to 15,000 words (approximately 30 to 50 standard page equivalents) presenting the academic literature to which the collection contributes, explaining the collection's individual and collective significance, and outlining possible future research directions. The introductory chapter shall also clarify the degree of the student's authorship contribution to each study. The student must also include a signed statement from co-authors confirming their agreement with the share of declared contributions. The studies included in the dissertation must be published in journals indexed in the Web of Science (Q1, Q2, or Q3), or Scopus (Q1 or Q2). The study programme director may approve the inclusion of other texts based upon recommendation from the supervisor.

Changes to the title of the dissertation are approved by the study programme director based on a proposal submitted by the students and with the approval of their supervisors. Any modifications to the dissertation topic are approved by the Subject-Area Board based upon the proposals of students and with the approval of supervisors. A topic modification refers to partial changes in the substantive and temporal scope, or to the conceptual and methodological framework of the research project on the basis of which the student was admitted. It does not refer to a completely new topic unrelated to the original project.

Students must register for what is referred to as the *minor defence* well in advance of the defence of the dissertation by submitting the dissertation manuscript to the study programme director. The minor defence takes place at the nearest possible meeting of the IMS FSV UK management. IMS management either recommends that the dissertation be submitted for formal defence without changes or with minor changes, but it can also not recommend submitting the dissertation in the planned date and suggest revisions. Students may only register for the formal defence after successfully completing the minor defence. The procedure for registering for the defence of the dissertation is governed by higher-level regulations.

## **2. Additional Obligations of Full-time Doctoral Students**

Full-time doctoral students are actively involved in the academic life of the IMS FSV UK. This involvement helps them expand their academic competencies for a future academic career. Students in the combined (part-time) mode of study may participate in these activities on a voluntary basis. These activities include:

- Participation in the academic work of the department
- Participation in the academic programme of a research centre
- Participation in IMS FSV UK research seminars
- Teaching activities
- Contribution to the academic development of IMS FSV UK's doctoral programmes

Detailed requirements are defined in the relevant IMS Director's Decree.

### **2.1 Participation in the Academic Work of the Department**

Students take part in departmental academic activities and contribute to the fulfilment of scholarly tasks classified as AP1, in the scope of 8 hours per month, i.e. 96 hours per year. This requirement is recorded in SIS under the following codes: JTD126 (first year of study year), JTD127 (second year of study), JTD128 (third year of study), JTD129 (fourth year of study). Completion of study requirements is recorded - based on the assessment provided by the department heads - by the study programme director via SIS.

### **2.2 Participation in the Academic Programme of a Research Centre**

Upon enrolment, students register as members of a research centre and participate in its activities alongside IMS academic staff. This includes an opportunity to present their research and receive feedback. The requirement is recorded in SIS under the following codes: JTD130 (first study year), JTD131 (second study year), JTD132 (third study year), JTD133 (fourth study year). Completion of study requirements is recorded - based on the evaluation by the heads of the respective research centres - by the study programme director via SIS.

### **2.3 Participation in IMS FSV UK Research Seminars**

Students regularly attend research seminars of IMS FSV UK (Area Studies Research Seminar), and have the opportunity to present their research and receive feedback. This requirement is recorded in SIS under the following codes: JTD134 (first year of study), JTD135 (second year of study), JTD136 (third year of study), JTD137 (fourth year of study). Completion of study requirements is recorded - based on the assessment provided by the organisers of the research seminar - by the study programme director via SIS.

### **2.4 Teaching Activities**

Students actively participate in teaching activities at IMS FSV UK in areas related to their dissertation research. During the first year of study, students complete a course on basic pedagogical skills organized by FSV UK, or by another department of Charles University. Students may – with the supervisor's approval - also assist in teachings conducted by their supervisor, consultant, and other IMS employees, in the limit of up to one teaching class.

The course on basic pedagogical skills has the code JTD138, and its completion is recorded by the study programme director via SIS. During the second to fourth year of study, students autonomously teach exercises or seminars in the scope of three semesters in total.

Teaching activities of the doctoral students are organised by the IMS Deputy Director for Study Affairs following consultations with the supervisors.

Teaching activities have the code JTD139 in SIS. Completion of the requirement is recorded by the study programme director via SIS, based on the evaluation provided by the IMS Deputy Director for Study Affairs.

### **2.5 Contribution to the Academic Development of IMS FSV UK Doctoral Programmes**

Students contribute to the academic development of IMS FSV UK's doctoral programmes during their third year of study. The scope of activities may include organising academic seminars and discussions on their own initiative and providing assistance to newly admitted doctoral students with settling in at IMS FSV UK and within the study programme. This requirement has the code JTD140 in SIS. Completion of the requirement is recorded by the study programme director via SIS.

## **3. Organization of Study**

Students should contact their supervisor, designated staff at the IMS Secretariat, or the study programme director in all matters related to their studies.

### **3.1 Supervisor and Consultant**

All doctoral students are assigned a supervisor and a consultant. Supervisors are typically academic staff members of IMS FSV UK. In exceptional cases, academic and research staff from other academic institutions may also be supervisors, if expedient given the topic of the dissertation.

Supervisors are generally academic staff with the rank of *Associate Professor (docent in Czech)*, or *Full Professor (profesor in Czech)*. Academic staff with the rank of Ph.D. may be supervisors in justified cases where it is expedient in terms of the dissertation topic.

Nominations for supervisors and consultants are submitted to the Dean of the Faculty by the relevant Subject Area Board. The Subject Area Board discloses its nominations to the admitted applicants. The supervisors annually approve the evaluation of students' completion of their study obligations and impose deadlines and tasks for the next study period.

### **3.2 Individual Study Plan and Principles of Supervision**

Upon enrolment, students are required to promptly contact their supervisor and prepare an Individual Study Plan (*ISP*) based on the ISP template. ISP must be submitted to the study programme director no later than by the end of November of the respective academic year.

The ISP is then discussed and - potentially - approved at the January meeting of the Subject Area Board. The ISP must be completed using the electronic form available in SIS.

The ISP explicitly states which previously completed examinations (taken during the course of education to date) are to be recognised as completion of requirements for the doctoral study programme. Students must submit photocopies of the relevant certificates (e.g. transcripts, entries in the record book or study information system, and other equivalent documents) to the faculty's Student Affairs Office.

As part of the ISP, all study requirements are scheduled to meet the standard period of study, i.e. eight semesters. The ISP's timetable is available in SIS in accordance with the principles set out by these Rules, clearly stating in which semester shall each study requirement be completed.

Students must complete their study plans in accordance with the ISP template. Any deviations must be consulted with their supervisors and the study programme director. The ISP template is attached as an annex to these Rules. Students are responsible for the proper and timely registration to their study requirements in SIS in accordance with their ISP.

Following a consultation with their supervisors, students must complete and submit the *Supervision Principles* via SIS. The Supervision Principles define the details of future collaboration between the students and their supervisors.

### **3.3 Annual Evaluation and Specification of the Individual Study Plan**

Students must complete an annual evaluation form via SIS in each academic year (a deadline shall be specified by the study programme director), in which they must provide a detailed account of their progress, and justify any shortcomings in regard to completion of the ISP. Supervisors will assess the students' progress based on the evaluation, and may recommend measures to improve performance, including - for full-time students - temporary reductions in their scholarship.

The evaluation and the recommendations of supervisors are subsequently reviewed by the Subject Area Board, which makes the final decision in terms of assigning the grade. The Subject Area Board evaluates students during its meeting in September.

If students receive the grade B—or either B or C after the new Code of Study and Examination of Charles University enters force in the 2026/2027 academic year— they must be re-evaluated at the following meeting of the Subject Area Board, which will take place in January. In cases of entirely unsatisfactory progress, the Subject Area Board may assign the grade C (or D respectively once the Code of Study and Examination of Charles University enters force in the 2026/2027 academic year) and propose to the Dean that the students' studies be terminated on the basis of failure to meet study requirements.

### **3.3.1 Annual Evaluation After the First Year of Study**

In addition to fulfilling their ISP, students must provide a detailed report on the progress of their research project after the first year of study. This report must identify the main research topic and the scholarly literature to which it will contribute, summarise the research gap, and outline the research questions. Students must submit an updated and detailed work plan for the following academic year. Students are also required to submit the output from the Doctoral Seminar JTD105 (for MH students)/JTD109 (for AS students) as an annex.

### **3.3.2 Annual Evaluation After the Second Year of Study**

In addition to fulfilling their ISP, students must provide a detailed report on the progress of their research project after the second year of study. The report must briefly introduce the research topic, summarise the research gap in relevant academic literature, outline the research questions, main theoretical and methodological framing, and the structure of the dissertation. The report should also provide either the sources of data and methods of analysis (for IAS students), or archival materials and other sources, and methods for handling them (for MH students). Students are also required to submit the output from the Doctoral Seminar JTD107 (for MH students)/JTD111 (for IAS students) as an annex.

### **3.3.3 Annual Evaluation After the Third Year of Study**

In addition to fulfilling their ISP, students must report in detail on the current state of their research project and submit a work plan for the remaining period of study, after their third year of study. Students are also required to submit supporting materials for the Colloquium on the dissertation topic (JTD125) as an annex.

### **3.4 Final Evaluation of Studies**

The final evaluation is part of the application for the dissertation defence. It is written by the supervisors and approved by the study programme director. The final evaluation includes a detailed overview of the students' academic and research activities, and a list of their publications. It must explicitly state whether the students have completed all requirements set out in the ISP. The final evaluation must be accompanied by an official SIS transcript confirming the completion of all study requirements.

## **4 Final Provision**

These Rules for the Organization of Doctoral Studies at IMS FSV UK were discussed at the meeting of the Subject Area Board of the doctoral programme *Area Studies* on 6 June 2025, and at the meeting of the Subject Area Board of the doctoral programme *Modern History* on 9 June 2025. They come into force in the academic year 2025/2026.

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