# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>SCHEDULE OF THE ACADEMIC YEAR 2018/2019</td>
<td>3</td>
</tr>
<tr>
<td>2.</td>
<td>GENERAL INFORMATION</td>
<td>4</td>
</tr>
<tr>
<td>3.</td>
<td>COURSE OF STUDIES</td>
<td>5</td>
</tr>
<tr>
<td>3.1</td>
<td>ENROLMENT</td>
<td>5</td>
</tr>
<tr>
<td>3.1.1</td>
<td>Tuition fee waiver</td>
<td>5</td>
</tr>
<tr>
<td>3.2</td>
<td>ADMINISTRATIVE DUTIES</td>
<td>6</td>
</tr>
<tr>
<td>3.2.1</td>
<td>Individual Study Plan</td>
<td>6</td>
</tr>
<tr>
<td>3.2.2</td>
<td>Sample Individual Study Plan</td>
<td>7</td>
</tr>
<tr>
<td>3.2.3</td>
<td>Filling the forms - overview</td>
<td>8</td>
</tr>
<tr>
<td>3.3</td>
<td>TEACHING</td>
<td>10</td>
</tr>
<tr>
<td>3.4</td>
<td>DOCTORAL SEMINARS</td>
<td>12</td>
</tr>
<tr>
<td>3.5</td>
<td>RESEARCH</td>
<td>14</td>
</tr>
<tr>
<td>3.6</td>
<td>DEFENSES ATTENDANCE</td>
<td>15</td>
</tr>
<tr>
<td>3.7</td>
<td>STATE DOCTORAL EXAMINATION (SDE)</td>
<td>16</td>
</tr>
<tr>
<td>3.8</td>
<td>DISSERTATION DEFENSE</td>
<td>19</td>
</tr>
<tr>
<td>3.8.1</td>
<td>Pre-defense of the Dissertation</td>
<td>20</td>
</tr>
<tr>
<td>3.8.2</td>
<td>Defense of the Dissertation</td>
<td>22</td>
</tr>
<tr>
<td>3.9</td>
<td>CONCLUSION OF STUDIES</td>
<td>24</td>
</tr>
<tr>
<td>3.10</td>
<td>INTERRUPTION OF STUDIES</td>
<td>24</td>
</tr>
<tr>
<td>4.</td>
<td>DOCTORAL COUNCIL</td>
<td>25</td>
</tr>
<tr>
<td>5.</td>
<td>ADVISOR</td>
<td>26</td>
</tr>
<tr>
<td>6.</td>
<td>FINANCIAL SUPPORT</td>
<td>27</td>
</tr>
<tr>
<td>7.</td>
<td>CENTER FOR DOCTORAL STUDIES</td>
<td>27</td>
</tr>
<tr>
<td>8.</td>
<td>FAQ</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>APPENDIX I.</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>APPENDIX II.</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>APPENDIX III.</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>A RATED JOURNALS IN “ECONOMICS” AND “BUSINESS, FINANCE” – version 2018</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>APPENDIX IV.</td>
<td>34</td>
</tr>
<tr>
<td></td>
<td>APPENDIX V.</td>
<td>43</td>
</tr>
</tbody>
</table>
1. **SCHEDULE OF THE ACADEMIC YEAR 2018/2019**

Academic year begins on the **1st October 2018** and ends on the **30th September 2019**.

<table>
<thead>
<tr>
<th>Pre-session period</th>
<th>3.9. – 21.9.2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment of 1st year students</td>
<td>24.9.2018</td>
</tr>
<tr>
<td>Enrolment of advanced students</td>
<td>n.a.</td>
</tr>
<tr>
<td>State doctoral exam</td>
<td>10.9 – 21.9.2018</td>
</tr>
</tbody>
</table>

**Winter semester**

<table>
<thead>
<tr>
<th>Lectures in winter semester</th>
<th>1.10.2018 – 17.2.2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration for courses in SIS</td>
<td>10.9.2018 10am – 5.10.2018 2pm</td>
</tr>
<tr>
<td>Deadline for submitting Individual Study Plan (1st year students)</td>
<td>31.10.2018</td>
</tr>
<tr>
<td>Dean’s free day</td>
<td>26.10.2018</td>
</tr>
<tr>
<td>Examination period</td>
<td>14.1. – 15.2.2019</td>
</tr>
<tr>
<td>State doctoral exam</td>
<td>14.1. – 25.1.2019</td>
</tr>
</tbody>
</table>

**Rigorous (PhDr.) examinations**

<table>
<thead>
<tr>
<th>Deadline for submitting applications for rigorous exams</th>
<th>7.7.2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for submitting PhDr. thesis</td>
<td>7.9.2018</td>
</tr>
<tr>
<td>Rigorous (PhDr.) examinations</td>
<td>15.10. – 26.10.2018</td>
</tr>
</tbody>
</table>

**Summer semester**

<table>
<thead>
<tr>
<th>Lectures in summer semester</th>
<th>18.2. – 30.6.2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration for courses in SIS</td>
<td>4.2.2019 10am – 22.2.2019 2pm</td>
</tr>
<tr>
<td>Dean’s free day</td>
<td>18.4.2019</td>
</tr>
<tr>
<td>Rector’s free day</td>
<td>7.5.2019</td>
</tr>
<tr>
<td>Evaluation of courses</td>
<td>3.6. – 23.6.2019</td>
</tr>
<tr>
<td>Deadline for submitting Annual Evaluation and ISP update</td>
<td>31.5.2019</td>
</tr>
<tr>
<td>Examination period</td>
<td>27.5. – 30.6.2019 and 2.9. – 6.9.2019</td>
</tr>
<tr>
<td>State doctoral exam</td>
<td>20.5. – 31.5.2019</td>
</tr>
</tbody>
</table>

**Rigorous (PhDr.) examinations**

<table>
<thead>
<tr>
<th>Deadline for submitting applications for rigorous exams</th>
<th>4.1.2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for submitting PhDr. thesis</td>
<td>8.2.2019</td>
</tr>
<tr>
<td>Rigorous (PhDr.) examinations</td>
<td>11.3. – 22.3.2019</td>
</tr>
</tbody>
</table>

**Entrance examinations**

<table>
<thead>
<tr>
<th>Deadline for submitting application</th>
<th>30.4.2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entrance examinations</td>
<td>10.6. – 14.6.2019</td>
</tr>
<tr>
<td>Extra entrance examinations</td>
<td>24.6. – 4.7.2019</td>
</tr>
</tbody>
</table>

**Summer holidays**

<table>
<thead>
<tr>
<th>1.7. – 31.8.2019</th>
</tr>
</thead>
</table>

**Pre-session period 2019/2020**

<table>
<thead>
<tr>
<th>1.9. – 30.9.2019</th>
</tr>
</thead>
</table>
2. **GENERAL INFORMATION**

Doctoral studies are taken in a regular full-time and combined (part-time) form in both Czech and English form. In the Czech part-time study form there are no reliefs in duties compared to the full-time studies. The standard period of doctoral studies is four years. All students accepted into the program are recommended to start as full-time students.

The students study according to their individual study plan under the guidance of an advisor.

The maximum period of study in a doctoral program is nine years, but four years is the maximum period of doctoral study in a regular full-time form.

Chairman of the Doctoral Council (CDC) is the same person as the Director of the Centre for Doctoral Studies (CDS). Current Chairman of the DC and the Director of the CDS is prof. Evžen Kočenda.

All doctoral students in Czech programs (full-time and part-time) and full-time English program students, must fulfil the following obligations prior to the defense of the dissertation:

<table>
<thead>
<tr>
<th>Teaching</th>
<th>8 teaching assistantships (decreased proportionally for early defenses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research</td>
<td>1 paper accepted in one of the A-rated journals, or 2 papers accepted for publication in a journal indexed in the Scopus database or by an impacted journal in the SSCI, SCI database</td>
</tr>
<tr>
<td></td>
<td>2 grant activities</td>
</tr>
<tr>
<td>Seminars</td>
<td>Attendance at doctoral seminars during the whole course of studies</td>
</tr>
<tr>
<td>Defenses</td>
<td>At least 50% attendance at defenses and pre-defenses each year</td>
</tr>
</tbody>
</table>

In case of the distant form of the English program, only certain (distant) requirements are demanded. These are: publications, supervising and referring bachelor and diploma theses.

In the academic year 2010/2011, the Doctoral Council modified publication requirements and EconLit database was replaced by Scopus database (see Appendix for detailed list of journals). This rule applies for all Ph.D. students, who pass State Doctoral Exam in academic year 2012/2013 and later, and who defend the dissertation thesis in academic year 2013/2014 and later. This rule may be violated only exceptionally after Doctoral Council approval based on the proposal of the Director of Graduate Studies (DGS), who is the same person as chairman of Doctoral Council and Director of the CDS. Current DGS is prof. Evžen Kočenda.
Our IES community is quite small and closely knitted. IES PhD students are therefore expected to contribute to the functioning of the IES. IES PhD students are expected to assist as advisors and opponents for bachelor and master theses at the IES in their research areas. They are also expected to volunteer when the IES needs people for official functions, such as participating at matriculation and graduation ceremonies. We also need some graduate students working at the Faculty and the University Senates to protect the interests of our PhD students.

Students are also asked to mention IES affiliation (possibly together with other affiliations) to help to publicize the IES among research community. Do not forget to acknowledge any grant which you work for.

**Important note:**

Firstly, Doctoral Council agreed that not finishing at least one publication (minimum IES Working Paper quality) during the first year of studies will lead to deterioration of student’s evaluation and 50% cut in scholarship until the student proves existence of the WP. Having done so, the student’s scholarship will then be augmented again from the beginning of the next month.

Secondly, if at least one publication of IES WP quality is not published even at the end of the second year of the studies, this will lead to a C grade in the evaluation of student’s performance, which means termination of the study.

3. **COURSE OF STUDIES**

3.1 **ENROLMENT**

An applicant becomes a student on the day of his or her enrolment to the Ph.D. programme.

The date of enrolment is stated in the schedule for the respective academic year. Applicants who have been accepted into PhD studies must enrol for the studies on the stated day; if, for serious reasons, they cannot enrol, they must notify the dean’s office in writing by the last day of enrolment at the latest.

Starting from the academic year 2013/2014, second- and higher-year students are enrolled automatically based on the evaluation of one’s previous performance by the Doctoral Council. If a student coupon for the ISIC card and a confirmation of a student status are needed, these can be obtained during office hours at the study department of the Faculty of Social Sciences, Smetanovo nábřeží 6, Praha 1.

Enrolment in person for higher-year students is however still required for those terminating interruption of their studies and resuming to study again.

3.1.1 **Tuition fee waiver**

In both English program forms (full- and part-time), students pay a tuition fee of 500 EUR per academic year. International students in the presence form may apply for an annual tuition waiver. Completed Request form should be submitted to the Study department of the Faculty. Each request for a tuition waiver is assessed jointly by the Director of the Institute and the Director of Graduate Studies. A tuition
waiver can be granted to either excellent students or students in financial distress who maintain a good standing in terms of their study progress. With respect to the above, the two categories of eligible students are defined as follows:

- Excellent students: Those receiving grade A for fulfilling an individual study plan in the previous academic year.
- Financially distressed students: The reason for financial distress is based on solid grounds and, if necessary, supplemented by a proof of distress. A financially distressed student applying for a tuition waiver must maintain a good standing as defined by meeting the following conditions in the previous academic year: (i) at least grade B for fulfilling an individual study plan, (ii) 2 teaching assistantships fulfilled, (iii) 2 doctoral seminars completed, (iv) at least 50% participation at dissertation defenses, and (v) grant application submitted (the condition does not apply if two or more grant applications were already submitted during the course of study).

3.2 ADMINISTRATIVE DUTIES

3.2.1 Individual Study Plan

Each first-year student, jointly with his or her advisor, is required to prepare an Individual Study Plan in Student Information System (SIS) according to ISP Sample („Vzor ISP“ or „Sample ISP“, to be downloaded from IES web pages) till **the end of October**.

The Individual Study Plan must be consistent with the Consolidated Study and Examination Code of Charles University (the latest valid version) and the Rules for Organization of Doctoral Studies at the Faculty of Social Sciences of Charles University (the latest valid version).1 It must contain specifically (see also note at the beginning of the chapter 3.2.3):

- Study obligations – obligations assigned by the Doctoral Council to students with insufficient knowledge of economic theory (e.g. microeconomics, macroeconomics or econometrics)\(^2\)
- Doctoral seminars
- Teaching obligations
- Grant application and grant participation plans
- Expected date of the State Doctoral Examination
- Schedule for the production of the dissertation
- Plan of publications
- Intended stays abroad. Credit recognition for e.g. attendance of doctoral seminar must be consulted with the Doctoral Council in advance (the approval of the Council before the stay is demanded). Hence contact the CDS (phd@fsv.cuni.cz) to administrate the formal request. The excuse from the attendance of doctoral defenses must be sent to the responsible CDS member also in advance.
- Other obligations

Individual Study Plan needs to be created electronically in Student Information System (SIS). After logging in using student number and password ISP can be accessed by clicking on the icon "Individual Study Plan for Ph.D. students". Active consultations with Ph.D. supervisor are recommended before a student forwards their completed ISP in SIS to their supervisor for their approval. At this stage, the

---


2Obligations are met if Master courses in given fields are passed with “excellent” or “very good”.
supervisor can either approve ISP or return it to the student for additional changes. Once ISP is approved by the student’s supervisor in SIS, it is forwarded to the Doctoral Council for approval. The Doctoral Council can either approve of ISP or return it to either student or their supervisor if any additional changes need to be made.

Once ISP is approved by the Doctoral Council, it is no longer required to print it nor sign it. The latest deadline for having the final ISP approved by the Doctoral Council in SIS is the end of October.

Changes to the approved ISP are made electronically in SIS through the Annual Assessment of Fulfilling the ISP.

Annual Assessment of Fulfilling the ISP also needs to be approved by the student’s supervisor and the Doctoral Council in SIS. Printing this document from SIS is no longer required, either.

### 3.2.2 Sample Individual Study Plan

**1st YEAR**

- Two teaching assistantships (one per semester) or attendance of classes in micro, macro, econometrics for those not proficient enough in these subjects. (Students who take 2 or more required classes do not have to serve as TA in the Winter semester of their 1st year of studies. This exception does not influence the requirement of at least 8 TAs during their whole PhD studies.)
- Active participation at one doctoral seminar (in both semesters, attending the meetings regularly and presenting a topic or own research results once per semester)
- Submission of one grant project
- Publication of one or two chapters of Master thesis in the IES Working Paper Series and submission into an impacted or Scopus journal (see Appendix II. - Research and Publication: Useful Advice and Information)
- Submission of a new research paper into IES Working Paper Series (when the submission to IES WP is accepted, you submit it immediately to an impacted or Scopus journal)
- Attendance at classes suggested by the advisor
- 50% attendance at defenses and pre-defenses of other PhD students

**2nd YEAR**

- Two teaching assistantships (one per semester)
- Active participation at one doctoral seminar (in both semesters, attending the meetings regularly and presenting a topic or own research results once per semester)
- One grant activity (either work in an approved grant or a new grant project application)
- Submission of a new research paper into IES Working Paper Series (when the submission to IES WP is accepted, you submit it immediately to an impacted or Scopus journal)
- Attendance at classes suggested by the advisor
- 50% attendance at defenses and pre-defenses of other PhD students

**3rd YEAR**

- Winter semester: State Doctoral Examination
- Summer semester: visit at a university abroad (see the notice regarding the recognition on page 6)
- Two teaching assistantships
Active participation at one doctoral seminar (in both semesters, attending the meetings regularly and presenting a topic or own research results once per semester)
Grant activities
Submission of a new grant project
Submission of a new research paper into IES Working Papers (when the submission to IES WP is accepted, you submit it immediately to an impacted or Scopus journal)
50% attendance at defenses and pre-defenses of other PhD students

4th YEAR

Winter semester: pre-defense of the dissertation
Two teaching assistantships
Active participation at one doctoral seminar (in both semesters, attending the meetings regularly and presenting a topic or own research results once per semester)
Finishing grant activities
Compiling published, forthcoming, submitted and new research papers into the dissertation
Defense of the dissertation during the summer semester
50% attendance at defenses and pre-defenses of other PhD students

5th, 6th YEAR

Students whose papers have not been accepted to impacted or Scopus journals, will get their papers accepted for publication during these 2 additional years and will defend the dissertation. However, it is very advisable to finish your studies till the end of your 5th year.
50% attendance at defenses and pre-defenses of other PhD students is still required.

7th, 8th and 9th YEAR

Only students facing serious medical, personal or other obstacles should be defending dissertation during 7th, 8th or 9th year.
50% attendance at defenses and pre-defenses of other PhD students is still required.

3.2.3 Filling the forms - overview

Each student is obliged to submit the following reports. For approval of all documents, the Doctoral Council requires the documents contain all mandatory items highlighted in the Sample Individual Study Plan, Sample Annual Update, and Sample Annual Evaluation (to be found on the IES website), including accurate formulations.

1st YEAR

Individual Study Plan (“Individuální studijní plán”)

- Individual Study Plan must be created electronically in Student Information System (SIS) by student, approved by student’s Ph.D. supervisor and the Doctoral Council.
- Printing and signing the final approved ISP from SIS is not required.
- Deadline for submission is the end of October.
• Changes to the submitted plan can be made at the end of each academic year (valid from the beginning of the next academic year), but only upon the agreement of the advisor and the Chairman of the Doctoral Council. (See Annual Assessment of Fulfilling the ISP below.)

**Annual Assessment of Fulfilling the ISP (“Roční hodnocení plnění ISP”)**

• Annual Assessment of Fulfilling the ISP needs to be created in SIS. Students perform evaluation of their doctoral studies as well as further specify the intended course of their doctoral studies in the next academic year via this joint form.
• Printing and signing the final version approved by the supervisor and the Doctoral Council from SIS is not required.
• Deadline for submission is **the end of May**.
• Item a) Fulfilled (“Splněno”) should contain information about:
  - Publications
  - Grant activities
  - Teaching
  - Supervision of Bachelor and Master theses
  - Doctoral seminars
  - Conferences
  - Awards and prizes
  - Extra scholarships
  - Membership in scientific organizations
  - Referee reports for journals and grant agencies
  - Administrative work for the IES
• Upon enrolment after study interruptions, the student must also submit Annual Assessment of Fulfilling the ISP over the previous period of study (including study interruption) in SIS.

**Annual Update of the Individual Study Plan (“Dodatek k ISP”)**

• Students further specify the intended course of their doctoral studies in the next academic year via Annual Assessment of Fulfilling the ISP in SIS.
• Printing and signing the final version approved by the supervisor and the Doctoral Council from SIS is not required.
• Deadline for submission is **the end of May**.
• Upon enrolment after study interruptions, the student must also submit Annual Assessment of Fulfilling the ISP containing the ISP update for the next period of study in SIS.

**Examination Report**

• Starting from academic year 2011/2012, Examination Reports have been replaced by the record in the Student’s Information System (SIS). Therefore, no paper forms are needed for your fulfilled TAs or doctoral seminars.
• Deadline for the records of your TA/seminar in SIS is also the end of May. It is the student’s responsibility to be correctly registered (under the correct code). Furthermore, a student should ask the teacher in the timely manner to put his record in SIS and subsequently check if the record is there.
• Exams are classified only pass/fail (“prospěl/neprospěl”).
NEXT YEARS

- **Annual Evaluation** ("Hodnocení studenta")/Annual Assessment of Fulfilling the ISP – the same as above
- **Annual Update of the Individual Study Plan/Annual Assessment of Fulfilling the ISP** – the same as above
- **Examination Reports** – the same as above

Since the administration of PhD studies at the Faculty of Social Sciences is decentralized, some of the forms might need to be submitted at the Institute of Economic Studies, while others are requested by the Central Administration. The locations are as follows:

*Institute of Economic Studies (IES) – Opletalova 26, Prague 1, secretariat*

*Central Administration – Faculty of Social Sciences (FSV) – Smetanovo nábřeží 6, Prague 1, Ms. M. Stanovská (phone +420 222 112 224). All documents addressed to M. Stanovská should be sent via the registry (podatelna).*

*Center for Doctoral Studies (CDS) – Opletalova 26, Prague 1, email phd@fsv.cuni.cz*

### 3.3 TEACHING

Each student is obliged to provide **at least 8 teaching assistantships** during his doctoral studies and the assistantships must cover at least two different courses.

*Example: Teaching 8 times Introductory Economics (Ekonomie I) is not allowed but teaching 7 times Introductory Economics (Ekonomie I) and once Econometrics is accepted.*

In the case that a student defends his or her dissertation before 8th semester, the required TAs are decreased accordingly.

*Example: The student defends the dissertation in 6th semester of his studies. Six TAs are required.*

At the beginning of each semester, the number of slots for each course is announced. Each slot is equivalent to one TA allocated to the course.

*Example: In the summer semester there are 3 parallel Microeconomics seminars taught. 3 slots are allocated for Microeconomics. If 3 students teach these Microeconomics seminars, each of them receives 1 TA. If 6 students teach above mentioned seminars, each of them receives ½ of TA.*

The **matching process** to teaching assistantship positions proceeds as follows:

---

3 This obligation does not apply for students in English program in distant form.
This step is crucial.

**Do not forget to inform Matěj Nevrla if you continue the teaching assistantship from the previous year. It is recommended to do this asap, ideally prior to the first announcement of available slots, because otherwise the slot you want might be offered to someone else.

Matěj Nevrla, as the CDS member in charge of matching doctoral students to teaching assistantships, distributes lists of available subjects by email before the beginning of each semester.

The CDS can assign a teaching assistantship to a student if necessary. The power of assigning students to particular assistantships will be used especially in case of a need to get qualified teaching assistants (TA) for core compulsory classes.

*Example: No student asks for TA position for master level econometrics. The CDS finds out that a qualified student is matched to the Game Theory class. Therefore, the CDS cancels this matching to the Game Theory class and assigns the student as a TA for master level econometrics.*

During the teaching assistantship, it is recommended to ask the lecturer for feedback regularly. In some cases, it might happen that the main lecturer is not satisfied with the student's performance - then the student is asked to improve his performance during the current semester. If his performance is not improved, the student will not receive points for teaching assistantship. In an extreme case of neglecting his duties as a TA, the Doctoral council may terminate his studies.

It is necessary that students serving as teaching assistants enrol for teaching assistantship courses in SIS.

The SIS system assigns 6 credits to full teaching assistantships, 3 credits to 1/2 slots, and 2 credits to 1/3 slots. It means that you must have 48 credits from teaching assistantships by the end of your studies. There are nine courses distinguished by the intensity of teaching assistantship (full slot, 1/2 slot, 1/3 slot) with identifiers (A, B, C) for cases when you assist to more classes:
<table>
<thead>
<tr>
<th>code</th>
<th>title</th>
<th>credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>JED51</td>
<td>Teaching Assistantship (Full) A</td>
<td>6</td>
</tr>
<tr>
<td>JED52</td>
<td>Teaching Assistantship (Half) A</td>
<td>3</td>
</tr>
<tr>
<td>JED53</td>
<td>Teaching Assistantship (Third) A</td>
<td>2</td>
</tr>
<tr>
<td>JED61</td>
<td>Teaching Assistantship (Full) B</td>
<td>6</td>
</tr>
<tr>
<td>JED62</td>
<td>Teaching Assistantship (Half) B</td>
<td>3</td>
</tr>
<tr>
<td>JED63</td>
<td>Teaching Assistantship (Third) B</td>
<td>2</td>
</tr>
<tr>
<td>JED71</td>
<td>Teaching Assistantship (Full) C</td>
<td>6</td>
</tr>
<tr>
<td>JED72</td>
<td>Teaching Assistantship (Half) C</td>
<td>3</td>
</tr>
<tr>
<td>JED73</td>
<td>Teaching Assistantship (Third) C</td>
<td>2</td>
</tr>
</tbody>
</table>

Example: 1) After the matching process you are assigned to teach 2 courses and don't share the slots with anybody else --> at the beginning of the semester you will register to JED511 and JED611. 2) You are assigned to teach 2/3 of one slot --> you will register to JED531 and JED631. 3) You are assigned to teach 2 courses with full slots and additionally have one half slot in another course --> you will register to JED511, JED611, and JED721. At the end of the semester you must let the teacher of the respective course know in which “teaching assistantship” course he should grade you.

Illustrative example: Peter teaches Makroekonomie I once a week (has a full slot) and shares a slot of Statistics with Paul (both have 1/2 slot). Together, Peter has 1.5 slots. He will register to JED511 and JED621. At the end of the semester Peter asks dr. Hlavacek to evaluate Peter’s contribution to Makroekonomie I by grading Peter in JED511. Similarly, he asks dr. Cervinka to evaluate Peter’s contribution to Statistics by grading Peter in JED621. Peter gets 9 credits out of 48 needed for his entire studies.

Please note that it is your responsibility to register correctly and to ensure that the teacher will grade you in the correct course at the end of the semester. If this condition is not met, your teaching assistantship will not be counted.

3.4 DOCTORAL SEMINARS

Each student actively participates in the work of a selected doctoral seminar during the whole course of studies. Active participation means physical presence, active participation in the discussion during the seminar and presentation of own research or topic from the relevant literature. Organizers of the seminars are entitled to choose additional requirements for passing Doctoral seminar duties. Each student must enrol for at least one doctoral seminar each semester during the whole course of studies.

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4 This obligation does not apply for students in English program in part-time form.
All students (including the first year candidates) have to enrol for the doctoral seminars electronically in the faculty system SIS (https://is.cuni.cz/studium/index.php). List of seminars is available at the webpage http://ies.fsv.cuni.cz/en/node/226.

The student obtains the grade Pass for the doctoral seminar after 1 semester of active participation. The student must obtain the doctoral seminar grade Pass four-times in order to satisfy the requirement for the state doctoral examination (i.e. student has to have 4 semesters of active participation at doctoral seminars). After the student obtains these 4 Pass grades, his further participation in the doctoral seminar is not formally graded, but all students are expected to continue active participation in the doctoral seminar during the whole course of studies including formal enrolment to the SIS system.

Student may change her doctoral seminar during her studies or she may enrol in more than one seminar during the same semester.

In the academic year 2016/2017, the following Doctoral seminars will be available:

**Alternative Approaches to Economic Modeling (AAEM)**
- organized by Tomáš Cahlík
- Standard textbook economic models usually highly reduce the structure of an economic system and highly reduce motives of behavior of economic agents. At the same time, they over-stress the existence of stable or unstable equilibria. The aim of this seminar is research in alternative approaches that try to overcome preceding critical items. Especially two research themes are stressed: Complex Systems in Economics and Psychological and Social Motives of Behavior of Economic Agents.

**Economics and Law in Banking and Finance (ELBF)**
- organized by Evžen Kočenda, Karel Janda
- The seminar has an ambition to establish a school of doctoral studies in economics oriented towards the application of economic methodology (asymmetric information, game theory, contract design) to the analysis of banking and finance.

- organized by Jozef Baruník
- The aim of this seminar is an analysis of macroeconomic systems primarily by methods of nonlinear dynamics, stochastic dynamics, and nonlinear time series analysis. Special application will be focused on a behavior of the financial markets.

**Quantitative Methods**
- organized by Roman Horváth and Jozef Baruník
- The goal of this course is to introduce advanced quantitative methods in social sciences. Topics such as measurement of economic policies, Bayesian econometrics, high-frequency finance, robust econometrics, meta-analysis, time series econometrics or experimental econometrics are covered. The emphasis will be on the application of these methods. The students should be able to apply these techniques by themselves after passing this course. The course will also concentrate on academic writing and publication strategies to increase chances of doctoral students to publish in decent outlets.
3.5 RESEARCH

In the Annual Evaluation, you must provide comprehensive information about your publications, including ISBN, ISSN, paging, publisher etc. Include not only published papers, but also submitted and forthcoming papers.

**Update your publication record on your IES personal web page on a regular basis.** When you submit or resubmit a paper or obtain an acceptance or rejection decision, update immediately the information on your IES personal web page. Always classify your publications correctly (an article in conference proceedings is not an article in a refereed journal)! Update status of not yet published publications and especially delete all rejected publications! Inform also about your other scientific activities including grant activities, conferences etc. on your web pages. If you have more versions of an identical working paper, please note that it will be considered only once.

Publication process at the IES must comply with the highest ethical standards ([http://publicationethics.org/node/11184](http://publicationethics.org/node/11184)). Before submitting your paper to a journal, you should always thoroughly review the quality of the journal, editorial board and if the journal explicitly describes ethical standards on their webpage (e.g. if it is a member of COPE).

Every year, your progress is assessed by the Doctoral Council, and information from the Annual Evaluation and your web page are indicative of your performance. In case of extra scholarships and other financial bonuses, web pages are taken as an information source as well.

When you have the first publication, you should immediately register in RePEc ([http://repec.org](http://repec.org)). Moreover, according to the Rector’s measure nr. 28/2016[^5] (Introduction of personal IDs for exclusive identification of author’s publication result at the Charles University), every PhD student is obliged to establish following personal identifications:[^6]

1) ORCID
2) Scopus AuthorID
3) Web of Science ResearcherID

Methodology for personal research IDs at CUNI are provided by the university library.

If you have a publication, please, acknowledge the paper to the "SVV 260 463" project. There is a financial motivation connected to this activity as each publication dedicated to "SVV 260 463" project will be additionally awarded (amount of money depends on the type of journal, Impact Factor, SCOPUS refereed journal, etc.)

**Do not forget to fill in all online questionnaires to RIV (public database of research outputs) by the end of the calendar year at [https://verso.is.cuni.cz/](https://verso.is.cuni.cz/).**

Information on conferences, funding opportunities and competitions can be found on the IES webpage (Doctoral Programme/Opportunities for PhD Students).

**Financing of conferences**

The doctoral students are expected to cover expenses related to conferences primarily from the Grant Agency of Charles University or other grant sources they have received. The doctoral students are encouraged to cooperate closely with their advisors and participate in their research grants, such as

[^6]: Identifications 2) and 3) is requested only in case you have publication results in respective databases.
those by the Grant Agency of the Czech Republic. Documents related to financial issues in GAUKs (conference expenses etc.) must be discussed and handed to the Doctoral Study Affairs Manager (Ing. Lenka Sojková).

Conference mobility fund

The IES established Conference mobility fund as an opportunity for PhD students without an alternative possibility (i.e. without an active grant) to finance their attendance at conferences. There are three scholarships annually available for IES students in the amount of up to approximately 15,000 CZK (total funding provided for this year is 50,000 CZK). The scholarships are aimed for covering participation on prestigious conferences where the doctoral students can present their high-quality research. Students with active grant from the Grant Agency of Charles University are not eligible for financing from this fund. The funding may cover the participation fee; travel expenses; lodging and a contribution on board up to 50% of relevant expenses will be provided (board should be calculated according to the FSV methodology)

Summer school mobility fund

The IES established an opportunity for supporting attendance of its PhD students on Summer Schools valuable for their research. There are three scholarships annually available for IES students in the amount of up to approximately 15,000 CZK (total funding provided for this year is 50,000 CZK). The scholarships are aimed for covering participation in prestigious summer and winter schools and workshops that until now had to be covered from students’ own sources; focusing on the summer schools that provide education and training unavailable at IES (the list of top summer schools for economists is published annually at www.inomics.com blog, see lists of various specializations for year 2017 at Top summer schools for economists 2017). The funding will cover the participation fee and a contribution on travel expenses and board will be provided. The selection will be organized approximately twice a year (May and September) so that also people wanting to go to winter schools have a chance for funding.

3.6 DEFENSES ATTENDANCE

Each PhD student should attend at least 50% of defenses and pre-defenses each year. 50% attendance will be taken as fully satisfactory during the performed evaluations. Attendance lower than 50% but higher than 25% may result in reduced evaluation by the Doctoral Council at the end of the semester, considering other student’s activities. Attendance under 25% will result not only in reduced evaluation by the Doctoral Council, but also in 50% cut of scholarship. Defense participation is re-evaluated at the end of each semester and if the 25% condition is fulfilled, the student starts receiving 100% of scholarship from the beginning of the next semester after the Doctoral Council agreed so. Since annual evaluation of a student for academic year X/Y should be submitted at the end of May of the year Y, defenses count from May 16 of the year X till May 15 of the year Y.

As a rule, defenses are held during the teaching part of the semester (i.e. approximately October-December, middle of February – middle of May). This rule may be occasionally violated, and the defenses may very exceptionally take place in January, June, September, early February or late May. However, it is subject to agreement of DGS. Moreover, it would be very unusual to have a defense in July or August.

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7 http://intranet.fsv.cuni.cz/FSVINT-2530.html
8 https://inomics.com/top-10-summer-schools-2017-economics
In case the total number of defenses is not divisible by 4, student always must attend more than 25% of all defenses. In special circumstances, a student may be excused for his non-participation in defenses. Such circumstances represent long-term stay abroad, teaching at the time of the defense at the IES, active participation at a conference, the proof of which must be submitted (acceptance of a paper, travel documents), participation at a Summer School, the proof of which has to be submitted (proof of acceptance, travel documents). Long-term stay abroad, conferences and Summer Schools must be connected to PhD studies at the IES and must be part of the student’s ISP. Still, students are obliged to announce her/his absence in advance to Dominika Špolcová, the CDS member responsible for the coordination of defenses, no other CDS member can accept the apology.

We count 100% participation of student’s excused absences due to the above stated reasons.

Please notice that we do not excuse students who cannot participate in defenses due to illnesses, stays abroad not related to the studies at the IES, child-care etc without any exceptions.

During a defense, each student is obliged to sign in the attendance sheet so that her attendance can be proved. If you do not sign in, you will be automatically considered as if you were not at the defense. It is the responsibility of each student to take care that she has signed the sheet. Please, do not try to come only for signing the attendance sheet, this will be not taken as an attendance. Also, please do not come later than 15-20 minutes after a defense started, otherwise your attendance might be disregarded as well.

Information on students’ defense participation and expected defenses can be found on the web page of Study rules. The information is continuously being updated.

3.7 STATE DOCTORAL EXAMINATION (SDE)

Students must pass the State Doctoral Examination till the end of the fourth year. However, according to the Order for the Organization of Studies at the Faculty of Social Sciences of February 8, 2011 (Pravidla pro organizaci studia na Fakultě sociálních věd), which is valid for all students who started their studies in 2011 and later, all students have to enrol for the State Doctoral Exam till the end of the 6th semester of their studies (semesters of interrupted studies are not counted, e.g. if a student interrupted studies for 1 year, he has to enrol for the SDE till the end of the 8th semester from the enrolment for studies). At the time of exam, all conditions given by the individual study plan have to be fulfilled. Individual study plan is always designed in such a way that a student enrolls for the SDE at the end of the 6th semester at the latest and passes the SDE till the end of the 8th semester.

Upon enrolment to the SDE at the end of the 6th semester, it is necessary that the advisor explains how it is expected that the work on the articles will proceed to fulfil the requirements for the SDE (if not satisfied yet), which must be satisfied by the date of the SDE at the latest.

Students who enrolled for the studies in 2010 and earlier must still pass the SDE till the end of the 8th semester of their studies, but they do not have to register for it till the end of the 6th semester, i.e. they may both register for and pass the SDE in the 8th semester of their studies.

Entry to the SDE is, besides the fulfilment of the Individual Study Plan, conditioned on the satisfaction of the following requirements:

Successful research

- The student must have two different original research papers. At least one of the papers must be published/accepted for publishing in a journal with impact factor in SSCI, SCI or a journal in Scopus.
database, and it must have the status of an article (any reviews or reports are not accepted). Only articles in Economics, Finance and closely related fields will be accepted. If the field is unclear the final decision will be made by the student’s advisor and the CDC at the Institute of Economics Studies Faculty of Social Sciences, together. The student must prove that the article is either published or accepted for publishing. Only articles accepted for publication while the student studies the PhD at the IES will fulfil this condition. At the same time, the articles must be affiliated to the IES FSV UK.

- The second paper must be accepted for publication at least in the IES Working Paper series (see Appendix II for guide how to proceed when publishing the IES WP). The Doctoral Council regards the publication in the IES WP series as a priority for IES doctoral students. The sense of the IES WP series is to provide students with feedback and prepare their publications for submission into Scopus journal. Hence the Doctoral Council advises doctoral students to publish their papers into the IES WP at first and does not recommend submitting paper into Scopus journal directly. Only articles accepted for publication when the student studies the PhD at the IES will fulfil this condition. At the same time, the articles must be affiliated to the IES FSV UK. Only articles in Economics, Finance and closely related fields will be accepted. The second paper can be published in alternative working paper series of a similar quality as well. However, if this is a case, a positive approval of the doctoral program committee is needed.

- Alternatively, only one article accepted for publication by one of the best A-rated journals based on the internal methodology of the IES, see the Appendix III for details and concrete list of A-rated journals. Only articles accepted for publication when the student studies the PhD at the IES will fulfil this condition. At the same time, the articles must be affiliated to the IES FSV UK.

- The papers may be co-authored, however if one author uses the article to fulfil the publication requirements for the State Doctoral Exam, no other author can do so.

- This condition is not satisfied by a pair of papers where the first paper was published in IES WP series and the second paper is a revised version of this IES WP which was accepted for publication in a journal. The IES WP mentioned in the 2nd point above should be a paper which will have a chance to be published in a journal with impact factor in SSCI, SCI or the Scopus database. In this way the IES WP serves as a half-way milestone for getting second paper published so that the requirement for the pre-defense of the dissertation will be satisfied.

- Students must submit their published and accepted articles (including the proof of acceptance) at least 2 months prior to the date of the SDE.

**Grant activities**

Two grant activities are necessary. There are two types of “grant activities”, either submission of a grant application or participation in a grant (regardless of its length). Activity connected with any grant agency is accepted (GAČR, GAUK, MŠMT, GDN). Team application or participation in a team grant is permitted, but please note that participation on huge institutional grants (e.g. GAČR of your supervisor) is not counted as your grant activity.

For example, a team of two students submit an unsuccessful joint grant application- they have one grant activity each. If the application is successful (regardless of the length of the grant), the main researcher has two grant activities and the co-researcher has one grant activity.

**Doctoral seminar participation**

The student passed at least 4 semesters of Doctoral seminars, meeting all requirements.

**Teaching**

At least 4 teaching assistantships in at least two different classes.
Special requirements
Students must have passed exams assigned by the Doctoral Council.

Defense attendance
Recommended attendance is 50% of defenses.

Advisor’s recommendation
Advisor’s evaluation of the study and of the full list of requirements met by the student shall be attached to the application. Before the student applies for the state doctoral examination, he or she must discuss the dissertation project with his or her advisor and obtain the advisor’s approval for the state doctoral examination. At the same time, they should agree on a list of potential opponents for the dissertation (see further).

Road map for State doctoral examination (SDE)

8 weeks before SDE
Check that your advisor is available for the term.
Submit IES application form\(^9\) to the IES office in hard copy and electronically to phd@fsv.cuni.cz (for attention of Jan Žáček).

1 month before SDE
Submit to the FSV study department, Ms. M. Stanovská:
1. FSV application form\(^6\)
2. Recommendation of your advisor\(^7\)

Day of SDE
Bring the finished parts of the dissertation and copies of your published or accepted papers to the SDE

For any questions concerning SDE, contact Jan Žáček (at jan.zacek@fsv.cuni.cz).

How the State Doctoral Examination proceeds
The State Doctoral Examination tests the student’s theoretical knowledge as required in the doctoral study program. During the State Doctoral Examination, firstly, a student is asked to prove that he or she fulfils all the required criteria for entry to the State Doctoral Examination. Student also must bring copies of all his or her publications provided in the application as an evidence of his or her successful research. Then student introduces the dissertation project to the committee. The members of the committee ask student questions concerning the theoretical underpinnings of the hypothesis and of the related fields. Since the expert in the field is the advisor, the advisor’s presence is crucial for the examination. Other members of the committee pose questions as well. The members of the committee may ask any questions related to the dissertation research of an examined student in a very broad sense. Since the members of committee for defense of the dissertation as well as reviewers are discussed during the examination, the student should meet with his advisor before the examination and prepare a list of at least five people suitable as referees and dissertation defense committee members (see Committee for the Defense of the Dissertation).

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\(^9\) SDE_IES.doc
\(^6\) SDE_FSV.doc
\(^7\) SDE_Advisor.doc
Committee for the State Doctoral Examination

There must be at least three members of the Committee present during the exam. The chairman of the committee is usually the chairman of the Doctoral Council, prof. Evžen Kočenda. The student’s advisor should be also a member of the committee. One member of the Committee must be external - not employed at the Faculty of Social Sciences and is not affiliated with the Faculty of Social Sciences, either in terms of teaching, or in terms of research activities. Student is usually asked to find this external member with help of his advisor.

The State Doctoral Exam is classified passed/failed and can only be retaken once. The SDE may be retaken no sooner than 6 months from the date of the failed exam.

The terms available for taking the State doctoral exam are published on the IES web pages. All the forms can be downloaded from this webpage as well.

3.8 DISSERTATION DEFENSE

Dissertation thesis is a methodologically and thematically consistent text, with an introduction explaining contributions to the field of economics. According to Act 111/1998 Coll. on University Education, the dissertation has to contain original research results, which have been published or accepted for publication.

Dissertation theses are written in English. In very exceptional cases, the Chairman of Doctoral Council and Advisor of the student can jointly approve the Dissertation Thesis being written in another language. The request for this exception must be submitted before the date of the State Doctoral Exam to the Chairman of Doctoral Council. Dissertation thesis must have minimum 100 and maximum 250 standardized pages (without abstract and appendix).

The papers in the dissertation may be coauthored with anybody. But in case two students jointly write one paper, only one of them may include this paper as a part of the dissertation and use it as qualification criterion for the defense of the dissertation.

The advisor is free to require more than the minimal requirements expressed in the Handbook. For example, the advisor may require his or her student to have some chapters in the dissertation written independently without any co-authors, the advisor may veto the inclusion of some published papers into the dissertation, etc.

Defense of the dissertation follows successful State Doctoral Examination (above) and Pre-defense of the dissertation (below).

The defense of the dissertation is classified passed/failed and may be retaken only once, no sooner than 6 months from the date of the failed defense.

Pre-defense and defense of the dissertation are always held in English (even if the dissertation is written in Czech or Slovak). Students should schedule their pre-defenses and defenses for the teaching part of the semester (i.e. October-December, February-May), so that all faculty members, opponents and doctoral students can attend defenses without any problems.

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33See Dean’s provision no. 18/2017 at https://fsv.cuni.cz/opatreni-dekana-c-182017
Committee for the Defense of the Dissertation

A student together with his advisor should propose referees for his thesis in advance. Referees and Committee members for the defense of the dissertation must be approved by the Doctoral Council, which meets twice a year (summer, winter).

Usually, three referees plus two more as reserve referees are chosen. (Reserve referees are addressed in case initial referees cannot write a report.) All the referees must have at least a PhD. At least one of the referees must be external (cannot be affiliated with the Faculty of Social Sciences) and must be affiliated with an Institution abroad (he can be either Czech or foreigner; Slovakia is also perceived as “abroad”). Neither the advisor nor any of the coauthors of any part of the submitted dissertation can be referees. The advisor is not a member of the Committee. However, he is usually present at the pre-defense and defense to provide the Committee with expert information. The advisor does not vote on the result of the pre-defense and defense.

The chairman of the committee is usually the Chairman of Doctoral Council at the Institute of Economics Studies Faculty of Social Sciences. Usually, all the referees are members of the committee. At least three members of the committee must be present during the dissertation defense. To ensure this, we can add to the committee one or two more members from the IES academic base. Student together with his or her advisor contact potential referees and ask them whether they are willing to write a report on the student’s dissertation.

3.8.1 Pre-defense of the Dissertation

The preliminary stage of defense of the dissertation is called pre-defense. Pre-Defense is a public defense of the provisional version of the dissertation. It is an internal matter of the IES, hence its organization is only the responsibility of the CDS (there are no formal regulations from the Faculty concerning pre-defense).

At the time of the pre-defense of the dissertation, it is not required that the dissertation is complete. However, the student is expected to have one paper complete, one almost complete and one or more in progress. For the “in progress” paper, the general idea of the paper should be clear, some work on the paper should have already been done, but a lot of proofs may be missing or half-done, the propositions may be in the state of working hypotheses, the empirical parts still waiting to be done, etc.

Entry to the pre-defense is conditioned on the acceptance of two original research papers (articles) for publication in journals with impact factor listed in SSCI, SCI or Scopus databases. Only articles in Economics, Finance and closely related fields will be accepted. If the field is unclear the final decision will be made by the student’s advisor and the Chairman of Doctoral Council at the Institute of Economic Studies Faculty of Social Sciences, together. (Paper coauthored by two students may be used by one of them only to satisfy this publication requirement). An exception to this two-paper rule is when the student documents that one paper has been accepted in any of the A-rated journals in the field of “Economics” and “Business, Finance”. In such a case, the other paper is not required.

Two papers accepted for publication in a journal with impact factor listed in SSCI, SCI or a journal in Scopus or one in A-rated journals is a necessary condition for application for the pre-defense, but not a sufficient condition. The agreement of advisor is crucial. Even for a student who has two or more papers published, the advisor may consider his dissertation work insufficient for the pre-defense and require the student to do more work.

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24 The application form is available on the IES web site.
The papers accepted for publication in journals with impact factor listed in SSCI, SCI or Scopus databases need not be part of the dissertation thesis itself, however according to Act 111/1998 Coll. on University Education, dissertation has to contain original research findings which are published or accepted for publication.

The dissertation, even at the provisional stage, is reviewed by the referees (see Committee for Defense of the Dissertation above). The reviewing process starts when the application is submitted and approved by the advisor.

Road map for the pre-defense of the dissertation

3-4 months before pre-defense

If possible, announce Dominika Špolcová (phd@fsv.cuni.cz) that you plan your defense in advance. Set a preliminary term of your dissertation defense.

10 weeks before pre-defense

Requirements for pre-defense fulfilled.

Submit IES application form to the IES office in hard copy and also electronically to phd@fsv.cuni.cz (for attention of Dominika Špolcová). There is no FSV application for pre-defense.

Write to phd@fsv.cuni.cz the names and e-mails of your referees (including reserve referees).

Place your dissertation on your IES web page.

Wait until possible terms are announced to you (within a few days).

Set the final term with your advisor and referees.

Announce this final term to the defense-coordinator of CDS.

5 days before pre-defense

Referee reports will be sent to you.

Day of pre-defense

Bring one printed copy of your dissertation (paperback (kroužková vazba) is sufficient).

Pre-defense proceeds as follows. Firstly, student gives a presentation of the dissertation thesis, then referee reports are presented and finally, there is a discussion over the dissertation between the student, committee and the audience. Student’s presentation should last approximately 30 minutes. Student should give an overview of a dissertation as a whole and then focus on a particular part of the dissertation (one paper in case the dissertation is a collection of papers).
3.8.2 Defense of the Dissertation

The dissertation for final defense must be submitted in two bound copies and must contain an English abstract. The doctoral student submits application for the defense along with the dissertation. The student also submits the summary of the dissertation. The summary of 15-20 normal pages contains the main findings, and the relevant literature. The student is also expected to prepare a report on how the referees’ comments from the pre-defense were incorporated into the final version of the dissertation (pre-defense report). This report should also be included into the theses as an appendix.

Dissertation must be submitted no later than eight months prior to the end of the maximum length of the studies, i.e. by the end of January for the students whose studies terminate by the end of September. The reason is that a student can repeat the failed defense once, but only after six months, and the process must end by the end of the 8th or 9th year.

Road map for the defense of the dissertation

2 months + 2 weeks before defense

Requirements for defense fulfilled.

- Submit IES application form\(^ {13}\) to the IES office in hard copy and also electronically together with your pre-defense report to phd@fsv.cuni.cz (for attention of Dominika Špolcová).

Place the final version of your dissertation on your IES web page and in SIS

Wait until possible terms are announced to you (within a few days).

Set the final term with your advisor and referees.

Announce this final term to the defense-coordinator of CDS

Submit electronically filled bibliographic evidence\(^ {14}\) and the summary of the dissertation.\(^ {15}\)

2 months before defense

Submit FSV application form:\(^ {16}\)

- Submit it to the FSV study department, Ms. M. Stanovská.
  (Before submitting all forms to FSV, let it check by the CDS)

- Including:
  2 copies (paperback is sufficient) of your dissertation
  Recommendation of your advisor
  2 hard-copies of the summary of the dissertation
  Signed transcript of records retrieved from SIS
  List of publications signed by your advisor or Evžen Kočenda
  Dissertation summary
  Bibliographic evidence

Submit your dissertation electronically through SIS

10 days before defense

\(^{16}\) Defense_IES.doc
\(^{17}\) Defense_BE_IES.doc
\(^{18}\) Defense_Summary.doc. Dominika Špolcová will provide M. Stanovská with all the copies requested.
\(^{19}\)Defense_FSV.doc.
Day of the defense

Bring your presentation with you. There is no need to print anything at this point.

Defense proceeds as follows. Firstly, a student gives a presentation of the dissertation, then referee reports are presented and finally, there is a discussion over the dissertation among the student, committee and the audience. At the end of the defense, voting on rejection or acceptance of the dissertation takes place. Student’s presentation should last approximately 30 minutes. Student should briefly give an overview of a dissertation as a whole and then focus on a particular part of the dissertation (one paper in case the dissertation is the collection of papers). For attractiveness for committee and students, the student should focus on a different part of the dissertation than during the pre-defense.

Overview of forms for State Doctoral Exam and Dissertation Pre-Defense and Defense

<table>
<thead>
<tr>
<th>File name</th>
<th>Contains</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDE_IES.doc</td>
<td>State doctoral exam application (IES)</td>
</tr>
<tr>
<td>SDE_FSV.doc</td>
<td>State doctoral exam application (FSV)</td>
</tr>
<tr>
<td>SDE_Advisor.doc</td>
<td>Advisor’s Recommendation for SDE (FSV)</td>
</tr>
<tr>
<td>Predefense_IES.doc</td>
<td>Pre-defense application form (IES)</td>
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<tr>
<td>Defense_List_of_publications.doc</td>
<td>List of publications (for defense)</td>
</tr>
<tr>
<td>Defense_Advisor.doc</td>
<td>Advisor’s Recommendation for defense (FSV)</td>
</tr>
</tbody>
</table>

All the forms are downloadable at the IES webpage.20

Violations of academic integrity
Students are responsible for adhering to the spirit and principles of academic integrity. Violation of academic integrity in research includes (but are not limited to) plagiarism and fabrication. Plagiarism involves using the ideas, data, or language of other author(s) without specific or proper acknowledgment. Example: copying another person’s paper, article, or computer work and submitting

it as one’s own work; lifting someone else’s ideas without attribution; failing to use quotation marks where appropriate, etc.

Fabrication is submitting contrived or altered information. Example: making up data for an experiment; falsification of data; citing non-existent articles; contriving sources, etc.

3.9 CONCLUSION OF STUDIES

Proper conclusion of studies

Studies are properly concluded by completion of studies in the study program concerned. The day of conclusion of studies is the date of the defense of the dissertation.

Upon proper conclusion of studies, a candidate receives an academic degree and a university diploma which is given to him at the ceremonial conferment of the diploma. It states the study program and, where necessary, the study subject concerned. If a graduate does not attend the graduation ceremony, the university will issue her diploma in a way determined by the Rector. On request, a graduate may obtain an appendix to the diploma, which is usually a confirmation of the exams passed and their classification.

Graduates are awarded the academic degree “Doctor” (abbreviated to “Ph.D.” used after the name).

Other Forms of Termination of Studies

Studies are also terminated

▪ by dropping the studies; the day of termination of studies is the day on which the faculty at which the student is enrolled receives his or her written announcement of dropping the studies - please, use the form Request from the FSV webpage and use there the line "I am terminating my studies of my own free will". Otherwise your studies cannot be properly terminated.

▪ by failure to fulfil the requirements arising from a study program in accordance with Study and Examination Code of Charles University, regulations issued by the Faculty of Social Sciences, Dean’s Orders and conclusions reached by the Doctoral Council; the day of termination of studies is the day when the decision on the termination of studies made by the dean comes into force

▪ by the withdrawal of the accreditation of a study program; the day of termination of studies is the day of expiry of the accreditation stipulated in the decision of the Ministry

▪ by lapsing of the accreditation of the study program; the day of termination of studies is the day on which the university announced the dropping of the study program

▪ by exclusion from studies under disciplinary regulations; the day of termination of studies is the day on which a decision on exclusion from studies comes into force.

3.10 INTERRUPTION OF STUDIES

Studies in the doctoral program may be interrupted more than once.

The dean may interrupt the studies of a student, either on the student’s own request, or on his own initiative in cases where it is necessary to avert a danger to the interests of the student, provided that its origin is unconnected with fulfilment of study obligations. If a student requests interruption of

studies and if no disciplinary proceedings have been initiated against the student, the dean will agree to the request; studies may be interrupted for a minimum period of one semester. It is advisable to interrupt at the beginning of a semester.

A hard copy of the request, signed by the student, shall be delivered directly to the Study Department of the FSV (Hollar). Student should also inform his or her advisor and the Director of the Doctoral Council (Prof. Evžen Kočenda) through the CDS (phd@fsv.cuni.cz), where he sends an electronic copy of the request.

On the day of interruption of studies, a student ceases to have the status of student under the Higher Education Act and may not start nor continue the fulfilment of study obligations. If a change is made in the framework study plan during interruption of studies within which the student was studying, the Doctoral Council, on the proposal of the advisor and in line with the relevant study program, will stipulate which study obligations the student must fulfil and dates by which they must be fulfilled; in this case, it may also stipulate that the student must take bridging exams within a given time period.

Once the period for which studies were interrupted has expired, the person whose studies were interrupted has a right to enrol in studies again; if the reasons for the interruption of studies no longer apply, the dean may terminate the interruptions of studies on a written request of the person whose studies were interrupted even before the expiry of the set time of interruption of studies. When resuming study again, a student must enrol in studies again.

Besides enrolment at the Study Department of the FSV, the student should notify the CDS and submit „Annual Evaluation“ of the yet unevaluated period (including the study interruptions) and „Annual update (See Section 3.2. Administrative duties) for the next academic year."

The maximum length of time for which studies may be interrupted is five years.

**Examples:**

A full-time student enrolled in academic year 2011/2012. The maximum period of study in a doctoral program is nine years, hence he must finish his studies to the end of academic year 2019/2020. The student interrupts his studies for academic year 2013/2014. At the beginning of academic year 2014/2015, he enrolls in studies again. Because he received scholarship for 2 years, he is eligible to receive it for another 2 years. However, the latest date for his finishing of studies did not change. He must finish his studies till the end of academic year 2019/2020. On the contrary, the three-year limit for enrolment for the SDE and the four-year limit for passing the SDE prolongs by one year – i.e. the student in our example must enrol for the SDE till the end of the academic year 2014/2015 and pass it till the end of academic year 2015/2016.

**4. DOCTORAL COUNCIL**

Doctoral Council monitors and assesses doctoral studies; it co-ordinates the planning of content and evaluates the implementation of the doctoral program.

Doctoral Council

- proposes to the Dean the definition of the contents of admissions examinations and the composition of the Admission Board;

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22https://fsv.cuni.cz/sites/default/files/uploads/files/zadost_fsv_up_0.doc
23Circumstances might have changed causing the ISP update submitted prior to the interruption not to be valid anymore.
• approves the Individual Study Plans of students and topics of dissertations and makes proposals to the Dean for the appointment or removal of an advisor;
• assesses the studies of individual students, particularly by approving the Annual Evaluations and Annual Updates to the Individual Study Plans where necessary;
• submits proposals for the appointment of referees for dissertations and for the appointment of the chairman and members of committees for the State Doctoral Examination and the Defense of Dissertations to the Dean.

Doctoral council meets usually twice a year, in winter and summer. List of members of the Doctoral Council can be found on the IES webpage.24

5. ADVISOR

When choosing the advisor, the student first talks to the person who he would like to have as an advisor. After he receives the agreement from the potential advisor, the student informs the chairman of the Doctoral Council about his choice. In case the Doctoral Council agrees with this choice, it suggests the nomination to the Dean who appoints the advisor.

Student may ask for the change of the advisor during the studies. Student does not need to get an approval from the “old” advisor to approach the potential “new” advisor. The advisors are appointed and removed by the Dean acting on the suggestion of the Doctoral Council.

Advisor
• guides the student in preparations of the Individual Study Plan;
• advises and provides methodological guidance to the dissertation;
• continuously monitors the student’s progress and consults his or her teaching and research;
• proposes an Annual Evaluation of the student for the past academic year to the Doctoral Council;
• gives the approval for the applications for state doctoral exam, pre-defense and defense;
• serves as a member of the state doctoral exam committee for his student and in cooperation with his or her student suggests the other members of these committees for approval to CDC
• serves for consultations to the committee at the pre-defense and defense
• has to approve student’s submission to the IES Working Paper Series and suggest potential referees to the editor.

The advisor is the most important person in the academic life of a student. Student has to make sure that the advisor is familiar with his grant proposals, papers prepared for submission and with any other research activities. All papers prepared for submission should be read by the advisor (or some other faculty member) to make sure that they are of appropriate quality for the journal to which they are submitted. In particular, the advisor is the right person to check that the WP based on Master’s thesis is really a research paper, not just a piece of Master’s thesis which does not have standard attributes of a research paper. The advisor is the right person to help with building a submission tree (the sequence of journals to which author submits the paper in case it is rejected by the first journal in the submission tree) for his student’s publications.

The approvals of the advisor for state doctoral exam, pre-defense and defense are not just a formality based on checking the satisfaction of requirements stated for exams and defenses by this Handbook.

The requirements stated in Handbook are the minimal ones – they are just necessary conditions. The advisors are expected to impose additional requirements, especially with respect to quality and originality of published research papers and dissertation chapters. The advisors closely monitor the research of their students to make sure that their students do not use the strategies of getting extremely low-level-quality publications just to get around the necessary publication requirements stated by this Handbook, that their students do not free-ride on their coauthors, and that their students do not submit for their pre-defense the work which is likely to be rejected by the referees.

6. **FINANCIAL SUPPORT**

Full-time doctoral students are awarded scholarships for twelve months per year. These scholarships are tax-free. Given the dean’s provision 20/2018, scholarships are:

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<td>10,500</td>
</tr>
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<td>4th</td>
<td>10,500</td>
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</table>

After passing the State Doctoral Examination, the scholarship is automatically augmented by 2,000 CZK.

Like wages, scholarships are paid monthly for the preceding month.
When studying more Ph.D. programs, the student is eligible to only one scholarship payment per month, specifically for the program with earlier enrolment. If a student unsuccessfully terminated another Ph.D. program, the time previously studied counts into the standard length of study and he will be paid scholarship until the joint length of study (of this and previous study programs) reaches the standard length of study of our Ph.D. program.

In the case the student is not making a sufficient progress in his studies, the Doctoral Council or the Advisor can recommend the Dean to reduce the scholarship by up to 50%.

Above outlined scholarships are valid for students enrolled in the program with the standard period of studies of four years.

In addition to scholarships, students’ performances are evaluated at the end of each calendar year and extra bonuses are redistributed to the best. We evaluate publications, conference participation, teaching and grant activities, participation at defenses, and delivery of forms in time and personal information on the website.

Students can also get financial support through their own grants, like GAUK, or participating in other grants.

7. **CENTER FOR DOCTORAL STUDIES**

Center for Doctoral Studies (CDS) is a coordinating body in charge of
- keeping records of doctoral studies (above all, gathering and evaluating Individual Study Plans, maintaining up-to-date record of doctoral candidates and monitoring grant-seeking activities);
- coordination of State doctoral examinations and defenses;
- coordination of Doctoral Seminars;
• assigning tasks to students employed as CDS members;
• organization of annual doctoral conference;
• web-site promotion of doctoral studies at the IES;
• coordination and linking teaching and research activities of doctoral candidates;
• providing service to the Doctoral Council;
• seeking additional funding for doctoral students.

The Chairman of Doctoral Council is also the Director of the Center for Doctoral Studies. He or she is nominated by the IES Elected Chairman upon consultation with Department Directors and the Doctoral Council. The Director is accountable to the IES Elected Chairman.

If you need some information which is not available in the Handbook, contact someone from the Center for Doctoral Studies listed below.

## CDS staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Responsible for</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teraza Palanská</td>
<td>Technical support, Publication, conferences and grants evidence, Information on financing</td>
<td><a href="mailto:tereza.palanska@fsv.cuni.cz">tereza.palanska@fsv.cuni.cz</a></td>
</tr>
<tr>
<td>Matěj Nevrla</td>
<td>Allocation of teaching duties</td>
<td><a href="mailto:matej.nevrla@fsv.cuni.cz">matej.nevrla@fsv.cuni.cz</a></td>
</tr>
<tr>
<td>Jan Žáček</td>
<td>Entrance examination, State doctoral examination, Information for applicants</td>
<td><a href="mailto:jan.zacek@fsv.cuni.cz">jan.zacek@fsv.cuni.cz</a></td>
</tr>
<tr>
<td>Matěj Opatrný</td>
<td>Annual Reports, Individual Study Plans, PhD students’ web pages</td>
<td><a href="mailto:matej.opatrny@fsv.cuni.cz">matej.opatrny@fsv.cuni.cz</a></td>
</tr>
<tr>
<td>Vědunka Kopečná</td>
<td>General information, Handbook, Special inquiries, Information for foreign students</td>
<td><a href="mailto:vedunka.kopecna@fsv.cuni.cz">vedunka.kopecna@fsv.cuni.cz</a></td>
</tr>
<tr>
<td>Dominika Špolcová</td>
<td>Dissertation pre-defense and defense</td>
<td><a href="mailto:dominika.reckova@fsv.cuni.cz">dominika.reckova@fsv.cuni.cz</a></td>
</tr>
</tbody>
</table>

## 8. FAQ

### Where to find RIV forms on the Internet?

All the research outputs elaborated within a given grant should be recorded in the RIV database at [https://verso.is.cuni.cz/](https://verso.is.cuni.cz/). The data automatically appear in the database of publications of the Faculty of Social Sciences ([http://publication.fsv.cuni.cz/](http://publication.fsv.cuni.cz/)).

### How can I find some information on coming conferences, funding opportunities and competitions?

Follow the IES webpage [http://ies.fsv.cuni.cz/en/node/229](http://ies.fsv.cuni.cz/en/node/229). You can find information of up-to-date grant opportunities and links to various funding agencies there. The website also provides an overview of possible competitions. Also follow the webpage with topics of your field of interest. The [Inomics](https://inomics.com) webpage is also very helpful.

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25 [https://inomics.com](https://inomics.com)
APPENDIX I.

Relevant laws and regulations (in Czech only):

Pravidla pro organizaci studia na FSV UK:

Opatření děkana 22/2010 upravující organizaci postgraduálních studií na FSV UK
https://fsv.cuni.cz/opatreni-dekana-c-222010

Studijní a zkušební řád UK
http://www.cuni.cz/UK-5256.html

Stipendijní řád UK

Zákon o vysokých školách

APPENDIX II.

RESEARCH AND PUBLICATION: USEFUL ADVICE AND INFORMATION

An impacted journal is a journal for which bibliographic databases record and count citations to its articles. Citations are traditionally counted in SSCI (Social Science Citation Index) or SCI (Science Citation Index), part of the Web of Knowledge. The list of impacted journals in various fields (“Economics” and “Business, Finance” are the most relevant ones) is located at the JCR Citation Reports at the Web of Knowledge. You can find a list of A-rated journals in groups “Economics” and “Business, Finance” in the Appendix III. A more comprehensive list of peer-reviewed journals is listed in Scopus, or even more expansive list of journals in Economics compiled by the American Economic Association can be found in EconLit database.

Generally, the higher an impact factor is the more recognized the journal is. There are ten journals which traditionally belong among the so-called blue ribbon journals: "American Economic Review (AER), Quarterly Journal of Economics (QJE), Journal of Political Economy (JPE), Review of Economic Studies (RES), Econometrica (EMT), Journal of Economic Theory (JET), Review of Economics and Statistics (RSTA), International Economics Review (IER), Journal of Monetary Economics (JME) and Economic Journal (EJ).” Penetrating into these journals would be a marked success. If you are more interested in methods of evaluating journal quality, read IES WP 01-2006 (Czech only).

Recently IES started using also the Article Influence factor as it reflects the real impact of an article more accurately than the impact factor. It determines the average influence of a journal’s articles over the first five years after publication.

IES Working Paper & IES Occasional Paper

A working paper is a basic product of any research institution. Working papers serve as a fast way to disseminate research ideas before they get published in journals. Thus, publishing a working paper is typically only a preliminary step before publishing it in a journal.

26You can access the Web of Knowledge through http://bi.cuni.cz. Econlit can be accessed in CERGE library.
IES is publishing two working paper series, WP IES and OP IES. *IES Working Papers* cover basic research of our senior researchers as well as students. *IES Occasional Papers* include less technical studies oriented at wider audience and do not count as a publication requirement for the SDE, Pre-Defense and Defense.

There are several editors depending on the topic of research paper:

- Econometrics: Jozef Baruník (Evžen Kočenda*)
- Economic Policy: Ondřej Schneider (Roman Horváth*)
- Finance: Jozef Baruník (Evžen Kočenda*)
- Microeconomics: Karel Janda (Michal Bauer*)
- Macroeconomics: Roman Horváth (Jaromír Baxa*)

Students are expected to send respective editors all finished (or semi finished) papers. Editors organize a double blind-referee process for each paper (identity of the referee is unknown to the author and identity of the author is unknown to the referee). Therefore, whenever sending papers, students should make sure that it does not include their name or any indication of thier identity (references to previous work etc.). Student’s submission of the IES WP has to be approved by his supervisor who should write a short report on the paper and send it to the editor. The supervisor is also expected to propose two potential referees for the paper.

Note that all conditions regarding your publications apply just for IES WP as is stated, not for IES OP.

**How to publish in IES WP series**

1. Send your WP to the editor of the IES WP with respect to the topic of your paper and include your supervisor into the copy of the email.
   - your WP must be approved by supervisor who suggests one or two referees (it speeds up the process)
2. The editor sends you referee report
   - if accepted you should incorporate the referee’s remarks and send back to the editor
3. The editor will inform you when your WP is accepted and should forward you to the person responsible for publishing the paper (currently Jan Hájek: hajek.ja@gmail.com):
   - a PDF of the body of the paper starting with 1. Introduction
   - author, affiliation, email, title, abstract, JEL classification, key words and acknowledgments in DOC or TXT
4. you will be informed about the final publication
   - your WP will appear at [http://ies.fsv.cuni.cz/cs/node/57](http://ies.fsv.cuni.cz/cs/node/57) and in the RePEc database.
   - check if everything is all right

**Presenting research**

Only by repeated presentations to targeted audiences, you can receive useful feedback and suggestions. Do actively present at doctoral seminars. Attend conferences. Disseminate your papers and talk to people who might be interested in your work. Be grateful to anyone who is critical (even strongly critical) to the paper; in most cases, the comments are helpful or at least indicative of controversy.

**WYSIWYG versus TeX**

WYSIWYG editors such as Microsoft Word are widespread among normal population but not very popular in the scientific community. Especially for technical papers, it is standard to use free publishing tools like TeX or Latex.

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27 The asterisk (*) marks alternative editor used in case the main editor coauthors the paper or is the supervisor of the author.
28 Current list of editors can be found at [http://ies.fsv.cuni.cz/cs/node/60](http://ies.fsv.cuni.cz/cs/node/60)
system TeX. Papers in TeX are not only easy to be prepared, but also beautiful. These days LaTeX is the predominant version of TeX. We recommend *The Not So Short Introduction to LaTeX*. Free installation is available at, e.g., MikTeX. Comfortable editing is possible with editors WinEdit, Scientific Word, LED etc.

**Academic writing**

It is strongly recommended to read some of plentiful books on *Academic Writing* (available at CERGE-EI Library). A popular one is *Young Person’s Guide to Writing Economic Theory*, although relevant rather for micro economists. A couple of useful hints adds Kwan Choi. Imitate like chimpanzee; follow the best practices of top journals. If you consider submission, always think in advance about journal mission, and a typical article. Journals are theoretical or applied, general or field, with long or brief articles, local or global, formalized or verbal.

A few valuable tips for academic writing:
*How to Get an Article Published in an Economics Journal: Tips from the Experts*

Moreover, there is an opportunity to take various courses of English language through our faculty language cabinet (KJP – Kabinet jazykové přípravy). You can register directly through SIS into following courses:

- JLM001 – Academic English I
- JLM002 - Academic English II
- JLM011 – English for public and social policies I
- JLM012 – English for public and social policies II


Exceptionally, without the claim to access, there is an opportunity to take courses of academic writing at CERGE-EI starting from 2016. Courses start every year in January. Contact CDS at phd@fsv.cuni.cz for more information in a respective academic year.

**A few hints on publishing**

For high-level journals, acceptance of papers takes several months at best; several-year delay due to revisions may not be exceptional. Journals with Letters or Bulletin in the title are generally faster but accept only partial results (typically restricted to a few pages).

It is essential to polish the article before submitting to a journal. It must conform to standards of academic writing and journal-specific instructions to authors and be free from typos and bad English. Complicated notation, cumbersome sentences and unclear propositions imply that the text is likely to be immediately rejected.

One should not get into too bad of a mood after several rejections. Journals are diverse and a paper unacceptable at one corner is welcome at another. If you seek some behind-the-scenes publishing experience, read web page maintained by Andreas Ortmann from CERGE-EI. Please note that an article should not be sent to more than one journal at a time, otherwise it is a serious violation of academic integrity. This does not apply to working paper series.
## A RATED JOURNALS IN “ECONOMICS” AND “BUSINESS, FINANCE” – version 2018

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Note: A rating of the journals is based on the Article influence score from the Web of Science. The methodology employed for the IES ranking can be found at [http://ies.fsv.cuni.cz/cs/node/60](http://ies.fsv.cuni.cz/cs/node/60) at the bottom of the page.
APPENDIX IV.

LIST OF SCOPUS JOURNALS

Economics, Econometrics and Finance, 2015 input

- Academy of Accounting and Financial Studies Journal
- Academy of Banking Studies Journal
- Academy of Entrepreneurship Journal
- Academy of Marketing Studies Journal
- Accounting and Finance
- Accounting Forum
- Accounting Horizons
- Accounting in Europe
- Accounting Perspectives
- Accounting Research Journal
- Accounting Review
- Accounting, Auditing and Accountability Journal
- Acta Oeconomica
- Actual Problems of Economics
- Actual Marx
- ADB Economics Working Paper Series
- Advances in Accounting
- Advances in Applied Microeconomics
- Advances in Appreciative Inquiry
- Advances in Austrian Economics
- Advances in Business Marketing and Purchasing
- Advances in Consumer Research
- Advances in Econometrics
- Advances in Economic Analysis and Policy
- Advances in Environmental Accounting and Management
- Advances in Financial Economics
- Advances in Global Leadership
- Advances in Industrial and Labor Relations
- Advances in International Accounting
- Advances in Macroeconomics
- Advances in Strategic Management
- Advances in Taxation
- Advances in the Economic Analysis of Participatory and Labor-Managed Firms
- Advances in the Economics of Environmental Resources
- Advances in the Study of Entrepreneurship, Innovation, and Economic Growth
- Advances in Theoretical Economics
- African Economic History
- African Finance Journal
- African Journal of Economic and Management Studies
- Afro-Asian Journal of Finance and Accounting
- AgBioForum
- Agrekon
- Agribusiness
- Agricultural and Resource Economics Review
- Agricultural Economics
- Agricultural Economics
- Agricultural History Review
- Agris On-line Papers in Economics and Informatics
- Agroalimentaria
- AIEL Series in Labour Economics
- America Latina en la Historia Economica
- American Economic Journal: Economic Policy
- American Economic Journal: Macroeconomics
- American Economic Journal: Microeconomics
- American Economic Review
- American Journal of Agricultural Economics
- American Journal of Economics and Sociology
- American Law and Economics Review
- Amfiteatrul Economic
- Analele Stiintifice ale Universitatii Al I Cuza din Iasi - Sectiunea Stiintele Economice
- Annali della Fondazione Luigi Einaudi
- Fondazione Luigi Einaudi
- Annals of Economics and Finance
- Annals of Finance
- Annals of Public and Cooperative Economics
- Annual Review of Economics
- Annual Review of Financial Economics
- Annual Review of Resource Economics
- Applied Econometrics and International Development
- Applied Economic Perspectives and Policy
- Applied Economics
- Applied Economics Letters
- Applied Financial Economics
- Applied Financial Economics Letters
- Applied Health Economics and Health Policy
- Applied Mathematical Finance
- Argumenta Oeconomica
- Asia Pacific Journal of Management
- Asian Academy of Management Journal of Accounting and Finance
- Asian Affairs
- Asian Economic Papers
- Asian Economic Policy Review
- Asian Journal of Technology Innovation
- Asian Journal of WTO and International Health Law and Policy
- Asian Review of Accounting
- Asian Social Science
- Asia-Pacific Financial Markets
Handbook for Doctoral Students

Economia Chilena
Economia delle Fonti di Energia e dell'Amiente
Economia e Politica Industriale
Economia Mexicana, Nueva Epoca
Economia Politica
Economic Analysis and Policy
Economic and Labour Market Review
Economic and Labour Relations Review
Economic and Political Weekly
Economic and Social Review
Economic Annals
Economic Annals-XXI
Economic Change and Restructuring
Economic Computation and Economic Cybernetics Studies and Research
Economic Design
Economic Development and Cultural Change
Economic Development Quarterly
Economic Geography
Economic History Review
Economic Inquiry
Economic Journal
Economic Modelling
Economic Notes
Economic Outlook
Economic Policy
Economic Record
Economic Systems
Economic Systems Research
Economic Theory
Economica
Economics
Economics and Philosophy
Economics and Policy of Energy and the Environment
Economics and Politics
Economics and Sociology
Economics Bulletin
Economics Letters
Economics of Education Review
Economics of Governance
Economics of Innovation and New Technology
Economics of Planning
Economics of Transition
Economics of Transportation
Economie et Prevision
Economie et Statistique
Economie Internationale
Economies et Societes
Economists' Voice
Economy and Society
Economy of Region
Education Economics
EEAG Report on the European Economy
eJournal of Tax Research
EKonomia
Ekonomicky Casopis
Ekonomiska Samfundets Tidskrift
Ekonomista
Ekonomski Pregled
Electronic Commerce Research
Electronic International Journal of Time Use Research
Electronic Markets
Emerging Markets Finance and Trade
Emerging Markets Review
Empirical Economics
Energy Economics
Energy Journal
Energy Studies Review
Energy Systems
Engineering Economics
Engineering Economist
Ensayos Sobre Politica Economica
Entrepreneurial Executive
Entrepreneurship and Regional Development
Entrepreneurship: Theory and Practice
Entreprises et Histoire
Environment and Development Economics
Environment, Development and Sustainability
Environmental Economics and Policy Studies
Estudios de Economia
Estudos Economicos
Etudes Rurales
Eurasian Geography and Economics
EuroMed Journal of Business
European Economic Review
European Finance Review
European Financial Management
European Journal of Economics, Finance and Administrative Sciences
European Journal of Finance
European Journal of Health Economics
European Journal of Law and Economics
European Journal of Political Economy
European Journal of the History of Economic Thought
European Research Studies Journal
European Review of Agricultural Economics
European Review of Economic History
Europe-Asia Studies
Experimental Economics
Explorations in Economic History
Extremes
Family Business Review
Feminist Economics
Finance a Uver
Finance and Stochastics
Finance Research Letters
Financial Analysts Journal
Financial Engineering and the Japanese Markets
Financial History Review
Financial Management
Financial Markets and Portfolio Management
Financial Markets, Institutions and Instruments
Financial Review
FinanzArchiv
Fiscal Studies
Food Policy
Foresight
Forest Policy and Economics
Fortune
Forum for Health Economics and Policy
Foundations and Trends in Accounting
Foundations and Trends in Econometrics
Foundations and Trends in Entrepreneurship
Foundations and Trends in Finance
Foundations and Trends in Marketing
Foundations and Trends in Microeconomics
Frontiers of Economics and Globalization
Frontiers of Economics in China
Frontiers of Macroeconomics
Frontiers of Theoretical Economics
Fuels and Lubes International
Fuzzy Economic Review
Gadjah Mada International Journal of Business
GAIA
Games and Economic Behavior
GENEVA Papers on Risk and Insurance Theory
Geneva Papers on Risk and Insurance: Issues and Practice
GENEVA Risk and Insurance Review
Geographie Economie Societe
German Economic Review
German Journal of Agricultural Economics
Global Business and Economics Review
Global Economic Review
Global Economy Journal
Global Finance Journal
Global Policy
Globalizations
Graziadio Business Report
Hacienda Publica Espanola
Handbook of Agricultural Economics
Handbook of Computational Economics
Handbook of Defense Economics
Handbook of Development Economics
Handbook of Econometrics
Handbook of Economic Forecasting
Handbook of Economic Growth
Handbook of Environmental Economics
Handbook of Experimental Economics Results
Handbook of Game Theory with Economic Applications
Handbook of Health Economics
Handbook of Income Distribution
Handbook of Industrial Organization
Handbook of International Economics
Handbook of Labour Economics
Handbook of Law and Economics
Handbook of Macroeconomics
Handbook of Monetary Economics
Handbook of Population and Family Economics
Handbook of Public Economics
Handbook of Regional and Urban Economics
Handbook of Social Choice and Welfare
Handbook of Social Economics
Handbook of the Economics of Art and Culture
Handbook of the Economics of Education
Handbook of the Economics of Finance
Handbook of the Economics of Giving, Altruism and Reciprocity
Handbook of the Economics of Innovation
Handbooks in Operations Research and Management Science
Harvard Business Review
Historical Materialism
History of Economic Ideas
History of Political Economy
Hitotsubashi Journal of Economics
Humanomics
IIMB Management Review
Ikonomicheski Izsvedvania
IMF Economic Review
IMF Staff Papers
Indian Economic and Social History Review
Indian Growth and Development Review
Indian Journal of Finance
Indian Journal of Labour Economics
Industrial and Corporate Change
Industrial Engineering and Management Systems
Information Economics and Policy
Innovation Policy and the Economy
Innovations
Institutions and Economies
Insurance: Mathematics and Economics
Inter economics
International Advances in Economic Research
International Business Review
International Commerce Review
International economic journal
International Economic Review
International Economics
International Economics and Economic Policy
International Environmental Agreements: Politics, Law and Economics
International Finance
International Finance Review
International Insolvency Review
International Journal of Accounting
International Journal of Accounting Information Systems
International Journal of Accounting, Auditing and Performance Evaluation
International Journal of Agricultural Sustainability
International Journal of Applied Business and Economic Research
International Journal of Applied Decision Sciences
International Journal of Auditing
| International Journal of Banking, Accounting and Finance |
| International Journal of Business |
| International Journal of Business and Management Science |
| International Journal of Business and Society |
| International Journal of Business Research |
| International Journal of Consumer Studies |
| International Journal of Contemporary Iraqi Studies |
| International Journal of Digital Accounting Research |
| International Journal of Disclosure and Governance |
| International Journal of Economic Perspectives |
| International Journal of Economic Policy in Emerging Economies |
| International Journal of Economic Research |
| International Journal of Economic Theory |
| International Journal of Economics and Business Research |
| International Journal of Economics and Financial Issues |
| International Journal of Economics and Management |
| International Journal of Electronic Commerce |
| International Journal of Energy, Environment and Economics |
| International Journal of Entrepreneurship |
| International Journal of Entrepreneurship and Innovation Management |
| International Journal of Entrepreneurship and Small Business |
| International Journal of Euro-Mediterranean Studies |
| International Journal of Finance and Economics |
| International Journal of Game Theory |
| International Journal of Gender and Entrepreneurship |
| International Journal of Green Economics |
| International Journal of Health Care Finance and Economics |
| International Journal of Housing Markets and Analysis |
| International Journal of Intelligent Unmanned Systems |
| International Journal of Interdisciplinary Organizational Studies |
| International Journal of Managerial Finance |
| International Journal of Market Research |
| International Journal of Monetary Economics and Finance |
| International Journal of Product Development |
| International Journal of Production Economics |
| International Journal of Revenue Management |
| International Journal of Services, Economics and Management |
| International Journal of Social Economics |
| International Journal of Sociology and Social Policy |
| International Journal of Sport Finance |
| International Journal of Sports Marketing and Sponsorship |
| International Journal of Technoentrepreneurship |
| International Journal of Technology and Globalisation |
| International Journal of the Economics of Business |
| International Journal of Theoretical and Applied Finance |
| International Marketing Review |
| International Organizations Law Review |
| International Paperworld IPW |
| International Relations of the Asia-Pacific |
| International Research Journal of Finance and Economics |
| International Review of Applied Economics |
| International Review of Economics |
| International Review of Economics and Finance |
| International Review of Environmental and Resource Economics |
| International Review of Finance |
| International Review of Financial Analysis |
| International Review of Law and Economics |
| International Review of Retail, Distribution and Consumer Research |
| International Review on Public and Nonprofit Marketing |
| International Social Security Review |
| International Symposium in Economic Theory and Econometrics |
| International Tax and Public Finance |
| International Trade Journal |
| Internet Research |
| Investigacion Economica |
| Investigaciones de Historia Economica |
| Investigaciones Economicas |
| Investigaciones Europeas de Direccion y Economia de la Empresa |
| Investigaciones Regionales |
| Investment Analysts Journal |
| Investment Management and Financial Innovations |
| Iranian Economic Review |
| Irish Studies in International Affairs |
| Israel Economic Review |
| Jahrbuch für Wirtschaftsgeschichte |
| Jahrbucher für Nationalokonomie und Statistik |
| Japan and the World Economy |
| Japanese Economic Review |
| JASSA |
| Journal des Economistes et des Etudes Humaines |
| Journal for Studies in Economics and Econometrics |
Malaysian Journal of Consumer and Family Economics
Malaysian Journal of Economic Studies
Managerial Auditing Journal
Manchester Journal of International Economic Law
Manchester School
Marine Policy
Marine Resource Economics
Maritime Economics and Logistics
Marketing Letters
Marketing Science
Mathematical Finance
Mathematics and Financial Economics
McKinsey Quarterly
Mediterranean Journal of Social Sciences
Metroeconomica
Middle East Business and Economic Review
Middle East Economic Survey
MIS Quarterly Executive
Mondes En Developpement
National Institute Economic Review
National Tax Journal
NBER Macroeconomics Annual
NETNOMICS: Economic Research and Electronic Networking
New Economic Windows
New England Economic Review
New Medit
New Zealand Economic Papers
Nonlinear Analysis: Real World Applications
North American Actuarial Journal
North American Journal of Economics and Finance
North American Review of Economics and Finance
North Korean Review
Nova Economia
Nurture
OECD Journal: Economic Studies
OPEC Bulletin
Open Economies Review
Open Pharmacoconomics and Health Economics Journal
Oxford Bulletin of Economics and Statistics
Oxford Economic Papers
Oxford Review of Economic Policy
Pacific Basin Finance Journal
Pacific Rim Property Research Journal
Panoeconomicus
Peace Economics, Peace Science and Public Policy
Pensions
Pertanika Journal of Social Science and Humanities
PharmacoEconomics - German Research Articles
Politica Economica
Politicka Ekonomie
Politics, Philosophy and Economics
Portuguese Economic Journal
Post-Communist Economies
Post-Soviet Affairs
Post-Soviet Geography and Economics
Prague Economic Papers
Privredna Kretanja i Ekonomska Politika
Problemas del Desarrollo
Progress in Industrial Ecology
Przeglad Wschodnioeuropejski
Public Budgeting and Finance
Public Choice
Public Finance Review
Pulp and Paper Canada
Quantitative Economics
Quantitative Finance
Quantitative Marketing and Economics
Quarterly Journal of Austrian Economics
Quarterly Journal of Economics
Quarterly Review of Economics and Finance
RAND Journal of Economics
Real Estate Economics
Real Estate Taxation
Recherches économiques de Louvain
Recta
Reflets et Perspectives de la Vie Economique
Regional and Sectoral Economic Studies
Regional Science and Urban Economics
Regional Science Inquiry
Research in Accounting in Emerging Economies
Research in Accounting Regulation
Research in Economic Anthropology
Research in Economic History
Research in Economics
Research in Experimental Economics
Research in Finance
Research in Healthcare Financial Management
Research in human capital and development
Research in International Business and Finance
Research in Labor Economics
Research in Law and Economics
Research in Middle East Economics
Research in Multi-Level Issues
Research in Political Economy
Research in the History of Economic Thought and Methodology
Research in Transportation Economics
Resources and Energy Economics
Resources Policy
Resources, Conservation and Recycling
REVESCO Revista de Estudios Cooperativos
Review of Accounting and Finance
Review of Agricultural Economics
Review of Austrian Economics
Review of Black Political Economy
Review of Derivatives Research
Review of Development Finance
| Review of Economic Conditions in Italy |
| Review of Economic Design |
| Review of Economic Dynamics |
| Review of Economic Perspectives |
| Review of Economic Studies |
| Review of Economics and Statistics |
| Review of Economics of the Household |
| Review of Environmental Economics and Policy |
| Review of Finance |
| Review of Financial Economics |
| Review of Financial Studies |
| Review of Income and Wealth |
| Review of Industrial Organization |
| Review of International Political Economy |
| Review of Law and Economics |
| Review of Marketing & Agricultural Economics |
| Review of Network Economics |
| Review of Pacific Basin Financial Markets and Policies |
| Review of Political Economy |
| Review of Quantitative Finance and Accounting |
| Review of Radical Political Economics |
| Review of Social Economy |
| Review of World Economics |
| Revista Brasileira de Economia |
| Revista de Analisis Economico |
| Revista de Economia Aplicada |
| Revista de Economia Contemporanea |
| Revista de Economia del Rosario |
| Revista de Economia e Sociologia Rural |
| Revista de Economia Institucional |
| Revista de Economia Mundial |
| Revista de Economia Politica/Brazilian Journal of Political Economy |
| Revista de Estudios Regionales |
| Revista de Historia Economica - Journal of Iberian and Latin American Economic History |
| Revista de Metodos Cuantitativos para la Economia y la Empresa |
| Revista Espanola de Financiacion y Contabilidad |
| Revista Galega de Economia |
| Revue de l'OFCE |
| Revue d'Economie du Developpement |
| Revue d'Economie Industrielle |
| Revue d'Etudes Comparatives Est-Ouest |
| Revue Economique |
| Revue Francaise de Gestion |
| Revue Internationale de Droit Economique |
| Ricerche Economiche |
| Risk and Decision Analysis |
| Risk Management |
| Risk Management and Insurance Review |
| Rivista di Matematica per le Scienze Economiche e Sociali |
| Rivista Internazionale di Scienze Sociali |
| Romanian Journal of Economic Forecasting |
| Russian and East European Finance and Trade |
| Scandinavian Actuarial Journal |
| Scandinavian Journal of Economics |
| Science Technology and Human Values |
| Scientific Papers of the University of Pardubice, Series D: Faculty of Economics and Administration |
| Scienze Regionali |
| Scottish Journal of Political Economy |
| SERIEs |
| SIAM Journal on Financial Mathematics |
| Singapore Economic Review |
| Small Business Economics |
| Social and Economic Studies |
| Social Choice and Welfare |
| Social Geography |
| Social Marketing Quarterly |
| Society and Economy |
| Socio-Economic Planning Sciences |
| Socio-Economic Review |
| South African Journal of Economic and Management Sciences |
| South African Journal of Economics |
| South Asia Economic Journal |
| South Asia Research |
| South East European Journal of Economics and Business |
| Southern Economic Journal |
| Space Policy |
| Spanish Economic Review |
| Spanish Review of Financial Economics |
| Spatial Economic Analysis |
| Statistical Journal of the IAOS |
| Strategic Entrepreneurship Journal |
| Structural Change and Economic Dynamics |
| Structural Equation Modeling |
| Studies in Economics and Finance |
| Studies in Nonlinear Dynamics and Econometrics |
| Studies in Political Economy |
| Studies on Russian Economic Development |
| Surveys in Operations Research and Management Science |
| Swedish Economic Policy Review |
| Tarsadalom as Gazdasag |
| Tax Policy and the Economy |
| Technological and Economic Development of Economy |
| The Forum for Social Economics |
| The Geneva Papers on Risk and Insurance |
| Theoretical Economics |
| Theory and Decision |
| Tijdschrift voor Economische en Sociale Geografie |
| Tijdschrift voor Sociale en Economische Geschiedenis |
| Topics in Economic Analysis and Policy |
| Topics in Macroeconomics |
| Topics in Theoretical Economics |
| Transformations in Business and Economics |
APPENDIX V.

Terminology of this handbook slightly differs from the accepted university terminology. To avoid confusion of older students, the terminology used here was left consistent with previous years. However, note, that the following terms differ:

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<thead>
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<th>IES terminology</th>
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