HANDBOOK
for Doctoral Students

Version 5.10.2020
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1. **SCHEDULE OF THE ACADEMIC YEAR 2020/2021**

The academic year starts on **29. 9. 2020** and finishes on **30. 9. 2021**. Enrolments in study for newly admitted students take place before the start of the academic year, as well as enrolments for existing students. **Students enrol in study only once a year, before the start of the winter semester.** Students register for individual courses every semester, only through the SIS UK programme and only within the period specified in this academic calendar.

**Registration for the course within the deadline stipulated in this academic calendar is a necessary pre-requisite for a possibility to attend the course.**

<table>
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<th><strong>PRE-SEMESTER PERIOD</strong></th>
<th><strong>1. 9. 2020 to 27. 9. 2020</strong></th>
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<tr>
<td>(end of the academic year of 2019/2020 and preparation for the academic year of 2020/2021)</td>
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</table>
| Enrolment of applicants admitted to Bachelor’s and Master’s study (in accordance with the list from Student Services Office) (except for CERGE) | from 15. 6. 2020 to 26. 6. 2020  
1. 9. 2020 to 11. 9. 2020 |
| Enrolment of applicants admitted to Bachelor’s and Master’s study in the study programmes offered in a foreign language (in accordance with the list from International Office) (except for CERGE) | 17. 6. 2020  
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| CERGE - enrolment of applicants admitted to Master’s study | 21. 9. to 25. 9. 2020 |
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| Examination period for summer semester of 2019/2020 (continuation) | 1. 9. to 25. 9. 2020 |
| Enrolment of current students of Bachelor’s and Master’s study in the 2nd and higher years of study, assessment of study obligations | 14. 9. 2020 to 30. 9. 2020 |
| Alternative term of enrolment of current students of Bachelor’s and Master’s study and newly admitted students in Bachelor’s, Master’s and Doctoral study | 22. 10. 2020 |
| Graduation ceremony of graduates from Master’s study (graduates from June of 2020) | 16. 9. 2020 to 18. 9. 2020 |
| Matriculation ceremony | 22. 10. 2020 |

**State examinations** – autumn terms

- **Bachelor’s study**  
  1. 9. 2020 to 30. 9. 2020
- **Master’s study**  
  1. 9. 2020 to 30. 9. 2020
- **Submission of applications for rigorosum examinations**  
  by 10. 7. 2020
- **Submission of rigorosum theses**  
  by 4. 9. 2020
- **Doctoral state examinations**  
  7. 9. 2020 to 18. 9. 2020
<table>
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<th><strong>1. 10. 2020 to 14. 2. 2021</strong></th>
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<td>Beginning of courses in winter semester</td>
<td>29. 9. 2020</td>
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<td>Courses</td>
<td>29. 9. 2020 to 22. 12. 2020</td>
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<tr>
<td>Registering for subjects in winter semester for Bachelor’s study (only via SIS UK programme)</td>
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<tr>
<td>Registering for subjects in winter semester for follow-up Master’s and Doctoral study (only via SIS UK programme)</td>
<td>14. 9. 2020 from 10.00 a.m. to 5. 10. 2020 until 23.59 p.m.</td>
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<tr>
<td>Registering for subjects for students of other faculties</td>
<td>21. 9. 2020 from 10.00 a.m. to 5. 10. 2020 until 23.59 p.m.</td>
</tr>
<tr>
<td>Graduation ceremony of graduates from Bachelor’s study (graduates from June of 2020)</td>
<td>6. to 8. 10. 2020</td>
</tr>
<tr>
<td>Dean’s day off</td>
<td>16. 11. 2020</td>
</tr>
<tr>
<td>Graduation ceremony of graduates from Bachelor’s, Master’s (graduates from September of 2020) and Doctoral study</td>
<td>Bachelor’s 8. 12. 2020</td>
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<tr>
<td></td>
<td>Master’s 10. 12. 2020</td>
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<td>Doctoral 9. 12. 2020</td>
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<td>Christmas holidays</td>
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<td><strong>Submission of Bachelor’s and Diploma theses for the State final examination in January and February terms</strong></td>
<td>5. 1. 2021</td>
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<tr>
<td><strong>Registration for the State final examination (Bachelor’s + Master’s)</strong></td>
<td>from 1. 12. 2020 until 5. 1. 2021</td>
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<td>Deadline for fulfilling all the study obligations and submission of a signed list to the Student Services Office, for students registered for the State final examination in Bachelor’s study, even if the list is submitted by the institute</td>
<td>12. 1. 2021</td>
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<tr>
<td>Deadline for fulfilling all the study obligations and submission of a signed list to the Student Services Office, for students registered for the State final examination in Master’s study, even if the list is submitted by the institute</td>
<td>12. 1. 2021</td>
</tr>
<tr>
<td><strong>State examinations – winter terms</strong></td>
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<td><strong>Rigorosum examinations</strong></td>
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<td>Listing of topics of theses in SIS UK actively offered by teachers to students</td>
<td>through winter semester, no later than 10. 1. 2021</td>
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<td><strong>Submission and filing of projects and propositions of Bachelor’s and Diploma theses</strong> (for students who intend to submit their Diploma or Bachelor’s thesis at the end of winter semester of 2021/2022 at the earliest)</td>
<td>may be stipulated within the fulfilment of the course of the seminar for final theses or by a decree of the director of the institute, no later than 30. 4. 2021</td>
</tr>
<tr>
<td>Evaluation of teaching by students of winter semester of 2020/2021</td>
<td>18. 1. 2021 to 19. 2. 2021</td>
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<td>Week for substituted courses (including substitution for 28. 10. and 16. 11. 2020) and examination pre-terms</td>
<td>4. 1. 2021 to 8. 1. 2021</td>
</tr>
<tr>
<td>Registering for examinations in SIS UK</td>
<td>from 1. 12. 2020</td>
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<tr>
<td><strong>Examination period</strong></td>
<td>11. 1. 2021 to 14. 2. 2021</td>
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## SUMMER SEMESTER OF 2020/2021

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<th>Dates</th>
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<tbody>
<tr>
<td>Beginning of courses in summer semester</td>
<td>15. 2. 2021 to 30. 6. 2021</td>
</tr>
<tr>
<td>Courses</td>
<td>15. 2. 2021 to 14. 5. 2021</td>
</tr>
<tr>
<td>Registering for subjects in summer semester for Bachelor’s study</td>
<td>1. 2. 2021 from 12.00 p.m. to 21. 2. 2021 do 23.59 p.m.</td>
</tr>
<tr>
<td>(only via SIS UK programme)</td>
<td></td>
</tr>
<tr>
<td>Registering for subjects in summer semester for follow-up Master’s</td>
<td>1. 2. 2021 from 10.00 a.m. to 21. 2. 2021 do 23.59 p.m.</td>
</tr>
<tr>
<td>and Doctoral study (only via SIS UK programme)</td>
<td></td>
</tr>
<tr>
<td>Registering for subjects in summer semester for students of other</td>
<td>8. 2. 2021 from 10.00 a.m. to 21. 2. 2021 do 23.59 p.m.</td>
</tr>
<tr>
<td>faculties</td>
<td></td>
</tr>
<tr>
<td>Graduation ceremony of graduates in winter semester</td>
<td>Bachelor’s 25. 3. 2021 Master’s 24. 3. 2021</td>
</tr>
<tr>
<td>Dean’s day off</td>
<td>30. 4. 2021</td>
</tr>
<tr>
<td>Rector’s day off</td>
<td>12. 5. 2021</td>
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<tr>
<td><strong>Curricula</strong></td>
<td></td>
</tr>
<tr>
<td>Opening of Karolinka for the academic year of 2021/22</td>
<td>5. 4. 2021</td>
</tr>
<tr>
<td>Submission of Karolinka for the academic year of 2021/22</td>
<td>13. 6. 2021</td>
</tr>
<tr>
<td><strong>Submission of Bachelor’s and Diploma theses for the State</strong></td>
<td>by 4. 5. 2021</td>
</tr>
<tr>
<td><strong>final examination in June terms</strong></td>
<td></td>
</tr>
<tr>
<td>Registration for the State final examination (Bachelor’s + Master’s)</td>
<td>19. 4. 2021 to 4. 5. 2021</td>
</tr>
<tr>
<td>Deadline for fulfilling all the study obligations and submission of</td>
<td>by 28. 5. 2021</td>
</tr>
<tr>
<td>a signed list to the Student Services Office, for students registered</td>
<td></td>
</tr>
<tr>
<td>for the State final examination in Bachelor’s and Master’s study in</td>
<td></td>
</tr>
<tr>
<td>June terms, even if the list is submitted by the Institute</td>
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<tr>
<td><strong>State examinations – summer terms</strong></td>
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</tr>
<tr>
<td>Bachelor’s study</td>
<td>7. 6. 2021 to 18. 6. 2021</td>
</tr>
<tr>
<td>Master’s study</td>
<td>14. 6. 2021 to 25. 6. 2021</td>
</tr>
<tr>
<td>Doctoral study</td>
<td>17. 5. 2021 to 4. 6. 2021</td>
</tr>
<tr>
<td>Listing of topics of theses in SIS UK actively offered by teachers</td>
<td>through summer semester, no later than 9. 5. 2021</td>
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<td>to students</td>
<td></td>
</tr>
<tr>
<td>Submission and filing of projects and propositions of Bachelor’s</td>
<td>may be stipulated within the fulfillment of the course of the seminar for final theses or by a decree of the director of the institute, no later than 30. 9. 2020</td>
</tr>
<tr>
<td>and Diploma theses (for students who intend to submit their</td>
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<tr>
<td>Diploma or Bachelor’s thesis at the end of summer semester of 2021/22 at the earliest)</td>
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<tr>
<td>Submission of applications for rigorosum examinations</td>
<td>by 8. 1. 2021</td>
</tr>
<tr>
<td>Submission of rigorosum theses</td>
<td>by 5. 2. 2021</td>
</tr>
<tr>
<td>Rigorosum examinations</td>
<td>8. 3. to 19. 3. 2021</td>
</tr>
<tr>
<td>Evaluation of teaching by students of summer semester of 2020/2021</td>
<td>7. 6. 2021 to 9. 7. 2021</td>
</tr>
<tr>
<td>Week for substituted courses (including substitution for 30. 4. and</td>
<td>17. 5. 2021 to 21. 5. 2021</td>
</tr>
<tr>
<td>12. 5. 2021) and examination pre-terms</td>
<td>from 1. 4. 2021</td>
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<tr>
<td>Registering for examinations in SIS UK</td>
<td>24. 5. 2021 to 30. 6. 2021</td>
</tr>
<tr>
<td>Examination period</td>
<td>1. 9. 2021 to 10. 9. 2021</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
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<tr>
<td>Deadline for fulfilling all the study obligations, for students</td>
<td>by 27. 7. 2021</td>
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<tr>
<td>registered for the State final examination in Bachelor’s and Master’s</td>
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<td>study in September</td>
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<td>Submission of Bachelor’s and Diploma theses and applications for</td>
<td>by 27. 7. 2021</td>
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<tr>
<td>the State final examination held in September (in accordance with</td>
<td></td>
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<tr>
<td>SZR UK/Study and Examination Regulations of Charles University,</td>
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<tr>
<td>this is a current term)</td>
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<tr>
<td><strong>State examinations — autumn terms</strong></td>
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<tr>
<td><strong>Bachelor’s study</strong></td>
<td>6. 9. 2021 to 17. 9. 2021</td>
</tr>
<tr>
<td><strong>Master’s study</strong></td>
<td>13. 9. 2021 to 24. 9. 2021</td>
</tr>
<tr>
<td><strong>Submission of applications for rigorosum examinations</strong></td>
<td>by 9. 7. 2021</td>
</tr>
<tr>
<td><strong>Submission of rigorosum theses</strong></td>
<td>by 3. 9. 2021</td>
</tr>
<tr>
<td><strong>Doctoral state examinations</strong></td>
<td>6. 9. 2021 to 17. 9. 2021</td>
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<tr>
<td><strong>ADMISSIONS PROCEDURE</strong></td>
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<td>Submission of conditions for admissions procedure for the academic</td>
<td>1. 3. 2021</td>
</tr>
<tr>
<td>year of 2022/2023</td>
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</tr>
<tr>
<td>Submission of applications for Bachelor’s and Master’s study</td>
<td>by 31. 3. 2021</td>
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<tr>
<td>Submission of applications for Bachelor’s and Master’s study</td>
<td></td>
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<tr>
<td>offered in foreign language</td>
<td>by 30. 4. 2021</td>
</tr>
<tr>
<td>CERGE - submission of applications for Master’s study</td>
<td>by 31. 3. 2021</td>
</tr>
<tr>
<td>Submission of applications for Doctoral study in terms of Doctoral</td>
<td>by 30. 4. 2021</td>
</tr>
<tr>
<td>programmes with the beginning of classes on 1 October 2021</td>
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<tr>
<td>Submission of applications for Doctoral study in terms of Doctoral</td>
<td>by 30. 11. 2021</td>
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<tr>
<td>programmes with the beginning of teaching on 1 March 2022</td>
<td></td>
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<tr>
<td>CERGE - submission of applications for Doctoral study</td>
<td>by 31. 3. 2021</td>
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<tr>
<td><strong>Admissions examinations</strong></td>
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<tr>
<td><strong>Bachelor’s and Master’s study</strong></td>
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<tr>
<td>Bachelor’s and Master’s study programmes offered in foreign</td>
<td>3. 4. 2021 to 31. 8. 2021</td>
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<td>language</td>
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<tr>
<td><strong>Doctoral study</strong></td>
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<tr>
<td>Admissions procedure for Doctoral study in terms of Doctoral</td>
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</tr>
<tr>
<td>programmes with the beginning of teaching on 1 March 2021</td>
<td>until 10. 2. 2021</td>
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<tr>
<td>Admissions procedure for Doctoral study in terms of Doctoral</td>
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<tr>
<td>programmes with the beginning of classes on 1 October 2021</td>
<td>until 31. 8. 2021</td>
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<tr>
<td>Substitute term for admissions examinations for all the programmes</td>
<td>28. 6. 2021 to 9. 7. 2021</td>
</tr>
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<td><strong>SUMMER HOLIDAYS</strong></td>
<td>1. 7. 2021 to 31. 8. 2021</td>
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<tr>
<td>Pre-semester period of the academic year of 2021/2022</td>
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<tr>
<td>(Examination period in summer semester – see above until 11. 9.</td>
<td></td>
</tr>
<tr>
<td>2021)</td>
<td></td>
</tr>
<tr>
<td>(from 1. 9. until 24. 9. 2021 it is possible to hold Bachelor’s</td>
<td></td>
</tr>
<tr>
<td>Master’s and Doctoral State final examination for students, in</td>
<td></td>
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<tr>
<td>accordance with SZR UK, this is a current term)</td>
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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 (also the Director of Graduate Studies (DGS)).

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:

### Teaching
- 8 teaching assistantships (decreased proportionally for early defenses)

### Research
- 1 paper accepted in one of the B-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
- 2 grant activities

### Seminars
- Attendance at 4 doctoral seminars during the whole course of studies

### Defenses
- At least 50% attendance at defenses and pre-defenses, or attendance at 7 defenses and pre-defenses each year (whichever is lower)

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.

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. Some graduate students are also working at the Faculty and the University Senates to protect the interests of our PhD students.
Students are 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 publishes the WP. The student is then responsible for informing CDS about the publication. 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.

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 defined as 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). 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)
- Teaching obligations and methodology seminar
- 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

All stated obligations must truthfully reflect the actual student’s stage of study. Therefore, a student is not authorized to include any changes in the ISP. The changes or revisions of the ISP must be approved by the Doctoral Council, its Chairman, or a student’s supervisor, depending on the nature of the change or revision. For example, a supervisor may approve changes in a publication strategy, but only the Doctoral Council approves the change of a dissertation topic, while its Chairman can approve the change of a dissertation title. When in doubt, a student should always consult the Study Department. A student updates her/his ISP once a year in May, when all approved changes should be accounted for (more details below). If the supervisor, the Doctoral Council, or its Chairman approves the changes after the deadline for submitting the ISP update, a student includes the changes during the next updating period.

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2 Obligations are met if Master courses in given fields are passed with “excellent” or “very good”.
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 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 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 not 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 not required.

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**Important note:**

During the study, a change of the dissertation topic and/or dissertation title is possible, but a student must follow the following steps:

1. Consult a change and get its approval from a supervisor.

2. If a supervisor approves a change, a student must inform the CDS about the change by email at the address phd@fsv.cuni.cz.

3. Simultaneously, a student must submit to the Study department of the Faculty of Social Sciences a formal request for a change to be officially approved. In the request, a student states reasons in detail. A request form can be found in the section of Study rules for PhD students on the IES webpage: [https://fsv.cuni.cz/sites/default/files/uploads/files/FSVINTEN-310-version1-fsvinten_310_version1_request_%20%283%29.doc](https://fsv.cuni.cz/sites/default/files/uploads/files/FSVINTEN-310-version1-fsvinten_310_version1_request_%20%283%29.doc).

4. All requests related to student’s studies must be made through the Post Room at the Faculty in Hollar (Room 5) or must be electronically signed and sent by email to Study Department (Kateřina Vovsová). If sent electronically, student must ask for a confirmation of receiving the request by Study Department. Without the confirmation the electronical request is not valid.

5.
   a. In case of the dissertation title change, Study department informs the Chairman of the Doctoral Council, who processes each request on an individual basis for an approval/dissapoval by the Dean. Study department informs a student about the result.
   b. In case the dissertation topic change, Study department informs the Chairman of the Doctoral Council who arranges that a request is processed on an individual basis during the Doctoral Council’s meeting. Study department informs a student about the result.

Please note that changing the dissertation topic/title does not affect the publication obligation quantified in an individual ISP. This means that if at least one publication of the 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.

3.2.2 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.)
- Participation at a methodology seminar for first year PhD students (methodology seminar takes place immediately prior to or after the beginning of the Winter 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)
- 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% (or 7, whichever is lower) attendance at defenses and pre-defenses of other PhD students

2nd YEAR

- Two teaching assistantships (one per semester)
- Participation at a methodology seminar for first year PhD students if the seminar was not attended within the course of the first year (methodology seminar takes place immediately prior to or after the beginning of the Winter 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% (or 7, whichever is lower) 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
- Voluntary 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
Handbook for Doctoral Students

- 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% (or 7, whichever is lower) attendance at defenses and pre-defenses of other PhD students

4th YEAR

- Winter semester: pre-defense of the dissertation
- Two teaching assistantships
- Voluntary 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% (or 7, whichever is lower) 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% (or 7, whichever is lower) 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% (or 7, whichever is lower) 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 obligations and methodology seminar
  - 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**

- Examination Reports contain the records 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").
3.3 TEACHING

In order to improve teaching skills, each student is obliged to participate at a methodology seminar for first year PhD students.\(^3\) If the seminar is not attended within the course of the first year, it should be attended during the second year. In case a student does not participate in a methodology teaching seminar even during the alternative schedule, this duty transfers to a subsequent academic year. At the same time, after failing to participate in a methodology teaching seminar during each alternative schedule, a stipend will be reduced by 50% for three months.

Each student is obliged to provide at least 8 teaching assistantships during his doctoral studies. The teaching assistantships must cover at least two different courses.\(^4\)

**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 8\(^{th}\) semester, the required TAs are decreased accordingly.

**Example:** The student defends the dissertation in 6\(^{th}\) 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:

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\(^3\)The obligation can be exempted for students who produce verifiable evidence about their previous teaching experience. Exemption will be assessed on individual basis.

\(^4\) This obligation does not apply for students in English program in a distant form.
*This step is crucial.

**Do not forget to inform Matěj Opatrný 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 Opatrný, 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 1</td>
<td>Teaching Assistantship (Full) A</td>
<td>6</td>
</tr>
<tr>
<td>JED52 1</td>
<td>Teaching Assistantship (Half) A</td>
<td>3</td>
</tr>
<tr>
<td>JED53 1</td>
<td>Teaching Assistantship (Third) A</td>
<td>2</td>
</tr>
</tbody>
</table>
### JED61
1 Teaching Assistantship (Full) B 6
### JED62
1 Teaching Assistantship (Half) B 3
### JED63
1 Teaching Assistantship (Third) B 2
### JED71
1 Teaching Assistantship (Full) C 6
### JED72
1 Teaching Assistantship (Half) C 3
### JED73
1 Teaching Assistantship (Third) C 2

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 to have in total 4 active participation during the whole course of studies\(^5\).

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

\(^5\) This obligation does not apply for students in English program in part-time form.
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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 2020/2021, the following Doctoral seminars will be available:

JED109 / JED110 - Institutional Economics and Economic Policy I and II
- organized by Tomáš Cahlík and Paola Bertoli

JED209 / JED210 - Applied Banking and Finance I and II
- organized by Evžen Kočenda, Karel Janda

JED412 / JED413 - Advanced Financial Econometrics I and II
- organized by Jozef Baruník

JED414 / JED415 - Quantitative Methods in Macroeconomics and Finance I and II
- organized by Roman Horváth and Tomáš Havránek

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). 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). Moreover, according to the Rector’s measure nr. 28/20166 (Introduction of personal IDs for exclusive

6 http://www.cuni.cz/UK-7649.html
identification of author’s publication result at the Charles University), every PhD student is obliged to establish following personal identifications:

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 260 597” project. There is a financial motivation connected to this activity as each publication dedicated to " SVV 260 597” 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 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 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 eligible for financing from this fund only if they do not have sufficient resources available from their grant to finance their attendance. 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). There are three calls for application per year (approximately September, February, May).

**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](http://www.inomics.com)). The funding will cover the participation fee and a contribution on travel expenses and board will be provided. The selection will be organized

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7 Identifications 2) and 3) is requested only in case you have publication results in respective databases.
approximately three times a year (September, February, May) 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 seven defenses/pre-defenses or 50% of them per year, whichever is lower. Such attendance will be taken as fully satisfactory during the performed evaluations. Attendance lower than 50% or seven defenses but higher than 25% or four defenses (whichever is lower) is likely to result in reduced evaluation by the Doctoral Council at the end of the semester, considering other student’s activities. Attendance under min (25%;4) 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 min (25%;4) 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.

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 Lenka Nechvatalova, 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. Students enrol for the examination no later than one month prior to the SDE terms window specified in the Academic Calendar of the respective academic year. At the same time, all conditions given by the individual study plan must be fulfilled before signing up for the exam. Individual study plan is always designed in such a way that a student passes the SDE till the end of the 8th semester at the latest. There are three SDE terms within each academic year. Students are informed via email about the possibility to take the SDE by the CDS administrator in advance.

Road map for State doctoral examination (SDE)

- **6 weeks before the SDE terms window**
  - Check that your advisor is available for the term.
  - Submit List of obligations\(^9\) electronically to phd@fsv.cuni.cz (for attention of Lenka Šlegerová).

- **At least 1 month before the SDE terms window**
  - Apply for SDE via SIS (you need to inform Ms. Vovsová in advance). Submit recommendation of your advisor\(^10\) in a hard copy to the FSV Study department, Ms. Vovsová.

- **Day of the 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 Lenka Šlegerová (at lenka.slegerova@fsv.cuni.cz).

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 Economic 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 a guide on 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 a suitable journal. Hence the Doctoral Council advises doctoral students to publish

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\(^10\)SDE_Advisor.doc available at https://ies.fsv.cuni.cz/en/node/223
\(^12\)https://ies.fsv.cuni.cz/en/node/60
their papers into the IES WP at first and does not recommend submitting paper into a 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, a student needs only one article published or accepted for publication in a journal with B ranking or higher** based on the internal methodology of the IES¹, see also the Appendix III for details and specific list of B-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 the 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 one month prior to the SDE terms window specified in the Academic Calendar of the respective academic year.

**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.

**Methodology teaching seminar for PhD students**

Students must participate at a methodology teaching seminar for first year PhD students. If the seminar is not attended within the course of the first year, it should be attended during the second year. In case a student does not participate in a methodology teaching seminar even during the alternative schedule, this duty transfers to a subsequent academic year. At the same time, after failing to participate in a methodology teaching seminar during each alternative schedule, a stipend will be reduced by 50% for three months.

**Special requirements**

Students must have passed exams assigned by the Doctoral Council.
**Defense attendance**
Recommended cumulative attendance over the course of studies is at least seven defenses/pre-defenses or 50% of them per year, whichever is lower.

**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.

**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. The student also must bring copies of all his or her publications provided in the application as evidence of his or her successful research. Then the student introduces the dissertation project to the committee. The members of the committee ask the student questions concerning the theoretical underpinnings of the hypothesis and 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.

**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 also be a member of the committee. One member of the committee must be external - not employed at the Faculty of Social Sciences and not affiliated with the Faculty of Social Sciences, either in terms of teaching or in terms of research activities.

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.

**Distant form of the State Doctoral Examination – COVID crisis**
The COVID Crisis Act allows state examinations to be held in the distant form. In the case of the doctoral studies, this arrangement is related to state doctoral examinations and dissertation defences. Distant examinations are conducted under approved arrangements. In specific cases examinations can also be conducted in the non-distant form under provisions of the extraordinary measure of the Ministry of Health of 15 April 2020, with effect from 20 April 2020.

### 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).12

The papers in the dissertation may be co-authored. 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.

**Committee for the Defense of the Dissertation**

A student together with his advisor should propose referees for his thesis in advance. The student writes to Dominika Spolcova or Lenka Nechvatalova the names, affiliation, contact e-mail, and all academic titles of the proposed referees. 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 co-authors 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.

**Distant form of the Defense of the Dissertation – COVID crisis**

12http://ies.fsv.cuni.cz/default/file/get/id/30160
13See Dean’s provision no. 18/2017 at https://fsv.cuni.cz/opatreni-dekana-c-182017
The COVID Crisis Act allows state examinations to be held in the distant form. In case of the doctoral studies, this arrangement is related to state doctoral examinations and dissertation defences. Distant examinations are conducted under approved arrangements. In specific cases examinations can be also conducted in the non-distant form under provisions of the extraordinary measure of the Ministry of Health of 15 April 2020, with effect from 20 April 2020.

Distant defenses (and pre-defenses) will be public and the link to access them will be announced on IES web pages.

### 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. At the time of the pre-defense of the dissertation, the thesis does not have to contain complete introduction and conclusion. However, the more complete the thesis is the more you gain from the referees` comments.

Entry to the pre-defense is possible based on the following conditions:

1. One paper was published or accepted for publication in a journal with B-ranking or higher in the field of “Economics” or “Business, Finance” with a clear contribution of a student assessed by a student and her/his supervisor. In such case, other paper is not required.
   
   OR

2. Two original research papers (articles) published or accepted for publication in journals with impact factor indexed 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 co-authored 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 B-rated journals in the field of “Economics” and “Business, Finance”. In such a case, the other paper is not required.

Two papers published or accepted for publication in a journal with impact factor listed in SSCI, SCI or Scopus databases need to be part of the dissertation thesis. According to the Rules for Study organization 2017/2018, dissertation has to contain original research findings which are published or accepted for publication.

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13The application form is available on the IES web site.
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. The Committee scrutinizes the dissertation along with its presentation and issues the decision whether a student is allowed to proceed towards the Defense.

**Road map for the pre-defense of the dissertation**

**3-4 months before pre-defense**

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

**10 weeks before pre-defense**

- Submit IES application form\(^{16}\) to the IES office in hard copy and also electronically to phd@fsv.cuni.cz (for attention of responsible CDS member). There is no FSV application for pre-defense.
- Write to phd@fsv.cuni.cz the names, titles, affiliation and e-mails of your referees (including reserve referees).
- Requirements for pre-defense fulfilled.

**5 days before pre-defense**

- Referee reports will be sent to you.

**Day of pre-defense**

- Set the final term with your advisor and referees.
- Announce this final term to the defense-coordinator of CDS.
- Place your dissertation on your IES web page.
- Wait until possible terms are announced to you (within a few days).

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).

\(^{14}\)Predefense_IES.doc
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\(^{17}\) to the IES office in hard copy and also electronically together with your pre-defense report to phd@fsv.cuni.cz (for attention of responsible CDS member).

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\(^{18}\) and the summary of the dissertation to CDS.\(^{15}\)

**2 months (60 days) before defense**

Submit FSV application form:\(^{20}\)

- Submit it to the FSV study department, Ms. K. Vovsová.
  (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 dissertation summary\(^{19}\)
  Signed transcript of records retrieved from SIS
  List of publications signed by your advisor or Evžen Kočenda
  Bibliographic evidence

Submit your dissertation electronically through SIS

**5 to 10 days before defense**

\(^{15}\) Defense_IES.doc

\(^{16}\) Defense_BE_IES.doc

\(^{17}\) Defense_Summary.doc. Dominika Špolcová will provide K. Vovsová with all the copies requested.

\(^{18}\) Defense_FSV.doc.
Referee reports will be sent to you. It is possible to recall the defense of the dissertation (to take the dissertation thesis back) during the week preceding the dissertation defense at the latest.

Day of the defense

Bring your presentation (prepared for max. 30 min) 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>
</tr>
<tr>
<td>Defense_IES.doc</td>
<td>Defense application form (IES)</td>
</tr>
<tr>
<td>Defense_FSV.doc</td>
<td>Defense application form (FSV)</td>
</tr>
<tr>
<td>Defense_Summary.doc</td>
<td>Dissertation summary</td>
</tr>
<tr>
<td>Defense_BE_IES.doc</td>
<td>Bibliographic evidence (IES)</td>
</tr>
<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.\(^{19}\)

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

\(^{19}\)http://ies.fsv.cuni.cz/en/node/223 (Doctoral Programme / Study Rules)
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 webpage20 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

20 https://fsv.cuni.cz/sites/default/files/uploads/files/zadost_fsv_up_0.doc
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\[21\], 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.\[22\]

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 enrols 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 four-year limit for passing the SDE prolongs by one year – i.e. the student in our example must pass the SDE 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;
- 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;

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\[21\]https://fsv.cuni.cz/sites/default/files/uploads/files/zadost_fsv_up_0.doc

\[22\]Circumstances might have changed causing the ISP update submitted prior to the interruption not to be valid anymore.
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.23

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. The request for the change of the advisor should be addressed to the chairman of the Doctoral Council, prof. Evžen Kočenda and the signed document should be sent to CDS via e-mail (phd@fsv.cuni.cz). There is no special request form. Once CDS receives the document, the Doctoral Council has to approve it, and afterward, the student will be informed by CDS or by Study department.

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:

<table>
<thead>
<tr>
<th>Year</th>
<th>Stipend (CZK per month)</th>
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<tr>
<td>1st</td>
<td>10,500</td>
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<tr>
<td>2nd</td>
<td>10,500</td>
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<tr>
<td>3rd</td>
<td>10,500</td>
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<tr>
<td>4th</td>
<td>10,500</td>
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</tbody>
</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%. The scholarship will be reduced by 50% for three months after failing to participate in a methodology teaching seminar during each alternative schedule. 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><strong>Responsible for:</strong></th>
<th><strong>E-mail:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Marek Šedivý</strong></td>
<td><a href="mailto:marek.sedivy@fsv.cuni.cz">marek.sedivy@fsv.cuni.cz</a></td>
</tr>
<tr>
<td>Technical support</td>
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</tr>
<tr>
<td>Publication, conferences and grants evidence</td>
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<tr>
<td>Information on financing</td>
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<tr>
<td><strong>Lenka Šlegerová</strong></td>
<td><a href="mailto:lenka.slegerova@fsv.cuni.cz">lenka.slegerova@fsv.cuni.cz</a></td>
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<tr>
<td>Entrance examination</td>
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<td>State doctoral examination</td>
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<td>Information for applicants</td>
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<td>Methodology seminar</td>
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<tr>
<td><strong>Matěj Opatrný</strong></td>
<td><a href="mailto:matej.opatrn@fsv.cuni.cz">matej.opatrn@fsv.cuni.cz</a></td>
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<td>Allocation of teaching duties</td>
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<tr>
<td><strong>Teraza Palanská</strong></td>
<td>tereza.palanska @fsv.cuni.cz</td>
</tr>
<tr>
<td>Head of the CDS</td>
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<tr>
<td>General information, Handbook</td>
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<td>Special inquiries</td>
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<td>Name</td>
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</tr>
<tr>
<td>Dominika Špolcová</td>
<td>Dissertation pre-defense and defense</td>
</tr>
<tr>
<td>Lenka Nechvátalová</td>
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</tr>
</tbody>
</table>
APPENDIX I.

Relevant laws and regulations (in Czech only):
Most of the relevant links are updated here: https://fsv.cuni.cz/studium/typy-studia/doktorske-studium

Pravidla pro organizaci studia na FSV UK:

Opatření děkanky 31/2019 upravující organizaci postgraduálních studií na FSV UK

Studijní a zkušební řád UK
https://cuni.cz/UK-8916.html

Stipendijní řád UK
https://cuni.cz/UK-8893.html

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.

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 their identity (references to previous work etc.). Student’s submission of the IES WP has to be approved by his supervisor who

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24 You can access the Web of Knowledge through http://bi.cuni.cz. Econlit can be accessed in CERGE library.
25 The asterisk (*) marks alternative editor used in case the main editor co-authors the paper or is the supervisor of the author.
26 Current list of editors can be found at http://ies.fsv.cuni.cz/cs/node/60
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 (teditor.ies@fsv.cuni.cz):
   - 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 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 center (CJP – Centrum 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

Syllabi to courses are available here: http://kjp.fsv.cuni.cz/KJPFSV-38.html

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. 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.
APPENDIX III.

Actual IES List of journals

Ranking 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 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 Review
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
Amfiteatru Economic
Analele Stiintifice ale Universitatii Al I Cuza din Iasi - Sectiunea Stiinte 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
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 Izsledvania
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 Central Banking
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 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 Symposia 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
Journal Globalization, Competitiveness and Governability
Journal of Accounting and Economics
Journal of Accounting Research
Journal of Accounting, Auditing and Finance
Journal of Advanced Research in Law and Economics
Journal of Advanced Transportation
Journal of African Economies
Journal of Agricultural and Resource Economics
Journal of Agricultural Economics
Journal of Alternative Investments
Journal of Applied Econometrics
Journal of Applied Economic Sciences
Journal of Applied Economics
Journal of Asia Business Studies
Journal of Asian Economics
Journal of Asian Pacific Communication
Journal of Australian Political Economy
Journal of Banking and Finance
Journal of Banking Regulation
Journal of Behavioral and Experimental Economics
Journal of Behavioral and Experimental Finance
Journal of Behavioral Finance
Journal of Bioeconomics
Journal of Business
Journal of Business and Economic Statistics
Journal of Business Communication
Journal of Business Ethics
Journal of Business Finance and Accounting
Journal of Business Valuation and Economic Loss Analysis
Journal of Chinese Economic and Business Studies
Journal of Commercial Biotechnology
Journal of Common Market Studies
Journal of Comparative Asian Development
Journal of Comparative Economics
Journal of Competition Law and Economics
Journal of Consumer Affairs
Journal of Consumer Culture
Journal of Consumer Policy
Journal of Consumer Research
Journal of Corporate Finance
Journal of Corporate Real Estate
Journal of Cultural Economics
Journal of Derivatives
Journal of Derivatives and Hedge Funds
Journal of Development of Economics
Journal of Developmental Entrepreneurship
Journal of East Asian Studies
Journal of Econometrics
Journal of Economic Asymmetries
Journal of Economic Behavior and Organization
Journal of Economic Cooperation Among Islamic Countries
Journal of Economic Cooperation and Development
Journal of Economic Dynamics and Control
Journal of Economic Education
Journal of Economic Geography
Journal of Economic Growth
Journal of Economic History
Journal of Economic Inequality
Journal of Economic Integration
Journal of Economic Interaction and Coordination
Journal of Economic Issues
Journal of Economic Literature
Journal of Economic Methodology
Journal of Economic Perspectives
Journal of Economic Policy Reform
Journal of Economic Psychology
Journal of Economic Studies
Journal of Economic Surveys
Journal of Economic Theory
Journal of Economic Theory and Econometrics
Journal of Economics and Business
Journal of Economics and Economic Education Research
Journal of Economics and Finance
Journal of Economics and Management Strategy
Journal of Economics, Finance and Administrative Science
Journal of Economics/ Zeitschrift für Nationalokonomie
Journal of Education Finance
Journal of Electronic Commerce Research
Journal of Emerging Market Finance
Journal of Empirical Finance
Journal of Enterprising Communities
Journal of Entrepreneurship
Journal of Entrepreneurship Education
Journal of Environmental Economics and Management
Journal of European Economic History
Journal of European Real Estate Research
Journal of Evolutionary Economics
Journal of Family and Economic Issues
Journal of Family Business Strategy
Journal of Finance
Journal of Financial and Quantitative Analysis
Journal of Financial Counseling and Planning
Journal of Financial Crime
Journal of Financial Econometrics
Journal of Financial Economics
Journal of Financial Intermediation
Journal of Financial Management of Property and Construction
Journal of Financial Markets
Journal of Financial Research
Journal of Financial Services Marketing
Journal of Financial Services Research
Journal of Financial Stability
Journal of Fixed Income
Journal of Futures Markets
Journal of Home Economics Research
Journal of Housing Economics
Journal of Human Capital
Journal of Human Resources
Journal of Income Distribution
Journal of Industrial Ecology
Journal of Industrial Economics
Journal of Institutional and Theoretical Economics
Journal of Institutional Economics
Journal of Interdisciplinary Economics
Journal of International Accounting, Auditing and Taxation
Journal of International Business Studies
Journal of International Economic Law
Journal of International Economics
Journal of International Financial Management and Accounting
Journal of International Financial Markets, Institutions and Money
Journal of International Management
Journal of International Marketing
Journal of International Money and Finance
Journal of International Trade Law and Policy
Journal of Internet Banking and Commerce
Journal of King Abdulaziz University, Islamic Economics
Journal of Labor Economics
Journal of Law and Economics
Journal of Law, Economics, and Organization
Journal of Macroeconomics
Journal of Management
Journal of Marketing
Journal of Marketing Research
Journal of Mathematical Economics
Journal of Media Economics
Journal of Monetary Economics
Journal of Money, Credit and Banking
Journal of Multinational Financial Management
Journal of Neuroscience, Psychology, and Economics
Journal of Pension Economics and Finance
Journal of Pharmaceutical Health Services Research
Journal of Policy Modeling
Journal of Political Economy
Journal of Population Economics
Journal of Portfolio Management
Journal of Post Keynesian Economics
Journal of Private Enterprise
Journal of Private Equity
Journal of Productivity Analysis
Journal of Property Investment and Finance
Journal of Public Budgeting, Accounting and Financial Management
Journal of Public Economic Theory
Journal of Public Economics
Journal of Public Policy and Marketing
Journal of Real Estate Finance and Economics
Journal of Real Estate Literature
Journal of Real Estate Portfolio Management
Journal of Real Estate Practice and Education
Journal of Real Estate Research
Journal of Regulatory Economics
Journal of Retail and Leisure Property
Journal of Revenue and Pricing Management
Journal of Risk and Insurance
Journal of Risk and Uncertainty
Journal of Social Entrepreneurship
Journal of Social, Political, and Economic Studies
Journal of Socio-Economics
Journal of South Asian Development
Journal of Sports Economics
Journal of Supply Chain Management
Journal of Targeting, Measurement and Analysis for Marketing
Journal of Taxation
Journal of the Academy of Marketing Science
Journal of the American Taxation Association
Journal of the Austrian Society of Agricultural Economics
Journal of the Economic and Social History of the Orient
Journal of the Economics of Ageing
Journal of the European Economic Association
Journal of the History of Economic Thought
Journal of the Japanese and International Economies
Journal of the Knowledge Economy
Journal of the Statistical and Social Inquiry Society of Ireland
Journal of Transport Economics and Policy
Journal of Urban Economics
Journal of Wealth Management
Journal of World Business
Journal of World Trade
Judgment and Decision Making
Juncture
Korean Economic Review
Kyklos
Labour Economics
Land Economics
Latin American Journal of Economics
Law and Development Review
Lecture Notes in Economics and Mathematical Systems
Legal Issues of Economic Integration
Letters in Spatial and Resource Sciences
Local Economy
Long Range Planning
Macroeconomic Dynamics
Macroeconomics and Finance in Emerging Market Economies
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
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
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<th>Work, Employment and Society</th>
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<td>World Bank Research Observer</td>
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<tr>
<td>Universia Business Review</td>
<td>World Review of Entrepreneurship, Management and Sustainable Development</td>
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<tr>
<td>University of Pennsylvania Journal of International Economic Law</td>
<td>World Trade Review</td>
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<td>WSEAS Transactions on Business and Economics</td>
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<td>Value in Health Regional Issues</td>
<td>Young Consumers</td>
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<td>Venture Capital</td>
<td>Zbornik Radova Ekonomskog Fakultet au Rijeci</td>
</tr>
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<td>Vierteljahresschrift fur Sozial und Wirtschaftsgeschichte</td>
<td>Zeitschrift für die gesamte Versicherungswissenschaft</td>
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<tr>
<td>Weltwirtschaft</td>
<td>Zeitschrift für Wirtschaftsgeographie</td>
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<tr>
<td>Wine Economics and Policy</td>
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</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>IES terminology</th>
<th>FSV/UK terminology</th>
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<tbody>
<tr>
<td>advisor</td>
<td>supervisor</td>
</tr>
<tr>
<td>Doctoral Council</td>
<td>Subject-area Board</td>
</tr>
<tr>
<td>Chairman of the Doctoral Council</td>
<td>Chair of the Subject-area Board</td>
</tr>
<tr>
<td>class</td>
<td>subject</td>
</tr>
<tr>
<td>committee</td>
<td>Examination Board</td>
</tr>
<tr>
<td>Committee for the Defense of the Dissertation</td>
<td>Examination Board for the defense of the dissertation</td>
</tr>
<tr>
<td>Chairman of the Committee</td>
<td>Chair of the Board of Examiners</td>
</tr>
<tr>
<td>opponent</td>
<td>reviewer</td>
</tr>
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</table>