

# DOCTORAL STUDIES AT IES

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

# Center for doctoral studies (common e-mail:[phd@fsv.cuni.cz](mailto:phd@fsv.cuni.cz))

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# Handbook for doctoral students ([link](#))

- Schedule of the academic year
- General information
- Course of studies
  - Study milestones
  - Enrolment into PhD studies
  - Administrative duties, **Individual study plan (ISP)**
  - Teaching, Doctoral seminars, Research, Defenses attendance, Other study-related activities
  - State doctoral examination (SDE)
  - Dissertation defense
  - Conclusion of studies
- Financial support
- Advisor
- Doctoral Council
- Requests/Changes
- Center for Doctoral Studies

## Main Administrative Duties

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# Administrative duties

- Individual Study Plan (ISP)
- Annual Assessments of ISP

Forms can be downloaded from [IES web pages](#):

**Please, keep the deadlines of submissions!**

# Individual study plan (ISP)

- All first-year students, **around October 21, 2023** for approval by CDS
- deadline for final approval in SIS is end of October
- A sample Individual study plan at IES web pages: [VZOR\\_ISP.pdf](#) (in Czech) or [SAMPLE\\_ISP.pdf](#) (in English) (+ info in Handbook)
- Closely follow the structure of the sample plan
- Planned exams, seminars, teaching, a schedule for the production of the dissertation, publications, conferences, defense attendance, refereeing BT and MT, and others (i.e., the ISP does not cover only first year of studies)
  - Part-time studium - publications, refereeing BT and MT, plus some formalities
- For the first-year in detail, for next years in outline
- After approval in SIS, no need to print or sign

# Annual assessment of ISP

- All students, till the **end of May** in every academic year
- Deadline for approval by CDS **middle of May**
- Samples will be provided every year
- Information about the passed exams (if any), participation in teaching, doctoral seminars, publications, work on dissertation, conferences, defense attendance, **advisor's evaluation**, and others
- Planned exams, seminars, teaching, work on dissertation, publications, conferences, defense attendance, and others for the next academic year
- After approval in SIS, no need to print or sign
- The Doctoral Council evaluates students at the beginning of October.
  - Inform CDS about update of publication in IES WP or Scopus between May and October (if these are delayed)

# Study obligations

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Full-time students only:

- Teaching
- Doctoral seminars
- Grants
- Defenses attendance - 50% or 7 each year (whatever is less)

All students:

- Publications
- Refereeing bachelor and master theses

# Teaching obligations

- Obligatory only for the **full-time form** of studies
- You are obliged to fulfill 8 full teaching slots in total (but you can teach more if you like).
- You cannot teach the same subject throughout all the 8 semesters.
- 1 typical TAship = to teach 1 hour and 20 minutes per week during the whole semester and do the work related to the course (preparation and correction of midterms/exams, etc.)

# TA matching process

## How it works:

- Matching coordinator (Anna Pavlovová) sends regular updates about slots and the matching instructions.
- Available slots can be seen in a [Google Sheet](#).
- You must let her know immediately after a successful match (i.e. after you make an agreement with the course's lecturer).
- Before the beginning of the semester: register for a „teaching assistantship“ course in SIS (JED511 in most cases) and check that your name is recorded in all the correct slots in the Google Sheet above
- At the end of the semester **ask the teacher to give you credits**, i.e. the passing grade for that teaching assistantship course.

- Obligatory only for the **full-time form** of studies
- Should be attended by the 2nd year
- After failing to participate the scholarship will be reduced by 50% for three months; the obligation remains!

- Obligatory only for the **full-time form** of studies
- Expected to **pass at least one doctoral seminar each semester**
- Register seminars directly **through SIS**
  - In SIS, follow the *Subject and schedule registration - Enrol (my own)* and filter the „**JED**“ in Subject code field. Choose a seminar of your interest.
- **Have your work evaluated in SIS after the end of the semester!**

You can choose one of the following doctoral seminars:

- JED109/110 - Institutional Economics and Economic Policy
  - organized by Paola Bertoli, Matěj Bajgar, Tomáš Cahlík
- JED209/210 - Applied Banking and Finance
  - organized by Karel Janda, Evžen Kočenda
- JED412/413 - Advanced Financial Econometrics
  - organized by Jozef Baruník
- JED414/415 - Quantitative Methods in Macroeconomics and Finance
  - organized by Roman Horváth, Tomáš Havránek

## Grant activities

- Obligatory only for the **full-time form** of studies
- Part of the overall evaluation (2 points for the SDE needed)
  - **Main researcher** of a successful grant – **2 points**
  - **Co-researcher** of a successful grant / unsuccessful grant application – **1 point**
  - **Participation in GAČR of your supervisor – NO POINTS**
  - Have to be the **main researcher in at least one of your grant activities**
- Application for a grant project (**Grant Agency of Charles University – GAUK; START; GDN; CERGE-EI foundation...**)
- It is strongly recommended to apply at least for GAUK and fulfil part of your study obligation
  - Up to **80.000 CZK** scholarship in GAUK p.a.
- More information at a specialized meeting - **October 2, 2023 18:30 (O206)** ; the submission deadline: October 30, 2023

# Publications

- The most important part of student evaluation
- Required for dissertation & State Doctoral Examination
- Possible financial bonuses for quality publications
- **Not having at least 1 WP** after 1 year means grade B and Doctoral council can cut scholarship in half
  - If you later inform CDS and prove publication, the scholarship will be renewed next month
- **Not having at least 1 WP** after 2 years of study leads to grade C by the Doctoral council and termination of your study.
- Include affiliation to IES FSV UK and dedicate the publication to SVV project 260 729
- Target Economics, Finance and related fields, see list of journals on [this website](#) (at the bottom)



## 3 steps for successful publication

- Present your ideas at seminars, conferences, discuss with colleagues, get a constructive feedback
- Submission to IES Working Papers  
There are several editors responsible for individual research fields. **Follow the procedure in Handbook – Appendix III**
- After reviewing the comments from IES WP, your paper is ready for submission to a journal (submission tree)
  - **First to an international journal**
  - If rejected, send to a local journal (PEP, Finance a úvěr)

The process of successful publication usually takes several years, so **start working now!**

# 1st year summary

All students:

- On time ISP and Annual Assessment
- Publications – working paper!
- Bachelor and Master theses refereeing

Only full-time students:

- Defenses attendance – 50% or 7 (whatever is less)

Recommended for first-year full-time students:

- GAUK proposal
- Doctoral seminars – 1 each semester
- Teaching – recommended 1 course each semester

# PhD studies organisation

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2 parts:

- To the State Doctoral Exam (SDE)
  - First part of requirements
- To the Dissertation Defense
  - Second part of requirements

## State doctoral exam

- **Publications** (the only requirement for the part-time form)
  - One article in a journal with a non-zero IF or a journal listed in Scopus.
  - One article as IES working paper (or WP series of similar quality).
- Or, alternatively
  - One research paper in one of the B-rated (or better) journals based on the list of journals on [this website](#) (at the bottom).
- **Grant activities** (2 points)
- **Doctoral seminars** (four semesters)
- **Teaching** (four TAs in at least two different classes)
- **Methodology teaching seminar**
- **Defenses attendance** (recommendation: 7 (pre-)defenses or 50% of them per year, whichever is lower)

**When:** until the end of the 4th year.

# Dissertation defense

- Proceeding
  - Pre-defense (Usually three papers with an integrating introduction.)
  - Defense (Dissertation thesis is finalized, comments from referees are incorporated)
  - The dissertation has to be **defended by the end of the 8th year**
- Submission at least 10 weeks before pre-defense
- Requirements for thesis submission for pre-defense:
  - 1 article in at least B-rated journal **OR 2 articles in a journal with impact factor or in a journal listed in Scopus**
  - Teaching (8 TAs)
  - Grant activities (expected to continue after the SDE)
  - Doctoral seminars (expected to continue after the SDE)
  - Defense participation (expected to continue after the SDE, recommendation: seven defenses/pre-defenses or 50% of them per year, whichever is lower)

# Financing

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- Financial support
- Annual bonuses
- Extra funding



For full-time students only:

- Base scholarship: 10,500 CZK per month for four years
- After passing the State Doctoral Examination (SDE), the scholarship is automatically augmented by 2,000 CZK

*"Money for being a perfect PhD student"*

- Based on **performance**
  - **Publications**, teaching, grants, conferences,...
- Evaluated for the period of an academic year (October 1 - September 30)
- Minimum number of points required
- Amount depends on individual activity & total funds obtained
- Funded out of the SVV project
  - **Do NOT forget to include affiliation to the IES FSV UK and dedicate your paper to this project nr. 260 729!**

## Summer School Mobility Fund

- Three times a year
- Funding for summer schools that can't be covered from grants
- Three scholarships
- App. 15,000 CZK per each scholarship
- Call by email

## Conference Mobility Fund

- Three times a year
- Funding for conferences that can't be covered from other sources (especially GAUK)
- Three scholarships
- App. 15,000 CZK per each scholarship
- Call by email

Prior to your research stay abroad, please contact Renáta Nedomová at [renata.nedomova@fsv.cuni.cz](mailto:renata.nedomova@fsv.cuni.cz) and process your application with her!

## GEOCEP

- Mobility between Charles University and top universities around the world
- Funding for research stays lasting between 1-12 months (2100 EUR per month)
- <http://geocep.cuni.cz/>

## POINT

- Support for Internationalization of Charles University

- POINT

## The rector's mobility fund

- The university's main instrument for the support of students studying abroad
- Two calls for funding applications per year (March and October)
- Can only fund future travel plans
- Complementary funding to other sources such as GEOCEP

## Other useful information

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## Technical information

- **SIS** access & ISIC – UK POINT, Celetná 13, Praha 1
- **Moodle**
- **Webpages**
- **Instructions on how to use IT**
  - Impossible to get access to computers without it
  - Ruslan Ljubačivskij
- Study Department (Mrs. Masáková), Hollar
- All first year students have a common (physical) **mailbox** in the secretary's office
  - Check sometimes if you have not received something
- Check FSV web for additional benefits (Office365, Grammarly, etc.)

# Students' web pages

<https://profile.fsv.cuni.cz/login>

Use your standard University (CAS) password to access your profile.

## Your name in Google Search

link to IES student's web page on the 1st page of the results

→ people gather information about you from your IES web page

→ advice: create your personal website (e.g., on Google Sites)

## Annual bonuses for PhD students

your web page is one of the main information sources taken into account

# Questions?

Before contacting CDS members, please check the Handbook first!