

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)

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

- Schedule of the academic year
- General information
- Course of studies
 - Enrolment
 - Administrative duties, **Individual study plan (ISP)**
 - Teaching
 - Doctoral seminars
 - State doctoral examination (SDE)
 - Defence of the dissertation
 - Conclusion of studies
 - Interruption of studies
- Doctoral Council
- Advisor
- Financial Support
- Center for Doctoral Studies

Administrative Duties

Administrative duties

- Individual Study Plan
- Annual Assessment of Fulfilling the ISP

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

Please, keep the deadlines of submissions!

Individual study plan (ISP)

- All first-year students, till the 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)
 - Distant studium - publications, refereeing BT and MT, plus some formalities
- After approval in SIS, no need to print or sign

Annual assessment of fulfilling the ISP

- All students, till the **end of May** in each academic 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
- inform CDS about update of publication in IES WP or Scopus between May and October (if these are delayed)

Study obligations

- Teaching
- Seminars
- Grants & Extra finance
- Publications
- Defenses attendance - 50% or 7 each year (whatever is less)
- Refereeing bachelor and diploma theses
- ISP

Teaching obligations

- Obligatory only for the **presence form** of studies
- Since the length of internal PhD is 8 semesters, you are obliged to fulfil **8 teaching obligations in total** (but you can teach more if you like).
- = 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 tests, assistance with examinations etc.)
- You cannot teach the same subject throughout all the 8 semesters.

TA matching process

How it works:

- Matching coordinator (Jan Mošovský) sends regular updates about slots, available slots can be seen in a [Google Sheet](#).
- You must let him know immediately after a successful match.
- Register for a „teaching assistantship“ course at the beginning of the semester in SIS (JED511 in most cases).
- At the end of the semester **ask the teacher to give you credits** for that teaching assistantship course.

- Obligatory only for the **presence 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 semester!**

You can choose one of the following doctoral seminars:

- JED109/110 - Institutional Economics and Economic Policy
 - organized by Tomáš Cahlík and Paola Bertoli
- 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 and Tomáš Havránek

- Obligatory only for the **presence 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 !

Grant activities

- Obligatory only for the **presence form** of studies
- Part of the overall evaluation (2 points for the SDE)
 - **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 6, 2021 18:30** ([link](#)); the submission deadline: October 25, 2021

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 stipend in half
 - If you later inform CDS and prove publication, scholarship renewed next month
- **Not having at least 1 WP** after 2 years of study leads to grade C by Doctoral council and termination of your study.
- Include affiliation to IES FSV UK and dedicate the publication to SVV project 260 597
- Only Economics, Finance and related fields (see [list of journals](#))

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 II**
- 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 obligations summary

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

- Doctoral seminars – 1 each semester
- Teaching – recommended 1 course each semester
- Defenses attendance – 50% or 7 (whatever is less)

PhD studies

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 distant form)
 - One article in a journal with a non-zero IF or in 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 [internal methodology of the IES](#).
- **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 (It is required to have one dissertation paper complete, one almost complete and one or more in progress.)
 - Defense (Dissertation thesis is finalized)
 - The dissertation has to be **defended by the end of the 8th year**
- Submission 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

- Financial support
- Annual bonuses
- Extra funding

- Base stipend: 10,500 CZK per month for four years
- After passing the State Doctoral Examination (SDE), the stipend is automatically augmented by 2,000 CZK
- Bonus for well-performing students, paid in December based on the evaluation of PhD students
- Grants (GAUK, ...), research projects

"Money for being a perfect PhD student"

- Based on **performance**
 - **Publications**, teaching, grants, conferences, webpage look, . . .
- Evaluated for the period of an academic year (October 1 - September 30)
- Threshold: upper X% rewarded if the minimum requirements are fulfilled
- 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. 260 597!**

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 and process your application with her!

GEMCLIME / GEOCEP

- Mobility between Charles University and top universities around the world
- Funding for research stays lasting between 1-12 months (2000 EUR per month)
- <http://gemclime.cuni.cz/>
- <http://geocep.cuni.cz/>

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 GEMCLIME

Prior to your research stay abroad, please contact Lenka Sojková

Other useful information

Technical information

- **SIS** access & ISIC stickers – UK POINT, Celetná 13, Praha 1
- **Moodle**
- **Webpages**
- **Instructions on how to use IT**
 - Impossible to get access to computers without it
 - Patrik Gottfried
- Study Department (Mrs. Volfová), 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

<http://ies.fsv.cuni.cz/en/staff/zacek>

http://ies.fsv.cuni.cz/default/admin_auth/login

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

Annual bonuses for PhD students

your web page is the main information source taken into account

→ It pays off to care about your own web page!

Questions?

Before contacting CDS members, please check the Handbook first!