

Charles University in Prague  
Faculty of Social Sciences  
Institute of Communication Studies and Journalism

**2022/2023**

## **Practical Guide**

**TO DOCTORAL STUDIES  
English-language PhD Program in Media  
and Communication Studies @ ICSJ  
P0321D180004**

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## **Introduction**

Welcome to the practical guide for the English-language PhD program at the Institute of Communication Studies and Journalism. This document contains valuable information about our PhD program, so please make sure to read this document very carefully.

## Important Contacts

The following persons are the most important contacts for the Media Studies doctoral study program Media Studies and Communication of the ICSJ FSS Charles U<sup>1</sup>:

<p><b>doc. Ing. Tomáš Cahlík, CSc.</b> Vice-Dean for Doctoral Studies and Other Forms of Education, FSS Charles U</p>	<p><a href="mailto:cahlik@fsv.cuni.cz">cahlik@fsv.cuni.cz</a> tel.: 222 112 318</p>
<p><b>prof. Nico Carpentier</b> Guarantor of the Media and Communication Studies Doctoral Study Program in English and Chairman of the Subject Area Board for the English programme</p>	<p><a href="mailto:nico.carpentier@fsv.cuni.cz">nico.carpentier@fsv.cuni.cz</a> tel.: 222 112 231 H118, Smetanovo náměstí. 6</p>
<p><b>Mgr. Anna Shavit, PhD</b> Science Coordinator at ICSJ FSS Charles U, SVV administrator</p>	<p><a href="mailto:anna.shavit@fsv.cuni.cz">anna.shavit@fsv.cuni.cz</a> tel.: 222 112 268 H106a, Smetanovo náměstí. 6</p>
<p><b>Mgr. Jitka Kryšpínová</b> Secretary of ICSJ FSS Charles U, responsible for economic and staff issues</p>	<p><a href="mailto:jitka.kryspinova@fsv.cuni.cz">jitka.kryspinova@fsv.cuni.cz</a> tel.: 222 112 206 H119, Smetanovo náměstí. 6</p>
<p><b>Ing. et Mgr. Kateřina Turková, PhD</b> <b>Mgr. Victoria Nainová</b> <b>Mgr. Vojtěch Hodbod'</b> <b>Mazlum Kemal Dağdelen</b> <b>Silvija Vuković</b> Centre for Doctoral Studies ICSJ FSS Charles U</p>	<p><a href="mailto:katerina.turkova@fsv.cuni.cz">katerina.turkova@fsv.cuni.cz</a> <a href="mailto:victoria.nainova@fsv.cuni.cz">victoria.nainova@fsv.cuni.cz</a> <a href="mailto:vojtech.hodbod@fsv.cuni.cz">vojtech.hodbod@fsv.cuni.cz</a> <a href="mailto:mazlum.dagdelen@fsv.cuni.cz">mazlum.dagdelen@fsv.cuni.cz</a> <a href="mailto:silvija.vukovic@fsv.cuni.cz">silvija.vukovic@fsv.cuni.cz</a> <a href="mailto:cds.iksz@fsv.cuni.cz">cds.iksz@fsv.cuni.cz</a> tel.: 222 112 256 m. č. H111, Smetanovo náměstí. 6</p>
<p><b>Mgr. Eva Horníčková</b> Head of the Department of Science, FSS Charles U</p>	<p><a href="mailto:eva.hornickova@fsv.cuni.cz">eva.hornickova@fsv.cuni.cz</a> tel.: 222 112 267 m. č. H114, Smetanovonáměstí. 6</p>
<p><b>Mgr. Sylvie Burianová, PhD</b> Department of Science FSS Charles U. Provides consultations on foreign grants, for example.</p>	<p><a href="mailto:sylvie.burianova@fsv.cuni.cz">sylvie.burianova@fsv.cuni.cz</a></p>
<p><b>Mgr. Tereza Volfová</b> Department of Study FSS Charles U, Doctoral Degree Programs</p>	<p><a href="mailto:tereza.volfova@fsv.cuni.cz">tereza.volfova@fsv.cuni.cz</a> tel.: 222 112 276 m. č. H205, Smetanovo náměstí. 6</p>
<p><b>Ing. Pavel Kot</b> Study Information System Administrator (SIS), FSS Charles U</p>	<p><a href="mailto:sis@fsv.cuni.cz">sis@fsv.cuni.cz</a> <a href="mailto:pavel.kot@fsv.cuni.cz">pavel.kot@fsv.cuni.cz</a> tel.: 222 112 218 m. č. H19, Smetanovo náměstí. 6</p>

<sup>1</sup> Institute for Communication Studies and Journalism (ICSJ); Faculty of Social Sciences (FSS); Charles University in Prague (Charles U)

## The basics

Doctoral programs take the form of full-time or combined study (and for more general information [you can visit webpages for Charles University's doctoral studies](#)). Students' basic duties are the same for both forms of study (completion of compulsory subjects, a state exam, a small and a large defence of a dissertation, publishing, and conference activities). However, the degree of involvement of the doctoral student in the Institute's operations and his or her obligations to study abroad differ. The main difference is that **full-time students receive a monthly scholarship, while students registered in the combined study model do not. We thus strongly recommend to study full-time, even though the decision remains the choice of the PhD student.**

The most important document in the PhD program is the student's Individual Study Plan (ISP), which must be submitted at the beginning of his/her studies and which needs to be approved by the Subject Area Board of the study program. During their studies, the student must fulfil the terms of his or her ISP every year. The PhD student fulfils his/her study obligations as set forth in the ISP, in consultation with his/her supervisor.

The standard length of study is four years, and the doctoral program must be completed within **a maximum of eight years. The maximum period of full-time study is four years.** That means, after four years of study, the student automatically becomes a student in the combined program, and loses the right to a scholarship. **For the SAB guidelines for ISP evaluation, please see the Appendix VI: Guidelines for ISP evaluations of Ph.D. Study English Programme Media and Communication Studies, and Appendix VII: Procedure for Exceptions.**

Doctoral study programs are managed by so-called guarantors, who are also the Heads of the Centre for Doctoral Studies (CDS). Currently, these positions are held by Professor Nico Carpentier for the English programme and Associate Professor Alice Němcová Tejkalová for the Czech programme. Each program is also supported by its Subject Area Boards, a team of experienced academic staff members.

### **What are the main elements of our PhD program?**

Regardless of the form of study, all doctoral students have to accomplish the following:

#### **1. Research publications:**

1.1 Each student has to produce and successfully defend a PhD dissertation

1.2 Each student has to publish three scholarly texts during their studies: at least one text needs to be a peer-reviewed academic article, and at least two must have the PhD student as the main author (they may thus be co-author of one). Two texts (including the peer-reviewed article and one single-authored article) must be published before the state exam, while the third must be published before the dissertation defence.

## **2. Research grants:**

Research also requires grant-seeking activities by the student. He or she has to apply for a grant at least twice, whether or not he or she succeeds in obtaining one. If the first application is successful, one application alone is sufficient. It is also acceptable to apply as a co-researcher for a grant received by ICSJ FSS Charles U.

## **Conferences:**

Students must attend at least two academic conferences, one of which should be in the Czech Republic and one international. The student must present at least one conference paper before taking the state exam. One conference presentation may take place after the state exam.

## **4. Completion of compulsory doctoral courses:**

The student must complete all compulsory courses before the end of the sixth semester of study, in accordance with the study progress reported in the [Karolinka database](#).

## **5. Research stay(s) outside the Czech Republic:**

Students are expected to cooperate actively with academic institutions outside the Czech Republic. Ideally, they should complete a semester stay abroad (based on an interuniversity agreement, the ERASMUS+ program, or another program). Alternatively, it is acceptable to accumulate at least a month (14 days for students in the combined form) by attending summer schools, workshops and conferences outside the Czech Republic. Participation in a project with a non-Czech workplace can also be counted.

## **6. Teaching and support:**

Given the small size of the ICSJ staff, full-time students are expected to carry a significant share of the ICSJ's operations. PhD students are required to be involved in the teaching at the Institute, and a minimal number of required activities are listed in this document.

## **7. Passing the state exam**

In any study-related activities (publications, presentations, etc.), PhD students should always indicate their affiliation with ICSJ FSS Charles U.

## Compulsory Doctoral Courses

Students must complete nine compulsory courses. These courses are taught either on a regular basis or consist out of a series of individual tasks. Students must enrol in these courses, electronically in [SIS](#), at the beginning of the semester.

### Compulsory Courses:

Code	Course title	Course leader	Semester	Hours per week	Course assessment	ECTS credit points
JKD011	🏠 Doctoral Seminar I	🏠 Doudaki	WS	0/2	Course credit	10
JKD012	🏠 Doctoral Seminar II	🏠 Doudaki	SS	0/2	Course credit	10
JKD013	🏠 Doctoral Seminar III	🏠 Reifová	WS	0/2	Course credit	10
JKD014	🏠 Doctoral Seminar IV	🏠 Reifová	SS	0/2	Course credit	10
JKD015	🏠 Publishing Skills	🏠 Carpentier	WS	2/0	Examination	10
JKD016	🏠 Development of Media and Media Studies	🏠 Štoll 🏠 Bednařík	SS	2/0	Examination	10
JKD017	🏠 Didactics of Media Studies	🏠 Jirák	SS	0/2	Examination	10
JKD018	🏠 Methodological Seminar	🏠 Němcová 🏠 Tejkalová 🏠 🏠 Prázová 🏠 🏠 Shavit	WS	2/0	Examination	10
JKD019	🏠 Culture, Ideology, Power, in Media and Communication Studies	🏠 Doudaki	SS	2/0	Examination	10

*These are the full-time courses more in detail:*

### Doctoral Seminars I., II., III., and IV.

*Vaia Doudaki, Ph.D.; PhDr. Irena Reifová, Ph.D.*

### DS I

#### Annotation

Doctoral Seminar I (DSI) is an introductory doctoral seminar aimed at providing students with experience in the presentation of a scientific work project. Individual meetings with the student are devoted to the presentation and opposition of the student's dissertation project. In the seminar, the doctoral student becomes acquainted with the methods of scientific work by observing the work of other colleagues. The student will acquire the ability to evaluate a scientific research project. During presentations by her/his colleagues, the doctoral student will prove that he is familiar with the methodology of his or her field as it is used in the literature and research methods.

## Syllabus

Doctoral Seminar I (DSI) is an introductory doctoral seminar aimed at providing students with experience in the presentation of a scientific work project. Individual meetings with the students are devoted to the presentation and opposition of the students' dissertation projects. In the seminar, the doctoral student becomes acquainted with the methods of scientific work by observing the work of other colleagues. The student will acquire the ability to evaluate a research project. During presentations by her/his colleagues, the doctoral student will prove that she/he is familiar with the methodology of the field as it is used in the professional literature and methods of scientific work. The introductory doctoral seminar is led by a seminar leader, who sets meeting dates and assignments for individual students.

The conditions for obtaining course credit are (for each student):

- presentation of his/her dissertation project
- opposition of another student's project chosen by the seminar leader

The following structure is prescribed for presentation of the student's doctoral project:

- 1) title of the thesis,
- 2) theoretical framework including explicit key concepts,
- 3) outline of research methodology to used (methods for collecting data and analysing it),
- 4) description of the paradigmatic position from which work on the dissertation proceeds,
- 5) list of relevant literature.

Presentation length: 30 minutes. Scope of the written version: 10 normative pages (2500 words) not including references. The student must submit his/her doctoral project in writing at least five working days before the presentation to the Centre for Doctoral Studies at the e-mail address [cds.iksz@fsv.cuni.cz](mailto:cds.iksz@fsv.cuni.cz).

The following structure is prescribed for the opposition to a student's doctoral project: 1) assessment of the theoretical framework, 2) assessment of the methodology, 3) proposal of at least two publications on the topic that are not mentioned in the project. The duration of the presentation of the opposition should be 10 minutes.

## ***DS II***

### Additional requirements for the student

The condition for obtaining credit for this course is:

- presentation of the dissertation project (if not already presented in DS I)
- opposition to another student's project chosen by the seminar leader (if not already done in DS I)
- active participation in seminars

The following structure is prescribed for the presentation of the doctoral project:

- 1) title of the thesis,
- 2) theoretical framework including explicit key concepts,
- 3) outline of research methodology to used (methods for collecting data and analysing it),
- 4) description of the paradigmatic position from which work on the dissertation proceeds,
- 5) list of relevant literature.

Presentation length: 30 minutes. Scope of the written version: 10 normative pages (2500 words) not including references. The student must submit the doctoral project in writing at least five working days before the presentation to the Centre for Doctoral Studies at the e-mail address [cds.iksz@fsv.cuni.cz](mailto:cds.iksz@fsv.cuni.cz)

The following structure is prescribed for the opposition to a student's doctoral project: 1) assessment of the theoretical framework, 2) assessment of the methodology, 3) proposal of at least two publications on the topic that are not mentioned in the project. The duration of the presentation of the opposition should be 10 minutes.

Each student must also write and submit an article to the European Journalism Observatory.

### ***DS III-IV***

#### Annotation

These seminars are focused on the creation of a dissertation. According to a set schedule, doctoral students submit parts/chapters of their dissertations. Each submitted text is assigned a student opponent.

#### Additional requirements for the student

The condition for obtaining credit for this course is:

- submission of a dissertation chapter in the range of at least 20 nominal pages<sup>2</sup>
- opposition of at least one project
- active participation in the seminar

### **Didactics of Media Studies**

*prof. PhDr. Jan Jiráček, PhD*

This course is focused on mastering the basic approaches to university pedagogical work and on the subject didactics of media studies. The aim of the course is for the doctoral student to master the basic principles of the pedagogical work of a university teacher and be able to apply them to the field of media studies. In the course, the student will become acquainted with the didactic structure of the field and acquire the ability to process, prepare, carry out, and evaluate a selected topic of media studies didactically. They will also learn to use, prepare, and maintain basic pedagogical documentation, use basic methods for verifying students' acquisition of knowledge and skills (and other diagnostic methods) and organize student teamwork.

The course will be realized in three cycles:

- Introduction to the didactics of media studies and preparation by the student of a performance
- Student's performance
- Evaluation (self-reflection and reflection) of the student's performance

### **Development of Media and Media Studies**

*prof. MgA. Martin Štoll, Ph.D.; PhDr. Petr Bednařík, Ph.D.*

#### Annotation

The aim of this course is to convince doctoral students that study of the development of media issues in the past will allow a better understanding of the current media situation. The focus is on the main tendencies in the development of world media in the socio-historical context. The course is taught in the form of seminars and consultations.

#### Additional requirements for the student

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<sup>2</sup> A nominal page contains 1800 characters, spaces included.

Each student must submit an individual written presentation in the range of 20 normative pages. The reason for the student's independent work is for the doctoral student to be able to perceive certain topics from a historical point of view and his ability to orient in the professional literature. The basis will be the preparation of seminar papers. In this work, student will focus on the development of media in his home country in the years 1990 - 2020. We are interested in personally view the development of media in his country at this time. The goal is to characterize the basic changes that have taken place, to define the main players and to outline the developmental currents. We welcome to think about what students perceive as positive and what is negative about this development.

The seminar work will be a academic text, using literature and a note-taking apparatus. Students are from different countries. We think that it will also be interesting for students if they share the texts together after submission and they will see the texts of colleagues about the media in their countries. Then in the end of May will be a seminar, the content of which will be a comparison of all texts. At the last seminar, students will present their seminar papers and discuss the development of media in each country.

### **Methodological Seminar**

*Mgr. Anna Shavit, Ph.D.; PhDr. Irena Prázová, Ph.D.*

The aim of this seminar is to acquaint doctoral students with methodologies of applied research in the social sciences, specifically in the field of media and journalism, with the expectation that they will be used in their own dissertation project.

The course will include seminars with experts in theory and methodologies, as well as discussions of methodological issues arising from the design of the particular dissertation projects of the doctoral students.

The individual seminars will be devoted to the basic methodologies necessary for the elaboration of the student's dissertation project. They will focus on the methodological part of the research project, specifically on the creation of a research plan, as well as on qualitative and quantitative approaches to scientific research and the specific methods commonly used in the field of media research. The seminar will also include the actual preparation of the methodological part of the student's research for his or her dissertation project, with ongoing consultations.

### **Publishing Skills**

*Doc. Nico Carpentier, PhD*

This PhD course will consist of a series of workshops focused on enhancing students' skills in academic publishing. Academic conference papers, articles and book chapters are the key formats of academic communication. They also are instructive for writing longer texts, such as a PhD dissertation. The course has a strong focus on learning by doing, through the actual writing and evaluating of academic texts. It also will provide students with insights into successful presentations at conferences and publishing of articles and book chapters.

The course will consist of three workshops (see below for a detailed overview):

- Publishing Workshop 1: Strategies for getting published in international peer-reviewed magazines
- Workshop: Writing an abstract of a paper for a conference
- Publishing Workshop 2: Suggestions for writing an academic article/paper

In addition to these three workshops, students will present their assignments in a fourth workshop.

### Additional Requirements for the Student

- Attendance at the workshops.
- An assignment: Students will write and submit an abstract of a paper to be presented at an international conference. In addition, they will submit a report which 1) explains the content of the abstract/paper, and 2) explains why the abstract/paper is intended for a particular conference with in-depth analysis of the relevant conference landscape and the conference's place in that landscape. (In exceptional cases, with the agreement of the teacher, the assignment can be changed from an unsubmitted abstract for a conference to an article for submission to a real academic journal. In that case, the student's report will 1) explain the content of the abstract/future article, and 2) explain the selection of a particular journal, with in-depth analysis of the relevant journal landscape and the journal's place in that landscape.)
- A presentation of the assignment paper in the fourth workshop.

### **Culture, Ideology, Power, in Media and Communication Studies**

*Vaia Doudaki, PhD*

The course addresses key theories and issues in media and communication studies, focussing on three main areas: culture, ideology and power. Each of these areas is discussed and debated via the exploration of diverse theoretical traditions, key scholars and texts, within the broad paradigm of critical and cultural media studies. The course emphasises the interconnectedness of culture, ideology and power, within and through media and communication practices. The study of the different paradigms and schools of thought in these three areas allows for the examination of issues and topics that pertain, inter alia, to identity, nationalism, globalisation, social struggle, resistance, and their political, economic, cultural and technological implications.

## Participation in the Operations of ICSJ FSS Charles U

Full-time doctoral students must be involved in the administration and functioning of the Institute. Ensuring the involvement of PhD students in the operation of the Institute is the responsibility of the study guarantor, who may entrust some tasks to the [Centre for Doctoral Studies](#).

Full-time doctoral students enrolled in the English-language PhD Programme in Media and Communication studies will have to fulfil these minimal requirements in relation to teaching:

- working minimally one semester as teaching assistant for an academic course at ICSJ, at BA or MA level;
- being opponent of minimally one MA thesis at ICSJ;
- organising minimally one training event for the PhD students enrolled in the PhD Programme Media and Communication studies

PhD students are welcome to contribute more to the teaching at the ICSJ; the items above are only the minimal requirements.

The successful completion of these activities will be reported by the PhD student to the CDS, accompanied by a signed statement on successful completion, by the relevant teacher or coordinator. In order to assist PhD students in finding teaching assistant positions, calls will be announced at: <https://iksz.fsv.cuni.cz/en/study/phd-studies>

In order to increase the PhD student's stipendium for providing teaching support, a point system is used:

- 2 CDS points are allocated for teaching in a class,
- 1 CDS point for assistance in a class,
- 0.5 CDS point for supervising a thesis,
- 1 CDS point for a conference,
- 2 CDS points for a publication.

The exact amount of the stipendium increase can unfortunately not be predicted. Please also note that there is a maximum ceiling to the stipendium, even though it is unlikely that PhD students will reach this ceiling. In case of questions, please contact the [CDS](#).

## Research Publications

The student must list all of his or her publication outputs for a given year on his or her ISP, including the ISBN, ISSN, number of pages, publisher, etc. This applies to both previously published and newly published texts. **Publication references must be formatted using the ISO 690 citation standard.** For publications in press or in review, the listing must describe the stage at which the publications are prepared (“pending review”, etc.)

When publishing, never forget to mention your affiliation to ICSJ FSS Charles U and the grant code from which you draw funds for the publication (GAUK, SVV, GACR, ...). In case of any uncertainty in these matters, please contact [Mgr. Anna Shavit, PhD](#)

All publications (including those undergoing peer review) should be reported on your PhD student form. Also report your other scientific activities: grants applied for (or obtained), conferences, etc. The work you do as part of your doctoral study will be reviewed annually by the Subject Area Board.

**Do not forget to list your publications in the OBD publishing database before the end of November** (see Intranet FSS Charles U> OBD top bar, <https://verso.is.cuni.cz>). A password from the Central Authentication System (CAS) is required for logging in. It is the same when logging into the SIS. Here, too, it is necessary to state the specific grant number from which the publication funds were drawn. If anything is unclear, the OBD contact is [PhDr. Mgr. Bc. Jan Jirků, Ph.D. \(jan.jirku@fsv.cuni.cz\)](#).

## Participation in Conferences

PhD students must present their work at two conferences, one in the Czech Republic and one in an international conference.

Covering the costs associated with participation in conferences is the responsibility of the PhD student. Preferably, these costs should be covered by from grant funds that the PhD students have applied for and obtained. In practice, these are primarily grants from the Charles University Grant Agency or similar. We also recommend a close cooperation between the PhD student and his or her supervisor and participation in research projects sponsored, for example, by the Czech Science Foundation.

If the student does not receive any grant funds, conference participation can be paid for by specific university funding for research (see Appendix I). The prerequisite for the funding of a conference visit through this channel is:

- (1) that no fees for the participant are paid by any organization other than FSS Charles U,
- (2) that the PhD student will have an active contribution at the conference (in a workshop, panel participation, poster presentation, etc.), and
- (3) that the PhD student will communicate their contribution to fellow students and faculty at FSS Charles U, after the conference.

## State Doctoral Exam

Each student must pass the state doctoral examination **by the end of his or her fourth year of study**. According to the Rules for the Organization of Studies at the Faculty of Social Sciences, students must register for the state exam **at the latest by the end of the sixth semester of study** (semesters of interrupted studies are not included in this period; if the student interrupts studies for a one-year period she or he is obliged to register for the state exam by the end of the eighth semester after the first year of enrolment). At the time of enrolment for the state doctoral examination, the student must have fulfilled all study obligations set forth in his or her ISP. The date of the state doctoral examinations is set by the **Academic Calendar**.

### Time Schedule for the State Doctoral Examination (SDE)

- 8 weeks before the event: find out if your supervisor agrees that you may sign up for the SDE
- 6 weeks before the event: inform the Centre for Doctoral Studies of your intention to take the SDE
- 1 month before the event: submit the following forms to the Study Department (before you do, have them checked in the Doctoral Studies Center):
  - Application for state doctoral examination, supervisors's assessment of the course of the student's doctoral study.
  - Information about enrollment for the state doctoral examination is sent by e-mail to the Centre for Doctoral Studies and to the Chairman of the Subject Area Board.
- On the day of the SDE, bring completed parts of your dissertation and copies of published texts or texts accepted for publication

### How does the state doctoral examination proceed?

The state exam consists out of an oral exam about the knowledge and understanding of 10 major publications in the field of Communication and Media Studies. These 10 publications, which consist out of a mixture of books and articles/book chapters are selected by the guarantor of the PhD programme, in the following way:

- 5 publications come from a fixed list of 10 publications. This list of 10 publications is the same for all PhD students of the PhD programme and is directly selected by the guarantor. These are key theoretical works in our field. Each individual student will then select 5 publications from this fixed list.
- 5 publications are different for each PhD students. The supervisor proposes 7 publications to the guarantor, who then selects 5 from this list. The guarantor can also ask for additional publications to be suggested.

The state exam consists out of a committee of 4 members. The committee is usually chaired by the guarantor, who is a member of the committee. One member is (preferably) external to the Institute of Communication Studies and Journalism. The supervisor can attend the state exam.

### The list of 10 publications for all (from which five have to be selected for the state exam) is:

- Theories of Human Communication (Stephen W. Littlejohn, Karen A. Foss & John G. Oetzel)
- Theorising Media: Power, Form and Subjectivity (John Corner)
- Media and Cultural Theory (James Curran & David Morley)
- Representation: Cultural Representations and Signifying Practices (Stuart Hall)
- Materialist Media Theory: An Introduction (Grant Bollmer)
- Keywords for Media Studies (Laurie Ouellette & Jonathan Grey)

- Future Directions of Strategic Communication (Howard Nothhaft, Kelly Page Werder, Dejan Verčič & Ansgar Zerfass)
- Theories of Journalism in a Digital Age (Steen Steensen & Laura Ahva)
- Communication: A Post-Discipline (Silvio R. Waisbord)
- De-Westernizing Media Studies (Myung-Jin Park &, James Curran)

The aim of the state doctoral examination is to verify the student's knowledge based on the requirements of the doctoral study program. During the exam, the student will first be asked to prove that he/she meets the requirements for admission to the exam. The student also has the responsibility of submitting copies of his/her publications as evidence of successful research activity. Subsequently, the student will present the project of his/her dissertation to the committee. The members of the committee will ask questions about the theory and results of the project and related areas.

The state doctoral examination is evaluated on a "pass/fail" basis and can only be repeated once. It may be re-taken no earlier than six months from the date when the student failed the initial examination. The dates for the final state exam and the necessary documents are posted on the ICSJ FSS Charles U website.

### **Admission to the final state exam is further conditioned by the following:**

#### **Two research publications**

- The student must have published two different original texts before taking the state exam. At least one text must have been published in a peer-reviewed journal and must be an article (not a book review, conference report, etc.). The journal must be devoted to communication and media studies or related scientific areas. If the field of studies with which the journal deals is unclear, the student's supervisor must decide if it qualifies. The student is obliged to prove that the article has either been published or accepted for publication. Only texts accepted for publication during the student's doctoral studies at ICSJ FSS Charles U will fulfil this condition.
- One of the two publications may be co-authored
- During their studies, students must report a total of three published scholarly texts. The third text can thus be published after passing the state doctoral examination.

#### **Grant activity**

The student must have two grant-related activities (or one successful grant application). Such activity can either be an application for an entire grant or a share of a grant (irrespective of its duration). The application can be directed to any grant agency (including GACR, GAUK, MEYS). A team application is acceptable as grant activity.

#### **Participation in the Doctoral Seminar**

During his/her studies, the student must complete four semesters of the doctoral seminar and fulfil all related requirements.

#### **Participation in Teaching**

The PhD student is obliged to participate in the teaching activities and operations of the Institute.

#### **Fulfilment of Study Obligations**

The student must pass all exams mentioned in his or her ISP.

#### **Supervisor's Recommendation**

The student should consult with his or her supervisor in advance about the state doctoral examination. The application for admission to the state doctoral examination must be accompanied by a recommendation

by the supervisor and a list of all study obligations the student has fulfilled.

### **Request to Postpone the Date of the State Doctoral Exam**

If you have applied to take the State Exam at the Study Department and you then want to postpone the date of the examination, you must submit [a written application](#) to the Faculty Registry to the attention of the Chairperson of the Subject Area Board and at the same time report your request to the [CDS](#).

# The PhD Dissertation

## General remarks

- The dissertation demonstrates the ability of the doctoral student to independently produce research in their academic field. The dissertation is a study that produces new theoretical or empirical knowledge, and/or original methodological procedures.
- A dissertation can either be a monograph or a collection of scientific articles.
- These guidelines are meant to help the doctoral candidate, opponents and the doctoral committee to understand what is as a minimum expected of a dissertation at our Institute.
- However, the opponents and the doctoral committee retain the autonomy to refuse a dissertation that does comply with these guidelines, depending on their assessment of the academic quality of the work.
- The dissertation needs to be written in the language in which the program is accredited. In our case this is English. If a student intends to write a work in another language (e.g., Czech or German), the approval of the Subject Area Board and the Dean of the Faculty is required.

## In case the dissertation is a monograph, the following guidelines apply:

### Formal criteria

- The dissertation must meet all formal requirements for scientific texts. It must have a minimum of 100 nominal pages (approx. 180.000 characters, spaces included) and a maximum of 250 nominal pages (approx. 450.000 characters, spaces included). The Abstract, Keywords, Table of Contents, References and Appendices are not included in the nominal page/character count.
- The dissertation may be partially based on the student's earlier published work (a list of which should be given in the introductory part of the thesis). It can even include extensive parts of texts that have been published elsewhere. Already published parts should always be properly referenced, and they must fit into the dissertation structure and logic, becoming integral parts of the dissertation.

### Content-related criteria

- The dissertation is a thematically comprehensive text.
- The dissertation has an introduction, chapters on theory and methodology, empirical chapters and conclusion.

## In case the dissertation is a collection of articles, the following guidelines apply:

### Formal criteria

- A dissertation based on articles should contain at least 4 submitted articles, of which at least 3 should be formally accepted for publication at the time of the defence.
- All articles should be published in double-blind peer-reviewed publications of good scientific quality.
- At least 2 of the articles should be single-authored.
- All articles should have a very significant contribution of the doctoral candidate. Moreover, the dissertation should contain an explicit statement detailing the nature of the doctoral candidate's own contribution to every co-authored article included in the dissertation.

### **Content-related criteria**

- A dissertation based on articles should always contain an umbrella chapter, i.e. a text written for the purpose of the dissertation that binds together the articles and the main arguments of the entire dissertation. The minimum length of the umbrella chapter is 40 nominal pages (approx. 72.000 characters, spaces included). References not included in the nominal pages/word count. The umbrella chapter should contain an introduction (with a.o., the main research questions), a discussion on the theoretical and methodological frameworks (used in the articles), a discussion on the contribution of the various articles to the main research questions and the links between the articles, and an overall conclusion.
- The overarching discussion of the theoretical and methodological frameworks in the umbrella chapter can be developed and detailed more in the articles.
- Together with the umbrella chapter, the articles should form a coherent and logical body of work. While some overlaps between articles are often unavoidable, the articles should still be sufficiently different from each other as well.
  
- **Transitional rules**
  - o PhD students that were already registered before the rules for the dissertation based on articles was enabled can use this model, as long as they have their supervisor's permission.

## The PhD Dissertation Defence

The defence of the dissertation follows the successful passing of the state doctoral exam (see above) and the so-called "small defence" (see below). The dissertation defence is evaluated on a "pass/fail" basis and can only be repeated once. It may be repeated no earlier than six months from the date when the student failed in his or her initial defence. After the dissertation has been defended, it is advisable to consider publishing it in book form.

### The Small Defence

Each student is required to complete a "small defence" of the first full version of his/her dissertation. The small defence must take place no more than two semesters after successful completion of the state doctoral examination and at the same time no later than three months before the submission of the student's application for the full defence.

The student must inform the guarantor of the intention to make the small defence. He or she must deliver the first version of the doctoral dissertation at an agreed time, before the Small Defence and attend the small defence.

The submitted work will be given one external review (that means by opponent who is not a member of our Institute). The small defence takes place in person or online, with a committee, which consists of at least 5 members. The committee is usually chaired by the guarantor, who is a member of the committee. One member is (preferably) external to the Institute of Communication Studies and Journalism. The supervisor can attend as a committee member.

### The Timetable for the Dissertation Main Defence

The doctoral student is required to submit an application for his/her doctoral dissertation defence **at least eight months before the expiry of his or her maximum period of study and no later than 60 days before the date of the defence**. The student may only submit an application for the defence of his or her dissertation thesis AFTER passing the state doctoral examination.

#### **3 months before the event**

inform the [Centre of Doctoral Studies](#) of the intention to make a dissertation defence

#### **60 days before the event**

upload the final version of the dissertation into the SIS, identical to its submitted hard copies

submit the following forms and documents to the Study Department (at the same time report CDS):

- Application for the defence of the dissertation
- Supervisor's evaluation of the course of the student's doctoral study (including statements that all study obligations have been fulfilled (e.g., state doctoral exams, publications, conferences))
- Two printed copies of the dissertation in the ring – or fixed-binding (as desired by the student, unless the Institute specifies otherwise). The dissertation must contain both a Czech and an English abstract. The Czech and English abstracts must also be uploaded to the SIS 60 days before the defence.
- The title page of the dissertation must contain the name of the University, the Faculty and the Institute where the defence will take place, the study program under which the thesis is submitted, the name of the student, and the name of the dissertation. The dissertation must also include the topic and aim of the dissertation, a description of the structure of the dissertation,

methodology used, basic theories, a selective bibliography, and an English summary. The formal requirements of the dissertation are regulated by [Dean's provision](#). All other regulations concerning doctoral studies can be found [here](#) on the Faculty's website.

Information about the student's enrolment for defence will be sent by the Study Department by e-mail to [CDS](#) and to the Chair of the Subject Area Board.

Opponents will enter their assessments into SIS.

### **7 days before the event**

The defence of the dissertation may be withdrawn no later than one week before the date set for the defence to take place.

### **The day of the event**

Bring two printed copies of your dissertation with you.

## **The Doctoral Dissertation Committee for the Main Defence**

The examination board for defence of the dissertation includes two opponents of the dissertation, who will be named by the Dean of the Faculty. A supervisor, consultant, or academic who has participated in the elaboration of the dissertation in any way may not be an opponent. One of the two proposed opponents must be external, that is, not working as teacher or researcher at Charles U. Both opponents are usually associate professors, professors, or holders of DrSc. or DSc. An exception may be academics (PhD or CSc.), who are experts in the field.

## **Procedure for the Main defense of the Dissertation**

During the defence, the student first presents the dissertation, briefly summarizing it as a whole and then focusing on relevant parts. Then follows the presentation of the two assessments, by the opponents, and a discussion. At the end of the defence, a vote is held by the examination board as to whether or not the student has passed.

The defence takes place in person or online, with a committee, which consists of at least 5 members. The committee is usually chaired by the guarantor, who is a member of the committee. One member is (preferably) external to the Institute of Communication Studies and Journalism. The supervisor can attend as a committee member.

## **Violation of Study Regulations or Scientific Ethics**

It is the student's duty to observe all principles of scientific ethics and academic integrity. Violations of study regulations and scientific ethics in research include, for example, plagiarism and fraud. Plagiarism refers to the use of long or short parts of the works of other authors without mentioning the source. It also is the use of another author's source material or empirical data without mentioning the source. In addition, use of fraudulent or altered information, such as fictional data or edited data, the citation of non-existent articles, etc. is considered a violation of the principles of scientific ethics and academic integrity.

## **Request to Postpone the Defence**

If you have filed an application to make a defence at the Study Department and you wish to postpone the date of the defence, you must submit a [written application](#) to the Faculty Registry, to the attention of the Chairman of the Subject Area Board. You must at the same time notify the [CDS](#) by e-mail.

### **Overview of Requirements**

- Application for the state doctoral examination
- Supervisor's evaluation that the course of the student's doctoral study merits sitting for the doctoral examination
- Application for defence of the dissertation
- Supervisor's evaluation that the course of the student's study merits allowing a defence of the dissertation.

All documents can be downloaded here: <https://fsv.cuni.cz/en/study/phd-students/forms>

## Submission of Application

When submitting any application to the Study Department (e.g., an application for termination of study, interruption of study, enrolment in additional subjects, or change of dissertation topic), follow these instructions: [Submission of applications](#). Please also send a notice of submission of the application by e-mail to [CDS](#).

### End of Study

See Study and Examination Regulations of Charles University (<https://cuni.cz/UKEN-111.html>)

### Proper Completion of Studies

A student's course of study is duly completed by completing the ISP. The date of completion of the student's doctoral study is the date he or she passes the defence of the dissertation.

Upon graduation, the candidate receives an academic degree and a university diploma, which are presented at the graduation ceremony. If the graduate cannot attend the graduation ceremony, the university will issue his or her diploma in a manner determined by the Rector. At the graduate's request, an attachment to the diploma can be made listing all examinations passed by the student and their classifications.

The graduate obtains the right to use the title "Doctor" (abbreviated to "PhD" after his or her name).

### A student's course of study may also be ended by:

- the student ending his or her studies; the date that the study ends is the date on which the faculty (in which the student is enrolled) received his/her written declaration of the cessation of study;
- failure to meet the requirements of the study program (article 19 (1)); the date that the study ends is the date on which the decision to terminate the PhD student's PhD studies became effective (the Subject Area Board decides on expulsion from the study)
- withdrawal of the study program's accreditation; the date that the study ends is the day on which the time limit set for retaining accreditation specified in the decision of the Ministry has expired;
- termination of the study program; the date that the study ends is the date on which the university announced the cancellation of the study program;
- exclusion of the student from study according to disciplinary rules; the date of termination of studies is the date on which the decision to expel the student from his or her studies became effective.

## **Interruption of studies**

A student's doctoral studies program may be interrupted more than once.

The Dean may interrupt the student's course of study, either at the student's written request or on the Dean's own initiative. If the student applies for an interruption of study, after proving that he or she has fulfilled his or her duties in a particular section of study and before he or she enrolls in the next section of his or her studies, and if no disciplinary proceedings have been initiated against the student, the Dean will grant his or her request. Study can be interrupted for one or more semesters in this way. *(See Article 5, Part II of the Study and Examination Regulations of Charles University.)*

On the day a student's study is interrupted, the student loses his/her rights under the Higher Education Act. The deadlines for the performance of study requirements could be changed under specific circumstances. If, during the interruption of study, other parts of the student's ISP are changed, the Dean must determine, in accordance with Article 19(1) of the internal regulations of the Faculty, the relevant study program which the student must fulfil and the deadlines for its fulfilment. The student may also be required to take different examinations within a given period.

Upon expiration of the period for which the study was interrupted, the student shall be entitled to re-enrol in his or her studies. If the reasons for interruption of study cease to exist, the Dean may, at the written request of the interrupted student, terminate the interruption of the study before the previously specified expiration of the period of interruption of study.

**The maximum period for which doctoral studies may be interrupted is five years. After the expiration of the interruption period of the study, the student must re-enrol in his or her studies.**

## **Subject Area Board**

The doctoral Subject Area Board (SAB) monitors and evaluates doctoral studies, coordinates the planning of study content, and evaluates the implementation of the doctoral program.

### **The Subject Area Board Responsibilities**

- approves the student's ISP, the topics of his or her doctoral theses, and proposes to the Dean the appointment or dismissal of the student's supervisor;
- assesses the student's learning progress by approving student assessments and changes in the student's individual curriculum;
- submits proposals to the Dean for the composition of the committees for the state doctoral examinations and the defence of doctoral dissertations

### **Composition of the Subject Area Board**

According to Article 23 of the Statutes of Charles University, the SAB must have at least five members. At least two-thirds of the members of the SAB must be associate professors or professors, and at least one-third of the members of the SAB must be persons who are not a member of the academic community of the University. The SAB usually meets twice during the academic year.

### **Current members of the Subject Area Board**

prof. Nico Carpentier, Ph.D., chairman  
prof. PhDr. Jan Jiráček, Ph.D.  
prof. MgA. Martin Štoll, Ph.D.  
doc. PhDr. Martin Soukup, Ph.D.  
doc. PhDr. Alice Němcová Tejkalová, Ph.D.  
doc. PhDr. Denisa Hejlová, Ph.D.  
Vagia Doudaki, D.Phil.  
doc. Robert Silverio, PhD.  
Josef Seethaler, D.Phil., external member  
prof. Fausto Colombo, external member  
doc. Ilija Tomanić-Trivundža, external member  
prof. Bart Cammaerts, external member

## **The Supervisor**

The supervisor is the most important person in the PhD student's academic life. The student is obliged to make sure that his/her supervisor is acquainted with his/her work and progress, his/her grant applications, the texts he/she sends for publication, and the student's other research activities. The supervisor helps the student build a publication plan (that is, a list of academic journals to which the student can submit his text if it is rejected by his/her preferred journal).

### **When applying for PhD Studies**

As he or she prepares a dissertation project for the admission procedure for doctoral studies, the applicant must consult about his/her topic with a member of the academic staff of ICSJ FSS Charles U. When a student has successfully completed the entrance examinations for doctoral study, the Subject Area Board will propose a supervisor for each successful applicant, taking into account existing connections between the student and ICSJ FSS Charles U academic staff. The supervisors are appointed by the Dean.

### **Supervisor tasks**

- guides the student in the process of creating an ISP;
- proposes and supervises the methodology and theoretical framework used in the dissertation;
- continuously monitors the student's progress and consults with the student on teaching and research matters;
- submits an annual student evaluation to the Subject Area Board for the past academic year;
- approves admission of the student to the state doctoral exam, the so-called small defence and the defence of the dissertation;
- is available for consultations with the commission appointed for the so-called small defence and dissertation defence (if necessary).

The supervisor's approval is required for a doctoral student to apply for admission to the state doctoral exam, the so-called small defence, and defence of the dissertation. The supervisor's approval is not simply a formality based on a check that the formal study obligations specified in this guide have been fulfilled. The requirements stated here are the minimum requirements. Supervisors are expected to impose additional requirements on the student, particularly with regard to the quality and originality of the research results he or she publishes and the individual chapters of his or her dissertation.

## Financial support

Full-time doctoral students receive a scholarship for each year of their studies (12 months). The scholarship is **CZK 10,500** per month and is untaxed. After a student passes the state doctoral exam, the scholarship is increased by CZK 2,000 per month.

If the student does not continue his/her studies in a satisfactory manner, the Subject Area Board or the supervisor may propose to the Dean a reduction in the amount of the scholarship (see Appendix VIII). Before the beginning of the study, please check in advance your financial capability while planning your stay in Prague.

Students can also receive financial support through grants from agencies such as GAUK, or by participating in other projects. Through the Specific University Research program (SVV), they can receive rewards for publishing.

## Centre for PhD Studies

The Centre for PhD Studies (CDS) is a coordinating organization which:

- maintains records of doctoral studies
- coordinates state doctoral exams and defences
- coordinates the doctoral seminars
- maintains the doctoral studies section on the IKSŽ/ICSJ website
- coordinates and links teaching and research activities of PhD students
- assists the doctoral Subject Area Board
- seeks additional funding for PhD students' activities

The members of the Centre for Doctoral Studies are nominated by the ICSJ Director in consultation with the Institute's senior management and the Guarantors.

If you need any information that you did not find in this guide, contact us at [cds.iksz@cuni.cz](mailto:cds.iksz@cuni.cz). We will try to incorporate your comments as we update this manual.

# Appendices

## Appendix I: How to Fund Research?

There are a number of ways to raise money to conduct your research and other study-related activities. Some of them are easy; in other cases, it's a bit tricky. If you want to wade through grants and applications and find funding, try everything that relates in any way to your research. It doesn't cost anything to try. Here is an overview of some of the options.

### Specific University Research (SVV)

#### What is it?

Support from faculty funds for specific research carried out by students in the course of accredited doctoral or master's degree programs that are directly related to students' educational objectives.

#### Whom is it for?

For all master and doctoral students who apply for it in time.

#### How to do it?

Students can enroll in the SVV program at the beginning of the calendar year, when the science coordinator, [Mgr. Anna Shavit, PhD.](#), sends out a reminder by e-mail. Students are obliged to submit the expected outcomes of the activities for which they want to draw funds from SVV.

#### What can the funds be used for?

publications: students enrolled in SVV receive a financial reward for results published in a given year (all results are counted, including, for example, book reviews)

conferences: the necessary travel, accommodation and conference fees for the student to present his/her research as an active speaker at a conference

summer schools

### Charles University Grant Agency (GA UK)

#### What is it?

GAUK is the internal grant agency of Charles University. It distributes funds for research activities to Charles University students in doctoral and master degree programs. For doctoral students, this is one of the most important means of obtaining funding for their research. Although the average success rate in obtaining a grant is around 30 %, grants are not impossible to obtain. Applications must be submitted by the dates established by a Rector's measure using the GAUK web application, which is one of the Charles University Web Applications (<https://is.cuni.cz/webapps>).

#### Whom is it for?

For all master and doctoral students studying at Charles University.

#### How to do it?

Visit the Charles University Web Applications, then find the link to the Charles University Grant Agency (GAUK), and create a new project. The web application will guide you through the process in a friendly way. It is possible to work on a project grant application continuously until you confirm its submission. Your progress is saved on an ongoing basis (be sure to save the project before logging out!).

#### What can the funds be used for?

For all expenses related to the implementation of an approved project, including purchase of literature, travel expenses, participation in conferences, and services (e.g., preparation of transcripts of interviews, research assignment, etc.). Small investments into equipment or software are also allowed.

**Basic rules:**

- Submission of a project requires the consent of the student's supervisor. Supervisors from outside of the Charles University must obtain access to the web application through the Charles University Authentication Service, <https://ldap1.cuni.cz/doc/about>.
- Media Studies has its own section: "Social sciences - Philology, media studies (FG)".
- At least half of the members of a research team must be doctoral or master's degree students. One student can be listed on a maximum of three projects submitted to the competition, and can be a principal researcher on only one project (others can participate in the role of co-researcher).
- The maximum amount of project funds that can be obtained is 360,000 CZK. Funds for scholarships may amount to a maximum of 160,000 CZK per project, of which no more than 80,000 CZK may be allotted to the principal researcher. The funds required must be carefully estimated and justified (see financial requirements).
- Non-investment costs may include, for example, materials, small tangible assets, services, and fees, e.g., conference expenses. Funds may not be used for large investments,
- e.g. computer hardware costing more than 40,000 CZK or software costing more than 60,000 CZK. Furthermore, it is not allowed to request funds for payment of postage, telephones, rewards for respondents of research (respondents may be paid only in the form of services), courses, and training.
- The application calculates the faculty's indirect costs automatically. Those costs are currently 19% according to the current Dean's Provision.
- Only travel directly connected to the project is reimbursed. Long-term internships and courses will not be covered.
- Travel expenses for academic and scientific staff can be covered only in exceptional cases.
- The accompanying text in the form remains in Czech; however, the edited text can also be inserted in Czech and English or Slovak.
- When submitting a project, the applicant must state the expected overall requirements for future years of the project (year-on-year change should not exceed 10%). The amount requested must include all budget items for the first year of the project.
- The principal researcher's curriculum vitae must mention: a) participation in university science competitions; and b) presentations of results at conferences, publications, and involvement in implementing tasks on other projects.
- In addition to the brief curriculum vitae of the principal researcher (see above), the project application also requires a list of the ten most important publications by the project supervisor or the academic worker who is listed as a supervisor.
- When submitting the application, the applicant must acknowledge that any publication of the results of the project must be dedicated to and give credit to the GAUK for funding it. All publications of results must be attached to the final report of the project.
- In one calendar year, the GAUK can provide no more 60,000 CZK in salary and CZK 100,000 in scholarships to any one person. For any one person, the total of salaries and scholarships may not exceed 100,000 CZK per year.
- It is preferable that only those students who will not finish their studies during the course of the project or in the period prior to the announcement of the announcements of the grant competition (usually at the turn of March and April) submit applications

**Czech Science Foundation (GAČR)**

For detailed information, including contacts, see <http://www.gacr.cz>

**What is it?**

An independent state institution supporting basic scientific research in the Czech Republic. It provides financial support for scientific projects both for experienced scientists and their teams, and for young

and beginning researchers. It also finances bilateral projects and projects of European international programs. Around 3,000 applicants apply for grants from the GA CR annually, of whom roughly one quarter receive a grant.

**Whom is it for?**

PhD students may receive support, but it is more commonly granted to larger research teams and especially for more expensive research than that funded by GAUK. If you are interested in applying to the GAČR for a grant, we recommend consulting with the Science Coordinator, [Mgr. Anna Shavit, PhD](#)

There are, of course, other options for obtaining grants. Support for research can be obtained from European Union funds. There are also calls for proposals from various foundations for research in the field of media education and other applications of knowledge in the field. The [Technology Agency of the Czech Republic](#) (a "sister" of the GAČR for applied research) makes grants. All these options are beyond the scope of this manual.

Important information on sources of funding can be provided by:

**Science Department FSS Charles U**

<http://www.cuni.cz/UK-29.html>

**Department of Science and Research UK**

<http://www.cuni.cz/UK-29.html>

## Appendix II: How to Publish?

Presenting the results of their research activities is not only one of the conditions that doctoral students must fulfill to obtain their degree, but is also essentially a practical necessity. After all, there is no point in making an effort that nobody will ever know about.

### **The basic rule: don't worry!**

Do you want to publish an article or attend a conference? Do not hesitate to send suggestions to conferences or journals that maybe interested. After you send your e-mail nobody will bite you. The worst that can happen is that they reply that they are not interested in your topic, or you do not receive any answer at all (which usually means the same thing, or in some cases that your e- mail has been lost).

### **What to present?**

- A book-length monograph (only for the brave PhD students)
- An article for an academic journal
- A chapter in a book/collective monograph
- A conference contribution (which may be published)
- A poster for a conference or workshop (A poster provides basic information about your research. Poster presentations are commonly part of a conference or workshop; during the conference you stay near your poster ready for possible discussions)

### **Basic overview of academic genres**

- Peer-reviewed
- monograph
- chapter in monograph
- edited collective monograph
- academic journal (empirical and theoretical)
- academic essay
- academic interview
- Non-peer-reviewed
- abstracts of conference papers
- abstracts of proposed monographs, chapters
- conference paper in conference proceedings
- book reviews
- editorials, manifestos, obituaries, opinions

### **Peer-reviewed Genres**

#### *Theoretical studies*

A theoretical study is an academic article that does not arise from the author's own empirical research. It usually focuses on mapping the field, introducing a certain concept into new contexts, or innovatively connecting well-known concepts. It usually consists of an overview (a summary of existing knowledge) and an analytical part (offering a new approach to the existing knowledge). Of course, it also includes notes, citations, references, and a list of sources.

#### *Empirical studies*

An empirical study is an academic article that is based on the author's own empirical research and presents his or her results. It consists of a theoretical framework (some journals require this in a section on the concept of research or discussion of literature), an explanation of methodology used, presentation of results, and discussion of how the research results relate to the theoretical framework. There are significant differences between quantitative and qualitative empirical articles. However, both types include notes, citations and references, and a list of sources.

### *Academic essays*

An academic essay focuses on a subject through a distinctive, personal lens. Unlike a theoretical study, an essay may contain unsubstantiated claims and use more imaginative language. It includes references to literature, citations, and the list of sources.

### *Academic interviews*

An academic interview is an interview with a prominent personality in a research field, which is introduced by a short overview recapitulating the work, theories, and concepts that the personality has introduced/used. It also contains data from the personality's biography (about studies, research institutions, projects, key publications, etc.). It contains a list of literature (titles mentioned in the interview or used in the overview).

### *Monographs*

A monograph is a single coherent text about one specialized topic, usually in the form of the book. Librarians call a monograph a "non-serial work published as one or a definite number of volumes," thus distinguishing it from a periodical publication. Monographs are often published by publishing houses associated with the Scientific Council. The author offers the publisher a monograph in the form of a "book proposal," which the publisher reviews.

A monograph is structured into chapters, often drawing on studies previously published in journals or proceedings (it is necessary to obtain copyrights from a previous publisher or co-authors in appropriate cases). If photos and other data are used that are not the author's own, permission must be obtained from the copyright holders.

A monograph contains a factual and name index, notes, references to literature, citations, and a list of references. Before submission, take care to format the manuscript in conformity with the instructions published by the publishers.

### *Chapters in edited collective monographs*

A monograph may have multiple authors if different chapters are elaborated by different authors. Monographs are listed under the editors' names. A chapter in an edited collective monograph is prepared by the author of the chapter in cooperation with the editor(s) of the monograph (who usually is not identical to the editor of the publishing house). Participation in an edited collective monograph is by the invitation of the monograph's editor(s) and usually will follow acceptance of a chapter proposal. Chapter submission must respect the deadlines set by the editor. The collective monograph's editor prepares an overview of the author's chapter and the final version of the chapter will contain the editor's notes. Chapters are usually submitted pursuant to an "Agreement Between Publisher, Editor, and Author".

### *Edited collective monographs*

An edited collective monograph is a monograph dealing with a single, usually highly specialized topic in the form of chapters created by various authors. One or more editors have responsibility for the project. The monograph's team of authors is often formed from the participants in a conference panel or an international networking project. The editor determines the topic and is responsible for its relevance and for the quality of the contributions to individual chapters. If the chapter authors are not native speakers of the language in which the collective monograph is published, the editor also provides proofreading services. Alternatively, proofreading can be provided by the authors themselves or (rarely) by the publishing house.

## **Non-reviewed Genres**

### *Conference abstracts*

Abstracts of papers under consideration for presentation at a conference are evaluated by reviewers selected by the conference organizer. However, this is not a typical peer-review and is not intended to improve the text of the abstracts. Reviewers only decide whether or not to accept the paper described in the abstract. A conference paper abstract is a short text addressed to the conference organizers upon their request, which

summarizes the paper. Attention should be paid to the organizer's requirements regarding scope, structure, and length (usually around 250-400 words). The aim of an abstract is to convince the reviewer(s) that the author's paper on the topic should be presented at the conference. The structure must be clear, the headline attractive, and the first sentence catchy. The abstract must go straight from the first sentence directly to the topic (e.g., "The proposed paper will deal with..."). Leaving a statement of the purpose of the paper to a later part of the abstract reduces the paper's chance of acceptance.

#### Appropriate structure

- Title
- Author's/Co-authors' name(s)
- Author's affiliation
- A first sentence that engagingly introduces the topic and purpose of the paper
- An outline of the relevance of the topic together with very brief references to other authors and concepts relevant to the topic (the context)
- formulation of specific research questions, data processing techniques, and methods used in the research of the topic
- The contribution of the research to the field of study

#### *Abstracts of proposed monographs and book chapters*

An abstract of a monograph is sent to the publisher (to the attention of the relevant editor) whom the editor/author hopes will publish the monograph. The abstract of the proposed monograph must include its title, topic, list of chapters, contribution to the field, and expected target group of readers. An abstract of a chapter in an edited collective monograph (chapter proposal) is sent to the monograph's editor. It should have the same structure as the abstract of a conference paper, and contain an explicit description of the proposed chapter's relevance to the topic of the monograph.

#### *Conference papers in conference proceedings*

Talks given at conferences are reduced to written form. The page range is variable, usually at least about 2000 words. Some conferences only print the submitted abstracts—conferences may require submission of the full text of a paper before the event.

#### *Conference reports*

Some journals publish reports from conferences, which provide information about the conference title, topic, organizer of the conference, thematic sections, delivered contributions, and important debates evoked by contributions or keynote speakers.

#### *Book reviews*

A book review informs the reader about the content of a published academic work and about its author(s). A book review assesses the quality of the topic's elaboration and places the reviewed work in the context of the overall knowledge of the topic within the research field.

#### *Book review essays*

A book review essay informs the reader about the content of a published academic work and about its author(s) but also includes a more general, essayistic discussion of the book. A book review essay often discusses several titles relevant to the given context.

### **What are RVVI, RIV and VaVal?**

It is not surprising that not every published scientific result has the same value. There is a relatively complicated methodology for evaluating science in the Czech Republic. The Government Office for Research, Development and Innovation (RVVI) handles coordination of the whole area. RIV stands for the Register of Information on Results, which gathers the published results of research projects in the area

of research, development and Innovation (Czech acronym: “VaVal”).

### **Where to find an appropriate publishing platform?**

A list of Czech peer-reviewed journals can be found in the [RVVI webpages](#).

An overview of foreign academic journals can be found in the Communication & Mass Media Complete section of the EBSCO database, accessible from the [FSS Charles U library website](#).

The website of [the prestigious publishing house SAGE](#) contains a list of the communication-themed journals published by SAGE.

Another major publisher is Routledge (and the whole Taylor & Francis group to which it belongs). [Its website](#) contains a list of Taylor and Francis's communication-themed journals.

Some academic journals are published by [Intellect Books](#).

A useful database is the [Central and Eastern European Online Library](#) (CEEOL), which is accessible through the FSS Charles U library.

The European Science Foundation has its own database of humanities journals. Students who focus on discursive, linguistic, and historical topics will appreciate the list of journals found in the [European Reference Index for the Humanities](#) (ERIH).

### **Tips and Tricks for Publishing**

#### **Begin with reviews**

Writing reviews is a good way to get in touch with the academic community. By doing a job that does not take much time (compared to other outputs), you will learn the academic language and gain awareness of the people associated with various journals. Some magazines make open calls for reviews of particular works, but you can go the other way and suggest that you review a title that interests you.

#### **Writing in a team with co-authors**

This happens more frequently in publications on the natural sciences, but working together on a single output is becoming more common in the social sciences. If you publish such a text, remember that the authors names do not appear alphabetically, but according to their importance. The position of the lead author is the most prestigious. The lead author is usually responsible for the division of labor in the writing of the work and the subsequent assembly of its individual parts.

#### **Proofreading**

If you are sending a contribution to a foreign magazine, have it checked by a native speaker, ideally one who is also an expert in the field. Resources from SVV can be used for proofreading purposes.

#### **Compliance with formal requirements**

Each journal has its own guidelines for style and format of contributions, which are usually available on its website. Adherence to the required citation standard (usually the Harvard name-date system is used), length limitations, etc. is essential. Also check the title, abstract, and references carefully.

#### **Communication with editors**

Before submitting a paper to a journal, it is advisable to verify the journal's or magazine's interest in and paradigmatic compatibility with your study with the journal's editor. The worst that can happen is

that he/she won't answer. It is good to have the text almost ready at the moment when you reach out to the editor. Communicating with editors requires courtesy, patience, and perseverance (polite but persistent demands for response).

### **Dates and deadlines**

Professional communication with editors requires adherence to deadlines, timely apologies, and requests to postpone deadlines. The grant of a postponement should be made explicit. Do not silently assume it has been granted.

### **Dealing with peer-review**

After receiving the review(s) of your article, it is recommended to wait a few days before responding to the editor. Any criticism of one's own work is, by its nature, unpleasant and can evoke strong emotions. However, it is not appropriate to complain about the reviewer or his/her human or professional qualities. If the ratings of two anonymous reviewers differ significantly, and you don't know what to do about it, don't hesitate to contact the editor. He can advise you on what path to take in making revisions. If you think it may be useful, you can suggest a third review if the editor doesn't suggest it first.

### **Do not accept all of the reviewers' notes "blindly"!**

It is not absolutely necessary to incorporate all reviewers' comments in your revisions, especially when reviewers contradict one other. Make changes where you acknowledge that the reviewer is right, and in sections where editing the text does not affect your conclusions. Where adjustments would go against your convictions, do not back down. It's still your text! All corrections made by the author to the text must remain marked. It is advisable to draw up a list of corrections you have made and a brief description of the reviewers' comments that underlie them.

### **Dedication**

Before submitting a study, you must check that the text includes a dedication mentioning all grants and projects by which preparation of the study/research has been funded (usually provided in the form of a footnote linked to the title)

### **If rejected, try again!**

The fact that one journal has rejected your submission does not necessarily mean that it is a bad paper that will never be published. Absolutely not! Take advantage of the feedback from the reviewers, edit the text, and try again somewhere else.

### **Several (perhaps) useful titles about publishing academic studies**

Culen, D. (2012): *Editors, Scholars, and the Social Text*. Toronto: University of Toronto Press.

Dunleavy, P. (2003): *Authoring a PhD*. New York: Palgrave Macmillan.

Duszak, A. ed. (1997): *Culture and Styles of Academic Discourse*. Berlin: Walter de Gruyter.

Gamage, D., Zajda, J. (2007): *Secrets of Scholarly Publishing in International Journals*. Albert Park: James Nicholas Publisher.

Haustein, S. (2012): *Multidimensional Journal Evaluation: Analyzing Scientific Periodicals Beyond Impact Factor*. Berlin, Boston: Walter de Gruyter.

Moed, H. F. (2005): *Citation Analysis in Research Evaluation*. Dordrecht: Springer

Mulvaney, M. K. A., Jolliffe, D.A. (2005): *Academic Writing: Genres, Samples, and Resources*. Harlow: Pearson Longman.

Neville, C. (2007): *The Complete Guide to Referencing and Avoiding Plagiarism*. Maidenhead: McGraw-Hill.

Rocco, T. S – Hatcher, T. et al. (2011): *The Handbook of Scholarly Writing and Publishing*. San Francisco: Jossey Bass.

Silvia, P. J. (2007): *How to write a lot*. Washington: American Psychological Association.

## Appendix III: Writing a Dissertation

### Basic Steps in the Creation of a Dissertation

- literature review—repeated during the process, searching for relevant information in monographs, chapters in collective monographs, articles in academic journals, other dissertations, catalogs from important congresses of recent years
- plan for the study of the literature — an overview of the literature and determination of the order of study of individual titles
- adoption of a system for archiving sources —it is useful to take advantage of new technologies (from Word Notes to iPad applications, and extended AdobeReader functions such as PDF document tagging, etc.).
- adoption of a system for archiving and creating bibliographic references — manually (for example, using the Word resource management function), or with specialized programs (e.g., EndNote)
- creation of an abstract and extended abstract for every part of the dissertation before beginning to write the actual text —thinking through before writing.
- using parts of your ongoing research in the form of conference papers
- continuous use of opportunities for feedback: participation in summer schools, workshops...

### Citation Systems in Academic Texts

Professional publishing platforms do not impose requirements for citing literature randomly. They choose from existing, well-established referencing styles.

There are several basic styles whose names reflect the institutions or resources that developed/expanded them. They are usually professional associations that publish academic journals. Preferences for individual styles vary by discipline (in the social sciences, the name-date Harvard Referencing Style is usually considered a modern, lightweight, and simple referencing system).

In all styles, however, a reference is made in the text, either directly to a name or to a numeric index (consecutive or recurrent), which is linked to a separate list of sources (either below the line on the page (footnote) or following the text (endnote)).

### **Basic referencing styles**

*Name styles: the reference in the text refers to the author's name (and the year and page, e.g., Harvard, MLA)*

- Name-date Harvard
- American Psychiatric Association APA
- Modern Languages Association MLA
- Chicago (Chicago Manual Style)
- Modern Humanities Research Association MHRA
- Council of Science Editors CSA
- Consecutive numbering: numerals in the text correspond to numbered footnotes or explanatory notes after a chapter/text. The reference is in the footnote/explanatory note. The numbers do not repeat.
- British standard (running notes)
- MHRA
- Chicago
- Oxford

*Recurrent numbering: numerals are used to indicate references supporting information provided in a text. The numerals refer to sources listed following the text, in the order that they appear in the text. If a work already referenced is referenced again, the number in the list of references is repeated in the text.*

- British standard (numerical)
- Vancouver style

- Institute of Electrical and Electronic Engineers IEEE
- Council of Science Editors CSA

In the Czech context, the ISO 690 standard governs citations, references, and the way in which final lists of literature are created. More information here: <https://knihovna.fsv.cuni.cz/rady-navody/jak-proc-citovat>

## Appendix IV: Organizations and Associations

You can find up-to-date information about events, conferences, workshops, new books, and more on organizations' and associations' websites, including those below.

### **European Communication Research and Education Association (ECREA)**

[www.ecrea.eu](http://www.ecrea.eu)

The most important European association for communications studies. PhD students of Media and Communication Studies at the Faculty of Social Sciences of Charles University automatically become members of this association, which brings some advantages, for example, in the form of lower fees at conferences.

**Do you want to know what's going on?** Subscribe to the ECREA mailing list. You can find the “Mailing list” tab in the left-hand menu on the organization's website. Just fill in your email address. You will receive information about upcoming conferences, new publications, calls for contributions to upcoming books (encyclopaedias, collective monographies), etc

### **International Association for Media and Communication Research (IAMCR) <https://iamcr.org/> and International Communication Association (ICA) <https://www.icaheadq.org/default.aspx>**

The two most important organizations in the field worldwide. In addition to extensive information, both also publish prestigious academic journals.

### **The Nordic Information Centre for Media and Communication Research (NORDICOM)**

<https://nordicom.gu.se/sv>

A Scandinavian organization whose website (or its English part) contains interesting news about events in the field.

For a complete list of associations with which ECREA, ICA, and IAMCR are associated, see the website <http://mapping.ulb.ac.be/>.

## Appendix V: Studying Abroad

Student mobility, or study abroad, is administrated by the FSS Department of Foreign Relations (OZS), which is located on the second floor of the Hollar building, door numbers 216 and 218. Contacts can be found on the [faculty website](#).

### Erasmus +

ERASMUS + is a well-known student exchange program with all EU countries, which is available to doctoral students. The selection of students for individual study stays abroad is carried out and coordinated by OZS together with the individual institutes. All regular students (including non-EU citizens) can take part in ERASMUS + if they remain enrolled at the Faculty of Social Sciences during their ERASMUS + stay. If you are interested in a foreign stay through ERASMUS +, you should see whether an agreement has been concluded with the university that interests you by checking the OZS website.

Offers of stay are based on agreements concluded by FSS with foreign partners. They also regulate the number of students (depending on the type of study) who can go to the partner university under the agreement.

### Contacts: ERASMUS+ Program

<b>Department of Foreign Affairs</b>		
<b>Ing. Radek Kovács</b>	222 112 235	<a href="mailto:outgoing@fsv.cuni.cz">outgoing@fsv.cuni.cz</a>
<b>Coordination at FSS Charles U</b>		
<b>Mgr. Jan Miessler</b>	Room no. H111a	<a href="mailto:jan.miessler@fsv.cuni.cz">jan.miessler@fsv.cuni.cz</a>

### Interuniversity Agreements

Charles University has a number of bilateral cooperation agreements with universities on all continents of the world. Applicants wishing to compete for participation should submit their applications or planned programs through the OZS. In most cases, any full-time student who meets the conditions of an interuniversity agreement can apply, regardless of their citizenship.

The application usually includes a CV, a letter of motivation (usually describing the curriculum or at least a list of courses the student wants to take abroad), a letter of recommendation from the Director of the student's Institute and/or supervisor, and confirmation of sufficient language skills.

Contacts of the Department of Foreign Relations of the Rectorate of Charles University and other useful information can be found at <https://cuni.cz/UKEN-169.html>.

### Intergovernmental Agreements

The Czech Ministry of Education also supports student trips abroad. Students should submit application materials to the OZS. Successful applicants will be contacted by the Ministry of Education and informed about further steps.

The Ministry's Centre for International Cooperation in Education (DZS), in particular, its Academic Information Agency, coordinates student trips abroad. You will find the exact deadlines for submitting individual trip proposals and other necessary information and documents on its website: <https://www.dzs.cz/en>

## **CEEPUS**

<http://www.ceepus.info>

The Central European Exchange Program for University Studies is similar to the ERASMUS + program, but it seeks to connect students from Central and Eastern European countries. Exchanges take place within so-called thematic networks with specific partners. The Institute of Economic Studies is the only partner at FSS Charles U. However, doctoral candidates in other institutes may apply for admission to a particular university under the CEEPUS program as a "freemover" (for other ways to study abroad as a freemover, see below). Financial support is provided by the national CEEPUS offices of the participating states.

## **Offers by Non-governmental Organizations**

Study abroad can also be funded by various foundations and non-profit organizations. The utility of this option largely depends on the specific topic of the student's research. There are many opportunities; you can find an overview here: <https://www.cuni.cz/UK-6417.html>.

We recommend, among others:

- Fulbright stipends: <http://www.fulbright.cz>
- Hlávková fund: <http://www.hlavkovanadace.cz>
- Visegrad fund: <http://visegradfund.org/scholarships>

## **Freemovers and the Charles University Mobility Fund**

Activities abroad can be arranged in other ways than the standard ones. Going abroad as a "freemover" has unquestionable advantages — you choose the university that best fits your requirements, you determine to a large extent what you want to do there (doctoral students usually consult with local professors and libraries in advance). Information about this type of study is so individual that it does not appear on the university website. The conditions for this type of study depend on an ad hoc agreement with a foreign university, which is one disadvantage of the procedure — it takes much more effort to arrange such trips.

For financing an individual trip, funds can be drawn from the Charles University Mobility Fund. However, that fund will cover only half of the estimated costs associated with the stay. The remaining part can be paid, for example, from the Ministry of Education, Youth and Sports, or from the Specific University Research program.

## **Summer Schools**

An interesting form of study abroad is participation in a summer school. These are usually one- or two-week events organized by a foreign university or organization. Summer schools for doctoral students usually combine lectures and workshops with critical analysis of dissertation projects.

The ECREA European Media and Communication Doctoral Summer School, which usually takes place in the second half of August, is undoubtedly one of the most important summer schools in the field of communication studies. See more at <http://www.comsummerschool.org>.

## **Other summer schools:**

- International Summer School of the European PhD in Social Representation and Communication (<http://www.europhd.net>)
- Center for Communication, Media and Information Technologies (<http://phdsummerschool.nordict.aau.dk>)

## Appendix VI: Guidelines for ISP evaluations of Ph.D. Study English Programme Media and Communication Studies

The ISPs are evaluated on the basis of a three-category system, by supervisors and the Subject Area Board (SAB):

- A = the requirements of the ISP are fulfilled;
- B = the requirements of the ISP are partially not fulfilled;
- C = the requirements of the ISP are not fulfilled.

In many cases, a B means that there has not been sufficient progress with the PhD work; while a C means that the PhD study has to end. In response to a B evaluation, sanctions are possible, namely reducing the stipendium (with a maximum of a 50% reduction).

Although every PhD project is different, and problems that may occur are also different, this note describes a policy to handle these problems, in order to calibrate the SAB responses and protect the fairness of the decisions (by avoiding too different responses to particular cases). Nevertheless, the SAB should always take the context into consideration. One particular scenario occurs when an ISP is evaluated as not having been completely fulfilled, but there is evidence that this was caused by circumstances outside the control of the student. In this case, the SAB can still decide for an A evaluation.

Furthermore, the assumption is that the supervisor has already attempted to remedy the problems with the PhD student, before deciding on a B (or C). In this sense, a B evaluation is already a second phase. It is important to always keep in mind that a B evaluation is an indicator of serious problems with a PhD project; all PhD projects have problems, and a B evaluation should never be given lightly.

When an ISP is evaluated by the SAB with a B, the SAB will also decide how the insufficiency/ies should be remedied and within which time frame, in consultation with the supervisor. These required remediations will become a part of the ISP. When these remediations have been implemented, the student can request the SAB, at least three months after the decision and only during the academic year, to reconsider any sanctions that the SAB has imposed.

**If a B evaluation is given by the SAB, then the following policy will be implemented, keeping in mind that the SAB can make exceptions:**

- First time B: reduction of stipendium with 10%. This is seen as a warning, and should still allow the PhD student to continue. After at least 3 months and only during the academic year, the guarantor (mandated by the SAB) can re-evaluate the stipendium reduction, on the basis of a motivated request from the PhD student, supported by a letter of the supervisor confirming that the insufficiencies of the ISP were remedied and the ISP obligations have been fulfilled.
- Second time B: reduction of stipendium with 50%. This is a final warning for a student. Also here, there will be a re-evaluation possible (after at least 3 months, and only during the academic year), as described in the previous paragraph. If a B is given for a second time, even when the first reduction to 10% was nullified in the re-evaluation, the stipendium reduction will be 50%.
- Third time B: Transformation of B evaluation into a C evaluation, and end of the PhD project.

In all cases, the supervisor and SAB can also decide to immediately give a C. It is thus not a necessity to give two Bs, before reverting to a C.

## **Appendix VII: Procedure for Exceptions**

If a student wants to have an exception related to the rules of the PhD training programme, they need to submit a written motivated request to the guarantor, via the CDS. If an exception is related to a course of the PhD training programme, then the request needs to include the written & (e-)signed agreement from the responsible teacher. This implies that the PhD student needs to negotiate with the teacher, before sending in the request, in order to secure the latter's permission.