Practical Guide

To Doctoral Studies 2026/2027

English-language PhD Programme in Media and Communication Studies
Institute of Communication Studies and Journalism - **P0321D180004**

This document applies to all currently enrolled PhD students
Last updated: Winter Semester of the 2026/2027 academic year

INSTITUTE OF COMMUNICATION
STUDIES AND JOURNALISM
Faculty of Social Sciences
Charles University

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List of Abbreviations

CAS - Central Authentication System

CDS - Centre for Doctoral Studies

CU - Charles University

DDE - Dissertation Discussion Examination

DS - Doctoral Seminar

EJO - European Journalism Observatory

FSS - Faculty of Social Sciences

GA CR - Grant Agency of the Czech Republic

GA UK - Grant Agency of the Charles University

ICSJ - Institute of Communication Studies and Journalism

ISP - Individual Study Plan

OBD - Charles University register of all publication activities

SAB - Subject Area Board

SDE - State Doctoral Examination

SIS - Study Information System

SVV - Specific University Research

Important Contacts

The following persons are the most important contacts for the Media and Communication Studies doctoral program.

Mgr. Julia Gottstein, M.A. (Coordinator) **Mgr. Markéta Nejedlá** **Ani Sukiasyan, M.A.** **Mgr. Aneta Filípková** **Shirley Basauli Agustina, M.Sc.** Centre for Doctoral Studies - ICSJ FSS CU	julia.gottstein@fsv.cuni.cz marketa.nejedla@fsv.cuni.cz ani.sukiasyan@fsv.cuni.cz aneta.filipkova@fsv.cuni.cz shirley.basauli.agustina@fsv.cuni.cz cds.iksz@fsv.cuni.cz tel.: 222 112 **174** H015A, Smetanovo nábř. 6
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Mgr. Lukáš Pánek **Mgr. Petr Arbet** **Mgr. Anna-Marie Pospíšilová** **Mgr. Karolína Koudelka** Psychological Counselling for all CU students and employees - Carolina Centre Registration for counselling	10368590@o365.cuni.cz annamarie.pospisilova@ruk.cuni.cz karolina.zeniskova@ruk.cuni.cz counsel@ruk.cuni.cz https://centrumcarolina.cuni.cz/CCENG-64.html
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4 Introduction

The practical guide for the English-language PhD programme at the Institute of Communication Studies and Journalism aims to provide current and prospective doctoral researchers and supervisors with information on this PhD programme on Media and Communication Studies. A comprehensive understanding of this document will facilitate the PhD trajectory; thus, you are urged to read this document very carefully. This practical guide is updated on a semestral basis and differs from the previous version (which was released before, at the beginning of the summer semester of 2026).

Be informed that particular obligations of the PhD programme might be different, pending on the year of enrollment in the PhD studies. Variations in obligations for different enrollment years are explicitly mentioned in the Practical Guide.

We highly recommend checking the Student Manual of the Faculty for Social Sciences, which is created for students of English language degree programmes. You can find the manual here. You can also check a website with practical information on accommodation, health insurance, visas, student ID cards, etc., here.

Disclaimer

Please keep in mind that the main aim of this practical guide is to provide the PhD students with an accessible reference guide regarding their doctoral studies at the Institute of Communication Studies and Journalism at the Faculty of Social Sciences, Charles University. However, the regulations and requirements may, from time to time, change, and new rules can be added, or already existing ones can be removed or changed. Thus, the most recent provisions might supersede the information published within this practical guide. The Centre for Doctoral Studies always endeavours to provide the most recent information to the PhD students and other relevant parties through this practical guide and through other communication channels; however, it is the duty of the PhD students and other relevant parties to get themselves informed on the changes and amendments to the measures, provisions, and obligations, and abide by them. The official rules always have precedence over what is written in the practical guide.

Regulations for PhD Students of FSS CU can be found via Study Rules and Duties.

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The Basics

The doctoral programme takes the form of a full-time or combined form of study (for more general information, you can visit the CU webpages for doctoral studies). The main difference is that full-time PhD students receive a monthly stipend, while students registered in the combined study model do not.

The basic duties, which are completing the compulsory courses, passing the State Doctoral Examination (or the Dissertation Discussion Examination (DDE)[1] for those enrolled in their studies in 2025/2026 and later), and the Small and the Main Defence of the PhD dissertation, academic publishing, and doing conference presentations, are the same for all PhD students of both study forms. However, the degree of involvement of the PhD students in the Institute's operations and their obligations to study abroad differ.

The essential document in the PhD programme is the student's Individual Study Plan (ISP), which must be submitted at the beginning of their studies and which needs to be approved by the Subject Area Board (SAB) of the study program. During their studies, the PhD students must fulfil the terms of their ISP and evaluate it every year. If deemed necessary, additional evaluations of the ISP may also be conducted during the academic year. In other words, PhD students must fulfil their study obligations outlined in the ISP and do so in consultation with their supervisors.

Doctoral study programmes are managed by so-called guarantors, who are also the Heads of the Centre for Doctoral Studies (CDS). Currently, the guarantor of the English-language PhD programme is Extraordinary Professor Nico Carpentier; Associate Professor Vaia Doudaki is the deputy guarantor of the English-language programme. The guarantor of the Czech-language programme is currently Associate Professor Robert Silverio; Markéta Supa, Ph.D. is the deputy guarantor of the Czech-language programme. Each programme is also supported by its Subject Area Boards, consisting of a team of experienced academic staff members, and by the CDS, whose daily management is handled by the CDS coordinator, Mgr. Julia Gottstein, M.A.

(1) Within Charles University, different labels are used for the DDE: The Institute of Communication Studies and Journalism (ICSJ) refers to it as Dissertation Discussion Examination (DDE), and throughout this PhD Guide, the term DDE is employed. The Faculty of Social Sciences (FSS) designates it the Colloquium on Dissertation Topic (abbreviated in Czech as RTDP), while Charles University (CU) refers to it as Pre-defence.

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A PhD study room is available in the Hollar building. Located on the ground floor in room H015, it is accessible to students from both doctoral programmes at ICSJ. The room features modern, comfortable furniture with around 12 workspaces, a faculty laptop equipped with SPSS software, and all necessary technical tools for conference calls. It offers a comfortable setting for studying, organising interviews, or meetings related to the dissertation project and PhD studies in general, and functions as a suitable space for supervisors to meet with their doctoral students.

The PhD study room is available in accordance with the Hollar building's operating hours, from Monday to Friday, 7:00 AM to 9:00 PM. The room is accessible during CDS office hours (9:00 AM – 4:00 PM); outside of these hours, the key to the room must be obtained from the Hollar reception.

Please note the following:

- On Tuesdays and Thursdays, the workspace will be entirely accessible for study purposes. On Mondays, Wednesdays, and Fridays, room H015 will occasionally be used for hosting various meetings and examinations related to the doctoral programmes. The room will not be available during these periods.
- The room may be used by PhD students for events organised as part of their doctoral studies.
- Supervisors may reserve the room for meetings with their doctoral students.
- Room H015 is designed to meet the needs of PhD students at ICSJ. Selected doctoral students from other Faculty of Social Sciences institutes may use rooms H213 and H214 on the second floor of the Hollar building.
- To reserve the room for an event related to your doctoral studies, please inform the CDS by sending an email to cds.iksz@fsv.cuni.cz at least one week in advance. This allows CDS to check the room's availability and reserve it for your event.
- The information about the availability of room H015 can be found on SIS as well.

The Main Elements of the PhD Programme

In addition to the nine compulsory courses included in the study plan (see "Compulsory Doctoral Courses"), the State Doctoral Examination/Dissertation Discussion Examination, and the dissertation, with its Small and Main Defence, the PhD students are also required to undertake a series of publication and research activities, aimed at broadening the PhD students' scope and allowing them to become acquainted with academic practice (by participating in it). You may find brief explanations of the main elements of the PhD programme in the following paragraphs. When necessary, these items will be discussed in more detail in the following pages and/or in the appendices.

1. Publications

Each PhD student has to publish three scholarly texts during their studies. At least one of the three texts needs to be a peer-reviewed academic article. At least two of the three texts must have the PhD student as the single author (they may thus be a co-author of the third text). Two texts, namely the peer-reviewed article and one single-authored text, must be submitted for publication before the State Doctoral Examination, and one of the two texts needs to be at least accepted for publication. In the case of the Dissertation Discussion Examination, one scholarly text needs to be published or at least accepted for publication before taking the Dissertation Discussion Examination. Two texts (including the academic article) need to be published before submitting the dissertation for the Main Defence, and one (the third) text needs to be at least accepted for publication before submitting the dissertation for the Main Defence (see more information in the "Research Publications" section). These requirements are valid for both the monograph and for the PhD on articles models, but there are additional requirements for the PhD on articles, as defined in **"The PhD Dissertation".**

2. Grant-seeking

Research also requires grant-seeking activities by the PhD student. The PhD student has to apply for a research grant at least twice, whether or not they succeed 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 submitted by staff members of the Institute of Communication Studies and Journalism at the Faculty of Social Sciences, Charles University.

Please note that the travel grants (e.g. POINT) or internal funding of the institute (e.g. SVV) cannot be counted as the fulfilment of the research-grant-seeking activities. Travel grants or the internal funding of the institute are not counted as grant activity.

3. Active conference participation

PhD students must actively attend at least two academic conferences, while at least one of them should be international (which means it should take place outside of the Czech Republic). The PhD student must present at least one conference paper (or contribute with a poster to a poster session) before taking the State Doctoral Examination/Dissertation Discussion Examination. Also, including a paper in the online component of a conference programme is considered a presentation. One conference (paper or poster) presentation may occur after the State Doctoral Examination/Dissertation Discussion Examination. Conference papers and posters need to be submitted to CDS maximally one month after the conference.

4. Research stay(s) outside the Czech Republic

PhD students are expected to actively cooperate with academic institutions outside the Czech Republic, again with the objective of broadening their scope, keeping particularly in mind that academic encounters with a variety of scholars who are operating in different contexts are enriching.

Ideally, PhD students should complete a one-semester stay abroad (based on an inter-university agreement, the ERASMUS+ programme, or another program). Alternatively, it is acceptable for PhD students to accumulate at least one month (14 days for PhD students in the combined form of study) by attending summer schools, workshops, and conferences outside the Czech Republic. Participation in international project meetings abroad and research stays abroad are also included in this second model.

5. Participation in the Operations of ICSJ FSS CU

Enrolled in 2023/2024 and before

Full-time PhD students have to be involved in teaching at ICSJ by being an opponent or

consultant of minimally one BA or MA thesis at ICSJ or other academic institutions (or another equivalent activity) and by active involvement in one academic course as a teaching assistant. Moreover, they need to organize at least one activity or a training event for other PhD students enrolled in the PhD programme Media and Communication Studies.

Enrolled in 2024/2025 and further

PhD students need to organize at least one activity or a training event for other PhD students enrolled in the PhD programme Media and Communication Studies. Other pedagogical activities are part of the Teaching Media Studies course.

6. Completion of compulsory doctoral courses

The PhD 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 (in the academic year of the enrolment to studies).

7. The State Doctoral Examination/Dissertation Discussion Examination

Enrolled in 2024/2025 and before

PhD students enrolled before/in the 2024/2025 academic year should take and pass the State Doctoral Examination (SDE) by the end of the fourth year of their studies.

Enrolled in 2025/2026 and after

Students enrolled in/after the 2025/2026 academic year, instead of the SDE, should take and pass the Dissertation Discussion Examination (DDE) by the end of the third year of their studies.

8. Dissertation Defence

Each PhD student is required to complete the Small Defence of the first full version of their dissertation, and to pass the Main Defence to successfully complete their PhD studies.

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Compulsory Doctoral Courses

PhD students must complete nine compulsory courses. These courses are taught either on a regular basis or consist out of a series of individual tasks. PhD students must enrol in these courses, electronically in SIS, at the beginning of the semester. The dates for enrolling the courses and other PhD related activities are specified in the academic calendar.

The table below shows the relevant information about the nine compulsory courses. You may visit the Karolinka database for more information about the compulsory courses.

J#011

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

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Be advised that the details of the courses, assignments and other relevant information are available in the courses' syllabuses in the SIS, which students need to scrupulously follow.

Doctoral Seminar I

Course Leader - doc. Vaia Doudaki, D. Phil., PhD

Introduction

Doctoral Seminar I (DSI) is an introductory doctoral seminar that provides PhD students with basic knowledge in the presentation and evaluation of academic research projects in Media and Communication Studies.

To successfully fulfill the course's requirements:

- Each PhD student needs to present their doctoral project in written form and orally.
- Each PhD student needs to discuss a fellow PhD student's project and provide detailed and constructive feedback in written form and orally.
- Each PhD student needs to submit an improvement plan, responding to the feedback they received for their doctoral project.
- PhD students need to attend and be actively involved in the course's seminars by engaging in peer review and feedback discussions.

Doctoral Seminar II

Course Leader - doc. Vaia Doudaki, D. Phil., PhD

Introduction

Doctoral Seminar II aims to provide PhD students with knowledge in the presentation and evaluation of academic research projects in the field of Media and Communication Studies, focusing on the projects' methodology and research design.

To successfully fulfill the course's requirements:

- Each PhD student needs to present the research methodology plan of their doctoral project in written form and orally.
- Each PhD student needs to discuss a fellow PhD student's research methodology plan and provide detailed and constructive feedback in written form and orally.

- Each doctoral student needs to submit a written improvement plan, responding to the feedback they received for their research methodology plan.
- Students must attend and be actively involved in the course's seminars by engaging in peer review and feedback discussions.

Doctoral Seminar III & IV

Course Leader - doc. PhDr. Irena Reifová, PhD

Introduction

Doctoral Seminar III/IV is aimed at building PhD students' capacity in writing their dissertation thesis. In DS III/IV, PhD students submit one full chapter of their dissertation. The chapter has two main opponents: the dedicated PhD student opponent and the lecturer.

Each PhD student must:

- submit a chapter according to the schedule
- the submitted chapter must be 4-5000 words long (without the references) and must include the List of References
- act as a student opponent
- participate in the online meetings and discussions

Teaching Media Studies

Course Leader - prof. PhDr. Jan Jirák, PhD

Introduction

The course aims to develop teaching skills in Media Studies, especially for developing principles of didactic transformation of scientific topics into lectures or seminars (presenting the results in a „real" teaching situation). The seminar aims for PhD students to master the basic principles of a university teacher's pedagogical work and apply these principles to the field of media studies.

The seminar consists of three components. Component one is compulsory, while the PhD student can choose between component two or three.

- **C1:** Active involvement in one academic course as a teaching assistant, supervised and mentored by an experienced teacher.
- **C2:** Organisation of one lecture for an academic course, including its preparation, delivery and evaluation
- **C3:** Mentorship of one student (enrolled in the first or second cycle of studies), for a particular course or assignment

Development of Media and Media Studies

Course Leader - prof. MgA. Martin Štoll, PhD

Introduction

The aim of this course is to demonstrate to PhD students that the study of the development of media issues in the past will allow a better understanding of the current media situation. The course is structured around the preparation of seminar papers. Each PhD student will focus on media development in their home country from 1990 - 2020 in this work. The goal is to identify the basic changes that have taken place, define the main actors, and outline the developmental currents.

Assignment:

The main course assignment is to individually write an academic text of 20 standard pages using literature and a note-taking apparatus. The paper will focus on the development of media in their home country in the years 1990 - 2020.

Methodological Seminar

Course Leaders - Mgr. Anna Shavit, PhD; PhDr. Irena Prázová, PhD

Introduction

This seminar aims to acquaint PhD 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 projects. 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 PhD students. The seminar will also include the actual preparation of the methodological part of the PhD student's research for their dissertation project, with ongoing consultations.

Assignments:

1. Assignment: Introduction to qualitative methods (individual) - developing research question based on the PhD student's project proposals that can be answered through qualitative research methods and evaluation of the appropriateness, a qualitative research design for the PhD students' study (description of the method, proposed design & corpus)
2. Assignment: Introduction to Quantitative Methods (individual) - a quantitative research design for the PhD student's study (description of the method, proposed design & corpus), conceptual/operational definitions for two of the PhD student's key concepts, with a brief reflection on them
3. An exercise focusing on preparing a questionnaire
4. Final assignment: A group work that deals with a small research project, potentially linked to an existing research project or research center. The focus will be on the methodological design, and the corpus will be kept small to ensure feasibility.

Culture, Ideology, Power, in Media and Communication Studies

Course Guarantor - doc. Vaia Doudaki, D.Phil, Ph.D.

Introduction

The course addresses key theories and issues in media and communication studies, focussing on three main areas: culture, ideology, and power.

The course emphasizes 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 examining issues and topics that pertain, inter alia, to identity, nationalism, globalization, social struggle, resistance, and their political, economic, cultural, and technological implications.

Publishing Skills

Course Leader - doc. Nico Carpentier, PhD., Extraordinary Professor at Charles University

Introduction

This PhD course will consist of a series of workshops focused on enhancing PhD students' skills in academic publishing. The course has a strong focus on learning by doing through the actual writing and evaluating of academic texts. It also will provide PhD students with insights into successful presentations at conferences and the publishing of articles and book chapters.

The course will consist of three workshops:

- 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, PhD students will present their assignments in a fourth workshop.

Additional requirements for the PhD student:

- Attendance at the workshops.
- Assignment 1: Write an abstract for an international conference and an academic book review
- Assignment 2: Analyse the structure of an existing article (paper)
- Assignment 2b: Present the paper with the analysis of the structure of an existing article
- Assignment 3: Write one popularising article for the European Journalism Observatory (EJO).

Peer Support

Full-time PhD students enrolled in 2023/2024 and before, in the English-language PhD programme in Media and Communication Studies will have to fulfil these requirements in relation to teaching:

- Being an opponent or consultant of minimally one BA or MA thesis at ICSJ or another academic institution, or another equivalent activity, such as being a co-supervisor for a thesis, or mentoring an MA student.
- Active involvement in one academic course as a teaching assistant, supervised and mentored by an experienced teacher.
- Mentorship of another student outside the Teaching in Media Studies course, which should be at least 6 hours.

Other requirements for all full-time PhD students:

- Organising minimally one activity or a training event for the PhD students enrolled in the PhD programme Media and Communication Studies. For example, PhD students can organise some social events to increase the engagement between fellow PhD students, or they can organise a seminar or a workshop on a topic relevant to the field of Communication and Media Studies.

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

It is recommended to PhD students to complete the course **Essential Teaching Skills** before they start teaching courses. The Essential Teaching Skills course will be offered once or twice a year. For more information about the course, contact the Study Department, Faculty of Social Sciences, Charles University.

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.

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Teaching assistants, whether this task is a separate activity (for PhD students enrolled in 2023/2024 or before) or whether they fulfil this task as part of the Teaching Media Studies Course (for PhD students enrolled later), will receive 1 to 9 CDS point(s) (*), which will result in the increase of the PhD student's stipendium during the annual rewards payment.

(*) hour-range

- 1 to 5 hours > 1 point
- 6 to 10 hours > 2 points
- 11 to 15 hours > 3 points
- 16 to 20 hours > 4 points
- 21 to 25 hours > 5 points
- 25 to 30 hours > 6 points
- 31 to 35 hours > 7 points
- 36 to 40 hours > 8 points
- 41 to 45 hours > 9 points

In order to assist PhD students in finding teaching assistant positions, calls will be announced on the **Teaching Vacancies for PhD Students** page on the institute's website.

Payments for Tasks

PhD students are rewarded for some of their academic activities. PhD students, who fulfil particular tasks, will be rewarded with a one-time stipendium increase every year. This stipend increase is not considered to be part of the so-called doctoral income (see "Financial Support"). The following CDS point system is used to determine the reward.

- CDS points for providing teaching assistance in a class, are calculated by an hour-range as mentioned above in "Peer Support",
- 2 CDS points are allocated for teaching in a class,
- 1.5 CDS points for a conference presentation with a conference paper,
- 1 CDS point for a review/conference report/interview.
- CDS points for publications which are not entitled to a separate publication reward.

If PhD students teach four or more lectures in a single course, they should be compensated as co-teachers. PhD student should reach out to the guarantor of the course they teach in to ask for confirmation to be sent to the ICSJ Secretary. After the course guarantor confirms the number of lectures taught by the PhD student, the PhD student will be paid separately from the CDS reward.

As the funding varies from year to year, it is not possible to determine in advance the amount that the PhD student will be rewarded for their activities, which is why we use 'CDS points'. The history of the value of one CDS point is in the table below. A PhD student receives one point for, e.g. attending a summer school.

Year	The value of one CDS point
2021	1 822 CZK
2022	957 CZK
2023	1 405 CZK
2024	1 405 CZK
2025	1405 CZK

Rewards for bachelor's and master's thesis supervision and the position of state doctoral examination secretary are paid from separate funds from January 2024 on, and these amounts are fixed. Nevertheless, the changes from November 4, 2026, will be applied, see also Appendix XI:

Starting from November 2026, rewards for publications will be allocated under the following conditions:

- **Separate article rewards**
    - During the PhD studies, one academic article in a peer-reviewed journal will receive the separate article reward in accordance with the publication rewards table.
    - If a second peer-reviewed article, published during the PhD studies, falls within the Q1 or Q2 category in the JCR database, according to the AIS quartile, it shall also be eligible for a full compensation according to the publication rewards table, otherwise CDS points are allocated (*see below*).
    - When there are multiple authors, the separate article reward is decreased by multiplying it with the percentage of co-authoring.
    - The third article (and additional articles) does not receive a separate article reward, but these publications receive CDS points (*see below*).

For more about the article rewards system, see Appendix XI.

- **Monograph rewards**

If a student publishes a monograph and contacts the CDS, the director of the Institute can decide to allocate a separate reward. In this scenario, a separate agreement will be used. If the director decides not to allocate a monograph reward, CDS points will be used to calculate the reward.

- **CDS point rewards**

Other publications can be rewarded through the allocation of CDS points, on the basis of the table below; This, for instance, applies to book chapters, book reviews, interviews, and conference reports. This system is also used to reward monographs not entitled to a monograph award, and articles which are not entitled to the separate article reward.

Type of Publication	Amount of CDS Points
Book Chapter	2
Monograph (B or C, with no monograph reward granted)	4
Monograph (A+ or A, with no monograph reward granted)	5
Academic article with no separate article reward granted, not indexed	2
Academic article with no separate article reward granted, AIS Q4	3
Academic article with no separate article reward granted, AIS Q3	4
Academic article with no separate article reward granted, AIS Q2 and Q1	5
Book reviews, conference reports, interviews, etc.	1

A reward for supervising a thesis is CZK 4,000, and for serving as an opponent, it is CZK 1,500. In the event of absence at the defence, the remuneration is subject to reduction:

- Reviewing: CZK 1,500 is decreased → CZK 1,000
- Supervision: CZK 4,000 is decreased → CZK 3,500

The reduction of the reward will not be implemented if there are medical grounds or a case of bereavement for the absence. In cases of absence during a defence, the PhD student is required to notify the CDS, providing the reason for such absence.

The State Doctoral Examination secretary will be compensated with CZK 150 per hour.
All aforementioned rewards are paid in the form of a stipend.

Please note that, when stipends are calculated through CDS points, the exact amount of the stipend reward cannot be predicted. You may contact CDS if you need more information.

Research Publications

Each PhD student has to publish three scholarly texts during their studies.

- At least one of the three scholarly texts must be a peer-reviewed academic article.
- At least two of these scholarly texts must be single-authored; thus, the PhD students can be a co-author of only one of these three texts.
- In case you need to take the State Doctoral Examination: Two texts, namely the peer-reviewed article and one single-authored text, must be submitted for publication before the State Doctoral Examination.
- In case you need to take the Doctoral Discussion Examination: One scholarly text needs to be published or accepted for publication before the Dissertation Discussion Examination.
- Two texts (including the peer-reviewed academic article) need to be published before submitting the dissertation for the Main Defence, and one (the third) text needs to be at least accepted for publication at that moment.
- All texts must include the affiliation of the PhD student to the institute (ICSJ); texts with the ICSJ affiliation missing cannot be counted as the fulfilment of the research publication duties.

The PhD students must list all their publication outputs for a given year in their ISP, including all relevant information such as the ISBN, ISSN, number of pages, and publisher. 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 review, the listing must describe the stage at which the publications are ("pending review", etc.).

When publishing, never forget to mention your affiliation to ICSJ FSS CU and the grant code from which you draw funds for the publication (i.e. GA UK, SVV, GA CR etc.). If you are not sure how to do this correctly, please contact **Mgr. Anna Shavit, PhD**. At the end of the calendar year, PhD students are rewarded for their publishing efforts through the PhD publication bonus system and CDS points (the latter from November 2026). The rewards are paid through a stipend. Also, these rewards are not considered as part of the so-called doctoral income (see "Financial Support"). More information about the reward system for publications can be found in Appendix XI.

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The PhD students must list their publications in the OBD publishing database by the end of October (see Intranet Faculty of Social Sciences Charles University> OBD top bar), before the annual rewards form is filled in, usually during October (sent by the CDS).

Please note that only publications entered in the OBD database which are meeting the Faculty requirements will be considered for rewards. This means, firstly, publications that have been allocated the label 'Accepted' by the Faculty in OBD. Also 'Online first' publications can be rewarded, after being reviewed by the Faculty OBD administrator and once they have received the mark 'N' in OBD. Please check Appendix XI for further details about the rules for publication rewards.

If the publication data are not entered in OBD, are entered incompletely, or do not meet the Faculty requirements, the payment will be postponed until the next year's rewards period. If the studies are completed before that new payment period, the payment risks being annulled.

A password from the Central Authentication System (CAS) is required for logging in in OBD. 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**

Participation in Conferences

Students must actively participate in at least two academic conferences, and at least one of them should be international,which means that it should be outside the Czech Republic.

The student must present at least one conference paper (or contribute with a poster to a poster session) before taking the State Doctoral Examination/Dissertation Discussion Examination. Also, the inclusion of a paper in the online component of a conference programme is considered a presentation. One conference (paper or poster) presentation may take place after the State Doctoral Examination/Doctoral Discussion Examination. Conference papers and posters need to be submitted to CDS maximally one month after the conference.

Covering the costs associated with the participation in conferences is the responsibility of the PhD student. Preferably, these costs should be covered by grant funds that the PhD students have applied for and obtained. In practice, these are primarily grants from the Grant Agency of Charles University (GA UK) or similar. We also recommend a close cooperation between the PhD student and their 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 partly or fully financially covered by Specific University Research (SVV) funding (see Appendix II). The prerequisites for the financing of a conference visit through this channel are:

1. that no fees for the participant are paid by any organisation other than Faculty of Social Sciences, Charles University,
2. that the PhD student will have an active contribution at the conference with a paper (in a workshop, panel participation, poster presentation, online program, etc.). Conference papers and posters need to be submitted to CDS maximally one month after the conference, and
3. that the PhD student will communicate their contribution to fellow students and faculty at Faculty of Social Sciences, Charles University, after the conference. The students are recommended to fulfil this requirement by presenting their paper in the event that they (co-)organise. If this is not possible, they may consider sharing their texts via email.

State Doctoral Examination

PhD students enrolled before or in the 2024/2025 academic year must complete and pass the State Doctoral Examination (SDE) by the end of their fourth year of studies. Students enrolled from the 2025/2026 academic year onwards, need to take and complete the Dissertation Discussion Examination (DDE) instead. The requirements for the DDE are outlined in the section below.

The registration for the SDE is done by sending an email to the CDS with their selected literature (see below).

At the time of enrolment for the SDE, the PhD student must have fulfilled all study obligations outlined in their ISP. The examinations are organised three times in a calendar year, and the periods of the examinations are set in the Academic Calendar. The exact date of the SDE will be determined and announced according to the number of PhD students who will inform the CDS of their intention to take the SDE (see the timetable of SDE below).

The timetable for the SDE

- at least 7 months before the event
  - selection of the literature (see p. 25-26)
- at least 4 months before the event
  - find out if your supervisor agrees that you may sign up for the SDE (as the situation at the time you selected the literature could have changed)
- at least 3 months before the event
  - inform the CDS of your intention to take the SDE; and submit the list of fulfilled obligations to be able to take the examination
- at least 1 month before the examination period starts
  - The supervisor will confirm that all required obligations have been completed, online in SIS of the PhD student's doctoral study. This implies that you send a document listing all requirements, together with evidence of these activities (e.g. acceptance letters for publications or the published papers) to your supervisor.
  - enrol for the SDE in SIS.

Please note that the enrolment system in SIS closes one month before the examination period starts. Thus, you must enrol on the examination before the deadline.

    - Information about enrolment for the state doctoral examination is sent by e-mail to CDS and the guarantor (and chairperson of the SAB).
- at least 6 working days before the SDE
    - send to the CDS via email an overview of each of the 10 books; use the table on page 27
- on the day of the SDE
    - bring copies of your published scholarly texts (and those accepted for publication). You may also bring the completed parts of your dissertation.
    - bring the overview of each of the 10 books; use the table on page 27.

How does SDE proceed?

The State Doctoral Examination consists of an oral examination of the knowledge and understanding of 10 major publications in the field of Media and Communication Studies. These 10 publications 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 has been decided by the guarantor. These are key theoretical works in our field. Each PhD student will then select 5 publications from this fixed list and send it to CDS. After approval by the guarantor, the list chosen by the PhD student is set. CDS will inform the PhD student and the supervisor.

Fixed list of 10 publications (which can be consulted at the CDS office)

1. Theories of Human Communication (Stephen W. Littlejohn, Karen A. Foss & John G. Oetzel)
2. Theorising Media: Power, Form and Subjectivity (John Corner)
3. Cultural Theory and Popular Culture: An Introduction (9th edition) (John Storey)
4. Representation: Cultural Representations and Signifying Practices (Stuart Hall)
5. Materialist Media Theory: An Introduction (Grant Bollmer)
6. Keywords for Media Studies (Laurie Ouellette & Jonathan Grey)
7. Strategic Communication: An Introduction to Theory and Global Practice (Jesper Falkheimer and Mats Heide)
8. Taking Journalism Seriously: News and the Academy (Barbie Zelizer)
9. Communication: A Post-Discipline (Silvio R. Waisbord)
10. Postmodern Media Culture (Jonathan Bignell)

5 publications that are different for each PhD student. The supervisor proposes 7 publications to the guarantor via CDS. These 7 publications need to be monographs (and not edited volumes or articles). The guarantor then selects 5 from the supervisor's list. The guarantor can also ask for additional publications to be suggested or replace suggested publications.

The State Doctoral Examination committee consists of 3-5 members. The examination committee is usually chaired by the guarantor, who is a member of the committee. At least one member is external to the Institute of Communication Studies and Journalism. The supervisor and opponents can participate as members in the state doctoral examination committee.

The aim of the SDE is to verify the PhD student's knowledge based on the requirements of the doctoral study programme. During the examination, the PhD student will first be asked to prove that they meet the requirements for admission to the examination. One of the requirements is to present an overview table of the 10 publications. Failure to present this document will be taken into consideration when deciding on the grade of the SDE. The PhD student must provide a written overview of each book to the examination committee using the table below, send it to the CDS 6 working days before the examination and bring 5 copies of the overview table to the examination. Please ensure that the responses to the three questions regarding each book together entail two A4 pages. The PhD student is also responsible for submitting copies of their publications. The examination committee members will ask questions about the 10 selected publications that the PhD student studied for the examination and their relationship to the PhD project.

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For more details, please see Appendix XIII.

Question	Book 1	Book 2	...	Book 10
What is the main paradigm of this book?				
What is its main idea (or thesis)?				
Why is this book important to CMS?				

The SDE is evaluated on a "pass/fail" basis and can only be repeated once. The SDE committee attempts to reach a consensus; however, if no agreement is reached, it uses a simple majority voting system. In the event of a tie during the SDE vote, the decision is taken in favour of the student. The members of the examination committee who are present cannot abstain from voting. If at least one member of the examination committee formally requests an anonymous vote, the vote will be anonymous.

It may be retaken no earlier than six months after the PhD student has failed the initial examination. Nevertheless, if the PhD student is in their fourth year and has not passed the examination in June, they can retake it in September, but they need to inform the Study Department and CDS in June.

Admission to the SDE is further conditioned by the following:

Two research publications

- Two publications, namely the peer-reviewed article and one single-authored text, must have been submitted for publication before the State Doctoral Examination takes place. The minimal requirement for these two texts is that one of them is accepted for publication before the State Doctoral Examination.
    - At least one text must be an original academic article, and it must be submitted to a peer-reviewed academic journal devoted to Media and Communication Studies or related scientific areas. If the field of studies with which the journal deals is unclear, the PhD student's supervisor must decide whether it qualifies.

    - The second text can be any scholarly text, including a book review, conference report, or journal article.
- As mentioned earlier in the practical guide, during their studies, PhD students must publish three scholarly texts. The remainder can be published after the State Doctoral Examination, but two of them must be published and one of them at least accepted for publication before the Main Defence.

Active conference participation

The PhD student must have presented at least one conference paper (or contributed with a poster to a poster session) before taking the State Doctoral Examination. This also includes contributions to the online component of the conference program.

Grant activity

The PhD student must have two research grant-seeking 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 GA CR, GA UK, and MEYS). A team application is acceptable as a grant activity. Travel grants or the internal funding of the institute are not counted as grant activity.

Participation in the Doctoral Seminar

During their studies, the PhD students must complete four semesters of the doctoral seminar and fulfil all related requirements.

Fulfilment of study obligations

The PhD student must pass all compulsory courses.

Supervisor's recommendation

The PhD student should consult their supervisor about the SDE in advance and provide them with the list of fulfilled obligations to enrol for the SDE (together with the necessary evidence). The application for admission to the SDE must be accompanied by the supervisor's online confirmation of completed obligations in SIS (see the timetable for the SDE, p. 24).

Request to Postpone the Date of the State Doctoral Examination

If you have applied to take the SDE 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 SAB and, at the same time, report your request to the CDS.

Dissertation Discussion Examination

PhD students enrolled from the 2025/2026 academic year onwards are required to complete and pass the Dissertation Discussion Examination (DDE, also known as the Colloquium on Dissertation Topic (RTDP) and the Pre-defence) by the end of their third year of studies. As some of the regulations are still being developed, please keep in mind that the information in this section might still change.

If the student fails the first attempt of the DDE, they may retake the examination once. The retaking of the examination must also be completed by the end of the students' third year. If the student interrupts their studies for serious reasons (as is stated in the Study and Examination Regulations), the period is extended by the length of the interruption.

At the time of enrolment for the DDE, the PhD student must have fulfilled the study obligations outlined in their ISP. The supervisor should confirm in SIS that all required obligations of the PhD student's doctoral study have been completed. After that, the PhD student should provide CDS with confirmation of fulfilled obligations before enrolling for the examination in SIS. This is done by sending the confirmation to CDS by email.

How does the DDE proceed?

The Dissertation Discussion Examination involves an evaluation of the current state of the dissertation's preparation, its theoretical and methodological parts, and the preliminary research findings. The DDE will take a maximum of 2 hours.

In order to allow for this evaluation, the PhD student has to submit the draft of their dissertation, which contains the following sections:

For monographs, the drafts of:

- the introduction
- all existing chapters (with minimally the theoretical and methodological chapters)
- the list of references

For dissertation on articles, the drafts of:

- the umbrella chapter
- all existing articles (published, submitted and in progress)

At the beginning of the examination, the PhD student provides one copy of the dissertation draft submitted to the DDE and one copy of each scholarly text accepted for publication or published (the latter only applies for those publications that are not in their entirety part of the draft of the dissertation).

Then, the PhD student will present their dissertation project to the committee. The PhD student will have 10 minutes for this presentation (supported by slides). The student will provide an introduction, summarise the progress of the dissertation and its basic milestones, and will outline the further plan for the dissertation research. The committee members will examine the PhD student and evaluate the quality of the submitted dissertation draft (including the volume of the submitted material).

The DDE is evaluated on a "pass/fail" basis and can only be repeated once.

The DDE committee attempts to reach a consensus; however, if no agreement is reached, it uses a simple majority voting system. In the event of a tie in the DDE vote, the decision is taken in favour of the PhD student. The members of the examination committee who are present cannot abstain from voting. If at least one member of the examination committee formally requests an anonymous vote, the vote will be anonymous.

After the DDE, CDS will send the protocol to the committee members and to the PhD student. CDS will also brief the student and the supervisor about the next steps.

Please note that the DDE may be retaken no earlier than six months after the PhD student has failed the initial examination. As an exception to this rule: If the PhD student is in their third year and has not passed the examination in June, they can retake it in September, on the condition that they inform the Study Department and CDS in June.

Postponing the date of the Dissertation Discussion Examination is possible, within the requirements outlined above. If the PhD student has applied to take the DDE and decides to postpone the date of the examination, they must submit a written application to the Study Department to the attention of the Chairperson of the SAB and simultaneously report their request to the CDS.

The timeline

Please note that, in particular, the timeline of the DDE is still unclear. This information will be provided as soon as it is available.

DDE admission requirements

Admission to the DDE is further conditioned by the following:

Fulfilment of study obligations

- The PhD student must pass all compulsory courses.

One peer-reviewed academic article submitted, accepted for publication, or published

- The text must be an original academic article, and it must at least be submitted to a peer-reviewed academic journal devoted to Media and Communication Studies or related scientific areas. If the field of studies with which the journal deals is unclear, the PhD student's supervisor must decide whether it qualifies.
- As mentioned earlier in the practical guide, during their studies, PhD students must publish three scholarly texts , one of which needs to be a peer-reviewed academic article. The remainder can be published after the Dissertation Discussion Examination, but two of them must be published and one of them at least accepted for publication before the Main Defence. We recommend to have as many publications finalised as possible before the DDE.

Active conference participation

The PhD student must have presented at least one conference paper (or contributed with a poster to a poster session) before taking the Dissertation Discussion Examination. This also includes contributions to the online component of the conference programme.

Grant activity

The PhD student must have submitted one research grant-seeking activity. 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 GA CR, GA UK, and MEYS). A team application is acceptable as a grant activity. Travel grants or the internal funding of the Institute are not counted as grant activity.

Peer support activity/ies

The PhD student must organise at least one activity or a training event for other PhD students enrolled in the PhD programme Media and Communication Studies.

Violation of Study Regulations or Scientific Ethics

It is the PhD 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, self-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.

Self-plagiarism refers to the use of the author's/PhD student's own work previously published or presented in other texts/dissertations, without mentioning the source. In addition, the 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. The use of text generated by Artificial Intelligence (AI), partially or in full, is not allowed in any academic activity. Other usages of AI need to be disclosed.

For more information, see the Code of Ethics of Charles University.

The PhD Dissertation

General Remarks

The dissertation demonstrates the ability of the PhD student to produce research in their academic field independently. 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. This choice needs to be approved by the supervisor. The dissertation needs to be written in the language in which the programme is accredited, which is English. If the PhD 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.

During the PhD studies, it is possible to change the dissertation title or topic; thorough consultation with the supervisor is strongly recommended in this case.
See Appendix X for details on the procedure.

Dissertation in the form of a monograph

Formal Criteria

- Students of the Faculty of Social Sciences are required to adhere to a specified dissertation template, in accordance with the formal requirements regulated by the Dean's provisions. 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 Acknowledgements, Preface (when written by another author), 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 PhD student's earlier published work (a list of which should be given in the introductory part of the dissertation). It can even include extensive parts of texts that have been published elsewhere. Already published parts should always be appropriately referenced and 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 a conclusion.

Dissertation in the form of a collection of articles

Formal Criteria

- A dissertation based on articles should contain at least 4 submitted scholarly articles, of which at least 3 should be formally accepted for publication at the time of the defence.
- All scholarly articles should be published in double-blind peer-reviewed journals of good scientific quality. Chapters in edited books or other publication compilations cannot be part of a PhD dissertation on articles.
- At least 2 of the articles should be single-authored.
- All articles should have a very significant contribution by 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.
- All articles included in the dissertation on articles have to be either open access or they should be published in academic journals that permit the use of pre-print versions of the article in institutional repositories.
- * For the PhD on articles, the language rules for the PhD dissertation apply.

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), and maximum length is 75 nominal pages (approx. 135.000 characters, spaces included). The articles should each have a length that is customary in Media and Communication Studies. References are 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 answers to the main research questions, indicating how individual articles contribute to these answers and how the articles are connected, and an overall conclusion. In the umbrella chapter, it should be made clear when text from the articles is used in the umbrella chapter. On each occasion, a footnote should be added.
- For the small defence, PhD students can keep the layout of the published articles and merge the articles' PDF files (together with the umbrella chapter) into one PDF file.

However, for the main defence, the document should have a centralised layout and be formatted as text. The layout of the dissertation should be unified, but referencing styles across the entire manuscript can remain as they are in the original articles. References will be included per article and in the umbrella chapter. The DOI of each article is mentioned. Abstracts cannot be removed from the articles; therefore, all published information should be preserved as originally published.

- Co-authored articles should be accompanied by a statement on the PhD students' contribution in 2-3 sentences, which needs to be in the form of a formal statement at the beginning of the dissertation. Any further explanations should be given in the umbrella chapter.
- 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.

The one peer-reviewed academic article mentioned in the sub-section "Research Publications" can be included in these four articles.

Transitional rules

PhD students who were already registered before the rules for the dissertation based on articles were enabled, can switch to the PhD on articles, as long as they have their supervisor's permission.

The PhD Dissertation Defence

The Main Defence of the dissertation follows the successful passing of the SDE (see above) and the so-called Small Defence (see below). The maximum duration of a Small Defence and a Main Defence is 2 hours. Both the Small Defence and the Main Defence are evaluated on a "pass/fail" basis and can only be repeated once. They may be repeated no earlier than six months from the date when the PhD student failed in their initial defence.

The Small Defence

The aim of the Small Defence is for a PhD candidate to receive the first feedback on the complete draft of dissertation, allowing them to improve it by incorporating the suggested changes before the Main Defence. There should be **at least three months** between the Small Defence and the Main Defence. This implies that the Small Defence must take place no later than three months before the PhD student's submission of the application for the Main Defence.

The Small Defence takes place in person or, when otherwise impossible, in a hybrid format (i.e. as a combination of in-person and online attendance of involved parties). The examination committee for the Small Defence consists of 4 to 5 members (the chairperson, the supervisor, the opponent and one or two other academics) and is usually chaired by the PhD programme guarantor or the deputy guarantor. The submitted work will be reviewed by one reviewer, who has the role of the opponent. At least one member of the examination committee is external to the Institute of Communication Studies and Journalism. The supervisor and the opponent can participate as examination committee members, but they cannot be the chair of the examination committee.

The examination committee attempts to reach a consensus; however, if no agreement is reached, it uses a simple majority voting system. In the event of a tie during the small defence vote, the chair of the examination committee casts the deciding vote. Members of the examination committee, except the chair, may abstain from voting. If at least one member of the examination committee formally requests an anonymous vote, the vote will be anonymous.

The Small Defence is organised by the Institute to help the PhD student to finalise their dissertation.

Procedure:

Step 1

The PhD student must inform the guarantor and CDS of the intention to have the Small Defence by sending the abstract of their dissertation via email with the supervisor in CC. In that communication, the PhD student also needs to inform the CDS on when they will submit the dissertation for the Small Defence.

Step 2

The opponent is chosen and the provisional date of the Small Defence is set. The PhD student is informed about these decisions. This provisional date will be confirmed later when the PhD student actually submits the dissertation (in step 4).

Step 3

The PhD student then sends the dissertation (using the Faculty template for the dissertation) to the supervisor, who will need to read and approve it. The supervisor can ask for revisions to the dissertation, which will need to be implemented before the dissertation is submitted. The approval by the supervisor is communicated through the form in Appendix XVI. The supervisor will also be asked to communicate the expected submission date to CDS.

Step 4

The PhD student submits the dissertation for the Small Defence at the agreed time.

The student sends the dissertation via email to the guarantor and the CDS with the supervisor in CC. Please note that the PhD student does not need to enrol via SIS for the Small Defence. They also do not need to send the dissertation to the Study Department for the Small Defence.

Step 5

The dissertation is sent to the opponent and the members of the examination committee. The opponent needs to receive the text of the dissertation at least 40 days before the date of the Small Defence. The opponent also has at least one month to write the review, if not agreed otherwise.

Step 6

When CDS receives the review from the opponent, CDS distributes it to the PhD student and the examination committee members. If the opponent suggests to postpone the Small Defence, requesting a new version of the dissertation before the Small Defence takes place, the PhD student will be asked to decide on this postponement.

Step 7

When the Small Defence takes place and if PhD student passes the Small Defence, they are expected to edit the text based on the opponent's recommendations and submit the final version of the dissertation for the Main Defence via SIS, together with a set of other documents (see below). They will send the PDF of the dissertation, along with the list of revisions to the CDS via email.

The Main Defence

After passing the Small Defence, the PhD student needs to revise the dissertation according to the feedback obtained during the Small Defence within the agreed period (see details below).

The examination committee for the Main Defence of the PhD dissertation has two opponents, preferably including the one from the Small Defence, although this is not an automatic decision. The opponents are appointed by the Dean of the Faculty. The supervisor, the consultant, or an academic who has in any way participated in the elaboration of the dissertation or who has co-worked/co-published with the PhD student in research projects may not be an opponent. One of the two opponents must be external, meaning they should not be staff members of Charles University. Both opponents are usually associate professors, professors, or holders of a DrSc. or DSc. An exception can be made for academics (PhD or CSc.) who are experts in the field. These expert members must be approved by the Scientific Council of the Faculty of Social Sciences, Charles University. The examination committee uses a simple majority voting system. In case of a tie at the Main Defence, the decision is taken in favour of the student. For a Main Defence vote, the members of the examination who are present committee cannot abstain from voting. If at least one member of the examination committee

formally requests an anonymous vote, the vote will be anonymous.

The procedure of the Main Defence:

Step 1

The PhD student, after revising the dissertation based on the feedback received at the Small Defence, needs to send the new dissertation abstract to CDS via email. The students need to inform the CDS about the date when they plan to submit the dissertation for the Main Defence. The submission process of the dissertation along with the dissertation project summary is arranged via SIS and the Study Department within SIS.

Step 2

Once the PhD student has sent the abstract to CDS, the latter approaches the first opponent and the second opponent (proposed by the supervisor and confirmed by the guarantor).

Step 3

When CDS has engaged the opponents, the provisional date of the Main Defence will be set. Note that the Faculty rule for the date of the Main Defence requires that the date needs to be at least 60 days after the PhD student has submitted the dissertation to SIS. In case the dissertation is submitted late, a new date for the Main Defence will be established.

Step 4

Then, the PhD student sends the dissertation to the supervisor (using the Faculty template for the dissertation). After receiving approval from the supervisor to submit the dissertation, the PhD student should upload all the materials to SIS and submit the documents to the Study Department (more details in the **Timetable** below).

The final version of the dissertation for the Main Defence should also be sent to the CDS via email with information on whether the PhD student plans to have a PowerPoint presentation to introduce the dissertation at the Main Defence (see the Defence Script below). The PhD student should ensure that they send the same final version that they submitted via SIS. The supervisor confirms the completion of the PhD student's obligations in SIS. After that, the PhD student can enrol for the Main Defence in SIS. As the date of the Main Defence is set later, the student cannot mention a particular day when enrolling; the student should enrol for the Main Defence in general.

Step 5

The PhD student submits the dissertation for the Main Defence at the agreed time. After the submission, CDS sends the dissertation to both opponents, who need to send the reviews within a month (or longer, if agreed upon).

Once CDS receives the reviews from the opponents, CDS sends the reviews to the PhD student, supervisor (and consultant, if there is any) and guarantor. One week before the defence, CDS sends the reviews to the rest of the examination committee members.

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Step 6

Two weeks before the defence (with a one-week deadline), the PhD student will be asked to report if activities (if there are any) from the last period of annual rewards, which usually runs from November of the previous calendar year until one week before the Main Defence. If so, the ICSJ will pay the reward (as a stipendium) in the following month after graduation.

Step 7

CDS will announce the date and location of the main defence, which is public. Then, the Main Defence takes place. After passing the Main Defence, the PhD student will still receive the stipend for the month in which the Main Defence occurs.

Step 8

After a successful Main Defence, an announcement about the new Doctor will be disseminated in all platforms available to the ICSJ.

The Timetable for the Main Defence

The PhD student is required to submit an application along with the dissertation for the Main Defence at least eight months before the expiry of their maximum period of study and no later than 60 days before the date of the defence. Together with the submission of the dissertation to SIS, the student must submit the documents listed below to the Study Department. After the PhD student has submitted the documentation to the Study Department, they will register the student for the Main Defence.

1. **Application** for the defence of the dissertation.
2. One printed copy of the dissertation (with a hard cover).

Please note: The dissertation must contain an abstract in both Czech and English. The Czech and English abstracts must also be uploaded together with the final version of the dissertation. The formal requirements of the **dissertation** are regulated by the **Dean's provision**.

3. Two printed copies of the dissertation project summary (10 nominal pages), send a PDF of the dissertation project summary to the Study Department via email.

Please note: The title page of the dissertation project summary must contain the name of the University, the Faculty and the Institute where the defence will take place, the study programme under which the thesis is submitted, the name of the student, and the title of the dissertation. The dissertation project summary must also include the topic and aim of the dissertation, a description of the structure of the dissertation, the main research question, the

methodology used, the theoretical framework, a selective bibliography, and an English summary.

On the day of the Main Defence, the PhD student should prepare and bring with them:

- One printed copy of the final version of their dissertation (in a binding selected by the PhD student, unless the Institute specifies otherwise). The PhD student must ensure that they bring the same final version of their dissertation as the one submitted to the Study Department (see details above). The other copy of their dissertation with a hard cover, which was submitted to the Study Department earlier, will be brought to the defence by the CDS, and after a successful defence, stored in the PhD room (H015).
- Three printed copies of the dissertation project summary (10 nominal pages) and all the publications. The PhD student must ensure that they bring the same final version of their dissertation project summary, as the one submitted to the Study Department (see details above). The other two copies of their dissertation project summary, which were submitted to the Study Department earlier, will be brought to the defence by the CDS.

Please note: If the PhD student reaches eight months before the expiry of the maximum study period, the PhD student needs to contact the Study Department promptly.
The defence of the dissertation may be withdrawn no later than one week (7 days) before the date set for the defence to take place. If PhD students have filed an application to do the Main Defence at the Study Department and they wish to postpone the date of the defence, they must submit a **written application** to the Faculty Registry, to the attention of the Chairman of the Subject Area Board. They must, at the same time, notify CDS by email.

Please keep in mind that you can only request to postpone the Main Defence within the limits of the maximum length of the PhD studies.

Information about the PhD student's enrolment for the Main Defence will be sent by the Study Department by email to CDS and guarantor (and the Chair of the Subject Area Board).

The Defence Script

This is the script for both the Small and the Main Defences at ICSJ, which each last up to 2 hours.

- The chairperson welcomes everybody and asks the supervisor to introduce the PhD student.
- The supervisor introduces the PhD student and presents the PhD student's studies, accomplishments, activities, and collaboration.
- The chairperson asks the PhD student to introduce the dissertation and its findings. The duration of the introduction is 15 minutes.
- Afterwards, the chairperson asks the opponent(s) to present their reviews, ask questions, and comment on the dissertation. The duration of the opponent(s) presenting the review(s) and Q&A is 35-40 minutes (for each opponent).
- The PhD student reacts to those questions/comments.
- The chairperson opens and chairs the discussion with the other committee members, who also ask the PhD student questions about the dissertation. Committee members rotate in asking one question each (with the most senior external member starting and the supervisor going last). Each question is immediately followed by the PhD student's answer. If time allows, and the maximum of 2 hours is not reached, a second round of questions will be initiated using the same order.
- When the discussion ends, the PhD student goes outside, and the committee decides on the evaluation.
- The committee then invites the PhD student back into the room and informs the PhD student about the evaluation.

All dissertations that pass/fail the main defence are stored in a public digital repository, along with the reports and the protocol from the examination.

Procedures Regarding PhD Studies

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 courses, or change of dissertation title), PhD students need to follow these instructions: Submission of applications. They need to send a notice of submission of the application by email to CDS.

All types of applications must be submitted in writing only to the Registrar's Office in the Hollar Building (in person or by mail). The deadline for processing the application is 30 days from the date of submission to the Faculty. There is no legal entitlement to priority processing or processing within a shorter time interval. At the same time, any decision becomes effective 30 days after delivery to the PhD student. Therefore, PhD students shall not leave the resolution of their PhD student affairs to the last minute.

Full Completion of Studies

A PhD student's course of study is duly completed by completing the ISP. The date of completion of the PhD student's doctoral study is the date they pass the Main Defence of the dissertation.

Upon graduation, the candidate receives an academic degree and a university diploma, which are presented at a graduation ceremony. If the graduate cannot attend the graduation ceremony, the university will issue their 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 PhD student and their classifications.

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

The Institute of Communication Studies and Journalism at Charles University's Faculty of Social Sciences has a webpage dedicated to its PhD alumni. It lists all graduates who successfully completed their doctoral studies. You can check the website here.

Termination of Studies

See Study and Examination Regulations of Charles University, Article 4(14,15).

- "The PhD student must successfully complete his study within the maximum period of study. Should the PhD student fail to complete his study during the maximum period of study, they have not fulfilled the requirements under this Code and his study will be terminated."
- "The PhD student's physical fitness to study is a requirement determined by this Code if such physical capacity constitutes a requirement for admission into study. Should the PhD student lose their fitness to study permanently, they have not fulfilled the requirement under this Code and his study will be terminated."

We highly recommend reading the entire Study and Examination Regulations of Charles University, see Regulations.

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

- The PhD student ending their studies themselves; the date that the study ends is the date on which the Faculty (in which the PhD student is enrolled) received the PhD student's written declaration of the cessation of study. The form for the Termination of study can be downloaded here.
- Failure to meet the requirements of the study programme (Article 19 (1)); the date that the study ends is the date on which the decision to terminate the PhD student's 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 that was set for retaining the accreditation (specified in the decision of the Ministry).
- 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.
- Expulsion of the PhD student from study according to disciplinary rules; the date of termination of studies is the date on which the decision to expel the PhD student from their studies became effective.

The PhD student has a right to appeal according to the Part V of Study and Examination Regulations of Charles University. The form for the Waiver of the right to appeal can be downloaded here. The Study Department can provide more information on the procedure.

Interruption of Studies

A PhD student's doctoral studies programme may be interrupted as stated in the Study and Examination Regulations, Article 6.

A PhD student may request an interruption of their studies through SIS. Studies may also be interrupted by the Dean in specific cases. Studies can be interrupted more than once. As a rule, interruption is possible from the second year of study onwards. Earlier interruption is possible only for serious reasons, for example, health-related conditions.

Please note that the rules for interrupting studies became stricter from 1 October 2026. Under the updated Study and Examination Regulations, an interruption can now be granted only for the following reasons:

- A serious health condition;
- Pregnancy, childbirth, parental care, substitute parental care, or the need to care for a dependent person;
- Participation in the representation of the Czech Republic in a branch of sport
  - or required preparation; therefore, the application is substantiated by a confirmation of the fact issued by the sports organisation representing the relevant sport in the Czech Republic.

A PhD student shall attach documents certifying the reason for the interruption of studies to the application for an interruption of studies.

The dean, on his own initiative, interrupts the study if:

- A PhD student has failed to pay the fees for study in a foreign language;
- If it is necessary to prevent harm to the student, provided that the origin of the harm is not related to the study.

Please note that the study may not be interrupted on the grounds of failure to pay the fees for study in a foreign language if the PhD student properly fulfils the negotiated agreement on payment by instalments.

Procedure for interrupting studies

- PhD students must fill an application for the interruption of the study outside of a period of the assessment of the ISP, see *Period for evaluating individual study plan (Doctoral study)* in the Academic Calendar.
- The deadline for processing the application is 30 days from the date of submission to the Faculty (see Procedures regarding PhD studies).
- The study is considered interrupted either from the date the decision becomes legally effective or from a later date specified in the statement part of the decision.

During the interruption

- On the day the interruption begins, the PhD student loses the rights associated with student status under the Higher Education Act. *See note below for clarification.*
- Deadlines for fulfilling study requirements may be adjusted where specific circumstances justify this.
- If significant changes affecting the student's Individual Study Plan (ISP) occur during the interruption, the Dean must determine **which study requirements the student must fulfil** and **set the relevant deadlines**.
- Instead of requiring an updated ISP, the Dean may require the student to **take one or more examinations within a specified period**. In such cases, the Dean determines the content, scope, deadline, and assessment criteria of the examination by decision.
- A PhD student whose studies have been interrupted **must inform the Faculty of any changes in circumstances that affect the duration of the interruption**.
- If the maximum duration of study expires while the studies remain interrupted, the studies may be terminated if the requirements for continuing the studies are no longer met.

Returning to study

- Once the approved interruption period ends, the PhD student is entitled to re-enrol in the programme.
- If the reasons for the interruption cease to exist earlier, the student **may submit a written request** to the Dean to terminate the interruption before the originally approved end date.

Please note that the maximum period for which doctoral studies may be interrupted is in total five years. During the interruption period, the legal student status in the interrupted doctoral programme is lost. If a visa or residence permit was issued for the purpose of studying in that programme, the purpose of stay may no longer be fulfilled, which may lead to the revocation of the visa or residence permit.

Events for PhD Students

Throughout the academic year, several events are organised for PhD students. Some are fixed events that occur annually, organised by the Centre for Doctoral Studies (CDS) at the Institute of Communication Studies and Journalism (ICSJ); however, all PhD students at ICSJ are encouraged to organize various academic activities for their colleagues beyond the requirements of the PhD study programme.

- Once or twice a year, the CDS, together with the guarantors of both programmes, arranges a **PhD consultation meeting** with students from both the English and Czech PhD programmes. The purpose of these meetings is to address questions students wish to raise with the guarantors, propose changes to the study programmes, or express concerns.
- **The PhD weekend away** takes place annually in November or December. During this event, there is typically a workshop organised by the guarantors of the study programmes, a guest lecture by a scholar from the ICSJ or other institutions, an academic activity organised by a PhD student(s) (they are free to choose the format), and leisure time. This leisure time allows students to converse with colleagues and enjoy activities such as walks or short hikes, depending on the chosen destination. Furthermore, students from other universities, usually from the Faculties of Social Sciences, Arts or Humanities, are welcome to join the PhD Weekend away.
- **Get-togethers** take place once in each academic semester. Typically, these gatherings are organised alongside cultural or social events where PhD students at ICSJ will have the opportunity to discuss the material of the event and spend valuable time with their peers, supervisors and guarantors.

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Subject Area Board

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

The responsibilities of the SAB

- approves the PhD student's ISP, the topics of their doctoral thesis, and proposes to the Dean the appointment or dismissal of the PhD student's supervisor;
- assesses the PhD student's learning progress by approving PhD student assessments and changes in the PhD student's ISP;
- 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 SAB

According to Article 23 of the Statutes of Charles University, the SAB must have at least five members. At least two-thirds of its members 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 normally meets twice during the academic year.

Current members of the SAB

- doc. Nico Carpentier, PhD, Extraordinary Professor at the Charles University, **chair**
- prof. PhDr. Jan Jirák, PhD
- prof. MgA. Martin Štoll, PhD
- doc. PhDr. Martin Soukup, PhD
- doc. PhDr. Alice Němcová Tejkalová, PhD
- doc. PhDr. Denisa Hejlová, PhD
- doc. Vaia Doudaki, D.Phil., PhD
- doc. Robert Silverio, PhD.
- Josef Seethaler, D.Phil., external member
- doc. Ilija Tomanić-Trivundža, external member
- prof. Bart Cammaerts, external member
- prof. Johanna Sumiala, external member

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The Supervisor

The supervisor

- guides the PhD student in the process of creating an ISP;
- proposes and supervises the methodology and theoretical framework used in the dissertation;
- continuously monitors the PhD student's progress and advises the PhD student on teaching and research matters;
- submits an annual PhD student evaluation to the SAB for the past academic year;
- approves the admission of the PhD student to the State Doctoral Examination, the so-called Small Defence and the Main Defence of the dissertation;
- is available for consultations with the examination commission appointed for the so-called Small Defence and the Main Defence of the dissertation (if necessary).

The PhD student is obliged to make sure that their supervisor is acquainted with their work and progress, and all research activities (i.e. grant applications, the texts they send for publication etc.). The supervisor helps the PhD student to build a publication plan (that is, a list of academic journals to which the PhD student can submit their text if it is rejected by their preferred journal).

The supervisor's approval is required for a PhD student to apply for admission to the State Doctoral Examination, the so-called Small Defence, and the Main 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 also expected to guide the PhD students so that the quality and originality of their PhD dissertation and their published research results are ensured.

For more information on the role of the supervisor, see Appendix XII.

Financial Support

Before the beginning of their study, PhD students should check in advance their financial capacities while planning their stay in Prague.

The stipend

Full-time PhD students receive a monthly stipend for the first four years of their PhD studies, not counting formal interruptions of study. Starting from the 2026/2027 academic year, the doctoral income for all the PhD students will be 1,2 times the minimum wage (which, for the academic year 2026/2027, will be 26,880 CZK per month).

All PhD students need to apply for their doctoral stipend, on a yearly basis. This is done by submitting an application in SIS. The submission of the SIS stipend application needs to take place at the beginning of the academic year. Usually this will be possible from the beginning of October, but the application needs to be submitted no later than October 20. To apply, in the SIS module "Study Charges and Petitions", a PhD student needs to select "New Request" and then the type of request: "Application for Granting a Scholarship (E)". In this application, PhD students also need to mention whether they have extra "countable income" (see below, in the subsection on the doctoral income). First-year students also need to make sure to fill in the number of their bank account in Czechia, in the SIS module "Personal Data and Settings"/ "Data Change".

After the submission of the application, a decision on the stipend will be communicated within 30 days. The stipend will be awarded from the first day of the month in which the application was submitted. Stipends are paid monthly, normally about six weeks after the month they relate to. For instance, the stipend for October will therefore be paid in mid-November.

PhD students are also required to invest sufficient time in their PhD studies, and be moderate in accepting other paid activities. If the PhD student does not progress in their studies in a

satisfactory manner, the Subject Area Board or the supervisor may propose to the Dean a reduction in the amount of the stipend (see Appendix VII).

The doctoral income

In order to avoid double payments for PhD-related activities, Charles University uses the concept of the "doctoral income". In practice, this mostly means that when income is gained from activities that substantially overlap with the PhD project, the stipend will be reduced for the same amount as that income. In this scenario, the doctoral income will consist of two parts: the "countable income associated with creative activities related to the creation of the dissertation" and the stipend, which will *together* amount to 26,880 CZK per month.

Institute of Communication Studies and Journalism will apply this rule for contracts with a starting date of October 1, 2025, or later. This also applies to contracts that are renewed after October 1, 2025. Income originating from contracts with a starting date before October 1, 2025, will not be affected by this rule.

Examples are income gained from work for an academic research project that overlaps with the PhD project, or part of the PhD student's salary of a GA UK grant which in practice finances that PhD student's PhD project. 75% of the GA UK salaries for the PhD student are protected from decreases. PhD students are still encouraged to participate in research projects, even when there is no additional financial gain, as the most important advantages of research project participation are immaterial, and, for instance, related to gaining experience with academic collaborations and obtaining publication opportunities.

When applying for a stipend in SIS, PhD students need to give an indication of the expected "countable income associated with creative activities related to the creation of the dissertation" (if there is one). When applying for a stipend in SIS, the PhD student will have two options:

- If a PhD student does not have any extra countable income, they select option "no" and submit the application.
- If a PhD student does have extra countable income, they need answer "yes", and include the necessary information about countable income (incl. work hours) in the SIS stipend application. After filling in this information, a PhD student can then submit the application.

Please note that HR will check and, if need be, correct this information. Information entered during the SIS stipend application is thus not considered final.

As the above-paragraphs only summarize the rules, and they are more complex than this summary can capture, PhD students can consult CDS for support.

Additional support for PhD-related activities

PhD students can also receive financial support for their PhD-related activities through grants from agencies such as GA UK or by participating in other projects. Through the Specific University Research programme (SVV), they can receive funding for publishing, attending conferences, going on study trips, purchasing books or proofreading of scholarly texts (for proofreading, the funds are limited, hence it is arranged on a first come, first served basis).

For more information, see Appendix II.

The tuition fee reduction

During their studies, PhD students can also apply for a tuition fee reduction for study in a foreign language. The PhD students are eligible to tuition fee reduction if they have excellent academic, scientific or other creative results, completed a study stay organised or provided through a faculty or university at another university abroad, any other reason worthy of special consideration. Tuition fee reductions are not guaranteed.

The form for the Application for tuition fee waiver can be downloaded here.

Centre for Doctoral Studies

The Centre for Doctoral Studies (CDS) is a coordinating organisation that:

- maintains records of doctoral studies;
- formally reviews first-year students' ISP proposals and annual ISP evaluations by students and supervisors;
- co-organises the State Doctoral Examination, the Small Defence, and the Main Defence;
- provides advice to PhD students on PhD-related matters;
- collects calls for teaching assistants and professional support;
- assists the Subject Area Board and organises regular meetings;
- provides support to candidates during the PhD application and admission process, which includes the organisation of the entrance examination itself.
- provides administrative support to the Doctoral Seminars;
- maintains the doctoral studies section on the IKSŽ/ICSJ website.

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

CDS Members

- Mgr. Julia Gottstein, M.A. (Coordinator) julia.gottstein@fsv.cuni.cz
- Mgr. Markéta Nejedlá marketa.nejedla@fsv.cuni.cz
- Ani Sukiasyan, M.A. ani.sukiasyan@fsv.cuni.cz
- Mgr. Aneta Filípková aneta.filipkova@fsv.cuni.cz
- Shirley Basauli Agustina, M.Sc. shirley.basauli.agustina@fsv.cuni.cz

For more information about the CDS, see Appendix XIV.

Appendices

Appendix I - Student Ombudsperson and Psychological Counselling

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Appendix XVI: Supervisor's Confirmation to Distribute the Dissertation

Appendix I - Student Ombudsperson and Psychological Counselling

The Student Ombudsperson is a defender of the rights of the university students of the Faculty of Social Sciences of Charles University. An Ombudsperson's function is to ensure the quick and effective resolution of a broad range of problems experienced by students and contribute to the creation of a collegial atmosphere within the Faculty. A Student Ombudsperson takes action in cases of unethical or unprofessional behaviour toward students by employees of the Faculty or by other students, and of discrimination, abuse, or any other form of inappropriate behaviour.

ICSJ PhD students have the right to consult or appeal to the student Ombudsperson of ICSJ. The Ombudsperson is bound by confidentiality in their communication with the students. An Ombudsperson is not an expert in solving disputes and problems by virtue of their position but becomes one in instances where they are involved with other faculty bodies in efforts to resolve broadly defined problems. An Ombudsperson functions as a mediator, negotiator, advisor, and initiator. The office of the Ombudsperson is a supportive position that complements the existing structure of the Faculty. A Student Ombudsperson is supported by the Academic Senate of the Faculty of Social Sciences and, if necessary, other bodies of the Faculty.

The regulatory framework of the Ombudsperson's function is available on the website. The current Ombudsperson of ICSJ is Dari Strnadová.

Psychological Counselling

If students need help to deal with their study, family, personal or other problems, they are welcome to contact the Counselling Centre of the Carolina Centre of CU. The Centre offers counselling in English, which is free of charge for all CU students and employees. The rules for provision of counselling are available on the Counselling Centre's website.

Appendix II - How to fund your research?

There are a number of ways to raise money to conduct your research and other study-related activities. Please keep in mind that obtaining a grant is never an easy job, but it does not cost anything to try. So, you are recommended to try everything that relates to your research area. Below you may find an overview of some of the options.

Specific University Research (SVV)

What is SVV?

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

The SVV can 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 their research as an active speaker with a conference paper at a conference or a poster presentation in a poster session of a conference
- **Seasonal Doctoral Schools**: students can apply to SVV to participate in Seasonal Doctoral Schools.

Who can apply?

SVV is for all master's and doctoral students who apply for it in time.

When?

At the beginning of each calendar year, the science coordinator, Mgr. Anna Shavit, PhD, opens the call for applications for SVV and announces the deadline and requirements for submitting an application. All PhD students can respond to the call. Students are obliged to submit an application describing the expected outcomes of the activities for which they want to draw funds from SVV.

Please note that receiving SVV funds cannot be counted as the fulfilment of the responsibility of the 'grant-seeking activities'.

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Charles University Grant Agency (GA UK)

What is GA UK?

GA UK is the internal grant agency of Charles University. It distributes funds for research activities to Charles University students in doctoral and master's degree programmes. 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 GA UK web application, which is one of the Charles University Web Applications (https://is.cuni.cz/webapps).

Who can apply?

All master's and PhD students studying at Charles University can apply for a GA UK grant.

How to do it?

Visit the Charles University Web Applications, find the link to the GA UK, 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 may be 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 the 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 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).

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- 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.

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- 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

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Czech Science Foundation (GA ČR)

What is GA ČR?

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 early-stage scholars. It also finances bilateral projects and projects of European international programmes. Around 3,000 applicants apply for grants from the GA CR annually, of whom roughly one-quarter receive a grant.

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

Who 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 GA UK. If you are interested in applying to the GA ČR for a grant, we recommend consulting with the Science Coordinator, Mgr. Anna Shavit, PhD.

Other Funding Possibilities

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. For example, the Technology Agency of the Czech Republic, TA ČR (a "sister" of the GA ČR for applied research), offers grants. All these options are beyond the scope of this manual.

Important information on sources of funding can be provided by:

Science Department FSS CU

https://fsv.cuni.cz/en/about/deans-office/research-office

Department of Science and Research CU

https://cuni.cz/UKEN-259.html

Appendix III - How to publish?

Presenting the results of their research activities is not only one of the conditions that PhD students must fulfil to obtain their degree but is also 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 may be interested. After you send your email, 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 email 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 genres:	Non-peer-reviewed genres:
• Academic article (theoretical) • Academic article (empirical) • Monograph • Edited collective monograph • Chapter in monograph	• Academic essay • Academic interview • Conference abstract • Abstracts of proposed monograph and book chapter • Conference paper in conference proceeding • Conference report • Book review • Book review essay

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 their 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 the methodology used, a presentation of results, and a 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.

Monographs

A monograph is a single coherent text about one specialised topic, usually in the form of a 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. The author offers the publisher a monograph in the form of a "book proposal," which the publisher reviews.

A monograph is structured into chapters, sometimes 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, 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.

Edited collective monographs

An edited collective monograph is a monograph dealing with a single, usually highly specialised 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(s) determine(s) the topic and is/are 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(s) also provide(s) proofreading services. Alternatively, proofreading can be provided by the authors themselves or (rarely) by the publishing house.

Chapters in edited collective monographs

A monograph may have multiple authors if different chapters are elaborated on by different authors. Edited collectives 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 the acceptance of a chapter proposal. Chapter submissions 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".

Non-reviewed Genres

Academic essays

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

Academic interviews

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

Conference abstracts

Abstracts of papers under consideration for presentation at a conference are evaluated by reviewers selected by the conference organiser. 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 organisers upon their request, which summarises the paper. Attention should be paid to the organiser's requirements regarding scope, structure, and length (usually around 200-400 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 may be reduced to written form. The page range is variable, usually at least about 2000 words. Some conferences only print the submitted abstracts, while other 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, organiser 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 the 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 on the RVVI web pages.

An overview of foreign academic journals can be found in the Communication & Mass Media Complete section of the EBSCO database, accessible from the FSS CU library website.

The website of the prestigious publishing house SAGE contains a list of 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. PhD 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 journals 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 as well. If you publish such a text, remember that the authors' names do not appear alphabetically, but according to their contribution in the published work. The position of the lead author is the most prestigious. The lead author is usually responsible for the division of labour in the writing of the work and the subsequent assembly of its individual parts.

Proofreading

If you are sending a contribution to a foreign-language journal, 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 the style and format of contributions, which are usually available on its website. Adherence to the required citation standard, 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 interest in, and paradigmatic compatibility with, your study with the journal's editor. The worst that can happen is that they 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).

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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 their 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. They 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 another. 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.

Acknowledgement

Before submitting a manuscript for publication, you must check that the text includes an acknowledgement mentioning all grants and projects by which the study/research that is presented in the text, has been funded.

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If rejected, try again!

The fact that one journal has rejected your submission does not necessarily mean that it is a lousy 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: Jossy Bass.
- Silvia, P. J. (2007): How to write a lot. Washington: American Psychological Association.

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Appendix IV - 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, and catalogues 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 specialised programmes (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 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 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).

Main referencing styles in Media and Communication Studies

- Harvard
- APA (American Psychiatrist Association)
- MLA (Modern Languages Association)
- Chicago (Chicago Manual Style)

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 V - Organisations and Associations

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

European Communication Research and Education Association (ECREA)

www.ecrea.eu

The most important European association for communications studies. PhD students of ICSJ are registered as 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 organisation'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 monographs), etc.

International Association for Media and Communication Research (IAMCR)

https://iamcr.org

International Communication Association (ICA)

https://www.icahdq.org/default.aspx

IAMCR and ICA are the two most significant organisations in the field worldwide. In addition to extensive information, both also publish prestigious academic journals and books.

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

https://nordicom.gu.se/sv

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

Appendix VI - Studying Abroad

Student mobility, or study abroad, is administered by the Faculty of Social Sciences International Office (IO), which is located on the second floor of the Hollar building. Contacts can be found on the faculty website.

Internships

From the 2025/26 academic year, Charles University is implementing a stricter policy for recognising internships/study visits for PhD students. An internship can now be recognised as completed only if it is stated in the ISP that it is "**completed according to SIS**". This applies to all internships, regardless of their length. Please note that, henceforth, in line with SIS, the terms "**internship**" and "**study visit**" will be used interchangeably.

Since "**completed according to SIS**" is conditional on the registration and subsequent recognition of the internship in the special SIS module Internships, the following changes need to be made:

- Students must register each internship that has not yet taken place in the module. This must always be done prior to their departure. The only exception is **Erasmus+ internships**, which are automatically transferred from the Webapps application to the Internships module.
- Each internship in the ISP must be recorded as a duty of the "**study visit**" type (it is not enough to record it only as a duty of the "**course**" type).
- Each internship recorded in the SIS module must also be present in the ISP.
- Upon arrival, students must provide the International Office (IO) with evidence of completion of their internship; the International Office will then be responsible for formal recognition of the internship.

Students should follow the steps below to complete the procedure:

- They enter all internships as "**study visit**" type of duties into their ISP.

- They register the details of their planned internship in the Internships module in SIS prior to departure (with the exception of Erasmus+ internships, which are registered automatically by the International Office).
- They provide missing information or documents upon request from the International Office.
- Upon arrival, they provide confirmation of completion of the internship to the International Office.
- When completing the annual evaluation, they match the "**study visit**" duty in the ISP with the record of the recognised internship in the Internships module; this marks it as "**fulfilled according to SIS**". At the same time, they mark it as "**fulfilled according to the student**".

Erasmus +

ERASMUS+ is a well-known student exchange programme with all EU countries, which is available to PhD students. The selection of students for individual study stays abroad is carried out and coordinated by the IO 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 is in operability with the university that interests you by checking the IO **website**.

Offers of stay are based on agreements concluded by the Faculty of Social Sciences 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.

Regarding the ERASMUS+ program, you may contact **Ing. Radek Kovács** from the International Office, and **Mgr. Jan Miessler**, the ERASMUS+ coordinator at the Faculty of Social Sciences, Charles University.

Inter-university 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 programmes through the OZS. In most cases, any full-time student who meets the conditions of an inter-university 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 Programme 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 programme 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 Organisations

Studying abroad can also be funded by various foundations and non-profit organisations. 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://cuni.cz/UKEN-3.html.

We recommend, among others:

Fulbright stipends: https://www.fulbright.cz/en/

Hlávkova fund: http://www.hlavkovanadace.cz

Visegrad fund: http://visegradfund.org/scholarships

Other seasonal doctoral schools

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, and 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.

Seasonal Doctoral Schools

An interesting form of study abroad is participation in a seasonal doctoral school. These are usually one- or two-week events organised by a foreign university or organisation. Seasonal schools for doctoral students usually combine lectures and workshops with critical analyses of dissertation projects.

The ECREA European Media and Communication Doctoral Summer School, is one of the most important summer schools in the field of communication studies. See more at https://ecrea.eu/

Other seasonal doctoral schools

- International Summer School of the European PhD in Social Representation and Communication
  - http://www.europhd.net

- The Lisbon Winter School for the Study of Communication
  - https://www.lisbonwinterschool.com/

- MCAP Doctoral Spring School
  - https://amcap.net/website/page/mcap-doctoral-school

Appendix VII - Guidelines for ISP evaluations of English-language PhD programme in Media and Communication Studies

The Individual Study Plans (ISPs) of PhD students are principally finalised and assessed during the annual ISP evaluation, which takes place from late July to early September. Nonetheless, extraordinary assessments may be conducted during the academic year if considered necessary. The decision for an extraordinary evaluation and the specific conditions for fulfilling the ISP within its framework are determined by the Subject Area Board. The ISPs are evaluated on the basis of a four-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 (option 1);
  = the requirements of the ISP are partially not fulfilled (with an income reduction (option 2));
- C = the requirements of the ISP are not fulfilled.

From the academic year 2025/2026 onward, there will be a distinction between two types of **B** evaluations. When the Subject Area Board (SAB) evaluates the ISP as a **B**, the SAB determines whether to apply a reduction to the PhD student's income (or not). If the student demonstrates work progress, but not all obligations have been fulfilled during the academic year, the SAB may decide to grade the PhD student's ISP as a **B** without implementing a reduction in income. Conversely, if there is insufficient progress, and the student fails to provide acceptable justifications for lack of progress, the SAB may assign a **B with an income reduction**.

Please note the terms of the income reduction.

If the student's doctoral income solely derives from their doctoral studies' stipend, it can be decreased to fifty percent (50%). If the student has additional sources of income in the academia, alongside the stipend, and the SAB evaluates their progress by a **B with income reduction**, it may result in the reduction of the stipend exceeding 50%. This way, the university ensures that the student, in general, has an income of the 50% of the amount of the original doctoral income.

Although every PhD project is different, and problems that may occur are also different, these guidelines describe 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 always takes the context of each case 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 PhD student. In this case, the SAB can still decide on a less negative evaluation.

Furthermore, the assumption is that the supervisor has already attempted to remedy the problems with the PhD student before deciding on a B (with or without the income reduction) or a C. In this sense, a B evaluation is often 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 is never 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 PhD 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.

This reconsideration is initiated by 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.

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 VIII - Procedure for Exceptions

If a PhD 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.

Appendix IX - Information for the Candidates

The doctoral programme of Media and Communication Studies is designed for candidates who are interested in the following or related areas and topics:

- Media Studies
- Communication Studies
- Communication and Media History
- Journalism Studies, Visual Journalism, Sports Journalism
- Discourse studies
- Cultural Studies
- Audience Studies
- Participatory Studies
- Political Communication
- Strategic Communication, Marketing and PR
- Artificial Intelligence and Media, Big Data, Algorithms

On a yearly basis, the Institute of Communication Studies and Journalism launches a call for candidates on the Institute's website. Although also other topics can be proposed, these calls are helpful tools in communicating the diversity of PhD topics that are particularly welcomed by the Institute of Communication Studies and Journalism.

When applying for PhD Studies

The applicants are expected to consult about their topic with a member of the academic staff of ICSJ FSS CU as they prepare a dissertation project for the admission procedure for doctoral studies. When an applicant successfully completes the entrance examinations and gains the right to enrol for the doctoral study, the SAB will propose a supervisor for each successful applicant, taking into account existing connections between them and ICSJ FSS CU academic staff. The supervisors are appointed by the Dean.

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The candidates are recommended to consult the websites of the Institute of Communication Studies and Journalism, the Faculty of Social Sciences, and Charles University. Moreover, the candidates may visit the Student Information System to view the list of advisors.

Also, the candidates may get in touch with the Centre for Doctoral Studies to have further information about the English-language PhD programme in Media and Communications Studies.

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Appendix X - Procedure to Change the Dissertation Title or Topic

It is possible for PhD students to change the dissertation title or the dissertation topic as described below. A dissertation title change is a minor change to reflect the normal evaluation of PhD research, and is considered a minor change that remains within the originally accepted dissertation topic. A dissertation topic change is a structural change of the entire PhD research project, or of a substantial part of the PhD research project.

We strongly recommend a thorough consultation with the supervisor to ensure agreement of all parties involved. We also recommend producing an extensive motivation for a dissertation topic change, including a detailed plan for the new (parts of the) PhD research project.

To request the change of the dissertation title or topic, PhD students should follow this procedure:

1. Submit an application, signed by the supervisor, using the request form to the Study Department in person to the Faculty Registry or by email. Also notify CDS by email.
2. The application to change the dissertation title can be submitted until after the small defence, at the latest. The guarantor needs to approve the written request. It is also the guarantor who decides whether a dissertation title is not a dissertation topic change.
3. The request to change the dissertation topic can be submitted by the end of the second year of studies, at the latest. The application for a dissertation topic needs to be approved by the Subject Area Board (SAB).
4. The deadline for processing the application is 30 days from the date of submission to the Faculty. There is no legal entitlement to priority processing or processing within a shorter time interval. At the same time, any decision becomes effective 30 days after the decision has been communicated to the PhD student.

Appendix XI - Rewards for Publications for PhD Students

The goal of the rewards which are being distributed at the end of a calendar year through the PhD publication bonus system is to appreciate the publication activity of PhD students of the Institute of Communication Studies and Journalism (Faculty of Social Sciences, Charles University), and to support high-quality creative activities.

The rewards are paid in the form of stipend. During November of every year, CDS will send an email to all of the PhD students with a call to fill a table with their publication activities which they want to have rewarded. They must be scientific publications which have gone through a peer review process that have been published with good-quality publishers and journals. Publications should be entered in OBD, and meet the Faculty requirements.

We distinguish between two categories of publications:

- Final publications: These are books (or book chapters) that have been printed, (online) journal articles that have been allocated a journal volume/issue, etc. These publications need to have received the status "Accepted" by the Faculty in OBD in order to be considered for the publication reward.
- 'Online first' publications: These are journal articles, published online without yet having been allocated to a particular journal volume/issue. They will be reviewed by the Faculty OBD administrator and first get a status "In Progress". Then if the OBD records are correct, the OBD administrator will mark the publications with an "N" (which refers to "non-applied result"), along with the note "MS: control OK". Once an 'online first' publication record has been marked with "N" in OBD, the ICSJ and the CDS will accept these publications as qualifying for publication rewards. Later, when 'online first' publications are allocated to a particular volume and/or issue, PhD students will need to enter these bibliographic elements in OBD, after which these publications will receive the "Accepted" status.

Please note, in the unlikely event that a PhD student needs assistance with reporting 'online first' publications in OBD, they should specify in their communication that it concerns an 'online-first' publication and include all bibliographic details that are available at that moment.

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Publications that are academic output of projects where the PhD student is employed at, or received a stipend from, the Institute of Communication Studies and Journalism, or a similar entity, will receive 50% of the regular publication bonus. If the article was funded by GA UK (only), the publication reward will not be reduced by 50% as with other grants. Authors funded by FSV/CU grants must always acknowledge this in their publications to qualify for the bonus. Joint Writing Seminar (JWS) publications are excluded from the PhD publication bonus system. If someone qualifies for Institute employee publication bonuses, they belong to that system, and they are also excluded from the PhD publication bonus system. The Institute reserves the right to reduce bonuses if there are insufficient financial resources to pay them in full.

For a publication to be eligible for a reward, these conditions must be met:

- The publication must include an explicit reference to the affiliation with the Institute and information about the funding source(s).
- The publication must be included and approved by the Faculty in the OBD with information on affiliation, funding source(s) and percentage of co-authoring. When filling in the form to report the publication for a reward, the student must confirm that the publication has been entered into OBD. If it is not filled in by the deadline, the reward will be paid once it is accepted in OBD, during the next year, or might be canceled.

Overview table of what needs to be added to article/OBD:

Article with	Entering to OBD record (with status 'accepted') with
Institute Affiliation	Affiliation
Name of the grant agency financed/supported by	Name of the grant agency financed/supported by
-	Percentage of co-authoring

Criteria for the amount of the reward:

- The JCR Article Influence Score quartile will be used as the reward value for article evaluations.

- When there are multiple authors, the percentage of co-authorship in OBD will be multiplied with the amount of the reward (for every co-author of the article), thus decreasing the reward. For CDS points, the amount will be rounded up to the next integer, and the amount cannot be lower than 1 for publications.
- The bonus of project-funded publications is decreased by 50% (with the exception of GA UK funded publications).

The reward categories (for publications published before 4 November 2026):

Articles and book chapters:

- 20 000 CZK for a book chapter in a peer-reviewed edited volume
- 20 000 CZK for an academic research article published in an academic journal through a peer review process (not including interviews or reviews)
- 25 000 CZK for an academic research article published in an academic journal in the 4th Article Influence Score quartile JCR ranking
- 40 000 CZK for an academic research article published in a journal in the 3rd Article Influence Score quartile JCR ranking
- 60 000 CZK for an academic research article in a journal in the 1st or 2nd Article Influence Score quartile JCR ranking

Academic book publications:

- 40 000 CZK for a monograph published at B or C publishers from the monograph rating FSS CU list
- 60 000 CZK for a monograph published at A + or A publishers from the monograph rating FSS CU list

(the reward categories are exclusive and non-accumulative; one publication is rewarded in one reward category; when there are multiple authors, the reward is decreased by multiplying it with the percentage of co-authoring)

The reward system is valid from 15th March 2023 until November 3, 2026.

Changes from November 4, 2026 (students should submit the form with publications by **November 3, 2026**):

- One peer-reviewed academic journal article, during the entire PhD studies, will be rewarded anyway, disregarding its exact ranking according to the AIS quartile in the JCR database; the categories and rules in the appendix on rewards will be applied (grant, JWS). If the student has more articles, they can choose which one is submitted for the first academic article reward.
- A second peer-reviewed academic article, during the entire PhD studies, will be rewarded only if it is published in a journal with a Q1 or Q2 ranking in the JCR database, according to the AIS quartile; the categories and rules in the appendix on rewards will apply (grant, JWS). Again, they can choose which one they submit for this reward. If the second peer-reviewed article is not published in a Q1 or a Q2 ranked journal (AIS quartile, according to the JCR database) then CDS points will be awarded instead.
- When there are multiple authors, the separate article reward is decreased by multiplying it with the percentage of co-authoring. The percentage of the authorship in OBD will be an indicator of the amount of the reward (for every co-author of the article).
- All other publications are not rewarded through the separate article reward system. These are the two other systems:
    - Monograph rewards: If a student publishes a monograph and contacts the CDS, the director of the Institute can then decide to allocate a separate reward. In this scenario, a separate agreement will be used. If the director decides not to allocate a monograph reward, the CDS points will be used to calculate the reward.
    - CDS point rewards: All other publications are rewarded through the allocation of CDS points, on the basis of the table below; This, for instance, applies to book chapters, book reviews, interviews, and conference reports. This system is also used to reward monographs not entitled to a monograph award, and articles which are not entitled to the separate article reward.
- When there are multiple authors, the percentage of co-authorship in OBD will be multiplied with the amount of the reward (for every co-author of the article), thus decreasing the reward. For CDS points, the amount will be rounded up to the next integer, and the amount cannot be lower than 1 for publications.

The allocation of CDS points:

Type of Publication	Amount of CDS Points
Book Chapter	2
Monograph (B or C, with no monograph reward granted)	4
Monograph (A+ or A, with no monograph reward granted)	5
Academic article with no separate article reward granted, not indexed	2
Academic article with no separate article reward granted, AIS Q4	3
Academic article with no separate article reward granted, AIS Q3	4
Academic article with no separate article reward granted, AIS Q2 and Q1	5
Book reviews, conference reports, interviews, etc.	1

List of publishers and their classification:

A+: The world's most prestigious academic publishers

- Cambridge University Press
- Columbia University Press
- Harvard University Press
- MIT Press
- Oxford University Press
- Princeton University Press
- Stanford University Press
- University of Chicago Press
- Yale University Press

A: Highly prestigious Western academic publishers; publications in English and other world languages

- Academic Press
- Böhlau Verlag
- Bristol University Press
- Cornell University Press
- Duke University Press
- Edward Elgar
- Elsevier Science Ltd.
- Johns Hopkins University Press
- John Wiley & Sons, Inc. (incl. Wiley-Blackwell)
- Macmillan Publishers
- New York University Press
- Palgrave Macmillan
- Polity Press
- Prentice Hall Press
- Sage Publication
- Springer Science + Business Media (incl. Kluwer Academic Publishers; except edition Series
- in ...)
- Taylor & Francis (incl. Ashgate, Allen & Unwin, Routledge, Westview Press)
- University of California Press
- University of Michigan Press
- Vandenhoeck & Ruprecht

B: Prestigious foreign and top Czech academic publishers; publications in English, other world languages, and Czech

- Academia
- Amsterdam University Press
- Australian National University Press
- Basic Books (New York)
- Bath University
- Berghahn Books
- Bloomsbury Publishing (Bloomsbury Academic)
- Brill
- Brookings Institution
- C. H. Beck (Prague and Bratislava in English and other world languages only)
- Cameron May Ltd.
- CAP – Carolina Academic Press (Durham, North Carolina, U.S.A.) (for publications 2022+)
- CEU Press
- De Gryuter (also De Gryuter Oldenbourg)
- ECPR Press
- Edinburgh University Press
- Éditions Karthala (Paris)
- Gallimard
- Greenwood Press / Greenwood World Publishing (also Praeger Publishers)
- HAU Books
- Indiana University Press
- Intellect Books
- IWA Publishers
- Karolinum (also SLON)
- L'Hartmattan
- Lit Verlag
- Lund University Press (for publications 2021+)
- Lynne Rienner Publishers
- Manchester University Press
- McGraw Hill Education
- Media XXI
- Melbourne University Press
- MUNI Press
- Penguin
- Pergamon Press
- Peter Lang
- Pluto Press (London)
- Politico´s
- Praeger

- Presses de Science Po
- Rowman & Littlefield (also Lexington Books)
- Seoul National University Press (for publications 2021+)
- Tamesis (Boydell & Brewer) (for publications 2022+)
- United Nations University Press
- University of Edinburgh (for publications 2021+)
- University of Minnesota Press
- University of New Orleans Press (for publications 2021+)
- University of New South Wales Press
- University of Pensylvania Press
- University of Pittsburgh Press (for publications 2021+)
- USC Annenberg Press
- Veda, Vydavatelstvo SAV (in English and other world languages)
- Verlag der Österreichischen Akademie der Wissenschaften
- Wallstein Verlag
- Wolters Kluwer (Prague only in English and other world languages)

C: Major foreign and Czech academic publishers; publications in English, Czech, and other languages relevant to the field

- Arizona University Press
- Barbara Budrich
- Bruylant
- C. H. Beck (Prague, Bratislava; publications in Czech, Slovak or other languages)
- Collegium Carolinum (for publications 2021+)
- Corvinus University (for publications 2021+)
- Dokořán
- Europäischer Universitätsverlag
- Grada
- Harwood Academic Publishers
- Heinemann
- Herbert von Halem Verlag
- Host
- I.B. Taurus (for publications 2021+)
- Kegan Paul International
- Klartext Verlag
- Nakladatelství Lidové noviny (for publications 2021+)
- Nomos
- Paseka
- Peeters Publishers
- Permanent Black (India)
- Portál

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- Presses universitaires de Nanterre (for publications 2021+)
- Presses universitaires de Rennes (for publications 2021+)
- Springer Science + Business Media (edition Series in ...)
- Suhrkamp Verlag
- Sweet & Maxwell
- University of Ljubljana Press
- Veda, Vydavatelstvo SAV
- Verso
- Taru University Press
- Texas University Press
- Torst
- Transcript Verlag (for publications 2021+)
- Verlag Otto Harassowitz
- Vittorio Klostermann
- Wallstein Verlag

Appendix XII - The Profile of a Good Supervisor

The good supervisor:

A good researcher only agrees to act as supervisor for a doctoral thesis if they can offer the doctoral candidate the necessary expertise and support.

EXPERTISE AND SUPPORT — The supervisor:

- knows the administrative/regulatory framework for PhD studies, and advises the doctoral candidate on its application
- has built up a reputation in a field that is at least closely related to that in which the doctoral candidate will be conducting the research.
- is responsible for the intellectual climate in which a doctoral candidate develops their research.
- ensures that the number of doctoral candidates is adapted to the support available (by the supervisor, but also from postdoctoral researchers).
- is co-responsible for the quality of a doctoral candidate's research plan.
- advises their doctoral candidates on securing funding for their research, for instance by applying for external or internal research funds; and contributes through doctoral candidates' funding through their own projects when possible.
- has a stimulating, coordinating and evaluating role for the entire duration of the doctoral process.

COORDINATION— The supervisor:

- commits sufficient time to speak to the doctoral candidate regularly and monitor the research closely.
- helps with the development of and, where appropriate, changes to the research.
- helps the doctoral candidate place the research in a wider context.

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PLANNING & USE OF TIME— The supervisor:

- helps the doctoral candidate to draw up a proper timetable for their research activities.
- ensures that the teaching mandate and other tasks of the doctoral candidate are organised so that there is no risk of the doctoral thesis not being completed within the designated time frame.
- ensures the efficient progress of the doctoral process, preferably within the designated time frame.

STIMULATION— The supervisor:

- introduces the doctoral candidate to the academic world by putting them in contact with researchers who can help them, by stimulating them to take part in conferences and in doctoral training, by advising them on the development of his scientific project, by encouraging him/her and making them enthusiastic.

EVALUATION— The supervisor:

- is generally present when the doctoral candidate presents their work to other scientists and provides feedback to the doctoral candidate.
- regularly evaluates the progress of the work with the doctoral candidate and advises on necessary adjustments so that the doctoral thesis is completed on time.
- evaluates the doctoral candidate's work, as reported in the ISP, and provides the doctoral candidate with information regarding their advice on the ISP.

PUBLICATION— The supervisor:

- has significant co-responsibility for the doctoral candidate's thesis.
- makes the doctoral candidate aware of the possibilities of publication and advises them on the preparation of publications.
- gives the doctoral candidate as many chances as possible to enhance the value of the work delivered as first author in publications.
- advises the PhD student on the importance of mentioning the funding source, and the CU affiliation of the doctoral candidate, in accordance with internal guidelines.
- advises the PhD student how to deal with the protection of the research results prior to publication.

Appendix XIII - Guidelines for the Committee for State Doctoral Examination (SDE)

The SDE and its aim

Taking the SDE is possible only at three particular periods during the academic year, in January/February, May/June, and September. The SDE aims to evaluate the PhD student's knowledge of a selection of academic publications based on the requirements of the doctoral study program. It consists of an oral examination of the knowledge and understanding of ten major publications in the field of Media and Communication Studies. Five of those publications are chosen by the PhD student from a fixed list, and five are chosen by the supervisor. During the SDE, the PhD student should be able to provide an in-depth understanding of the publications and be able to explain their context, their role within the field of Communication and Media Studies, and their paradigmatic position. The SDE of one PhD student will last around 90 minutes.

The committee members

The committee comprises a chairman and four members. The committee's composition is approved by the Dean before the SDE takes place. Ideally, the committee includes members internal to the Faculty of Social Sciences and external members. The CDS members approach proposed members, to check their availability to take part in the SDE approximately two months before the period for examination begins.

Role of the committee members

The committee members will ask questions about the ten selected publications the PhD student studied for the examination. CDS members will send the list of 10 publications for each examined PhD student to the committee, at least one month before the SDE, and will ask the committee members to inform CDS on what books from the list they would like to examine the PhD student. CDS will then communicate the members' preferences to the chair of the committee.

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Role of the committee chair

The committee chair will ensure the fairness of the SDE, making sure that all committee members can ask questions (e.g., through a rotation system), that questions are appropriate, and that the PhD student is given ample opportunity to respond to questions. The chair will also be responsible for the time management of the SDE, and will appoint the secretary for the SDE.

SDE procedure

The examination committee members will meet physically in a prearranged location; members not physically present can join the examination online. In exceptional circumstances, the PhD student can apply to take the SDE entirely or partially in a distance form and the committee chair will decide if the request is granted. For both cases of physical and distance form, the PhD student must provide an ID for identity verification and the SDE must allow for public attendance. . After the questions by the committee, the PhD student is asked to leave the room, and a vote will take place, with two options: pass or fail. When ready, the chairperson informs the PhD student about the outcome of the evaluation. The secretary appointed by the committee chair (usually a CDS member) fills in an evaluation protocol, and the committee members sign the protocol. At least three committee members must sign the protocol for it to be legitimate. The CDS will arrange for the signatures of the members who are not physically present at the SDE, after it takes place, if necessary.

The SDE procedure for PhD students is further described in the PhD Guide, pp. 24-28.

Appendix XIV - The CDS Charter

The Centre for Doctoral Studies (CDS) is an entity of the Institute of Communication Studies and Journalism (ICSJ), which provides support for the Doctoral Studies programmes at this Institute. It currently has five staff members: a CDS coordinator and four CDS regular staff members (two for each doctoral programme). The members of CDS are nominated by the ICSJ director in consultation with the Institute's senior management and the guarantors of the ICSJ doctoral programmes. CDS is collectively led by the guarantors of both doctoral programmes at ICSJ. The CDS coordinator is responsible for the daily operations of CDS, including the distribution of tasks and responsibilities among regular staff members, and for the communication with the guarantors.

CDS has seven main roles:

1. Supporting the application and selection process for new PhD students, including the organization of their entrance examinations.
2. Supporting the progress reporting of enrolled PhD students and monitoring the status of doctoral studies at ICSJ.
3. Supporting the functioning of the doctoral program, for instance, including the scheduling of doctoral training courses, the organization of teaching assistant calls and the support for research activities of PhD students.
4. Supporting the formal evaluation of the PhD students' work, including the organization and coordination of the State Doctoral Examination, the Small Defence, and the Main Defence of doctoral studies.
5. Providing advice to individual PhD students.
6. Supporting the functioning of the guarantors and the Subject Area Boards.
7. Supporting internal and external communication in relation to the ICSJ's doctoral programmes, including the maintenance of the doctoral studies section on the IKSŽ/ICSJ website.

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While CDS aims to help doctoral programme applicants and PhD students with their studies, CDS has several limitations, because of its supportive role. The most significant limitations include:

- No Decision-Making Responsibility: The responsibility for decisions in relation to the doctoral programmes rests with the guarantors. CDS serves as a resource to provide guidance and support but does not make decisions on behalf of the guarantors, nor can it assume responsibility for their choices.
- No Financial Responsibilities: CDS can only support PhD students by providing information regarding financial issues. CDS cannot provide access to financial resources, nor can it apply for funding on behalf of individual PhD students.
- No Supervision: CDS cannot take over the role of the doctoral supervisors, for instance in relation to the content of the doctoral thesis.
- No Formal Complaints Entity: CDS can advise on the existing channels for PhD student complaints (and mediation), but it cannot accept complaints on behalf of these channels (e.g., the ombudsperson).
- No Delegation of the Individual Doctoral Students' Responsibility: PhD students remain responsible for their doctoral studies, including their own academic performance, meeting admission requirements, and for complying with all application and enrolment procedures, as well as study obligations.

Appendix XV - The Profile of a Good PhD Student

What can you do to become a successful and happy PhD student?

TIME MANAGEMENT - The good PhD student:

- creates a detailed plan with the time schedule for their PhD dissertation project and other obligations required by the program;
- updates the time schedule with reasonable intervals (e.g., every six months);
- carefully considers whether they should develop/implement additional plans, accept new opportunities (or request), ensuring that the PhD dissertation project and other obligations are not –even in part– jeopardized;
- respects all the PhD program's formal deadlines (e.g., creation and evaluation of the ISP, application for SVV…) and informal deadlines (e.g., submissions of texts to supervisors);
- communicates in a timely and clear fashion when deadlines cannot be met (in cases of force majeure);
- finds a reasonable balance between the PhD work and other professional activities.

RELATIONSHIP WITH SUPERVISOR - The good PhD student:

- maintains a professional relationship with the supervisor;
- agrees with the supervisor on the consultation format and consultations;
- clarifies mutual expectations with the supervisor;
- regularly reports to the supervisor about PhD-related progress;
- does not hesitate to ask for help and advice from the supervisor when needed;
- takes the supervisor's advice seriously but does not follow it blindly.

RESEARCH - The good PhD student:

- respects research ethics in all its dimensions;
- identifies weaknesses and actively addresses them (e.g., by attending additional courses or workshops);
- actively seeks feedback about the research;
- communicates their research to their peers and other societal groups;
- publishes their research.

NETWORK AND COMMUNITY - The good PhD student:

- always maintains professional politeness in relation to others;
- does not hesitate to communicate about problems to the appropriate channels, if needed;
- cares (within reason) for and engages with the other PhD students;
- seeks to create and maintain a network inside and outside of the Institute;
- attends events organized by the Institute;
- supports the operations of the Institute (e.g., administrative support, teaching assistant positions, …) (within reason);
- presents their PhD work at national and international conferences;
- communicates their academic knowledge to other segments of society.

THE SELF - The good PhD student:

- takes good care of oneself at both the mental and physical level;
- plans the future, considering life after the PhD;
- enjoys the process.

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Appendix XVI - Supervisor's Confirmation to Distribute the Dissertation

At the time of the Small Defence, when the PhD student submits the dissertation text to the Centre for Doctoral Studies (CDS), the latter contacts the supervisor and requests permission to send it to the opponent and examination committee members. The supervisor's confirmation is communicated through a special form.

Once this confirmation form is received, CDS distributes the dissertation to the guarantor, deputy-guarantor, opponent, and all other members of the examination committee.

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