

Practical Guide To Doctoral Studies

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

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FAKULTA SOCIÁLNÍCH VĚD UK



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

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 programme.

doc. Ing. Tomáš Cahlík, CSc. Vice-Dean for Doctoral Studies and Other Forms of Education, FSS CU	<u>cahlik@fsv.cuni.cz</u> tel.: 222 112 318
doc. Nico Carpentier, PhD, Extraordinary Professor at Charles University Guarantor of the Media and Communication Studies of English-language Doctoral Study Programme and Chairman of the Subject Area Board for the English-language programme	<u>nico.carpentier@fsv.cuni.cz</u> tel.: 222 112 231 H118, Smetanovo nábř. 6
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Mgr. Anna Shavit, PhD Science Coordinator at ICSJ FSS CU, SVV administrator	<u>anna.shavit@fsv.cuni.cz</u> tel.: 222 112 268 H106a, Smetanovo nábř. 6
Ing. Kristýna Dostálková Secretary of ICSJ FSS CU, responsible for economic and staff issues	<u>kristyna.dostalkova@fsv.cuni.cz</u> tel.: 222 112 181 H111, Smetanovo nábř. 6
Mgr. Victoria Nainová (Coordinator) Mgr. Julia Gottstein, M.A. Mgr. Markéta Nejedlá Fatková Silvija Vuković, M.A. Angga Ariestya, MS.c. Barbara Ravbar, M.A. Centre for Doctoral Studies – ICSJ FSS CU	<u>victoria.nainova@fsv.cuni.cz</u> <u>julia.gottstein@fsv.cuni.cz</u> <u>marketa.nejedla.fatkova@fsv.cuni.cz</u> <u>silvija.vukovic@fsv.cuni.cz</u> <u>angga.ariestya@fsv.cuni.cz</u> <u>barbara.ravbar@fsv.cuni.cz</u> <u>cds.iksz@fsv.cuni.cz</u> tel.: 222 112 256 H111, Smetanovo nábř. 6
Mgr. Zuzana Jarolímková Ombudsperson of ICSJ	<u>ombudsman.iksz@fsv.cuni.cz</u>

<p> Mgr. Lukáš Pánek Mgr. Petr Arbet Mgr. Anna-Marie Pospíšilová Mgr. Karolína Koudelka </p> <p>Psychological Counselling for all CU students and employees - Carolina Centre</p> <p>Registration for counselling</p>	<p> 10368590@o365.cuni.cz annamarie.pospisilova@ruk.cuni.cz karolina.zeniskova@ruk.cuni.cz counsel@ruk.cuni.cz https://centrumcarolina.cuni.cz/CCE/NG-64.html </p>
<p> Mgr. Eva Horníčková Head of the Department of Science, FSS CU </p>	<p> eva.hornickova@fsv.cuni.cz tel.: 222 112 267 H114, Smetanovo nábř. 6 </p>
<p> Mgr. Sylvie Burianová, PhD Department of Science FSS CU </p>	<p> sylvie.burianova@fsv.cuni.cz </p>
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<p> Ing. Pavel Kot SIS Administrator, FSS CU </p>	<p> sis@fsv.cuni.cz pavel.kot@fsv.cuni.cz tel.: 222 112 218 H19, Smetanovo nábř. 6 </p>

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 version of winter semester 2023.

Be informed that the PhD programme will change for students who will enrol in the first year of their studies in 2024/2025 and future academic years. The current accreditation will continue to apply to students who enrolled in their studies before 2024/2025.

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 students receive a monthly scholarship, while students registered in the combined study model do not. We thus strongly recommend studying full-time, even though the decision remains the PhD student's.

The basic duties, which are completion of compulsory courses, passing the State Doctoral Exam, the Small and the Main Defence of the PhD dissertation, academic publishing, and doing conference presentations, are the same for all students of both forms of study. However, the degree of involvement of the doctoral students in the Institute's operations and their obligations to study abroad differ. The standard length of study is four years, and the doctoral studies must be completed within a maximum of eight years.

The most 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 programme. During their studies, the students must fulfil the terms of their ISP every year. In other words, PhD students must fulfil their study obligations as 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 Associate Professor Alice Němcová Tejkalová. Each programme is also supported by its Subject Area Boards consisting of a team of experienced academic staff members.

The Main Elements of the PhD Programme

In addition to the nine compulsory courses included in the study plan ([see p. 9](#)), the State Doctoral Examination, and the dissertation, the PhD students are also required to undertake a series of publication and research activities, aimed at broadening the students' scope and allowing them to become acquainted with academic practice (by participating in it). You may find brief explanations on 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 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 the 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. All three texts must be published before the main defence of the dissertation. 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 on [p. 27](#).

2. Grant-seeking

Research also requires grant-seeking activities by the student. The PhD student has to apply for a research (not travel) 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.

3. Active conference participation

Students must actively attend at least two academic conferences, whilst at least one of them should be international. The student must present at least one conference paper (or contribute with a poster to a poster session) before taking the state exam. 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 exam. Conference papers and posters need to be submitted to CDS maximally one month after the conference.

4. Research stay(s) outside the Czech Republic

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 programme). Alternatively, it is acceptable for students to accumulate at least one month (14 days for students in the combined form of study) by attending summer schools, workshops and conferences outside the Czech Republic. Participation in international project meetings abroad is also included in this second model.

5. Participation in the Operations of ICSJ FSS CU

Full-time doctoral students have to be involved in the teaching at ICSJ, by being an opponent of minimally one MA thesis at ICSJ (or another equivalent activity) and by the active involvement in one academic course as a teaching assistant. Moreover, they need to organise at least one activity or a training event for other PhD students enrolled in the PhD Programme Media and Communication Studies.

6. Completion of compulsory doctoral courses

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

7. The State Doctoral Examination

Each student must pass the state doctoral examination by the end of the fourth year of their studies.























8. Dissertation Defence

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

Compulsory Doctoral Courses

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

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

Courses in Detail

Doctoral Seminar I

Course Leader – doc. Vaia Doudaki, D. Phil., Dh.D

Introduction

Doctoral Seminar I (DSI) is an introductory doctoral seminar aimed at providing students with basic knowledge in the presentation and evaluation of academic research projects, in the field of communication and media studies. Participating in the course's series of seminars, the doctoral students become acquainted with the principles and techniques of structuring, presenting and evaluating research projects, in a seminar format that allows for dialogue, debate and reflection about one's own work. SI combines a series of seminars with independent guided study. The course is led by a seminar leader, who offers introductory seminars on research design, and on structuring and evaluating research projects, in the field of communication and media studies. The course responsible also schedules and coordinates the project discussion seminars. The doctoral students' supervisors are welcome to attend the DSI seminars.

DSI students develop the basic skills for:

- designing and structuring academic research projects
- communicating in written form and orally about their research projects
- evaluating research projects, by identifying their strengths and shortcomings, and providing constructive feedback.

In order to successfully fulfil the course's requirements:

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

Doctoral Seminar II

Course Leader – doc. Vaia Doudaki, D. Phil., Dh.D.

Introduction

Doctoral Seminar II aims to provide 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. Participating in the course's series of seminars, the doctoral students become acquainted with the principles and techniques of structuring, presenting and evaluating research methodology plans in a seminar format that allows for dialogue, debate and reflection about one's own work.

Students develop the main skills for:

- designing and structuring academic research projects, focusing on the projects' methodology and research design
- communicating in written form and orally about the methodology and research design of their projects
- evaluating research methodology plans by identifying their strengths and shortcomings and providing constructive feedback.

To successfully fulfil the course's requirements:

- Each doctoral student needs to present the research methodology plan of their doctoral project in written form and orally.
- Each doctoral student needs to discuss a fellow 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 - PhDr. Irena Reifová, Ph.D.

Introduction

Doctoral Seminar III/IV is aimed at building students' capacity in writing their dissertation thesis. In DS III/IV students submit one full chapter of their dissertation. The chapter has two main opponents: the dedicated student opponent and the lecturer. During the seminars the presenting student briefly introduces the chapter, especially with the focus on the chapter's position and role in the whole of the dissertation. The dedicated student opponent then presents her review, other students' comments follow and the lecturer's review is presented in the end.

Each student must:

- submit her 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

Didactics of Media Studies

Course Leader – prof. PhDr. Jan Jiráček, Ph.D.

Introduction

The course is designed for students of the doctoral study programme of Media and Communication Studies, preferably for those who are in the second year of the study. It is aimed at the development of teaching skills in Media Studies, especially the development of principles of didactic transformation of scientific topics into lectures or seminars (presenting the results in 'real' teaching situations). Part of the requirement is to learn how to use methods of getting feedback from students. The aim of the course is to adopt basic principles of university lecturing and to apply this knowledge in the field of Media Studies.

Requirements for the successful completion of the course:

- Two individual consultations with the lecturer
- Optional: visiting the course
- Consultation on the content of the lecture
- Consultation on the presentation of the lecture
- The lecture itself
- Evaluation of the lecture

Development of Media and Media Studies

Course Leader – prof. MgA. Martin Štoll, Ph.D.

Introduction

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

The course is structured around the preparation of seminar papers. In this work, each student will focus on the development of media in their home country in the years 1990 – 2020. The goal is to identify the basic changes that have taken place, define the main actors, and outline the developmental currents. Students are encouraged to think about what they perceive as positive and negative changes in the identified developments.

Assignment

The main course assignment is to individually write an academic text of 20 standard pages length 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.

Procedures

All papers will be made available to all students and then discussed in a dedicated seminar at the end of May. The seminar content will allow for a comparison of all texts. Students are required to attend the seminar, present their seminar papers and discuss the development of media in each country.

Methodological Seminar

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

Introduction

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

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

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

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

- Publishing Workshop 1: Strategies for getting published in international peer-reviewed magazines
- Workshop: Writing an abstract of a paper for a conference
- Publishing Workshop 2: Suggestions for writing an academic article/paper
- In addition to these three workshops, students will present their assignments in a fourth workshop.

Additional Requirements for the Student

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

Culture, Ideology, Power, in Media and Communication Studies

Course Leader - Gerardo Costabile Nicoletta, Ph.D.

Introduction

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

Intended learning outcomes:

- The students expand and deepen their theoretical knowledge, in approaches and directions pertinent to their doctoral projects, in a critical and structured fashion.
- The students develop their skills of communicating concepts and theories, both in written form and orally.
- The students develop their pedagogical skills by structuring and delivering a short lecture regarding their selected theory/concept.

Participation in the Operations of ICSJ FSS CU

Full-time doctoral students must be involved in the administration and functioning of the Institute. The students enrolled in combined studies may also take part in the operation of the institute if they wish, but this is not compulsory for them. Ensuring the involvement of PhD students in the operation of the Institute is the responsibility of the study guarantor, who may entrust some tasks to the CDS.

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

- Being an opponent of minimally one MA thesis at ICSJ, 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.

Other requirement:

- 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 PhD fellows, 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.

The successful completion of these activities will be reported by the PhD student to the CDS, accompanied by a signed statement on successful completion by the relevant teacher or coordinator. In order to assist PhD students in finding teaching assistant positions, calls will be announced on the [Teaching Vacancies for PhD Students](#) page on the institute's website.

Students, who fulfil these tasks, will be rewarded with a one-time stipend every year. The following point system is used to determine the reward.

- 2 CDS points are allocated for teaching in a class,
- 1 CDS point for assistance in a class,
- 1 CDS point for a review/conference report/interview,
- 1.5 CDS points for a conference presentation with a conference paper.

PhD students are rewarded for their academic activities. As the funding varies from year to year, it is not possible to determine in advance the amount that the 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 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

Rewards for bachelor's and master's thesis supervision and the position of state exam secretary are paid from separate funds from January 2024 on, and these amounts are fixed. A reward for supervising a thesis is 4,000 CZK, where the supervisor must be present at the defence. The opponent will receive CZK 1,000 - 1,500 depending on whether they are present at the defence or not. The state exam secretary will be paid 150 CZK per hour. All these rewards are paid as a stipend.

Please note that the exact amount of the stipend reward cannot be predicted. You may contact CDS if you need more information.

Research Publications

Each 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 the co-author of only one of these three texts.
- 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. All three texts must be published before the main defence of the dissertation.
- All publications must include the affiliation of the student to the institute (ICSJ); publications with the ICSJ affiliation missing cannot be counted as the fulfilment of the research publication duties.

The students must list all their publication outputs for a given year on 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, students are rewarded for their publishing efforts through the PhD publication bonus system. The rewards are paid through a stipend. More information about the reward system can be found in Appendix XI.

The students must list their publications in the OBD publishing database by the end of November (see [Intranet FSS CU](#) > OBD top bar). A password from the Central Authentication System (CAS) is required for logging in. It is the same when logging into the SIS. Here, too, it is necessary to state the specific grant number from which the publication funds were drawn. If anything is unclear, the OBD contact is [PhDr. Mgr. Bc. Jan Jirků, Ph.D.](#)

Participation in Conferences

Students must actively attend at least two academic conferences, and at least one of them should be international.

The student must present at least one conference paper (or contribute with a poster to a poster session) before taking the state exam. 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 exam. Conference papers and posters need to be submitted to CDS maximally one month after the conference.

Covering the costs associated with 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 I). 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 FSS CU,
2. that the PhD student will have an active contribution at the conference with a paper (in a workshop, panel participation, poster presentation, online programme, 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 FSS CU 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

Each student must pass the State Doctoral Examination (SDE) by the end of their fourth year of study. The registration is done by sending an e-mail to the CDS with the chosen selection of the literature (see the timetable below and [p. 24](#)).

At the time of enrolment for the SDE, the 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 students who will inform the CDS of their intention to take the SDE (see the timetable below).

The timetable for the SDE

- at least 12 months before the event
 - selection of the literature (see p. [23-24](#))
- at least 4 months before the event
 - find out if your supervisor agrees that you may sign up for the SDE (as the situation from selecting the literature could have changed)
- at least 3 months before the event
 - inform the CDS of your intention to take the SDE; and submit a list of passed obligations to be able to take the exam
- at least 1 month before the examination period starts
 - enrol to 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 exam before the deadline.

- The supervisor will confirm that all required obligations have been completed, online in the SIS of the course of the 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.
- Information about enrolment for the state doctoral examination is sent by e-mail to CDS and the Chairman of the SAB.
- On the day of the SDE
 - bring completed parts of your dissertation and copies of published texts or texts accepted for publication
 - bring an overview of each of the 10 books; use the table on page 25

How does SDE proceed?

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

- **5 publications come from a fixed list of 10 publications.** This list of 10 publications is the same for all PhD students of the PhD programme and is directly selected by the guarantor. These are key theoretical works in our field. Each individual student will then select 5 publications from this fixed list and send it to CDS. After approval by the guarantor, the list chosen by the student is set. CDS will inform the student and the supervisor. The proposed list of publications cannot include the books that the student uses in their thesis proposal, reading list, thesis or courses DS I-IV.

Fixed list of 10 publications

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 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). The guarantor then selects 5 from the supervisor's list. The guarantor can also ask for additional publications to be suggested. The proposed list of publications can also not include the books that the student uses in their thesis proposal, reading list, thesis or courses DS I-IV.

The State Doctoral Exam committee consists of 4 members. The 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 exam committee.

The aim of the SDE is to verify the student's knowledge based on the requirements of the doctoral study programme. During the exam, the student will first be asked to prove that they meet the requirements for admission to the exam. The student is also responsible for submitting copies of their publications as evidence of successful research activity. The committee members will ask questions about the theory and results of the project and related areas. The student will provide a written overview of each book to the committee using the table below. The committee members will ask questions related to the ten selected

publications that the student studied for the exam. 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. It may be re-taken no earlier than six months from the date when the student failed the initial examination. Nevertheless, if the student is in their fourth year, and has not passed the exam in June, they can retake it in September, but they need to inform, in June, the Study Department and CDS.

Admission to the SDE is further conditioned by the following:

Two research publications

- Two texts, 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 Exam.
 - At least one text must be an original academic research article, and it must be submitted in 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 student's supervisor must decide whether it qualifies.
 - The type of the second submission can be any academic text, including a book review, conference report, or journal article.
- As already mentioned in this text, during their studies, students must publish a total of three scholarly texts. They can be published after the State Doctoral Examination, but they all need to be published before the Main Defence.

Active conference participation

The student must have presented at least one conference paper (or contribute with a poster to a poster session) before taking the state exam. This also includes contributions to the online component of the conference programme.

Grant activity

The 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. The travel grants or the internal funding of the institute are not counted as grant activity.

Participation in the Doctoral Seminar

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

Fulfilment of study obligations

The student must pass all courses mentioned in their ISP.

Supervisor's recommendation

The 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 the SIS (see The timetable for the SDE, [p. 22](#)).

Request to Postpone the Date of the State Doctoral Exam

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.

The PhD Dissertation

General Remarks

The dissertation demonstrates the ability of the doctoral 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 a student intends to write a work in another language (e.g., Czech or German), the approval of the Subject Area Board and the Dean of the Faculty is required.

During the duration of 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

- 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 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 articles, of which at least 3 should be formally accepted for publication at the time of the defence.
- All articles should be published in double-blind peer-reviewed publications of good scientific quality.
- At least 2 of the articles should be single-authored.
- All articles should have a very significant contribution 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.

Content-related criteria

- A dissertation based on articles should always contain an umbrella chapter, i.e. a text written for the purpose of the dissertation that binds together the articles and the main arguments of the entire dissertation. The minimum length of the umbrella chapter is 40 nominal pages (approx. 72.000 characters, spaces included). References 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 contribution of the various articles to the main research questions and the links between the articles, and an overall conclusion.
- The overarching discussion of the theoretical and methodological frameworks in the umbrella chapter can be developed and detailed more in the articles.
- Together with the umbrella chapter, the articles should form a coherent and logical body of work. While some overlaps between articles are often unavoidable, the articles should still be sufficiently different from each other as well.

The one peer-reviewed academic article mentioned in part on "Research Publications" (see [p. 20](#)) 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). 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 student failed in their initial defence.

The Small Defence

Each student is required to complete the Small Defence of the first full version of their dissertation. The Small Defence must take place no more than two semesters after the successful completion of the SDE. Also, 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 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. combination of in person and online attendance of involved parties). The committee for the Small Defence consists of at least 5 members and is usually chaired by the PhD programme guarantor, who is also a member of the committee. The submitted work will be reviewed by one reviewer, who has the role of the opponent. At least one member is external to the Institute of Communication Studies and Journalism. The supervisor and the opponent can participate as committee members, but they cannot be the chair of the committee.

The student must inform the guarantor and CDS of the intention to have the Small Defence. The student must deliver the first version of the doctoral dissertation at an agreed time before the Small Defence. Please note that the opponent needs to be consulted, and they will also need time to write a review of the student's text. Thus, the text for the Small Defence must be submitted at least two months before the approximate date of the Small Defence.

The Small Defence is organised by the Institute to prepare the dissertation for the Main Defence. The student does not need to enrol via SIS for the Small Defence, or send the dissertation to the Study Department. The student sends the dissertation to the guarantor and the CDS.

If a student passes the Small Defence, they can edit the text on the basis of the opponent's recommendations and submit the final version of the dissertation for the Main Defence via SIS with other documents (see below). The final version of the dissertation for the Main Defence should also be sent to the CDS via email. Please, be sure to send the same final version that you submit via SIS.

The Main Defence

The examination committee for the Main Defence of the PhD dissertation includes two opponents of the dissertation, who will be named 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 may not be an opponent. One of the two proposed opponents must be external, which means that 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. The expert members must be approved by the scientific council of the faculty.

The Main Defence takes place in person or, when otherwise impossible, in hybrid format. The committee for the Main Defence consists of at least 5 members. The examination committee is usually chaired by the guarantor, who is also a member of the examination committee. At least one member is external to the Institute of Communication Studies and Journalism. The supervisor and opponents can participate as committee members.

The Main Defence is open to a public audience. During the Main Defence, the student first presents the dissertation, briefly summarises it and then elaborates on its most relevant parts. Then, the two opponents present their assessments of the PhD dissertation and ask questions about the dissertation to the PhD student. The examination committee members can ask questions about the dissertation to the PhD student. The public audience can also ask questions, if there is enough time. At the end of the defence, an anonymous vote is held by the examination committee as to whether or not the student has passed.

The Timetable for the Main Defence

The doctoral student is required to submit an application 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. The student may only submit an application for the Main Defence AFTER passing the State Doctoral Examination and the Small Defence. In case of reaching eight months before the expiry of the maximum period of study, the student needs to contact the Study Department promptly.

- At least 4 months before the event

The student informs CDS of the intention to take the Main Defence

- Preferably and no later than 3 months before the event

The student uploads the final version of the PhD dissertation into the SIS, identical to its submitted hard copies, submits the following forms and documents to the Study Department, and informs CDS about their submission:

- Application for the defence of the dissertation
- Supervisor's confirmation of completed obligations online in the SIS of the course of the student's doctoral study.
- Two printed copies of the dissertation (in a binding selected by the student, unless the Institute specifies otherwise). 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](#).
- Two printed copies of the dissertation project summary (10 nominal pages). 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 methodology used, basic theories, a selective bibliography, and an English summary.

Information about the student's enrolment for the Main Defence will be sent by the Study Department by e-mail to CDS and the Chair of the Subject Area Board. The Study Department will enter the opponents' assessments of the PhD dissertation into SIS.

- 7 days before the event

The defence of the dissertation may be withdrawn no later than one week before the date set for the defence to take place. If students have filed an application to make 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 the 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.

- On the day of the event

The student brings two printed copies of the final version of their dissertation together with the five copies of the dissertation project summary (10 nominal pages) and all the publications.

Violation of Study Regulations or Scientific Ethics

It is the student's duty to observe all principles of scientific ethics and academic integrity. Violations of study regulations and scientific ethics in research include, for example, plagiarism, 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/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. See [Code of Ethics of Charles University](#).

Overview of Requirements

- Successful completion of the State Doctoral Examination
- Successful completion of the Small Defence
- Supervisor's confirmation of completed obligations online in the SIS of the course of the student's doctoral study
- Application for the Main Defence of the dissertation

All documents can be downloaded from [here](#).

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), 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 student. Therefore, students shall not leave the resolution of their student affairs to the last minute.

Full Completion of Studies

A student's course of study is duly completed by completing the ISP. The date of completion of the student's doctoral study is the date 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 student and their classifications.

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

Termination of Studies

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

- “The student must successfully complete his study within the maximum period of study. Should the student fail to complete his study during the maximum period of study, he has not fulfilled the requirements under this Code and his study will be terminated.”
- “The 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 student lose his fitness to study permanently, he has 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 student's course of study may also be ended by:

- The student ending their studies; the date that the study ends is the date on which the faculty (in which the student is enrolled) received the student's written declaration of the cessation of study.
- 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 PhD studies became effective (the Subject Area Board decides on expulsion from the study).
- Withdrawal of the study programme's accreditation; the date that the study ends is the day on which the time limit set for retaining accreditation specified in the decision of the Ministry has expired.
- Termination of the study programme; the date that the study ends is the date on which the university announced the cancellation of the study programme.
- Expulsion of the student from study according to disciplinary rules; the date of termination of studies is the date on which the decision to expel the student from their studies became effective.

The student has a right to appeal according to the Part V of Study and Examination Regulations of Charles University. The Study Department can provide more information on the procedure.

Interruption of Studies

A student's doctoral studies programme may be interrupted as stated in the [Study and Examination Regulations](#), Article 6.

The Dean may interrupt the student's course of study, either at the student's written request or on the Dean's own initiative. A student's doctoral studies programme may be interrupted more than once. The interruption of study is not granted before the second year of study, with the exception of serious reasons, as a health condition. 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](#). In case there are no regulatory reasons for termination of the study, the Dean interrupts the study of the student based on requests, see Article 6(2). The deadline for processing the application is 30 days from the date of submission to the Faculty (see Procedures regarding PhD studies).

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

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

Please note that the maximum period for which doctoral studies may be interrupted is in total five years. After the expiration of the interruption period of the study, the student must re-enrol in their studies. The interrupted period counts into the maximum length of studies, with the exception of (a) serious health conditions, and (b) on the grounds of pregnancy, delivery, or parental care or for the purpose of providing substitute parental care. During the interruption period, the student loses the legal status of a student, i.e. loses the purpose of stay, and the visa/residence permit will be terminated.

Subject Area Board

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

The responsibilities of the SAB

- approves the student's ISP, the topics of their doctoral thesis, and proposes to the Dean the appointment or dismissal of the student's supervisor;
- assesses the student's learning progress by approving student assessments and changes in the student's 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, Ph.D., Extraordinary Professor at the Charles University, **chair**
- prof. PhDr. Jan Jiráček, Ph.D.
- prof. MgA. Martin Štoll, Ph.D.
- doc. PhDr. Martin Soukup, Ph.D.
- doc. PhDr. Alice Němcová Tejkalová, Ph.D.
- doc. PhDr. Denisa Hejlová, Ph.D.
- doc. Vagia Doudaki, D.Phil., Dh.D.
- doc. Robert Silverio, PhD.
- Josef Seethaler, D.Phil., external member
- prof. Fausto Colombo, external member
- doc. Ilija Tomanić-Trivundža, external member
- prof. Bart Cammaerts, external member

The Supervisor

The supervisor

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

The 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 student build a publication plan (that is, a list of academic journals to which the student can submit their text if it is rejected by their preferred journal).

The supervisor's approval is required for a doctoral 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 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

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

If the 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 scholarship (see [Appendix VIII](#)).

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

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

Centre for Doctoral Studies

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

- maintains records of doctoral studies;
- coordinates the State Doctoral Exam, the Small Defence, and the Main Defence;
- coordinates the Doctoral Seminars;
- maintains the doctoral studies section on the IKSŽ/ICSJ website;
- coordinates and links teaching and research activities of PhD students;
- assists the doctoral Subject Area Board;
- seeks additional funding for PhD students' activities.

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

CDS Members

- Mgr. Victoria Nainová (coordinator) victoria.nainova@fsv.cuni.cz
- Mgr. Julia Gottstein, M.A. julia.gottstein@fsv.cuni.cz
- Mgr. Markéta Nejedlá Fatková marketa.nejedla.fatkova@fsv.cuni.cz
- Silvija Vuković, M.A. silvija.vukovic@fsv.cuni.cz
- Angga Ariestya, M.Sc. angga.ariestya@fsv.cuni.cz
- Barbara Ravbar, M.A. barbara.ravbar@fsv.cuni.cz

For more information about the CDS, see [Appendix XIV](#).

Appendices

Appendix I - Student Ombudsperson and Psychological Counselling

Appendix II - How to fund your research?

Appendix III - How to Publish?

Appendix IV - Writing a Dissertation

Appendix V - Organisations and Associations

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Appendix VII - Guidelines for ISP evaluations of PhD Study English Programme
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Appendix VIII - Procedure for Exceptions

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Appendix XI: Rewards for Publications for PhD Students

Appendix XII: The profile of a good supervisor

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

Appendix XIV: CDS Charter

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 [Zuzana Jarolímková](#).

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 faculty funds for specific research carried out by students in the course of accredited doctoral or master's degree programmes 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'.

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 doctoral 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).

- The maximum amount of project funds that can be obtained is 360,000 CZK. Funds for scholarships may amount to a maximum of 160,000 CZK per project, of which no more than 80,000 CZK may be allotted to the principal researcher. The funds required must be carefully estimated and justified (see financial requirements).
- Non-investment costs may include, for example, materials, small tangible assets, services, and fees, e.g., conference expenses. Funds may not be used for large investments,
- e.g. computer hardware costing more than 40,000 CZK or software costing more than 60,000 CZK. Furthermore, it is not allowed to request funds for payment of postage, telephones, rewards for respondents of research (respondents may be paid only in the form of services), courses, and training.
- The application calculates the faculty's indirect costs automatically. Those costs are currently 19% according to the current Dean's Provision.
- Only travel directly connected to the project is reimbursed. Long-term internships and courses will not be covered.
- Travel expenses for academic and scientific staff can be covered only in exceptional cases.
- The accompanying text in the form remains in Czech; however, the edited text can also be inserted in Czech and English or Slovak.
- When submitting a project, the applicant must state the expected overall requirements for future years of the project (year-on-year change should not exceed 10%). The amount requested must include all budget items for the first year of the project.
- The principal researcher's curriculum vitae must mention: a) participation in university science competitions; and b) presentations of results at conferences, publications, and involvement in implementing tasks on other projects.
- In addition to the brief curriculum vitae of the principal researcher (see above), the project application also requires a list of the ten most important publications by the project supervisor or the academic worker who is listed as a supervisor.
- When submitting the application, the applicant must acknowledge that any publication of the results of the project must be dedicated to and give credit to the GAUK for funding it. All publications of results must be attached to the final report of the project.

- In one calendar year, the GAUK can provide no more 60,000 CZK in salary and CZK 100,000 in scholarships to any one person. For any one person, the total of salaries and scholarships may not exceed 100,000 CZK per year.
- It is preferable that only those students who will not finish their studies during the course of the project or in the period prior to the announcement of the announcements of the grant competition (usually at the turn of March and April) submit applications

Czech Science Foundation (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 ČR 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 doctoral 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:
<ul style="list-style-type: none"> • Academic article (theoretical) • Academic article (empirical) • Monograph • Edited collective monograph • Chapter in monograph 	<ul style="list-style-type: none"> • 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. 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).

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.

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

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 programs (e.g., EndNote)
- Creation of an abstract and extended abstract for every part of the dissertation before beginning to write the actual text —thinking through before writing
- Using parts of your ongoing research in the form of conference papers
- Continuous use of opportunities for feedback: participation in summer schools, workshops...

Citation Systems in Academic Texts

Professional publishing platforms 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 Psychiatric 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 FSS International Office (IO), which is located on the second floor of the Hollar building, door numbers 216 and 218. Contacts can be found on the [faculty website](#).

Erasmus +

ERASMUS+ is a well-known student exchange programme with all EU countries, which is available to doctoral students. The selection of students for individual study stays abroad is carried out and coordinated by 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 FSS with foreign partners. They also regulate the number of students (depending on the type of study) who can go to the partner university under the agreement.

Regarding the ERASMUS+ programme, you may contact [Ing. Radek Kovács](#) from the International Office, and [Mgr. Jan Miessler](#), the ERASMUS+ coordinator at FSS CU.

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+ programme, 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 programme.

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/>
- AMCAP Doctoral Spring School
 - <https://ecrea.eu/page-18206/13007740>

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

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

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

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

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 should always take 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 student. In this case, the SAB can still decide on an A evaluation.

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

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

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

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

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

Appendix VIII - Procedure for Exceptions

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

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.

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.

Appendix X - Procedure to Change the Dissertation Title or Topic

It is possible for 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, 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 defense, 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 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 students with a call to fill a table with their publication activities which they want to have rewarded. Publications need to be published to be awarded, minimally online on the journal's or publisher's website. Moreover, they must be scientific publications which have gone through a peer review process and have been published with good-quality publishers and journals.

Publications that are academic output of projects where the PhD student is employed at the Institute receive 50% of the regular publication bonus. Joint Writing Seminar 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.

In co-publications with other PhD students from the Institute the reward is divided equally among the authors. The share for each of the authors (in percentage) needs to be indicated for each of the authors. In the case where co-authors are 1/Institute employees, 2/other PhD students who are not part of the rewarding system or 3/not affiliated to IJSC at all, their share is not counted, therefore the other (eligible) authors get to divide the 100 % amongst themselves.

The reward categories:

Articles:

- 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 quartile JCR ranking
- 40 000 CZK for an academic research article published in a journal in the 1st or 2nd quartile of SJR ranking or 3rd quartile of JCR
- 60 000 CZK for an academic research article in a journal in the 1st or 2nd quartile of JCR ranking

Chapters and academic book publications:

- 20 000 CZK for a monograph published through a peer review process
- 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)

The reward system is from 15th March 2023 until withdrawn or altered.

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)
- The University of California Press
- The 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.
- 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
- 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
- United Nations University Press
- University of Edinburgh
- University of Minnesota Press
- University of New Orleans Press
- University of New South Wales Press
- University of Pennsylvania Press
- University of Pittsburgh Press
- 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
- Corvinus University
- Dokořán
- Europäischer Universitätsverlag
- Grada
- Harwood Academic Publishers
- Heinemann
- Herbert von Halem Verlag
- Host
- I.B. Taurus
- Kegan Paul International
- Klartext Verlag
- Nakladatelství Lidové noviny
- Nomos
- Paseka
- Peeters Publishers
- Permanent Black (India)
- Portál

- Presses universitaires de Nanterre
- Presses universitaires de Rennes
- 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
- 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.

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 programme. It consists of an oral exam on the knowledge and understanding of ten major publications in the field of Media and Communication Studies. Five of those publications are chosen by the student from a fixed list, and five are chosen by the supervisor. During the SDE, the 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 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 student studied for the exam. CDS members will send the list of 10 publications for each examined 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 student. CDS will then communicate the members' preferences to the chair of the committee.

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 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 committee members will meet physically in a prearranged location; members not physically present can join the exam 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 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 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. 22-26](#).

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 six staff members: a CDS coordinator, and five CDS regular staff members (two for each doctoral programme and one member acting as a reserve). 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 doctoral students, including the organization of their entrance exams.
2. Supporting the progress reporting of enrolled doctoral students and monitoring the status of doctoral studies at ICSJ.
3. Supporting the functioning of the doctoral programme, 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 doctoral students' work, including the organization and coordination of the State Doctoral Exam, the Small Defence, and the Main Defence of doctoral studies.
5. Providing advice to individual doctoral 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.

While CDS aims to help doctoral programme applicants and 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 students by providing information regarding financial issues. CDS cannot provide access to financial resources, nor can it apply for funding on behalf of individual 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 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:** 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.