

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

2021/2022

Practical Guide

TO DOCTORAL STUDIES

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Important Contacts

The following persons are the most important contacts for the Media Studies doctoral study program Media Studies and Communication of the ICSJ FSS Charles U¹:

doc. Ing. Tomáš Cahlík, CSc. Vice-Dean for Doctoral Studies and Other Forms of Education, FSS Charles U	cahlik@fsv.cuni.cz tel.: 222 112 318
doc. Mgr. MgA. Filip Láb, PhD Guarantor of the Media and Communication Studies Doctoral Study Program and Chairman of the Brand Board	filip.lab@fsv.cuni.cz lab@fsv.cuni.cz tel.: 222 112 222 m. č. H10, Smetanovo náměstí. 6
Mgr. Anna Shavit, PhD Science Coordinator at ICSJ FSS Charles U, SVV administrator	anna.shavit@fsv.cuni.cz tel.: 222 112 268 m. č. H106a, Smetanovo náměstí. 6
Mgr. Jitka Kryšpínová Secretary of ICSJ FSS Charles U, responsible for the economic and personnel agendas	jitka.kryspinova@fsv.cuni.cz tel.: 222 112 206 m. č. H119, Smetanovo náměstí. 6
Ing. et Mgr. Kateřina Turková Mgr. Vojtěch Hodboď Mgr. Victoria Nainová Center for Doctoral Studies ICSJ FSS Charles U	katerina.turkova@fsv.cuni.cz vojtech.hodbod@fsv.cuni.cz victoria.nainova@fsv.cuni.cz cds.iksz@fsv.cuni.cz tel.: 222 112 256 m. č. H111, Smetanovo náměstí. 6
Mgr. Eva Horníčková Head of the Department of Science, FSS Charles U	eva.hornickova@fsv.cuni.cz tel.: 222 112 267 m. č. H114, Smetanovonáměstí. 6
Mgr. Sylvie Burianová, PhD Department of Science FSS Charles U. Provides consultations on foreign grants, for example.	sylvie.burianova@fsv.cuni.cz
Mgr. Kateřina Vovsová Department of Study FSS Charles U, Doctoral Degree Programs	katerina.vovsova@fsv.cuni.cz tel.: 222 112 276 m. č. H205, Smetanovo náměstí. 6
Ing. Pavel Kot Study Information System Administrator (SIS), FSS Charles U	sis@fsv.cuni.cz pavel.kot@fsv.cuni.cz tel.: 222 112 218 m. č. H19, Smetanovo náměstí. 6

General Information

Doctoral programs take the form of full-time or part-time study (and for more general information [you can visit webpages for Charles University's doctoral studies](#)). Students' basic duties are the same for both forms of study (completion of compulsory subjects, a state examination, a small and a large defense of a dissertation, publishing, and conference activities). However, the degree of involvement

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

of the doctoral student in the Institute's operations and his or her obligations to study abroad differ. Full-time students receive a monthly scholarship, while part-time students do not.

The form of study is largely up to the student. The basic document is the student's individual study plan, which must be submitted at the beginning of his/her studies and which is approved by the Subject Area Board of the study program. During their studies, the student must fulfill the terms of his or her individual study plan every year. The student fulfills his/her study obligations in cooperation with his/her supervisor as set forth in the plan.

The standard length of study is four years, and the doctoral program must be completed within **a maximum of eight years**. The maximum period of full-time study is four years. That means, after four years of study, the student automatically studies only part-time and loses the right to a scholarship.

The basic direction and organization of doctoral studies are provided by the Subject Area Board. The Head of the Centre for Doctoral Studies (CDS) is also a guarantor of the doctoral studies program. Currently, these positions for the field of Media Studies are held by [doc. Mgr. MgA. Filip Lab, PhD, Media and Communication Studies](#).

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

Research

Doctoral students must participate in the scientific activities of the Institute. It is the duty of each student to publish free scholarly texts during their studies, two of which at least they must write as the main author (they may be co-author on one). Two texts must be published before the state exam, while the third must be published before the dissertation defense. Research also requires grant-seeking activities by the student. He or she has to apply for a grant at least twice, whether or not he or she succeeds in obtaining one. If the first application is successful, one application alone is sufficient. It is also acceptable to participate as a co-researcher on a grant received by ICSJ FSS Charles U.

Conferences

Students must attend at least two conferences, one of which should be national (Czech) and one international. The student must give at least one speech at a conference before taking the state exam. One conference may take place after the state exam.

Completion of courses

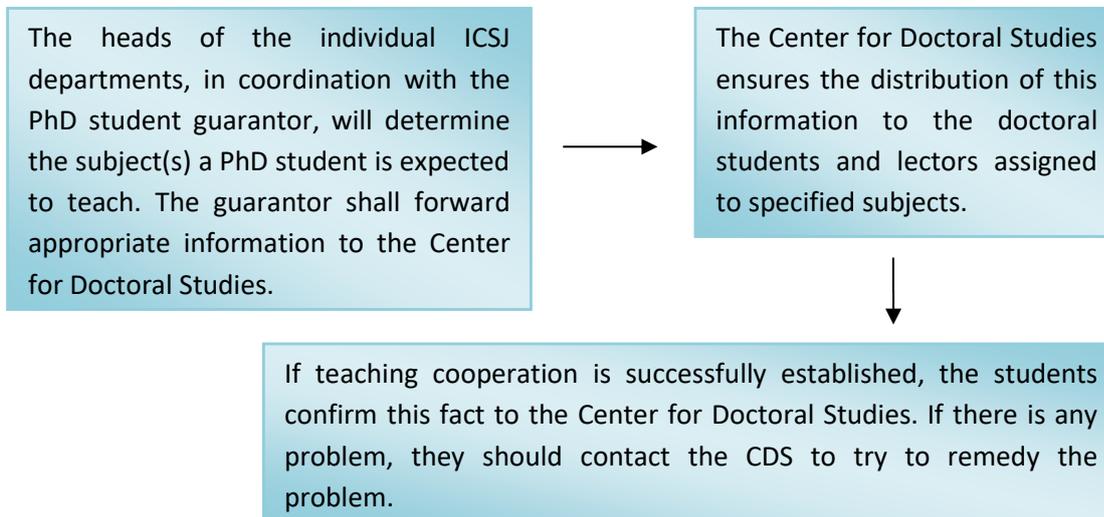
The student must complete all compulsory courses before the end of the sixth semester of study, in accordance with the current vision of the Karolinka.

Foreign Cooperation

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

Given the small size of the ICSJ staff, full-time students are expected to shoulder a significant share of the ICSJ's operations. Doctoral students must lead and oppose students' bachelor's and master's theses related to their field of study, help with the administration of state examinations, and perform other necessary administrative tasks. In any study-related activities (publications, presentations, etc.), PhD students should always indicate their affiliation with ICSJ FSS Charles U.

The Process of Assigning Full-Time Doctoral Students to Teaching of Subjects



Course of Study

Registration

An applicant becomes a student on the day of his/her enrollment. Students need only enroll for the first year of study. In subsequent years, the process of extending their studies occurs automatically. A student must re-enroll in studies if he/she re-starts his/her studies after interrupting them.

The date for enrollment is stated in the academic year timetable. Applicants wishing to study in their first year must physically attend the enrollment process on the prescribed day. If they are unable to attend for a serious reason, they must notify the Study Department no later than the specified day of enrollment. Upon enrolling in the first year, students must submit a completed personal card (downloadable in the Study>[PhD Forms section](#)).

Administrative Rules

Individual Study Plan (ISP)

Students entering the first year are required to establish an individual electronic study plan no later than two months after enrollment. The individual study plan must be in accordance with [the general study plan of the doctoral study program](#). Individual study plans have a uniform structure for all fields of study.

The ISP must be completed electronically in the **Student Information System (SIS)**. A link to the SIS is available on the Institute's website or here: <https://is.cuni.cz/studium/>. Click on "Individual Study

Plan for PhD Students," where you can also find instructions on how to complete it (in case of problems, contact [CDS](#)).

Dates for establishing the electronic plan: SIS closes in November for completion of first-year **ISPs**. It closes at **the end of August** for completion of **the PhD student's evaluation** (all years).

https://is.cuni.cz/studium/index.php?sso_id=131f94d705859d0f0223c7bc9f938d5d

Administrative Duties

The individual study plan contains information on:

- the topic of the student's dissertation
- a general timetable for work on the dissertation project
- anticipated publications
- the expected date for taking the state doctoral examination, and for making the "small" defense and the regular defense of the dissertation
- exams and subjects passed during the studies
- expected participation in traineeships
- active participation in conferences
- participation in grant activities

(NB: The student should attach the project submitted for his/her entrance examination to the ISP).

The individual study plan approved by the supervisor will be discussed and approved by the Subject Area Board. The approved individual study plan will then be handed over to the Study Board, where it will be archived in the student's file.

At the end of each academic year, each student in each grade must complete an annual **evaluation** of their activities (through the end of June), after which their supervisor and the Subject Area Board will review the evaluation for its conformity or lack thereof with the established curriculum and approve an addendum to the workplan for the next academic year (similar to the original ISP). The evaluation and the addendum must be as detailed as possible (specifying specific conferences, publications, traineeships, grants, dissertation procedure, institute assistance, etc. to be undertaken).

If the student has interrupted his/her studies, he/she is obliged to complete this evaluation within one month after he or she re-enrolls (see Rules for Organization of Studies).

Fulfillment of the requirement for preparation of an individual study plan (with its appendices) will be checked by the Subject Area Board of Doctoral Studies, usually twice a year.

Change in the Title or Topic of the Dissertation:

The name of a student's dissertation project can be changed only with the consent of the student's supervisor and the Branch Board. The student must write [a request](#) for the change and submit it to the faculty registry ([to the attention of the Chairman of the Subject Area Board](#)).

Any change in the topic (content focus) of the student's project must be approved by the Subject Area Board. A change is possible only until the end of the second year of study. When a student applies for a change, it is advisable for the student to submit a cover letter with the reasons for the change and a statement from his or her supervisor.

In the event **that a student is not able to complete all or part of the Individual study plan without a serious reason**, the Subject Area Board will determine how the shortcomings in the fulfillment of the plan are to be rectified and set a deadline for such rectification; these requirements will be considered as part of the Individual study plan. In such cases, **the student's supervisor or the Subject Area Board may propose a reduction in the student's doctoral scholarship of up to 50%**. If the student has not fulfilled the obligations of his or her individual study plan, his/her study may be terminated due to the failure to meet its requirements.

The recommended schedule of the course of doctoral study is as follows:

1st year

- Completion of doctoral seminars I and II
- Completion of 2-3 profile doctoral courses
- submission of a grant application (e.g., for a GAUK or ICSJ internal grant)
- work on the theoretical part of the dissertation project with a view to publishing research in the form of a scholarly text
- participation in teaching assigned subjects

2nd year

- Completion of doctoral seminars III and IV, defense of the dissertation project
- completion of the remaining doctoral courses
- participation in teaching assigned subjects
- grant activity: fulfillment of the allocated grant. If no grant was received in the first year, submission of a new grant application
- publication of the first scholarly text
- work on the second publication output or its submission for review
- participation in a conference

3rd year

- state doctoral examination
- stay abroad
- publication of a second scholarly text (e.g., an article in a peer-reviewed journal)
- work on the third publication and its submission for review
- participation in a conference
- participation in teaching assigned subjects
- grant activity

4th year

- small defense of the dissertation
- participation in teaching assigned subjects
- completion of the grant work
- publication of a third scholarly text
- completion of the dissertation and its defense

TIP

Think about your schedule of study responsibilities. You don't have to do everything during the first year. Especially when the first year of study is quite short, you essentially have to do the work called for in your first-year plan within eight months (and if we assume that creating and clarifying the plan and submitting grant applications take up the first month of study, just seven months). Former Soviet planners would explain to youth that the promised results are always better underestimated— **so that they can be delivered by applying a striking blow of energy.**

Compulsory Doctoral Courses

According to all Individual Study Plans, students must complete profile courses in their fields. These courses are taught either on a regular basis or through individual work on a given task. Students must enroll in these courses electronically in [SIS](#) at the beginning of the semester.

Compulsory subjects:

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	🏠 Knapík	SS	2/0	Examination	10
JKD017	🏠 Didactics of Media Studies	🏠 Jiráček	SS	0/2	Examination	10
JKD018	🏠 Methodological Seminar	🏠 Láb 🏠 Shavit 🏠 Prázová	WS/SS	2/0	Examination	10
JKD019	🏠 Culture, Ideology, Power, in Media and Communication Studies	🏠 Doudaki	WS	2/0	Examination	10

Full-time courses are taught as follows:

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

doc. Mgr. MgA. Filip Láb, PhD

DS I

Annotation

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

Syllabus

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

work. The introductory doctoral seminar is led by a seminar leader, who sets meeting dates and assignments for individual students.

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

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

The following structure is prescribed for presentation of the student's doctoral project: 1) title of the thesis, 2) theoretical framework including explicit key concepts, 3) outline of research methodology to used (methods for collecting data and analysing it), 4) description of the paradigmatic position from which work on the dissertation proceeds, 5) list of relevant literature. Presentation length: 30 minutes. Scope of the written version: 10 normative pages (2500 words) not including references. The student must submit his/her doctoral project in writing at least five working days before the presentation to the Center for Doctoral Studies at the e-mail address cds.iksz@fsv.cuni.cz

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

DS II

Additional requirements for the student

The condition for obtaining credit for this course is:

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

The following structure is prescribed for the presentation of the doctoral project: 1) title of the thesis, 2) theoretical framework including explicit key concepts, 3) outline of research methodology to used (methods for collecting data and analysing it), 4) description of the paradigmatic position from which work on the dissertation proceeds, 5) list of relevant literature. Presentation length: 30 minutes. Scope of the written version: 10 normative pages (2500 words) not including references. The student must submit the doctoral project in writing at least five working days before the presentation to the Center for Doctoral Studies at the e-mail address cds.iksz@fsv.cuni.cz

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

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

DS III-IV

Annotation

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

Additional requirements for the student

The condition for obtaining credit for this course is:

- submission of a dissertation chapter in the range of at least 20 normative pages
- opposition of at least one project

- active participation in the seminar

Didactics of Media Studies

prof. PhDr. Jan Jiráček, PhD

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

The course will be realized in three cycles:

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

Development of Media and Media Studies

prof. PhDr. Jiří Knapík, PhD

Annotation

The aim of this course is to convince doctoral students that study of the development of media issues in the past will allow a better understanding of the current media situation. The focus is on the main tendencies in the development of world media in the socio-historical context. The course is taught in the form of individual consultations on a topic assigned for individual work and on the doctoral student's independent study of assigned literature.

Additional requirements for the student

Each student must submit an individual written presentation in the range of 20 normative pages. The reason for the student's independent work is for the doctoral student to be able to perceive certain topics from a historical point of view and, at the same time, demonstrate her/his ability to orient himself/herself in the professional literature of media history. One question on the oral exam will be related to the student's submitted text (regarding literature used, methodology, or the historical context of the topic in media history). A second question will be related to the history of the media of the nineteenth and twentieth centuries, to be answered based on the student's knowledge of the literature.

Examples of topics for individual presentations:

- Organization of editorial work on a selected page at the turn of the nineteenth and twentieth centuries
- Research into radio broadcasting in the 1930s
- A discussion of the tabloid press in the 1920s
- Marx-Leninist theoretical thinking about the media and its application in the countries of the Eastern Bloc in the 1960s

Mass Media and Communication Research

doc. PhDr. Martin Soukup, PhD

Annotation

The purpose of this course is to teach students to work critically with the methodologies of researching mass and media communication. The course consists of ongoing consultations with the student and individual work, the aim of which is to analyse a selected periodical on a given topic according to established criteria. Students work with the databases of Communication & Mass Media Complete (EBSCO host) journals, as well as SAGE Full-Text Collections [CSA Illumina] and other sources of secondary literature according to the topic of the assigned work.

Additional requirements for the student

Additional requirements are self-study, consultations, completion of assignments, and elaboration of independent research work and its defense. The student's work will be based on his or her research of a selected periodical. Completion of the course will consist of elaboration and defense of an independent written work assigned to the student.

Methodological Seminar

doc. PhDr. Martin Soukup, PhD

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

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

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

Publishing Skills

Doc. Nico Carpentier, PhD

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

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

- Publishing Workshop 1: Strategies for getting published in international peer-reviewed magazines
- Workshop: Writing an abstract of a paper for a conference

- Publishing Workshop 2: Suggestions for writing an academic article/paper

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

Additional Requirements For the Student

Attendance at the workshops.

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

A presentation of the assignment paper in the fourth workshop.

Culture, Ideology, Power, in Media and Communication Studies

Vaia Doudaki, PhD

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

Participation in the Operations of ICSJ FSS Charles U

Full-time doctoral students must be involved in the administration of the Institute. The forms of involvement include:

- participation in teaching specified subjects (see above)
- ensuring the smooth running of the state final examinations for bachelor and master studies
- leading and opposing students' bachelor's or master's theses
- administrative assistance during entrance examinations
- administering and evaluating tests

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 [Center for Doctoral Studies](#).

If interested, students (especially in their senior years) can teach their own subjects (lectures or seminars) within ICSJ FSS Charles U. Candidates must consult about the content and form of such courses in advance with the head of the relevant department or guarantor of the field of its subject. Realization of the course or courses depends on the resources and financial capacity of ICSJ FSS Charles U.

Research

The student must list all of his or her publication outputs for a given year on his or her PhD student form, including the ISBN, ISSN, number of pages, publisher, etc. This applies to both previously published and newly published texts. Attention: **publications on the list must be described using the ISO 690 citation standard**. For upcoming publications, the listing must describe the stage at which the publications are prepared (pending review, etc.)

When publishing, do not forget to mention your affiliation to ICSJ FSS Charles U and the grant code from which you draw funds for the publication (GAUK, SVV, GACR). In case of any uncertainty in these matters, please contact [Mgr. Anna Shavit, PhD](#)

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



Do not forget to list your publications in the OBD publishing systém before the end of November (see Intranet FSS Charles U > OBD top bar, <https://verso.is.cuni.cz>). A password from the Central Authentication System (CAS) is required for logging in, which is also used 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 Jan Jirků (jan.jirku@fsv.cuni.cz).

Financing Participation in Conferences

The costs associated with participation in conferences should be paid by the student, if possible, from grant funds they have applied for and obtained, primarily from grants of the Charles University Grant Agency or others. In particular, we recommend close cooperation between the PhD student and his or her supervisor and participation in research projects sponsored, for example, by the Czech Science Foundation.

If the student does not receive any grant funds, conference participation can be paid for by specific university funding for research (see Annex II). The prerequisite for funding of a conference visit is that no fees for the participant are paid by any organization other than FSS Charles U and that the doctoral student actively presents his or her contribution to the conference in some form (workshop, panel participation, poster presentation, etc.) to fellow students and faculty at FSS Charles U.

State Doctoral Examination

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

Admission to the final state examination is further conditioned on the following:

Successful research

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

Grant activity

The student must show grant activity at least twice during his or her studies. Such activity can either be an application for an entire grant or a share of a grant (irrespective of its duration). The application can be directed to any grant agency (including GACR, GAUK, MEYS). A team application is acceptable as grant activity.

Participation in the Doctoral Seminar

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

Participation in Teaching

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

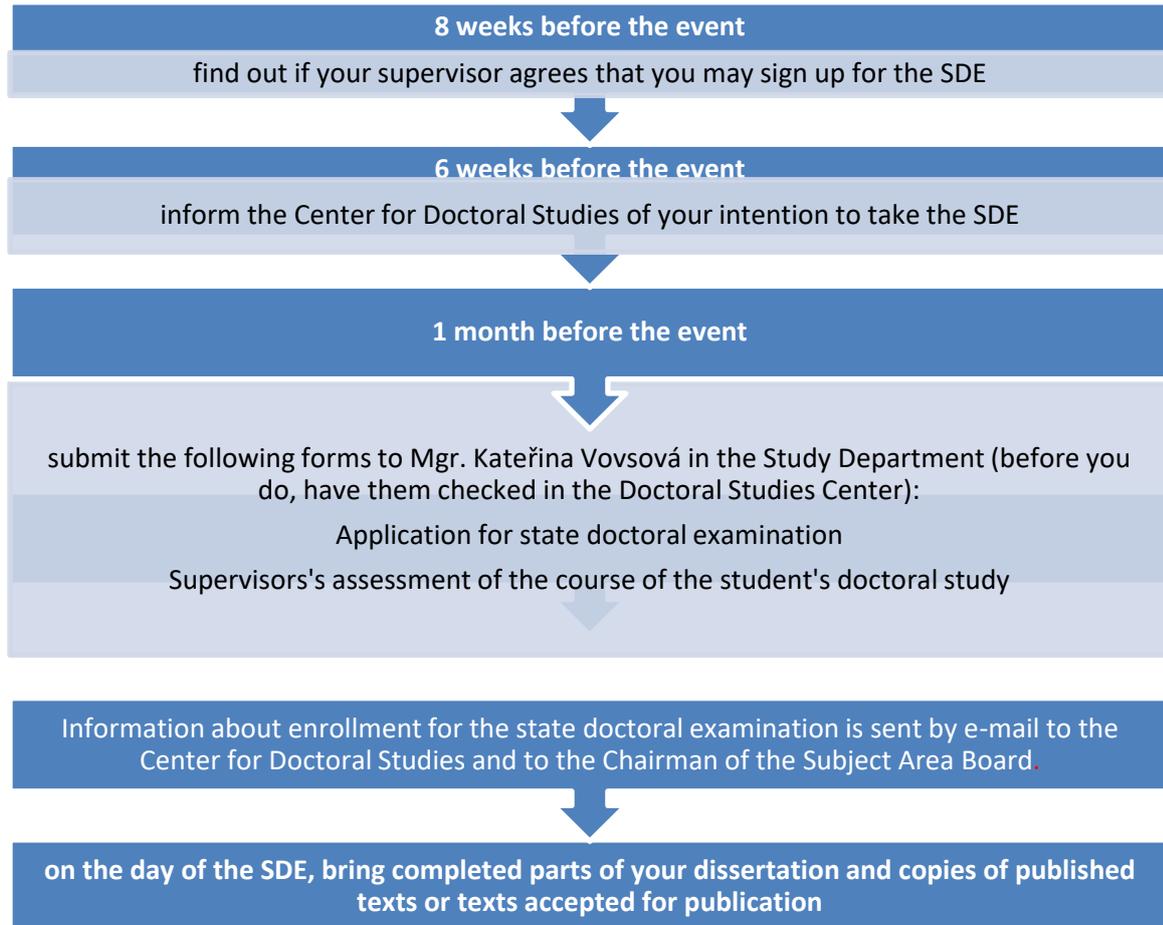
Fulfillment of Study Obligations

The student must pass all exams mentioned in his or her individual study plan.

Supervisor's Recommendation

The student should consult with his or her supervisor in advance about the state doctoral examination. The application for admission to the state doctoral examination must be accompanied by a recommendation by the supervisor and a list of all study obligations the student has fulfilled.

Time Schedule for the State Doctoral Examination (SDE)



How does the state doctoral examination proceed?

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

State Doctoral Examination Committee

The committee administering the State Doctoral Examination will be composed of at least three members. The chairman of the committee is usually the chairman of the Subject Area Board. One member of the committee must be external, that is, a person who is not a member of the academic community of FSS Charles U.

The state doctoral examination is evaluated on a "pass/fail" basis and can only be repeated once. It may be re-taken no earlier than six months from the date when the student failed to pass the initial

examination. The dates for the final state examination and the necessary documents are posted on the ICSJ FSS Charles U website.

Request to Postpone the Date of the State Doctoral Examination

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

Dissertation Defense

The dissertation demonstrates the ability and readiness of the doctoral student to work independently in his or her field of research. The dissertation is an original study that brings new theoretical or empirical knowledge, or original methodological procedures, to the literature.

The dissertation must meet all methodological requirements for scientific texts. **It must have a minimum of 100 normative pages and a maximum of 250 normative pages.** It is a thematically and methodologically comprehensive text; for example, it cannot be a collection of journal studies and articles. Nevertheless, the dissertation may be based on the student's own published studies or monographs (a list of which should be given in the introductory part of the thesis). As the work is being written, it is advisable to consider publishing it in book form.

The defense of the dissertation follows the successful passing of the state doctoral examination (see above) and the so-called "small defense" (see below).

The dissertation defense is evaluated on a "pass/fail" basis and can only be repeated once. It may be repeated no earlier than six months from the date when the student failed in his or her initial defense.

Doctoral Dissertation Defense Committee

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

Language of the Dissertation

The dissertation may be written in the language in which the program is accredited (in the case of media studies, Czech) or in English. If a student intends to write a work in another language (e.g., German), the approval of the Subject Area Board and the Dean of the Faculty is required.

Small Defense

Each student is required to complete a "small defense" of the first full version of his/her dissertation. The small defense must take place no more than two semesters after successful completion of the state doctoral examination and at the same time no later than three months before the submission of the student's application for the full defense. The small defense takes place in person before the committee. The submitted work will be given one external review (that means by opponent who is

not a member of our Institute). The student must inform [the guarantor](#) of the intention to make the small defense. He or she must deliver the first version of the doctoral dissertation at an agreed time and attend the small defense.

The Timetable for a Dissertation Defense

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

3 months before the event

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



60 days before the event

- upload the final version of the dissertation into the SIS, identical to its submitted hard copies
- submit the following forms and documents to the Study Department (at the same time report their submission to the Doctoral Studies Center):
 - Application for the defense of the dissertation
 - Supervisor's evaluation of the course of the student's doctoral study(including statements that all study obligations have been fulfilled (e.g., state doctoral exams, publications, conferences)
 - Two printed copies of the dissertation in the ring- or fixed-binding (as desired by the student, unless the Institute specifies otherwise). The dissertation must contain both a Czech and an English abstract. The Czech and English abstracts must also be uploaded to the SIS 60 days before the defense.
 - The title page of the dissertation must contain the name of the university, the faculty and the Institute where the defense will take place, the study program under which the thesis is submitted, the name of the student, and the name of the dissertation. The dissertation must also include the topic and aim of the dissertation, a description of the structure of the dissertation, methodology used, basic theories, a selective bibliography, and an English summary. The formal requirements of the dissertation are regulated by [Dean's provision](#). All other regulations concerning doctoral studies can be found [here](#) on the Faculty's website.
- **Information about the student's enrollment for defense will be sent by the Study Department by e-mail to [CDS](#) and to [the Chair of the Subject Area Board](#).**



7 days before the event

- Opponents will enter their assessments into SIS
- The defense of the dissertation may be withdrawn no later than one week before the date set for the defense to take place.



The day of the event

- Bring five copies of your dissertation with you.

Procedure for Defending the Dissertation

During the defense, the student first presents the dissertation, briefly summarizing it as a whole and then focusing on relevant parts. There then follows presentation of two assessments by the opponents and a discussion. At the end of the defense, a vote is held by the examination board as to whether or not the student has done his/her work adequately.

Violation of Study Regulations or Scientific Ethics

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

Request to Postpone the Defense

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

Overview of Requirements:

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

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

Submission of Applications

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

End of Study

See Study and Examination Regulations of Charles University (<https://www.cuni.cz/UK-8916.html>)

Proper Completion of Studies

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

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

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

Other Ways Study May be Ended

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

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

Interruption of studies

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

The Dean may interrupt the student's course of study, either at the student's written request or on the Dean's own initiative — in the latter case if it is necessary to avert harm to the student for reasons are not related to fulfillment of study obligations. If the student applies for interruption of study after proving that he or she has fulfilled his or her duties in a particular section of study and before he or she enrolls in the next section of his or her studies, and if no disciplinary proceedings have been initiated against the student, the Dean will grant his or her request. Study can be interrupted for one or more semesters in this way. *(See Article 5, Part II of the Study and Examination Regulations of Charles University.)*

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

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

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

Subject Area Board

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

The Subject Area Board

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

Composition of the Subject Area Board

According to Article 23 of the Statute of Charles University, the Subject Area Board must have at least five members. At least two-thirds of the members of the Subject Area Board must be associate professors or professors, and at least one-third of the members of the Subject Area Board must be persons who are not a member of the academic community of the University.

The Subject Area Board for the Media Studies doctoral study program consists of:

doc. Mgr. MgA. Filip Láb, PhD	Chairman of the subject area board
prof. PhDr. Jan Jiráček, PhD	
prof. PhDr. Jiří Knapík, PhD	
prof. MgA. Martin Štoll, PhD	
doc. PhDr. Barbora Osvaldová	
doc. PhDr. Martin Soukup, PhD	
prof. PhDr. Dagmar Mocná, CSc.	External member of the Board
prof. PhDr. Marie Bořek-Dohalská, DrSc.	External member of the Board
doc. Robert Silverio, PhD	External member of the Board

The Subject Area Board usually meets twice during the academic year.

Supervisor

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

The supervisor:

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

The supervisor is the most important person in the student's academic life. The student is obliged to make sure that his/her supervisor is acquainted with his/her grant applications, the texts he/she sends for publication, and the student's other research activities.

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

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

Financial support

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

If the student does not continue his/her studies in a satisfactory manner, the Board of Study or the supervisor may propose to the Dean a reduction in the amount of the scholarship.

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

Centre for PhD Studies

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

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

The members of the Center for Doctoral Studies are nominated by the ICSJ Director in consultation with the Institute's senior management and the Subject Area Board.



If you need any information that you did not find in this guide, contact us at cds.iksz@fsv.cuni.cz.

We will try to incorporate your comments as we update this manual.

Appendices

Appendix I: How to Fund Research?

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

Specific University Research (SVV)

What is it?

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

Whom is it for?

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

How to do it?

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

What can the funds be used for?

- publications: students enrolled in SVV receive a financial reward for results published in a given year (all results are counted, including, for example, book reviews)
- conferences: the necessary travel, accommodation and conference fees for the student to present his/her research as an active speaker at a conference
- summer schools

Charles University Grant Agency (GA UK)

For detailed information, including contacts, see <http://www.cuni.cz/UK-33.html>

What is it?

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

Whom is it for?

For all master and doctoral students studying at Charles University.

How to do it?

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

What can the funds be used for?

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

Basic rules:

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

- It is preferable that only those students who will not finish their studies during the course of the project or in the period prior to the announcement of the announcements of the grant competition (usually at the turn of March and April) submit applications.

A few (non-guaranteed) tips for increasing your chances

- Plan for the project to continue for more than one year (of course, it is ideal to receive a three-year grant in the first or second year of doctoral study).
- In the section of the application section on **Structure of Financial Requirements**, try to be as specific as possible. It also works well if you offer ways to reduce the amount of funds required. You could say that literature purchased for the purposes of your project will remain part of the faculty library collections upon completion.
- Do not underestimate the importance of the section on **Explanation of Relations with Other Projects Addressed by the Supervisor or Principal Researcher**. Clarify the social relevance of your topic and its contribution to the world beyond the academic sphere.
- In the section on **Presentation of Results**, state some of the academic journals in which you plan to publish your paper(s). Briefly describe the characteristics of the journals. Do not forget to mention that all published results must contain dedication to the GAUK.

Czech Science Foundation (GAČR)

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

What is it?

An independent state institution supporting basic scientific research in the Czech Republic. It provides financial support for scientific projects both for experienced scientists and their teams, and for young and beginning researchers. It also finances bilateral projects and projects of European international programs. Around 3,000 applicants apply for grants from the GA CR annually, of whom roughly one quarter receive a grant.

Whom is it for?

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

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

Important information on sources of funding can be provided by:

- **Science Department FSS Charles U**
<http://www.cuni.cz/UK-29.html>
- **Department of Science and Research UK**
<http://www.cuni.cz/UK-29.html>

Appendix II: How to Publish?

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

The basic rule: don't worry!

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

What to present?

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

Basic overview of academic genres

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

Peer-reviewed Genres

Theoretical studies

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

Empirical studies

An empirical study is an academic article that is based on the author's own empirical research and presents his or her results. It consists of a theoretical framework (some journals require this in a section on the concept of research or discussion of literature), an explanation of methodology used, presentation of results, and discussion of how the research results relate to the theoretical

framework. There are significant differences between quantitative and qualitative empirical articles. However, both types include notes, citations and references, and a list of sources.

Academic essays

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

Academic interviews

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

Monographs

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

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

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

Chapters in edited collective monographs

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

Edited collective monographs

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

Non-reviewed Genres

Conference abstracts

Abstracts of papers under consideration for presentation at a conference are evaluated by reviewers selected by the conference organizer. However, this is not a typical peer-review and is not intended to improve the text of the abstracts. Reviewers only decide whether or not to accept the paper described in the abstract. A conference paper abstract is a short text addressed to the conference organizers upon their request, which summarizes the paper. Attention should be paid to the organizer's requirements regarding scope, structure, and length (usually around 250-400 words). The aim of an abstract is to convince the reviewer(s) that the author's paper on the topic should be presented at the conference. The structure must be clear, the headline attractive, and the first sentence catchy. The abstract must go straight from the first sentence directly to the topic (e.g., "The proposed paper will deal with..."). Leaving a statement of the purpose of the paper to a later part of the abstract reduces the paper's chance of acceptance.

Appropriate structure

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

Abstracts of proposed monographs and book chapters

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

Conference papers in conference proceedings

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

Conference reports

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

Book reviews

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

Book review essays

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

What are RVVI, RIV and VaVal?

It is not surprising that not every published scientific result has the same value. There is a relatively complicated methodology for evaluating science in the Czech Republic. The Government Office for Research, Development and Innovation (RVVI) handles coordination of the whole area.

RIV stands for the Register of Information on Results, which gathers the published results of research projects in the area of research, development and Innovation (Czech acronym: "VaVal").

Where to find an appropriate publishing platform?

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

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

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

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

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

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

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

Tips and Tricks for Publishing

Begin with reviews

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

Writing in a team with co-authors

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

Proofreading

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

Compliance with formal requirements

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

Communication with editors

Before submitting a paper to a journal, it is advisable to verify the journal's or magazine's interest in and paradigmatic compatibility with your study with the journal's editor. The worst that can happen is that he/she won't answer. It is good to have the text almost ready at the moment when you reach out to the editor. Communicating with editors requires courtesy, patience, and perseverance (polite but persistent demands for response).

Dates and deadlines

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

Dealing with peer-review

After receiving the review(s) of your article, it is recommended to wait a few days before responding to the editor. Any criticism of one's own work is, by its nature, unpleasant and can evoke strong emotions. However, it is not appropriate to complain about the reviewer or his/her human or professional qualities.

If the ratings of two anonymous reviewers differ significantly, and you don't know what to do about it, don't hesitate to contact the editor. He can advise you on what path to take in making revisions. If you think it may be useful, you can suggest a third review if the editor doesn't suggest it first.

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

It is not absolutely necessary to incorporate all reviewers' comments in your revisions, especially when reviewers contradict one other. Make changes where you acknowledge that the reviewer is right, and in sections where editing the text does not affect your conclusions. Where adjustments would go against your convictions, do not back down. It's still your text!

All corrections made by the author to the text must remain marked. It is advisable to draw up a list of corrections you have made and a brief description of the reviewers' comments that underlie them.

Dedication

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

If rejected, try again!

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

Several (perhaps) useful titles about publishing academic studies

- Culen, D. (2012): *Editors, Scholars, and the Social Text*. Toronto: University of Toronto Press.
- Dunleavy, P. (2003): *Authoring a PhD*. New York: Palgrave Macmillan.
- Duszak, A. ed. (1997): *Culture and Styles of Academic Discourse*. Berlin: Walter de Gruyter.
- Gamage, D., Zajda, J. (2007): *Secrets of Scholarly Publishing in International Journals*. Albert Park: James Nicholas Publisher.
- Haustein, S. (2012): *Multidimensional Journal Evaluation: Analyzing Scientific Periodicals Beyond Impact Factor*. Berlin, Boston: Walter de Gruyter.
- Moed, H. F. (2005): *Citation Analysis in Research Evaluation*. Dordrecht: Springer
- Mulvaney, M. K. A., Jolliffe, D.A. (2005): *Academic Writing: Genres, Samples, and Resources*. Harlow: Pearson Longman.
- Neville, C. (2007): *The Complete Guide to Referencing and Avoiding Plagiarism*. Maidenhead: McGraw-Hill.
- Rocco, T. S – Hatcher, T. et al. (2011): *The Handbook of Scholarly Writing and Publishing*. San Francisco: Jossey Bass.
- Silvia, P. J. (2007): *How to write a lot*. Washington: American Psychological Association.

Appendix III.: Writing a Dissertation

Basic Steps in the Creation of a Dissertation

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

Citation Systems in Academic Texts

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

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

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

Basic referencing styles

1. Name styles: the reference in the text refers to the author's name (and the year and page, e.g., Harvard, MLA)
 - Name-date Harvard
 - American Psychiatrist Association APA
 - Modern Languages Association MLA
 - Chicago (Chicago Manual Style)
 - Modern Humanities Research Association MHRA
 - Council of Science Editors CSA
2. Consecutive numbering: numerals in the text correspond to numbered footnotes or explanatory notes after a chapter/text. The reference is in the footnote/explanatory note. The numbers do not repeat.
 - British standard (running notes)
 - MHRA
 - Chicago
 - Oxford

3. Recurrent numbering: numerals are used to indicate references supporting information provided in a text. The numerals refer to sources listed following the text, in the order that they appear in the text. If a work already referenced is referenced again, the number in the list of references is repeated in the text.
 - British standard (numerical)
 - Vancouver style
 - Institute of Electrical and Electronic Engineers IEEE
 - Council of Science Editors CSA

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

Appendix IV.: Organizations and Associations

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

European Communication Research and Education Association (ECREA)

www.ecrea.eu

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

TIP

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

conferences.

International Association for Media and Communication Research (IAMCR)

<https://iamcr.org/> and International Communication Association (ICA)

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

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

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

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

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

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

Appendix V: Studying Abroad

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

ERASMUS+

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

Offers of stay are based on agreements concluded by FSS with foreign partners. They also regulate the number of students (depending on the type of study) who can go to the partner university under the agreement. You can find an up-to-date list of universities for the current academic year as well as more detailed information on the webpage (<https://www.fsv.cuni.cz/studium/studium-v-zahranici/mobilita/erasmus>).

Contacts: ERASMUS+ Program

Department of Foreign Affairs

Ing. Radek Kovács	222 112 235	outgoing@fsv.cuni.cz
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Coordination at FSS Charles U

Mgr. Jan Miessler	Room no. H111a	jan.miessler@fsv.cuni.cz
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Interuniversity Agreements

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

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

Contacts of the Department of Foreign Relations of the Rectorate of Charles University can be found at <http://www.cuni.cz/UK-2533.html>.

An overview of the universities with which the Charles U has an agreement on student mobility, and other more detailed information is available at <http://www.cuni.cz/UK-226.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/academic-information-agency/>.

CEEPUS

<http://www.ceepus.info>

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

More detailed information is here: <https://www.cuni.cz/UK-236.html>.

Offers By Non-governmental Organizations

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

We recommend, among others:

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

Freemovers and the Charles University Mobility Fund

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

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

Summer Schools

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

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

Other summer schools:

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

Use of EURAXESS Services

A little known service that can make it easier to find a suitable place for a foreign stay is EURAXESS Czech Republic, which is part of the wider European Network of Services Centers (EURAXESS). EURAXESS connects 35 countries (mainly in Europe).

In particular, the EURAXESS network offers foreign researchers assistance and advice on the mechanics of studying abroad. It provides important information on entry requirements, residence, work permits, insurance, health care, financial affairs, education, etc.

The staff of the EURAXESS centers have contacts with relevant institutions from which detailed information can be obtained. EURAXESS co-workers in the regions are especially helpful in finding suitable accommodation for individuals and even whole families, and in obtaining necessary medical care in the place where a foreign colleague is working.

EURAXESS also offers basic information regarding grants and scholarship offers abroad.

More at: <http://www.euraxess.cz>.