

Framework Study Plan

Study programme: Public and Social Policy

Subject area: Sociology

4-year study course

Department of Public and Social Policy, Institute of Sociological Studies (ISS),
Faculty of Social Sciences, Charles University

Subject Board:

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Doc. PhDr. Ing. Milan Znoj, CSc. – Department of Political Science, Faculty of Arts and Philosophy, Charles University

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Preamble

This Framework Study Plan for the Public and Social Policy doctoral study programme (hereinafter referred to as PSP) at the Faculty of Social Sciences, Charles University, is based on the Faculty [Rules for Organization of Studies](#) as approved by the Faculty and University Academic Senates (effective from 3 October 2011), the Charles University [Admission Procedure Code](#), and other generally applicable regulations. With regard to special circumstances of the discipline, it specifies study goals, the course of the admission procedure, study obligations and monitoring of compliance, and the status of doctoral students and Mentors within the Department/Institute. Tuition fee is required.

Goals of Study

The PSP doctoral study programme at the Faculty of Social Sciences, Charles University, prepares students for basic and applied research and teaching in the academia as well as other types of activities requiring a high level of theoretical and methodological education in PSP.

Admission Procedure

The PSP doctoral study programme at the Faculty of Social Sciences, Charles University, is open: anybody with a Master's (or equivalent) degree can apply. Only applicants who succeed in the admission procedure will be admitted to study.

The admission procedure take the form of oral discussion over a written research proposal and a list of literature read within the field that have been submitted by the applicant. The goal of the discussion is to verify the applicant's ability to comply with the requirements of the PSP doctoral programme.

During discussion with the admission committee, the applicant must prove the ability to defend his/her research project in critical discussion, and in particular:

- be able to define the cognitive problem and possible solutions precisely and convincingly and
- demonstrate good orientation in the field's theoretical and methodological literature.

Study Obligations

4.1. Basic Obligations

- Pass a State Doctoral Examination. The student registers for the state examination by the end of the 3rd year of the studies at the latest and undertakes the state doctoral

examination by the end of the 4th year of studies at the latest. This deadline can be extended, upon the student's application and subject to his/her Mentor's consent, by one or two semesters if the student, in line with his/her approved study plan, has spent such time studying abroad.

- Submit and publicly defend a Doctoral Dissertation (the defence takes place in the final study year and is contingent upon successful completion of the State Doctoral Exam). A working version of the doctoral dissertation must be submitted for internal defence at the Doctoral Seminar during the third year of study, at the latest. Upon the Mentor's proposal, the Subject Board Chairman may exceptionally agree to postpone the student's internal defence to the fourth year of study.

4.1.1. State Doctoral Examination

The Doctoral Examination consists of five subject areas to which the student shall respond in relation to his/her dissertation topic. The candidate is expected to demonstrate an informed reflection of both the available literature and the research practice in the broader context of the field as a whole. Admission to the State Doctoral Examination is contingent upon compliance with normal obligations for at least four semesters of study (see Article 4.2). Subject Board Chairman may approve earlier examination in cases deserving special attention.

4.1.2. Dissertation Defence

Dissertation thesis demonstrates the student's capacity and preparedness for independent work in the field of research or independent theoretical activities. The dissertation thesis is an original study which introduces new theoretical or empirical knowledge or original methodological techniques. Dissertation thesis must fulfil all the methodical and methodological demands placed on academic texts. Its extent is 100 standard pages at the minimum, without an abstract and appendices.

Dissertation thesis is thematically and methodologically compact text. Conclusions of the dissertation thesis – or of a part thereof – must be published or accepted for the publishing (see Article 4.2.2.).

The dissertation must be delivered for defence in three bound exemplars and in the digital version in one electronic document on CD or an equivalent data carrier and it has to contain Czech and English summary. Together with the dissertation the student delivers 5 printed exemplars of the theses and electronic theses on CD or an equivalent data carrier. The theses are between 15–20 standard pages long. The theses must be written in Czech (Slovak) or English and include an abstract in the other language.

The State Examination and Dissertation Defence Boards are appointed in line with Article 10.2 of the Charles University [Code of Study and Examination](#).

4.2. Normal Study Obligations

Unless otherwise stipulated, Normal Study Obligations apply during the entire course of study.

4.2.1. Research

Participate in one of the research projects implemented by or registered at the ISS or the CESES, Faculty of Social Sciences, Charles University, or successfully win (or make two unsuccessful attempts for) an individual research grant pertaining to the dissertation topic (e.g., from the Grant Agency of Charles University). Participation in research at other institutions or an exception from the above stipulation shall be recommended by the Mentor and approved by the Subject Board Chairman.

4.2.2. Publication Activities

During the time between enrolment in study and dissertation defence, publish at least two papers in peer-reviewed scholarly journals indexed by the Web of Science or SCOPUS databases or included on the list of peer-reviewed scholarly periodicals approved by the Research, Development and Innovation Council of the Government of the Czech Republic. One peer-reviewed monograph or two chapters published in peer-reviewed scholarly books are accepted as an alternative to one paper. At least one publication shall be published or accepted for publication by the end of the fourth year of study. In justified cases, the Subject Board Chairman may approve, upon the Mentor's proposal, an extension of the deadline for the student.

4.2.3. Coursework

- Pass the course on Philosophy and Methodology of Science.
- Pass selected obligatory courses at the Public and Social Policy Master's Programme. (This only applies to alumni of other programs. Courses that are selected by the Mentor and approved by the Subject Board Chairman must be passed before the end of the second year of study. Teaching participation does not necessarily take the full-time form).
- Attend the Doctoral Seminar until successful completion of the State Doctoral Examination; if the State Doctoral Examination is completed exceptionally before the end of the second year, pass at least four semesters of the Doctoral Seminar. At the Doctoral Seminar, the student shall submit the "theses" of his/her Dissertation by the end of the first year at the latest and realize at least one more academic presentation, including defending it internally here, by the end of the second year at the latest (see Article 4.1.).

4.2.4. Teaching Engagement

Full-time doctoral students shall engage in teaching for at least four semesters: take active part in courses taught by the Mentor or other courses the Mentor approves the selection or contents, conception, and extent of – this means, for instance, preparing a lecture on a given topic, running seminars under the instructor's supervision or taking part in grading student papers. Distance-learning doctoral students may engage as well. Teaching participation shall be remunerated with ad-hoc scholarships.

Full-time doctoral students shall consult or mentor at least one Bachelor's or Master's thesis in the course of their second year of study at the latest, combined-study doctoral students in the course of their third year of study at the latest.

4.2.5. Conference Participation

Full-time doctoral students shall actively participate in a scholarly conference related to their dissertation topic or in a summer school during the second year of study at the latest, combined-study doctoral students during the fourth year of study at the latest.

4.2.6. Compliance with Other Items of Annual Study Plans,

and in particular, assistance in the organization of academic events, administration, and PR of the Department of PSP and of the programme.

On an ongoing basis according to the Department's needs, write peer reviews on Bachelor's or Masters' theses and serve on examination committees during State Examinations.

4.2.7. Beyond Study Obligations,

students are expected to complete at least one long-term (one semester or longer) or two to three short-term (two weeks or longer) stays at colleges abroad, according to their abilities and using the available interinstitutional agreements or the Erasmus Programme. Oral presentation at an academic event abroad is accepted as short-term stay abroad. The student shall submit a special report about the results of his/her stay abroad or, if necessary, inform the Doctoral Seminar.

4.3. Monitoring of Study Compliance

4.3.1. General Study Plan

First, the student, in cooperation with the Mentor, shall prepare an Individual Study Plan for the entire course of study. The Mentor shall submit the Plan approved by him/her to the Subject Board Chairman within three months of student registration. The student shall submit to the Subject Board Chairman, as an annex to the Plan, a detailed (revised) version of his/her Dissertation Project.

All other partial reports and plans are based on the above document. It must, above all, define when and under what circumstances the student plans to take the Doctoral Examination and to defend his/her dissertation.

4.3.2. Midterm Evaluation of Doctoral Students

Study in each academic year is subject to annual ex-post assessment, which shall include detailed information on compliance with normal study obligations and other study activities (i.e., in particular, Doctoral Seminar presentations, teaching participation, list of publications with abstracts, list of conferences, lectures and seminars visited, information on business trips, readings done, fieldwork progress, obstacles and difficulties in realising doctoral research, or a stay abroad).

Before the beginning of each academic year at the latest, the student shall submit to the Subject Board, following his/her Mentor's approval, a list of specified study activities for the upcoming academic year, and if necessary, propose changes to his/her General Study Plan. The annual evaluations for the previous academic year and study plan updates are subject to approval by the Mentor, the Subject Board Chairman and the Subject Board.

4.4. Changes in the Thematic Focus, Title or Mentor of Dissertation

The thematic focus of the Dissertation submitted for defence shall correspond to the dissertation project approved. A thesis whose topic or method diverges principally from the original project cannot be admitted to defence.

In exceptional cases, a student may apply for a change in thematic focus. Such application shall be duly justified and accompanied by a new dissertation project and Mentor's opinion. Special emphasis should be placed on time schedule and other issues of the project's practical realization (and feasibility). The application shall be discussed by the Subject Board. The Board approves or rejects the application and confirms the existing Mentor or nominates a new one. An application for change of a dissertation's thematic focus should be submitted in due time, and at the latest during the second year of study.

When submitting the dissertation for internal defence at the latest, the student may ask the Subject Board Chairman for a change in the title of his/her dissertation which is in line with the dissertation's thematic focus but better expresses its contents. The Subject Board Chairman shall approve such a change based on successful implementation of the dissertation.

A student may also apply for a change of Mentor during his/her course of study. Such change may or may not relate to a change of thematic focus. The application shall be discussed by the

Subject Board, contain brief justification and nominate a new Mentor. The nominee shall accept or reject his/her nomination in writing.

4.5. Interruption and Completion of Studies

Interruption and completion of studies are governed by the [Rules for Organization of Studies](#) of the Faculty of Social Sciences, Charles University.

Doctoral Students, Mentors and Consultants

5.1. Doctoral students

Full time doctoral students are understood as staff members of the Department of Public and Social Policy or the CESES as much as applicable laws and regulations allow. This fact is, beyond normal study obligations, reflected in further teaching participation (practical research seminars, seminars) or participation in the University or academic research programme. The proposing, discussion and setting of specific forms of full time doctoral student participation in the work of their Department/Institute is fully in the hands of the head of that Department/Institute.

In relation to their Mentors, all doctoral students are expected to:

- respect their Mentor as a person who, in line with applicable regulations and this Framework Study Plan, directs and continuously supervises their academic work,
- consult their Mentor under the regime and within the deadlines that have been agreed upon, and
- inform their Mentor in due time about important circumstances of their study, in particular those with possible ramifications for their Study Plan compliance.

5.2. Mentors

Cooperation between Mentors and doctoral students is understood as a substantial part of teaching work. Mentor functions are duly reflected in the contractual working hours of those Mentors serving as internal members of staff at the Department of Public and Social Policy or the CESES.

In order to perform his/her functions, the Mentor should have precise information about the conditions and course of doctoral studies at the Department of Public and Social Policy, Faculty of Social Sciences, Charles University, and related Mentor duties. Each Mentor shall affirm by signature his/her knowledge of this Framework Study Plan and commitment to respecting it.

A Mentor is expected to:

- consult the student about their project, Study Plan and annual reports on course of study, and approve those documents by signing them,
- consult the student about scholarly questions related to their doctoral study, recommend specific items for their Individual Study Plan, approve specific forms of teaching participation, etc.,
- upon getting the impression that the student is seriously falling behind their study time schedule or has substantially departed from the topic or study plan approved, bring the student's attention to those facts and agree with them on a redress plan. If no redress is achieved, the Mentor shall inform the Subject Board Chairman and both shall propose student expulsion.
- if possible, take part in Doctoral Seminars (and in particular, he/she is obliged to take part in those where his/her student is presenting),

- work with the Subject Board Chairman on assessing his/her students, monitoring their study compliance, and preparing their doctoral examinations and dissertation defence,
- in due time, bring to the student's and Subject Board Chairman's attention any circumstances that may prevent him/her from performing his/her Mentor's role (professional issues, serious personal conflicts with the student, etc.) so as a fluent course of his/her student's doctoral study is not jeopardized,
- facilitate a climate of demanding, systematic, and independent study.

5.3. Consultants

A consultant assists the student with some parts of his academic work. A consultant may also represent the Mentor temporarily, if authorized by the Subject Board Chairman; in such a case, the Mentor's rights and obligations are transferred to the consultant.

This Framework Study Plan for the Public and Social Policy Study Programme is effective from the Academic Year 2016/17. It has been approved by the Subject Board of the PSP Study Programme on November 23rd, 2016, and taken into account by the Scientific Board of the Faculty of Social Sciences, Charles University on December 14th, 2016.