

## Programme Requirements / Sociology

### 1. The Doctoral Seminar in Sociology and the curriculum for students in the doctoral programme in sociology

Students are to enrol in the Doctoral Seminar in Sociology as scheduled in the following table:

<u>Year</u>	<u>Winter Semester</u>	<u>Summer Semester</u>
1.	JSDS01 Sociology Seminar I	JSDS05 Sociology Seminar II
2.	JSDS06 Sociology Seminar III	JSDS07 Sociology Seminar IV
3.	JSDS08 Sociology Seminar V	JSDS09 Sociology Seminar VI

In the first semester first-year students are required to present a working version of their planned doctoral thesis in the course Research Design.

Students must also enrol in the courses organised by the Department of Sociology at the Institute of Sociological Studies (ISS) that are compulsory for first-year (or second-year, as applicable) students in the doctoral programme of study (these courses are usually organised in the summer semester). Students must enrol in and complete these courses during the first and second year of the programme.

The compulsory courses are JSDS10 Research Design (WS), JSDS11 Academic Writing in Sociology (SS), JSDS03 New Methods in Social Research, and JSDS04 Sociology as a Contemporary Science (these courses are offered in alternate years in the summer semester, the exception is JSDS10 Research Design). Students should enrol in these courses in the first year of the programme or at the latest in the second year via Charles University's [Study Information System](#).

Course requirements are outlined in the individual course syllabi, which can be accessed via the [Study Information System](#).

In addition to these compulsory courses, students may also enrol in any course at any Czech university institution if that course is of use to their doctoral study.

### 2) Individual Study Plans, annual study plans, the assessment of doctoral students in an academic year

Students in the first year of the doctoral programme must prepare an Individual Study Plan for their full term of study in the doctoral programme and submit it via the [Study Information System](#) by the required deadline (**no later than 15 November in the first year of the programme**).

Students should prepare their Individual Study Plan in consultation with their supervisor. The supervisor will write up comments on the plan and submit it for approval to the Department

Board. Students outline in this plan the courses and activities, compulsory and elective, that they will complete in the programme and according to what schedule.

As well as compulsory seminars and courses, the Individual Study Plan must also include the following programme requirements:

- The date the student plans to sit the **state doctoral examination** (usually at the end of the third year, but no later than at the end of the fourth year)
- The date the student plans to do the **pre-defence of the thesis (the first public presentation of the doctoral thesis)**,
- The date of the **defence of the thesis** (usually one semester after the pre-defence),
- The date the student will be ready to publish a portion of the doctoral thesis (no later than at the end of the third year)
- The date of the conference abroad that the student plans to participate in (no later than at the end of the third year)

The study programme may include:

- a trip abroad
- working on grant research projects
- teaching
- serving as a supervisor and/or opponent in the writing or defence of dissertations by students in the bachelor programme
- actively participating in the work of the department (state exams, graduation, and other activities)

(For those students who pursue their study plan at the Institute of Sociology, Czech Academy of Sciences, the institute may assign additional programme requirements in accordance with the internal rules and practices of the institute).

Failure to fulfil the requirements of the Individual Study Plan may be grounds to terminate the student's enrolment in the programme.

Doctoral students must complete an Annual Review Form on the [Study Information System](#) by the due date that the Department Board assigns for this task (**no later than 30 May in each year of the programme**).

The Annual Review Form is comprised of two main components:

- a review of the doctoral student's activities over the preceding academic year,
- a detailed study plan for the next academic year.

The Annual Review contains detailed information on programme requirements completed in the preceding academic year (attendance at conferences, publishing activities, teaching activities, study residences abroad, and research activities) and on other study activities performed as part of the doctoral programme (i.e. presentations in the Doctoral Seminar, a list of elective lectures and seminars the student attended, information about literature the student has studied, the student's progress in research work in the field, information about any difficulties or obstacles the student has encountered in the course of their doctoral research, etc.). A compulsory part of the doctoral student's Annual Review is a list of publications and their annotations. Doctoral students send the Annual Review to their supervisor, who will attach his/her own comments to it and will include a closing statement indicating that the student:

- a) has fulfilled the requirements of the ISP (students who for some serious reason did not fulfil all the requirements of their study plan may also be evaluated this way)
- b) has for serious reasons has failed to fulfil some requirements of the ISP
- c) has not fulfilled the requirements of the ISP

The supervisor will submit the review for final approval to the Department Board.

If the student is found to be in situation b) or c) above, the following steps can be taken:

- b) the supervisor or the Department Board can propose that the student's stipend be reduced and it can be reduced by as much as 50%
- c) the student's enrolment in the programme may be terminated on the ground that the student failed to fulfil the requirements of the study programme  
( [Opatření děkana 6/2014](#) )

### **3) The thesis project – preparation and submission**

Students use the first semester of the first year of the programme primarily to prepare their thesis project, which they do by studying the relevant literature and consulting with their supervisor. The project is drawn up on a special form prepared for this purpose (see Appendix 2).

There are several stages in the preparation of the thesis project:

- Students revise the project they submitted in the admission procedure and present the revised version in JSDS10 Research Design.
- Students revise the project again based on what they have learned from discussions and recommendations in the seminar. This version of the project is submitted by a set deadline (usually 1 February of the given academic year) to the tutor of the Research Design course and to their supervisor for a first assessment.

Taking into account the feedback received in this stage students again revise the project and by the deadline stipulated in the academic calendar of the Faculty of Social Sciences, Charles University, they submit the thesis project electronically to the Secretary of the Department Board.

- The Department Board will assess the project on the basis of the established rules for this assessment. If necessary the project will be returned to the student for further revisions.
- If the project is returned for further revisions, the final version will be submitted to the Secretary of the Department Board by e-mail by the deadline set for this purpose.

### **4) Recommended Study Plan**

- **First Year of the Programme**

Students must:

Complete the compulsory seminars and courses that the department requires the students to complete in the given academic year

Complete the thesis project – for the submission date, see the Doctoral Programme timetable.

Act as an opponent and/or supervisor of dissertations by students in bachelor level programmes

- **Second Year of the Programme**

Students must:

Work on publication

Work on a research project

Take part in one conference

Possibly participate in teaching

Act as an opponent and/or supervisor of dissertations by students in bachelor level programmes

- **Third Year of the Programme**

State Doctoral Exam

Study residence abroad

Take part in conferences

Work on a research project

Participate in teaching and as an opponent and/or supervisor of bachelor-level dissertations

Assist with the administrative operations of the department

- **Fourth Year of the Programme**

Pre-defence

Participate in teaching

Complete work on the grant project

Complete the thesis