

## **Study requirements (starting in the 2025/26 academic year):**

### **Compulsory courses:**

Students enroll in compulsory courses organized by the ISS Department of Sociology for the first and second years of doctoral study (usually in the summer semester). The supervisors of individual courses consider the form of study (full-time vs. combined) when evaluating the students.

*Research Design, supervisor: Prof. PhDr. Ing. Ondřej Císař, Ph.D.*

*Academic Writing in Sociology, supervisor: Prof. PhDr. Ing. Ondřej Císař, Ph.D.*

*New Approaches to Methodology of Social Research, supervisor: doc. Lukáš Linek, Ph.D.*

*Sociology as a Contemporary Scientific Discipline, supervisor: doc. Mgr. Martin Hájek, Ph.D.*

### **Compulsory courses:**

also include Sociological Seminars, supervisor: prof. PhDr. Ing. Ondřej Císař, Ph.D., which are a professional platform where students discuss projects and parts of their doctoral dissertations. There is a maximum of three plenary meetings per year. In addition to these plenary seminars, students participate in smaller groups in regular meetings where they set goals for the following period (approx. 14 days), share news and new findings with others, discuss work-related issues, etc. The seminars are conducted in groups with separate teachers.

In addition to these courses, students can enroll in any other university course that is useful for their work.

### **Study abroad, participation in conferences:**

Full-time students should try to obtain and complete a stay at a foreign university or professional workplace during the first six semesters of their doctoral studies. Students in the combined form of study can fulfill this obligation through short-term visits abroad, e.g., conferences and/or summer schools.

During their studies, students must present at least two professional conferences. At least one of these must be an international conference where the working language is not Czech or Slovak. These may be their own contributions or co-authored contributions. It is desirable that the contributions at conferences be thematically related to the topic of the students' doctoral dissertations. Students must complete their conference presentations and have them recorded in their study plan no later than at the time of submitting their application for a public presentation of their Doctoral Dissertation (pre-defense).

### **Involvement in research activities:**

Students are actively involved in the scientific research plans and objectives of the ISS, or the Institute of Sociology of the Czech Academy of Sciences, or other research activities supported by grants at various levels, including the Grant Agency of Charles University.

### **Colloquium (discussion on the dissertation/RTDP):**

By the end of the third year, full-time students complete the RTDP, for which they register no later than at the end of the sixth semester. Students in the combined form of study complete the RTDP by the end of the seventh semester.

Students apply for the RTDP after completing the compulsory courses organized by the Department of Sociology at ISS and submitting at least one research article related to

their dissertation project for review in a relevant professional journal in the SCOPUS or WoS databases.

The RTDP consists of a discussion of the theoretical and methodological approach of the dissertation. The basis for this discussion is a manuscript (at least in the ongoing review process, i.e., after acceptance by the journal editor for review) related to the main research objective of the dissertation. The text must be accepted for review in a journal relevant to the field, which is in the WoS or Scopus database. A text that is not related to the dissertation cannot be submitted for the colloquium.

The text of the publication is submitted by the student to the committee one month in advance with a cover letter or introduction that places the text of the publication within the overall framework of the dissertation. The recommended length of this introduction is 3–6 thousand words (excluding the bibliography).

### **Public presentation of the dissertation – the so-called pre-defense:**

Each student is required to complete a pre-defense, the first presentation of the complete version of the dissertation and its defense, which takes place before a committee. Students register for the pre-defense of their dissertation after completing all study requirements specified in their individual study plan and after completing the RTDP.

A dissertation is a coherent analytical document that presents the author's research and its results. The recommended length of the thesis is between 30 and 75 thousand words, excluding the abstract, appendices, and bibliography. The dissertation may be either a thematically and methodologically coherent text, i.e. a monograph, or a collection of articles with an integrating introductory and concluding text.

The articles within the dissertation may be written in collaboration with other authors. In the case of co-authorship, the defending student must have made a substantial contribution to the work. If two defending students write one paper together, only one of them may include this paper in their dissertation and use it as a qualification criterion for the defense of their dissertation. The same applies regardless of the institutional affiliation of the co-authors.

### **Defense of the dissertation:**

The defense of the dissertation concludes the doctoral program.

Students apply for the defense of their doctoral dissertation by submitting an application to the relevant administrator at the FSV Study Department at least six months before the end of the maximum period of study and at least 60 days before the scheduled date of the defense. The application must be accompanied by the supervisor's evaluation of the course of doctoral study with a statement on the fulfillment of all study obligations, including RTDP.

### **Publication outputs:**

Starting in the second year of study, students are required to publish. Each year, they must publish at least one research-based work, including publications of lesser scope such as reviews. At the end of their studies, students must demonstrate that they have published at least two research articles in a domestic or foreign journal relevant to their field in the WoS or Scopus databases. At least one publication during their studies must be written in a world language (usually English) and published in a journal relevant to their field in the WoS or Scopus database.

**Completion of a course in teaching skills:**

This is compulsory in the first year of participation in teaching and applies only to those students who will participate actively in teaching.

**Minimum required teaching activity:**

Each full-time student is required to complete at least 6 assistantships during the first three years of their doctoral studies (5 assistantships in the case of students in the combined form). If a student defends their dissertation before the 6th semester, the required number of assistantships will be reduced proportionally.

Teaching assistantship means, for example: a) participation in organizing or leading seminars for a specific course; b) preparation of opponent reviews; c) supervision of bachelor's theses.

**Study documents:**

**By July 31** of each academic year (and throughout their studies), students shall send their electronically completed Annual Evaluation and proposed changes to their Individual Study Plan for the following academic year to their supervisor. They shall also make available to the OR, in the prescribed manner, a draft version of the texts that are to form their dissertation.

**By November 15** of each academic year, doctoral students shall send an electronically completed Individual Study Plan – this applies to first-year students.