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1. **SCHEDULE OF THE ACADEMIC YEAR 2017/2018**

Academic year begins on the *1st October 2017* and ends on the *30th September 2018*.

<table>
<thead>
<tr>
<th>Pre-session period</th>
<th>1.9. – 22.9.2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment of 1st year students</td>
<td>18.9.2017</td>
</tr>
<tr>
<td>Enrollment of advanced students</td>
<td>n.a.</td>
</tr>
<tr>
<td>State doctoral exam</td>
<td>11.9.-15.9.2017</td>
</tr>
</tbody>
</table>

**Winter semester**

<table>
<thead>
<tr>
<th>1.10.2017 – 18.2.2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectures in winter semester</td>
</tr>
<tr>
<td>Registration for courses in SIS</td>
</tr>
<tr>
<td>Deadline for submitting Individual Study Plan (1st year students)</td>
</tr>
<tr>
<td>Christmas holidays</td>
</tr>
<tr>
<td>Dean’s free day</td>
</tr>
<tr>
<td>Evaluation of courses</td>
</tr>
<tr>
<td>Examination period</td>
</tr>
<tr>
<td>Extended examination period</td>
</tr>
<tr>
<td>State doctoral exam</td>
</tr>
</tbody>
</table>

**Rigorous (PhDr.) examinations**

| 7.7.2017 |
| Deadline for submitting applications for rigorous exams |
| 7.9.2017 |
| Deadline for submitting PhDr. thesis |
| 16.10. – 27.10.2017 |
| Rigorous (PhDr.) examinations |

**Summer semester**

<table>
<thead>
<tr>
<th>19.2. – 30.6.2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectures in summer semester</td>
</tr>
<tr>
<td>Registration for courses in SIS</td>
</tr>
<tr>
<td>Dean’s free day</td>
</tr>
<tr>
<td>Rector’s free day</td>
</tr>
<tr>
<td>Evaluation of courses</td>
</tr>
<tr>
<td>Deadline for submitting Annual Evaluation and ISP update</td>
</tr>
<tr>
<td>Examination period</td>
</tr>
<tr>
<td>State doctoral exam</td>
</tr>
</tbody>
</table>

**Rigorous (PhDr.) examinations**

| 3.1.2018 |
| Deadline for submitting applications for rigorous exams |
| 9.2.2018 |
| Deadline for submitting PhDr. thesis |
| 12.3. – 23.3.2018 |
| Rigorous (PhDr.) examinations |

**Entrance examinations**

| 30.4.2018 |
| Deadline for submitting application |
| 11.6. – 15.6.2018 |
| Entrance examinations |
| 25.6. – 4.7.2018 |
| Extra entrance examinations |

**Summer holidays**

<table>
<thead>
<tr>
<th>1.7. – 31.8.2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-session period 2016/2017</td>
</tr>
</tbody>
</table>
2. GENERAL INFORMATION

Doctoral studies are taken in a regular full-time and combined (part-time) form. In the part-time study form there are no reliefes in duties compared to the full-time studies. The standard period of doctoral studies is four years. All students accepted into the program are recommended to start as full-time students.

The students study according to their individual study plan under the guidance of an advisor.

The maximum period of study in a doctoral program is nine years, but four years is the maximum period of doctoral study in a regular full-time form.

Chairman of the Doctoral Council (CDC) is the same person as the Director of the Centre for Doctoral Studies (CDS). Current Chairman of the DC and the Director of the CDS is Jan Ámos Víšek.

All doctoral students, regardless of the form of studies, have to fulfill the following obligations prior to the defence of the dissertation:

<table>
<thead>
<tr>
<th>Teaching</th>
<th>8 teaching assistantships (decreased proportionally for early defences)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research</td>
<td>1 paper accepted in one of the A-rated journals, or 2 papers accepted for publication in a journal indexed in the Scopus database or by an impacted journal in the SSCI, SCI database</td>
</tr>
<tr>
<td></td>
<td>2 grant activities</td>
</tr>
<tr>
<td>Seminars</td>
<td>Attendance at doctoral seminars during the whole course of studies</td>
</tr>
<tr>
<td>Defenses</td>
<td>At least 50% attendance at defenses and pre-defenses each year</td>
</tr>
</tbody>
</table>

In the academic year 2010/2011, the Doctoral Council modified publication requirements and EconLit database was replaced by Scopus database (see Appendix for detailed list of journals). This rule applies for all Ph.D. students, who pass State Doctoral Exam in academic year 2012/2013 and later, and who defend the dissertation thesis in academic year 2013/2014 and later. This rule may be violated only exceptionally after Doctoral Council approval based on the proposal of the Director of Graduate Studies (DGS), who is the same person as chairman of Doctoral Council and Director of the CDS. Current DGS is Jan Ámos Víšek.

Our IES community is quite small and closely knitted. IES PhD students are therefore expected to contribute to the functioning of the IES. IES PhD students are expected to assist as advisors and opponents for bachelor and master theses at the IES in their research areas. They are also expected to volunteer when the IES needs people for official functions, such as participating at matriculation and graduation ceremonies. We also need some graduate students working at the Faculty and the University Senates to protect the interests of our PhD students.

Students are also asked to mention IES affiliation (possibly together with other affiliations) to help to publicize the IES among research community. Do not forget to acknowledge any grant which you work for.
Important note:

Firstly, Doctoral Council agreed that not finishing at least one publication (minimum IES Working Paper quality) during the first year of studies will lead to deterioration of student’s evaluation and may lead to 50% cut in scholarship until the student proves existence of the WP. Having done so, the student’s scholarship will then be augmented again from the beginning of the next month.

Secondly, if at least one publication of IES WP quality is not published even at the end of the second year of the studies, this may lead to a C grade in the evaluation of student’s performance, which means termination of the study.

3. COURSE OF STUDIES

3.1 ENROLLMENT

An applicant becomes a student on the day of his or her enrollment to the Ph.D. programme.

The date of enrollment is stated in the schedule for the respective academic year. Applicants who have been accepted into PhD studies must enroll for the studies on the stated day; if, for serious reasons, they cannot enroll, they must notify the dean’s office in writing by the last day of enrolment at the latest.

Starting from the academic year 2013/2014, second- and higher-year students are enrolled automatically based on the evaluation of one’s previous performance by the Doctoral Council. If a student coupon for the ISIC card and a confirmation of a student status are needed, these can be obtained during office hours at the study department of the Faculty of Social Sciences, Smetanovo nábřeží 6, Praha 1.

Enrollment in person for higher-year students is however still required for those terminating interruption of their studies and resuming to study again.

3.2 ADMINISTRATIVE DUTIES

3.2.1 Individual Study Plan

Each first-year student, jointly with his or her advisor, is required to prepare an Individual Study Plan in Student Information System (SIS) according to ISP Sample („Vzor ISP” or „Sample ISP”, to be downloaded from IES web pages) till the end of October.


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Study obligations – obligations assigned by the Doctoral Council to students with insufficient knowledge of economic theory (e.g. microeconomics, macroeconomics or econometrics)\(^2\)

- Doctoral seminars
- Teaching obligations
- Grant application and grant participation plans
- Expected date of the State Doctoral Examination
- Schedule for the production of the dissertation
- Plan of publications
- Intended stays abroad. Credit recognition for e.g. attendance of doctoral seminar must be consulted with the Doctoral Council in advance (the approval of the Council before the stay is demanded). Hence contact the CDS (phd@fsv.cuni.cz) to administrate the formal request. The excuse from the attendance of doctoral defences must be sent to the responsible CDS member also in advance.
- Other obligations

Individual Study Plan needs to be created electronically in Student Information System (SIS). After logging in using student number and password ISP can be accessed by clicking on the icon "Individual Study Plan for Ph.D. students". Active consultations with Ph.D. supervisor are recommended before a student forwards their completed ISP in SIS to their supervisor for their approval. At this stage, the supervisor can either approve ISP or return it to the student for additional changes. Once ISP is approved by the student’s supervisor in SIS, it is forwarded to the Doctoral Council for approval. The Doctoral Council can either approve of ISP or return it to either student or their supervisor if any additional changes need to be made.

Once ISP is approved by the Doctoral Council, it is no longer required to print it nor sign it. The latest deadline for having the final ISP approved by the Doctoral Council in SIS is the end of October.

Changes to the approved ISP are made electronically in SIS through the Annual Assessment of Fulfilling the ISP.

Annual Assessment of Fulfilling the ISP also needs to be approved by the student’s supervisor and the Doctoral Council in SIS. Printing this document from SIS is no longer required, either.

### 3.2.2 Sample Individual Study Plan

#### 1\(^{st}\) YEAR

- Two teaching assistantships (one per semester) or attendance of classes in micro, macro, econometrics for those not proficient enough in these subjects. (Students who take 2 or more required classes do not have to serve as TA in the Winter semester of their 1\(^{st}\) year of studies. This exception does not influence the requirement of at least 8 TAs during their whole PhD studies.)
- Active participation at one doctoral seminar (in both semesters, attending the meetings regularly and presenting a topic or own research results once per semester)
- Submission of one grant project

\(^2\)Obligations are met if Master courses in given fields are passed with “excellent” or “very good”. 

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▪ Publication of one or two chapters of Master thesis in the IES Working Paper Series and submission into an impacted or Scopus journal (see Appendix II. - Research and Publication: Useful Advice and Information)
▪ Submission of a new research paper into IES Working Paper Series (when the submission to IES WP is accepted, you submit it immediately to an impacted or Scopus journal)
▪ Attendance at classes suggested by the advisor
▪ 50% attendance at defenses and pre-defenses of other PhD students

2nd YEAR
▪ Two teaching assistantships (one per semester)
▪ Active participation at one doctoral seminar (in both semesters, attending the meetings regularly and presenting a topic or own research results once per semester)
▪ One grant activity (either work in an approved grant or a new grant project application)
▪ Submission of a new research paper into IES Working Paper Series (when the submission to IES WP is accepted, you submit it immediately to an impacted or Scopus journal)
▪ Attendance at classes suggested by the advisor
▪ 50% attendance at defenses and pre-defenses of other PhD students

3rd YEAR
▪ Winter semester: State Doctoral Examination
▪ Summer semester: visit at a university abroad (see the notice regarding the recognition on page 6)
▪ Two teaching assistantships
▪ Active participation at one doctoral seminar (in both semesters, attending the meetings regularly and presenting a topic or own research results once per semester)
▪ Grant activities
▪ Submission of a new grant project
▪ Submission of a new research paper into IES Working Papers (when the submission to IES WP is accepted, you submit it immediately to an impacted or Scopus journal)
▪ 50% attendance at defenses and pre-defenses of other PhD students

4th YEAR
▪ Winter semester: pre-defence of the dissertation
▪ Two teaching assistantships
▪ Active participation at one doctoral seminar (in both semesters, attending the meetings regularly and presenting a topic or own research results once per semester)
▪ Finishing grant activities
▪ Compiling published, forthcoming, submitted and new research papers into the dissertation
▪ Defence of the dissertation during the summer semester
▪ 50% attendance at defenses and pre-defenses of other PhD students

5th, 6th YEAR
▪ Students whose papers have not been accepted to impacted or Scopus journals, will get their papers accepted for publication during these 2 additional years and will defend the dissertation. However, it is very advisable to finish your studies till the end of your 5th year.

7th, 8th and 9th YEAR
• Only students facing serious medical, personal or other obstacles should be defending dissertation in the course of 7th, 8th or 9th year.

3.2.3 Filling the forms - overview

Each student is obliged to submit the following reports. For approval of all documents, the Doctoral Council requires the documents contain all mandatory items highlighted in the Sample Individual Study Plan, Sample Annual Update, and Sample Annual Evaluation (to be found on the IES website), including accurate formulations.

1st YEAR

Individual Study Plan ("Individuální studijní plán")

• Individual Study Plan has to be created electronically in Student Information System (SIS) by student, approved by student’s Ph.D. supervisor and the Doctoral Council.
• Printing and signing the final approved ISP from SIS is not required.
• Deadline for submission is the end of October.
• Changes to the submitted plan can be made at the end of each academic year (valid from the beginning of the next academic year), but only upon the agreement of the advisor and the Chairman of the Doctoral Council. (See Annual Assessment of Fulfilling the ISP below.)

Annual Assessment of Fulfilling the ISP ("Roční hodnocení plnění ISP")

• Annual Assessment of Fulfilling the ISP needs to be created in SIS. Students perform evaluation of their doctoral studies as well as further specify the intended course of their doctoral studies in the next academic year via this joint form.
• Printing and signing the final version approved by the supervisor and the Doctoral Council from SIS is not required.
• Deadline for submission is the end of May.
• Item a) Fulfilled ("Splněno") should contain information about:
  - Publications
  - Grant activities
  - Teaching
  - Supervision of Bachelor and Master theses
  - Doctoral seminars
  - Conferences
  - Awards and prizes
  - Extra scholarships
  - Membership in scientific organizations
  - Referee reports for journals and grant agencies
  - Administrative work for the IES
• Upon enrollment after study interruptions, the student must also submit Annual Assessment of Fulfilling the ISP over the previous period of study (including study interruption) in SIS.

Annual Update of the Individual Study Plan ("Dodatek k ISP")
Students further specify the intended course of their doctoral studies in the next academic year via Annual Assessment of Fulfilling the ISP in SIS.

- Printing and signing the final version approved by the supervisor and the Doctoral Council from SIS is not required.
- Deadline for submission is the end of May.
- Upon enrollment after study interruptions, the student must also submit Annual Assessment of Fulfilling the ISP containing the ISP update for the next period of study in SIS.

### Examination Report

- Starting from academic year 2011/2012, Examination Reports have been replaced by the record in the Student’s Information System (SIS). Therefore, no paper forms are needed for your fulfilled TAs or doctoral seminars.
- Deadline for the records of your TA/seminar in SIS is also the end of May. It is the student’s responsibility to be correctly registered (under the correct code). Furthermore, a student should ask the teacher in the timely manner to put his record in SIS and subsequently check if the record is there.
- Exams are classified only pass/fail (“prospěl/neprospěl”).

### NEXT YEARS

- **Annual Evaluation** (“Hodnocení studenta”)/Annual Assessment of Fulfilling the ISP – the same as above
- **Annual Update of the Individual Study Plan**/Annual Assessment of Fulfilling the ISP – the same as above
- **Examination Reports** – the same as above

Since the administration of PhD studies at the Faculty of Social Sciences is decentralized, some of the forms might need to be submitted at the Institute of Economic Studies, while others are requested by the Central Administration. The locations are as follows:

**Institute of Economic Studies (IES)** – Opletalova 26, Prague 1, secretariat

**Central Administration** – Faculty of Social Sciences (FSV) – Smetanovonábřeží 6, Prague 1, Ms. M. Stanovská (phone +420 222 112 224). All documents addressed to M. Stanovská should be sent via the registry (podatelna).

**Center for Doctoral Studies (CDS)** – Opletalova 26, Prague 1, email phd@fsv.cuni.cz

### 3.3 TEACHING

Each student is obliged to provide at least 8 teaching assistantships during the course of his doctoral studies and the assistantships must cover at least two different courses.

**Example:** Teaching 8 times Introductory Economics (Ekonomie I) is not allowed, but teaching 7 times Introductory Economics (Ekonomie I) and once Econometrics is accepted.

In the case that a student defends his or her dissertation before 8th semester, the required TAs are decreased accordingly.

**Example:** The student defends the dissertation in 6th semester of his studies. Six TAs are required.
At the beginning of each semester, the number of slots for each course is announced. Each slot is equivalent to one TA allocated to the course.

*Example:* In the summer semester there are 3 parallel Microeconomics seminars taught. 3 slots are allocated for Microeconomics. If 3 students teach these Microeconomics seminars, each of them receives 1 TA. If 6 students teach above mentioned seminars, each of them receives ½ of TA.

The **matching process** to teaching assistantship positions proceeds as follows:

1. The number of slots allocated for each course is announced.
2. The student selects courses he or she would like to assist. (It might be reasonable to consult this decision with the advisor.)
3. The lecturer informs the student if he or she accepts the offer.
4. Once successfully matched to a course, the student **immediately** informs Matěj Nevrla at matej.nevrla@fsv.cuni.cz about successful matching. You must use the word "matching" in the subject.**
5. If the student cannot find a suitable course or has any difficulty in communication with the lecturer, he or she is supposed to contact Matěj Nevrla who helps to solve the problem.

*This step is crucial.*

**Do not forget to inform Matěj Nevrla if you continue the teaching assistantship from the previous year. It is recommended to do this asap, ideally prior to the first announcement of available slots, because otherwise the slot you want might be offered to someone else.

Matěj Nevrla, as the CDS member in charge of matching doctoral students to teaching assistantships, distributes lists of available subjects by email before the beginning of each semester.

The CDS can assign a teaching assistantship to a student if necessary. The power of assigning students to particular assistantships will be used especially in case of a need to get qualified teaching assistants (TA) for core compulsory classes.

*Example:* No student asks for TA position for master level econometrics. The CDS finds out that a qualified student is matched to the Game Theory class. Therefore, the CDS cancels this matching to the Game Theory class and assigns the student as a TA for master level econometrics.

During the teaching assistantship, it is recommended to ask the lecturer for feedback regularly. In some cases it might happen that the main lecturer is not satisfied with the student’s performance - then the student is asked to improve his performance during the current semester. If his performance is not improved, the student will not receive points for teaching assistantship. In an extreme case of neglecting his duties as a TA, the Doctoral council may terminate his studies.

It is necessary that students serving as teaching assistants enroll for teaching assistantship courses in SIS.
The SIS system assigns 6 credits to full teaching assistantships, 3 credits to 1/2 slots, and 2 credits to 1/3 slots. It means that you must have 48 credits from teaching assistantships by the end of your studies. There are nine courses distinguished by the intensity of teaching assistantship (full slot, 1/2 slot, 1/3 slot) with identifiers (A, B, C) for cases when you assist to more classes:

<table>
<thead>
<tr>
<th>code</th>
<th>title</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>JED511</td>
<td>Teaching Assistantship (Full) A</td>
<td>6</td>
</tr>
<tr>
<td>JED521</td>
<td>Teaching Assistantship (Half) A</td>
<td>3</td>
</tr>
<tr>
<td>JED531</td>
<td>Teaching Assistantship (Third) A</td>
<td>2</td>
</tr>
<tr>
<td>JED611</td>
<td>Teaching Assistantship (Full) B</td>
<td>6</td>
</tr>
<tr>
<td>JED621</td>
<td>Teaching Assistantship (Half) B</td>
<td>3</td>
</tr>
<tr>
<td>JED631</td>
<td>Teaching Assistantship (Third) B</td>
<td>2</td>
</tr>
<tr>
<td>JED711</td>
<td>Teaching Assistantship (Full) C</td>
<td>6</td>
</tr>
<tr>
<td>JED721</td>
<td>Teaching Assistantship (Half) C</td>
<td>3</td>
</tr>
<tr>
<td>JED731</td>
<td>Teaching Assistantship (Third) C</td>
<td>2</td>
</tr>
</tbody>
</table>

Example: 1) After the matching process you are assigned to teach 2 courses and don't share the slots with anybody else --> at the beginning of the semester you will register to JED511 and JED611. 2) You are assigned to teach 2/3 of one slot --> you will register to JED531 and JED631. 3) You are assigned to teach 2 courses with full slots and additionally have one half slot in another course --> you will register to JED511, JED611, and JED721. At the end of the semester you have to let the teacher of the respective course know in which “teaching assistantship” course he should grade you.

Illustrative example: Peter teaches Makroekonomie I once a week (has a full slot) and shares a slot of Statistics with Paul (both have 1/2 slot). Together, Peter has 1.5 slots. He will register to JED511 and JED621. At the end of the semester Peter asks dr. Hlavacek to evaluate Peter's contribution to Makroekonomie I by grading Peter in JED511. Similarly, he asks dr. Cervinka to evaluate Peter’s contribution to Statistics by grading Peter in JED621. Peter gets 9 credits out of 48 needed for his entire studies.

Please note that it is your responsibility to register correctly and to ensure that the teacher will grade you in the correct course at the end of the semester. If this condition is not met, your teaching assistantship will not be counted.

### 3.4 DOCTORAL SEMINARS

Each student actively participates in the work of a selected doctoral seminar during the whole course of studies. Active participation means physical presence, active participation in the discussion during the seminar and presentation of own research or topic from the relevant literature. Organizers of the seminars are entitled to choose additional requirements for passing Doctoral seminar duties. Each student has to enroll for at least one doctoral seminar each semester during the whole course of studies.


The student obtains the grade Pass for the doctoral seminar after 1 semester of active participation. The student has to obtain the doctoral seminar grade Pass four-times in order to satisfy the requirement for the state doctoral examination (i.e. student has to have 4 semesters of active
participation at doctoral seminars). After the student obtains these 4 Pass grades, his further participation in the doctoral seminar is not formally graded, but all students are expected to continue active participation in the doctoral seminar during the whole course of studies including formal enrollment to the SIS system.

Student may change her doctoral seminar during the course of her studies or she may enroll in more than one seminar during the same semester.

In the academic year 2016/2017, the following Doctoral seminars will be available:

**Alternative Approaches to Economic Modeling (AAEM)**
- organized by Tomáš Cahlík
- Standard textbook economic models usually highly reduce the structure of an economic system and highly reduce motives of behavior of economic agents. At the same time they over-stress the existence of stable or unstable equilibria. The aim of this seminar is research in alternative approaches that try to overcome preceding critical items. Especially two research themes are stressed: Complex Systems in Economics and Psychological and Social Motives of Behavior of Economic Agents.

**Economics and Law in Banking and Finance (ELBF)**
- organized by Evžen Kočenda, Karel Janda
- The seminar has an ambition to establish a school of doctoral studies in economics oriented towards the application of economic methodology (asymmetric information, game theory, contract design) to the analysis of banking and finance.

- organized by Miloslav Vošvrda
- The aim of this seminar is an analysis of macroeconomic systems primarily by methods of nonlinear dynamics, stochastic dynamics, and nonlinear time series analysis. Special application will be focused on a behavior of the financial markets.

**Quantitative Methods**
- organized by Roman Horváth and Jozef Barunik
- The goal of this course is to give an introduction to advanced quantitative methods in social sciences. Topics such as measurement of economic policies, Bayesian econometrics, high-frequency finance, robust econometrics, meta-analysis, time series econometrics or experimental econometrics are covered. The emphasis will be on the application of these methods. The students should be able to apply these techniques by themselves after passing this course. The course will also concentrate on academic writing and publication strategies in order to increase chances of doctoral students to publish in decent outlets.

### 3.5 RESEARCH

In the Annual Evaluation, you have to provide comprehensive information about your publications, including ISBN, ISSN, paging, publisher etc. Include not only published papers, but also submitted and forthcoming papers.

**Update your publication record on your IES personal web page on a regular basis.** When you submit or resubmit a paper or obtain an acceptance or rejection decision, update immediately the
information on your IES personal web page. Always classify your publications correctly (an article in conference proceedings is not an article in a refereed journal)! Update status of not yet published publications and especially delete all rejected publications! Inform also about your other scientific activities including grant activities, conferences etc. on your web pages. If you have more versions of an identical working paper, please note that it will be considered only once.

Publication process at the IES must comply with the highest ethical standards (http://publicationethics.org/node/11184). Before submitting your paper to a journal, you should always thoroughly review the quality of the journal, editorial board and if the journal explicitly describes ethical standards on their webpage (e.g. if it is a member of COPE).

Every year, your progress is assessed by the Doctoral Council, and information from the Annual Evaluation and your web page are indicative of your performance. And also, in case of extra scholarships and other financial bonuses, web pages are taken as an information source.

When you have the first publication, you should immediately register in RePEc (http://repec.org). Moreover, according to the Rector’s measure nr. 28/2016\(^3\) (Introduction of personal IDs for exclusive identification of author’s publication result at the Charles University), every PhD student is obliged to establish following personal identifications:\(^4\)

1) ORCID
2) Scopus AuthorID
3) Web of Science ResearcherID

Methodology for personal research IDs at CUNI are provided by the university library.

If you have a publication, please, acknowledge the paper to the "SVV 260 463" project. There is a financial motivation connected to this activity as each publication dedicated to "SVV 260 463" project will be additionally awarded (amount of money depends on the type of journal, Impact Factor, SCOPUS refereed journal, etc.)

**Do not forget to fill in all online questionnaires to RIV (public database of research outputs) by the end of the calendar year at https://verso.is.cuni.cz/**.

Information on conferences, funding opportunities and competitions can be found on the IES webpage (Doctoral Programme/Opportunities for PhD Students).

**Financing of conferences**

The doctoral students are expected to cover expenses related to conferences primarily from the Grant Agency of Charles University or other grant sources they have received. The doctoral students are encouraged to cooperate closely with their advisors and participate in their research grants, such as those by the Grant Agency of the Czech Republic. Documents related to financial issues in GAUKs (conference expenses etc.) have to be discussed and handed to the Doctoral Study Affairs Manager (Ing. Lenka Sojková).

Starting 2015, the IES has established **Conference Mobility Fund**. There are three scholarships annually available for IES students in the amount of up to approximately 15,000 CZK (total funding provided for this year is 50,000 CZK). The scholarships are aimed for covering participation on prestigious conferences where the doctoral students can present their high-quality research. Students with active grant from the Grant Agency of Charles University are not eligible for financing

\(^3\) http://www.cuni.cz/UK-7649.html
\(^4\) Identifications 2) and 3) is requested only in case you have publication results in respective databases.
from this fund. The funding may cover the participation fee; travel expenses; lodging and a contribution on board up to 50% of relevant expenses will be provided (board should be calculated according to the FSV methodology\(^5\)).

**Summer school mobility fund**

Starting 2014, there are three scholarships annually available for IES students in the amount of up to approximately 15,000 CZK (total funding provided for this year is 50,000 CZK). The scholarships are aimed for covering participation in prestigious summer and winter schools and workshops that until now had to be covered from students' own sources; focusing on the summer schools that provide education and training unavailable at IES (the list of top summer schools for economists is published annually at [www.inomics.com](http://www.inomics.com) blog, see lists of various specializations for year 2017 at [Top summer schools for economists 2017](https://inomics.com/top-10-summer-schools-2017-economics)). The funding will cover the participation fee and a contribution on travel expenses and board will be provided. The selection will be organized approximately twice a year (May and September) so that also people wanting to go to winter schools have a chance for funding.

### 3.6 DEFENCES ATTENDANCE

Each PhD student should attend at least 50% of defences and pre-defences each year. 50% attendance will be taken as fully satisfactory during the performed evaluations. Attendance lower than 50% but higher than 25% may result in reduced evaluation by the Doctoral Council at the end of the semester, taking into account other student’s activities. Attendance under 25% will result not only in reduced evaluation by the Doctoral Council, but also in 50% cut of scholarship. Defence participation is re-evaluated at the end of each semester and if the 25% condition is fulfilled, the student starts receiving 100% of scholarship from the beginning of the next semester after the Doctoral Council agreed so. Due to the fact that annual evaluation of a student for academic year X/Y should be submitted at the end of May of the year Y, **defences count from May 16 of the year X till May 15 of the year Y**.

**As a rule, defenses are held during the teaching part of the semester (i.e. approximately October-December, middle of February – middle of May).** This rule may be occasionally violated and the defences may very exceptionally take place in January, June, September, early February or late May. However, it is subject to agreement of DGS. Moreover, it would be very unusual to have a defense in July or August.

In case the total number of defenses is not divisible by 4, student always has to attend more than 25% of all defenses. In special circumstances, a student may be excused for his non-participation in defenses. Such circumstances represent long-term stay abroad, teaching at the time of the defence at the IES, active participation at a conference, the proof of which has to be submitted (acceptance of a paper, travel documents), participation at a Summer School, the proof of which has to be submitted (proof of acceptance, travel documents). Long-term stay abroad, conferences and Summer Schools must be connected to PhD studies at the IES and must be part of the student’s ISP. Still, **students are obliged to announce her/his absence in advance** to Dominika Rečková, the CDS member responsible for the coordination of defences, no other CDS member can accept the apology.

We count 100% participation of student’s excused absences due to the above stated reasons.

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Please notice that we do not excuse students who cannot participate in defenses due to illnesses, stays abroad not related to the studies at the IES, child-care etc without any exceptions.

During a defense, each student is obliged to sign in the attendance sheet so that her attendance can be proved. If you do not sign in, you will be automatically considered as if you were not at the defense. It is the responsibility of each student to take care that she has signed the sheet. Please, do not try to come only for signing the attendance sheet, this will be not taken as an attendance. Also, please do not come later than 15-20 minutes after a defense started, otherwise your attendance might be disregarded as well.

Information on students’ defence participation and expected defenses can be found on the web page of Study rules. The information is continuously being updated.

### 3.7 STATE DOCTORAL EXAMINATION (SDE)

**Students have to pass the State Doctoral Examination till the end of the fourth year.** However, according to the Order for the Organization of Studies at the Faculty of Social Sciences of February 8, 2011 (Pravidla pro organizaci studia na Fakultě sociálních věd), which is valid for all students who started their studies in 2011 and later, all students have to enroll for the State Doctoral Exam till the end of the 6th semester of their studies (semesters of interrupted studies are not counted, e.g. if a student interrupted studies for 1 year, he has to enroll for the SDE till the end of the 8th semester from the enrollment for studies). At the time of exam, all conditions given by the individual study plan have to be fulfilled. Individual study plan is always designed in such a way that a student enrolls for the SDE at the end of the 6th semester at the latest and passes the SDE till the end of the 8th semester.

Upon enrollment to the SDE at the end of the 6th semester, it is necessary that the advisor explains how it is expected that the work on the articles will proceed to fulfill the requirements for the SDE (if not satisfied yet), which have to be satisfied by the date of the SDE at the latest.

Students who enrolled for the studies in 2010 and earlier have to still pass the SDE till the end of the 8th semester of their studies, but they do not have to register for it till the end of the 6th semester, i.e. they may both register for and pass the SDE in the 8th semester of their studies.

Entry to the SDE is, besides the fulfillment of the Individual Study Plan, conditioned on the satisfaction of the following requirements:

**Successful research**

- The student has to have two different original research papers. At least one of the papers has to be published/accepted for publishing in a journal with impact factor in SSCI, SCI or a journal in Scopus database, and it has to have the status of article (any reviews or reports are not accepted). Only articles in Economics, Finance and closely related fields will be accepted. If the field is unclear the final decision will be made by the student’s advisor and the CDC at the Institute of Economics Studies Faculty of Social Sciences, together. The student must prove that the article is either published, or accepted for publishing. Only articles accepted for publication while the student studies the PhD at the IES will fulfill this condition. At the same time, the articles have to be affiliated to the IES FSV UK.

- The second paper has to be accepted for publication at least in the IES Working Paper series (see Appendix II for guide how to proceed when publishing the IES WP). The Doctoral Council regards the publication in the IES WP series as a priority for IES doctoral students. The sense of the IES WP series is to provide students with feedback and prepare their publications for submission
into Scopus journal. Hence the Doctoral Council advises doctoral students to publish their papers into the IES WP at first and does not recommend submitting paper into Scopus journal directly. Only articles accepted for publication when the student studies the PhD at the IES will fulfill this condition. At the same time, the articles have to be affiliated to the IES FSV UK. Only articles in Economics, Finance and closely related fields will be accepted. The second paper can be published in alternative working paper series of a similar quality as well. However, if this is a case, a positive approval of the doctoral program committee is needed.

- Alternatively, only one article accepted for publication by one of the best A-rated journals based on the internal methodology of the IES, see the Appendix III for details and concrete list of A-rated journals. Only articles accepted for publication when the student studies the PhD at the IES will fulfill this condition. At the same time, the articles have to be affiliated to the IES FSV UK.
- The papers may be co-authored, however if one author uses the article to fulfill the publication requirements for the State Doctoral Exam, no other author is allowed to do so.
- This condition is not satisfied by a pair of papers where the first paper was published in IES WP series and the second paper is a revised version of this IES WP which was accepted for publication in a journal. The IES WP mentioned in the 2nd point above should be a paper which will have a chance to be published in a journal with impact factor in SSCI, SCI or the Scopus database. In this way the IES WP serves as a half-way milestone for getting second paper published so that the requirement for the pre-defence of the dissertation will be satisfied.
- Students have to submit their published and accepted articles (including the proof of acceptance) at least 2 months prior to the date of the SDE.

Grant activities
Two grant activities are necessary. There are two types of “grant activities”, either submission of a grant application or participation in a grant (regardless of its length). Activity connected with any grant agency is accepted (GAČR, GAUK, MŠMT, GDN). Team application or participation in a team grant is permitted, but please note that participation on huge institutional grants (e.g. GAČR of your supervisor) is not counted as your grant activity.

For example, a team of two students submit an unsuccessful joint grant application- they have one grant activity each. If the application is successful (regardless of the length of the grant), the main researcher has two grant activities and the co-researcher has one grant activity.

Doctoral seminar participation
The student passed at least 4 semesters of Doctoral seminars, meeting all requirements.

Teaching
At least 4 teaching assistantships in at least two different classes.

Special requirements
Students must have passed exams assigned by the Doctoral Council.

Defence attendance
Recommended attendance is 50 % of defences.

Advisor’s recommendation
Advisor’s evaluation of the study and of the full list of requirements met by the student shall be attached to the application. Before the student applies for the state doctoral examination, he or she has to discuss the dissertation project with his or her advisor and obtain the advisor’s approval for
the state doctoral examination. At the same time, they should agree on a list of potential opponents for the dissertation (see further).

Road map for State doctoral examination (SDE)

For any questions concerning SDE, contact Jan Žáček (at phd@fsv.cuni.cz).

How the State Doctoral Examination proceeds

The State Doctoral Examination tests the student’s theoretical knowledge as required in the doctoral study program. During the State Doctoral Examination, firstly, a student is asked to prove that he or she fulfills all the required criteria for entry to the State Doctoral Examination. Student also has to bring copies of all his or her publications provided in the application as an evidence of his or her successful research. Then student introduces the dissertation project to the committee. The members of the committee ask student questions concerning the theoretical underpinnings of the hypothesis and of the related fields. Since the expert in the field is the advisor, the advisor’s presence is crucial for the examination. Other members of the committee pose questions as well. The members of the committee may ask any questions related to the dissertation research of an examined student in a very broad sense. Since the members of committee for defence of the dissertation as well as reviewers are discussed during the examination, the student should meet with his advisor before the examination and prepare a list of at least five people suitable as referees and dissertation defense committee members (see Committee for the Defence of the Dissertation).

Committee for the State Doctoral Examination

There must be at least three members of the Committee present during the exam. The chairman of the committee is usually the chairman of the Doctoral Council, Jan Ámos Víšek. The student’s advisor should be also a member of the committee. One member of the Committee has to be external - not employed at the Faculty of Social Sciences and is not affiliated with the Faculty of Social Sciences, either in terms of teaching, or in terms of research activities. Student is usually asked to find this external member with help of his advisor.

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The State Doctoral Exam is classified passed/failed and can only be retaken once. The SDE may be retaken no sooner than 6 months from the date of the failed exam.

The terms available for taking the State doctoral exam are published on the IES web pages. All the forms can be downloaded from this webpage as well.

### 3.8 DISSERTATION DEFENSE

Dissertation thesis is a methodologically and thematically consistent text, with an introduction explaining contributions to the field of economics. According to Act 111/1998 Coll. on University Education, the dissertation has to contain original research results, which have been published or accepted for publication.

Dissertation theses are written in English. In very exceptional cases, the Chairman of Doctoral Council and Advisor of the student can jointly approve the Dissertation Thesis being written in another language. The request for this exception must be submitted before the date of the State Doctoral Exam to the Chairman of Doctoral Council. Dissertation thesis has to have minimum 100 and maximum 300 standardized pages (without abstract and appendix).

The papers in the dissertation may be coauthored with anybody. But in case two students jointly write one paper, only one of them may include this paper as a part of the dissertation and use it as qualification criterion for the defence of the dissertation.

The advisor is free to require more than the minimal requirements expressed in the Handbook. For example, the advisor may require his or her student to have some chapters in the dissertation written independently without any co-authors, the advisor may veto the inclusion of some published papers into the dissertation, etc.

Defence of the dissertation follows after successful State Doctoral Examination (above) and Pre-defence of the dissertation (below).

The defence of the dissertation is classified passed/failed and may be retaken only once, no sooner than 6 months from the date of the failed defence.

Pre-defence and defence of the dissertation are always held in English (even if the dissertation is written in Czech or Slovak). Students should schedule their pre-defences and defences for the teaching part of the semester (i.e. October-December, February-May), so that all faculty members, opponents and doctoral students can attend defenses without any problems.

**Committee for the Defence of the Dissertation**

A student together with his advisor should propose referees for his thesis in advance. Referees and Committee members for the defence of the dissertation must be approved by the Doctoral Council, which meets twice a year (summer, winter).

Usually, three referees plus two more as reserve referees are chosen. (Reserve referees are addressed in case initial referees cannot write a report.) All the referees have to have at least a PhD. At least one of the referees must be external (cannot be affiliated with the Faculty of Social Sciences) and must be affiliated with an Institution abroad (he can be either Czech or foreigner; Slovakia is also perceived as “abroad”). Neither the advisor nor any of the coauthors of any part of the submitted

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10See Dean’s provision no. 18/2017 at https://fsv.cuni.cz/opatreni-dekana-c-182017
dissertation is allowed to be referees. The advisor is not a member of the Committee. However, he is usually present at the pre-defense and defense to provide the Committee with expert information. The advisor does not vote on the result of the pre-defense and defense.

The chairman of the committee is usually the Chairman of Doctoral Council at the Institute of Economics Studies Faculty of Social Sciences. Usually, all the referees are members of the committee. At least three members of the committee have to be present during the dissertation defense. To ensure this, we can add to the committee one or two more members from the IES academic base. Student together with his or her advisor contact potential referees and ask them whether they are willing to write a report on the student’s dissertation.

3.8.1 Pre-defence of the Dissertation

The preliminary stage of defence of the dissertation is called pre-defense.\textsuperscript{12} Pre-Defence is a public defence of the provisional version of the dissertation. It is an internal matter of the IES, hence its organization is only the responsibility of the CDS (there are no formal regulations from the Faculty concerning pre-defence).

At the time of the pre-defence of the dissertation, it is not required that the dissertation is complete. However, the student is expected to have one paper complete, one almost complete and one or more in progress. For the “in progress” paper, the general idea of the paper should be clear, some work on the paper should have already been done, but a lot of proofs may be missing or half-done, the propositions may be in the state of working hypotheses, the empirical parts still waiting to be done, etc.

Entry to the pre-defense is conditioned on the acceptance of two original research papers (articles) for publication in journals with impact factor listed in SSCI, SCI or Scopus databases. Only articles in Economics, Finance and closely related fields will be accepted. If the field is unclear the final decision will be made by the student’s advisor and the Chairman of Doctoral Council at the Institute of Economic Studies Faculty of Social Sciences, together. (Paper coauthored by two students may be used by one of them only to satisfy this publication requirement). An exception to this two-paper rule is when the student documents that one paper has been accepted in any of the A-rated journals in the field of “Economics” and “Business, Finance”. In such a case, the other paper is not required.

Two papers accepted for publication in a journal with impact factor listed in SSCI, SCI or a journal in Scopus or one in A-rated journals is a necessary condition for application for the pre-defense, but not a sufficient condition. The agreement of advisor is crucial. Even for a student who has two or more papers published, the advisor may consider his dissertation work insufficient for the pre-defense and require the student to do more work.

The papers accepted for publication in journals with impact factor listed in SSCI, SCI or Scopus databases need not be part of the dissertation thesis itself, however according to Act 111/1998 Coll. on University Education, dissertation has to contain original research findings which are published or accepted for publication.

The dissertation, even at the provisional stage, is reviewed by the referees (see Committee for Defence of the Dissertation above). The reviewing process starts when the application is submitted and approved by the advisor.

\textsuperscript{12}The application form is available on the IES web site.
Road map for the pre-defense of the dissertation

10 weeks before pre-defense

Requirements for pre-defense fulfilled.

Submit IES application form to the IES office in hard copy and also electronically to phd@fsv.cuni.cz (for attention of Dominika Rečková). There is no FSV application for pre-defense.

Write to phd@fsv.cuni.cz the names and e-mails of your referees (including reserve referees).

Place your dissertation on your IES web page.

Wait until possible terms are announced to you (within a few days).

Set the final term with your advisor and referees.

Announce this final term to the defense-coordinator of CDS.

5 days before pre-defense

Referee reports will be sent to you.

Day of pre-defense

Bring one printed copy of your dissertation (paperback (kroužková vazba) is sufficient).

Pre-defense proceeds as follows. Firstly, student gives a presentation of the dissertation thesis, then referee reports are presented and finally, there is a discussion over the dissertation between the student, committee and the audience. Student’s presentation should last approximately 30 minutes. Student should give an overview of a dissertation as a whole and then focus on a particular part of the dissertation (one paper in case the dissertation is a collection of papers).

3.8.2 Defense of the Dissertation

The dissertation for final defense must be submitted in two bound copies and must contain an English abstract. The doctoral student submits application for the defense along with the dissertation. The student also submits the summary of the dissertation. The summary of 15-20 pages contains the main findings, and the relevant literature. The student is also expected to prepare a report on how the referees’ comments from the pre-defense were incorporated into the final version of the dissertation (pre-defense report). This report should also be included into the theses as an appendix.

Dissertation has to be submitted no later than eight months prior to the end of the maximum length of the studies, i.e. by the end of January for the students whose studies terminate by the end of September. The reason is that a student can repeat the failed defence once, but only after six months, and the process has to end by the end of the 8th or 9th year.

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Predefense_IES.doc
Road map for the defence of the dissertation

2 months + 2 weeks before defense

Requirements for defence fulfilled. → Submit IES application form\(^{13}\) to the IES office in hard copy and also electronically together with your pre-defence report to phd@fsv.cuni.cz (for attention of Dominika Rečková).

Place the final version of your dissertation on your IES web page and in SIS → Set the final term with your advisor and referees.

Announce this final term to the defence-coordinator of CDS → Submit electronically filled bibliographic evidence\(^{14}\) and the summary of the dissertation.\(^{15}\)

Wait until possible terms are announced to you (within a few days).

2 months before defense

Submit FSV application form.\(^{16}\)
- Submit it to the FSV study department, Ms. M. Stanovská.
  (Before submitting all forms to FSV, let it check by the CDS)
- Including: 2 hardback copies (pevná vazba) of your dissertation
  Recommendation of your advisor
  2 hard-copies of the summary of the dissertation
  Signed transcript of records retrieved from SIS
  List of publications signed by your advisor or Jan Ámos Víšek

Submit your dissertation electronically through SIS → Submit electronically filled bibliographic evidence\(^{14}\) and the summary of the dissertation.\(^{15}\)

10 days before defense

Referee reports will be sent to you.
It is possible to recall the defence of the dissertation (to take the dissertation thesis back) during the week preceding the dissertation defence at the latest.

Day of the defense

Bring your presentation with you. There is no need to print anything at this point.

Defense proceeds as follows. Firstly, a student gives a presentation of the dissertation, then referee reports are presented and finally, there is a discussion over the dissertation among the student,\(^{17}\)

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\(^{14}\) Defense\_IES.doc
\(^{15}\) Defense\_BE\_IES.doc
\(^{16}\) Defense\_Summary.doc. Dominika Rečková will provide M. Stanovská with all the copies requested.
\(^{17}\)Defense\_FSV.doc.
committee and the audience. At the end of the defense, voting on rejection or acceptance of the dissertation takes place. Student's presentation should last approximately 30 minutes. Student should briefly give an overview of a dissertation as a whole and then focus on a particular part of the dissertation (one paper in case the dissertation is the collection of papers). For attractiveness for committee and students, the student should focus on a different part of the dissertation than during the pre-defense.

**Overview of forms for State Doctoral Exam and Dissertation Pre-Defense and Defense**

<table>
<thead>
<tr>
<th>File name</th>
<th>Contains</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDE_IES.doc</td>
<td>State doctoral exam application (IES)</td>
</tr>
<tr>
<td>SDE_FSV.doc</td>
<td>State doctoral exam application (FSV)</td>
</tr>
<tr>
<td>SDE_Advisor.doc</td>
<td>Advisor’s Recommendation for SDE (FSV)</td>
</tr>
<tr>
<td>Predefense_IES.doc</td>
<td>Pre-defense application form (IES)</td>
</tr>
<tr>
<td>Defense_IES.doc</td>
<td>Defense application form (IES)</td>
</tr>
<tr>
<td>Defense_FSV.doc</td>
<td>Defense application form (FSV)</td>
</tr>
<tr>
<td>Defense_Summary.doc</td>
<td>Dissertation summary</td>
</tr>
<tr>
<td>Defense_BE_IES.doc</td>
<td>Bibliographic evidence (IES)</td>
</tr>
</tbody>
</table>

All the forms are downloadable at the IES webpage.\(^{18}\)

**Violations of academic integrity**

Students are responsible for adhering to the spirit and principles of academic integrity. Violation of academic integrity in research includes (but are not limited to) plagiarism and fabrication. Plagiarism involves using the ideas, data, or language of other author(s) without specific or proper acknowledgment. Example: copying another person’s paper, article, or computer work and submitting it as one’s own work; lifting someone else’s ideas without attribution; failing to use quotation marks where appropriate, etc.

Fabrication is submitting contrived or altered information. Example: making up data for an experiment; falsification of data; citing nonexistent articles; contriving sources, etc.

**3.9 CONCLUSION OF STUDIES**

**Proper conclusion of studies**

Studies are properly concluded by completion of studies in the study program concerned. The day of conclusion of studies is the date of the defence of the dissertation.

Upon proper conclusion of studies, a candidate receives an academic degree and a university diploma which is given to him at the ceremonial conferment of the diploma. It states the study program and, where necessary, the study subject concerned. If a graduate does not attend the graduation ceremony, the university will issue her diploma in a way determined by the Rector. On request, a graduate may obtain an appendix to the diploma, which is usually a confirmation of the exams passed and their classification.

Graduates are awarded the academic degree “Doctor” (abbreviated to “Ph.D.” used after the name).

**Other Forms of Termination of Studies**

Studies are also terminated

- by dropping the studies; the day of termination of studies is the day on which the faculty at which the student is enrolled receives his or her written announcement of dropping the studies - please, use the form Request from the FSV webpage\(^\text{19}\) and use there the line “I am terminating my studies of my own free will”. Otherwise your studies cannot be properly terminated.
- by failure to fulfill the requirements arising from a study program in accordance with Study and Examination Code of Charles University, regulations issued by the Faculty of Social Sciences, Dean’s Orders and conclusions reached by the Doctoral Council; the day of termination of studies is the day when the decision on the termination of studies made by the dean comes into force
- by the withdrawal of the accreditation of a study program; the day of termination of studies is the day of expiry of the accreditation stipulated in the decision of the Ministry
- by lapsing of the accreditation of the study program; the day of termination of studies is the day on which the university announced the dropping of the study program
- by exclusion from studies under disciplinary regulations; the day of termination of studies is the day on which a decision on exclusion from studies comes into force.

3.10 **INTERUPTION OF STUDIES**

Studies in the doctoral program may be interrupted more than once.

The dean may interrupt the studies of a student, either on the student’s own request, or on his own initiative in cases where it is necessary to avert a danger to the interests of the student, provided that its origin is unconnected with fulfillment of study obligations. If a student requests interruption of studies and if no disciplinary proceedings have been initiated against the student, the dean will agree to the request; studies may be interrupted for a minimum period of one semester. It is advisable to interrupt at the beginning of a semester.

A hard copy of the request\(^\text{20}\), signed by the student, shall be delivered directly to the Study Department of the FSV (Hollar). Student should also inform his or her advisor and the Director of the Doctoral Council (Prof. Jan Amos Víšek) through the CDS (phd@fsv.cuni.cz), where he sends an electronic copy of the request.

On the day of interruption of studies a student ceases to have the status of student under the Higher Education Act, and may not start nor continue the fulfillment of study obligations. If a change is made in the framework study plan during interruption of studies within which the student was studying, the Doctoral Council, on the proposal of the advisor and in line with the relevant study program, will stipulate which study obligations the student must fulfill and dates by which they must be fulfilled; in this case, it may also stipulate that the student must take bridging exams within a given time period.

Once the period for which studies were interrupted has expired, the person whose studies were interrupted has a right to enrol in studies again; if the reasons for the interruption of studies no longer apply, the dean may terminate the interruptions of studies on a written request of the person whose

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\(^{19}\) https://fsv.cuni.cz/sites/default/files/uploads/files/zadost_fsv_up_0.doc

\(^{20}\) https://fsv.cuni.cz/sites/default/files/uploads/files/zadost_fsv_up_0.doc
studies were interrupted even before the expiry of the set time of interruption of studies. When resuming study again, a student must enrol in studies again.

Besides enrollment at the Study Department of the FSV, the student should notify the CDS and submit „Annual Evaluation” of the yet unevaluated period (including the study interruptions) and „Annual update (See Section 3.2. Administrative duties) for the next academic year.\textsuperscript{21}

The maximum length of time for which studies may be interrupted is five years.

**EXAMPLES:**

A full-time student enrolled in academic year 2011/2012. The maximum period of study in a doctoral program is nine years, hence he must finish his studies to the end of academic year 2019/2020. The student interrupts his studies for academic year 2013/2014. At the beginning of academic year 2014/2015, he enrolls in studies again. Because he received scholarship for 2 years, he is eligible to receive it for another 2 years. However, the latest date for his finishing of studies did not change. He must finish his studies till the end of academic year 2019/2020. On the contrary, the three-year limit for enrollment for the SDE and the four-year limit for passing the SDE prolongs by one year – i.e. the student in our example has to enroll for the SDE till the end of the academic year 2014/2015 and pass it till the end of academic year 2015/2016.

4. **DOCTORAL COUNCIL**

Doctoral Council monitors and assesses doctoral studies; it co-ordinates the planning of content and evaluates the implementation of the doctoral program.

Doctoral Council
- proposes to the Dean the definition of the contents of admissions examinations and the composition of the Admission Board;
- approves the Individual Study Plans of students and topics of dissertations and makes proposals to the Dean for the appointment or removal of an advisor;
- assesses the studies of individual students, particularly by approving the Annual Evaluations and Annual Updates to the Individual Study Plans where necessary;
- submits proposals for the appointment of referees for dissertations and for the appointment of the chairman and members of committees for the State Doctoral Examination and the Defence of Dissertation to the Dean.

Doctoral council meets usually twice a year, in winter and summer. List of members of the Doctoral Council can be found on the IES webpage\textsuperscript{22}.

5. **ADVISOR**

When choosing the advisor, the student first talks to the person who he would like to have as an advisor. After he receives the agreement from the potential advisor, the student informs the

\textsuperscript{21}Circumstances might have changed causing the ISP update submitted prior to the interruption not to be valid anymore.

\textsuperscript{22}http://ies.fsv.cuni.cz/en/node/224
chairman of the Doctoral Council about his choice. In case the Doctoral Council agrees with this choice, it suggests the nomination to the Dean who appoints the advisor.

Student may ask for the change of the advisor during the course of the studies. Student does not need to get an approval from the “old” advisor to approach the potential “new” advisor. The advisors are appointed and removed by the Dean acting on the suggestion of the Doctoral Council.

Advisor

▪ guides the student in preparations of the Individual Study Plan;
▪ advises and provides methodological guidance to the dissertation;
▪ continuously monitors the student’s progress and consults his or her teaching and research;
▪ proposes an Annual Evaluation of the student for the past academic year to the Doctoral Council;
▪ gives the approval for the applications for state doctoral exam, pre-defense and defense;
▪ serves as a member of the state doctoral exam committee for his student and in cooperation with his or her student suggests the other members of these committees for approval to CDC
▪ serves for consultations to the committee at the pre-defense and defence
▪ has to approve student’s submission to the IES Working Paper Series and suggest potential referees to the editor Ondřej Schneider.

The advisor is the most important person in the academic life of a student. Student has to make sure that the advisor is familiar with his grant proposals, papers prepared for submission and with any other research activities. All papers prepared for submission should be read by the advisor (or some other faculty member) to make sure that they are of appropriate quality for the journal to which they are submitted. In particular, the advisor is the right person to check that the WP based on Master’s thesis is really a research paper, not just a piece of Master’s thesis which does not have standard attributes of a research paper. The advisor is the right person to help with building a submission tree (the sequence of journals to which author submits the paper in case it is rejected by the first journal in the submission tree) for his student’s publications.

The approvals of the advisor for state doctoral exam, pre-defence and defence are not just a formality based on checking the satisfaction of requirements stated for exams and defences by this Handbook. The requirements stated in Handbook are the minimal ones – they are just necessary conditions. The advisors are expected to impose additional requirements, especially with respect to quality and originality of published research papers and dissertation chapters. The advisors closely monitor the research of their students to make sure that their students do not use the strategies of getting extremely low-level-quality publications just to get around the necessary publication requirements stated by this Handbook, that their students do not free-ride on their coauthors, and that their students do not submit for their pre-defence the work which is likely to be rejected by the referees.

6. FINANCIAL SUPPORT

Full-time doctoral students are awarded scholarships for twelve months per year. These scholarships are tax-free. Given the Bursary Code of Charles University of June 18, 2013, scholarships are:

<table>
<thead>
<tr>
<th>Year</th>
<th>Stipend (CZK per month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>6,300</td>
</tr>
</tbody>
</table>
After passing the State Doctoral Examination, the scholarship is automatically augmented by 2,000 CZK.

Like wages, scholarships are paid monthly for the preceding month. When studying more Ph.D. programs, the student is eligible to only one scholarship payment per month, specifically for the program with earlier enrollment. If a student unsuccessfully terminated another Ph.D. program, the time previously studied counts into the standard length of study and he will be paid scholarship until the joint length of study (of this and previous study programs) reaches the standard length of study of our Ph.D. program.

In the case the student is not making a sufficient progress in his studies, the Doctoral Council or the Advisor can recommend the Dean to reduce the scholarship by up to 50%.

Above outlined scholarships are valid for students enrolled in the program with the standard period of studies of four years.

In addition to scholarships, students’ performances are evaluated at the end of each calendar year and extra bonuses are redistributed to the best. We evaluate publications, conference participation, teaching and grant activities, participation at defences, and delivery of forms in time and personal information on the website.

Students can also get financial support through their own grants, like GAUK, or participating in other grants.

7. CENTER FOR DOCTORAL STUDIES

Center for Doctoral Studies (CDS) is a coordinating body in charge of

- keeping records of doctoral studies (above all, gathering and evaluating Individual Study Plans, maintaining up-to-date record of doctoral candidates and monitoring grant-seeking activities);
- coordination of State doctoral examinations and defences;
- coordination of Doctoral Seminars;
- assigning tasks to students employed as CDS members;
- organization of annual doctoral conference;
- web-site promotion of doctoral studies at the IES;
- coordination and linking teaching and research activities of doctoral candidates;
- providing service to the Doctoral Council;
- seeking additional funding for doctoral students.

The Chairman of Doctoral Council is also the Director of the Center for Doctoral Studies. He or she is nominated by the IES Elected Chairman upon consultation with Department Directors and the Doctoral Council. The Director is accountable to the IES Elected Chairman.

If you need some information which is not available in the Handbook, contact someone from the Center for Doctoral Studies listed below.
### CDS staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Responsible for</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jindřich Matoušek</td>
<td>Technical support</td>
<td><a href="mailto:jindrich.matousek@fsv.cuni.cz">jindrich.matousek@fsv.cuni.cz</a></td>
</tr>
<tr>
<td></td>
<td>Website</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Publication, conferences and grants evidence</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Information on financing</td>
<td></td>
</tr>
<tr>
<td>Matěj Nevrla</td>
<td>Allocation of teaching duties</td>
<td><a href="mailto:matej.nevrla@fsv.cuni.cz">matej.nevrla@fsv.cuni.cz</a></td>
</tr>
<tr>
<td>Jan Žáček</td>
<td>Entrance examination</td>
<td><a href="mailto:jan.zacek@fsv.cuni.cz">jan.zacek@fsv.cuni.cz</a></td>
</tr>
<tr>
<td></td>
<td>State doctoral examination</td>
<td></td>
</tr>
<tr>
<td>Matěj Opatrný</td>
<td>Annual Reports</td>
<td><a href="mailto:matej.opatny@fsv.cuni.cz">matej.opatny@fsv.cuni.cz</a></td>
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<td></td>
<td>Individual Study Plans</td>
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<td></td>
<td>PhD students’ web pages</td>
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</tr>
<tr>
<td>Vědunka Kopečná</td>
<td>General information</td>
<td><a href="mailto:vedunka.kopecna@fsv.cuni.cz">vedunka.kopecna@fsv.cuni.cz</a></td>
</tr>
<tr>
<td></td>
<td>Handbook</td>
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</tr>
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<td></td>
<td>Information for foreign students</td>
<td></td>
</tr>
<tr>
<td>Dominika Rečková</td>
<td>Dissertation pre-defense and defense</td>
<td><a href="mailto:dominika.reckova@fsv.cuni.cz">dominika.reckova@fsv.cuni.cz</a></td>
</tr>
</tbody>
</table>

8. **FAQ**

**Where to find RIV forms on the Internet?**

All the research outputs elaborated within a given grant should be recorded in the RIV database at [https://verso.is.cuni.cz/](https://verso.is.cuni.cz/). The data automatically appear in the database of publications of the Faculty of Social Sciences ([http://publication.fsv.cuni.cz/](http://publication.fsv.cuni.cz/)).

**How can I find some information on coming conferences, funding opportunities and competitions?**

Follow the IES webpage [http://ies.fsv.cuni.cz/en/node/229](http://ies.fsv.cuni.cz/en/node/229). You can find information of up-to-date grant opportunities and links to various funding agencies there. The website also provides an overview of possible competitions. Also follow the webpages with topics of your field of interest. The [Inomics](https://inomics.com) webpage is also very helpful.

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23 [https://inomics.com](https://inomics.com)
APPENDIX I.

Relevant laws and regulations (in Czech only):

Pravidla pro organizaci studia na FSV UK:
https://fsv.cuni.cz/pro-zamestnance/vnitri-predpisy/pravidla-pro-organizaci-studia

Opatření děkana 22/2010 upravující organizaci postgraduálních studií na FSV UK
https://fsv.cuni.cz/opatreni-dekana-c-222010

Studijní a zkušební řád UK
http://www.cuni.cz/UK-5256.html

Stipendijní řád UK

Zákon o vysokých školách
APPENDIX II.

RESEARCH AND PUBLICATION: USEFUL ADVICE AND INFORMATION

An impacted journal is a journal for which bibliographic databases record and count citations to its articles. Citations are traditionally counted in SSCI (Social Science Citation Index) or SCI (Science Citation Index), part of the Web of Knowledge. The list of impacted journals in various fields (“Economics” and “Business, Finance” are the most relevant ones) is located at the JCR Citation Reports at the Web of Knowledge. You can find a list of A-rated journals in groups “Economics” and “Business, Finance” in the Appendix III. A more comprehensive list of peer-reviewed journals is listed in Scopus, or even more expansive list of journals in Economics compiled by the American Economic Association can be found in EconLit database.

Generally, the higher an impact factor is the more recognized the journal is. There are ten journals which traditionally belong among the so-called blue ribbon journals: "American Economic Review (AER), Quarterly Journal of Economics (QJE), Journal of Political Economy (JPE), Review of Economic Studies (RES), Econometrica (EMT), Journal of Economic Theory (JET), Review of Economics and Statistics (RSTA), International Economics Review (IER), Journal of Monetary Economics (JME) and Economic Journal (EJ).” Penetrating into these journals would be a marked success. If you are more interested in methods of evaluating journal quality, read IES WP 01-2006 (Czech only).

Recently IES started using also the Article Influence factor as it reflects the real impact of an article more accurately than the impact factor. It determines the average influence of a journal’s articles over the first five years after publication.

IES Working Paper & IES Occasional Paper

A working paper is a basic product of any research institution. Working papers serve as a fast way to disseminate research ideas before they get published in journals. Thus, publishing a working paper is typically only a preliminary step before publishing it in a journal.

IES is publishing two working paper series, WP IES and OP IES. IES Working Papers cover basic research of our senior researchers as well as students. IES Occasional Papers include less technical studies oriented at wider audience and do not count as a publication requirement for the SDE, Pre-Defence and Defense.

Ondřej Schneider is editor of both series. Students are expected to send Ondřej Schneider all finished (or semi-finished) papers. He organizes a double blind-referee process for each paper (identity of the referee is unknown to the author and identity of the author is unknown to the referee). Therefore, whenever sending papers, students should make sure that it does not include their name or any indication of their identity (references to previous work etc.). Student’s submission of the IES WP has to be approved by his advisor who should write a short report on the paper and send it to Ondřej Schneider. The advisor is also expected to propose two potential referees for the paper.

Note that all conditions regarding your publications apply just for IES WP as is stated, not for IES OP.

How to publish in IES WP series
1. Send your WP to Ondřej Schneider with your supervisor in copy of the email.
   - your WP has to be approved by supervisor who suggests one or two referees (it speeds up the process)
2. Ondřej Schneider sends you referee report
   - if accepted you should incorporate the referee's remarks and send back to Ondřej Schneider

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24 You can access the Web of Knowledge through http://bi.cuni.cz. Econlit can be accessed in CERGE library.
3. Ondřej Schneider will inform you when your WP is accepted and should forward you to the person responsible for publishing the paper (currently Jan Hájek: hajek.ja@gmail.com):
   - a PDF of the body of the paper starting with 1. Introduction
   - author, affiliation, email, title, abstract, JEL classification, key words and acknowledgments in DOC or TXT
4. you will be informed about the final publication
   - your WP will appear at http://ies.fsv.cuni.cz/cs/node/57 and in the RePEc database.
   - check if everything is all right

**Presenting research**

Only by repeated presentations to targeted audiences, you can receive useful feedback and suggestions. Do actively present at doctoral seminars. Attend conferences. Disseminate your papers and talk to people who might be interested in your work. Be grateful to anyone who is critical (even strongly critical) to the paper; in most cases, the comments are helpful or at least indicative of controversy.

**WYSIWYG versus TeX**

WYSIWYG editors such as Microsoft Word are widespread among normal population but not very popular in the scientific community. Especially for technical papers, it is standard to use free publishing system TeX. Papers in TeX are not only easy to be prepared, but also beautiful. These days \LaTeX\ is the predominant version of TeX. We recommend *The Not So Short Introduction to LaTeX*. Free installation is available at, e.g., \MikTeX\. Comfortable editing is possible with editors \WinEdit, Scientific Word, LED\ etc.

**Academic writing**

It is strongly recommended to read some of plentiful books on *Academic Writing* (available at CERGE-EI Library). A popular one is *Young Person’s Guide to Writing Economic Theory*, although relevant rather for micro economists. A couple of useful hints adds Kwan Choi. Imitate like chimpanzee; follow the best practices of top journals. If you consider submission, always think in advance about journal mission, and a typical article. Journals are theoretical or applied, general or field, with long or brief articles, local or global, formalized or verbal.

A few valuable tips for academic writing:
*How to Get an Article Published in an Economics Journal: Tips from the Experts*

Moreover, there is an opportunity to take various courses of English language through our faculty language cabinet (KJP – Kabinet jazykové přípravy). You can register directly through SIS into following courses:
- JLM001 – Academic English I
- JLM002 - Academic English II
- JLM011 – English for public and social policies I
- JLM012 – English for public and social policies II

Syllabi to courses are available here: http://kjp.fsv.cuni.cz/KJPFSV-38.html

Exceptionally, without the claim to access, there is an opportunity to take courses of academic writing at CERGE-EI starting from 2016. Courses start every year in January. Contact CDS at phd@fsv.cuni.cz for more information in a respective academic year.
A few hints on publishing

For high-level journals, acceptance of papers takes several months at best; several-year delay due to revisions may not be exceptional. Journals with Letters or Bulletin in the title are generally faster but accept only partial results (typically restricted to a few pages).

It is absolutely essential to polish the article before submitting to a journal. It has to conform to standards of academic writing and journal-specific instructions to authors and be free from typos and bad English. Complicated notation, cumbersome sentences and unclear propositions imply that the text is likely to be immediately rejected.

One should not get into too bad of a mood after several rejections. Journals are diverse and a paper unacceptable at one corner is welcome at another. If you seek some behind-the-scenes publishing experience, read web page maintained by Andreas Ortmann from CERGE-EI. Please note that an article should not be sent to more than one journal at a time, otherwise it is a serious violation of academic integrity. This does not apply to working paper series.
## APPENDIX III.

### A RATED JOURNALS IN “ECONOMICS” AND “BUSINESS, FINANCE”

<table>
<thead>
<tr>
<th>Abbreviated Journal Title</th>
<th>ISSN</th>
<th>Article Influence Score</th>
<th>OUR RANKING</th>
</tr>
</thead>
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<td>0033-5533</td>
<td>16,069</td>
<td>A+</td>
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<tr>
<td>J ECON LIT</td>
<td>0022-0515</td>
<td>14,398</td>
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<tr>
<td>ECONOMETRICA</td>
<td>0012-9682</td>
<td>10,855</td>
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<tr>
<td>J POLIT ECON</td>
<td>0022-3808</td>
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<td>J FINANC</td>
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<td>9,054</td>
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<tr>
<td>BROOKINGS PAP ECO AC</td>
<td>0007-2303</td>
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<td>AM ECON J-APPL ECON</td>
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<td>1945-7707</td>
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<tr>
<td>J ECON PERSPECT</td>
<td>0895-3309</td>
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<td>AM ECON REV</td>
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<td>J FINANC ECON</td>
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<td>ANNU REV ECON</td>
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<td>1945-7731</td>
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<td>J EUR ECON ASSOC</td>
<td>1542-4766</td>
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<td>J LABOR ECON</td>
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<td>ECON J</td>
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<tr>
<td>J MONETARY ECON</td>
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<tr>
<td>J BUS ECON STAT</td>
<td>0735-0015</td>
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<td>J HUM RESOUR</td>
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<tr>
<td>ECON POLICY</td>
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<td>THEOR ECON</td>
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<td>REV ECON DYNAM</td>
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<td>IMF ECON REV</td>
<td>2041-4161</td>
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<tr>
<td>RAND J ECON</td>
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<td>J ACCOUNT ECON</td>
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<td>J ECON GROWTH</td>
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<td>J ECONOMETRICS</td>
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<td>J INT ECON</td>
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<td>J ECON THEORY</td>
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<td>EXP ECON</td>
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<td>J PUBLIC ECON</td>
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<td>J APPL ECONOMET</td>
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<td>2,32</td>
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</table>
### Note

A rating of the journals is based on the Article influence score from the Web of Science. The methodology employed for the IES ranking can be found at [http://ies.fsv.cuni.cz/cs/node/60](http://ies.fsv.cuni.cz/cs/node/60) at the bottom of the page.
APPENDIX IV.

LIST OF SCOPUS JOURNALS

**Economics, Econometrics and Finance, 2015 input**

| Academy of Accounting and Financial Studies Journal | Agribusiness |
| Academy of Banking Studies Journal | Agricultural and Resource Economics Review |
| Academy of Entrepreneurship Journal | Agricultural Economics |
| Academy of Marketing Studies Journal | Agricultural Economics |
| Accounting and Finance | Agricultural History Review |
| Accounting Forum | Agris On-line Papers in Economics and Informatics |
| Accounting Horizons | Agroalimentaria |
| Accounting in Europe | AIEL Series in Labour Economics |
| Accounting Perspectives | America Latina en la Historia Economica |
| Accounting Review | American Economic Journal: Economic Policy |
| Accounting, Auditing and Accountability Journal | American Economic Journal: Macroeconomics |
| Acta Oeconomica | American Economic Journal: Microeconomics |
| Actual Problems of Economics | American Economic Review |
| Actuel Marx | American Journal of Agricultural Economics |
| Advances in Accounting | American Law and Economics Review |
| Advances in Applied Microeconomics | Amfiteatrul Economic |
| Advances in Appreciative Inquiry | Analele Stiintifice ale Universitatii Al I Cuza din Iasi - Sectiunea Stiinte Economice |
| Advances in Austrian Economics | Annali della Fondazione Luigi Einaudi |
| Advances in Business Marketing and Purchasing | Fondazione Luigi Einaudi |
| Advances in Consumer Research | Annals of Economics and Finance |
| Advances in Econometrics | Annals of Finance |
| Advances in Environmental Accounting and Management | Annual Review of Economics |
| Advances in Global Leadership | Annual Review of Resource Economics |
| Advances in Industrial and Labor Relations | Applied Econometrics and International Development |
| Advances in International Accounting | Applied Economic Perspectives and Policy |
| Advances in Macroeconomics | Applied Economics |
| Advances in Strategic Management | Applied Economics Letters |
| Advances in Taxation | Applied Financial Economics |
| Advances in the Economic Analysis of Participatory and Labor-Managed Firms | Applied Financial Economics Letters |
| Advances in the Economics of Environmental Resources | Applied Health Economics and Health Policy |
| Advances in the Study of Entrepreneurship, Innovation, and Economic Growth | Applied Mathematical Finance |
| Advances in Theoretical Economics | Argumenta Oeconomica |
| African Economic History | Asia Pacific Journal of Management |
| African Journal of Economic and Management Studies | Asian Affairs |
| Afro-Asian Journal of Finance and Accounting | Asian Economic Papers |
| AgBioForum | Asian Economic Policy Review |
| Agrekon | Asian Journal of Technology Innovation |
| | Asian Journal of WTO and International Health Law and Policy |
Asian Review of Accounting
Asian Social Science
Asia-Pacific Financial Markets
Asia-Pacific Journal of Accounting and Economics
Asia-Pacific Journal of Financial Studies
Asia-Pacific Review
Asia-Pacific Social Science Review
ASiA Advances in Statistical Analysis
ASiA Wirtschafts- und Sozialstatistisches Archiv
ASTIN Bulletin
ATA Journal of Legal Tax Research
Atlantic Economic Journal
Auditing
Australasian Accounting, Business and Finance Journal
Australasian Marketing Journal
Australian Economic History Review
Australian Economic Papers
Australian Economic Review
Australian Journal of Agricultural and Resource Economics
B.E. Journal of Economic Analysis and Policy
B.E. Journal of Macroeconomics
B.E. Journal of Theoretical Economics
Baltic Journal of Economics
Banking and Finance Review
Banking Law Journal
Basic Income Studies
Berichte uber Landwirtschaft
Betriebswirtschaftliche Forschung und Praxis
Betriebswirtschaftliche Forschung und Praxis
Brookings Papers on Economic Activity
BRQ Business Research Quarterly
Bulletin of Economic Research
Bulletin of Indonesian Economic Studies
Business Communication Quarterly
Business Communications Review
Business Economics
Business Ethics Quarterly
Business Information Review
Business Strategy Review
Business Week
Cambridge Journal of Economics
Cambridge Journal of Regions, Economy and Society
Canadian Journal of Agricultural Economics
Canadian Journal of Economics
Capital and Class
Capitalism and Society
Cato Journal
CEDE
CEPAL Review
CESifo DICE Report
CESifo Economic Studies
CESifo Forum
China Agricultural Economic Review
China and World Economy
China Business Review
China Economic Journal
China Economic Review
China Information
China Journal of Accounting Research
China Nonprofit Review
China: An International Journal
Chinese Economy
Citizenship, Social and Economics Education
City, Culture and Society
ClinicoEconomics and Outcomes Research
Cliomertica
Comparative economic studies
Competition Policy International
Comptablite Controle Audit
Computational Economics
Conflict Management and Peace Science
Constitutional Political Economy
Consumption Markets and Culture
Contemporary Accounting Research
Contemporary Economic Policy
Contemporary Economics
Contemporary Studies in Economic and Financial Analysis
Contributions to Economic Analysis
Contributions to Economic Analysis and Policy
Contributions to Macroeconomics
Contributions to Political Economy
Contributions to Theoretical Economics
Courrier des Pays de l'Est
Crisis Intervention and Time-Limited Treatment
Critical Perspectives on Accounting
Croatian Economic Survey
Cuadernos de Administracion
Cuadernos de Desarrollo Rural
Cuadernos de Economia
Cuadernos de Economia Cuadernos de Economia - Latin American
Journal of Economics
Cyprus Review
Czech Economic Review
Danube
De Economist
Decisions in Economics and Finance
Defence and Peace Economics
Desarrollo Economico: Revista de Ciencias Sociales
Desarrollo y Sociedad
Developing Economies
Developments in Environmental Economics
DLSU Business and Economics Review
E a M: Ekonomie a Management
Eastern Economic Journal
Eastern European Economics
Ecological Economics
Econ Journal Watch
Econometric Reviews
Econometric Theory
Econometrika
Econometrics Journal
Economia Aplicada
Economia Chilena
Economia delle Fonti di Energia e dell'Ambiente
Economia e Politica Industriale
Economia Mexicana, Nueva Epoca
Economia Politica
Economic Analysis and Policy
Economic and Labour Market Review
Economic and Labour Relations Review
Economic and Political Weekly
Economic and Social Review
Economic Annals
Economic Annals-XXI
Economic Change and Restructuring
Economic Computation and Economic Cybernetics Studies and Research
Economic Design
Economic Development and Cultural Change
Economic Development Quarterly
Economic Geography
Economic History Review
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Economics Bulletin
Economics Letters
Economics of Education Review
Economics of Governance
Economics of Innovation and New Technology
Economics of Planning
Economics of Transition
Economics of Transportation
Economie et Prevision
Economie et Statistique
Economie Internationale
Economies et Societes
Economists' Voice
Economy and Society
Economy of Region
Education Economics
EEAG Report on the European Economy
eJournal of Tax Research
Ekonomia
Ekonomicky Casopis
Ekonomiska Samfundets Tidskrift
Ekonomista
Ekonomski Pregled
Electronic Commerce Research
Electronic International Journal of Time Use Research
Electronic Markets
Emerging Markets Finance and Trade
Emerging Markets Review
Empirical Economics
Energy Economics
Energy Journal
Energy Studies Review
Energy Systems
Engineering Economics
Engineering Economist
Ensayos Sobre Politica Economica
Entrepreneurial Executive
Entrepreneurship and Regional Development
Entrepreneurship: Theory and Practice
Entreprises et Histoire
Environment and Development Economics
Environment, Development and Sustainability
Environmental Economics and Policy Studies
Estudios de Economia
Estudos Economicos
Etudes Rurales
Eurasian Geography and Economics
EuroMed Journal of Business
European Economic Review
European Finance Review
European Financial Management
European Journal of Economics, Finance and Administrative Sciences
European Journal of Finance
European Journal of Health Economics
European Journal of Law and Economics
European Journal of Political Economy
European Journal of the History of Economic Thought
European Research Studies Journal
European Review of Agricultural Economics
European Review of Economic History
Europe-Asia Studies
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<td>International Symposia in Economic Theory and Econometrics</td>
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Investigacion Economica
Investigaciones de Historia Economica
Investigaciones Economicas
Investigaciones Europeas de Direccion y Economia de la Empresa
Investigaciones Regionales
Investment Analysts Journal
Investment Management and Financial Innovations
Iranian Economic Review
Irish Studies in International Affairs
Israel Economic Review
Jahrbuch für Wirtschaftsgeschichte
Jahrbucher für Nationalokonomie und Statistik
Japanese Economic Review
JASSA
Journal des Economistes et des Etudes Humaines
Journal for Studies in Economics and Econometrics
Journal Globalization, Competitiveness and Governability
Journal of Accounting and Economics
Journal of Accounting Research
Journal of Accounting, Auditing and Finance
Journal of Advanced Research in Law and Economics
Journal of Advanced Transportation
Journal of African Economics
Journal of Agricultural and Resource Economics
Journal of Agricultural Economics
Journal of Alternative Investments
Journal of Applied Econometrics
Journal of Applied Economic Sciences
Journal of Applied Economics
Journal of Asia Business Studies
Journal of Asian Economics
Journal of Asian Pacific Communication
Journal of Australian Political Economy
Journal of Banking and Finance
Journal of Banking Regulation
Journal of Behavioral and Experimental Economics
Journal of Behavioral and Experimental Finance
Journal of Behavioral Finance
Journal of Bioeconomics
Journal of Business
Journal of Business and Economic Statistics
Journal of Business Communication
Journal of Business Ethics
Journal of Business Finance and Accounting
Journal of Business Valuation and Economic Loss Analysis
Journal of Chinese Economic and Business Studies
Journal of Commercial Biotechnology
Journal of Common Market Studies
Journal of Comparative Asian Development
Journal of Comparative Economics
Journal of Competition Law and Economics
Journal of Consumer Affairs
Journal of Consumer Culture
Journal of Consumer Policy
Journal of Consumer Research
Journal of Corporate Finance
Journal of Corporate Real Estate
Journal of Cultural Economics
Journal of Derivatives
Journal of Derivatives and Hedge Funds
Journal of Development of Economics
Journal of Developmental Entrepreneurship
Journal of East Asian Studies
Journal of Econometrics
Journal of Economic Asymmetries
Journal of Economic Behavior and Organization
Journal of Economic Cooperation Among Islamic Countries
Journal of Economic Cooperation and Development
Journal of Economic Dynamics and Control
Journal of Economic Education
Journal of Economic Geography
Journal of Economic Growth
Journal of Economic History
Journal of Economic Inequality
Journal of Economic Integration
Journal of Economic Interaction and Coordination
Journal of Economic Issues
Journal of Economic Literature
Journal of Economic Methodology
Journal of Economic Perspectives
Journal of Economic Policy Reform
Journal of Economic Psychology
Journal of Economic Studies
Journal of Economic Surveys
Journal of Economic Theory
Journal of Economic Theory and Econometrics
Journal of Economics and Business
Journal of Economics and Economic Education Research
Journal of Economics and Finance
Journal of Economics and Management Strategy
Journal of Economics, Finance and Administrative Science
Journal of Economics/ Zeitschrift für Nationalokonomie
Journal of Education Finance
Journal of Electronic Commerce Research
Journal of Emerging Market Finance
Journal of Empirical Finance
Journal of Enterprising Communities
Journal of Entrepreneurship
Journal of Entrepreneurship Education
Journal of Environmental Economics and Management
Journal of European Economic History
Journal of European Real Estate Research
Journal of Evolutionary Economics
Journal of Family and Economic Issues
Journal of Family Business Strategy
Journal of Finance
Journal of Financial and Quantitative Analysis
Journal of Financial Counseling and Planning
Journal of Financial Crime
Journal of Financial Econometrics
Journal of Financial Economics
Journal of Financial Intermediation
Journal of Financial Management of Property and Construction
Journal of Financial Markets
Journal of Financial Research
Journal of Financial Services Marketing
Journal of Financial Services Research
Journal of Financial Stability
Journal of Fixed Income
Journal of Futures Markets
Journal of Home Economics Research
Journal of Housing Economics
Journal of Human Capital
Journal of Human Resources
Journal of Income Distribution
Journal of Industrial Ecology
Journal of Industrial Economics
Journal of Institutional and Theoretical Economics
Journal of Institutional Economics
Journal of Interdisciplinary Economics
Journal of International Accounting, Auditing and Taxation
Journal of International Business Studies
Journal of International Economic Law
Journal of International Economics
Journal of International Financial Management and Accounting
Journal of International Financial Markets, Institutions and Money
Journal of International Management
Journal of International Marketing
Journal of International Money and Finance
Journal of International Trade Law and Policy
Journal of Internet Banking and Commerce
Journal of King Abdulaziz University, Islamic Economics
Journal of Labor Economics
Journal of Law and Economics
Journal of Law, Economics, and Organization
Journal of Macroeconomics
Journal of Management
Journal of Marketing
Journal of Marketing Research
Journal of Mathematical Economics
Journal of Media Economics
Journal of Monetary Economics
Journal of Money, Credit and Banking
Journal of Multinational Financial Management
Journal of Neuroscience, Psychology, and Economics
Journal of Pension Economics and Finance
Journal of Pharmaceutical Health Services Research
Journal of Policy Modeling
Journal of Political Economy
Journal of Population Economics
Journal of Portfolio Management
Journal of Post Keynesian Economics
Journal of Private Enterprise
Journal of Private Equity
Journal of Productivity Analysis
Journal of Property Investment and Finance
Journal of Public Budgeting, Accounting and Financial Management
Journal of Public Economic Theory
Journal of Public Economics
Journal of Public Policy and Marketing
Journal of Real Estate Finance and Economics
Journal of Real Estate Literature
Journal of Real Estate Portfolio Management
Journal of Real Estate Practice and Education
Journal of Real Estate Research
Journal of Regulatory Economics
Journal of Retail and Leisure Property
Journal of Revenue and Pricing Management
Journal of Risk and Insurance
Journal of Risk and Uncertainty
Journal of Social Entrepreneurship
Journal of Social, Political, and Economic Studies
Journal of Socio-Economics
Journal of South Asian Development
Journal of Sports Economics
Journal of Supply Chain Management
Journal of Targeting, Measurement and Analysis for Marketing
Journal of Taxation
Journal of the Academy of Marketing Science
Journal of the American Taxation Association
Journal of the Austrian Society of Agricultural Economics
Journal of the Economic and Social History of the Orient
Journal of the Economics of Ageing
Journal of the European Economic Association
Journal of the History of Economic Thought
Journal of the Japanese and International Economies
Journal of the Knowledge Economy
Journal of the Statistical and Social Inquiry Society of Ireland
Journal of Transport Economics and Policy
Journal of Urban Economics
Journal of Wealth Management
Journal of World Business
Journal of World Trade
Judgment and Decision Making
Juncture
Korean Economic Review
Kyklos
Labour Economics
Land Economics
Latin American Journal of Economics
Law and Development Review
Lecture Notes in Economics and Mathematical Systems
Legal Issues of Economic Integration
Letters in Spatial and Resource Sciences
Local Economy
Long Range Planning
Macroeconomic Dynamics
Macroeconomics and Finance in Emerging Market Economies
Malaysian Journal of Consumer and Family Economics
Malaysian Journal of Economic Studies
Management Accounting Research
Managerial Auditing Journal
Manchester Journal of International Economic Law
Manchester School
Marine Policy
Marine Resource Economics
Maritime Economics and Logistics
Marketing Letters
Marketing Science
Mathematical Finance
Mathematics and Financial Economics
McKinsey Quarterly
Mediterranean Journal of Social Sciences
Metroeconomica
Middle East Business and Economic Review
Middle East Economic Survey
MIS Quarterly Executive
Mondes En Developpement
National Institute Economic Review
National Tax Journal
NBER Macroeconomics Annual
NETNOMICS: Economic Research and Electronic Networking
New Economic Windows
New England Economic Review
New Medit
New Zealand Economic Papers
Nonlinear Analysis: Real World Applications
North American Actuarial Journal
North American Journal of Economics and Finance
North American Review of Economics and Finance
North Korean Review
Nova Economia
Nurture
OECD Journal: Economic Studies
OPEC Bulletin
Open Economies Review
Open Pharmacoconomics and Health Economics Journal
Oxford Bulletin of Economics and Statistics
Oxford Economic Papers
Oxford Review of Economic Policy
Pacific Basin Finance Journal
Pacific Rim Property Research Journal
Panoeconomicus
Peace Economics, Peace Science and Public Policy
Pensions
Pertanika Journal of Social Science and Humanities
PharmacoEconomics - German Research Articles
Politica Economica
Politicka Ekonomie
Politics, Philosophy and Economics
Portuguese Economic Journal
Post-Communist Economies
Post-Soviet Affairs
Post-Soviet Geography and Economics
Prague Economic Papers
Privredna Kretanja i Ekonomsk Politika
Problemas del Desarrollo
Progress in Industrial Ecology
Przeglad Wschodnioeuropejski
Public Budgeting and Finance
Public Choice
Public Finance Review
Pulp and Paper Canada
Quantitative Economics
Quantitative Finance
Quantitative Marketing and Economics
Quarterly Journal of Austrian Economics
Quarterly Journal of Economics
Quarterly Review of Economics and Finance
RAND Journal of Economics
Real Estate Economics
Real Estate Taxation
Recherches economiques de Louvain
Recta
Reflets et Perspectives de la Vie Economique
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Regional Science Inquiry
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Research in Accounting Regulation
Research in Economic Anthropology
Research in Economic History
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Research in Finance
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Research in International Business and Finance
Research in Labor Economics
Research in Law and Economics
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Resources and Energy Economics
Resources Policy
Resources, Conservation and Recycling
REVESCO Revista de Estudios Cooperativos
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Review of World Economics
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Revista de Economia Aplicada
Revista de Economia Contemporanea
Revista de Economia del Rosario
Revista de Economia e Sociologia Rural
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Revista de Economia Mundial
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Revista Galega de Economia
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Revue Economique
Revue Francaise de Gestion
Revue Internationale de Droit Economique
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Risk and Decision Analysis
Risk Management
Risk Management and Insurance Review
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Rivista Internazionale di Scienze Sociali
Romanian Journal of Economic Forecasting
Russian and East European Finance and Trade
Scandinavian Actuarial Journal
Scandinavian Journal of Economics
Science Technology and Human Values
Scientific Papers of the University of Pardubice, Series D: Faculty of Economics and Administration
Scienze Regionali
Scottish Journal of Political Economy
SERIEs
SIAM Journal on Financial Mathematics
Singapore Economic Review
Small Business Economics
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Social Geography
Social Marketing Quarterly
Society and Economy
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South African Journal of Economics
South Asia Economic Journal
South Asia Research
South East European Journal of Economics and Business
Southern Economic Journal
Space Policy
Spanish Economic Review
Spanish Review of Financial Economics
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Statistical Journal of the IAOS
Strategic Entrepreneurship Journal
Structural Change and Economic Dynamics
Structural Equation Modeling
Studies in Economics and Finance
Studies in Nonlinear Dynamics and Econometrics
Studies in Political Economy
Studies on Russian Economic Development
Surveys in Operations Research and Management Science
Swedish Economic Policy Review
Tarsadalom as Gazdasag
Tax Policy and the Economy
Technological and Economic Development of Economy
The Forum for Social Economics
The Geneva Papers on Risk and Insurance
Theoretical Economics
Theory and Decision
Tijdschrift voor Economische en Sociale Geografie
Tijdschrift voor Sociale en Economische Geschiedenis
Topics in Economic Analysis and Policy
Topics in Macroeconomics
Topics in Theoretical Economics
Transformations in Business and Economics
Transnational Corporations
Travail et Emploi
Trimestre Economico
Tropical Science
Trziste
Universia Business Review
University of Pennsylvania Journal of International Economic Law
University of Pennsylvania Journal of International Law
Value in Health Regional Issues
Venture Capital
Vierteljahresschrift fur Sozial und Wirtschaftsgeschichte
Weltwirtschaft
Wine Economics and Policy
Work, Employment and Society
World Bank Economic Review
World Bank Research Observer
World Development
World Economy
World Review of Entrepreneurship, Management and Sustainable Development
World Trade Review
WSEAS Transactions on Business and Economics
Young Consumers
Zbornik Radova Ekonomskog Fakultet au Rijeci
Zeitschrift für die gesamte Versicherungswissenschaft
Zeitschrift für Wirtschaftsgeographie
APPENDIX V.

Terminology of this handbook slightly differs from the accepted university terminology. To avoid confusion of older students, the terminology used here was left consistent with previous years. However note, that the following terms differ:

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