

## DSP Asian Studies Guide

|   | Whom to contact?  |   |
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| Doc. Mgr. Ivona Barešová,<br>Ph.D. (IB) | Asian Studies Doctoral<br>Board Chair and<br>Doctoral Study<br>Programme Guarantor              | Supervisor/consultant matters,<br>accreditation matters, PhD<br>students' publications, graduation<br>matters, end-of-the-semester<br>presentations   |
| Mgr. Kateřina Šamajová,<br>Ph.D. (KŠ)   | Asian Studies Doctoral<br>Study Programme<br>Coordinator  | General study matters<br>(department level), Q&A,<br>technical info, general inquiries,<br>teaching, BA/MA thesis<br>supervision and reviews,<br>individual study plans, timetable  |
| Mgr. Lucie Kovaříková,<br>Ph.D. (LK)    | Faculty Doctoral Study<br>Programme<br>Coordinator and<br>Faculty Science &<br>Research Officer | General Study matters (faculty<br>level), annual reports, individual<br>study plans, formal requests<br>(study extension, thesis<br>submission, final state<br>exam/defence registration, past-<br>due course registration) |

### Mandatory subjects ("Povinné oborové předměty") 91A

- **Asian Studies I: Literature Review (91AA1):** Completed in the first semester of one's studies. A detailed literature review is submitted for feedback to one's supervisor, consultant and KŠ in a written form and subsequently presented and evaluated at the end-of-the-semester presentations. The texts should be around 20 to 30 standard pages long.
- **Asian Studies II: Theoretical Framework (91AA2):** Completed in the second semester of one's studies. A comprehensive theoretical framework is submitted for feedback to one's supervisor, consultant and KŠ in a written form and subsequently presented and evaluated at the end-of-the-semester presentations. The texts should be around 30 standard pages long.
- **Methodology and Research (91AAM):** Completed in the third semester of one's studies. A comprehensive methodological and theoretical framework is submitted for feedback to one's supervisor, consultant and KŠ in a written form and subsequently presented and evaluated at the end-of-the-semester presentations.
- **Ph.D. Thesis (95DPA):** intended for those who submitted their finished dissertation. A written application must be completed to register for a Ph.D. thesis defence and delivered to LK. The application form is available in [CZ](#) and [ENG](#).
- **State Doctoral Exam (95DZA):** intended for those who submitted their finished dissertation and fulfilled all study requirements. A written application must be completed to register for a State Doctoral Exam and delivered to LK. The application form is available in [CZ](#) and [ENG](#).

### Important:

- The dissertation topic must be registered in STAG by the end of the first year of study.

- Detailed information regarding the submission process can be found in [CZ](#) and [ENG](#).
- If you finish and submit your dissertation before the end of March, the State Doctoral Exam and the Ph.D. thesis defence are guaranteed to take place before the end of the current academic year. Dissertations can still be submitted later, but the Defence and Exam are not guaranteed to be held in the same academic year.

### Dissertation Module 95

- The individual modules serve as a follow-up of the mandatory subjects, starting from the fourth semester of one's study. Each student is required to complete four (I to IV) Dissertation modules according to their field of study: **Linguistics and Literature** (MF1, MF2, MF3, MF4), **History** (MH1, MH2, MH3, MH4), **Political Science** (MP1, MP2, MP3, MP4) and **Arts and Culture** (MU1, MU2, MU3, MU4). The credits for these courses are awarded for continuous work spent on one's dissertation and regular consultations with one's supervisor and consultant. The supervisor and consultant are asked to evaluate the student's engagement in working on their dissertation. Typically, a chapter from the dissertation is submitted for feedback to one's supervisor and consultant and subsequently presented and evaluated at the end-of-the-semester presentations.

### Pedagogical Module 94

- **BA thesis reviews** (94AOP, 94AO2, 94AO3, 94AO4, 94AO5, 94AO6, 94AO7, 94AO8, 94AO9): In order to receive the credits, students should submit the thesis review to KŠ.
- **BA thesis supervision** (94AP2, 94AP3, 94AP4, 94AP5, 94AP6, 94AP7, 94AP8, 94AP9): the credits for completed supervision of BA students are awarded by KŠ. In order to receive the credits, the supervisor's thesis report, ideally after a successful thesis defence of one's supervised student, must be sent to KŠ.
- **Teaching BA courses** (94AV, 94AV1, 94AV2, 94AV3, 94AV4): credits for the teaching of BA courses are awarded by KŠ and primarily serve as an opportunity for the PhD students to gain teaching experience. PhD students are encouraged to gain teaching experience but are not required to teach more than what is mandated by their study programme. Credits will be awarded either for teaching a full course (12/13 classes + credit tests/exams) individually or with no more than one additional teacher (in case of new courses). For courses that are shared by more teachers, the number of classes taught by the PhD student should be roughly equal to 12. In order to receive the credits, the teaching of more courses with less than 12 classes can be combined. The course guarantors should confirm the PhD students' teaching activity and ideally provide feedback.

### Publication Module 91B

- **Conferences** (91BC1, 91BC2, 91BC3, 91BC4, 91BC5, 91BC6, 91BC7, 91BC8): the credits for active participation in conferences/workshops are awarded by KŠ. In order to receive the credits, kindly send KŠ **a certificate of active attendance/your presentation slides + the conference/workshop programme, a link for the event, and a completed OBD record**. Conferences are categorized into the following four different types:
  - (91BC1 + 91BC5): a smaller home conference with a max. of 20 active participants (**2 credits**)
  - (91BC2 + 91BC6): a larger conference with more than 20 active participants (**5 credits**)

- (91BC3 + 91BC7): a smaller conference abroad with a max. of 20 active participants (**8 credits**)
- (91BC4 + 91BC8): a larger conference abroad with more than 20 active participants (**10 credits**)
- **Publications** (91BD7, 91BD8, 91BD9): The credits for published outputs are awarded by IB. In order to receive the credits, the accepted/approved OBD record must be sent to IB to consult the number of credits that the students can be awarded. The differences between codes/number of credits are as follows (applicable for single-authorship outputs. For co-authored outputs, the number of credits awarded will reflect the extent of your actual contribution):
  - **5 credits:** conference proceedings or an article in a popular magazine
  - **10 credits:** a paper in a lower-impact peer-reviewed journal or a book chapter
  - **15 credits:** a lengthy paper in a peer-reviewed journal/lengthy book chapter (indexed in Scopus or ERIH Plus)
  - **20 credits:** a monograph or a lengthy paper in an impacted journal (WoS)

Important: during the course of their studies, students are expected to publish **at least two peer-reviewed articles/book chapters (or a combination thereof)**, and only one of them can be co-authored.

#### Electives (“Volitelné předměty oboru”) 92A

- **Academic English (92AAE):** taught by KŠ every year in the summer semester. Depending on the number of students, the classes are scheduled bi-weekly. The students are required to compose texts in Academic English that are relevant to their research/dissertation and are subsequently provided feedback.
- **Language of Specialisation (92AJS):** The credits are awarded by IB. The students are required to compile a comprehensive list and a short summary/analysis of sources in the student’s language of focus (Japanese, Chinese, Korean, etc.). This course is to be completed in the first year of one’s studies.
- **Summer School (92AL1, 92AL2, 92AL3, 92AL4):** Reserved for irregular/special events held at the department or other institutions.
- **Specialised Seminar/Workshop (92A1W, 92A2W, 92A3W, 92A4W):** Reserved for irregular/special courses offered by members of the department or their guests.

#### Internship abroad (“Zahraniční zkušenosti”) 91C

- **Research Internship (91CP1, 91CP2, 91CP3, 91CP4):** There are different numbers of credits awarded for an internship based on its overall length: 10 credits for 10-30 days (91CP1 and 91CP3), 20 credits for more than 30 days (91CP2 and 91CP4). The credits are awarded by IB after providing an official proof/certificate of completed internship by the receiving institution.
- **Workplace Internship (91CS1, 91CS2, 91CS3):** The students can receive credits for completing an internship with their future employers. The minimum duration of the internship is 10 days. The number of credits awarded is decided on an individual basis based on the overall duration of the internship, as well as the extent of work responsibilities. The students must provide proof of completion from the receiving institution and present their experience to their colleagues. The credits are awarded by IB after providing an official proof/certificate of completed internship by the receiving institution.

## Schedule of Important Events/Deadlines

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|-------------|--|--|
| <b>Sept</b> | Annual Reports are due                               | PhD students submit their annual activity reports to LK, who sends a reminder to the students and sets the deadline for submission.  |
|             | Motivation Scholarship Applications                  | Eligible PhD students (those in their second, third and fourth year) can apply for a motivation scholarship. The deadline is communicated to the students by KŠ.   |
|             | New students' enrolment                              | New PhD students are officially enrolled.  |
|             | Enrolment for the winter semester starts             | See the Faculty Academic Year Schedule for exact dates.  |
| <b>Oct</b>  | Individual Study Plans are due                       | PhD Students' ISPs are due. The deadline is always communicated to the students by LK. The first-year students submit their four-year study plan. All students submit their yearly study plan (updates) to LK.                             |
|             | Enrolment for the winter semester ends               | The deadline for registering for WS courses can be found in the Faculty Academic Year Schedule.  |
| <b>Nov</b>  | IGA call issued                                      | The internal Grant Agency call is out. Full-time PhD students can apply for a one- or two-year junior grant individually or in a team.   |
|             | End-of-the-semester presentation dates are published | IB and KŠ notify the Doctoral Board members, supervisors, consultants and PhD students of the dates for the end-of-the-semester presentations.   |
|             | Study applications are open                          | New applications for DSPs can be submitted.  |
| <b>Dec</b>  |  |  |
| <b>Jan</b>  | End-of-the-semester Presentations                    | The Doctoral Board members, supervisors, consultants and PhD students take part in the end-of-the-semester presentations.  |
|             | Dissertation chapter is due                          | PhD students submit their written work to their supervisor, consultant and KŠ for feedback a week before the presentation date. Student presentations are submitted a day before the presentation date to KŠ, supervisors and consultants. |
|             | Motivation Scholarship Applications                  | Eligible PhD students (those in their second, third and fourth year) can apply for a motivation scholarship. The deadline is communicated to the students by KŠ.   |

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|            | Enrolment for the summer semester starts   | See the Faculty Academic Year Schedule for exact dates.  |
| Feb        |  |  |
| <b>Mar</b> | <p>Enrolment for the summer semester ends</p> <p>Dissertation submission deadline</p>          | <p>See the Faculty Academic Year Schedule for exact dates.</p> <p>Dissertations submitted before the end of March can be defended before the end of the same academic year. Dissertations submitted after the end of March can still be defended in the same academic year, but the Defence and Exam date cannot be guaranteed.</p>  |
| <b>Apr</b> | <p>End-of-the-semester presentation dates are published</p> <p>Study applications deadline</p> | <p>IB and KŠ notify the Doctoral Board members, supervisors, consultants and PhD students of the dates for the end-of-the-semester presentations.</p> <p>New applications for DSPs are due.</p>  |
| May        |  |  |
| <b>Jun</b> | <p>End-of-the-semester Presentations</p> <p>Dissertation chapter is due</p>                    | <p>The Doctoral Board members, supervisors, consultants and PhD students take part in the end-of-the-semester presentations.</p> <p>PhD students submit their written work to their supervisor, consultant and KŠ for feedback a week before the presentation date. Student presentations are submitted a day before the presentation date to KŠ. Based on the evaluation of the submitted text and presentation, the Doctoral Board approves the student's passing to the next year.</p>  |
| Jul        |  |  |
| <b>Aug</b> | <p>Study requirements check</p> <p>Applications deadline</p> <p>Annual Reports are due</p>     | <p>PhD students are reminded by LK to complete their courses before a set deadline. Minimal requirements must be met in order to advance into the following year of studies (a minimum of 40 credits obtained per academic year).</p> <p>Applications concerning the extension of one's studies, discontinuation of one's studies, or termination of one's studies are due (the deadline is communicated to the students by LK).</p> <p>PhD students are required to report on fulfilling their ISP for the given year. This report is essential for being passed to the</p> |

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|  |  | next year (the deadline is communicated to the students by LK). |
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