

VADE MECUM PhD GERMANIC AND SLAVIC STUDIES

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| ENTRANCE EXAMINATION | |
| SAPIENZA UNIVERSITY OF ROME | CHARLES UNIVERSITY IN PRAGUE |
| Call in May/June | Calls in May and August |
| Italian, English + 1 Germanic or Slavic language C1 level Research project in Italian and English Payment of a €35,00 application fee Application through a specific platform indicated in the call | English + Czech or German or Russian C1 level Research project in the chosen language of study and in English |
| Examination: research project + oral exam; a written test can be required (according to the call) | Examination: research project + oral exam |

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| ENROLLMENT | |
| ROME | PRAGUE |
| <p>Fees: generally, €16,00 stamp duty + €140,00 regional tax*, titles: if master's degree is from EU university legalized Diploma Supplement is required; if master's degree is from an extra-EU university Declaration of Value** or CIMEA Statement of Comparability, enrolment on Infostud platform.</p> <p><u>PhD students who passed the entrance examination at Charles University</u> will pay at Sapienza only the €16,00 stamp duty for the enrollment. The possession of the needed qualification to access the PhD programme is ascertained by Charles University offices.</p> <p>At the end of the admission procedure, Rome PhD Office immediately sends to Charles University all the data concerning the enrolled PhD students.</p> | <p>No fees: all admitted students are entitled to a scholarship.</p> <p>Standard enrollment dates in September (student must be enrolled by the end of the year).</p> <p>Needed documents: master's diploma (in case of non-Czech University also a recognition of master's education).</p> <p><u>For PhD students who passed the entrance examination at Sapienza University</u> the possession of the needed qualification to access the PhD programme is ascertained by Sapienza University offices.</p> <p>At the end of the admission procedure, Charles University PhD Office immediately sends to Sapienza University all the data concerning the enrolled PhD students.</p> |
| How to access databases: Infostud, Iris, XUP – detailed info is available at https://phd.uniroma1.it/web/pagina.aspx?i=3567&l=IT&p=705 | How to access databases: Sis, OBD – detailed info is available https://phd.uniroma1.it/web/pagina.aspx?i=3567&l=IT&p=705 |

| STUDY PLAN | |
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| ROME | PRAGUE |
| <p>No individual study plan required to be filled in</p> | <p>Individual study plan required. It is completed in the SIS system according to the schedule for the academic year (students by the end of October, supervisors by the end of November, subject.area boards by the end of the year). The Individual study plan is based on the core structure of obligations specified in the accreditation for the respective area of study. Manual for creating ISP</p> |
| <p><i>First year</i> Methodological lessons, one language of the other curriculum</p> <p>At least one publication (reviews included)</p> <p>Assessment and enrollment in the second year (September) Payment of second year enrollment (€16,00 stamp duty)</p> | <p><i>First year</i> At the home university: according to the Individual Study Plan</p> <p>At least one publication (reviews included)</p> <p>Assessment and enrollment in the second year (September) Manual for students Manual for supervisors</p> |
| <p><i>Second year</i></p> <p>Winter semester at Sapienza University: interdisciplinary seminar and lessons in English</p> <p>At least one scientific publication</p> <p>Assessment and enrollment in the third year (September), payment of third year enrollment (€16,00 stamp duty)</p> | <p><i>Second year</i></p> <p>Summer semester at Charles University: dedicated doctoral seminars of Germanic Studies or Slavic Studies or Czech Studies</p> <p>At least one scientific publication</p> <p>State Exam in June (first part: methodological issues)</p> <p>Assessment and enrollment in the third year (September) Manual for students Manual for supervisors</p> |
| <p><i>Third year</i></p> <p>Further mobility</p> <p>Selected lectures and seminars</p> <p>Phd conference</p> <p>At least one scientific publication</p> <p>Completion of the PhD thesis by October, 31 Extensions of the PhD studies:</p> | <p><i>Third year</i></p> <p>Further mobility</p> <p>Selected lectures and seminars</p> <p>State Exam in June (second part: chapters of the dissertation)</p> <p>At least one scientific publication</p> <p>Completion of the PhD thesis by October, 31</p> |

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| Extensions of the PhD studies without a scholarships (max 12 months) are subject to particular conditions (see art. 16 bis/9 of the Regulations) and approved by the Board | Extensions of the PhD studies: ask the Charles University PhD Office |
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| PHD THESIS, FINAL EXAM | |
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| SAPIENZA UNIVERSITY OF ROME | CHARLES UNIVERSITY IN PRAGUE |
| The thesis subject must be defined during the first year of course | The thesis subject must be defined by the end of the Winter semester of the first year of course |
| The language of the thesis must be defined according to Charles University regulations; it can be written in English or in the language of specialization or, upon approval by the Scientific Board, in Italian | The language of the thesis must be defined by the end of the Winter semester of the first year; it can be written in English or in the language of specialization or, upon approval by the Scientific Board, in Czech |
| Final exam at the home university: the thesis must be uploaded to Infostud by October 31; two external reviews are expected by December 15; the final exam takes place by the end of January in front a commission of six members + chairman (supervisors don't express an evaluation) | Final exam at the home university: ask Charles University PhD Office for deadlines. Two external reviews are required; the final exam takes place in front a commission of six members + chairman (supervisors don't express an evaluation) |

* This tax is not paid by holders of PhD scholarships.

**This document can be issued by the Italian Consulate or Embassy in the country where the master's degree has been obtained.