

FAQ for the first semester seminar JEM001:

1. *For relevant reasons, I cannot attend the seminar at dates given at the course website. Can I switch the seminar group or the seminar round?* Yes. In any case, let us know the dates and the name of your switching partner---your colleague who is willing to switch with you.
2. *Can I take the course if I currently study in an exchange program abroad?* Yes. You are free from the obligation to attend the seminars in person; nevertheless, you still have to send us details about your progress (several paragraphs; please be concrete) before each seminar, send the first part of thesis in given deadlines. You need to inform us if you study abroad in advance. You can find more information on the seminar's web (file 5_Students_abroad).
3. *Me or my consultant encountered problems with the Student Information System (SIS). Read the manuals to SIS at our web page for JEM001 in SIS (<https://is.cuni.cz/studium/index.php>) under number 2, if it does not answer the problem, contact your study department at hyklova@fsv.cuni.cz / svoz@fsv.cuni.cz (<http://intranet.fsv.cuni.cz/FSVINT-1402.html>, <http://fsveng.fsv.cuni.cz/FSVEN-14.html>) or SIS technical support at sis@fsv.cuni.cz / studijni@fsv.cuni.cz. In conversation with SIS support use your personal ID info: student number, study program or field, and class code. We do not provide any kind of SIS support at the seminar.*
4. *Is it possible to extend the deadline for the first part of the thesis?* No. The deadline is given; you have to send your 15 pages till the end of the current calendar year or end of June; otherwise you will not get credits for the course.
5. *How much is 15 standard pages?* One standard page has 1,800 characters including spaces. You are supposed to hand in 27 thousand characters long work, excluding abstract, cover pages, proposal and appendices.
6. *I am not able to fulfill the seminar obligations in time, are the fulfilled seminar obligations transferable to the next semester/year?* Yes. If you subscribe for JEM001 once again, your already fulfilled obligations will be accounted for. Note that you can subscribe only twice to the same course at the IES. If you feel you cannot finish the seminar this semester, contact asap your study department about the possibility to unsubscribe from the seminar.
7. *I am an IMESS/MEF/CSF/IEPS student, is this one the correct seminar for me?* MEF students fall under IES JEM001, CSF students fall under IES JEM169 which has the same classes, rules, and web as JEM001. IMESS students may follow either IES seminars (such as JEM001 if focused on economics/quantitative methods and their application) or JMMZ019 with doc. Vykoukal, though in any case they subscribe to JMMZ019 in SIS. IEPS students, however, should subscribe to prof. Benacek's JPM194.

FAQ for the second semester seminar JEM002 (the same as above plus the following):

1. *How long should my thesis be?* There is a formal faculty requirement you need to fulfill (<http://intranet.fsv.cuni.cz/FSVINT-1578.html>, 18.3): Czech/Slovak works aim for at least 60 standard pages (108ths. characters including spaces); English works for at least 50 standard pages (90ths. characters including spaces), both excluding abstract, cover pages, proposal and appendices.
2. *Is it possible to change my thesis topic?* Rephrasing the thesis title is a common change made in SIS by your supervisor. If the whole thesis topic is changed, you need to send us a new thesis proposal and made respective changes in SIS.
3. *I am not able to fulfill the seminar obligations in time, is there still a chance to extend the deadline and submit my finished thesis this year?* Yes. Those originally planning to finish their studies in February may subscribe again for the next semester seminar; those originally planning to finish their studies in June may apply for a special September term. No official request for September term is needed. Deadline for submitting the thesis for September term is always published by FSV in a current academic calendar.
4. *Deadline for hard-copy submission is strict, when will I get credits for the second semester seminar?* As soon as your thesis is finalized and you have submitted it to the SIS, send it to us (keeping in mind the rules of conversation from the seminar website), you will get your credits immediately.
5. *I am not able to submit the finalized thesis to get the credits and print out my Transcript of Records with all my grades from SIS in time.* You should agree with the Secretariat (schnellerova@fsv.cuni.cz) to submit the Transcript later. We suggest you to plan to submit all the administrative paperwork at least 5 days before the official deadline.
6. *Can I pick my opponent?* No, you and your consultant have no involvement in this process whatsoever. Nevertheless, your thesis opponent is not chosen arbitrarily, it is usually an IES-based researcher or teacher involved in your area of research.
7. *My opponent's report found some critical errors in the thesis, what shall I do?* Defend what is defensible. If the error is fatal to the thesis (is eg. of methodological character), try to make a correction, compare the old and the new results, print it out in several copies and bring it to your defense as an addendum to the handout for thesis defense. Good luck.