

FAQ for the first semester seminar JEM001/JEM124:

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 your "thesis in progress" before each seminar, send the first part of thesis in given deadlines. You need to inform us you study abroad in advance.
3. *Me or my consultant encountered problems with the Student Information System (SIS).* Read the manuals to SIS at the bottom of our web page <http://ies.fsv.cuni.cz/en/syllab/JEM001/> under number 2, if it does not answer the problem, contact your study department or SIS technical support (<http://intranet.fsv.cuni.cz/FSVINT-1402.html>, <http://intraneteng.fsv.cuni.cz/FSVINTEN-111.html>, sis@fsv.cuni.cz). We do not provide this 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 (JEM001) or end of June (JEM124); 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 JEM124 (diploma seminar 1 in the summer semester) or JEM001 once again (diploma seminar 1 in the winter semester), your already fulfilled obligations will be accounted for. Note that JEM001 and JEM124 as well as JEM002 and JEM125 are the same seminars, and 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/CFS/IEPS student, is this one the correct seminar for me?* MEF/CFS students fall under IES JEM001 and other IES diploma seminars. 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 and let us know you will not follow our courses.

FAQ for the second semester seminar JEM002/JEM125 (the same as above plus the following):

8. *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 and appendices.
9. *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 in February may subscribe again for the next semester seminar; those originally planning to finish in June may apply for a special September term (note that September term should be utilized only in exceptional cases). For the September term, you need to submit an official request containing sound and relevant reasons why you cannot take state exams in June (the proper term) to Ms. Schnellerova at the IES secretariat. The request must be approved by the Head of MA studies at the IES, currently prof. Dedek. There is no deadline for the submission of the request, but we suggest you to do it asap---you can have troubles finding prof. Dedek during the summer break. Currently no template for the request is available.
10. *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 and will be informed about it by email (also, you can check the seminar website file [yymmdd_jem002/yymmdd_jem125](#) for updates).

11. *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.
12. *Can I pick my opponent?* No, you or 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.
13. *How to apply for Master State Exam (MSE)?* All materials for submission to the Secretariat are listed here <http://ies.fsv.cuni.cz/en/node/489>. These materials are managed by the Secretariat (schnellerova@fsv.cuni.cz) and are usually updated some 2 months before the state exams. At the seminar, we do not provide any other support or information regarding MSE.
14. *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.