

CEU DOCTORAL PROGRAMS ACADEMIC REGULATIONS

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1. Definitions

For the purposes of these Regulations, it is understood that:

"The Doctoral Program" is a CEU academic program consisting of advanced studies in an academic discipline. Doctoral Programs shall include serious in-depth research that prepares Doctoral Students for a life of scholarship in an academic discipline. Satisfactory completion of all Doctoral Program requirements results in the awarding of a doctoral degree.

"The Doctoral Student" is a student enrolled in one of the CEU programs offering doctoral (PhD, SJD, etc.) degrees. Initially, such student has the rank of **"Probationary Doctoral Candidate."** Once he/she completes the prescribed coursework, passes the comprehensive examination and successfully completes the prospectus (thesis proposal),¹ he/she shall be admitted to prepare his/her doctoral thesis, whereby he/she is ranked as a **"Doctoral Candidate."**

"The Doctoral Committee" is a committee organized at the department/unit level to steer the Doctoral Program. This shall include: 1) passing special regulations, specific to a particular Doctoral Program, in accordance with these Regulations; and 2) administering the admission process on the program level and other tasks as set out by these Regulations. It has at least three members; one being the Doctoral Program Director, who is an *ex officio* member, with the remainder being resident faculty members who are delegated by the resident departmental faculty members². All members of the Doctoral Committee must be eligible for doctoral thesis supervision (as set out in paragraph 6.1., *infra*). The task of the Doctoral Committee is to steer the Doctoral Program and implement University regulations in this matter. It shall present a full report on the status of the Doctoral Program at the end of each academic year to the University Doctoral Committee.

"The University Doctoral Committee" is a Senate standing committee, charged with supervising the development of the Doctoral Programs and enforcing University Regulations on this matter. It shall also have the task of proposing to the Senate the adoption and amendment of these Regulations or make technical amendments of the existing regulations on its own. It has five members, four of whom are appointed by the Senate, and the fifth being the Academic Pro-Rector as an *ex officio* member, and chair.

2. Admission and Eligibility

Note: In addition to the requirements set out below, the Doctoral Committee of a Doctoral Program may set out additional admission requirements that a successful applicant must satisfy.

¹ Prospectus also means in this document thesis proposal

² Resident Faculty in this document means :

- Full time appointment *or*
- Spending 4 months or more on the campus over the teaching period (half of the academic year)

2.1. Language

Students seeking admission to a Doctoral Program offered by any CEU department shall meet the CEU application requirements for Doctoral Programs, as follows:

TOEFL (computer based)	250
TOEFL (paper version)	600
IELTS	7
Cambridge Proficiency Examination C	
Cambridge Advanced English Test A	

Categories of applicants who may request exemption from these requirements are:

- a) native English speakers
- b) current CEU students and alumni, and
- c) those students who have spent a minimum of two consecutive academic years in a recognized English-language university, during the previous five years

Doctoral Committees may set more stringent or additional language admission criteria than laid out above.

2.2. Test scores

Doctoral Committees may set additional criteria for admission such as tests (GRE, LSAT, etc.). In this case, Doctoral Committees shall determine those criteria and submit them to the University Doctoral Committee for approval.

2.3. Previous degrees

Successful applicants are expected to hold a Master's degree or equivalent in a related field, unless otherwise specified in the accreditation of the respective Doctoral Program. In the case of doubt, the Doctoral Committee will determine what is regarded as "related field." CEU Master's students wishing to enter CEU Doctoral Programs shall have a GPA of 3.3 or higher in their Master's coursework. The Doctoral Committee reviewing the application will determine the GPA adequacy of a non- CEU Master's degree.

2.4. Application

The applicants shall submit:

- Curriculum Vitae,
- proof of relevant English language competency,
- an application form (may be filled out via CEU website),
- two confidential letters of recommendation,
- relevant undergraduate and graduate transcripts and diplomas,
- statement of purpose and/or research proposal, and
- any other material the departments may require.

2.5. Admission

If successful, applicants will be admitted to the first year of doctoral studies only, taking the status of “Probationary Doctoral Candidate.”

2.6. Transfer from Doctoral Programs at other universities

A Doctoral Student enrolled in another institution’s doctoral program can request to be transferred to the CEU Doctoral Program. In this case the Doctoral Committee may accept this on the following conditions

- that the student completes the program’s coursework (or some parts of it)
- that the student passes the comprehensive examination

2.7. Status, duration

Students have the status of “Probationary Doctoral Candidate” until they satisfactorily complete the coursework (with the required GPA), the comprehensive exams, and the prospectus at which point they become “Doctoral Candidates.” The student must submit the thesis within 6 years from the date of the original acceptance, unless extended by the Rector on the recommendation of the University Doctoral Committee. Any re-submission, if needed, should be done within 2 years of the original submission.

3. Probationary period

3.1. Residence of probationary doctoral candidates

Probationary Doctoral Candidates are expected to reside in Budapest during their probationary period. They are expected to remain in contact with campus academic life and respond to any communication from their department according to their department’s regulation. Any exceptions to the residency rule must be approved in advance by the University Doctoral Committee upon proposal of the Doctoral Committee.

3.2. Coursework

Each Doctoral Committee shall determine the coursework requirements for its Doctoral Students. The teaching plans and programs for doctoral studies shall be submitted to the University Doctoral Committee no later than May 1 of each year for the following academic year.

At least 70% of the classes, while permitting the presence of Master’s students, should be planned for the needs of the doctoral program. Only faculty members holding a doctoral degree or equivalent may teach courses offered exclusively to Doctoral Students.

3.3. Prospectus seminars

Doctoral Candidates shall present their prospectuses at doctoral seminars organized by their departments.

3.4. Comprehensive examination and prospectus (thesis proposal) acceptance

A Probationary Doctoral Candidate can take a comprehensive examination only after he/she successfully completes the coursework or such part of it as it is specified in the department’s regulation.

Each Doctoral Committee shall inform the University Doctoral Committee of the planned date of the comprehensive examination and prospectus acceptance, and the composition of the committee examining the candidates.

Departments should specify, in their regulations, the grading system of the comprehensive examinations. Comprehensive examinations may be retaken only once.

By the end of the coursework component of the program, Doctoral Students shall submit a prospectus to the Doctoral Committee. At least one external reviewer shall review this prospectus. Based on its own impressions and those of external reader(s), the Doctoral Committee may ask the candidate to modify the prospectus (thesis proposal), which may or may not be submitted for review again.

3.5. M.Phil.

A student in a PhD program who successfully completes the coursework and passes the comprehensive examination, but does not complete the dissertation, may apply for and shall be awarded an MPhil degree, in accordance with the relevant University policy regarding MPhil degrees.

4. Residence, attendance and other duties of Doctoral Candidate

Doctoral Candidates shall reside in Budapest during their candidacy period and attend the University on a regular basis. Doctoral Candidates shall participate in the academic life of the Doctoral Program as specified in the regulations and attend seminars, programs and lectures organized by the Department.

The Doctoral Candidate shall teach at the department for at least one credit (or equivalent). Each department should make suitable arrangements for the students to enable them to carry this out. The timetable for this will be prepared by the Doctoral Committee for each Doctoral Candidate. If the department cannot provide this possibility, the University Doctoral Committee may accept proof of teaching experience from other accredited universities.

With the approval of the Doctoral Committee, a Doctoral Candidate may spend periods (adding up to 12 months altogether) during the Doctoral Candidacy Period out of residence in Budapest in order to conduct research reasonably required by the thesis. If the candidate's research warrants a different residence and attendance status, the Doctoral Committee shall submit to the University Doctoral Committee a request to exempt the student from the requirements for a specified period.

5. Withdrawal, re-enrollment, termination

5.1. Withdrawal & re-enrollment

A candidate may request permission from the Doctoral Committee to withdraw from the Doctoral Program for a period of up to 2 years. A candidate granted leave may seek re-enrollment within the 2 years period from the Doctoral Committee. In the case that the re-enrollment is granted, the Doctoral Student shall pay a re-enrollment fee, which will be set by the Planning & Budget Committee. In the case that the withdrawal was made for reasons other than employment, the P&B has the right to waive the re-enrollment fee. The time spent prior to withdrawal is counted towards the 6-year period within which a thesis may be submitted.

5.2. Termination

The Doctoral Committee may terminate doctoral candidacy or probationary doctoral candidacy on the grounds of:

- unsatisfactory coursework grades;
- unsatisfactory research progress, or;
- failure to comply with the University and Doctoral Program regulations.

Probationary Doctoral Candidates shall be warned in writing by the Doctoral Committee at least one month before such action may be taken.

Doctoral Students shall be warned in writing by the Doctoral Committee at least two months before such action may be taken.

Doctoral Student shall have a right to present his/her case to the Doctoral Committee before such termination takes effect. He/she can lodge the appeal against the decision to the University Doctoral Committee.

6. Supervision

6.1. Appointment of supervisors

Taking into account the proposal and based on faculty availability, the Doctoral Committee shall appoint a supervisor to a Doctoral Student. The Doctoral Committee shall immediately notify the University Doctoral Committee on the supervisor appointment.

6.2. Supervisors

Only faculty members having a doctoral degree or equivalent are eligible to act as supervisors. CEU faculty members teaching a full load may supervise a maximum of 6 Doctoral Students simultaneously.

Other CEU faculty members teaching more than 3 credits per academic year may supervise less than 6 students (pro-rated in accordance with their teaching load). In case of doubt, the University Doctoral Committee shall decide on the ratio.

6.3. Associate supervisors

The Doctoral Committee may appoint an associate supervisor in cases in which the complexity of the studied field requires so, or the supervisor becomes absent for a substantial time. The Doctoral Committee shall notify the University Doctoral Committee of the change. All the eligibility criteria set out in the previous paragraph are, *mutatis mutandis*, applicable to associate supervisors. The associate supervisor position counts as a regular supervision when calculating the maximum number of Doctoral Students a faculty member may supervise.

6.4. External supervisor and research abroad under the Doctoral Research Support Scheme

CEU encourages its Doctoral Students to spend at least one semester at another university during the research period. To allow the students to take maximum benefit from such periods abroad, the supervisor, in cooperation with the Doctoral Committee, will help to identify a contact scholar in the host institution who would be ready to serve as an external supervisor.

6.5. Proposing and changing the supervisor

A Doctoral Student may make a proposal of who should serve as his/her supervisor (and associate supervisor) to the Doctoral Committee. The candidate may also request in writing a change of his/her supervisor or associate supervisor (substantiating such a request), and the Doctoral Committee is required to address the request within 15 days and report to the University Doctoral Committee on any change in supervisor's status. Under special circumstances, the Doctoral Committee can also propose a change in supervisor to the University Doctoral Committee.

6.6. Responsibilities of the supervisor & the associate supervisor

It is the responsibility of the supervisor and the associate supervisor to maintain a professional relationship at all times with the candidate, and:

- to give guidance about the nature of research and standards expected, about the choice of research topic, about the planning of the research program and about relevant literature and resources;
- to establish in written form a specific research schedule;
- to establish in written form a timetable for frequent regular personal meetings with the student (e.g. once a fortnight);
- to give detailed advice in order to ensure that the whole research project and thesis writing is completed within the scheduled time;
- to regularly request pieces of written work and/or research results and return such work (including thesis drafts) with constructive criticism within a reasonable time;
- to arrange as appropriate for candidates to make presentations of their research results in departmental seminars at least twice during the candidature;
- to encourage the candidate to play a full and active role in the intellectual life of the department;
- to inform the candidate about the satisfactory or unsatisfactory progress of his/her work;
- to help the candidate in presenting his/her work at conferences and prepare it for publications. They should also provide more general mentoring advice to the candidate on how to best prepare himself/herself to enter the academic job market and to prepare for an academic career;
- to advise and assist the student in finding a suitable host university for study/research abroad under the Doctoral Research Support Scheme and build it into the individual study plan of the student
- to report once a year in writing to the Doctoral Committee on the candidate's progress (if there are several supervisors, they will agree in advance if each of them will write a separate report or one of them will write a joint report);
- to fulfill any other duties set out by Doctoral Program's regulations and guidelines.

Supervisors' duties remain unaltered even when they are on sabbatical or unpaid leave.

6.7. Responsibilities of the Probationary Doctoral Candidates

Probationary Doctoral Candidates are held individually responsible for the following:

- being familiar with CEU regulations, and University and departmental doctoral regulations and guidelines;
- completing the necessary coursework, comprehensive examination and prospectus (thesis proposal), as required by the program;

6.8. Responsibilities of the Doctoral Candidates

Once promoted to the rank of Doctoral Candidates, students' responsibilities will be as follows:

- ensuring that original data and any other original research results are stored properly and made available if necessary;
- initiating discussions with the supervisor on the type of guidance and comments considered helpful, and agreeing to a schedule of meetings which will ensure regular contact;

- providing a written report to the supervisor at least once a year, documenting the progress of the work/research as agreed with the supervisor. If the Doctoral Committee finds the report unsatisfactory it has to issue a formal written warning, and the situation should be addressed within 3 months otherwise the stipend payments will be stopped and the candidacy may be terminated;
- presenting his/her research output in public on at least two occasions during the candidature;
- preparing the thesis for examination according to the schedule agreed upon with the supervisor;
- fulfilling the required teaching obligations;
- fulfilling any other obligations prescribed by the Doctoral Program's regulations and guidelines.

7. Thesis submission and defense

7.1. Thesis format and submission

The CEU doctoral thesis shall not exceed 80,000 words (including tables, graphs and footnotes; excluding bibliography) without prior permission of the Doctoral Committee. The submitted thesis shall include:

- title page including the authors name, date of submission, supervisor's name;
- table of contents;
- abstract of maximum 500 words;
- signed statement that the thesis contains no materials accepted for any other degrees in any other institutions;
- signed statement that the thesis contains no materials previously written and/or published by another person, except where appropriate acknowledgment is made in the form of bibliographical reference, etc.;
- where the work is based on joint research, disclosure of the respective contribution of the authors.

Three hard copies of the thesis shall be submitted to the Doctoral Committee; an additional hard copy shall be submitted to the CEU library, and an electronic version of the thesis shall be uploaded to the CEU electronic thesis database. If the Doctoral Student plans to publish the doctoral thesis, he/she may request an exemption from the requirement of uploading the doctoral thesis to the CEU database. The request shall be submitted to the Doctoral Committee.

7.2. Thesis examination

The Thesis Committee, consisting of the thesis supervisor and at least two members appointed by the Doctoral Committee, shall examine the submitted thesis. Every effort shall be made to have one non-CEU member of the Thesis Committee from among the ranks of scholars from the candidate's country of origin, as well as the External Supervisor, if any was assigned.

The Doctoral Candidate shall be invited to name individuals whom he/she does not wish appointed as examiners and shall give precise reasons for doing so. If the Doctoral Committee does not take these suggestions into account, the candidate may appeal against the decision to the University Doctoral Committee.

To satisfy the degree requirements, the thesis must make a significant and original contribution to the knowledge and understanding of the subject and must demonstrate the capacity of the candidate to carry out independent quality research. Each member of the Thesis Committee is asked to indicate in writing whether:

- a) the thesis makes a significant contribution to the knowledge and to the understanding of the subject with which it deals;
- b) the thesis demonstrates the candidates' capacity to carry out quality independent research;
- c) the thesis contains material worthy for publication;
- d) knowledge of the state of the art in the specific subject is demonstrated;
- e) the format and literary presentation is satisfactory.

7.3. Oral defense / public lecture

Any Doctoral Committee has the right to choose whether the doctoral theses in its program will be presented as an oral defense or as a public lecture. Any changes in this choice must be reported to the University Doctoral Committee by June 30 for the subsequent academic year.

The following grades are applicable to a doctoral thesis:

- *rite*,
- *cum laude*,
- *magna cum laude*,
- *summa cum laude*.

7.3.1. Oral defense

The Doctoral Committee shall organize an oral defense of the thesis before the Thesis Committee. Members of the Thesis Committee shall, after the oral defense, convene to grade the thesis.

The decision on grading the thesis is based on the majority voting principle. If the members of the Thesis Committee cannot reach a majority decision, the Doctoral Committee shall appoint two additional Thesis Committee members within 15 days. The enlarged Thesis Committee shall then decide on a grade by way of a simple majority of its members, without conducting another oral defense.

7.3.2. Public lecture

If the thesis is evaluated and graded by correspondence, the Doctoral Candidate should present his/her findings at a public lecture. The Thesis Committee will, in addition to the opinion points set out in paragraph 7.2. of these Regulations, recommend one of the following:

- a) candidate be awarded the degree without further modification in the thesis;
- b) candidate be awarded the degree subject to modifications in the thesis:
 - to the examiners' satisfaction
 - to the Thesis Committee's satisfaction
- c) candidate be awarded the degree subject to answering the enclosed questions:
 - to the examiners' satisfaction
 - to the Thesis Committee's satisfaction

- d candidate not yet be awarded the degree but permitted to re-submit the thesis in a revised form
- e) candidate not be awarded the degree.

In case of substantial differences in the examiners' recommendations, the Doctoral Committee must appoint two additional examiners.

The Thesis Committee, based on the majority voting principle, recommends the candidate to be awarded/not to be awarded the doctoral degree.

The candidate awarded the doctoral degree presents his/her thesis in a Public Awarding Lecture.