

**DOCTORAL SCHOOL OF
POLITICAL SCIENCE, PUBLIC POLICY AND
INTERNATIONAL RELATIONS**

DOCTORAL REGULATIONS

Budapest, 2013

TABLE OF CONTENTS

1. Status, committees, definitions.....	4
1.1. Doctoral Program	4
1.2. Doctoral Students	4
1.3. Doctoral School Director	4
1.4. Track Representatives.....	4
1.5. Doctoral Program Committee.....	5
1.6 The School Council	5
1.7. School Coordinator.....	6
1.8. Student Representative.....	6
1.9. Admission Committee	6
1.10. Comprehensive Exam Committee	6
1.11. Dissertation Committee.....	7
2. Admission and Eligibility.....	8
2.1. Language Requirements.....	8
2.2 Exemptions	8
2.3. Previous Degrees	8
2.4. Admission Requirements	8
2.5. Transfer of Credits.....	9
2.6. Statement of Responsibility	9
2.7. Employment and Stipend	9
3. Structure of the Program.....	9
3.1. Coursework	10
3.2 Advancing to Candidacy	10
3.3 Comprehensive Examination	11
3.3.1. Exam.....	11
3.3.2. Prospectus Defense	11
3.4. Change of Track	12
3.5. Special Provisions for non-regular students	12
3.5.1. Modular Doctoral Students	12
3.5.2. Students of the Human Rights Program.....	12
3.5.3. Students in the Network Sciences Program.....	12
3.5.4. Students in the Nationalism Studies Program	12
4. Supervision	12
4.1. Early Supervision	13
4.2. Supervisor’s Responsibilities	13
4.3. Changing the Supervisor	13
4.4. Supervisory Panels	14
4.5. External Supervisor and Research Abroad Under the Doctoral Research Support Scheme	14
4.6. Policy on Changing the Topic of a PhD Dissertation	14
5. Dissertation Submission and Defense.....	15
5.1. Dissertation Format and Submission	15
5.2. Acceptance	16
5.3. Oral Defense	16
5.4. Resubmission	17
6. Residence and Other Duties.....	17
6.1. Residence	17
6.2. Other Duties	17
6.3. Teaching Experience	18
7. Withdrawal, Re-enrollment, Leave, Stopping the Stipend, Extension and Termination.....	18
7.1. Withdrawal & Re-enrollment	18
7.2. Stopping the Stipend	19
7.3. Extension	19
7.4. Termination	19
8. Appeals	20

Annexes21

 A. Policy on Academic Dishonesty and Plagiarism.....21

 B. Research Seminars24

 C. Annual Doctoral Conference24

Appendix 1 Records on the Comprehensive Examination25

Appendix 2 Statement of Objection.....27

The **Departments of Political Science, International Relations and European Studies, and Public Policy** aim at promoting cooperation between faculty and students and fostering a common academic community across the departments. To this end, the departments established a **Doctoral School of Political Science, Public Policy, and International Relations** in 2009. The Doctoral School offers and administers the **Doctoral Program in Political Science**, whose structure and regulations are outlined hereafter.

1. Status, committees, definitions

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

1.1. Doctoral Program

The **Doctoral Program in Political Science** is a CEU academic program consisting of advanced studies offered by the Doctoral School of Political Science, Public Policy, and International Relations, comprising the Departments of Political Science, International Relations and European Studies, and Public Policy. The Doctoral Program shall include serious in-depth research that prepares Doctoral Students for a life of scholarship in Political Science. Satisfactory completion of all Doctoral Program requirements results in the awarding of a doctoral degree in Political Science. Five different tracks (or ‘majors’) are offered in the Doctoral Program: *Comparative Politics*, *Political Theory*, *Political Economy*, *International Relations*, and *Public Policy*. The above listed fields, together with *Social Science Methodology*, can be also chosen as ‘minors’.

1.2. Doctoral Students

Doctoral Students are students enrolled in one of the CEU programs offering doctoral degrees. Before their passing of the comprehensive examination, students’ are referred to as **Probationary Doctoral Candidates**, and as **Doctoral Candidates** afterwards.

1.3. Doctoral School Director

The Doctoral School Director (also **School Director** hereafter) steers and manages the day-to-day operations of the program, both academic and administrative. The Doctoral School Director ensures that all School regulations are complied with, meetings scheduled and recorded, deadlines met, and the formal responsibilities of both students and faculty carried out. The Director is assisted in administrative tasks by the School Coordinator (see 1.7.) and by Department Coordinators. The School Director is appointed by the School Council (see 1.6.) for a term of two years.

1.4. Track Representatives

In consultation with faculty, the School Council appoints one **representative** per track for a term of one year. The appointment is renewable, although also made according to the principle of rotation so that a broader range of faculty obtain experience in steering the program. The track representatives are responsible for the coherence of their respective tracks; overseeing syllabi development and teaching in accordance with the stipulations of the School; providing temporary supervision in the early phases of student enrollment; and participating in the admission and exam processes.

1.5. Doctoral Program Committee

The **Doctoral Program Committee** of the Doctoral Program in Political Science is composed of the Doctoral School Director, who acts as its chair, the representatives of each track within the School, and a student representative. The Doctoral Program Committee aims at decision-making by consensus. If a consensual decision cannot be reached, the Doctoral Program Committee will make decisions with a simple majority vote. All members, including the Director, will have one vote. The participation of the student representative in the vote depends on the issue at stake as regulated by par. 1.8.

The Doctoral Program Committee is responsible for:

- a) the selection and admission of new PhD students;
- b) responding to student requests for academic leave and readmission;
- c) all matters related to supervision (ensuring that both supervisors and supervisees fulfill their formal obligations);
- d) the evaluation of students through faculty and student progress reports and decision-making in cases of unsatisfactory progress;
- e) handling disputes between faculty members and students in matters related specifically to the PhD program;
- f) convening sub-committees for examination purposes;
- g) maintaining the coherence and quality of the curriculum in cooperation with the faculty;
- h) reviewing and adjusting the doctoral program regulations and assuring their consistency with CEU policies;
- i) steering the Doctoral Program in Political Science and its five tracks;
- j) passing special regulations, specific to the Doctoral Program, consistent with the University Doctoral Regulations;
- k) enforcing these regulations at the Program;
- l) making recommendations for the University Doctoral Committee for the members of the Admission, and Dissertation Committees;
- m) appointing supervisors and making recommendations for the University Doctoral Committee for the members of the Comprehensive Examination Committee;
- n) reporting to the University Doctoral Committee on the appointment and change of supervisors, and reporting on the progress of Doctoral Students and the status of the Doctoral Program once a year.

The Doctoral Program Committee meets at least four times a year. Whenever the School Director receives appeals or complaints, the Committee should start proceedings within 15 calendar days, except during the Winter and Summer breaks when the deadline is extended to 30 calendar days.

1.6 The School Council

The **School Council** is constituted by the Heads of the Political Science, IRES, and Public Policy Departments, the Doctoral School Director, and a student representative. The School Council elects the director of the program for a two-year and the track representatives for a one-year term, and oversees the work of the Doctoral Program Committee (see 1.5). The School Council is not involved in the day-to-day running of the PhD program. In cases when the Doctoral Program Committee fails to reach an agreement on a matter, the School Director can take the issue to the

School Council which can on those occasions make a binding recommendation. Matters of reserved business are discussed in the presence of the Heads of Department and the School Director.

1.7. School Coordinator

The Doctoral Program Committee will be assisted in all of its administrative responsibilities by the **School Coordinator**. The Coordinator will ensure that the Doctoral Program Committee is apprised of the status of all PhD students in the program and of any and all issues that require the attention of the Committee. The School Coordinator will liaise with both Track Representatives and Department Coordinators in order to ensure the required cooperation among the three departments. The School Coordinator is appointed by the School Council and holds the position until further notice.

1.8. Student Representative

The **Student Representative**, as well as one deputy, will be elected annually by the School's PhD student body. The Student Representative participates in all the activities and meetings of the Doctoral Committee. The Student Representative cannot take part in decisions that concern specific individual students and applicants, like decisions pertaining to appeals, complaints, admission, termination of probationary or candidate status, and disciplinary matters. If a student is presenting his or her case before the DPC, they can ask to have the student representative present during the relevant part of the meeting.

1.9. Admission Committee

The **Admission Committee** is responsible for conducting the admission process and is appointed by the University Doctoral Committee, based on the recommendation of the Doctoral Program Committee. The Admission Committee comprises the track representative, and two other members of the track. If the student has applied to two tracks, the track representative of the second one also sits on the committee. The process comprises two stages: screening and short-listing, and selection, resulting in an offer being made to the student. Interviewed applicants are subsequently ranked. Admission decisions are made by the Doctoral Program Committee based on the rankings produced by the Admission Committee. In their application applicants indicate a preference for and rank two tracks. Both tracks include these applicants in their ranking. The Doctoral Program Committee receives the ranking produced by each Admission Committee and can send it back for reconsideration once.

Over and above the students enrolled in one of the five tracks, the Doctoral School may also admit applicants to the Human Rights program, which is operated jointly by the School and CEU's Legal Studies Department. The application process for this program is jointly determined with the Legal Studies Department, but upon admission students of this joint program will be subject to all other School rules and regulations.

1.10. Comprehensive Exam Committee

The **Comprehensive Exam Committee** (or Exam Committee hereafter) is responsible for conducting the comprehensive examinations and the prospectus defense according to the rules of the Doctoral Program for students in a particular track. The Comprehensive Exam Committee is appointed by the University Doctoral Committee, based on the recommendation of the program's Doctoral Committee. It shall consist of the following members: the track representative, the School

Director, and at least two other faculty members, one of whom should have taught courses in that track.

All members of the Exam Committee will be required to write comments on the quality of the written prospectus and a proposed grade prior to the defense. They will have no voting rights in the committee decision about their own supervisee's prospectus. Prospective thesis supervisors will also be invited to submit written comments and be present at the committee deliberations, but they should, as a rule, not participate in the cross-examination of the student or in the final decision concerning the outcome of the defense. The Track Representative or the School Director will chair the examination. Should the track representative or School Director be identical to the candidate's supervisor, the committee will appoint a different chair for the examination. The supervisor doesn't have a vote in the decision-making, and the role of the School Director is primarily of consultative nature. It is the responsibility of the chair to produce a memo with the results of the examination (and including members attending the meeting, questions, recommendations, grade – the form is attached as *Appendix 1*). All Comprehensive Exam Committees will be proposed by the Doctoral Program Committee and submitted to the University Doctoral Committee for final approval in accordance to university regulations.

1.11. Dissertation Committee

The **Dissertation Committee** is responsible for the examination of the doctoral dissertation. It is appointed by the University Doctoral Committee, based on the recommendation of the Doctoral Program Committee and after consultation with the candidate. The doctoral candidate will be invited to express preferences with regard to the appointment of the examiners. The student's preferences should be taken into account when appointing the Dissertation Committee.

The Dissertation Committee has at least three voting members (including the supervisor), who must provide a written report on the thesis, and a chair. At least one third of the voting members must be external to CEU and at least one of the reports must be written by an external voting member. The Doctoral Candidate whose dissertation is examined shall be invited to name individuals whom s/he does not wish to be appointed as examiners before the submission of the thesis and shall give precise reasons for doing so. A "Statement of Objection" form has to be submitted together with the dissertation (the form is attached as *Appendix 2*). If the Doctoral Program Committee does not take these suggestions into account, the candidate may appeal against the decision to the University Doctoral Committee.

The examiners are asked to provide a written report of the dissertation within three months (during term time) of their appointment. Each examiner is asked to indicate in writing whether the dissertation can be submitted for defense. In case one of the reports is negative, a further examiner shall be appointed.

The voting members will be asked to provide a written report on the dissertation. The Dissertation Committee must be formed within one month from submission and at least two months before the defense.

2. Admission and Eligibility

2.1. Language Requirements

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-based)	600
TOEFL (internet-based)	100
CEU-administered TOEFL (paper-based)	600
IELTS	7
Pearson Test of English (academic)	76
Cambridge Proficiency Examination	C
Cambridge Advanced English Test	A

2.2 Exemptions

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

- a) native English speakers¹;
- b) current CEU students and alumni;
- c) those students who have spent a minimum of two consecutive academic years in a recognized English-language university during the previous five years;
- d) those students who have obtained a Bachelor's or a Master's degree in a program exclusively taught in English.

2.3. Previous Degrees

Successful applicants are expected to hold an internationally recognized Master's or comparable degree in Political Science, International Relations, Public Policy, or a similar politics- and/or policy-related program that provides a relevant academic background for the track to which the candidate applies. A degree in Social Sciences other than Political Science, or in Economics, Humanities, and similar disciplines will also be considered provided an excellent academic record and relevant evidence of a solid background in social/policy sciences.

2.4. Admission Requirements

The applicants shall submit:

- completed online CEU application form;
- two confidential letters of recommendation (academic);
- relevant undergraduate and graduate transcripts and diplomas;
- a full curriculum vitae or resume, including a list of publications, if any;
- a max. 500-word statement of purpose and a max.1,500-word research proposal;
- a max. 500-word summary of a submitted or planned MA thesis or other substantial academic work;
- proof of relevant English language competency.

¹ Applicants from those countries in which there are more than one official language must produce a document proving that the language of their undergraduate studies was English.

2.5. Transfer of Credits

Transfer of credits should be in line with the CEU Transfer of Credit Policy. Transfers of up to 8 credits are subject to approval by the Provost upon the recommendation of the School Director. If students had taken a PhD-level course in their previous MA career at CEU, which is then offered again as part of the core curriculum while they do their coursework in the PhD program, then they should choose from other relevant courses (e.g. advanced topics) offered within the track, subject to the approval of the School Director.

2.6. Statement of Responsibility

While being enrolled at CEU, Doctoral Students cannot be enrolled in a degree program in another higher education institution. To confirm this commitment, the following statement is to be signed by each Doctoral Student upon their enrollment:

“Hereby I state that I am presently not and will not be in the future either enrolled part time or full time, funded or not funded, regardless of the level or subject matter, in another higher education institution while studying at CEU as an enrolled regular student, with or without financial assistance. I understand that acting contrary to this statement of responsibility may result in immediate expulsion from CEU.”

These statements are collected and stored by the School Coordinator.

Students can apply for exemption from this rule to the Doctoral Program Committee. A permission to be enrolled at two programs does not exempt the student from the requirements concerning the dissertation (see 5.1: the dissertation submission should include a signed statement that the thesis contains no materials accepted for any other degree in any other institution.)

2.7. Employment and Stipend

- (a) Students employed full time cannot receive full CEU scholarship². Exemption to this rule can be granted by the Doctoral Program Committee.
- (b) While receiving the doctoral stipend, Doctoral Students should seek the permission of the School Director in case of taking up other paid employment.
- (c) Doctoral Students should consult the Policy on Student Employment for regulations concerning employment.

3. Structure of the Program

The Doctoral Program in Political Science is structured around the following stages:

- Completion of coursework (3.1);
- Successful completion of the comprehensive examination (3.2);
- Successful defense of the dissertation (5.1).

² With the exception of Modular Doctoral Students who as a rule should be employed at a teaching or research institution in their home country and may be on a paid or non-paid leave during their residence at CEU.

3.1. Coursework

The overall minimum number of credits that Probationary Doctoral Candidates must earn during the time they receive stipend is 24. The minimum number of credits they must earn in the first academic year is eighteen³ - the core modules and the methods sequence. The mandatory credits include:

- 14 credits selected from the curriculum of a student's track. Out of these credits, twelve must belong to the core curriculum. The two additional credits of the track are to be chosen from the category of courses labeled 'Advanced Topics'. Exceptionally, the track representative may allow the student to take an Advanced Methods course for the respective two credits.
- six credits from the methods sequence. All Probationary Doctoral Candidates are required to take the 'Methods and Research Design' course (4 credits) and the 'Prospectus Seminar Workshop' (2 credits).
- the remaining four credits should come from courses of other tracks than the students' first choice track or from methods courses. These credits may count toward a 'minor' track when another four credits are also taken from the offering of the same track (thus bringing the total number of credits earned by the student to 28). It is also possible for students to earn a minor in Social Science Methodology by earning eight credits in courses on research methods. These students can fulfill the four credits extra-track requirement by taking optional research methods classes. With the exception of the minor in Social Science Methodology at least four of the eight credits required for a minor should come from the core curriculum.

PhD students can take MA courses in exceptional cases and in limited numbers, contingent on the permission of the School Director.

The **Probationary Period** is between the date of enrollment and the successful passing of the Comprehensive Examination (see 3.3.6.). Students that have not completed at least the coursework related to the core curriculum and the methods sequence are not admitted to the comprehensive examination.

3.2. Advancing to Candidacy

Probationary Doctoral Candidates become Doctoral Candidates after passing both components of the comprehensive examination. In order to advance to candidacy, probationary students must comply with the following sequence of requirements:

1. Probationary students will be required to submit a study plan for their first year of coursework to the department coordinator and school coordinator. The study plan must be finalized in mid-October and approved by the track representative;
2. Probationary students must present the topic of their dissertation in a seminar of faculty and students in either the Fall or Winter semester of their probationary year;
3. Probationary students must earn at least 18 credits in the first two semesters of their studies in order to be eligible to take the comprehensive exam (this should include courses from the core curriculum and the methods courses);

³ Modular Doctoral Students are exempted from this requirement and are allowed to spread the 18 credits across a period of two academic years.

4. Probationary students must earn a minimum 3.33 GPA for their mandatory and core courses and will not be eligible to become Doctoral Candidates otherwise;
5. Probationary students must earn at least a B+ on both components of the comprehensive exam: the oral exam and the prospectus defense.
6. The comprehensive exam will take place in April each year and shall examine the student on his or her major field. The Doctoral Program Committee may approve a different scheduling of the exam for modular or externally funded students who may not be in residence at CEU during the relevant Spring semester.
7. Prospectus defense will take place in June. A written version of the prospectus must be submitted to the school coordinator two weeks in advance of the defense. The Doctoral Program Committee may approve a different scheduling of the prospectus defense for modular or externally funded students who may not be in residence at CEU during June.
8. Probationary students may present a draft version of their prospectus at the Annual Doctoral Conference, which is held in the Spring semester of each academic year;

3.3. Comprehensive Examination

The Comprehensive Examination comprises the exam and the prospectus defense.

Exam and prospectus defense respectively count for 1/3 and 2/3 of the final grade of the comprehensive examination.

3.3.1. Exam

To ensure that students have a thorough command of the canon of their major field, Probationary Doctoral Candidates will be required to pass an oral examination of their understanding of the core literature in their chosen field. The track representatives will, in cooperation with the exam committee and the faculty who taught in the track, draft up to ten general questions. The questions will aim to assess the candidate's knowledge of the 'state of the art' in a particular field. On the day of the exam, each student will draw one of the questions and will then be given 30 minutes to prepare an answer after which the student is examined by the members of the exam committee. The student must receive at least a B+ on this exam before they can proceed to the prospectus defense. Should the student fail to receive at least a B+ in the examination, s/he will be allowed to retake it within a month⁴ of the failed exam, before the end of the academic year.

3.3.2. Prospectus Defense

Students will be required to submit their written prospectus and can defend their prospectus before the defense committee in June every year. The thesis should include for the feasibility of the proposed research, the coherence and suitability of the theoretical, methodological and empirical (if any) components of the thesis, and an assessment of the contribution that the thesis will make to the field. Following the student's presentation, members of the comprehensive exam committee will examine the student. The student must receive at least a B+ to pass the prospectus defense. Student who fail to receive at least a B+ in the prospectus defense will be allowed to resubmit the prospectus and retake the exam at the beginning of the subsequent Fall semester. Should the prospectus defense be awarded a grade lower than B+ a new defense will be held no later than 31 October of the same calendar year. A Prospectus can only be re-submitted once.

⁴ The committee may allow the Modular Doctoral Students to have the retake later than one month after the comprehensive.

A student in a PhD program who successfully completes the coursework and passes the comprehensive examination but wishes to terminate enrollment without completing the thesis, may apply for and be awarded an MPhil degree, in accordance with the relevant University policy regarding MPhil degrees.

Doctoral Students who have successfully completed their comprehensive examination become **Doctoral Candidates**. Doctoral candidates must fulfill the residency, progress and other requirements as outlined in section 6.1.

3.4. Change of Track

Students are allowed to change their track only in the first semester of the probationary period, pending approval by the School Director. When allowed, a change of track requires that the student completes the coursework of the track's core curriculum.

3.5 Special Provisions for non-regular students

3.5.1 Modular Doctoral Students

Modular Doctoral Students are allowed to spread the 18 credits across a period of two academic years. The Comprehensive Exam Committee may allow the modular students to have their comprehensive exams and prospectus defense retakes later than one month after the comprehensives or prospectus defence.

3.5.2. Students of the Human Rights Program

Students are expected to take the same mandatory courses as their fellow doctoral students in the respective track. This implies that they have to take 18 credits (methods sequence and core courses) in the first year, as well as the advanced topics course in the track. Students don't have to take the four out-of-track credits, but must earn at least the equivalent of another four credits in the Legal Studies Department.

3.5.3. Students in the Network Sciences Program

Students are expected to take the same mandatory courses as their fellow doctoral students in the respective track. This implies that they have to take 18 credits (methods sequence and core courses) in the first year, as well as the advanced topics course in the track. Students don't have to take the four out-of-track credits, but must earn at least the equivalent of another four credits in the Department of Network Sciences.

3.5.4. Students in the Nationalism Studies Program

Students are expected to take the same mandatory courses as their fellow doctoral students in the respective track. This implies that they have to take 18 credits (methods sequence and core courses) in the first year, as well as the advanced topics course in the track. Students don't have to take the out-of-track credits, but must earn at least the equivalent of another four credits in the Department of Nationalism Studies.

4. Supervision

4.1. Early Supervision

Track representatives appoint temporary supervisors to students for the duration of their probationary period as soon as they are enrolled. Temporary supervisors, in cooperation with track representatives, advise on course choices and provide early mentoring.

4.2. Supervisor's Responsibilities

Taking into account the research topic and the track representative's and the candidate's indication, and based on faculty availability, the Doctoral Program Committee shall appoint a prospective thesis supervisor to a Probationary Doctoral Candidate before the end of the Winter semester. After the successful prospectus defense the Committee revisits and finalizes the list of supervisors.

Supervisors are responsible for communicating with their supervisees on an ongoing basis. For Probationary Doctoral Candidates this will typically include: recommending coursework, and assisting in the prospectus design and preparation for the prospectus defense. For Doctoral Candidates, supervisor responsibilities also take on: assistance in preparing the student for dissertation research; that is, matters concerning the formulation and writing of the PhD dissertation. Supervisors should regularly request written work and/or research results with a view to providing the necessary feedback within an agreed period of time. Supervisors' responsibilities also include informing the student about the satisfactory or unsatisfactory progress of his/her work.

In advanced stages of the PhD candidacy, supervisors should assist students in the preparation of works for scholarly conferences and publications. Beginning with the second year, the supervisor must convene twice a year the Supervisory Panel for each doctoral student (see below) and prepare the draft of the panel evaluations.

It is the responsibility of the supervisor to maintain a professional relationship at all times with the Doctoral Candidate. Supervisors' duties remain unaltered even when they are on sabbatical or unpaid leave, as stipulated by the University Doctoral Regulations.

Should supervisors or students fail to meet their responsibilities either party can bring the issue to the attention of the School Director and the Doctoral Committee. Unless the issue is resolved in the following 60 calendar days to the satisfaction of both student and supervisor, section 4.3 applies.

4.3. Changing the Supervisor

Candidates may request in writing a change of their supervisors (substantiating such a request). Doctoral Program Committee is required to address the request within 15 days, and forward its decision on any change in the supervisor's status to the University Doctoral Committee for approval. Under special circumstances, the Doctoral Program Committee can also propose a change in supervisor to the University Doctoral Committee. Such a procedure can be initiated by the Supervisor. When a faculty who has supervisory role leaves CEU, the Doctoral Program Committee will appoint a new temporary supervisor within four weeks and a new permanent supervisor within eight weeks after consultation with the (probationary) doctoral candidate.

4.4. Supervisory Panels

Taking into account the scholarly field into which the dissertation project falls, the availability of faculty for appropriate supervision, and the suggestions of the student and the student's supervisor, the Doctoral Program Committee shall approve, following a successful Prospectus Defense, a Supervisory Panel for each doctoral student. The Supervisory Panel shall consist of the student's primary supervisor and two other faculty members. This Supervisory Panel will be set at the end of the first year for the duration of the student's studies. The members of the Supervisory Panel must be permanent members (on either a full- or joint-appointment basis) of the faculty of the Political Science, Public Policy and International Relations and European Studies departments, and have a doctoral degree and relevant research experience. In exceptional circumstances, the Doctoral Program Committee can appoint a faculty member outside the school or CEU as a member of the Supervisory Panel.

Changes in the composition of the Supervisory Panel shall be approved by the School's director on the initiative of either the student or the panel, in consultation with both as well as the respective track representative. The Doctoral Program Committee has to be promptly informed about such changes in writing.

Starting in the student's second year, members of the Supervisory Panel must meet with the student approximately every six months, no less than twice a year. As a rule, the meetings of the Supervisory Panel with the students will take place in the Fall semester and after the Annual Doctoral Conference. The first panel is supposed to judge the quality of a submitted chapter. The second should evaluate the student's performance at the Annual Doctoral Conference and at other academic fora, and it should comment on the overall progress of the dissertation, detailing whether the student's progress is deemed satisfactory or unsatisfactory.

The Panel relies in its reports on the drafts submitted by the supervisor, but may substantially alter them. The Panel must submit to the student and to the Doctoral Program Committee the first report before the end of the first semester and the second before the end of the academic year. The report must include a statement about the progress of the student (satisfactory or not) and an evaluation of the work completed. It may also include a recommendation of further tasks. If no consensus can be achieved on these matters the Panel may submit a majority and a minority report.

4.5. External Supervisor and Research Abroad Under the Doctoral Research Support Scheme

CEU encourages its Doctoral Candidates to spend at least three months at another university during the research period for their dissertation. 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 for the duration of the student's stay at the host institution.

4.6. Policy on Changing the Topic of a PhD Dissertation

1. Doctoral candidates can change the topic and/or title of their dissertation with the written approval of their Doctoral Supervisory Committee. If any one member of the Committee considers this necessary, the Doctoral Candidate will be required to write and publicly defend a new dissertation prospectus in front of the Committee. The Committee may also propose that a

partially or entirely new Doctoral Supervisory Committee be set up before the proposed change is considered for approval. Changes in the composition of the Doctoral Supervisory Committee will be implemented according to the general rules followed at the department while setting up a Doctoral Supervisory Committee anew.

2. If the Doctoral Supervisory Committee does not accept the proposed change of topic, the Doctoral Candidate will be required either to rewrite the prospectus or continue working on the previously defined dissertation topic. The Supervisory Committee's approval of a new dissertation topic and/or title signals that every member of the committee is willing to continue supervising the candidate's dissertation work.
3. The Doctoral Supervisory Committee must inform the School Coordinator about all the decisions and recommendations mentioned under (1) and (2) without delay.

5. Dissertation Submission and Defense

The student will send the dissertation in its final draft form to the Doctoral Program Committee when a draft of the dissertation has been deemed ready for defense by the Supervisory Panel.

5.1. Dissertation Format and Submission

The CEU doctoral dissertation 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:

1. title page including the authors name, date of submission, supervisor's name;
2. table of contents;
3. abstract of maximum 500 words;
4. signed statement that the thesis contains no materials accepted for any other degrees in any other institutions;
5. 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.;
6. where the work is based on joint research, disclosure of the respective contribution of the authors.

When submitting the dissertation for defense, the student has to attach the signed "Statement of objection" (the form is attached as *Appendix 2*).

Two hard copies of the dissertation shall be submitted to the Doctoral Program Committee, an additional hard copy shall be submitted to the CEU library, and an electronic version of the dissertation shall be uploaded to the CEU electronic thesis database (ETD). The final version of the dissertation, after possible modifications following the defense, should be uploaded to the ETD after the defense.

CEU may - as an exception - decide not to make available in electronic form the doctoral dissertation for a period of not exceeding two academic years - or not to publish such dissertation in integral, rather in a redacted form if (1) there are well documented and convincing reasons to believe that such publication would actually or potentially result in threatening the life, health or

well-being of the author or another individual or (2) if the author proves to the satisfaction of the Provost that the availability of the dissertation in the ETD would prevent its publication with a leading academic publisher. Redaction shall be preferred in the first of the above two cases over non-publication. The author of the dissertation shall submit a written application for non-publication or redaction of the dissertation to the Provost setting out reasons for the non-publication.

The Provost shall decide on the question of the (non-) publication/redaction based on a written recommendation of the dissertation's principal supervisor and of the Doctoral Program Committee.

5.2. Acceptance

To satisfy the degree requirements, the dissertation 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 Dissertation 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 candidate's capacity to carry out quality independent research;
- c) the thesis contains material worthy for publication;
- d) knowledge of the state of the art on the subject matter is demonstrated;
- e) the format and literary presentation are satisfactory.

The Committee may request specific modifications in the dissertation. The amendments may range from correction of typographical, spelling and grammatical errors to limited revisions not central to the thesis, omissions, and improvements to the argument which do not materially alter the conclusions. The amended dissertation needs to be submitted within 12 weeks. The Committee may stipulate that the corrections shall be scrutinized and certified by one of the Committee member, prior to the award process being initiated.

The Dissertation Committee decides about the acceptance of the thesis based on the majority voting principle, and accordingly may recommend the candidate to be awarded/not to be awarded the doctoral degree. If there were substantial differences in the examiners' recommendations, the Doctoral Program Committee must appoint additional examiners. The doctoral degree is awarded by the University.

5.3. Oral Defense

Doctoral theses are presented at an oral defense. The defense takes place within three months of the receipt of a sufficient number of positive examiners' reports. As a rule, dissertation defenses do not take place in the holiday periods (exceptions can be granted by the Doctoral Committee).

The Candidate receives the reports in advance, and prepares a reply for the oral defense. At the oral defense, the Candidate summarizes the main points of the dissertation, and responds to the questions and comments by the members of the Dissertation Committee and the audience. After the debate, the Committee decides about the acceptance of the dissertation behind closed doors (see 5.2. on acceptance). The chair of the Committee announces the decision of the Committee.

The following grades are applicable to a doctoral dissertation:

- *rite*,

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

5.4. Resubmission

Any re-submission, if needed, must be done within two years of the original submission.

6. Residence and Other Duties

6.1. Residence

(a) During term time, Doctoral Students must reside in Budapest or the vicinity for the entire duration of the doctoral stipend⁵. They are expected to remain in contact with campus academic life and respond to any communication from the program.

(b) Exemption from the residency requirement can be granted by the Doctoral Program Committee, for example for purposes of fieldwork, field trips or conference visits, or, in exceptional cases, for urgent family or medical reasons. Any absence of a month or longer should be reported to the Doctoral Program Committee and permission should be asked.

(c) In case of unreported or unjustified absence, the Doctoral Program Committee can initiate the suspension of the doctoral stipend. The student should be notified before such a measure is taken. Prolonged unjustified absence can lead to the termination of the student status.

6.2. Other Duties

On successfully continuing to Doctoral Candidate status, students' responsibilities will be as follows:

- a) ensuring that original data and any other original research results emanating from the doctoral dissertation project are stored properly and made available if necessary;
- b) 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;
- c) providing a written report on his or her work as well as a schedule for completing his or her dissertation to the supervisor and the Doctoral Program Committee by 1 May of each year, starting from the second year. This report should document the progress of the student's work and any difficulties that may be hindering the student's advancement in the program.
- d) submitting at least one new or substantially revised chapter of the dissertation to the members of his or her Supervisory Panel (see below) in the Fall semester and during the Annual Doctoral Conference each year.
- e) publicly presenting his/her research output on at least two occasions during the candidature. One of these occasions must be the Annual Doctoral Conference (ADC, see Annex C), typically scheduled in April.

⁵ Modular Doctoral Students are normally present only for a part of an academic year as they need to fulfill their teaching duties at their home institutions. They are only paid stipend when in residence at CEU.

- f) preparing the thesis for examination according to the schedule agreed upon with the supervisor;
- g) gaining teaching experience as discussed below.

All Doctoral Students, whether residing in Budapest or not, should remain in regular contact with their program, respond to emails in a timely manner and update their contact information.

6.3. Teaching Experience

Doctoral Candidates are to acquire teaching experience as part of the requirements towards their doctoral degree. Teaching experience (henceforth TE) should be obtained at CEU, whenever possible. Doctoral candidates can gain teaching experience in universities other than CEU (see 6.3.1). Teaching experience is defined as follows:

- a) TE should be acquired in foundational courses rather than in courses that fall within the specific area of research of the student as this would contribute to the student's teaching portfolio, making him/her more competitive on the academic job market;
- b) TE should last at least one semester, typically in a course of four credits. CEU departments will make every effort for a suitable arrangement for the students to enable them to carry this out; only in the case that CEU cannot offer TE possibility, the students are allowed to teach at other universities.⁶
- c) TE obtained at CEU involves cooperation with the course instructor on course design, selection of weekly readings and bibliography as well as the delivery of lecture and seminar classes;
- d) Doctoral candidates should teach (i.e. deliver a lecture and lead class discussion) on at least two sessions of a given course;
- e) Additional TE tasks may include: liaison with students and instructor; holding regular weekly consultations; providing timely feedback on assignments and homework; coordinating discussion on an e-learning site, regular class attendance, and second-grading student performance.

7. Withdrawal, Re-enrollment, Leave, Stopping the stipend, Extension and Termination

7.1. Withdrawal & Re-enrollment

A candidate may request permission from the Doctoral Program Committee to temporarily withdraw from the Doctoral Program for a period of up to two years. Such request should be properly justified, and the period of withdrawal clearly indicated (dd/mm/yy - dd/mm/yy). Some of the reasons that entitle to a withdrawal include parental duties, pressing family circumstances and other full-time obligations that prevent the student from making progress with their dissertation. A candidate granted leave must request re-enrolment with the Doctoral Program Committee when the

⁶ Proof of teaching experience from other accredited universities is accepted with a priori consent of the Doctoral Committee. In this case the student has to meet the following requirement for TE to be recognized:

- submission of full course syllabus;
 - outline of teaching duties in the proposed course;
 - submission of a one-page report reflecting on the TE at the end of the course;
 - submission of students' evaluation or other evidence about the quality of delivery (e.g., digital recording of classes).
- Approval is given by the Doctoral Program Committee based on the information provided.

withdrawal period lapses. It is also possible to request re-enrolment before that time. The time of enrolment prior to withdrawal is counted towards the 6-year period within which a dissertation can be submitted.

7.2. Stopping the Stipend

During the period in which the student receives the stipend, s/he can request to have the stipend transfer stopped for a certain period of time, while remaining enrolled in the program. Requests must be submitted to the Doctoral Committee, with adequate supporting reasons for the request and a clear indication of the period for which the stipend is to be stopped (dd/mm/yy – dd/mm/yy). The transfer of the remaining part of the stipend will be resumed once this period expires.

7.3 Extension

Doctoral Students are required to submit their dissertation within six years from the original date of enrolment. There is a possibility of extending the length of the studies in cases of serious and unforeseeable interference with their studies (for example for medical reasons or unexpected changes in family circumstances). In case a foreseeable event prevents the student from making reasonable progress, he or she is advised to apply for a temporary withdrawal from the program.

Up to two months, the extensions can be granted by the Doctoral Committee. Beyond that period, extension can be granted by the University Doctoral Committee. The maximum time that can be granted beyond the regular enrolment is 2 years.

Students need to apply for an extension at least two months before their enrolment expires, stating clearly the reason for the extension and its requested length. A request for extension always has to be supported by the student's supervisor and by the Doctoral Program Committee.

7.4. Termination

(a) The Doctoral Program 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 Program Doctoral Program regulations.

(b) Doctoral Candidates shall be warned in writing by the Doctoral Program Committee at least three months before such action may be taken.

(c) Doctoral Candidates shall have a right to present their case to the Doctoral Program Committee before such termination takes effect.

If, acting upon a report from the student's Supervisory Panel, the Doctoral Program Committee finds the student's progress unsatisfactory, it must issue a formal written warning. The Doctoral Program Committee undertakes to review the case again after three months. The termination takes effect automatically when the Supervisory Panel reports unsatisfactory progress for a second time. The student has the right to appeal the decision and present the case to the Doctoral Committee.

8. Appeals

Students can lodge an appeal against any decision made by the Doctoral Program Committee or one of the Examination Committees to the University Doctoral Committee. These include decisions concerning withdrawal, re-enrollment and termination of student status, and decisions concerning the outcome of the Comprehensive, Prospectus and the Dissertation Examination. Any other grievances should be addressed to the Disciplinary or the Grievance Committee, according to the rules specified in the CEU Code of Ethics.

The appeal must be in writing and include the grounds for the appeal, and the desired outcome of the appeal. The appeal should be addressed to the Chair of the University Doctoral Committee, and sent within two weeks of the communication of the decision to the student.

Annexes

A. Policy on Academic Dishonesty and Plagiarism

With the aim of dealing with cases of academic dishonesty and plagiarism which are

- serious enough to require action at the School level but
- not as serious as to require administrative action defined by the CEU Act *Student Rights, Rules and Academic Procedures*,

the Doctoral School of Political Science, Public Policy and International Relations adopts the following Policy.

1. Attendance Policy and Failure to Comply with Attendance Policy. Lectures and seminars are mandatory for students registered for the course. Lecturers can set their own requirements regarding attendance, but must announce this in the course syllabus.

Upon a written request from the student, the lecturer may exceptionally grant temporary exemption from attending a specific lecture or seminar in accordance with the previously announced attendance policy.

Failure to comply with the course attendance policy may imply consequences for the student's final grade as announced in the course syllabus.

Students have the right to file a formal complaint against sanctions for non-attendance to the Head of Department.

2. Using Unauthorized Materials and Unauthorized Collaboration During Examination. If the student ..

(a) uses any materials that are not authorized by the instructor for use during an examination, *or*

(b) copies from another student's paper during an examination, *or*

(c) collaborates during an examination with any other person by giving or receiving information without the specific permission of the instructor,

he or she may be graded "F" for the examination in which the above infraction was committed, without the right to request a retake examination.

The student has the right to file a formal complaint to the School Director against such decision.

3. Plagiarism. The offense of Plagiarism includes the following:

1. Representation of the work of others as one's own:
 - Using the ideas of others (even when fully paraphrased) without proper referencing;
 - Word for word copying of phrases or paragraphs from someone else's work without proper reference to the source, regardless of whether the copying was intentional or due to sloppiness.
2. Submission of identical or largely identical academic work as assignments for two or more courses taken for grade.
3. Submission of identical or in part identical assignments by two or more students.
4. Submission of a master's (or doctoral) thesis, previously submitted at another university/program, in English or in another language.

Note that the above list is **NOT EXHAUSTIVE**. The Doctoral School policy on academic dishonesty has to be read in conjunction with Section IV: "Academic Dishonesty, Plagiarism and Other Offences" of the CEU Student Rights, Rules and Academic Regulations as well as the CEU

Code of Ethics. The CEU Student Rights, Rules and Academic Regulations document can be accessed at: www.ceu.hu/c/document_library/get_file?folderId=22431&name=DLFE-1104.pdf

The professor teaching the course will evaluate the offense. If the professor considers that an offense has taken place (s)he will temporarily assign an incomplete grade for the assignment and refer the case to the School Director (with no grade communicated to the student). A Doctoral School Committee on Academic Dishonesty (consisting of the School Director and one faculty member) will then evaluate the case. Depending on the gravity of the offense, the Committee will decide on the following courses of action.

(1) In the case of a mild first offense, the student will:

- a. retake the assignment (final grade for assignment can be no more than a Retake Pass (RP)) and
- b. get a written reprimand, which does not appear in the transcript of the student (in any case the reprimand is kept on file in case there is a second offense).

(2) In the case of a serious first offense, the student will:

- a. either, the case of a mandatory class, retake the assignment (final grade for assignment can be no more than a Retake Pass (RP))
- b. or in the case of an elective course, receive a failing grade ("Withdrawal Fail")⁷ for the class (without any possibility for a retake);
- c. in both cases, receive a written reprimand, which will appear on the transcript of the student

(3) In the case of a very serious first offense, the student will be expelled from the University

(4) In the case of two less serious offenses, the sanctions in (1) apply, however the transcript will be flagged for plagiarism.

(5) In the case of two offenses, where at least one of the two is deemed serious, the student will be expelled from the program.

The student has the right to file a formal complaint to the Doctoral Program Committee against the decisions outlined above. If the Doctoral Program Committee judges, on the basis of evidence submitted by the lecturer, that an act of plagiarism was committed, it forwards the case to the CEU Disciplinary Committee.

Table 1: Categorization of Offenses

Type of Offense	Example
Mild	<ul style="list-style-type: none"> • Summarising an author's ideas at length without mentioning the author except in a parenthetical citation at the end of the paragraph. • Mentioning an author with attribution in an early sentence but no subsequent attribution, so it is unclear whether the author's ideas are continuing or

⁷

A "Withdrawal Fail" does not count toward the GPA of the student.

	the writer's own comments being offered
Serious	<ul style="list-style-type: none"> • Copying a sentence from a text written by another person without a reference
	<ul style="list-style-type: none"> • Slavish word-by-word paraphrase of another's ideas without attribution.
	<ul style="list-style-type: none"> • Copying verbatim fragments of others' texts with a reference but without quotation marks
Very Serious	<ul style="list-style-type: none"> • Copying a paragraph of others' texts without a reference
	<ul style="list-style-type: none"> • Submitting as one's own work a text written by another person or persons. • Copying substantial chunks of others' texts into one's own work without any attribution.

4. Policy on Unfair Grading

With the aim of dealing with disputes over grading which are

- serious enough to require action at school level but
- not as serious as to raise a suspicion moral misconduct on behalf of the professor, the Program Doctoral Committee adopted the following Policy.

Unfair grading.

Students of the Doctoral School have the right to file a formal complaint to the Doctoral School Director regarding a grade which they deem unfair or mistaken.

Disputed grading means, for the aims of this document, a serious departure from the grade which the student could reasonably expect on the basis of his/her performance.

Reasonableness of the expectation is a norm relying on either the established scores attached to right answers or on grading of comparable performance of other students or some other standard of similar nature.

Tabling the complaint.

The complaint is to be submitted within two weeks after the grade has been announced (if the announcement is made during a holiday break, the date is the first day when the student is supposed to be back on campus). Before tabling the complaint, the student is supposed to talk to the professor who has given the grade. In order to be considered, the complaint must be specific. Thus, the student who files the complaint is expected to indicate the particular test(s), essay(s), oral exam(s) which he/she believes have been graded unfairly by the professor, and to indicate the grounds for his belief.

Setting up a Complaint Committee.

If the Doctoral School Director judges, on the basis of the available evidence, that there is a chance for the departure of the grading from the norm to be serious, he convenes an ad hoc Complaint Committee of three. Members of the Committee are preferably such professors of the School who did not teach the student but are broadly familiar with the topic of the course.

Procedures of the Committee.

The Committee examines written performance (tests, essays, etc.). Only seminar participation is presumed to be beyond the reach of ex post reconstruction (e.g., an oral examination is not a way to test the past performance of the student in the seminar). Within this general rule, the Committee works out its own procedures. The report on its decision, including the reasons supporting it, will be communicated

1. to the student, 2. to the professor, and 3. to the Doctoral School Director.

Contingent upon the student's agreement, the report is made available to the student body as well.

If the Committee decides that the grade should be revised, the professor informs the Registrar's Office.

Appendix

When the dispute is about a grade given by the Director of the School, his/her role in the complaint procedure is taken over by one of the Program Doctoral Committee members.

B. Research Seminars

1. Beyond the regular courses, students are expected to attend research seminars, that is seminars where members of the faculty and PhD students present and discuss new research findings. Next to attending the Departmental seminars, students are encouraged to participate at the research meetings organized by the School, by the research centers affiliated with the School, and by the voluntary student-faculty workshops

2. All Doctoral Students are expected to present at the Departmental Seminar (or, if the supervisor agrees, at another research seminar organized within the School) at least twice before submitting their dissertation for defense.

C. Annual Doctoral Conference

1. Participation at the Annual Doctoral Conference (ADC) is mandatory for all Ph.D. students except the probationary Ph.D. candidates. Further exceptions are conditional upon the approval by the supervisor and the Doctoral Program Committee regardless of whether they are residing in Budapest or not.

2. Under no circumstances is it possible for a doctoral student not to present her/his work to a broader CEU audience at least once a year.

3. Within the five years of writing their dissertations, students have the right to skip one ADC under the condition that they have already presented their thesis work at least three times in the Departmental Seminar.

APPENDIX 1

RECORDS

of the PROSPECTUS DEFENSE (COMPREHENSIVE EXAM)

Central European University, Doctoral School of Political Science, Public Policy and International Relations

Date:

Start:

NAME OF EXAMINEE:

TITLE OF THE PROSPECTUS:

EXAMINATION COMMITTEE:

Chair: track head

Members of Committee:

Supervisor:

Notes:

GRADE:

.....
(chair)

.....

.....

.....

.....

MEMO ON OVERALL RESULTS
of the **COMPREHENSIVE EXAM**
Central European University, Doctoral School of Political Science, Public Policy and
International Relations

NAME OF EXAMINEE:
XY track

Chair: *relevant track head*
PhD Director:

Oral exam grade:
Prospectus defense grade:

GRADE:

COMMENTS:

Budapest, date

.....
(chair)

.....
(School Director)

APPENDIX 2

Statement of Objection

Student's name: _____

Program: _____

Dissertation title: _____

Dissertation supervisor(s): _____

I wish to name individual/s whose presence in the Dissertation Committee I object to:
(circle the appropriate answer)

NO

YES

If you marked YES, please name the individual/s:

Justification: (Please, note that the reasons should be well-grounded.) _____

Date: _____

Signature of the student: _____