

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

DOCTORAL REGULATIONS

*Budapest, 2015 September*

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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, the Department of International Relations, and the School of 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 Department of Political Science, Department of International Relations, and the PhD director of the School of Public Policy (from here: “Heads of Units”), 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 Units 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.

#### 1.10. Comprehensive Exam Committee

The **Comprehensive Exam Committee** (or Exam Committee hereafter) is responsible for conducting the Comprehensive Examinations according to the rules of the Doctoral Program for students in a particular track. The Comprehensive Exam Committee is appointed by the School Director, based on the recommendations of the program's Doctoral Committee. It shall consist of the following voting 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 oral examination. 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 to be present at the committee deliberations whenever possible, but they should not participate in the cross-examination of the student or in the final decision concerning the outcome of the defense.<sup>1</sup> Prospective supervisors' written comments should include the evaluation of the written prospectus, and also the student's general progress.

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.

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.

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<sup>1</sup> When examining the supervisee of a Track Representative or the School Director, another faculty member is invited to the Comprehensive Exam Committee to replace the supervisor during the examination of the student.

*1.12 Doctoral School Faculty*

The School faculty is constituted by all resident faculty (that hold a PhD or equivalent) of the Departments of Political Science, Department of International Relations, the School of Public Policy and the Center for Policy Studies.



## **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
<b><u>TOEFL (internet-based)</u></b>	<b><u>100</u></b>
CEU-administered TOEFL (paper-based)	600
<b><u>IELTS</u></b>	<b><u>7</u></b>
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 speakers<sup>2</sup>;
- 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.

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<sup>2</sup> 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 scholarship<sup>3</sup>. 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.

(d) In the final months before dissertation submission, Doctoral Students can apply for a CEU Write-up Grant. The application criteria of the Write-up Grant are regulated in CEU’s “Guidelines on Write-up Grant Applications”.

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<sup>3</sup> 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. 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).

#### **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 eighteen<sup>4</sup> - the core modules and the methods sequence. The mandatory credits include:

**A.) 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.

**B.) 6 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).

**C.) 4 credits from courses offered by units or tracks other than the students' first choice track, or from methods courses.** These credits may count toward a 'minor' field if another 4 credits offered by the same track or unit are completed by the Doctoral Candidate, thus bringing the total number of credits earned by the student to 28 (*on this, see section 3.6 Minors*).

PhD students can take MA courses in exceptional cases and up to a maximum of 4 credits, 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 school coordinator. The study plan must be finalized in mid-October and must be approved by the track representative;

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<sup>4</sup> Modular Doctoral Students are exempted from this requirement and are allowed to spread the 18 credits across a period of two academic years.

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);
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.
6. The Comprehensive Examination will take place in June each year and shall examine the student on his or her major field. The Doctoral Program Committee may approve a different scheduling of the Comprehensive Examination for modular or externally funded students who may not be in residence at CEU during June.
7. 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

Students **will be expected to pass a single oral Comprehensive Examination** to advance to Candidacy at the end of their first (probationary) year. The Comprehensive Examination grade is a weighted composite of two components of student performance in that examination: (1), a defense of a written dissertation prospectus (2/3 of the final grade) [see 3.3.1], and (2), situating the research project in a scholarly literature (1/3 of the final grade) [see 3.3.2]. The exam will be conducted by the Comprehensive Exam Committee of the students' track in the third week of June, or the closest feasible date. In the oral exam, students will be expected to present their projects (based on their written prospectus) and explain how their projects fit within, and build upon, debates in the academic field (using a pre-approved Annotated Bibliography). The Comprehensive Exam grade will be calculated as a weighted averages of the two component parts.

The student must receive at least a B+ for both components of the Examination Grade. 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.

#### 3.3.1. Defense of Prospectus (2/3 of final grade)

Students will be required to submit their written prospectus in late May. The prospectus should include a discussion of 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. The length of the prospectus should be between 7000 and 9000 words, excluding footnotes and bibliography. Each member of the Comprehensive Exam Committee will evaluate the prospectus in writing before the oral exam. The Defense of Prospectus grade will be based primarily on the written prospectus, but will also be based on the student's oral defense of the prospectus during the oral exam. Students will not receive a separate grade for the written prospectus.

### 3.3.2. Annotated Bibliography (1/3 of final grade)

To ensure that students have a thorough command of the canon of their major field, Probationary Doctoral Candidates will be required to demonstrate their mastery of the core literature in their chosen (sub-) field at the oral examination. Students are expected to consult two members of faculty to come up with a list of scholarly references important for the subfield in which the planned thesis is situated. The list will form the basis for the oral exam and be part of the assessment.

The list of references should include the annotated list of 10 to 20 books or articles, grouped into broad categories of the literature. Each reference on the list should be accompanied by at least one paragraph that summarizes the main points of the article or book. The first draft of the list of references should be submitted to the Comprehensive Exam Committee for feedback and possible amendments in the first week of May. The Comprehensive Exam Committee provides feedback for the students about their lists within two week. The final version of the list of references has to be submitted to the Comprehensive Exam Committee for approval in the first week of June. The Annotated Bibliography component of the exam grade will be based on the student's ability to justify the relevance of the prospectus in light of debates in the field during the oral exam using the pre-approved list of scholarly references.

The concrete deadlines for submissions and exams are to be set by the Doctoral Committee every year in the Academic Calendar.

### 3.3.3 Comprehensive Exam Retakes

Students who fail both parts of the oral exam (receiving lower than a B+ in both parts) will be required to retake both parts of oral exam at the beginning of the subsequent Fall semester. Students who fail only one part of the exam will only be required to retake the part that they failed. If the committee finds significant problems with the written prospectus, it will require the student to resubmit the written prospectus.

The prospectus resubmission should occur no later than the third week of October. The oral exam re-take will be held on the last week of October, no later than 31 October. The concrete deadlines for prospectus resubmission, as well as the dates of the oral exam re-takes are specified by the School Director for all re-takes in a given academic year.. Students have the right to only one retake the examination.

### 3.3.4 Award of MPhil

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.

### 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 Requirements for non-traditional 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 later than traditional students.

#### 3.5.5. Externally funded students

Externally-funded students are expected to fulfil the same program requirements as CEU-funded students, including course requirements, attendance of department seminars, residency in Budapest during the funded period, and any other expectations of Doctoral School students. This requirement might be waived in cases where the student has completed equivalent requirements elsewhere or in other exceptional circumstances (see paragraph below). Students will be expected to successfully defend a dissertation prospectus that meets the same requirements of feasibility and importance to the student's field regardless of additional research or project responsibilities the student committed to as a part of his or her external funding package.

Within the above rules and when it is clearly necessary to comply with the terms of their job contracts set by funding agencies, externally funded students may be allowed to follow a different scheduling of coursework than is common in the program. Such exceptions will have to be set by the Doctoral Committee when the student is admitted in the doctoral program.

### 3.6 Minors

PhD candidates who successfully complete the doctoral program can obtain a “minor” in addition to their doctoral degree in Political Science, by completing additional coursework in a subfield other than their main track. Minors can be awarded in the subfields of the Doctoral Program’s specific tracks, in Social Science Methodology, or in other subfields closely related to political science, based on cooperation agreements between the Doctoral School and other CEU units.<sup>5</sup> Obtained minors are certified at the time of the graduation by the Doctoral School in the Doctoral Candidate’s official transcript of records.

**Minor in a specific track of the Doctoral Program:** Students are entitled to a minor in a track other than their own if they collect at least 8 credits from this chosen track. Out of these 8 credits, at least 4 credits must come from the core curriculum.

**Minor in Social Science Methodology:** Students are entitled to a minor in Social Science Methodology if they collect at least 8 credits in optional research methods courses (in addition to the 6 credits coming from the mandatory methods courses, the ‘Methods and Research Design’ and the ‘Prospectus Seminar Workshop’).

Students who pursue a minor in Social Science Methodology may choose to complete research methods courses instead of the mandatory 4 credits that are to be completed from a second track (see section 3.1 Coursework, point C). However, if students take a methodology track instead of

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<sup>5</sup> Minors established by such agreements have to be approved by the Doctoral Committee, and must be included in the Doctoral Regulations.

their compulsory “advanced topics” course (*see section 3.2, point A*), than this methods course does not count towards a minor in Social Science Methodology.

Methods courses taken from other departments can count towards a minor, but to a maximum of 2 credits, subject to the approval of the DC. Methods courses taken from MA level can count towards a minor, but to a maximum of 4 credits, subject to the approval of the DC, only in exceptional circumstances.

**Minor in other subfields closely related to political science:** To obtain a minor in another subfield closely related to political science, students need to complete 8 credits from courses offered by a partner CEU unit, based on a cooperation agreement between the CEU unit and the Doctoral School. Such minors can be (but are not always) certified by Advanced Certificates offered at the partner units within CEU. Students who wish to pursue specific minors might be accepted to the Doctoral Program through special fellowship positions, depending on the availability of such fellowships in the given academic year.

#### 3.6.1 Minor in Human Rights

A minor in Human Rights can be obtained by students of the Doctoral School after completing 8 credits of courses at CEU’s Department of Legal Studies (LEGS). These 8 credits all can be earned from both PhD- and MA-level courses, but only 4 MA-level courses can be counted towards the mandatory course requirements of the PhD program of Political Science, contingent on the approval of the School Director (*see section 3.1 on Coursework*). The required LEGS curriculum, as well as any additional requirements of the minor are specified in a bilateral agreement between the Doctoral School and LEGS. Students who pursue the minor in Human Rights may choose to complete the required LEGS courses instead of the mandatory 4 credits that are to be completed from a second track (*see section 3.1 Coursework*). The completion of the minor is certified at the time of the graduation by the Doctoral School in the Doctoral Candidate’s official transcript of records. The completion of the minor is a mandatory prerequisite of graduation for students who are admitted to the Doctoral Program with the special Human Rights Fellowship.

## **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 Comprehensive Examinations the Committee revisits and finalizes the list of supervisors.

Only faculty members who hold a PhD are eligible to supervise PhD candidates. 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 Comprehensive Examination. 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

After a student has passed the Comprehensive Examination, his or her supervisor will propose a Supervisory Panel for the student. In doing so, supervisors will take into account the scholarly field into which the dissertation project falls, the availability of faculty for appropriate supervision, and the suggestions of the student. The proposed Supervisory Panel is approved by the Doctoral Program Committee.

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 Department of Political Science, Department of International Relations, the School of Public Policy, or the Center for Policy Studies, 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. Temporary withdrawals that are shorter than three months do not affect students' duties of attending supervisory panel meetings.

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 for the entire duration of the doctoral stipend<sup>6</sup>. 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.

(d) Exception from the residency requirement is automatically granted to Doctoral Candidates who leave Budapest during term time for CEU-supported exchange semesters, funded by CEU-administered grants like DRSG or Erasmus. Such students do not need to request permission, but should still report their absence from Budapest to the Doctoral Committee.

### **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 piece of work to the members of his or her Supervisory Panel (see below) in the Fall semester, and another, during the Annual Doctoral Conference, to demonstrate his or her progress since the previous panel meeting.
- 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.
- f) preparing the thesis for examination according to the schedule agreed upon with the supervisor;
- g) gaining teaching experience as discussed below.
- h) submitting a study plan to the school coordinator at the beginning of every academic year when the Doctoral Candidate takes courses for the completion of the doctoral program. In the study plan he or she has to clearly identify the coursework requirement that is being

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<sup>6</sup> 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.

fulfilled or has been fulfilled earlier by each specific course. The study plan must be finalized in mid-October, and must be approved by the track representative.

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. Mandatory Teaching Experience (henceforth TE) should be obtained at CEU, whenever possible. Doctoral candidates can, and are encouraged to, gain teaching experience at other institutions in addition to their mandatory teaching experience at CEU (see 6.3.1). Doctoral Candidates fulfilling teaching requirements are referred to as Teaching Assistants (TAs).

#### 6.3.1. Teaching experience is defined as follows:

- a) TE should ideally 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 and units will make every effort for a suitable arrangement for the students to enable them to carry this out. Only when CEU cannot offer TE possibility or in other exceptional circumstances, will PhD candidates be allowed to fulfill their mandatory teaching requirement at other universities.<sup>7</sup>
- c) TE obtained at CEU involves cooperation with the course instructor on course design, selection of weekly readings and bibliography, preparing and updating the e-learning site for the course, as well as the delivery of lecture and seminar classes;
- d) Doctoral Candidates are expected to attend all seminars of the course where they gain their mandatory TE (unless otherwise arranged). They are required to participate in seminars as outlined by the instructor, and they may be expected to perform additional tasks, depending on the arrangement between the instructor and the Doctoral Candidate.
- e) Doctoral candidates should teach (i.e. deliver a lecture and lead class discussion) on at least two sessions of a given course;
- f) 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 assistance in student evaluations.

#### 6.3.2 Remuneration of Teaching Assistants

As Doctoral Candidates must serve as a TA for at least one semester as part of their graduation requirement, they will not be paid for this course requirement over and above their regular stipend.

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<sup>7</sup> 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.

However, there are exceptional circumstances when a Doctoral Candidate can apply for a Teaching Assistantship Stipend:

- a) if the Teaching Experience is gained at a course which has a large number of students, or otherwise involves significantly more work than the average TA-ship in the School
- b) if Doctoral Candidates are employed as a Teaching Assistant for additional courses, after they have already fulfilled their teaching requirement

Applications for a TA Stipend should be submitted to the department or unit which offers the course with the TA position. Applicants will be granted TA Stipends subject to the availability of funds for such purposes in the respective department or unit. Available stipends also depend on the number of applications in any given semester. The size of the stipend will be determined by the same considerations - competition for the funds and availability at the level of the departments or units.

### 6.3.3 Appointment and Evaluation of Teaching Assistants

Doctoral Candidates who intend to gain TE in a given academic year should indicate their interest to the School Coordinator before the end of the spring semester of the previous academic year. At the end of the spring semester, the School Coordinator will share the list of prospective Teaching Assistants desiring to TA courses in the upcoming academic year with the departments and units affiliated with the School. Department coordinators will liaise with faculty members to match interested faculty members with students desiring to TA prior to the start of the academic year.

Departments and units ensure that at the end of the semester each TA receives course evaluations. Information about the completed Teaching Assistantships are shared with the School Coordinator at the end of the semester.

## **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 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 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 Unit.

#### 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](http://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, in 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")<sup>8</sup> 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"> <li>• Summarizing an author's ideas at length without mentioning the author except in a parenthetical citation at the end of the paragraph.</li> <li>• 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</li> </ul>

<sup>8</sup> A "Withdrawal Fail" does not count toward the GPA of the student.

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

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#### 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 Research 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 Research 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 Research Seminar.

4. Students can request a waiver from participating in the Annual Doctoral Conference if they were on a leave of absence (temporary withdrawal) for at least three months before the ADC, in the given Academic Year. Such waivers can be approved by the School Director.

**APPENDIX 1**

**RECORDS**  
**of the COMPREHENSIVE EXAMINATION**  
**Central European University, Doctoral School of Political Science, Public Policy and International Relations**

**Date:**

**Start:**

**NAME OF EXAMINEE:**

**XY track**

**TITLE OF THE PROSPECTUS:**

**EXAMINATION COMMITTEE:**

**Chair:** (track representative)

**School Director:**

**Members of Committee:**

**Supervisor:**

**COMMENTS:**

Prospectus grade:

Annotated bibliography grade:

**FINAL GRADE: .....**

.....  
(chair)

.....

.....

.....

.....

**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:** \_\_\_\_\_