



**Medieval Studies Department
Doctoral Program**

**Regulations
Based on the CEU Doctoral Regulations**

**Revised version
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Central European University
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1 Introduction¹

Central European University's Medieval Studies Doctoral Program is accredited both in the United States of America (1996) and Hungary (2005). The US accreditation of the program, leading to the degree of Doctor of Philosophy in Medieval Studies, is administered by the Department of Medieval Studies; the Hungarian accreditation of the program, leading to the degree of Doctor of Philosophy in History, is in the framework of the Doctoral School of History (which brings together students admitted to the Medieval Studies Department and Department of History), and administered through the program-coordinator of the School and the Department of Medieval Studies; both degrees can be and are commonly pursued together; however, it is also possible only to pursue a US degree. In these regulations, unless otherwise specified, the title Medieval Studies Doctoral Program denotes both these two degree programs jointly.

The Medieval Studies Department was founded in 1992 and was accredited in the US in 1994. The department founded the oldest doctoral program at Central European University in 1996 and has exerted exceptional educational influence across Central and Eastern Europe by successfully training academic staff now employed in many higher education and cultural institutions. The Doctoral School of History, accredited in Hungary, was born from the association of two doctoral programs accredited by the New York Board of Regents, US, namely, the aforementioned Medieval Studies Doctoral Program (1996) and the Doctoral Program in History (1997, administered by CEU's Department of History). An extended version of both programs was successfully accredited in Hungary in 2005 and comprises:

- Comparative History (associated with the History Department);
- Interdisciplinary Medieval, Byzantine and Late Antique Studies (associated with the Medieval Studies Department).

The joint Doctoral School facilitates research on historical issues from an inclusive and methodologically diversified perspective; doctoral students working on medieval topics will acquire a wider and more modern context for integrating the results of their research and, at the same time, doctoral students working on post-medieval topics will achieve a better knowledge of the historical roots of their subjects.

¹ These regulations comply with the CEU Doctoral Regulations as approved by the Senate, October 14 2016. As a result, they also comply with the requirements for Doctoral Schools accredited in Hungary, specifically: the Hungarian article ('törvény') CCIV. from 2011 on higher education; and the Hungarian governmental decrees ('kormányrendelet') of 387/2012. XII.19. 87/2015. (IV. 9.) and 266/2016. (VIII. 31.) on doctoral schools.

The following regulations pertain solely to the Medieval Studies Doctoral Program. They are strictly complementary to current CEU Doctoral Regulations. No information provided there is repeated in these regulations unless some program-specific definition is required. In cases of doubt, the central CEU regulations and policies will prevail. Students are responsible for acquainting themselves with all relevant CEU regulations.

Relevant CEU documents include:

1. CEU Doctoral Regulations
2. CEU Student Rights, Rules, and Academic Regulations;
3. CEU Code of Ethics;
4. CEU Guidelines on Handling Cases of Plagiarism
5. CEU Admissions Policy and Procedure;
6. CEU Rules of Nostrification.

2 Definitions

For the purpose of these regulations, it is understood that:

- The **Medieval Studies Doctoral Program** refers to the doctoral program offered by the Medieval Studies Department of Central European University.
- A **doctoral student** is a student enrolled in the Medieval Studies Doctoral Program. Doctoral students enrolled in the Medieval Studies Doctoral Program can opt between two choices for the doctoral degree:
 - US doctoral degree alone;
 - Hungarian doctoral degree which also encompasses the US doctoral degree requirements.**Those doctoral students receiving Hungarian State funded scholarships are required to choose the Hungarian doctoral degree option.**
- Initially, a doctoral student has the status of **probationary doctoral candidate (according to the US accreditation requirements)**.
- Probationary doctoral candidates after having successfully completed the necessary requirements will obtain the status of **doctoral candidate** (*‘doktorandusz’*).
- Doctoral students pursuing a Hungarian doctoral degree, after having started the doctoral procedure (*‘doktori eljárás’*) will obtain the status of **doctoral nominees**. (only applicable to doctoral students enrolled before September 2016)
- The **University Doctoral committee** (hereafter referred to as UDC) is a standing committee of the CEU Senate.

- The **Committee of the Doctoral School of History** is a committee composed of selected members of the Medieval Studies Doctoral Program Committee (Medieval Studies Department), the Comparative History Doctoral Program Committee (History Department), and chaired by the head of the Doctoral School of History.
- The **director of the Medieval Studies Doctoral Program** (hereafter referred to as **program director**) is appointed by the head of the Medieval Studies Department in consultation with faculty members of the Medieval Studies Department and s/he chairs the Medieval Studies Doctoral Program Committee.
- The **Medieval Studies Doctoral Program Committee** (hereafter referred to as **Doctoral committee**) is a standing committee of the Medieval Studies Department monitoring the Medieval Studies Doctoral Program. It comprises five faculty members and one invited student representative. It is responsible for steering the program and, among other things, defining the subjects of the comprehensive exams.

3 Eligibility and admission

A doctoral student seeking admission to the Medieval Studies Doctoral Program must meet the general CEU application requirements for doctoral programs as specified in the CEU Admissions Policy and Procedure and published on the university website (www.ceu.edu).

Each accepted doctoral student is required by the CEU Doctoral Regulations to sign the following statement on their enrollment:

'Statement of Responsibility

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.'

Additionally, the following regulations and requirements are published and regularly updated on the departmental website:

3.1 Admissions procedure

3.1.1 Admissions Committee

The Medieval Studies Doctoral Admissions Committee oversees and conducts the admission process to the Medieval Studies Doctoral Program. Toward the end of each fall semester, the Medieval Studies Department will appoint this committee, which usually consists of the departmental admissions officer, the head of the Medieval Studies Department, and the program director.

3.1.2 Admissions schedule

The Medieval Studies Doctoral Admissions Committee, inviting comments from all faculty members of the Medieval Studies Department, will arrive at a merit list by a date defined by the CEU Admission Office. Applicants will be placed in one of four categories:

1. unconditional offer of a CEU or Hungarian State doctoral fellowship;
2. conditional offer of a CEU or Hungarian State doctoral fellowship – usually depending on the successful completion of a Master’s degree or equivalent at CEU or in another higher education institution;
3. placement on waiting list;
4. rejection of application.

Applicants shall be informed in writing of their placement by the CEU Admission Office and NOT by the Medieval Studies Department.

3.2 Admissions requirements

3.2.1 Previous degrees

Applicants are expected to hold a Master’s degree or its equivalent in any field of multidisciplinary medieval studies. Applicants who have doubts whether their (prospective) degree conforms with these criteria are advised to consult the department prior to application.

3.2.2 Language requirements

In addition to having a good working knowledge of academic English, applicants may be required to prove they have sufficient command, – for the purposes of the proposed dissertation project, – of at least one ancient, medieval or early modern source language (e.g., Arabic, Greek, Hebrew, Latin, Old Church Slavonic, Ottoman Turkish, Persian, etc.) by the time of application. It is at the discretion of the admission committee whether to assign such tests during the application period. Command of

a source language may be replaced by demonstration of different skills for an art history or archaeology dissertation project.

Equally, the Medieval Studies Doctoral Program requires a minimum knowledge of Latin as well as working knowledge of one modern language other than English and the applicants' native tongue/s. Such knowledge can also be obtained during the course of the doctoral studies up to the time of the pre-defense, based on the decision of the admission committee.

For those whose native language is English and who intend to pursue the Hungarian accredited doctoral degree we very strongly recommend that they should also be able to present a certificate signifying intermediate competence in a modern language other than English already upon admission.

3.2.3 Application materials

In addition to the application materials required by CEU, applicants to the Medieval Studies Doctoral Program shall submit (typed and in English language)

1. a summary of their Master's thesis of no more than 1,000 words evidencing, if possible and/or necessary, the interdisciplinary character of the previous studies of the late antique, medieval or early modern periods;
2. a detailed dissertation proposal of no more than 3,000 words (excluding bibliography);
3. a dissertation outline and timeline of no more than 1,000 words.

3.3 Financial Aid

CEU offers a competitive package to aid students on doctoral programs. The aid comes in two forms: either solely from CEU or from Hungarian State in the form of doctoral scholarships. **However, students should be aware, that the conditions of the Hungarian State Doctoral Scholarships are different from those of the CEU scholarship.**

3.3.1 CEU scholarship

Those accepted to a CEU doctoral program with a CEU scholarship are automatically considered for a full doctoral fellowship lasting altogether 36 months. These students can opt between pursuing only a doctoral degree accredited in the US or one that is also accredited in Hungary.

3.3.2 Hungarian State scholarship upgraded by CEU

Students accepted to the Medieval Studies Doctoral Program with a Hungarian State scholarship after 1 September 2016, will receive a doctoral scholarship lasting altogether 48 months. The funding provided by the Hungarian State will be upgraded by CEU to exactly the same level as the CEU package during the entire period of funding. Those students receiving this type of funding are required

to submit their doctoral dissertation within three (3) years from passing the complex examination. In justified cases, this deadline may be extended by one (1) year.

Doctoral students enrolled in a doctoral program accredited in Hungary

- may not apply to stop the stipend;
- are not eligible to receive a write-up grant from CEU;
- for student status to be suspended (leave of absence) the doctoral student must also receive the approval of the Pro-rector for Hungarian Affairs. Doctoral students can suspend their student status for a maximum of one (1) year prior to the complex examination and for an additional one (1) year after the complex examination. None of these suspensions of student status can be shorter than half-a-year. Suspension requests should be initiated before 15 October for the Fall semester and before 15 March for the Winter semester.

3.4 Special options for admission

3.4.1 Individual study plan

The Admissions Committee, in close consultation with the Chair of the UDC, is willing to consider applications to the Medieval Studies Doctoral Program under an individualized study plan. A doctoral student accepted under this scheme is enrolled with the Medieval Studies Doctoral Program but will, in addition to coursework and supervision in the framework of the Medieval Studies Doctoral Program, receive credits from one or more institutions of higher education other than CEU. It is the doctoral student's duty to make these arrangements with other higher education institutions – whether as a visiting student or similar – prior to or simultaneously with applying to the Medieval Studies Doctoral Program.

A doctoral student following an individual study plan is not eligible to receive a monthly stipend or regular financial benefits from CEU such as health insurance coverage; with special permission from the Chair of the UDC, s/he may participate in CEU's competitive graduate research funding schemes.

For the application to be considered, all admission deadlines and criteria specified above have to be met and all requested application materials supplied. Additionally, the applicant must submit an organizational outline indicating what they think the advantages and benefits would be of the individual study plan. The organizational outline must also be accompanied by a list of institutions from which the applicant intends to obtain credits and under which arrangement. A detailed provisional schedule for the first year of doctoral studies should also be provided. A maximum of six credits per academic year from outside CEU can be acknowledged by the Medieval Studies Doctoral Program.

A doctoral student enrolled under the individual study plan scheme is expected to take and pass all examinations as required by the Medieval Studies Doctoral Program.

Individual study plans are prepared by the doctoral student and approved annually by the supervisor(s), head of department, and the Chair of the UDC. The study plans must be updated each year. In particular, the updated study plans should contain the schedule of the subsequent academic year and the expected number of credits earned outside CEU must be specified.

Those doctoral students choosing this program can only pursue a doctoral degree accredited in the US.

3.4.2 *Cotutelle*

The Admissions Committee is willing to consider applications to the Medieval Studies Doctoral Program under cotutelle, i.e., a scheme under which the Medieval Studies Doctoral Program and a foreign – non-Hungarian and non-US – doctoral school/institution of higher education (hereafter referred to as partner institution) provide jointly and in mutual cooperation supervision to, and resources for, the doctoral student.

For the application to be considered all admission deadlines and criteria specified above have to be met and all application materials requested supplied. Additionally, the applicant must submit an organizational outline indicating what they think the advantages and benefits would be of the cotutelle. If possible, the application must be accompanied by a confirmation from the intended partner institution indicating its willingness to enroll the student under cotutelle. If any action on the part of the Medieval Studies Doctoral Program is necessary for the applicant to obtain such a confirmation, s/he should indicate this to the chairperson of the Admissions Committee in writing during the application process. The applicant is solely responsible for being admitted to a doctoral program in the partner institution prior to or at the same time as s/he is admitted to the Medieval Studies Doctoral Program.

The terms and conditions of such a cotutelle (academic, supervisory, financial, etc.) covering all major issues related to the CEU Doctoral Regulations should be harmonized with the terms and regulations of the partner institution and should be documented in writing. Preliminary negotiations will be conducted by the Medieval Studies Doctoral committee with the partner institution. The provisional agreement will be submitted to the Chair of the UDC for official approval and ratification. This agreement can allow for certain exceptions regarding, e.g., the language in which the dissertation is to be written, the composition of the dissertation committee, examination procedures, course work, or similar issues. It is usually expected that the doctoral student will take the comprehensive examination (or its equivalent) at both institutions. In cases where the dissertation is written in a

language other than English it must be accompanied by a summary in English (10,000 words minimum).

The dissertation will be defended in a joint procedure (with a minimum of two examiners appointed by CEU), depending on the guidelines and regulations of both CEU and the partner institution. Upon successful defense of the dissertation, the doctoral student will receive one doctoral degree.

In exceptional cases, cotutelle may evolve from specific circumstances when a doctoral student is already enrolled with the Medieval Studies Doctoral Program. In these cases, the doctoral student may make a formal request for cotutelle in writing to the Doctoral committee. The Committee will decide within one month whether to open negotiations with the partner institution. A negative decision is final and cannot be appealed. Any agreement resulting from these negotiations must be submitted to the Chair of the UDC for official approval and ratification.

4 Student status, rights, responsibilities, and awards

4.1 Degree type declaration

During the pre-session those probationary doctoral candidates who receive CEU funding will have to indicate in writing on the relevant form [*cf.* **Appendices: A.5**] whether or not they intend to pursue the Hungarian doctoral degree. The doctoral dissertation must be submitted within three years after successfully passing the Complex Examination. In justified cases, this deadline may be extended by one (1) year. Student status may be suspended for a maximum of two semesters during the second part of the doctoral studies.

4.2 Probationary doctoral candidacy period

Students admitted to the Medieval Studies Doctoral Program keep their probationary doctoral candidate status until they have fulfilled all the requirements necessary to obtain doctoral candidate status. Probationary doctoral candidate status is envisaged as lasting for one academic year but may last for a maximum of two academic years. At the end of the second year, any probationary doctoral candidate having failed to successfully transfer to doctoral candidate status will be ex-matriculated unless a case for personal hardship can be made and is accepted by the Doctoral committee.

The requirements of transfer from probationary doctoral candidate to doctoral candidate status consist of the successful

1. completion of course work, as a condition for being allowed to take the comprehensive examination and defend the dissertation prospectus;

2. passing the comprehensive examination;
3. defense of a dissertation prospectus;
4. publishing a 500-word abstract of the emerging dissertation on the CEU profile;
5. acquisition of, or proof of, sufficient command of source and secondary languages necessary to conduct research on their topic as stated by the supervisor(s) in the minutes of the dissertation prospectus

Probationary doctoral candidates who have successfully completed all requirements will be automatically promoted to doctoral candidate (*'doktorandusz'*) status.

4.2.1 Coursework

Probationary doctoral candidates must successfully complete twenty (20) credits of coursework achieving an average GPA of at least 3.5. Of these

1. four (4) credits must come from active participation in the Doctoral Seminar (Medieval Studies Doctoral Colloquium – for grade);
2. a minimum of sixteen (16) credits must come from active participation in PhD level mandatory elective topical courses (or pertinent classes at Master's level, with the supervisor's permission) of which no fewer than seven (7) credits must come from participation in doctoral level research methodology seminars, in advance source language classes, or in independent study units as approved by the doctoral student's supervisor(s).
3. Students failing to achieve a minimum GPA of 3.5 cannot be promoted to doctoral candidate status.

Students are encouraged to take credits in research methodology and advanced source language courses. If an individual student still feels that a particular intermediate level language course is critical for the fulfillment of their PhD dissertation, then the department will require the supervisor(s) to write a short letter of request to the Doctoral committee explaining why, via e-mail sent to the doctoral coordinator.

4.2.1.1 Doctoral Seminar – Medieval Studies Doctoral Colloquium

The Medieval Studies Doctoral Colloquium is convened weekly during term time and provides a forum of academic exchange between all doctoral students and all faculty teaching in the Medieval Studies Doctoral Program. In particular, it offers probationary doctoral candidates feedback from more advanced fellow doctoral students and faculty members on the various tasks necessary to achieve transfer of status, especially discussion of the draft prospectus.

Doctoral students must attend this course when in residence. They are expected to support the probationary doctoral students and share their insights gained over their first year of doctoral studies.

They are also expected to present their work each year in the form of progress reports, research papers, conference papers, or chapter presentations. **When the schedule of the individual presentations is elaborated, both the probationary doctoral students and the doctoral candidates should consult their supervisor(s) and chose a time slot when the supervisor(s) are available.**

4.2.1.2 Research methodology seminars and advanced source language classes

Each semester the Medieval Studies Department offers a suitable range of elective research methodology seminars and advanced source language classes specifically tailored to the needs of doctoral students. These seminars put emphasis on advanced research methodology, recent research trends in various respective fields of multidisciplinary medieval studies, or a combination of these with practical skills, e.g., thorough discussions of recent seminal publications in a certain sub-field of multidisciplinary medieval studies.

Three (3) credits of the formerly named ‘Advanced Research Methodology Seminar’, can be satisfied by choosing a suitable range of research methodology seminars, advanced source language classes, or an independent study course.

4.2.1.3 Independent study

This type of course may be pursued any time during doctoral studies. The independent study units are designed to guide the doctoral students, under appropriate supervision, through the initial stages of writing their prospectuses/dissertations. This type of course will also give doctoral students time to pursue the sources and secondary literature necessary to write a state-of-the-art prospectus and/or dissertation while receiving regular feedback from the mentor of the independent study unit. Any one independent study unit may award a maximum of four (4) credits.

It is the responsibility of the doctoral student to submit a detailed proposed outline of the independent study unit to the mentor, i.e., usually the principal or associate supervisor, by the end of the add/drop period of each semester. Requests submitted past this deadline may have to be accommodated in a later semester. [**cf. Appendices: A.1**]

4.2.2 Comprehensive examination

The comprehensive examination is a public exam held before the doctoral candidate’s Comprehensive Examination Committee. It requires that probationary doctoral candidates show their mastery of two substantial topical and/or methodological fields of interdisciplinary medieval/historical studies which may be relevant to, yet sufficiently distant from, the proposed dissertation topic.

4.2.2.1 *Comprehensive examination schedule*

The comprehensive examination is scheduled during early June. The precise dates are usually announced one month before the exams. Preparation for the comprehensive examination starts at the beginning of the first year of doctoral studies and proceeds as follows:

- By the end of October, probationary doctoral candidates, following close consultations with their supervisor(s), will propose three suitable field survey topics for examination to the Doctoral committee using the *Comprehensive Examination Planning Form* [**cf. Appendices: A.2**]. Two of the topics will be selected by this committee for further elaboration and one kept back for the purposes of the Rigorosum.

As a guideline, no bibliographical item can be shared between a probationary doctoral candidate's dissertation prospectus and the topical field surveys. The probationary doctoral candidate will be notified within two weeks of whether the Doctoral committee accepts the topics or requests revisions within one week. Once the topics are approved by the Doctoral committee the probationary doctoral candidate is expected to expand them. The draft versions of both topical field surveys should be submitted by mid-February. The complete versions without the final annotations of both topical field surveys are due and should be saved on the CEU e-learning site one week before the end of the Winter semester.

Annotated versions are due and should be saved on the CEU e-learning site two weeks before the actual date of the complex exam at the end of the second year of doctoral studies.

The probationary doctoral candidate will supply all members of the Comprehensive Examination Committee with the final, non-annotated syllabi/bibliographies to be justified no less than fourteen days before the comprehensive examination.

Probationary doctoral candidates should indicate their preferences regarding the composition of the Comprehensive Examination Committee by mid-November [**cf. Appendices: A3**].

4.2.2.2 *Final topical field surveys format*

The surveys can either take the format of

1. *an annotated bibliography with a minimum of twenty-five items, of which more than half must be monographs, chapters of monographs, or edited volumes/special journal issues in their entirety. These should be structured to reflect important debates within the field.* For any item included in the list, the probationary doctoral candidate is expected to indicate in no more than 100 words why it was selected, which aspects of it the probationary doctoral candidate endorses (if any) and which s/he finds open to criticism (if any).

or a

2. *a draft of a twelve-week syllabus with annotated bibliography.* In this case, the probationary doctoral candidate will be expected to indicate the objective of each session in approximately 200 words, and the ways in which the suggested and also annotated readings will facilitate this outcome; a minimum of two readings (equaling bibliographical items above) should be assigned to each session, of which no fewer than half must be monographs or edited volumes/special journal issues in their entirety.

Nota bene: If choosing to submit a syllabus with appropriately annotated bibliography, which the Medieval Studies Doctoral Program encourages, the doctoral student is advised to take advantage of the various valuable offers regarding teaching technique and syllabus construction by CEU's Center for Teaching and Learning. Doctoral students are also advised to draw critically from the syllabi available from faculty teaching in the Medieval Studies Doctoral Program.

4.2.2.3 *Comprehensive examination committee*

The comprehensive examination committee usually consists of three resident faculty members (the supervisor and associate supervisor, if applicable, *not* among them). The comprehensive examination committee may comprise external members who participate during the examination. The supervisor(s) may pose questions during the examination but does not participate in evaluating the probationary doctoral candidate's performance. The comprehensive examination committee is appointed in consultation with the doctoral candidate who may request a change in the committee composition in a formal letter addressed to the Doctoral committee.

It is expected that the supervisor(s) will comment in detail on the draft versions toward the end of Fall or beginning of Winter semester, and will be present when the probationary doctoral candidate's draft field surveys are discussed in the Medieval Studies Doctoral Colloquium, or otherwise arrange a meeting with or send their comments to the probationary doctoral candidate individually.

4.2.2.4 *Comprehensive examination procedures*

The comprehensive examination is a public exam where doctoral students justify the not yet annotated topical syllabi/bibliographies. It is conducted on the basis of the submitted not yet annotated syllabi/bibliographies and follows the regulated procedure. [*cf.* **Appendices: B.11**].

1. Having submitted a not yet annotated bibliography, the probationary doctoral candidate will be asked to introduce each topic in a five-minute statement. Students should be prepared to

justify their choice of topic and bibliographical entries during a question and answer session with the committee members and the public.

2. If the probationary doctoral candidate has submitted a draft syllabus it will be introduced in a five-minute statement meant to explain the rationale behind the course design and level (undergraduate or graduate) as well as expected learning outcomes for the envisaged participants in the class. Students should be prepared to justify their choice of topic and bibliographical entries during a question and answer session with the committee members and the public.

4.2.2.5 Evaluation of the comprehensive examination

The probationary doctoral candidate's performance will be graded on a pass/fail basis.

The Comprehensive Examination Committee will evaluate the not yet annotated syllabi/bibliographies as follows:

1. the degree to which the bibliography reflects recent and earlier major debates in the field in a balanced manner;
2. the quality and depth of the probationary doctoral candidate's summary five-minute introductions to each bibliography;
3. the degree to which the probationary doctoral candidate proved capable of answering questions pertaining to the wider historical contexts, based on the bibliography in its entirety and major items consciously omitted from it;

Where a syllabus was presented, the Comprehensive Examination Committee will evaluate:

1. the degree to which the syllabus succeeds in introducing the students of the targeted level to the chosen field while reflecting recent and earlier major debates in this field in a balanced manner;
2. the degree to which the brief objective summary of the assigned readings does justice to the weekly topic;
3. the quality and depth of the probationary doctoral candidate's summary five-minute introduction to each syllabus;
4. the degree to which the probationary doctoral candidate proved capable of answering questions pertaining to the wider historical context, based on the syllabus in its entirety and major items consciously omitted from it;

4.2.2.6 Postponing and retaking the comprehensive examination

A probationary doctoral candidate will not normally be allowed to postpone the comprehensive examination. However, where there are compelling personal reasons, a request may be submitted to

the Doctoral committee to postpone the comprehensive examination. In this case, the exam will usually be held during the beginning of the following academic year.

The comprehensive examination may be retaken only once and before the spring session of the second year of doctoral studies. Students wishing to retake the comprehensive examination should signal their intention to the Doctoral committee. Failure to pass the comprehensive examination on the second occasion will result in immediate ex-matriculation.

4.2.3 Dissertation prospectus defense

The dissertation prospectus defense is a public exam held before the probationary doctoral candidate's dissertation prospectus defense committee. It requires the probationary doctoral candidate to present the list of questions to be explored with a tentative outline and the research bibliography.

4.2.3.1 Dissertation prospectus defense schedule

Dissertation prospectus defenses are scheduled at the beginning of June, The precise dates is announced one month before the exams. The final dissertation prospectus must be submitted one month before the day of the dissertation prospectus defense to allow sufficient time for external and internal examiners to evaluate the prospectus.

External readers will be approached following discussions between the doctoral student and supervisor(s). The name(s) and affiliation(s) should be submitted to the Doctoral Coordinator who will issue a formal letter of invitation.

The external reader(s) will usually not be present on this occasion but should be requested to submit their comments in writing at least one week prior to the scheduled dissertation prospectus defense.

4.2.3.2 Dissertation prospectus format

The dissertation prospectus must contain the following elements:

1. a description and justification of the proposed topic;
2. a review of the relevant scholarship;
3. a specific, detailed, and annotated list of the primary sources to be studied and interpreted;
4. a set of questions to be explored or working hypotheses to be tested plus a detailed account of the theories and methodologies to be applied. The account must demonstrate how these theories are connected to the topic as well as show how methodologies are connected to the data being used;
5. a tentative outline;

6. an exhaustive research bibliography specifying literature that has been, or will be, consulted.

While the length of the prospectus may vary, a maximum of 8,000 words of text plus five to eight pages of bibliography will usually do justice to the task.

4.2.3.3 Dissertation prospectus defense committee

The dissertation prospectus defense committee consists of the chair and two resident faculty members (the supervisor(s) can be among them), and one or two external readers, who may or may not be present.

The dissertation prospectus defense committee may comprise external members who must participate during the examination (in person or via internet).

The dissertation prospectus defense committee is appointed in consultation with the doctoral candidate who may request a change in the committee composition in a formal letter addressed to the Doctoral committee.. [*cf. Appendices: A.3*].

4.2.3.4 Dissertation prospectus defense procedures

The defense will begin with a short oral presentation (around ten minutes) by the probationary doctoral candidate, followed by questions of committee members concerning the quality of the proposed dissertation project, its feasibility, and the probationary doctoral candidate's ability to complete it over the period granted by CEU. The following should be considered: research skills, familiarity with scholarly issues in the context of the dissertation, etc. [*cf. Appendices: B.2*].

4.2.3.5 Dissertation prospectus evaluation

The probationary doctoral candidate's performance will be evaluated as a pass/fail.

Probationary doctoral candidates may be asked to rewrite their prospectuses and/or acquire some necessary skills before being admitted to doctoral candidate status. The dissertation prospectus defense committee will set a deadline by which the revisions need to be re-submitted for approval by the committee chair.

The committee may also determine that the dissertation prospectus defense needs to be repeated on the basis of this revised prospectus. In this case, the committee will set a deadline by which these revisions must be re-submitted. The Doctoral committee will schedule a new prospectus defense, preferably no later than the Fall semester following the unsuccessful prospectus defense.

4.2.3.6 *Postponing and re-taking the dissertation prospectus defense*

A probationary doctoral candidate will not normally be allowed to postpone the dissertation prospectus defense. However, where there are compelling personal reasons a request may be submitted to the Doctoral committee to postpone the prospectus defense. In this case, the defense will usually be held during the pre-session of the subsequent academic year or the beginning of Fall semester.

The dissertation prospectus defense may only be repeated once. Failure to defend the prospectus on this second occasion may result in immediate ex-matriculation.

4.2.4 Complex examination

The complex examination is a public exam held before the doctoral candidate's complex examination committee. Doctoral candidates must pass the exam at the end of their second year of studies. In order to become eligible for taking the complex examination, doctoral candidates must collect ninety (ECTS 90) credits and achieve an average GPA of at least 3.5.

4.2.4.1 *Complex exam schedule and re-take*

The complex examination will take place in May with one re-take option in the same academic year in June. Failure to pass the complex examination on this second occasion may result in immediate ex-matriculation from the Hungarian doctoral degree program.

4.2.4.2 *Complex examination format and procedure*

The complex examination consists of two parts and follows the regulated procedure. [*cf.* **Appendices: B.x**].

- 1) A General Knowledge Examination of the following topics based on a pre-set bibliography that doctoral candidates will compile in consultation with their supervisors and that will be approved by the Doctoral committee at the end of their first year of study:

Pre-set annotated bibliographies on two broad topics other than the dissertation topic within the field of Interdisciplinary Medieval Studies already justified during the comprehensive examination.

- 2) Dissertation Prospectus Development and Research Presentation

The dissertation prospectus development and research presentation will begin with a short oral presentation (around ten minutes) by the doctoral candidate, followed by questions by committee members concerning the development and growth of the dissertation project. The doctoral candidates should be prepared to discuss the dissertation project's continued feasibility, acquired research skills, familiarity with the most recent scholarly issues within

the context of the evolving dissertation. Doctoral candidates are also requested to present a research schedule demonstrating that they will be able to finish the dissertation within the required time frame.

4.2.4.3 *Complex examination committee*

The complex examination committee has at least three members. All members must have a doctoral degree. The supervisor(s) of the doctoral candidate cannot be member(s) of the complex examination committee. At least one-third of the complex examination committee should be external to CEU. The chair of the complex examination committee must be an ‘*egyetemi tanár*’, a Professor Emerita/us, a habilitated ‘*egyetemi docens*’, or a professor/researcher possessing the title Doctor of the Hungarian Academy of Sciences (DSc). The complex examination committee is appointed in consultation with the doctoral candidate who may request a change in the committee composition in a formal letter addressed to the doctoral committee.

4.2.4.4 Evaluation of the complex examination

The two sections of the complex examination are evaluated separately. The outcome of the complex examination (pass/fail) is announced immediately after the exam. The complex examination is not connected to the final evaluation of the doctoral dissertation.

The complex examination committee will evaluate the examination of the General Knowledge Examination section as follows:

1. the degree to which the bibliography reflects recent and earlier major debates in the field in a balanced manner;
2. the degree to which the annotations do justice to the summarized items;
3. the quality and depth of the probationary doctoral candidate’s summary five-minute introductions to each bibliography;
4. the degree to which the probationary doctoral candidate proved capable of answering questions pertaining to the wider historical contexts, based on the bibliography in its entirety and major items consciously omitted from it;
5. the degree to which the probationary doctoral candidate proved capable of answering questions on specific items in the bibliography, the structure of their arguments, methodological problems, etc.

Where a syllabus was presented, the complex examination committee will evaluate:

1. the degree to which the syllabus succeeds in introducing the students of the targeted level to the chosen field while reflecting recent and earlier major debates in this field in a balanced manner;

2. the degree to which the brief objective and summary of the assigned readings does justice to the weekly topic;
3. the quality and depth of the probationary doctoral candidate's summary five-minute introduction to each syllabus;
4. the degree to which the probationary doctoral candidate proved capable of answering questions pertaining to the wider historical context, based on the syllabus in its entirety and major items consciously omitted from it;
5. the degree to which the probationary doctoral candidate proved capable of answering questions on specific assigned readings in the syllabus, the structure of their argument, methodological problems, etc.
6. Altogether, the didactic aspects of the syllabus must not account for more than 25 % of the grade.

The complex examination committee will evaluate the Dissertation Prospectus Development and Research Presentation section as follows:

1. a description and justification of the dissertation prospectus development;
2. a review of the most recent relevant scholarship;
3. a review of any newly acquired research skills
4. a review of the research schedule;

4.2.5 *Language skills*

4.2.5.1 *Latin examination*

Doctoral students must pass a written, not previously seen, translation paper in post-classical Latin comparable to the 'Level One Toronto Medieval Latin Proficiency Test' (i.e., four paragraphs of different types of texts to be translated within 180 minutes without using a dictionary). Students may re-take the Latin examination twice. Failure to pass the test on the third occasion may result in immediate ex-matriculation.

Doctoral students who have acquired sufficient knowledge of classical or post-classical Latin at an institution other than CEU, as documented by an academic transcript, or have gained language proficiency through work on their dissertation (i.e., a critical edition or analysis of Medieval Latin texts), may be exempted from the Latin examination at the discretion of the doctoral committee.

A doctoral student interested in taking the official 'Toronto Latin test' will be given one opportunity to do so with the fee paid and the test administered by the Medieval Studies Department. Eligibility for this test will be confirmed by the faculty member teaching the preparatory courses for the 'Toronto Latin test' in consultation with the doctoral student's supervisor(s).

4.2.5.2 *Source language (other than Latin) examination*

At the discretion of the principal supervisor doctoral students may be requested to take a written, not previously seen, translation paper in the main source language or one of the main source languages necessary to pursue the dissertation project successfully. If set, a not previously seen translation paper takes one hundred (100) minutes; a dictionary (as specified by the examiner) may be used. Students may sit for the translation paper three times. Failure to pass the paper on the third occasion may result in immediate ex-matriculation.

4.2.5.3 *Modern language examination*

Doctoral students are required to demonstrate their ability to read scholarly texts with the use of a dictionary, and to follow a lecture in an academic language other than English and their native tongue(s). The Medieval Studies Department will administer a one hour examination consisting of a short (minimum two-page) excerpt from a scholarly article, about which from four to six questions must be answered. Any grade lower than B+ will require the doctoral student to re-take the exam. Each doctoral student may sit for this exam three times. Failure to pass the test on the third occasion may result in immediate ex-matriculation.

The doctoral student is required to submit the modern language examination form [*cf. **Appendices: A.4***] to the Medieval Studies Department by the end of September or March.

Evidence of sufficient command of this modern language can be produced in one of the following ways:

1. Successfully pass a department-administered language test achieving a minimum grade of B+ (those who have already passed such an exam successfully during their MA studies are exempted).
2. Official intermediate level or higher language certificate.
3. Completion of secondary education in a foreign language.
4. Degree in an accredited higher education institution in a foreign language.

4.2.5.4 *Language requirements for those pursuing a Hungarian doctoral degree*

Doctoral students pursuing a Hungarian doctoral degree must produce evidence of appropriate command of two languages other than their mother tongue ('foreign languages'). Where the documents proving the fulfillment of this requirement fall into the category of documents 'equivalent' to the Hungarian state administered language certificates (as detailed below) the doctoral student must submit documentation or information demonstrating the equivalence and are strongly encouraged to

produce appropriate documentation as early as possible in their doctoral studies. Doctoral students are responsible for providing the required documentation by the time of the pre-defense.

Students whose mother tongue is English must produce evidence of appropriate command of the first foreign language upon opting for the Hungarian doctoral degree.

1. First foreign language

The first of these languages must be one of the following languages: Albanian, Arabic, Armenian, Bulgarian, Chinese, Croatian, Czech, English, Estonian, Finnish, French, Georgian, German, Hebrew, Hindi, Hungarian, Italian, Latin, Latvian, Lithuanian, Modern Greek, Old Church Slavonic, Old Greek, Ottoman Turkish, Persian, Polish, Romanian, Russian, Serbian, Slovak, Slovenian, Spanish, Syriac, Turkish, Ukrainian, Yiddish.

Evidence of sufficient command of this language can be shown in one of the following ways:

1. English is recognized without further evidence in the case of all non-native speakers of English accepted in a CEU doctoral program.
2. Hungarian state administered language certificate (or the equivalent), type 'B2, intermediate' ('középfokú') level or higher.
3. Completion of secondary education in a foreign language.
4. Degree in a foreign language in an accredited institution of higher education.

2. Second foreign language

Evidence of sufficient command of a second foreign language, to be chosen from any of the languages indicated above, can be shown in one of the following ways:

1. Hungarian State administered language certificate (or equivalent), type 'B1', 'beginner' ('alapfokú') level.
2. Completion of secondary education in a foreign language.
3. Degree in a foreign language in an accredited institution of higher education.
4. Completion of a foreign language course in a secondary or higher education institution.
5. Language classes given by CEU's Academic Writing Center (40 teaching hours of approximately 45 minutes per class)
6. Source Language classes (12 meetings of approximately 100 minutes)
7. Text Reading classes (12 meetings of approximately 100 minutes)

Successful completion of CEU language classes taken for grade is required from the start of such classes.

4.3 Doctoral candidacy period (research period)

4.3.1 General requirements

Doctoral students are expected to meet the following obligations:

1. to actively participate in the academic life of the Medieval Studies Doctoral Program, for example regularly attending events organized by the department such as lectures, programs, and workshops as well as contributing to Medieval Radio, etc.;
2. to initiate discussions with the supervisor(s) on the type of guidance and comments considered helpful, and to agree to a schedule of meetings which will ensure regular contact;
3. to provide (following the second year of the doctoral studies) a written report to the Doctoral committee and the supervisor toward the end of each academic year (before August 31), documenting the progress of the work/research as agreed with the supervisor; this report needs to be accompanied by a piece of work of chapter length in order to receive confirmation of status;
4. to present their work in the Medieval Studies Doctoral Colloquium in the form of progress reports, research papers, conference papers, or chapter presentations.

They are also expected

5. to submit chapters of the dissertation for discussion and feedback according to the schedule agreed upon with the supervisor;
6. to ensure that original data and any other original research results are stored properly and made available;
7. to fulfil all other obligations prescribed by these regulations.

4.3.1.1 Required course credits for those pursuing only the US doctoral degree:

In order to receive a US doctoral degree, doctoral students must collect a minimum of 36 credits (a minimum of 20 credits must be collected during the probationary candidacy period, 2 credits will be granted for the successful completion of the Comprehensive Exam, 2 credits will be granted for the successful defense of the dissertation prospectus, and the remaining 12 credits must be collected during the doctoral candidacy period).

4.3.1.2 Required course credits for those pursuing the Hungarian doctoral degree:

In order to receive a Hungarian doctoral degree doctoral students must collect a minimum of 120 CEU [240 ECTS] credits (a minimum of 20 credits must be collected during the probationary candidacy period, and the remaining 100 CEU [200 ECTS] credits must be collected during the

doctoral candidacy period in the following three categories: educational activity; teaching activity; academic activity as explained below.

4.3.1.3 Annual confirmation of doctoral candidate status

Once doctoral candidate status is obtained, it is the duty of the doctoral student to confirm this status toward the end of each year of enrollment by demonstrating proper progress of the doctoral dissertation project. This regulation pertains to the whole period of enrollment. It is not limited to the period when the doctoral student receives a stipend from CEU.

It is the responsibility of each doctoral student to monitor their enrollment status. **CEU automatically charges a yearly enrollment fee for each doctoral student unless a change of status form is officially submitted to the Registrar's Office.**

Any fees occurring from failure to report change of status will be the responsibility of the student to pay. List of possible disenrollment status are available in [*cf. Appendices: B.3*].

The doctoral candidate demonstrates progress

1. by submitting a detailed annual progress report of the doctoral activities during the past academic year with a forecast of the next, starting from the end of the second year of enrollment. A form will be provided on the departmental website. [*cf. Appendices:A.11*]
2. Once doctoral students change their status to doctoral candidates, together with their annual progress report they must also submit a chapter including footnotes and bibliography. **A copy of this chapter should be submitted to the supervisor.**
3. The deadline for submitting the annual progress report and chapter is the middle of August each year.

Supervisors should submit their reports on the students' progress report by 30 September each year. [*cf. Appendices:A.12*]

The annual progress reports will be evaluated by the doctoral candidate's supervisor(s). If major problems arise with the work of a doctoral student, the supervisor(s) should notify the Doctoral committee. In such cases, the Doctoral committee will meet to discuss what actions need to be taken. They may write a follow-up letter with suggestions for improvement. This letter should be signed by both the principal supervisor and the student. Failure to comply with recommendation of the Doctoral committee may result in immediate ex-matriculation.

4.3.2 Educational, teaching, and academic activities

Credits can be earned as enrolled CEU students or as visiting or non-degree student at another recognized university or institution of higher education. For credit transfer rules consult CEU's Transfer of credit policy (Annex 2 to the Student Rights, Rules, and Academic Regulations). **For**

those pursuing the HUNG doctoral degree, all credits should be earned within a maximum of four (4) years.

4.3.2.1 Mandatory credits

1. 8 credits (4 semesters, 2 credits each) [US and HUNG] have to come from regular and active participation in the Medieval Studies Doctoral Colloquium;
2. 8 credits (4 semesters, 2 credits each) [US and HUNG] have to come from regular and active participation in PhD level mandatory elective topical courses;
3. 3 credits for the Advanced Research Methodology Seminar [US and HUNG] ;
4. 2 credits will be granted for the successful defense of the Dissertation Prospectus [US and HUNG];
5. 2 credits will be granted for successfully passing the Comprehensive Examination [US and HUNG]
6. 5 credits will be granted for successfully passing the Complex Examination [US and HUNG];
7. 4 credits [US and HUNG] must be collected from Academic Practica courses;
8. 4 credits [HUNG] must be collected from teaching practice;
9. 18 credits (3 times, 6 credits each) [HUNG] must be collected from research and annual progress reports;
10. 20 credits (4 years, 5 credits each) [HUNG] must be collected from consultation with the supervisor(s).
11. Minimum three (3) publications should be presented in hard copy and electronic format to the Doctoral committee who will assign between 4 and 12 credits to these works [HUNG].
12. Minimum 12 credits [HUNG] must be collected from conference participation.

Academic practica

Over the course of the doctoral candidacy period, a doctoral student will select four (4) academic practica supervised by resident faculty. Each practicum will be worth one (1) credit.

The goal of an academic practicum is to provide insights into professional and practical skills that cannot be acquired from course work, but will be useful for the doctoral student's future academic career, such as conference/workshop organization or participation in a research project, etc. Types of practica which have been offered:

1. Academic program organization;
2. Course materials development and teaching practice;
3. Departmental archive and library development;
4. International relations network co-ordination;

5. Publication and editorial practices;
6. Research resources and bibliography;
7. Visual resources: collection and implementation.

The workload of an academic practicum must not greatly exceed 24 hours (that is, two hours per week over the twelve weeks of the semester, or five hours per day over one week of the research break). Doctoral candidates will rotate their choices and may repeat any type of practicum only once. All four Academic Practica should be completed *before* the submission of the dissertation for pre-defense and documented with the relevant form. [*cf.* **Appendices: A.6**].

Merely clerical tasks must not be part of an academic practicum.

4.3.2.2 *Optional credits*

1. Any number of credits can be collected from PhD level elective topical courses [US and HUNG]
2. Minimum 12 credits [HUNG] can be collected from participating in research projects.²

4.3.2.3 *Teaching activity*

For the Hungarian doctoral degree only: mandatory

Doctoral students pursuing the Hungarian doctoral degree must acquire a minimum of four (4) credits for completing their teaching practice exclusively at CEU as Teaching Assistants in agreement with the Doctoral committee. They are encouraged to acquire further experience for additional credits either under the auspices of the Medieval Studies Department or at another recognized higher education institution in agreement with the Doctoral committee. It will be at the discretion of the Doctoral committee to assess the credit value of the classes taught in higher education institutions other than CEU.

Once such teaching opportunities have been completed, doctoral students must submit the relevant form with the following mandatory documentary supplements: [*cf.* **Appendices: A.7**].

1. course syllabus;
2. bibliography;
3. certificate that the course appeared in the university's course offering;
4. evaluation of the course if the institution provides it.

² Those who cannot earn these credits should make sure to earn the missing credits by participating in more elective courses (or independent study).

Although teaching experience is not required for the US-accredited doctoral degree, it is highly recommended in view of academic career options.

During the first year of doctoral studies, probationary doctoral candidates will explore with their supervisor(s) the possibility of acting as a Teaching Assistant at Master's level during the second or third year of doctoral studies (following successful transfer of status).

It is the doctoral candidates' responsibility to draft the syllabus with due assistance from the co-teaching supervisor, reflecting on the learning outcomes in particular, and providing their share of the reading assignments; during the class, Teaching Assistants will be present and run a minimum of four (4) one-hundred-minute classes at their own discretion, with the supervisor present and providing feedback. The joint preparation and teaching of this class will count in fulfillment of the four-credit requirement.

Teaching completed prior to entering the doctoral program cannot be counted for credit.

4.3.2.4 Academic Activities

Publications

For the Hungarian doctoral degree only: mandatory

Doctoral students pursuing a doctoral degree accredited in Hungary should submit at least three (3) scholarly publications and acquire a minimum of twelve (12) credits. Scholarly publications dated prior to entering the doctoral program cannot be counted for credit. In order to receive such credits doctoral students are required to submit those publications they wish considered for credit in both hard copy and electronic versions to the Doctoral committee which will, in consultation with the supervisor(s), award credits as follows:

1. for an article published in a journal of local, regional or national circulation: two to six (2-6) credits;
2. for an article in an on-line peer-reviewed journal or academic blog four to six (4-6) credits;
3. for an article published in a peer-reviewed journal of international circulation: four to six (4-6) credits;
4. for a seminal article of the latter kind: up to eight (8) credits. Any monographs (including source editions) will be reviewed individually; those written in languages with regional circulation will normally carry a minimum of six (6) credits;
5. for those written in an acknowledged language of international academic exchange carry a minimum of six (6) credits.

The exact number of credits awarded is at the discretion of the Doctoral committee to be reconfirmed by the Head of the Doctoral School of History. [*cf. Appendices:A.8*].

Participation in research projects

For the Hungarian doctoral degree only: optional

Doctoral students pursuing a doctoral degree accredited in Hungary may acquire maximum six (6) credits for participation in research projects. In order to receive such credits a report of the project's objective and the doctoral student's tasks, duties, and results should be submitted to the Doctoral committee which will, in consultation with the supervisor(s), award credits as follows:

The exact number of credits awarded is at the discretion of the Doctoral committee to be reconfirmed by the Head of the Doctoral School of History. [*cf. Appendices:A.9*].

Conference paper presentation and/or participation

For the Hungarian doctoral degree only: optional

Doctoral students pursuing a doctoral degree accredited in Hungary should acquire maximum six (6) credits from conference participation. In order to receive these credits, any paper presented by the doctoral student that is to be considered for credit must be submitted in an electronic version to the Medieval Studies Doctoral committee. In consultation with the supervisor(s), the credits will be awarded as follows:

1. for a paper presented at a regional conference: two (2) credit;
2. for a paper presented at an international conference: three (3) credits;
3. for an invited paper presented at an international conference: four (4) credits.

The exact number of credits awarded is at the discretion of the Doctoral committee to be reconfirmed by the Head of the Doctoral School of History. [*cf. Appendices:A.10*].

4.3.3 Doctoral Awards

4.3.3.1 CEU Academic achievement award for first-year doctoral students

These awards are meant to reward outstanding coursework and performance during the comprehensive exam.

Eligibility: GPA of at least 3.8 or the highest placements in the department; outstanding performance at the comprehensive exam

4.3.3.2 Award for Advanced Doctoral Students

These awards rewards outstanding student research.

Eligibility: completion of a significant portion of research that serves as the basis of the dissertation and scholarly presentation of tangible results that directly stem from the research (a draft chapter, a paper); GPA of at least 3.5 or the highest placements in the department. Students who had been awarded the CEU Academic Achievement Award for First-Year Doctoral Students can also be nominated.

4.3.3.3 Best Dissertation Award

These awards, given annually, are intended to recognize important scholarly contributions by graduate students. Dissertations from any discipline that are based on significant original research, raise thought-provoking questions in the field, and open up new perspectives are recognized through this award. The Doctoral committee especially wants to reward imaginative research that takes an innovative approach in terms of the sources, the methodology and/or the research questions. Nominations of works that take a broadly understood comparative perspective and use an interdisciplinary approach are especially encouraged as well as those contributing to the understanding and practice of social justice.

The number of awards is three annually. In addition to the award, each recipient is given 200 EUR that can be spent on relevant academic publications of his or her choice to enrich the CEU Library.

Eligibility: doctoral dissertations that were defended during the preceding two years and received a grade cum laude or higher are eligible for nomination. Students who had been awarded the Award for Advanced Doctoral Students can also be nominated.

4.3.3.4 Departmental nomination process

In order to make the nomination process as transparent as possible, the Doctoral committee will create the merit list on the basis of the following: GPA; the student's performance during the comprehensive examination and the dissertation prospectus defense; any papers read at regional and international conferences or graduate student days; publications; commendable academic initiatives, e.g., the organization of a graduate student day, workshop or similar, or (international) pre-doctoral scholarships obtained; and services to the CEU community. The final decision is based on discussions of all members of the Medieval Studies Department faculty.

Former winners of any of the doctoral awards cannot be nominated again for the same award.

5 Supervision and supervisory committees

5.1 Probationary doctoral candidacy period

5.1.1 Appointment of the principal and associate supervisors, the Comprehensive Examination Committee, and the Prospectus Defense Committee

Upon admission to the Medieval Studies Doctoral Program probationary doctoral candidates will be assigned supervisor(s) based on the application materials.

Following due consultation with the probationary doctoral candidate the Comprehensive Examination and Prospectus Defense Committees are appointed, preferably by the end of the Winter semester. [cf. Appendices:A.3].

5.1.2 Duties of the supervisor(s),

1. to encourage probationary doctoral candidates to play a full and active role in the intellectual life of the Medieval Studies Doctoral Program;
2. to give regular guidance and prompt feedback about the nature of research and standards expected during the probationary period;
3. to help identify suitable topical fields to be covered by the comprehensive examination, and give guidance toward the production of the two topical field surveys required;
4. to give detailed advice and guidance toward the timely production of the dissertation prospectus;
5. to advise probationary doctoral candidates on any presentations due in the departmental doctoral seminars during the probationary period, if requested, and attend any such presentations;
6. to help identify suitable members of the Prospectus Defense, and Comprehensive Examination Committees;
7. to help identify suitable mentors for the independent study units, and enquire about their availability;
8. to assist in planning and organizing academic activities as pertaining to the Medieval Studies Doctoral Program, especially with regard to teaching experience.

5.2 Doctoral candidacy period

5.2.1 Confirmation of the principal supervisor and the associate supervisor

No later than one month after a probationary doctoral candidate was transferred to doctoral candidate status, the Doctoral committee, in consultation with both the doctoral student and the

supervisor(s) shall submit the name of the (principal) supervisor of the student to the UDC for approval. Where it can be reasonably assumed that the complexity of the emerging dissertation requires it, or if the supervisor should be absent for a substantial amount of time or become temporarily unavailable, the Doctoral committee may suggest the appointment of an associate supervisor. The associate supervisor may be an expert in the field external to CEU.

5.2.2 *Responsibilities of the supervisor, the associate supervisor,*

As a rule, each doctoral student should arrange regular consultations with the supervisor(s).

It is the responsibility of the principal supervisor and any associate supervisor to maintain a professional relationship at all times with the doctoral student and

1. to encourage the doctoral student to play a full and active role in the intellectual life of the Medieval Studies Doctoral Program;
2. to give guidance about the nature of research and standards expected, about the choice of research topic, about the planning of the research program, and about literature and resources;
3. to establish a specific research schedule in written form;
4. to establish a timetable for frequent regular personal meetings with the student;
5. to give detailed advice in order to ensure that the research project and dissertation writing are completed within scheduled time;
6. to request regularly pieces of written work and/or research results and return such work with constructive criticism within reasonable time, informing the doctoral student about the satisfactory or unsatisfactory progress of their work;
7. to attend the Medieval Studies Doctoral Colloquium when their supervisees are presenting their 'work-in-progress reports';
8. to help identify suitable mentors for the independent study units, and enquire about their availability;
9. to help the doctoral student present their work at conferences and prepare it for publications;
10. to advise and assist the student in finding a suitable host university for study/research abroad under the Doctoral Research Support Grant scheme;
11. to give advice how to enter the academic job-market and to prepare for an academic career;
12. to fulfill any other duties set out by the Medieval Studies Doctoral Program regulations and guidelines.

6 Dissertation submission, Rigorosum, pre-defense, and doctoral defense

6.1 Starting the Doctoral Procedure (only applicable to those doctoral students enrolled before September 2016)

For the Hungarian doctoral degree only: mandatory

Doctoral students pursuing a doctoral degree accredited in Hungary must initiate a Doctoral Procedure ('*doktori eljárás indítás iránti kérelem*') [cf. **Appendices:A.13**]. During this procedure doctoral students are termed 'Doctoral Nominees' ('*doktorjelölt*'). On initiating a doctoral procedure the following statement must be signed:

'Currently I have no other doctoral procedure in the same discipline in progress. I did not initiate any doctoral procedure that was rejected during the last two years.' [cf. **Appendices:A.14**].

The dissertation must be submitted within two years of the acceptance of the application for a doctoral procedure by the UDC.

6.2 Starting the Doctoral Procedure (only applicable to doctoral students enrolled after September 2016)

Doctoral candidates pursuing a Hungarian doctoral degree are required to submit their dissertations within three (3) years of passing the Complex Examination. In justified cases, this deadline may be extended with one (1) year. Student status may be suspended for a maximum of two semesters during the second part of the Doctoral Training.

6.3 Rigorosum (only applicable to doctoral students enrolled before September 2016)

For the Hungarian doctoral degree only: mandatory

The Rigorosum ('*doktori szigorlat*') is required by the Hungarian accreditation only. The purpose of this oral examination is to ensure that doctoral nominees command a thorough knowledge of the field in which the dissertation is to be submitted. Three topics, one main subject and two additional subjects, should be suggested by the doctoral nominee in advance to the departmental doctoral committee to be approved by the UDC. The Rigorosum normally takes place together with the pre-defense but in any case before the defense itself.

6.3.1 Rigorosum Committee

The Rigorosum Committee is responsible for conducting the Rigorosum. The Rigorosum is part of the Doctoral Procedure required for earning a Hungarian doctoral degree. The Rigorosum Committee is appointed by the UDC based on the recommendation of the Doctoral committee. The

Rigorosum Committee has at least three members, all of them answering the criteria for core membership in a doctoral school. If the Rigorosum Committee consists of fewer than five members, a maximum of one may be external to CEU. The chair of the Rigorosum Committee must be an ‘egyetemi tanár’ or a habilitated ‘egyetemi docens’. The Rigorosum Committee evaluates both the viability of the doctoral student’s research, and the skills and background knowledge necessary for the completion of the dissertation.

6.3.2 Rigorosum procedure

The Rigorosum usually lasts up to a maximum of one hour and has its own procedure. The result of the Rigorosum must be announced immediately after the Rigorosum. [*cf. **Appendices:B.4***].

6.3.3 Evaluation of the Rigorosum

The decision on accepting the Rigorosum is based on the majority voting principle. If the members of the Rigorosum Committee cannot reach a majority decision, the Medieval Studies Doctoral committee shall appoint two or three additional Rigorosum Committee members within 15 days. The enlarged Committee must feature an uneven number of members. The Rigorosum will then be repeated within sixty days of the original Rigorosum and the enlarged Rigorosum Committee shall decide whether to accept the Rigorosum by simple majority of the members.

6.3.4 Re-taking the Rigorosum

The Rigorosum may be retaken only once (within the original time limit of two years); failure to pass the second Rigorosum may result in the immediate ex-matriculation of the doctoral nominee.

6.4 Dissertation submission

In addition to the requirements listed in the CEU Doctoral Regulations the Medieval Studies Doctoral Program requires the title page of the final version of the dissertation to reference Central European University, Budapest; the Medieval Studies Department; additionally, in the case of a dissertation defended according (also) to Hungarian accreditation, the Doctoral School of History.

The final version of the dissertation must be approved by the supervisor(s) before submission. It only then can be submitted to the Doctoral committee through the Doctoral Coordinator. Following a successful defense the dissertation must be uploaded to the Electronic Theses Database of CEU.

All doctoral students must submit a dissertation booklet, summarizing the major findings of the dissertation.

Those doctoral nominees who are pursuing a Hungarian doctoral degree must submit an electronic version of the dissertation to the electronic database of Magyar Tudományos Művek Tára as well. For this a DOI identification No. will be provided in line with international practice.

6.4.1 Submission beyond the enrollment period (only applicable to students pursuing a US doctoral degree)

Doctoral students whose enrollment (including possible extensions) runs out and who have fulfilled all requirements for the doctoral degree with the exception of submitting their dissertation, can apply for re-enrolment at a later date in order to submit their dissertation.

When former doctoral students wish to re-enroll for submitting a dissertation, they need to send the completed dissertation to the Medieval Studies Doctoral Program Committee. The program director will approach, in the first instance, the former supervisor(s) to evaluate the quality of the dissertation. If the latter is/are unavailable or unwilling to do so, the program director shall see whether academic staff members whose expertise is reasonably close to the dissertation topic are willing to take on this task. In the last instance, it rests with the Doctoral committee – in consultation with any qualified academic staff member willing to evaluate the dissertation – to decide whether the former student can re-enroll and the dissertation be officially submitted.

If the decision is positive, the student can re-enroll for the purpose of submitting a dissertation. The special re-enrollment fee that applies in this case is twice the amount of the yearly enrollment fee for Doctoral Students in their first three years. From the point of re-enrollment, the usual rules for dissertations apply.

6.5 Dissertation pre-defense

The Medieval Studies Doctoral Program strongly recommends that a ‘pre-defense’ be held once the dissertation is complete and approved by the supervisor. It is also suggested that doctoral students pursuing a Hungarian doctoral degree combine it with the Rigorosum. Doctoral students should submit their dissertation to the Doctoral Coordinator at least one month prior to the proposed date of the pre-defense. During the pre-defense, the dissertation will be discussed the same way as during a doctoral defense. The purpose is to give the doctoral student a last round of valuable, constructive criticism and feedback s/he needs to incorporate in the dissertation. The advance preparations for the pre-defense should be carried out by the principal supervisor who will also check whether the GPA of the doctoral student reaches the minimum required 3.3 average. In cases where the GPA falls below the required level but the expectation is that the dissertation will be of high quality the Doctoral committee must consult with the UDC.

6.5.1 *Pre-defense Committee*

The supervisor(s) jointly with the doctoral student should carefully review the composition of the pre-defense Committee to insure that examining members will be able to give the maximum insight into remaining problems with the dissertation.

The pre-defense committee comprises the supervisor and two other faculty members along with three in-house readers appointed by the supervisor (doctoral student, alumni, or junior faculty) and one officially invited external reader.

6.5.2 *Pre-defense procedures*

The pre-defense is regulated by its own separate procedures. The pre-defense is public; there is no time limit on the length of the proceedings. [*cf.* **Appendices:B.5**].

6.5.3 *Evaluation of the pre-defense*

The Pre-defense Committee may evaluate the dissertation as follows:

1. The dissertation is accepted for defense in its present state and the doctoral defense procedure may be initiated immediately.
2. The doctoral student is requested to introduce minor modifications to the dissertation, which then have to be approved by the supervisor(s) before initiating the doctoral defense procedure. Once the dissertation is in its final form, the supervisor(s) will be given one month to approve or reject the changes and initiate the doctoral defense procedure.
3. The doctoral student is requested to introduce major modifications to the dissertation. In this case, the dissertation should be re-submitted once these modifications have been carried out.
4. The dissertation is not accepted for examination and has to be re-written/-structured in substantial parts. After the doctoral student resubmits the modified dissertation the supervisor(s) together with the Doctoral committee will decide whether to accept the dissertation for doctoral defense or recommend awarding an MPhil degree if all other requirements for the doctoral degree have been met.

6.5.4 *Waiving the pre-defense*

The pre-defense constitutes a right, not an obligation. Doctoral students may therefore request in a formal letter addressed to the Doctoral committee that their pre-defenses be waived.

6.6 **Dissertation defense**

The dissertation will be examined by members of the dissertation defense committee in an oral defense open to the public.

The responsibilities of the doctoral student are as follows:

1. to initiate the defense procedure using the appropriate form (for the Hungarian doctoral degree only);
2. to submit the dissertation at least one month before the proposed date of defense;
3. to prepare a dissertation booklet summarizing the content of the dissertation, listing members of the defense committee, and including a short CV at the end at least two weeks before the defense;
4. to ensure that original data and any other original research results are stored properly and made available if necessary;
5. to fulfill any other obligations prescribed by the relevant CEU regulations and guidelines;
6. to submit proof of the 1st and 2nd language requirements (for the Hungarian doctoral degree only).

6.6.1 Dissertation defense committee

The dissertation defense committee comprises the chair (a faculty member from outside the department), the supervisor(s), and invited faculty members of whom at least one third should be external to CEU. The dissertation defense committee is appointed in consultation with the doctoral candidate who may request a change in the committee composition in a formal letter addressed to the Doctoral committee. The external reader(s) actually present at the doctoral defense may be part of the voting dissertation defense committee as external member(s).

Under US accreditation, principal and associate supervisors may be voting members of the dissertation defense committee. Under Hungarian accreditation, supervisor(s) cannot vote.

6.6.2 Dissertation defense procedure

The dissertation defense is regulated by its own special procedures. It usually lasts around two hours. [*cf.* **Appendices: B.6**].

6.6.3 Evaluation of the doctoral defense

To satisfy degree requirements, the dissertation must make a significant and original contribution to the understanding of the subject and must demonstrate the capacity of the doctoral student to carry out independent, original research of high quality.

Each member of the dissertation defense committee is requested to indicate whether

1. the dissertation makes a significant original contribution to and significantly advances the understanding of the subject with which it deals;

2. the dissertation demonstrates that the doctoral student is capable of carrying out independent research in accordance with internationally accepted standards, firmly and convincingly based on previous research carried out in the field;
3. the format and literary presentation follows academic norms within the particular field;
4. the dissertation or parts thereof are worthy of publication.

The assessment of at least two external readers, presented in written form, will also contribute to the overall evaluation process.

6.6.4 Acceptance of the doctoral dissertation

The dissertation defense committee decides with a majority vote on the acceptance of the dissertation defense and the grading of the dissertation.

The dissertation defense committee may decide in the following ways:

1. the doctoral student be awarded the degree without further modification in the dissertation;
2. the doctoral student be awarded the degree subject to modifications in the dissertation. In this case, the dissertation defense committee must nominate one or two of its members to approve of the changes in writing within three months of resubmission (without a new defense being organized);
3. the doctoral student not be awarded the degree.

If the dissertation defense committee cannot reach a majority decision, the Doctoral committee shall appoint, within fifteen days or as soon as the UDC's approval can be obtained, two additional examiners, who will be given the customary three months (within term time) to submit their written reports including the suggestion of a grade. The enlarged dissertation defense committee shall decide on the acceptance, without conducting another oral defense. However, it is not necessary that members of the dissertation defense committee meet in person.

If the dissertation defense committee accepts the dissertation, it awards one of the following grades to the doctoral dissertation (from lowest to highest), again by majority decision:

1. rite;
2. cum laude;
3. magna cum laude;
4. summa cum laude.

The Medieval Studies Department does not organize Awarding Public Lectures.

6.6.5 Additional doctoral defense procedure for those pursuing a Hungarian doctoral degree

6.6.5.1 Additional Documentation

Prior to the initiation of the doctoral defense the doctoral nominee needs to submit to the Doctoral Coordinator the following documents:

1. Documentation proving that the doctoral nominee has fulfilled the Foreign Language requirements (see Section 4.1.4.4)
2. Copies of at least three (3) scholarly publications (including articles accepted for publication) in a recognized international or national journal, or in a book published by a recognized international or national publisher. Copies submitted earlier (i.e. as documentation related to the request for additional HUN-credit) may be counted, although the doctoral student needs to declare in writing which of these publications were selected.
3. A statement declaring that the doctoral nominee is not enrolled in any other Doctoral Program in Historical Studies, that no request for opening the defense has been rejected within the last two years, and that no defense procedure has concluded with failure in the past two years.

Following the submission of the doctoral dissertation for defense the doctoral student needs to submit to the Doctoral Coordinator the following documents:

1. The dissertation booklet summarizing the major findings of the scientific research.
2. The following two authorship declarations:
 - A) I, the undersigned (name), candidate for the PhD degree in Medieval Studies declare herewith that the present doctoral dissertation is exclusively my own work, based on my research and relies only on such external information as properly credited in notes and bibliography. I declare that no unidentified and illegitimate use was made of the work of others, and no part of the doctoral thesis infringes on any person's or institution's copyright. I also declare that no part of the doctoral dissertation has been submitted in this form to any other institution of higher education for an academic degree.
 - B) I, the undersigned (name), doctoral nominee for the PhD degree in Medieval Studies declare herewith that the present doctoral dissertation is exclusively my own work, based on my research and relies only on such external information as properly credited in notes and bibliography. I declare that no unidentified and illegitimate use was made of the work of others, and no part of the doctoral dissertation infringes on any person's or institution's copyright. I also declare that no part of the doctoral thesis has been submitted in this form to any other institution of higher education for an academic degree. [*cf.* **Appendices:A.15**].
3. Written reply to the written reports of the external readers received prior to the defense.

After the successful defense of the dissertation an electronic version of the dissertation shall be provided to the electronic database of Magyar Tudományos Művek Tára (MTMT) by indicating a DOI identification number in line with international practices.

6.6.5.2 *Dissertation Defense Committee for those pursuing a Hungarian doctoral degree*

The Chair of the Dissertation Defense Committee must be an *'egyetemi tanár'* or Professor Emeritus of CEU.

A minimum of two evaluations of the dissertation by a maximum of three examiners must be positive. The doctoral nominee answers in writing all external readers' comments prior to the doctoral defense.

The doctoral student may request that the defense be non-public. This request may or may not be accepted by the UDC.

6.6.5.3 *Granting distinction in the Hungarian system:*

The conditions for *'kitüntetéses doktorrá avatás'* (finishing the doctoral studies with distinction according to the Hungarian regulations) are as follows:

1. all mandatory classes are 'jeles', i.e. A and/or A-
2. the Rigorosum is summa cum laude
3. the defense grade is summa cum laude

7 Changes to these regulations and validity

7.1 Changes to these regulations

The Doctoral committee may make changes to these regulations by simple majority vote; all changes need to be endorsed by the Head of the UDC.

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