



Late Antique, Medieval and Renaissance Studies Program

CEU Doctoral School of History
Medieval Studies Department



Excerpt from the Doctoral Regulations for those pursuing
a Hungarian accredited doctoral degree
and enrolled after 1 September 2016

CEU'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 administered by the Doctoral School of History through 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.

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 that are upgraded by CEU to the exact same level as the CEU package. However, students should be aware, that the conditions of the Hungarian State Doctoral Scholarships are slightly different from those of the CEU scholarship.

Students receiving the Hungarian State scholarship are not allowed to interrupt their studies while they receive this scholarship (48 months). Thus, they cannot request a leave of absence or stop the stipend clock during their funded period unless otherwise regulated by a Hungarian governmental decree. These students must earn a degree accredited in Hungary.

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.

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, 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.

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 CEU credits must be collected during the probationary candidacy period, and the remaining 100 CEU credits must be collected during the doctoral candidacy period in the following three categories: educational activity; teaching activity; academic activity as further explained below.

Educational, teaching, and academic activities

Mandatory credits

1. 8 credits (4 terms, 2 credits each) must be collected from regular and active participation in the Medieval Studies Doctoral Colloquium;
2. 17 credits must be collected from regular and active participation in doctoral level research methodology classes, advanced source language text seminars, or independent study;
3. 3 credits must be collected from the Advanced Research Methodology Seminar and from regular and active participation in doctoral level research methodology classes, advanced source language text seminars, or independent study;
4. 5 credits will be granted for the successful defense of the Dissertation Prospectus;
5. 5 credits will be granted for successfully passing the Comprehensive Examination;
6. 6 credits will be granted for successfully passing the Complex examination: section 1 general knowledge examination;
7. 6 credits will be granted for successfully passing the Complex examination: section 2 dissertation prospectus development and research presentation
8. 4 credits must be collected from Academic Practica courses;
9. 4 credits [HUNG] must be collected from teaching practice;
10. 18 credits (3 times, 6 credits each) [HUNG] must be collected from research and annual progress reports;
11. 16 credits (4 terms, 4 credits each) [HUNG] must be collected from consultation with the supervisor(s).
12. Minimum three (3) publications should be presented by the time of the dissertation submission in hard copy and electronic format to the Doctoral Committee who will assign between 4 and 12 credits to these works [HUNG]. Publications published prior to entering the doctoral program cannot be counted for credit.

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.

Optional credits

1. Any number of credits can be collected from doctoral level topical elective courses [US and HUNG]
2. Maximum 6 credits can be collected from participation in research projects [HUNG]
3. Maximum 6 credits can be collected for conference paper presentation and/or participation [HUNG]

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. They may acquire further experience for a maximum of six (6) credits, either under the auspices of the Medieval Studies Department or at another recognized higher education institution in agreement with the Doctoral Committee.

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

Academic Activities

Publications

For the Hungarian doctoral degree only: mandatory

Doctoral students pursuing a doctoral degree accredited both in the US and Hungary should acquire a minimum of four (4) and maximum of twelve (12) credits from minimum three (3) scholarly publications. In order to receive such credits doctoral students are required to submit by the time of the dissertation submission 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. Publications published prior to entering the doctoral program cannot be counted for credit.

Participation in research projects

For the Hungarian doctoral degree only: optional

Doctoral students pursuing a doctoral degree accredited both in the US and Hungary should acquire a minimum of three (3) and maximum of six (6) credits from 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.

Conference paper presentation and/or participation

For the Hungarian doctoral degree only: optional

Doctoral students pursuing a doctoral degree accredited both in the US and Hungary should acquire a minimum of two (2) and maximum of 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.

Doctoral examinations, dissertation submission, pre-defense, and doctoral defense

Comprehensive examination

The comprehensive examination is a public exam held before the doctoral candidate's Comprehensive Examination Committee. It requires that probationary doctoral candidates present and defend their **final**, and non-annotated bibliography for 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.

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.

Complex examination

The complex examination (applicable for those enrolled after 1 September 2016) 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

Section 1 general knowledge examination

The general knowledge examination within the field of Interdisciplinary Medieval Studies based on a pre-set bibliography already justified during the comprehensive examination takes place during the first part of the examination. The doctoral candidates compile the pre-set bibliography in consultation with their supervisor(s) and the Comprehensive Examination Committee will approve it at the comprehensive examination. The pre-set annotated bibliographies will focus on two broad topics – a theme for a potential monograph or a one-semester seminar – within the field of Interdisciplinary Medieval Studies other than the doctoral student's dissertation topic. These topics may fall into two categories: a) a

chronological focus on some significant aspect(s) of the Middle Ages; b) a geographic focus on a specific, larger region of the medieval world.

Section 2 dissertation prospectus development and research presentation

The dissertation prospectus development and research presentation begins with a short oral presentation (around ten minutes) by the doctoral candidate, followed by questions concerning the development and growth of the dissertation project. The doctoral candidates should be prepared to discuss the dissertation project's continued feasibility, their acquired research skills, and their familiarity with the most recent scholarly debates 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 for their chosen degree program.

Starting the Doctoral Procedure

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.

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”). 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.”

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

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

Dissertation pre-defense and defense

We strongly recommend that a “pre-defense” be held once the dissertation is complete and approved by the supervisor.

Additional doctoral defense procedure for those pursuing a Hungarian doctoral degree

Prior to “starting the doctoral procedure” the doctoral student needs to submit to the Doctoral Coordinator the following documents:

1. Documentation proving that the doctoral student has fulfilled the Foreign Language requirements
2. Copies of at least three scholarly publications in a recognized international or national journal, or in a book published by a recognized international or national publisher. Publications published prior to entering the doctoral program cannot be counted.
3. A statement declaring that the doctoral student 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. two statements (for details consult the Doctoral Regulation)
3. Written reply to the written reports of the external readers received prior to the defense.

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 student 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.