



DOCTORAL PROGRAM IN MEDIEVAL STUDIES

CEU Doctoral School of History
Medieval Studies Department



Excerpt from the Doctoral Regulations 1st year (probationary) doctoral candidates June, 2018

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 status.

Coursework

In order to become eligible for taking the comprehensive examination, 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 Medieval Studies Doctoral Colloquium (for grade);
2. a minimum of sixteen (16) credits must come from active participation in elective thematic research classes at doctoral level (or pertinent classes at Master's level, with the supervisor's permission) of which no fewer than three (3) must come from participation in the Advanced

Research Methodology Seminar and of which no fewer than four (4) credits – two courses: one during the Fall the other during the Winter semester – 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.

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.**

Research methodology seminars and advanced source language classes

Each term 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.

These seminars are listed among the departmental lectures and published on the departmental website. The doctoral student’s performance will be graded up to a minimum of seven (7) credits; additional research methodology seminars and advanced source language classes may be taken.

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

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 term. Requests submitted past this deadline may have to be accommodated in a later term.

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.

Comprehensive examination schedule

The comprehensive examination is scheduled to occur just after the end of the Winter Semester. 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*. Two of the topics will be selected by this committee for further elaboration.

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 final, non-annotated versions of both topical field survey bibliographies are due and should be saved on the CEU e-learning site at the end of the Winter Semester.

*Final, annotated versions of both topical field survey bibliographies are due and should be saved on the CEU e-learning site no less than fourteen days before the actual date of the complex examination **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 the end of the Winter Semester.

Final topical field surveys format

The surveys can either take the format of

1. *a 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 why it was selected;

or a

2. *a draft of a twelve-week syllabus with an extended bibliography.* In this case, the probationary doctoral candidate will be expected to briefly indicate the objective of each session, and the ways in which the suggested 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 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.

Comprehensive Examination Committee

The Comprehensive Examination Committee usually consists of three resident faculty members (supervisor and associate supervisor may be included). 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 of the topical field surveys toward the end of the Winter semester in the Medieval Studies Doctoral Colloquium or otherwise arrange a meeting with or send their comments to the probationary doctoral candidate individually.

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.

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 10- to 20-minute 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 10- to 20-minute question and answer session with the committee members and the public.

Dissertation prospectus defense

The dissertation prospectus defense is a public examination held before the probationary doctoral candidate's 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.

Dissertation prospectus defense schedule

Dissertation prospectus defenses are scheduled at the beginning of June, The precise dates should be 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.

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.

Dissertation prospectus defense committee

The Dissertation Prospectus Defense Committee consists of the chair and two resident faculty members (the associate supervisor if applicable, 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 on the basis of suggestions received from the probationary doctoral candidate, and approved by the UDC.

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.

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 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 Term following the unsuccessful prospectus defense.

Language skills

Latin examination

Doctoral students must pass a written, not previously seen, translation paper in post-classical Latin comparable to the '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).

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 in one of the main source languages necessary to pursue the dissertation project successfully. If set, a not previously seen translation paper takes one hundred and eighty (180) 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 will result in immediate ex-matriculation.

Language requirements for those pursuing a Hungarian doctoral degree

Doctoral students pursuing a Hungarian doctoral degree must produce evidence of an 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: 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 an accredited higher education institution in a foreign language.

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: any of the above –

1. Hungarian State administered language certificate (or equivalent), type “B1, beginner” (“*alapfokú*”) level or higher.
2. Evidence of successful completion of a foreign language course in a secondary or higher education institution – the Pro-Rector for Hungarian Affairs must approve it.
3. Degree in a foreign language in an accredited institution of higher education.