



**PHD DEGREE PROGRAM
IN COMPARATIVE GENDER STUDIES
STUDENT HANDBOOK**

2015-2016

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This Handbook contains all essential information about the PhD Program in Comparative Gender Studies. Please read the entire Handbook carefully, and consult it first in case of any question you may have. (All students will receive, in addition, an electronic version of the Handbook enabling an easy search for specific keywords.)
Please note that all regulations described in this handbook are subject to change. Regulations of the Department of Gender Studies must comply with the CEU Doctoral Regulations (CEU Official Document P-1103-01v1311, <https://www.ceu.hu/documents/p-1103-1>).

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2. General Outline of the Program

Summary

The PhD Program in Comparative Gender Studies is a three-year graduate program registered with the Board of Regents of the State of New York (U.S.A.) for and on behalf of the State Education Department. It places a special emphasis on comparative and integrative perspectives in Women's and Gender Studies. The requirements to be fulfilled by Doctoral Students enrolled in the program consist of 90 credits accumulated over three years of studies, passing the Comprehensive Exam after the end of the first year of studies, and the defense of the doctoral dissertation.

The rationale and design of the PhD Degree Program in Comparative Gender Studies are theoretical, methodological, and practical. They are based on the overarching scholarly and educational goals of the Department of Gender Studies at CEU which are elaborated in the *Statement of Purpose* located on the department's website (<http://gender.ceu.edu/statement-purpose>).

The program aims to combine theoretical and empirical inquiry into gender. Its activities and courses facilitate the examination of diversified patterns of social and cultural change, and allow interested students the opportunity to focus on Central-Eastern Europe in particular. Whatever the regional or textual focus students may choose, the program helps them understand gender in terms of local, national and transnational influences and articulations.

Theoretical Rationale

Women's and Gender Studies has participated in fundamental changes in the analysis and production of knowledge in the 20th century. The central point of their critique has been to examine how gender has shaped the social, theoretical, epistemological and cultural roots of the humanities and social sciences, and how gender has been involved in the production of, and challenges to, hierarchy, power and inequity. This critique troubles traditional scholarly aspirations for "objectivity" and interrogates the relationship between the symbolic and material in society. Gender Studies at CEU expands on this intellectual project by combining a critique of androcentrism with a critique of Eurocentric perspectives and epistemologies. Insofar as the former has presupposed the male subject and the latter "the West" as universal norms, both have misconceived the role of the subject in the process of knowledge production. Gender Studies has questioned how asymmetric and hierarchical gender relations in society, culture, and the academy have been mystified through the postulated universality of the (white male) subject in the social sciences and humanities. Critics of Eurocentrism have sought to replace the universalism of modernity and instrumental rationality with a more complex and non-linear understanding of society and knowledge. In seeking to understand the complexity of gender, particularly in Central-Eastern Europe, Gender Studies at CEU understands society and culture in the region (and in many

other locales) as a product of both global and local forces. The program thus helps students to recognize the problems with analyzing gender in a seemingly ahistorical, unsituated, and fragmented manner, without a consideration of institutions, social processes, and other salient material conditions.

Methodological Rationale

It is important not to replace the masculinist universal subject with a new feminist master narrative. Thus understanding the way gender works in the symbolic and social order requires new epistemologies and methodologies. The department's program aims to empower students to combine competence in traditional disciplinary skills, (e.g. archival research, textual analysis, statistical analysis, participant observation, theoretical inquiry, discourse analysis etc.) with the formulation of new questions arising from hitherto marginalized perspectives and areas of study. Students receive methodological training that encourages them to broaden the range of material and information they consider and the scope questions they ask, while maintaining the highest standards of scholarly quality.

Students may and do choose a variety of epistemological and methodological approaches in their research. Nevertheless, the introduction of comparative and integrative research strategies into gender studies is one important tool in developing new forms of scholarship. Students therefore receive training in this approach. The comparative orientation in Gender Studies at CEU is intended to develop methodological strategies that do more than merely add the "other" into pre-defined frameworks. Additionally, comparativism is by definition both a theoretical and pragmatic research approach. It involves examining the latent norms and presuppositions underlying much scholarship, and it aims to understand the similarities and differences between the compared "cases". Comparativism allows for a negotiated balance between context and the particular on the one hand, and integrative theoretical perspectives on the other. Thus, integrative comparativism eschews hasty generalizations and instead employs research strategies which illuminate the typical in the particular, and the particular in the seemingly general.

Further, a comparative-integrative approach implies research designs which accord equal weight to the characteristics and peculiarities of all analyzed "cases" instead of presupposing a fixed norm as a basis for comparison. In turn, the aim of comparison is not to arrive at universally valid generalizations, but to complicate taken-for-granted categorizations by attending to the "messy" and frequently ignored details of one's cases or contexts. Concomitantly, the comparative-integrative perspective, broadly defined and global in outlook, does not presuppose or define the chosen "cases" as being research units independent from each other. While not excluding independence as a possibility, the comparative-integrative perspective focuses on exploring the possible relatedness of the "cases". Examples of relatedness include transfer processes; mutual, one-sided or asymmetric patterns of influence and dependency; and path dependency, to name just a few. Students are encouraged to understand their research as collaborative in so far as they may identify common patterns in social processes, drawing insight from each others' research projects and the lively scholarly discourse cultivated in the program. In sum, the comparative-integrative approach focuses on a better

understanding of the way in which the interaction of local, regional, and global forces and actors shapes gender in the chosen “cases,” as revealed through the lens of comparison.

Students in our program are especially well situated to design PhD projects that include either a comparative or a transdisciplinary perspective focusing on Central and Eastern Europe, although this is not mandatory.

3. Organization of Studies and PhD Requirements

Administration of the PhD Program in Comparative Gender Studies

The Director of Doctoral Studies is the main advisor and administrator for the PhD Program in Comparative Gender Studies. Issues of policy, review and procedure are referred to the Doctoral Committee, which is composed of the Director of Doctoral Studies (Susan Zimmermann), the Department Head (Elissa Helms), one additional faculty member (Francisca de Haan), and one student representative.

The PhD Student Representative and the Deputy Representative (see Appendix 7 for the election procedure) may call meetings in order to raise student issues and consult with the Doctoral Committee on behalf of the student body as a whole. The Representative attends the regular Faculty Meetings (except for confidential parts of these meetings), the Deputy Representative may also attend the Meetings; both Representatives may raise student issues at the Meetings

Composition and Responsibilities of the Doctoral Committee

The “**Doctoral Committee**” (DC) is a committee formed by the faculty members of a Doctoral Program. It must have at least four members. Every Doctoral Program must have a Director, who is an *ex officio* member of the DC. Other members are delegated by the Head of Department/Unit from among the resident departmental faculty members.¹ The DC includes one student representative. The Committee may decide that the student should not be present at discussions of certain topics. The student member of the DC is elected by the Doctoral Students of the program. The DC's responsibilities include:

- a) steering the Doctoral Program;
- b) passing special regulations, specific to a particular Doctoral Program, consistent with the University Doctoral Regulations, and publishing the Regulations on the Program's website;
- c) enforcing these regulations at the Program;
- d) making recommendations for the University Doctoral Committee for the members of the Admission, Examination and Dissertation Committees;

¹ For these purposes, resident means a faculty member who either has a full time appointment *or* teaches at least half of the full time equivalency and is present for at least 16 weeks during the academic year.

- e) approving choice of Supervisors and members of the Comprehensive Exam Committee;
- f) reporting to the University Doctoral Committee on the appointment and change of Supervisors, reporting on the progress of Doctoral Students and the status of the Doctoral Program annually.

The PhD Requirements - Summary

PhD requirements of the Department of Gender Studies consist of:

- **90 credits** accumulated over three years of studies (including mandatory and elective courses – see below);
- **a minimum GPA of 3.33** (calculated from course grades);
- **passing of the Comprehensive Exam** (oral defense of the Comprehensive Exam Fields and Themes Paper and Dissertation Proposal by March 31 of the second year at the latest);
- serving as a **Teaching Assistant (TA)** for a one semester MA level course in the Department of Gender Studies some time after passing the Comprehensive Exam;
- presentation of one's dissertation work (a chapter or other substantial section) at least twice in public: one occasion must be at the **Department Faculty/PhD Seminar** or at a **public lecture at CEU**;
- the **defense of the doctoral dissertation**.

Credits² for PhD students are to be accumulated as follows:

First Year: 26 credits

- Autum: 6 credits coursework:
- 2 credits Comparative and Integrative Perspectives ...
 - 2 credits Research Methods in Gender Studies (or approved alternative)
or 2 credits elective*
 - 2 elective credits
- 2 credits PhD Preparation Seminar
2 credits tutorial
- Winter: 6 credits coursework:
- 2 credits Research Methods in Gender Studies (or approved alternative)
or 2 credits elective*
 - 4 elective credits
- 2 credits PhD Preparation Seminar
4 credits tutorial
- Spring: 4 credits tutorial + PhD Preparation Seminar (continued, if applicable)

* This requirement is to be fulfilled by taking any methods course from the MA curriculum *either* during the Autumn term *or* during the Winter term (i.e. MA courses marked "M"); see below for additional requirements for PhD students when taking MA courses. 1st Year PhD Students whose research projects require other kinds of methodological instruction shall consult with the Director of Doctoral Studies and their Supervisor about potential alternatives.

² Most courses at CEU are offered for 2 credits (100 minutes per week) or 4 credits (2 x 100 minutes per week) during the 12 weeks of one term; some courses may continue through a second term.

Second Year: 30 credits

Autumn: 6 credits research
4 credits supervision consultations

Winter: 6 credits research
4 credits supervision consultations

Spring: 6 credits research
4 credits supervision consultations

Third Year
and beyond: 34 credits

Autumn: 2 credits Teaching Assistantship (can also be fulfilled in Winter term,
or in another year once the student has advanced to candidacy)
6 credits Dissertation writing
4 credits supervision consultations

Winter: 2 credits PhD Writing Seminar
6 credits Dissertation writing
4 credits supervision consultations

Spring: 6 credits Dissertation writing
4 credits supervision consultations

Total: **90 credits**

Termination

According to CEU regulations, the Doctoral Committee may terminate doctoral candidacy or probationary student status on the grounds of:

- unsatisfactory coursework grades;
- unsatisfactory research progress, or;
- failure to comply with the University and Doctoral Program regulations.

Students shall be warned in writing by the DC at least two months before such action is taken. See below for timetable of warnings for probationary students. Students have the right to present their case to the DC before such termination takes effect. Please note that plagiarism and other violations of research and writing ethics in student work, including course assignments and Comprehensive Exam materials, can result in outright termination of student status but can also amount to much the same thing if such conduct causes a student to fail a PhD course, the credits for which are necessary to maintain the required Grade Point Average (minimum 3.33 or B+) according to CEU regulations for advancement to the next stage (the next semester, the Comprehensive Exam, etc.). See below.

Ethics and Academic Dishonesty

By enrolling in the Department of Gender Studies, students agree to abide by the Rules and Procedures outlined in this Handbook, as well as the general rules and procedures of the Central European University. For full CEU policies on academic misconduct please refer to:

- *Guidelines on Handling Cases of Plagiarism*; http://archive.ceu.hu/sites/default/files/official_policies/Guidelines%20on%20Handling%20Cases%20of%20Plagiarism%20G-1009-1.pdf
- *CEU Code of Ethics*; <http://documents.ceu.hu/documents/p-1009-1v1402-0>
- other CEU policies listed on the website Student Policies: <http://www.ceu.hu/node/132> .

Academic Misconduct and Plagiarism

Academic misconduct refers to **plagiarism**, that is, representing the ideas or words of another without proper attribution to the source of those ideas or words, whether intentional or not. Students should consult faculty members or the Center for Academic Writing if they are at all unclear about the difference between appropriate citation and plagiarism. Additionally, students may not submit an assignment or part of an assignment for credit in more than one course unless approved by both course instructors. (However, course papers may be incorporated into the thesis with revision and with the thesis supervisor's knowledge, as documented in writing.) Such acts of academic misconduct will result in serious consequences, such as a failing grade for the assignment or course, or removal from the program.

Gender Studies PhD students are expected to maintain a particularly high standard of scholarly work throughout the program, including coursework and dissertation writing, and to be familiar with CEU and Department regulations. All of their work must be their own, except in cases of explicit group collaborations. If a PhD student is found to have plagiarized any of his/her work during the program (according to the university definition of plagiarism linked to above), s/he will not necessarily be warned before being penalized. Plagiarized assignments will result in a automatic failure in the course (and thus jeopardise the student's right to continue in the program). Plagiarism detected in Dissertation Proposals or Comprehensive Fields and Themes Papers will jeopardise the student's right to continue in the program as determined by the DC in consultation with the student's Supervisor. This holds for plagiarism found immediately after the submission of a document, as well as plagiarism discovered after submission regardless of how long.

Returning Student Course Assignments. Faculty must return student papers (these include non-graded reaction papers) to the students in a timely manner (typically two weeks during the term). Final papers must be placed in student mailboxes or emailed with comments within two weeks after the deadline for final grades.

Curriculum

First Year of Doctoral Study

Overview:

The first year of doctoral study is a probationary year; students must successfully complete the requirements for advancement to candidacy within the given time frame in order to proceed further in the program.

During the first year, students fulfill their course credit requirements.

In addition, they develop and finalize the Dissertation Proposal, Fields and Themes Paper, and Bibliography, and read intensively in preparation for the Comprehensive Exam. The students work closely with their Supervisor and the Instructor of the *PhD Preparation Seminar* (see below) as they develop these materials. The (oral) Comprehensive Exam requires the student to defend her/his Dissertation Proposal and demonstrate his/her mastery of the two fields of scholarship chosen for the Comprehensive Exam Fields and Themes Paper. (For a detailed description of this component of the first year of doctoral study, including dates and deadlines, see Section 4 “Preparing for Doctoral Candidacy” below.)

Curriculum:

Comparative analysis is an important element of the first year curriculum. Students learn about its epistemological and methodological dimensions in the mandatory course entitled the *Uses of Comparative and Integrative Perspectives for Women’s and Gender Studies*. The Comprehensive Exam must also include a comparative element.

In the first year, each student takes 6 classroom credits in each of the Autumn and Winter terms in addition to the PhD Preparation Seminar (the 12 total credits can also be arranged differently with the approval of the Director of Doctoral Studies). All first year students will take two electives from the Department: one or two in the Autumn term and one or two in the Winter term. In addition, they must take the course *Uses of Comparative and Integrative Perspectives for Women’s and Gender Studies* (2 credits) in the Autumn term. Either in the Autumn or in the Winter term students must take one course on Research Methods (2 credits; to be chosen among MA Methods “M” courses); PhD students will have to fulfill additional requirements in these courses in order to meet the course requirements). Students with requirements for methods training that fall outside the parameters of what is taught in the methods courses within the Department can petition the DC to replace the course with a 2-credit Independent Study led by a Gender Studies faculty member (with the reading list and study plan approved by the DC) *or* an appropriate 2-credit course in another department (keep in mind that MA course credits are counted only as half the amount for PhD students.) The remaining course credits are to be chosen from the elective courses offered each year. The faculty welcomes student input in planning courses as far as possible, so as to best address the topics and methodological concerns of each diverse cohort of students.

All first-year PhD students will participate in the *PhD Preparation Seminar* which focuses on the development of the Comprehensive Exam Fields and Themes Paper and the Dissertation Proposal. The

Preparation Seminar is structured in two parts: in Part I (held in the Autumn term), students will foreground their work towards their Comprehensive Exam Fields and Themes Papers; in Part II (held in the Winter), they will concentrate on (the refinement of) their Dissertation Proposals. Students are encouraged to begin working on their Dissertation Proposals before the start of the Winter term (in dialogue with their Supervisors); the logic of the Preparation Seminar is that students will develop more focused and specialized Dissertation Proposals through the initial process of drafting the Fields and Themes Paper Outline (and developing it towards the draft Fields and Themes Paper) and working on the related literature, which allows students to understand the scholarly fields, themes, and most recent debates in which their individual specific PhD projects are situated. (See the Section “Preparing for Candidacy” below for further information on the Fields and Themes Papers and Dissertation Proposals). The Instructor of the PhD Preparation Seminar may decide to hold one or two concluding sessions of the Seminar in the Spring term.

Students are expected to take the bulk of their elective courses from the elective offerings in the department. If a student wishes to take an elective course offered by another department at any point during their program of study, they must first obtain formal permission from the student’s PhD Supervisor and the Director of Doctoral Studies. Students may choose to do a specialization in a traditional discipline as part of the PhD in Gender Studies (e.g. history, sociology, legal studies, etc.) by taking at least four classroom credits in the chosen disciplinary department. This requires approval from both the Gender Studies Director of Doctoral Studies and the director of the doctoral program in the other department.

Doctoral Students may enroll (beyond the Methods course) in one MA course each term with the written approval of the PhD Supervisor and the Director of Doctoral Studies. If the MA course is a 2-credit course, the instructor will be responsible for assigning specific additional work to the PhD student, which may take the form of a longer paper or another specific assignment. A 4-credit MA course is worth 2 credits if taken as a PhD course.

Students and Supervisors are expected to have regular **tutorials** beginning in the Autumn term of the first year. At the end of **each semester**, first-year students must **submit a written 1-2 page report** to their Supervisor and the PhD Coordinator about the development of their ideas and scholarly progress, and the role the tutorials have played in that intellectual process. Semester reports must be submitted in order to complete the required 2 credits of tutorial work each semester during the first year.

Satisfactory completion of all 1st year requirements, culminating with the Comprehensive Exam, will formally admit the student to PhD Candidacy. Please note: there are some things for which PhD students are eligible only *after* advanced to Candidacy, i.e. having passed the Comprehensive Exam, including applying for CEU research and conference funds, as well as fulfilling the Teaching Assistantship requirement in the department (see below).

Second Year of Doctoral Study

Following formal advancement to doctoral candidacy, the next period is normally devoted to research and writing of the dissertation. Once the Comprehensive Exam has been passed, the student, in consultation with

her/his Supervisor, must make a **concrete and detailed research/writing plan**, the final version of which must be submitted to the Supervisor. At the minimum, this should take the form of a month-by-month schedule of activities (e.g., so much time in each particular archive or research site, so much time gathering or analyzing particular sources or kinds of data, etc.). Supervisors will help determine the level of detail necessary for effective research preparation.

Students have a number of options in carrying out their research, depending upon their special requirements. If the project requires on-site field or archival research, the candidate can request from the Doctoral Committee an exemption from the principal requirement of residency in Budapest for a limited time period, normally during the second year of study. While receiving a stipend, students may not relocate away from Budapest without prior permission by the Doctoral Committee. Students are expected in general to consult with their Supervisors about their residency plans throughout the program. Students who are away from Budapest for any reason at any stage of the program are expected to keep in contact with their PhD Supervisor and to report on their work in progress. Students receive 4 credits in each of the three terms for research and 2 credits each term for consultation for a total of 18 credits.

CEU generally supports additional periods of (non-degree) studies to be spent at a large university with a strong international reputation, either funded through the Doctoral Research Support Grant (DRSG) or external fellowships. This often happens in the fourth year but can come any time after a student's advancement to candidacy. For students conducting empirical research, such studies are recommended *after* the research has been conducted. Please note that substantial planning is required to coordinate an application with any requirements set by host institutions and countries (i.e. visas for prolonged stay in another country), so students should consult with their Supervisors about this well in advance of the application deadline.

Students are strongly encouraged to seek funding for research and/or writing from other sources and may participate with their PhD project in international research groups affiliated or not affiliated with CEU. (See the Section on "Funding ..." below.)

Third Year of Doctoral Study (and beyond)

In their third year, doctoral candidates devote themselves to writing their PhD dissertation, and they are required to be resident in Budapest. This is usually the year when students participate in the mandatory *PhD Writing Seminar* (while they are still on stipend), although they can opt to postpone their participation to another year and can also take part more than once. In this seminar, each student formally presents her/his dissertation project and preliminary results to the professor leading the seminar, the student's PhD Supervisor (who is expected to attend the seminar of her or his advisee) and fellow PhD candidates participating in the seminar. **Students must have a substantial draft of at least one dissertation chapter by January 15 in the semester they take the writing seminar** (ideally the 3rd year) **in order to enroll in the class.**

In the third year, students receive 6 credits for each of the three terms for dissertation writing and 4 credits for supervision consultations, 2 credits for teaching one term, and 2 credits for the PhD Writing Seminar, totaling 34 credits.

If a student uses the third year for study at another institution or to continue research elsewhere as dictated by the nature of her/his project and approved by the Doctoral Committee, then the third year of residence in Budapest, participation in the Writing Seminar, and fulfillment of the TAship must be undertaken in the fourth year or later with credits awarded upon completion of each requirement. As the CEU stipend covers three years of study, students in such cases are responsible for arranging their own funding for staying in Budapest, whether by temporarily suspending the stipend at earlier points to be resumed later on or through other sources. Students are advised to consider the risks involved in postponing the 3rd year writing seminar to past the 3rd year; since students are responsible for arranging their finances accordingly, they may find themselves without financial support for the 4th year. We draw our student's attention to the fact that not having a stipend or other financial support is not an acceptable excuse for not attending the 3rd year writing seminar.

The Teaching Assistantship requirement

The Teaching Assistantship (TAship) requirement is often fulfilled in the third year of studies, though the TAship can also be done at another time after advancement to candidacy, as appropriate to the student's research and writing plan. Each TA assists in the teaching of a master's level course in the Gender Studies Department, assigned according to the teaching needs of the Department. The assignment of the TAships for the upcoming academic year takes place in spring of the preceding academic year. Students may express preferences for particular courses they would like to TA, but the ultimate decision lies with the Doctoral Committee and students are advised that they may not receive a TAship for the course of their choice.

The purpose of the TAship is to expose students to the practical and pedagogical aspects of our profession. TA duties include regular participation in the course along with independent teaching or leading discussion for at least one class meeting in agreement with the professor. TAs also may be asked to present aspects of their own work that is relevant to the course, to advise students on the completion of class assignments, or other possible tasks depending upon the needs of the course, the PhD candidate, and the professor. When possible, TAs should be involved in the development of the course syllabus. TAs may assist in grading as part of the learning process but they may not assign final grades to MA students. TAship duties must also leave time for the student to work on dissertation writing. TAs will generally not be assigned to courses taught by their doctoral Supervisors. No more than one TA may be assigned to a course at a time. Exceptions to these rules may be granted, but only with the formal approval of the Doctoral Committee.

Over the course of three years the program requires a total of 90 credits. However please note that in addition, **while resident in Budapest, all Doctoral Students are expected to participate regularly in the department's Faculty and PhD Seminar.** The seminar is held at least three times a year to provide a forum for faculty and PhD students to share and get critical feedback on their work. **PhD students and candidates are also expected to attend public lectures organized by the department. Attendance at Departmental public lectures is mandatory for all 1st year Doctoral Students.** A Doctoral Student may choose to audit the MA student masterclass (usually held in the Autumn Term), but this is not mandatory.

Appointment of Supervisors

Incoming students inform the Director of Doctoral Studies in writing (email) **no later than October 31** which faculty member (and possible alternatives) they would like to see appointed as their Supervisor, having already secured their agreement. Final approval of this request must be given by the Doctoral Committee. The Director of Doctoral Studies and the whole DC are available to advise the student in their choice of a Supervisor.

The Supervisor must be a full-time or half-time member of the faculty of the Department of Gender Studies, or a recurring visiting faculty member with a teaching load generally worth at least 50% of a full-time teaching load. She/he must have a doctoral degree and appropriate research experience. Please note that faculty members have limits on the total number of PhD students they can supervise at any one time. In cases where it is reasonably ascertained that the complexity of the field or the interdisciplinarity of the topic necessitates it, or in cases of a prolonged absence of the Supervisor, an Associate Supervisor may be appointed. Associate Supervisors must meet the same eligibility requirements as principle Supervisors.

Changing Supervisors

Candidates may request in writing from the Doctoral Committee a change of Supervisor or Associate Supervisor substantiating such a request. The DC must address the request within 15 days, and forward its decision on any change in the Supervisor's status to the University Doctoral Committee for approval. Under special circumstances, the DC can propose a change in supervisor to the University Doctoral Committee. During the course of the program, students should inform the DC of any serious problems they are having with their Supervisor (excluding the student's Supervisor if they are also a DC member).

Responsibilities of Supervisors and Associate Supervisors

It is the responsibility of the Supervisor and the Associate Supervisor to maintain a professional relationship at all times with the student/candidate. The responsibilities further include:

- a) giving guidance about the nature of research and standards expected, about the choice of research topic, the planning of the research program, and relevant literature and resources;
- b) working with the student to develop the Dissertation Proposal and Comprehensive Exam Fields and Themes Paper in preparation for the Comprehensive Exam;
- c) giving detailed advice in order to ensure that the whole research project and dissertation writing is completed within the scheduled time;
- d) regularly requesting pieces of written work and/or research results relating to the dissertation and returning such work with critical feedback, within one month of receiving it.
- e) informing the student/candidate about the satisfactory or unsatisfactory progress of his/her work;
- f) reporting once a year in writing to the Doctoral Committee on the candidate's progress; the content of this report must be communicated to the student according to the regulations of the Doctoral Program;
- g) mentoring the student in his/her preparation for an academic career;

- h) encouraging the student to play a full and active role in the intellectual life of the department and the university;
- i) assisting the student in finding a suitable host university for study/research abroad under the Doctoral Research Support Grant;
- j) and other responsibilities specified by the Doctoral Program regulations.

Supervisors' duties remain unaltered even when they are on sabbatical or unpaid leave.

Responsibilities of Probationary Doctoral Students

Probationary Doctoral Students are held individually responsible for the following:

- a) being familiar with CEU regulations, and University and departmental doctoral regulations and guidelines;
- b) completing the necessary coursework, reporting requirements, Comprehensive Exam and Dissertation Proposal, as required by the program.

Probationary Doctoral Students must reside in Budapest (see above rules under "First Year of Doctoral Study").

They are expected to remain in contact with campus academic life and respond to any communication from their department, including all messages via their CEU email address, according to department regulations.

Responsibilities of Doctoral Candidates

Once advanced to the status of Doctoral Candidate, students' responsibilities, in addition to being familiar with the latest university and departmental doctoral regulations, are as follows:

- a) ensuring that original data and any other original research results are stored properly and made available if necessary;
- b) initiating discussions with the Supervisor on the type of guidance and comments considered helpful, and agreeing to a schedule of meetings which will ensure regular contact;
- c) providing a written report to the Supervisor and Doctoral Committee at least once a year (the Doctoral Candidate Annual Progress Report, submitted by June 1), documenting the progress of the work/research and the plans for the next Academic Year (see the Form in the Appendix). If the Doctoral Committee finds the reported progress of the student or the report itself unsatisfactory it must issue a formal written warning, and the situation should be addressed within 3 months, otherwise the stipend payments will be stopped and the candidacy may be terminated. A candidate whose progress is judged unsatisfactory for two consecutive years will be dismissed from the program;
- d) presenting his/her research output in public on at least two occasions during the candidature (one occasion must be a presentation in the Faculty/PhD Seminar, as outlined in the program requirements on p. 10. The other occasion can be at an academic conference, workshop, or other public venue at any time after the student passes the Comprehensive Exam);
- e) while away from Budapest, returning to CEU for face-to-face consultations and participation in departmental events at least once per year, and being responsible for all messages sent to the CEU email address provided to each student;
- f) preparing the dissertation for examination according to the schedule agreed upon with the Supervisor;
- g) fulfilling the required Teaching Assistant obligations;
- h) fulfilling any other obligations prescribed by the Doctoral Program's regulations and guidelines.

All Doctoral Candidates are required to reside in Budapest while receiving a CEU stipend, including the write-up grant during the final months of dissertation writing, if awarded. While in residence, Doctoral Candidates

are required to participate in the academic life of the Doctoral Program as specified in the regulations and attend seminars, programs and lectures. Students are permitted a reasonable summer holiday but the summer months in general are not considered a “break” from the requirements of the program or dissertation writing.

PhD students may not be simultaneously enrolled in any capacity in any graduate program at any other university. If you are a student at another university, you must withdraw from that program before you begin PhD studies at CEU. Failure to do so can result in expulsion from CEU.

The names and thesis titles of the current Doctoral Candidates and the Program Alumni, as well as the year of enrollment and defense are displayed on the departmental website. Doctoral Students are invited to create their own profile on the CEU website, and the departmental website gives the link to these profiles.

Funding Rules and Opportunities for PhD Studies

The maximum period of CEU stipend for doctoral studies is 36 months. As a rule, PhD students are admitted with full tuition waivers and 36 months of stipend from CEU. Doctoral Students are required to submit their PhD dissertation within six calendar years of entering the program. (See the Section on “Period of Study ...” for more details.)

CEU’s Doctoral Research Support Grant

All students currently enrolled in CEU doctoral programs who have advanced to candidacy may apply to CEU’s Doctoral Research Support Grant (DRSG) for an additional 2-4 months of support (the maximum is 6 months but this is rarely granted) for study and/or research at another institution.

If undertaken by a student still receiving a CEU stipend, receipt of the stipend will be interrupted. For details consult the *CEU Student Handbook*

http://www.ceu.hu/sites/default/files/attachment/basic_page/85/shb2014full.pdf

Other CEU Funding.

Further limited funding is available on a competitive basis for archival or field research and for participation in conferences abroad for students who have passed the Comprehensive Exam. For details, see:

<http://www.ceu.hu/admissions/financialaid/other>.

Non-CEU-funding

As an accredited university in Hungary, the CEU is also entitled to participate in the range of EU programs available to member institutions. Information about these programs is available online and also from the Academic Mobility Grants Coordinator and Erasmus Coordinator, Research Development and Support Office. CEU also has special scholarship agreements with some universities in Europe and North America.

Students are encouraged to seek additional funding internationally, i.e. to apply for additional fellowships abroad. In recent years, Gender Studies PhD students have successfully competed for Fulbright grants to study at US universities, Erasmus Mundus exchanges within Europe, visiting fellowships at the GEXcel Centre for Gender Excellence at Linköping University, Sweden, and the German DAAD doctoral

fellowship, to name a few examples. Students should consult the CEU Academic Cooperation and Research Support Office (ACRO) and speak with their Supervisor and/or the Director of Doctoral Studies.

The CEU Write-up Grant

Towards the end of their studies Doctoral Students may apply for a CEU Write-up Grant which provides up to 6 months of stipend to support the completion of the writing and revision of the dissertation. The period for which students (may) receive the Write-up Grant counts towards the regular maximum period of study.

The application for this grant is submitted by the dissertation Supervisor directly to the Pro-Rector's office and requires a detailed report on the progress of the dissertation (prepared by the student) as well as an expression of support from the Supervisor; an electronic copy of the draft dissertation as it stands must be attached to the application.

The Doctoral Committee must be copied into that application for information purposes. Please note that this is a terminal grant and that the dissertation **must** be completed at the end of the grant period and formally submitted for defense to the department within 30 days of the end of the grant. If the student fails to submit the dissertation on time, enrolment in the doctoral program will be terminated and the student eligible to submit their dissertation beyond enrolment only (see below).

Teaching at other universities, CEU support

CEU supports various schemes by which CEU Doctoral Candidates teach at other universities in Hungary and other countries. Some of these schemes involve a salary or comparable income, and in some cases CEU financial support for participation in these schemes is available.

Period of Study, Extension, Withdrawal, Stopping the Stipend, Submission beyond the Enrollment Period

According to *CEU Doctoral Regulations*, a completed doctoral dissertation must be submitted no later than 30 September, **6 years** after the student enrolls in the PhD Program.

After they pass the Comprehensive Exam, Doctoral Students may suspend the CEU stipend (to be resumed later in the student's candidature) while remaining enrolled in the program. They may also ask for a leave of absence from the program (see below). Suspending the stipend **does not "buy" extra time for completion of the degree**, while a leave of absence may have this effect. Students may not ask for withdrawal or suspension of the stipend in order to enroll in another PhD program.

Stipend suspension. Requests for stipend suspension, signed by the student's PhD Supervisor, must be submitted in writing to the Doctoral Committee for approval, with adequate supporting reasons for the request and a clear indication of the period for which the stipend is to be stopped (dd/mm/yy – dd/mm/yy). The transfer of the remaining part of the stipend will be resumed once this period expires. The PhD Coordinator, Natalia Versegi, assists students in this process.

Temporary withdrawal. Under special circumstances a Doctoral Student in good standing may request a temporary withdrawal from the doctoral program for a period of up to 2 years. Such request should be properly justified, and the period of withdrawal clearly indicated (dd/mm/yy - dd/mm/yy). Temporary withdrawal is normally meant to accommodate periods when a student is prevented from working on the dissertation, usually due to illness, work obligations, or caring for young children. A withdrawn student can keep access to the library and CEU facilities such as email but does not have the right to supervision during this period, nor is s/he eligible to apply for CEU grants or funding. For health conditions a doctor's letter must be included. The student must request reinstatement (at any point of time) within 2 years in order to return to the program in good standing. **Requests for withdrawal, approved by the student's PhD Supervisor, must be submitted in writing to the Doctoral Committee.** If the DC grants the withdrawal, the dissertation deadline is postponed. If the student is on stipend, the stipend is also suspended.

Extension. Extensions for up to two months can be granted by the departmental Doctoral Committee. The procedure is specified in the Section "Submission of the Dissertation" below.

In cases of serious and unforeseeable interference with their studies (for example for medical reasons or unexpected changes in family circumstances) the student's deadline for submitting the dissertation (six years) may be extended for more than two months and up to two years beyond the regular enrolment period. Such extensions can be granted only by the University Doctoral Committee, as detailed in Section 4.1 of the University Doctoral Regulations. To apply for an extension, the student must first submit a request to the Doctoral Committee stating clearly the reason for the request, its requested length, and the amount of the dissertation completed. This request must be accompanied by a letter from the Supervisor. If the Doctoral Committee approves the request, it is forwarded to the UDC with its recommendation. The extension request must be received by the Doctoral Committee well in advance (one month during term time, two months during the summer, except in emergency cases) so that there is time to consider the request and forward it to the UDC prior to the end of the study period. As a rule, the Doctoral Committee will support requests for extension for shorter rather than longer periods and if substantial parts of the thesis are completed already; in all other cases it will advise the student to choose the option "Submission beyond the enrolment period."

Submission beyond the enrolment period. Students whose enrolment expires and who 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. The DC will decide, in close consultation with the former Supervisor, whether the dissertation can indeed be submitted for a defense, i.e. before the actual re-enrolment process is initiated. Students are not entitled to supervision for the period after their enrolment expires. (For further details regarding the procedure of re-enrollment for the purpose of submitting a dissertation see Section 4.2. of the *CEU Doctoral Regulations*.)

Employment and CEU Funding. CEU stipends are awarded with the assumption that doctoral studies are the recipient's sole and full-time occupation. While receiving the doctoral stipend, Doctoral Students must seek the permission of their Head of Department in case of taking up other paid employment.

Non-Scholarship Work Scheme. Doctoral Candidates who have exhausted their 36 months of doctoral stipend, but who have the department's endorsement can apply for a "non-scholarship work scheme" to be employed at CEU for up to six months. The Office of Student Services will handle the applications and placements in consultation with the departments.

4. Preparing for Doctoral Candidacy

All probationary PhD students must submit a Dissertation Proposal and Fields and Themes Paper, including a bibliography of readings, to their Comprehensive Exam Committee as the basis for the Comprehensive Examination. Dissertation Proposals and the Fields and Themes Papers must first be approved by the Doctoral Committee (DC) and the dissertation Supervisor (see below). Upon passing the Comprehensive Examination, students are admitted to doctoral candidacy.

Appendix 1 contains all principle deadlines for preparing for doctoral candidacy, i.e. for the Comprehensive Exam pertaining to the current Academic Year.

Principal Work Plan

Normally, students will sit their Comprehensive Exam at the end of the Spring term of the first year (June) or soon after (i.e. as soon as possible in the autumn of the second year).

At the end of the **Autumn term** of the first year, students submit the **Fields and Themes Paper Outline** (see below) to the instructor of the first year preparation seminar and to their Supervisor; they should have already discussed the Outline with their Supervisor (or the faculty member they envision as Supervisor) before the end of the autumn term.

In the winter term, a **polished draft of the Dissertation Proposal and the Fields and Themes Paper Extended Outline** must be submitted to the Doctoral Committee; the Supervisor must be copied into the email. Before being submission, these materials should have been discussed - both in the Winter term PhD Preparation Seminar and in consultation with the Supervisor - and revised accordingly.

The Doctoral Committee decides whether the Dissertation Proposal and the Fields and Themes Paper Extended Outline are accepted (or accepted conditional on "minor revisions"); once the Proposal is approved the student can proceed to the Comprehensive Exam in principle.

In case the DC requests revisions (i.e. beyond "minor revisions"), the exam material has to be re-

submitted to the DC, and additional deadlines apply, as described in Appendix 1.

Once the DC has accepted (or accepted conditional on “minor revisions”) the exam materials, , i.e. **before** a student formally submits his or her exam materials to the departmental PhD Coordinator (see below), the Supervisor approves the **final version of the Fields and Themes Paper** .

The DC does not meet in July and August.

Ultimate deadlines. A polished draft of the Dissertation Proposal must be submitted to the Doctoral Committee by November 20 of the second year at the latest. If the student fails to submit an adequate Dissertation Proposal and Fields and Themes Paper by January 31 of the second year (i.e. if the DC cannot approve the material submitted by this date at the latest), the student will not be asked to proceed to the Comprehensive Exam and his/her status in the program will be terminated. The Comprehensive Exam must be taken no later than March 31 of the 2nd year, although students are strongly encouraged to do the exam at an earlier date, in order to maximize the amount of research time in the 2nd year.

Dissertation Proposal

The Dissertation Proposal is a detailed, scholarly description of and justification for the dissertation project. The Proposal should position the project in the relevant scholarly literature (without, however, being an extensive review of that literature); it should include a summary of the main question(s) to be addressed, the significance of the project, a few paragraphs on approach, method and sources, and a full bibliography. **The Proposal should be between 8-9,000 words** excluding notes and references. **The DC will not read Proposals longer than 9,000 words!** At this stage, please submit draft Proposals in Word format (not pdf).

During the *Autumn* term students should begin to work on the Proposal with their dissertation Supervisor. The DC and PhD Supervisor will provide the student feedback and guidelines for improvement of the Proposal as submitted in the Winter term. Please note that the DC’s comments are meant as guide posts for the revision process rather than a recipe for exact steps that may need to be taken. In some cases, the DC may request to see another, revised draft (or drafts) of the Proposal by a deadline it will set within a reasonable period. When the DC members are satisfied that the Proposal outlines a coherent and feasible project with appropriate research design, scholarly justification, and academic style, the student will be given the go-ahead to polish his/her materials for submission to the Comprehensive Exam Committee (see below). (As noted above, the absolute deadline for the submission of a satisfactory Proposal to the DC is January 31 of the second year.) The DC’s role is to guide the process but it is the Supervisor who has the most important voice in judging when the Proposal is ready to be submitted to the Comprehensive Exam Committee.

Comprehensive Exam Fields and Themes Paper

The reading and preparation for the Comprehensive Exam is intended to provide a broader context for the problems and questions to be explored in the dissertation research, and to help students to focus and develop their individual projects having acquired: (i) an awareness of the disciplines that will inform their interdisciplinary project; (ii) a familiarity with the most important and up-to-date scholarship in their disciplinary/interdisciplinary field(s) and the ability to elaborate on the most important concepts and questions emerging from this scholarship and framing their PhD projects; (iii) knowledge of historical, political, geographical and sociological background/contexts relevant to their project (so, for example, if the PhD project intends to look at the role of women anarchists in the Spanish Civil War, then the Comprehensive Exam Fields and Themes Paper will need to examine the salient literature on Spanish anarchism, the Civil War, as well as how the Civil War has been written about by feminist and non-feminist historians/political theorists). Thus, the Exam is intended as a formal means by which students can build up areas of specialization on the basis of which they can claim research and teaching expertise in their future careers. The student is examined on two major fields of scholarship and several themes within these fields, including a comparative element. Students design their exams in close cooperation with their Supervisors and the professor leading the 1st Year PhD Preparation Seminar Part I (Autumn term), as well as with the advice of the DC, which approves the fields and themes chosen for the exam (through the Outline).

The Fields and Themes Paper Outline

The Fields and Themes Paper Outline (due at the end of the Autumn term) will consist of a) a listing of the fields and themes, b) indications for each field and theme of how they fit into the overall project and how they will be delineated (examples of authors or major works to be discussed are to be listed here), and c) an indication of where and how the comparative component will figure in the exam. The Fields and Themes Paper Outline also includes the draft Exam Bibliography. The Outline will be the start of the Fields and Themes Paper Extended Outline (to be approved by the Doctoral Committee) and final version (to be approved by the Supervisor) and Bibliography.

The Fields and Themes Paper

The Fields and Themes Paper itself is a review of the main topics, debates and theoretical issues in two significant fields of scholarship that inform the PhD project, about which the student will be examined at the Comprehensive Exam. **The length of the Fields and Themes Paper is between 5000 and 7000 words.** The Supervisor, keeping in mind the nature of the project and the preparation and needs of the student may request the student to write a longer version of the Fields and Themes Paper, incl. a full literature review, and may ask the student to produce additional written material in preparation for the Comprehensive Exam; these materials, however, will not be shared with the members of the Exam Committee. The DC approves the fields and themes (the Outline, as above) and the draft version of the full Essay. The student will also get feedback from the instructor of the First Year Preparation Seminar Part I as a first draft of the Essay will be an assignment for the seminar.

The two fields should be broad and recognizable areas of scholarship that inform the PhD project with the 2-4 themes in each field providing the opportunity for more specific areas within these fields. Students are instructed not to define these themes too narrowly but to consider issues more broadly and in theoretical perspective from the particular contexts of their dissertation topics. Guidance will be provided in the *1st Year Preparation Seminar* where diverse examples of past successful Fields and Themes Papers will be made available.

The Comparative Component

Students learn about comparative research in the Autumn term mandatory course *Uses of Comparative and Integrative Perspectives for Women's and Gender Studies*. **If the dissertation project itself is NOT comparative, then one field or theme of the Fields and Themes Paper must be comparative.** This can be approached in different ways and creativity is encouraged within reason. In general, comparison should address a specific issue or research question central to the PhD project through comparison with two or more other contexts aside from that of the PhD dissertation. Different contexts can be other countries, time periods, social groups, religious contexts, political systems, etc. (but not whole continents, "civilizations," or other very large entities). For example, one could compare some aspect of the women's and LGBT movements in the same country, similar activist movements in different but comparable countries within the same time period, different approaches to the same genre of cultural production, the use of different narrative strategies or stylistic devices by multiple authors, state policies towards motherhood in the socialist and post-socialist periods in the same country, or any number of other ways to delve into comparison.

The comparative component should be described in detail whether it appears in the Fields and Themes Paper or in the Dissertation Proposal as part of the PhD project itself. It also must be summarized on the PhD Comprehensive Exam Preparation Form.

The Fields and Themes Paper Bibliography

The bibliography accompanying the Fields and Themes Paper is to consist of at least 100 significant references. It should be organized by the fields and themes of the Essay and list the major works in each field on the basis of which the student is to be examined. Supervisors and, if appropriate, other Exam Committee and faculty members should help students make these lists as comprehensive as possible, including the most significant works in each field and theme. While there will be overlap, this bibliography is different and in most cases bigger than the list of cited references that accompanies the Dissertation Proposal

Submission of Exam Materials and Approval by the Exam Committee

No later than **one month** before the Comprehensive Exam, the student must submit the Proposal and Essay as approved, along with the Comprehensive Exam Preparation Form, to the PhD Coordinator who will forward all materials to the Exam Committee.

Prior to the exam, the Dissertation Proposal and Fields and Themes Paper must be formally approved by all members of the Comprehensive Exam Committee, and each examiner except for the Supervisor must

submit a written evaluation which can also contain suggestions for improvement or further work. It is left to the discretion of the Supervisor whether these written evaluations are shown to the student and when. Evaluators may choose to share their critiques and suggestions with the student in a separate document.

Members of the Comprehensive Exam Committee

The Comprehensive Exam Committee consists of at least three members present at the exam: the PhD Supervisor, another CEU faculty member, and a third member who may be external to CEU if warranted by the nature of the student's project and supported by the PhD Supervisor. An additional external reader is asked to send an evaluation of the exam materials but is not present at the exam.

The PhD Supervisor will be the chair of the Comprehensive Examination Committee. Where the student has chosen to pursue a disciplinary specialization, the CEU faculty member must have a substantial background in the chosen discipline. **Committee members must, as far as possible, represent diverse disciplinary backgrounds and areas of expertise.** Where necessary, a fourth independent or external member may serve on the committee with the approval of the Director of Doctoral Studies. Committee members are chosen by the student in consultation with the PhD Supervisor, whose duty it is to contact potential Committee members to inquire about their availability (the student should not contact them directly). The composition of the Comprehensive Exam Committee is to be provisionally listed alongside the key fields and themes outlined in the Comprehensive Exam Fields and Themes Paper, where it will be submitted for approval by the Doctoral Committee and, ultimately, by the University Provost. Members of the Comprehensive Exam Committee are not automatically members of the final PhD committee. The PhD Coordinator handles logistical arrangements for external members.

The Comprehensive Exam

The three-hour Comprehensive Exam begins with a short presentation by the student of her/his Dissertation Proposal (5-7 minutes) and then the reasoning behind the fields and themes (another 4-5 min). This is followed, first, by an examination of designated fields and themes as outlined in the Fields and Themes Paper with bibliography and, second, questions about the Dissertation Proposal and the PhD project. After the student has been examined, s/he and any audience members are asked to leave the room to allow the Committee to discuss and evaluate the student's performance. The Committee gives written comments on the oral performance to add to their written comments on the Proposal and Essay. Finally, the student is invited back into the room and informed whether s/he has failed, passed conditionally, passed, or passed with honors. In order to pass the Comprehensive Exam, the student has to provide a strong defense of the PhD project through a discussion of Dissertation Proposal, and demonstrate a proficiency in the Exam fields and themes and related bibliography, situating the PhD project within the chosen bodies of literature. The Comprehensive Exam gives students the opportunity to demonstrate their expertise in scholarly themes and literatures relevant to their proposed doctoral research project, as well as to discuss important issues and questions raised in their Dissertation Proposals with experts in the field. Students are evaluated in the Comprehensive Exam on their academic

performance in the oral exam, the strength of their Proposal, and the suitability of the Proposal for the PhD program of the Department of Gender Studies, given the specific methodological and theoretical rationales as detailed in the General Outline of Program (above).

M.Phil. degree. Students enrolled in the PhD Program in Comparative Gender Studies who have fulfilled all the requirements of the 1st year of the doctoral program, and who have successfully passed the Comprehensive Exam and fulfilled all other requirements of the Doctoral Program except for the dissertation, **may apply** for a New York accredited M.Phil. degree, given by CEU.

Retaking the Comprehensive Exam. If a student's performance at his or her Comprehensive Exam is found to be below the level required to pass, they may be invited to resubmit their Dissertation Proposal and/or retake their exam. In such cases, resubmission of materials and the retaking of the Comprehensive Exam must take place within **3 months** if the student is receiving a stipend or **6 months** if the student is not receiving a stipend. The Comprehensive Exam can be retaken with the recommendation of at least two of the three Comprehensive Exam Committee members and a written request by the student that includes a justification for retaking the exam. It can also happen that the DC determines that a conditionally passed exam must be re-taken if conditions set by the Exam Committee are not met. A Proposal can be resubmitted only once. It is not an option to retake an exam that has been passed.

The Research Plan

As soon as possible after the Comprehensive Exam the student comes up with a Research Plan which details the work planned for the coming 12 months, schedules longer-term tasks and indicates further deadlines. No later than one month after they have passed the Exam the students submit the Research Plan, as agreed upon with the Supervisor, to the PhD Coordinator, who keeps it on file together with the Semester Reports which the student had to submit during his or her first year.

5. The Dissertation and Completion of the PhD Degree

Submission of the Dissertation

Doctoral Students in the CEU must submit the doctoral dissertation within **six calendar years** of beginning the program. (For details see Section "Period of Study ..." above.) After having finalized the dissertation in close cooperation with the PhD Supervisor, an electronic copy of the dissertation must be submitted to the departmental PhD Coordinator (who keeps this copy on file), and the Supervisor. Within one month from the date of receipt of this file the Supervisor submits the Dissertation Defense Committee Form to the Doctoral Committee, by which he or she approves that the dissertation is ready for defense, and in which he or she

submits a list of potential committee members suggestions (agreed upon with the candidate) for the Defense Committee. Alternatively, the supervisor – as soon as possible after receipt of the electronic copy of the dissertation – may request minor changes to the dissertation which can be completed within two months after submission, which is the maximum period of extension which the departmental Doctoral Committee is able to grant; the Supervisor submits this request, together with the e-copy of the dissertation, to the Doctoral Committee, which will grant the extension.

The Doctoral Committee and the University Doctoral Committee have to approve the final list of the Defense Committee members.

Upon receipt of the Dissertation Defense Committee Form the PhD Coordinator sends the dissertation to the Center for Academic Writing to be checked for plagiarism with the “Turnitin” software. No student can proceed to the dissertation defense before the dissertation has been cleared. Once this has been done, four copies of the final version of the PhD dissertation must be submitted to the PhD Coordinator for distribution to the Dissertation Defense Committee. An electronic version of the dissertation shall be uploaded to the CEU electronic thesis database (ETD).

The final version of the dissertation, after possible modifications following the defense, should be uploaded to the ETD after the defense. All dissertations in the ETD are available on the web through the CEU library catalogue. CEU may - as an exception - decide not to make available in electronic form the doctoral dissertation for a period of not exceeding two academic years. (For further information see Section 7.1. of the *CEU Doctoral Regulations*.)

Dissertation Format

The CEU doctoral dissertation must not exceed 80,000 words (including tables, graphs and footnotes but excluding bibliography, maps and appendices). Exceptions from this standard format require prior permission of the Doctoral Committee. The submitted dissertation must include:

1. title page including the author’s name, date of submission, and Supervisor’s name;
2. table of contents;
3. abstract of maximum 500 words;
4. signed statement that the dissertation contains no materials accepted for any other degrees in any other institutions;
5. signed statement that the dissertation contains no materials previously written and/or published by another person, except where appropriate acknowledgment is made in the form of bibliographical reference;
6. where the work is based on joint research, disclosure of the respective contribution of the authors.

(See the *CEU thesis format guidelines* for more details:
<http://documents.ceu.hu/documents/g-0712-1v1408>

The Dissertation Examination Committee and the Arrangement of the Defense

The Dissertation Examination Committee consists of at least five members. Four are present at the defense: a Chair, the Supervisor, the internal examiner (another CEU faculty member), and an external examiner (a scholar from outside CEU). Another external member, the external reader, is not present at the defense but sends in a written report on the dissertation. A sixth committee member will be added in cases where the student has an Associate Supervisor or the need has been identified for an additional external examiner.

The Chair of the Examination Committee is a CEU faculty member from a department other than Gender Studies.

The choice of examiners and of the external reader is made on the basis of their knowledge and standing in their field, taking into account reputation and experience. The Supervisor, in collaboration with the Candidate, suggests committee members, which are then approved by the departmental Doctoral Committee and the University Doctoral Committee. Before the submission of the dissertation, the Doctoral Candidate has the right to name individuals whom he/she does *not* wish appointed as examiners, giving precise reasons for the request. If the departmental Doctoral Committee does not take these suggestions into account, the candidate may appeal against the decision to the University Doctoral Committee. A person who has been involved as an investigator in the student's research cannot be nominated as an examiner.

The examiners provide a written report of the dissertation within two months (during term time) of their appointment. Each examiner is asked to indicate in writing whether the dissertation is acceptable to be submitted for public defense. In case one of the reports is negative, a further examiner shall be appointed. The candidate is cautioned that during the examination preparation only the Supervisor or members of the Doctoral Committee can contact the examiners and the external reader. The Candidate receives the examiners' reports in advance and prepares a short written reply for the first part of the oral defense. Examiners may elect to prepare a separate set of comments directly addressed to the student in addition to comments sent to the PhD Supervisor.

Preparation of the Dissertation Defense. The defense of the final draft of the dissertation may be scheduled, at the earliest, two months after submission. At the time of submission, the student must complete a form provided by the PhD Coordinator that specifies the exact date and time of the defense and the names of the members of the Examination Committee.

Arrangement for the PhD Defense. The Supervisor or Director of Doctoral Studies sends out the invitations to external members and makes sure that all requirements are met. The PhD Coordinator will arrange the room for the dissertation defense; she will also arrange the travel, accommodation, and honorarium of the external members who attend the defense, and make sure that the dissertation is available in the library two weeks prior to the defense.

PhD Defense Procedure

The defense is scheduled for three hours (but normally takes around two hours). The following time allocations are not obligatory but are rather recommendations for the Chair and Supervisor who can direct the defense as they see fit in order to ensure enough time for productive debate and examination of the candidate.

1. Head of Department welcomes all present and introduces the Chair of the Examination Committee.
2. The Chair introduces the members of the Examination Committee (Members: Chair, one internal examiner, one external examiner, dissertation supervisor) and the external reader and, if the proceedings are not recorded, requests a designated person to take minutes.

The Chair of the Examination Committee opens the proceedings:

“This is the public defense of the doctoral dissertation ofon..... All examiners have sent their comments in advance. The external reader is not present, but has also sent her/his evaluation of the dissertation in advance. As the examiners and the external reader have agreed that the dissertation is suitable for public examination, I request the candidate to summarize in a few minutes the main points of the dissertation.”

3. Candidate briefly summarizes her/his research (10 minutes)
4. The PhD Supervisor summarizes the questions and comments of the external reader and may also decide to summarize the comments of the examiners present, reading short extracts from their reports where appropriate (15 minutes). Alternatively, the examiners present are invited to give their own summaries and questions. In any case, care should be taken that this part remains reasonably brief.
5. The candidate responds either addressing comments collectively or responding to individual questions as s/he sees fit (10 minutes).
6. Chair gives first the examiners and then the candidate the opportunity to further engage in open debate on the issues already raised and new ones that arise during discussion This period is meant to foster a lively debate and engagement with the issues raised in the dissertation. During this time, the Chair, with the help of the Supervisor, is responsible to ensure that equal time is allotted to the candidate and the examiners, and that all major issues are addressed to the satisfaction of the Committee (maximum 60-75 minutes).
7. The Chair invites the public to raise questions or make comments on the dissertation, which has been accessible to the public in the CEU Library for two weeks (10-15 minutes).
8. The candidate responds (10-15 minutes).
9. The Chair asks the members of the Committee whether they have any further brief questions or comments. Then s/he invites the candidate and the audience to step out of the room so that the committee can confer (or, alternatively, announces that the committee will retire to another room for adjudication) and suspends the proceedings for the time of the adjudication.
10. The Examination Committee must decide by simple majority vote among three options:
 - (I) to accept the dissertation and defense and propose to the Senate and Rector that the PhD degree be granted;
 - (II) reject the dissertation;

(III) refer the dissertation for serious revision after which it must be

(a) approved by a person designated by the Examination Committee, or

(b) submitted to a repeated public defense (in which case only options I and II remain.)

Minor formal corrections suggested by the examiners need not be expressly stipulated. The Examination Committee also summarizes its judgment on the oral defense in writing (approximately 100-200 words).

In the case of serious research misconduct, the PhD Committee must terminate the candidature. Such misconduct includes: a) the fabrication of data, claiming results where none have been obtained; b) the falsification of data or research records; c) plagiarism; d) the misleading ascription of authorship, including lack of acknowledgement of work primarily produced by somebody else.

11. The Chair invites the candidate and the audience back in (or leads the Committee back into the room) and announces the decision of the Examination Committee, reading or summarizing the committee's assessment. In the case of (I), the Chair congratulates the candidate on the successful completion of the requirements of the PhD in Comparative Gender Studies. In the case of (II) regrets the failure, in the case of (III) specifies the Committee's requirements for corrections, the approval procedure, and/or the need for a repeated public defense.

12. The Chair finally thanks the members of the Examination Committee and the public for their participation and closes the proceedings.

Awarding of PhD degree

The successful defense of the PhD dissertation will entitle the doctoral candidate to receive the Doctorate in Comparative Gender Studies. The diploma will state that the doctoral degree has been accredited by the Board of Regents of the State of New York (U.S.A.). The degree will be **formally awarded** at the graduation ceremony held in June of each academic year.

Teaching Opportunities at CEU for Graduating PhD students

Students who have completed all the requirements of the doctoral program, including successfully defending their PhD dissertation, are eligible to apply on a competitive basis to teach one course (usually a 2-credit course) in the Gender Studies MA program for the duration of one semester (Autumn or Winter Term), in order to gain extra teaching experience in their academic field. The deadline for applications this year is: **27 February 2015**. Applicants need not have defended the dissertation at the time of application but acceptance will be predicated upon a successful defense *before* the beginning of the teaching term in question. Applicants should send a prospective course syllabus, along with a statement of intent, to the Head of Department and the Director of Doctoral Studies by the deadline.

LIST OF APPENDICES:

- 1. Dates and deadlines for preparing for the Comprehensive Exam*
- 2. PhD Comprehensive Exam Preparation Form*
- 3. PhD Comprehensive Exam Report*
- 4. PhD Comprehensive Exam Comment Sheet*
- 5. Doctoral Candidate Annual Progress Report*
- 6. PhD Defense Form*
- 7. Election of PhD Student Representatives*

Appendix 1:

DATES AND DEADLINES FOR PREPARING FOR THE COMPREHENSIVE EXAM

Please note: As a rule the Doctoral Committee will give its response to the materials submitted within two weeks after submission. The DC does not meet during July and August.

Initial deadlines:

15 December 2015:

Submission of Themes and Fields Papers Outline to Supervisor and Instructor of the Autumn term PhD Preparation Seminar; this Paper forms part of the formal requirements for passing the Autumn Term PhD Preparation Seminar

15 January, 2015:

Students declare (email to PhD Coordinator, Supervisor, and DD) whether they wish/plan to do their Comprehensive Exam in:

- June
- September
- later

Beforehand they should consult with their Supervisor.

10 March 2016:

Submission of Draft Dissertation Proposal and Themes and Fields Papers Extended Outline to all members of the Doctoral Committee. The Draft Dissertation Proposal must have been discussed in the Winter term PhD Preparation Seminar, and revised accordingly, prior to submission to the DC. The Supervisor must have commented on the Draft Dissertation Proposal and Themes and Fields Papers Extended Outline, and they must have been revised accordingly before submission to the DC.

Students whose materials are accepted (or accepted conditional on “minor revisions”) will, in agreement with their Supervisor, do their Exam before the end of the Spring term of their first year.

Additional deadlines:

In case the DC requests more than “minor revisions” of the Draft Dissertation Proposal and/or doesn't accept the Themes and Fields Papers Extended Outline as it stands, the following additional deadlines apply:

A.) Students who wish, in agreement with their supervisor, to do their Exam before the end of the Spring term of their first year:

Your take is:

“I didn't get through initially but still want to get beyond the whole Exam before the summer.”

29 April 2016:

Submission of revised Draft Dissertation Proposal
and/or

Themes and Fields Paper Extended Outline
to all members of the Doctoral Committee

20 May 2016:

In case the DC has accepted the materials submitted by 30 April (or requested no more than “minor revisions”), the finalized materials, ready to be sent out to all Committee members, have to be submitted to the Departmental PhD Coordinator and the Supervisor by this date.

B.) Students who wish, in agreement with their supervisor, to do their Exam in the first three regular weeks of the Autumn term (i.e. at the very beginning of their second year):

Your take is:

“I didn’t get through initially but still want to finalize the whole Exam materials before the summer.”

10 June 2016:

Submission of revised Draft Dissertation Proposal
and/or
Themes and Fields Paper Extended Outline
to all members of the Doctoral Committee

30 June 2016:

In case the DC has accepted the materials submitted by 10 June (or requested no more than “minor revisions”), the finalized materials, i.e. ready to be sent out to all Committee members, have to be submitted to the Departmental PhD Coordinator and the Supervisor by this date.

C.) Students who wish, in agreement with their supervisor, to do their Exam by the end of November in their second year at the latest (i.e. early in their second year, which is the latest possible timing we foresee as a rule):

Your take is:

“I didn’t get through initially and am quite sure that I need the maximum time to carefully prepare my Exam materials (rather than getting them rejected by the DC a second time).”

[Wednesday of zero week 2016]:

Submission of revised Draft Dissertation Proposal
and/or
Themes and Fields Paper Extended Outline
to all members of the Doctoral Committee

15 October 2016:

In case the DC has accepted the materials submitted by [Wednesday of zero week] (or requested no more than “minor revisions”), the finalized materials, i.e. ready to be sent out to all Committee members, have to be submitted to the Departmental PhD Coordinator and the Supervisor by this date.

Appendix 2:

DEPARTMENT OF GENDER STUDIES
PhD COMPREHENSIVE EXAM PREPARATION FORM
(to be submitted to Natália Versegi, PhD Coordinator)

Name:

Date:

--	--

Proposed Title of Dissertation:

--

Specialization and Two Comparative Fields:

Disciplinary Specialization: (if chosen)	Examination Fields: 1. 2.
---	---

List of Themes Within and Relating the Fields:

1.	2.
----	----

Examination Committee:

Confirmation:

Chair (Supervisor)	
Internal CEU examiner	
Third examiner (CEU or external)	
Additional member (if any)	
External Reader	
University Address:	Phone: Fax: E-mail:

Expected date of the Exam:

Approved by Supervisor:	Date:
Approved by Doctoral Committee:	Date:

Appendix 3:

DEPARTMENT OF GENDER STUDIES
PhD COMPREHENSIVE EXAM REPORT

Candidate's Name:

--

Date of Exam:

--

Proposed Title of Dissertation:

--

Specialization and Two Fields

Specialization (if chosen)	Field One	Field Two

Result
(Pls. circle one)

With Distinction

Pass

Fail

Exam Committee:

Signatures:

Chair (CEU Supervisor)	
Internal CEU Examiner	
Third Examiner (CEU or external)	
Additional examiner (if any)	

This form is valid only if accompanied by comment sheets from each committee member!

Appendix 4:

DEPARTMENT OF GENDER STUDIES
PhD COMPREHENSIVE EXAM COMMENT SHEET
(to be filled in by each examiner separately)

Candidate's Name:

Date of Exam:

--	--

Comments by:

Signature:

--	--

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Appendix 5:

DEPARTMENT OF GENDER STUDIES
Doctoral Candidate Annual Progress Report
(to be submitted to Natalia Versegi, PhD Coordinator)

Students of all years, after having completed the Comprehensive Exam, have to fill in and submit this form by June 1 to the Supervisor and the departmental Doctoral Committee. The form is part of the annual review of each Doctoral Student, and accompanied by the PhD Supervisor Progress Report.

For period from:		To:	
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Section A: Information

Last name, first name	
Doctoral program start date	
Supervisor(s)	
Dissertation title:	
Draft table of contents, incl. brief indication of status of each chapter:	
Planned date for dissertation submission:	

Section B: Student's Progress Report

1. Progress on dissertation research and writing:

--

2. Frequency and evaluation of supervision meetings:

--

3. Specific problems encountered:

--

4. CEU degree requirements fulfilled, if relevant:

--

5. Conferences attended & publications:

--

6. Other professional activities:

--

Section C: Plans for next academic year
--

1. Plans for next academic year, including location and funding source:

--

2. Plans for dissertation research and writing:

--

3. Supervision meetings planned:

--

4. CEU research seminar or TA-ship planned, if relevant:

--

5. Conferences and publications plans:

--

6. Other professional activities:

--

Signature:

Date:

--	--

Appendix 6:

DEPARTMENT OF GENDER STUDIES
PhD DEFENSE FORM

(to be submitted to Natália Versegi, PhD Coordinator)

Name:

Date:

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Title of Dissertation:

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Dissertation Examination Committee:

Confirmation:

Chair (CEU, non-Gender Studies)	
Dissertation Supervisor	
CEU Faculty Member	
External Member University Address:	Phone: Fax: E-mail:
Additional Member (if any) University Address:	Phone: Fax: E-mail:

External Reader:

University Address:	Phone: Fax: E-mail:
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Date of the Defense:

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Date:

Approved by Supervisor:	
Approved by Director of Doctoral Studies:	
Received by PhD Coordinator:	

Appendix 7:

ELECTION OF PHD STUDENT REPRESENTATIVES

The election of the Doctoral Students' representatives is carried out at the beginning of each Academic Year, before the end of September.

PhD Student Representative

First year students elect, in a procedure on which they decide themselves, the PhD Student Representative. The Representative regularly participates in the departmental Faculty Meeting. The departmental PhD Coordinator initiates and oversees the election procedure and informs all PhD students, the departmental faculty and the Office about the outcome of the election before the end of September.

Deputy PhD Student Representative

All other PhD students who have not yet defended their thesis are eligible to elect the Deputy PhD Student Representative. The Representative participates in the departmental Faculty Meeting whenever she or he wishes, and whenever he or she wants to bring up any issue. Eligible candidates are all non-first-year PhD students who foresee to be on campus for the whole (or the large part) of the Academic Year. The departmental PhD Coordinator before the end of October informs all students eligible as voters about the upcoming election and asks for the nomination of candidates (self-nominations included), keeping the responses confidential. S/he establishes whether the nominees accept or decline the nomination, and initiates the election procedure, keeping the votes confidential. The departmental PhD Coordinator informs all PhD students, the departmental faculty and the Office about the outcome of the election before the end of September.