

**CEU PU Department of Gender Studies**

**Doctoral Regulations and  
Handbook for Students and  
Supervisors  
2020-2021**

Central European University PU  
Quellenstraße 51-55, 1100 Vienna, Austria

Website: <http://www.gender.ceu.edu>

Welcome to the PhD program in Comparative Gender Studies at CEU!

This document is both a handbook of essential information and the official Regulations for the PhD Program in Comparative Gender Studies at CEU PU in Vienna. It applies to all students going through the program under both Austrian and US accreditation and their supervisors. Please read the entire document carefully and consult it first for any questions you may have. Students who began the program before September 2018 and who have not elected to enroll in Austria fall under US accreditation only and should consult the 2018-19 Handbook for rules that govern their completion of the program.

Please note that all regulations and procedures described in this document are subject to change, particularly in light of the fluid situation with the Covid pandemic. Major changes will be announced via email. Please see the latest version for all updates to the Handbook and Regulations on the departmental website. Regulations of the Department of Gender Studies must comply with the CEU PU Doctoral Regulations, which takes precedence in the case of any discrepancy.

Important information and contacts for doctoral students at CEU PU are available through the Doctoral Student Corner from the CEU PU website: [https://acro.ceu.edu/student\\_corner](https://acro.ceu.edu/student_corner).

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## 1. Basic Department Information

**Institution responsible:** Central European University Private University (CEU PU)

CEU PU is a graduate institution in the social sciences, humanities, law and policy. It is accredited in both the United States and Austria, and offers English language Master's and doctoral programs. CEU PU is governed by an international Board of Trustees. All academic policy is decided by the CEU PU Senate, while all executive decisions are the responsibility of the CEU PU President and Rector.

### Contact information for the Vienna Campus

The main department office and most professors' offices are located in Quellenstraße 51-55, 2nd floor, D wing.

The main reception can be reached at +43 1 25230 ext. 7111, from which you can be transferred to other offices in CEU PU.

Mailing Address:

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Please see the full and updated list of teaching faculty and PhD students with their research profiles and contact information on the website: <https://gender.ceu.edu/people>.

**Department Main Office** Quellenstraße 51-55, Room D205/B.

The departmental office assists students with issues specific to their programs. Matters of finances, health insurance, housing, residence permits, CEU PU-wide student activities, and the like should be taken up at the relevant offices of Student Services and the central administration.

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## 2. General Outline of the Program

### Summary

The PhD Program in Comparative Gender Studies is a doctoral program registered with the Board of Regents of the State of New York (U.S.A.) for and on behalf of the New York State Education Department and is also accredited by the Agency for Quality Assurance and Accreditation Austria (Agentur für Qualitätssicherung und Akkreditierung Austria). It places a special emphasis on comparative and integrative perspectives in Gender Studies research in the social sciences and humanities. The rationale and design of the PhD Degree Program in Comparative Gender Studies are based on the overarching scholarly and educational goals of

the Department of Gender Studies at CEU PU, which are elaborated in the Statement of Purpose located on the department's website (<http://gender.ceu.edu/statement-purpose>). The program combines theoretical and empirical inquiry into issues of gender, facilitating the examination of diversified patterns of gendered social and cultural continuity and change. While the program offers students the possibility of a specific focus on Central and Eastern Europe, research projects may address any geographical area or theoretical approach. Whatever regional or topical focus students choose, the program helps them understand gender in terms of local and global, national and transnational influences and articulations, and both material and symbolic relations.

The requirements to be fulfilled by Doctoral Students enrolled in the program consist of 240 ECTS credits accumulated over four years of study, including the Comprehensive Exam after the end of the first year of studies and the defense of the doctoral dissertation.

### **Theoretical Rationale**

Gender Studies as a distinct discipline has made critical contributions to fundamental transformations of scholarly and political knowledge and analysis from the second half of the 20<sup>th</sup> century to the 21<sup>st</sup> century. The central point of its critique, grounded in feminist theory and its forerunner Women's Studies, has been to examine how gender, as conceptual category and patterned social relation, has shaped the social, theoretical, epistemological and cultural roots of human knowledge and society, and how gender — in intersection with other key social categories such as race, class, and sexuality — has been central to both the production of and challenges to hierarchical systems of power and inequality. This critique questions traditional scholarly aspirations for "objectivity" and interrogates the relationship between the symbolic and material in society. Gender Studies at CEU PU expands on this intellectual project by combining analysis of gendered hierarchies of power with critique of Eurocentric perspectives and epistemologies. Insofar as the former has systematically centered the masculine subject, and the latter "the West," as universal norms, both have misconceived the role and importance of the subject in the process of knowledge production and social relations. Gender Studies questions how asymmetric and hierarchical gender relations in both society and the academy have been secured and mystified through the privileging of certain (white masculine, hetero, elite) subjects in the social sciences and humanities. Critics of Eurocentrism have sought to replace the abstract universalisms of modernity and instrumental rationality with more complex, non-linear, concrete, and situated understandings of society and knowledge. In seeking to understand the complexity of gender, Gender Studies at CEU PU understands society, culture, and politics as layered products of both global and local forces, and simultaneously symbolic and material practices. The program thus strives to train students to recognize the dangers of viewing gender in ahistorical, unsituated, and fragmentary ways, without proper consideration of the complex matrices of institutions, social processes, and other material conditions that surround and shape its meanings and effects, and to enable them to produce more effective, powerful, and precise understandings of gender relations and their meanings and consequences.

### **Methodological Rationale**

More effectively understanding the way gender works in symbolic and social orders requires new epistemologies and methodologies. The department's program aims to empower students to combine competence in traditional disciplinary skills in the social sciences and

humanities (e.g. archival research, textual analysis, statistical analysis, participant observation, ethnography, theoretical inquiry, discourse analysis etc.) with the formulation of new questions and techniques arising from hitherto marginalized perspectives and areas of study. Students receive methodological training that encourages them to broaden the range of material information they consider and the scope of the questions they ask in their research, 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 PU is intended to develop methodological strategies that do more than merely add the "other" into pre-defined frameworks. By definition both a theoretical and pragmatic research approach, comparativism not only aims to understand the similarities and differences between compared "cases," but scrutinizes the latent norms and presuppositions underlying dominant forms of scholarly analysis. An integrative comparativism, therefore, eschews generalization in favor of a negotiated balance between context and the particular on the one hand, and critically integrated theoretical perspectives on the other.

### **3. Organization of Studies and PhD Requirements**

Doctoral studies at the Department of Gender Studies at CEU PU are regulated by two core documents: this *Department of Gender Studies Doctoral Regulations* (this document) and *CEU PU Doctoral Regulations*, which takes precedence in case of any discrepancy. Please consult them both if you have questions regarding doctoral studies. Information about funding, research, and teaching is available through CEU PU's Doctoral Student Corner ([http://acro.ceu.edu/student\\_corner](http://acro.ceu.edu/student_corner)).

### **Policies, Regulations, and Procedures**

By enrolling in the Department of Gender Studies, students agree to abide by the Rules and Procedures outlined in this document, as well as the general rules and procedures of the Central European University PU. In addition to CEU's overall Doctoral Regulations, the following documents detail additional policies, rules, and regulations that govern academic and professional life at CEU PU:

*Code of ethics*

*Student Rights, Rules and Academic Regulations*

*Equal Opportunities Policy*

*CEU PU Policy on Harassment*

*Student Disability Policy*

See the full and updated collection of university policies here: <http://documents.ceu.edu/>

## **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 this year is composed of the Director of Doctoral Studies (Elissa Helms), the Department Head (Francisca de Haan), and three additional faculty members (Hadley Renkin, Eszter Timar, Nadia Jones-Gailani).

Each year the PhD students select a Student Representative and a Deputy Student Representative (see Appendix 6 for the election procedure). Either or both of these Representatives attend regular faculty meetings (except for occasional confidential parts of these meetings); both Representatives may raise student issues at these meetings or with the Doctoral Committee (see below). At the request of the PhD students, both the Student Representative and the Deputy Representative may also call meetings in order to raise students' issues if necessary and if these cannot be discussed at the department's regular town hall 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. The Head of Department is also one of the committee members. Other members are delegated by the Head of Department/Unit from among the resident departmental faculty members.<sup>1</sup>

The DC includes one student representative, elected by the doctoral students of the program. The student representative in the DC is not to be involved in discussions of certain confidential topics, including decisions concerning the evaluation or academic progress of individual doctoral students. 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 for the Program, including deciding on extensions of completion deadlines or termination from the program;
- d) approving and recommending to the University Doctoral Committee the appointment of members of the Admissions, Comprehensive Exam, and Dissertation Committees;
- e) appointing supervisors, deciding on changes of supervisors, forwarding the names and changes to the University Doctoral Committee for approval;
- f) working with the departmental Curriculum Committee to assign doctoral student Teaching Assistants to MA classes;
- g) reporting to the University Doctoral Committee on the progress of Doctoral Students and the status of the Doctoral Program (annually);
- h) reviewing probationary students' FTP Outlines and Dissertation Proposals and evaluating readiness for the Comprehensive Exam.

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<sup>1</sup> 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.



## The PhD Requirements – Summary

PhD requirements of the Department of Gender Studies consist of:

- 240 ECTS accumulated over four years of studies (including mandatory and elective courses - see below);
- a minimum GPA of 3.33 (calculated from course grades);
- passing the Comprehensive Exam (an oral defense of the Comprehensive Exam Fields and Themes Paper and Dissertation Proposal; this must be accomplished by March 31 of the second year at the latest);
- serving as a Teaching Assistant (TA) for a one term MA level course in the Department of Gender Studies in due time after passing the Comprehensive Exam;
- presenting parts of the dissertation work (a chapter or other substantial section) at least twice in public during the candidacy: one occasion must be at the Department Faculty/PhD Seminar or, if approved by the DC in advance of the presentation as an exception, at a public lecture at CEU PU (the DC may request a post-lecture report in order to decide whether the lecture will count toward the requirement)
- regular participation at the Department's Faculty/PhD Seminars during the residency in Vienna;
- attendance in the departmental public lecture series in the first year (attendance of public lectures after the probational year is also encouraged and expected while students are on stipend and in residence, including the write-up grant);
- the successful **defense of the doctoral dissertation**.

Credits for PhD students are to be accumulated as follows

Year 1				
Term	Curricular Structure	Requirements (M: Mandatory, E: Elective, ME: Mandatory Elective)		ECTS
Fall	Coursework Module	1 <sup>st</sup> year PhD Preparation Seminar	M	4
		Methodological Practice in Gender Studies	M	4
		Research Methods <sup>2</sup>	ME	4
		Electives <sup>3</sup>	E	4

<sup>2</sup> The Research Method requirement is met by taking any designated methods course from the MA curriculum in Gender Studies or a methods course from another department in CEU PU, with permission of the supervisor and the Director of Doctoral Studies. A student may fulfill the requirement either in the Fall or Winter term. Should a student decide to take a methods course in Winter, they may take up to 4 more ECTS credits of elective courses in the Fall (i.e. up to 8 ECTS elective credits all together) and have these additional credits exempted from the elective credits in Winter).

<sup>3</sup> For electives, PhD students choose from among PhD elective courses (when offered) and from MA elective courses in Gender Studies that are open to PhD students. PhD students can also take elective courses offered in other departments or units in CEU, with the permission of their supervisor and the Director of Doctoral Studies.

	Research and Academic Activity Module	Comprehensive Exam Preparation (Fields and Themes Paper)	M	2
		Supervision consultation	M	4
		Public Lecture Series	M	2
		Faculty and PhD Seminar <sup>4</sup>	M	1
Winter	Coursework Module	1 <sup>st</sup> year PhD Preparation Seminar	M	4
		Electives	E	4
	Research and Academic Activity Module	Comprehensive Exam Preparation (Research Proposal)	M	2
		Supervision consultation	M	4
		Public Lecture Series	M	2
		Faculty and PhD Seminar	M	1
Spring	Research and Academic Activity Module	Supervision consultation	M	12
		Comprehensive Exam	M	6
Fall: 25 ECTS, Winter: 17 ECTS, Spring: 18 ECTS, Year 1 total: 60 ECTS				

Year 2				
Term	Curricular Structure	Requirements (M: Mandatory, E: Elective, ME: Mandatory Elective)	ECTS	
Fall	Research and Academic Activity Module	Dissertation Research	M	12 <sup>7</sup>
		Supervision consultation	M	8
Winter	Research and Academic Activity Module	Dissertation Research	M	16
		Supervision consultation	M	4
Spring	Research and Academic Activity Module	Dissertation Research	M	14
		Supervision consultation	M	4
		Public presentation of dissertation research <sup>(in spring of year two at the earliest, when the student is ready)</sup>	M	2
Fall: 20 ECTS, Winter: 20 ECTS, Spring: 20 ECTS, Year 2 total: 60 ECTS				

Year 3				
Term	Curricular Structure	Requirements (M: Mandatory, E: Elective, ME: Mandatory Elective)	ECTS	
Fall	Research and Academic Activity Module	Dissertation Research (intensive writing)	M	12
		Supervision consultation	M	4
		Teaching Assistantship	M	4
		Faculty and PhD Seminar	M	1
Winter	Coursework Module	PhD Third Year Writing Seminar	M	4
	Research and Academic Activity Module	Dissertation Research (intensive writing)	M	12
		Supervision consultation	M	4

<sup>4</sup> Students who are unable to be in Vienna must make up these credits in other ways if the seminar is not available for online participation. Credit replacement will be agreed upon with the Supervisor and Director of Doctoral studies together with the student.

		Faculty and PhD Seminar	M	1
Spring	Research and Academic Activity Module	Supervision consultation	M	4
		Dissertation Research	M	14
Fall: 21 ECTS, Winter: 21 ECTS, Spring: 18 ECTS, Year 3 total: 60 ECTS				

Year 4				
Term	Curricular Structure	Requirements (M: Mandatory, E: Elective, ME: Mandatory Elective)		ECTS
Fall	Coursework Module	Advanced Academic Writing Seminar	E	4
	Research and Academic Activity Module	Dissertation Research (intensive writing)	M	12
		Supervision consultation	M	4
		Faculty and PhD Seminar	M	1
Winter	Research and Academic Activity Module	Presentation at Faculty and PhD Seminar	M	1
		Dissertation Research (intensive writing)	M	16
		Supervision consultation	M	5
		Faculty and PhD Seminar	M	1
Spring	Research and Academic Activity Module	Supervision consultation	M	6
		Dissertation Public Defense	M	10
Fall: 22 ECTS, Winter: 22 ECTS, Spring: 16 ECTS, Year 4 total: 60 ECTS				

## Curriculum (all credit numbers in this section are in ECTS unless indicated otherwise)

### 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 Comprehensive Exam requires the student to orally defend their Dissertation Proposal and demonstrate their 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 titled *Methodological Practice in Gender Studies*. The Comprehensive Exam must also include a comparative element.

In the first year, each student takes 24 classroom credits. Students must take the PhD Preparation Seminars in both Fall and Winter terms and *Methodological Practice in Gender Studies* (4 credits) in the Fall term. Either in the Fall or in the Winter term students must take one course in research methods (4 credits; to be chosen from among the PhD level methods course or MA Methods ("M") courses; PhD students will have to fulfill additional requirements in MA courses in order to meet the course requirements). Students with requirements for methods training that fall outside the parameters of what is taught in departmental methods courses can petition the DC to replace the course with an appropriate 4-credit course in another department. The remaining course credits are to be chosen from the elective courses offered in the department or in other CEU PU departments in accordance with individual research needs. Students are expected to take the bulk of their elective courses from the elective offerings in the department.

All first-year PhD students will participate in the year-long PhD Preparation Seminar, which focuses on the development of each student's Comprehensive Exam's Fields and Themes Paper and Dissertation Proposal. The goal of the Preparation Seminar is for students to develop more comprehensive, focused, and precise Dissertation Proposals alongside the process of drafting their Fields and Themes Paper, which will provide the increased knowledge of scholarly literatures relevant to their individual specific PhD projects. (See the Section "Preparing for Candidacy" below for further information on the Fields and Themes Papers and Dissertation Proposals).

Satisfactory completion of all 1<sup>st</sup> year requirements, culminating with the **passage of 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, including applying for certain CEU PU funds, as well as fulfilling the Teaching Assistantship requirement in the department (see below).

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 after the submission of all papers). Final papers must be placed in student mailboxes or emailed with comments within two weeks after the deadline for final grades.

### **Advanced Certificate Programs**

In addition to the course work and offerings of the Department of Gender Studies, there are two CEU PU Advanced Certificate Programs open to Gender Studies PhD students. Through these programs, students earn certificates in addition to their degree diploma (these programs also make it easier for students to take relevant courses offered by other CEU PU departments). Students who wish to participate in an advanced certificate programs should inquire as early in their first year as possible (preferably during Zero Week) with the relevant program faculty. For further details on the advanced certificate programs, please consult these links:

- The Advanced Certificate in Religious Studies

<https://courses.ceu.edu/programs/non-degree-certificate/advanced-certificate-religious-studies>

- The Advanced Certificate in Visual Theory and Practice

<https://courses.ceu.edu/programs/non-degree-certificate/advanced-certificate-visual-theory-and-practice>

### 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 their 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 individual 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 Vienna for a limited time period, normally during the second year of study. While receiving a stipend, students may not relocate away from Vienna without prior permission by the Doctoral Committee. Students are expected to consult with their Supervisors about their residency plans throughout the program. Students who are away from Vienna for any reason at any stage of the program are expected to keep in contact with their Supervisor and to report regularly on their work progress.

CEU PU supports additional periods of (non-degree) studies to be spent at a different university with a strong international reputation, either funded through the Doctoral Research Support Grant (DRSG) or external fellowships. This typically happens in the third or fourth year

but can come any time after a student's advancement to candidacy. For students conducting empirical research, such studies are recommended only after the research has been conducted. Please note that substantial planning is required to coordinate an application and fulfill any requirements set by host institutions and countries (i.e. obtaining 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 their dissertation research and writing from other sources and may participate with their PhD project in international research groups affiliated or not affiliated with CEU PU. See the Section on "Funding rules and opportunities for PhD students" below.

### Third Year of Doctoral Study

In their third year, doctoral candidates devote themselves to writing their PhD dissertation, and they are required to be resident in Vienna. In this year students usually participate in the mandatory PhD Writing Seminar (while they are still on stipend), although if necessary, it is possible, with the Supervisor's approval, to postpone participation one year. In this seminar, each student formally presents their dissertation project and preliminary results to the professor leading the seminar, the student's PhD Supervisor (who may attend the seminar of their advisee), fellow PhD candidates participating in the seminar, and other participants. **Students must have a complete draft of at least one substantive dissertation chapter by January 15 in the term they take the writing seminar in order to enroll in the class.**

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, depending on the student's research and writing plan. Each TA assists in the teaching of an MA level course in the Gender Studies Department. The assignment of the TAships for each academic year takes place in spring of the preceding academic year, according to the teaching needs of the Department. Students may express preferences for particular courses they would like to TA, but the ultimate decision lies with the Doctoral Committee. While students' background and knowledge are taken into account in placing them, the DC does not in principle assign TAs to courses taught by their doctoral Supervisors unless no other reasonable option can be found.

The purpose of the TAship is to give students practical, hands-on experience in teaching at an advanced academic level, as a vital element in their professional training. TA duties include regular participation in the course as well as practice in independent teaching in agreement with the professor, typically including leading discussion for at least one class meeting. TAs also may be asked to present aspects of their own work relevant to the course, advise students on the completion of class assignments, and fulfill other tasks like providing administrative/organizational support, depending upon the needs of the course, the TA, and the professor. When possible, the professor should involve the TA in the development or updating of the course syllabus. TAs may assist in grading as part of the learning process, however, they are not allowed to assign final grades to MA students. TAship duties must leave time for the student to work on dissertation writing. No more than one TA may be assigned to a course at a time. Exceptions to these rules may be granted only with the formal approval of the Doctoral Committee.

The timing and order of when a student fulfills requirements for the degree can be shifted around with approval of the Doctoral Committee when such a shift can be shown to be beneficial to the student's professional development and progress in the program. For

example, if a student uses the third year for study at another institution or to continue research elsewhere, then the required third year of residence in Vienna, participation in the Writing Seminar, and fulfillment of the student's TAsip will be undertaken in the fourth year (or later in very exceptional cases only), with credits awarded upon completion of each requirement.<sup>5</sup>

#### Fourth Year

The fourth year is normally devoted to finishing and defending the doctoral dissertation. Doctoral students can apply for CEU PU funding through the DRSG program to spend an additional term of (non-degree) studies at a large university with a strong international reputation. This often happens in the fourth year but can come any time after a student's advancement to candidacy. CEU has additional but limited funding for which students can apply to help support dissertation research as appropriate (see section on "Funding..." below). Students are strongly encouraged to seek funding for research and/or writing from other sources and to participate in international research networks and conferences. The fourth year is also the most common time for Students to present an ongoing dissertation chapter at the department's Faculty and PhD Seminar.

In addition to course credit requirements, doctoral students residing in Vienna **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 give and receive critical feedback on one another's work. **PhD students and candidates are also encouraged to attend public lectures organized by the department during their residency in Vienna.**

#### **Appointment of Supervisors**

Incoming first year students should begin considering the question of supervision as early as possible. New students may be assigned a provisional supervisor. Students are strongly encouraged to speak with different members of the department faculty who might potentially supervise their project from their arrival at CEU PU in September. The Director of Doctoral Studies and the whole DC of the department are available to advise the student in their choice of a Supervisor. After securing a faculty member's agreement, students must formally request a Supervisor, along with an alternative choice if unsure, in writing (email) from the Director of Doctoral Studies no later than October 31. Taking into account the research topic and based on faculty availability, the Doctoral Program Committee appoints a supervisor for a Doctoral Student and then forwards the name to the University Doctoral Committee for approval.

Every effort will be made to appoint a supervisor from the Department of Gender Studies, or, if this is not possible, from within CEU PU. Please note that faculty members have limits on the total number of PhD students they can supervise at any one time. In cases where the complexity of the field or topic necessitates it, or in cases of a prolonged absence of the supervisor, a co-supervisor may be appointed. Co-supervisors must meet the same eligibility requirements – doctoral degree and appropriate research experience – as principle supervisors. A person external to the Department or to CEU PU can be appointed as second supervisor but only in exceptional cases. These cases will have to be indicated and justified separately when submitting the list of supervisors for approval to the DC and UDC.

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<sup>5</sup> Students are advised to consider the risks involved in postponing the 3<sup>rd</sup> year writing seminar past the 3<sup>rd</sup> year and the end of stipend support. Not having a stipend or other financial support is not an acceptable excuse for not attending the 3<sup>rd</sup> year writing seminar.

## **Changing Supervisors**

Candidates may request from the Doctoral Committee a change of Supervisor or Co-Supervisor substantiating such a request in writing. The DC must address the request within 15 days of its receipt and forward its decision on any change in supervisory status to the University Doctoral Committee for approval. Under extraordinary circumstances, the DC can on its own initiative propose a change in supervisor to the University Doctoral Committee. Students should inform the DC of any serious problems they have with their Supervisor during the course of their program (in the case that the supervisor is a DC member, the student's Supervisor must recuse themselves from the Committee's consideration of the issue).

## **Responsibilities of Supervisors and Co-Supervisors**

It is the responsibility of the Supervisor and the Co-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; this includes regular consultations and if necessary revisions of the Research Plan agreed upon after the Comprehensive Exam;
- d) regularly requesting pieces of written work and/or research results relating to the dissertation and returning such work in a timely fashion with critical feedback. During the regular Academic Year (Fall, Winter, and Spring terms), such feedback should generally be given within one month of receiving the material (in cases where the student submits an unusually large portion of the dissertation at one time - which is strongly discouraged - feedback should be expected to take proportionately longer);
- e) informing the student/candidate about the satisfactory or unsatisfactory progress of their 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 their 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 responsible for the following:



- a) being familiar with CEU PU 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 Vienna (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 PU email address, in a timely fashion and otherwise according to department regulations.

Students and Supervisors are expected to have regular meetings/consultations beginning in the Fall term of the first year. At the end of the Fall and Winter, first-year students must submit a written 1-2 pages report to their Supervisor and the PhD Coordinator about the development of their scholarly and professional progress in the past term. Term reports must be submitted in order to complete the required credits of supervision consultation each term during the first year.

### **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 the student's original research data and any other original research results are stored safely and securely, and that they can be made available in the case of formal and official request for authentication;
- 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 by the end of May documenting the progress of the work/research and the plans for the next Academic Year (the Doctoral Candidate Annual Progress Report; see form in 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 by the student within 3 months, otherwise the stipend payments may be stopped and the candidacy terminated. A candidate whose progress is judged unsatisfactory for two consecutive years will be dismissed from the program;
- d) presenting their research output in public on at least two occasions during the candidature (see "Requirements" section above).
- e) while away from the designated site of residency, returning to CEU PU 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 PU email address provided to each student;
- f) consulting with the supervisor as to possible revisions of the Research Plan agreed upon after the Comprehensive Exam, as progress is made during the research phase;
- g) preparing the dissertation for completion and defense examination according to the schedule agreed upon with the Supervisor;
- h) fulfilling the Teaching Assistant requirement;
- i) fulfilling any other obligations prescribed by the university's and Doctoral Program's regulations and guidelines.

Students at the level of Candidate should also, in close consultation with their Supervisors, continue to identify potential internal and external examiners of their eventual Defense Committee, particularly the internal examiner/second supervisor, and consult with them regularly throughout the dissertation writing process.

All Doctoral Candidates are required to reside in Vienna while receiving a CEU PU stipend, including the CEU PU Write-up Grant during the final months of dissertation writing, if awarded. While on stipend, students may be away from Vienna for longer periods of time only if this is required for their PhD dissertation research. Before leaving for and after returning from such research travel, students must notify their Supervisor as well as the department's PhD Coordinator, who will keep this information on record. While in residence, Doctoral Candidates are required to participate in the academic life of the Doctoral Program as specified in the regulations and attend departmental 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 PU. Failure to do so can result in expulsion from CEU PU.

Doctoral Students are invited and strongly encouraged to create and maintain their own profile on the CEU PU website where all PhD students' names are listed. The PhD Coordinator can provide instructions on how to upload content and edit your profile.

### **Ethics and Academic Dishonesty**

By enrolling in the Department of Gender Studies, students agree to abide by the Rules and Procedures outlined in this document, as well as the general rules and procedures of the Central European University. For full CEU PU policies on academic misconduct please refer to CEU PU Policy on Plagiarism and Code of Ethics (available from CEU PU website, <https://documents.ceu.edu/>)

### **Academic Misconduct and Plagiarism**

Plagiarism is a form of academic misconduct. It is a practice that involves 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 dissertation with revision and with the Supervisor's knowledge, as documented in writing.) Acts of academic misconduct, including plagiarism, may 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 high standard of scholarly work throughout the program, including coursework and dissertation writing, and to be familiar with CEU PU 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 their work during the program (according to the university definition of plagiarism linked to

above), they will not necessarily be warned before being penalized. Plagiarism detected in Dissertation Proposals or Comprehensive Fields and Themes Papers will jeopardize the student's right to continue in the program as determined by the DC in consultation with the student's Supervisor and other faculty members involved in the detection of plagiarism. This holds for plagiarism found immediately after the submission of a document, as well as plagiarism discovered after submission regardless of how long.

### **Termination and Appeals**

According to CEU PU regulations, the Doctoral Committee may terminate doctoral candidacy or probationary doctoral candidacy in the case of: unsatisfactory coursework grades; repeated failure to satisfy the conditions for advancing from Probationary Doctoral Candidate status to Doctoral Candidate status; unsatisfactory research progress; failure to comply with University and Program Doctoral regulations, including violation of academic misconduct rules (i.e. plagiarism and other violations of research and writing ethics). Departmental regulations specify that Probationary Doctoral Candidates must achieve a Grade Point Average of minimum 3.33 or B+ at the end of the first year.

If a Probationary Doctoral Candidate has exhausted all opportunities to fulfill the conditions to become a Doctoral Candidate and still fails to satisfy all conditions, the Doctoral Committee can terminate his or her enrollment according to the following guidelines. Enrollment may be suspended from the date the student is notified that they have exhausted all opportunities to progress to Doctoral Candidate status; the earliest date enrollment can be terminated is two weeks from the date the student is notified that they cannot progress to Doctoral Candidate status.

Doctoral Candidates shall be warned in writing by the Doctoral Program Committee at least two months before the termination of doctoral candidacy. Doctoral Candidates shall have a right to present their case to the Doctoral Program Committee before such termination takes effect; they may also officially appeal the decision. Please refer to CEU PU Doctoral Regulations for information on lodging an appeal to the decisions concerning withdrawal, re-enrolment and termination of student status, and decisions concerning the outcome of the Comprehensive, Prospectus and the Dissertation Examination. Other grievances should be addressed to the Disciplinary or the Grievance Committee, according to the rules specified in the CEU PU Code of Ethics. Appeals must be in writing and include the grounds for the appeal, and the desired outcome of the appeal. Appeals should be addressed to the Chair of the University Doctoral Committee and sent within two weeks of the communication of the decision to the student.

### **Funding Rules and Opportunities for PhD Students**

For further information on the various opportunities listed in this section please CEU PU's Doctoral Student Corner ([https://acro.ceu.edu/student\\_corner](https://acro.ceu.edu/student_corner)).

As a rule, all CEU PU PhD students, as part of their admission to the program, are provided with 36 months of stipend, a full tuition waiver, and access to further funding of a fourth year (see below). Doctoral Students are required to submit their PhD dissertation within a maximum of six calendar years of entering the program. (See the Section on "Period of Study

..." for more details.) Additional time that may be necessary for certain dissertation projects must be funded from external sources (see below). The stipend may be suspended for a period of at least three months and restarted at a later date; this can be a strategy to extend funding support if, for example, a student is successful at garnering outside funding for field research or otherwise covering expenses in the second or third year of studies so as to "save" the stipend for later.

Further funding support is available for student parents: for details and updates see <https://www.ceu.edu/studentlife/facilities/families/sfs>

### Additional CEU PU Funding and Research support

There are several in-house sources of financial support for research and research-related travel. In most cases, these are open only to Doctoral Candidates, i.e. students who have passed their Comprehensive Exams. Please note that this information is subject to change. See the latest updates at: <https://www.ceu.edu/funding-fees/grants-enrolled>

1. CEU PU offers students the possibility to apply to several **short-term grants**: the **Conference Travel Grant** (up to 500 EUR), **Supplementary travel grant** (up to 300 EUR), **Short term research grant** (up to 800 EUR, for 2013-14, 2014-15, and 2015-16 cohorts), **Field and archival research grant** (up to 2000 EUR), **Summer school grant** (up to 1500 EUR), and **Winter school grant** (up to 1500 EUR). Most of these grants require the status of candidacy; check the eligibility with the relevant office first. For deadlines and further details, please refer to "Student Travel and Research Policy" and check for updates and full information at <http://www.ceu.edu/funding-fees/finaid-enrolled/research-travel-grants>.
2. The **Doctoral Research Support Grant (DRSG)** (up to 5000 EUR) aims to support a student's stay of **up to six months** as a "visiting/research scholar" at another internationally recognized university, institute or research center. Students whose research must be done at a large or specialized research library, or in specific archives, or whose work would benefit from extended contact with particularly relevant scholars outside of CEU PU are advised to consider, in consultation with their supervisors, applying for the DRSG at an appropriate institution, possibly even at an early stage of their research following the Comprehensive Exam. Deadlines and further details for this application can be found at <http://www.ceu.edu/funding-fees/finaid-enrolled/phd-research-grant>.
3. CEU PU's **Global Teaching Fellowship Program** supports CEU PU doctoral candidates and recent graduates to teach at other universities around the world with which CEU has agreements (see <https://acro.ceu.edu/global-teaching-fellowship-program>).
4. The **Write-up Grant**: provides up to 6 months of stipend to support the completion of the writing and revision of the dissertation. Please note that this is a terminal grant: the dissertation must be completed by 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, enrollment in the doctoral program will be terminated and the student will be considered eligible only for submission of the dissertation beyond enrollment (see below). The period of a Write-up Grant counts towards the regular maximum period of study.

Application for this grant requires a detailed report on the progress of the dissertation

and prospects for completion (prepared by the student) as well as a letter of support from the Supervisor; an electronic copy of the draft dissertation as it stands must be attached to the application. Supervisors (and the Pro-Rector) generally require a near-final draft of the core chapters of the dissertation, sometimes more, or the quantity and quality they determine are necessary so that they can confidently vouch for the student's ability to complete and polish the dissertation in the allotted time. The application is submitted by the dissertation Supervisor (via email) directly to the Pro-Rector's office 30 days before the requested start of the grant. The Doctoral Committee and Natalia Versegi, the department's PhD Coordinator, must be cc'd in this message for information purposes.

5. In addition to these possibilities, CEU PU is currently developing a university level program to support **internships for PhD students**, as a means of encouraging, and providing practical training in, applied research opportunities. Please watch for announcements of further details during the coming Academic Year.

### Non-CEU PU-funding

Students are strongly encouraged to seek additional funding from sources outside CEU PU, i.e. research grants or fellowships supporting scholarly exchanges or residency at other institutions, in order to extend their funding time but also to demonstrate further their abilities and relevance as scholars. In recent years, Gender Studies PhD students have successfully competed for Fulbright grants to study at US universities, Erasmus Mundus program exchanges with universities within Europe, visiting fellowships at the GEXcel Centre for Gender Excellence at Linköping University, Sweden and the IWM in Vienna, and German DAAD doctoral fellowships, among others (including specific opportunities available to students according to nationality or other individual criteria). As an accredited university in Austria, the CEU PU 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 PU also has special scholarship agreements with some universities in Europe and North America. Students should consult the CEU PU Academic Cooperation and Research Support Office (ACRO) and speak with their Supervisor and/or the Director of Doctoral Studies for further information.

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

According to CEU PU Doctoral Regulations, a completed doctoral dissertation must be submitted within six years from the original date of enrolment.

After they pass the Comprehensive Exam, Doctoral Students may request suspension of the CEU PU 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 must be approved and signed by the

student's PhD Supervisor, and submitted in writing to the Doctoral Committee for approval. Requests must include adequate supporting reasons for the suspension and the exact dates of the period for which the stipend is to be stopped. The transfer of the remaining part of the student's stipend will be resumed once this period expires. The PhD Coordinator, Natalia Versegi, administers 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 in total. Requests for withdrawal must be approved by the student's PhD Supervisor, and submitted in writing to the Doctoral Committee for its approval. If the DC grants the withdrawal, the student's dissertation deadline is postponed. If the student is on stipend, the stipend is also suspended. Such requests must be properly justified, and the dates of the withdrawal period clearly indicated. Temporary withdrawal is meant to accommodate periods when a student is prevented from working on the dissertation due to illness, fulltime employment, or care responsibilities (in the case of a request due to health issues, a doctor's letter must be included in the submitted request). Parental leave at the birth or adoption of a child is offered separately (please turn to Student Services and see the link above for further information). A student who withdraws can keep their access to the CEU PU library and CEU PU facilities such as email but does not have the right to supervision during this period and is not eligible to apply for CEU PU grants or funding. The student must request reinstatement within two years in order to return to the program in good standing.

Extension. Extensions of the dissertation deadline 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 circumstances that interfere with their studies (e.g. medical or family crises) 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 enrollment period. Such extensions can be granted only by the University Doctoral Committee, as detailed in the CEU PU Doctoral Regulations. To apply for an extension, the student must first submit a request to the departmental Doctoral Committee, stating clearly the reason for the request, the length of the requested extension, and the amount of the dissertation already completed. This request must be accompanied by a letter of support from the Supervisor. If the departmental Doctoral Committee approves the request, it is forwarded to the UDC with its recommendation. The extension request must be received by the departmental Doctoral Committee well in advance of the beginning date of the requested extension (one month during term time, two months during the summer, except in emergency cases) so that there is adequate time to consider the request and forward it to the University Doctoral Committee. As a rule, the departmental Doctoral Committee will only support requests for extension for short periods, and if substantial parts of the dissertation are completed already; in most other cases it will advise the student to instead request the option for "Submission Beyond the Enrollment Period."

Submission beyond the Enrollment Period. Students whose enrollment period expires and who have fulfilled all other requirements for the doctoral degree except submission of the dissertation can apply for re-enrollment at a later date in order to submit their dissertation and receive their degree. Before the actual re-enrollment process is initiated the DC will decide, in close consultation with the former Supervisor, whether the dissertation is ready to be submitted for defense. Students are not entitled to supervision for the period after their

enrollment expires. (For further details regarding the procedure of re-enrollment for the purpose of submitting a dissertation see the CEU PU Doctoral Regulations.)

Employment and CEU PU Funding. CEU PU 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 if they wish to take up other paid employment on a part-time basis (up to 20 hours per week).

#### 4. Preparing for Doctoral Candidacy

All probationary PhD students must submit a Dissertation Proposal elaborating on the research project described in the student's application material, and a Fields and Themes Paper (FTP), including a bibliography of readings, to their Comprehensive Exam Committee as the basis for the Comprehensive Examination. Dissertation Proposal drafts and the FTP Outlines must first be approved by the Doctoral Committee (DC), and their final drafts must be approved by dissertation Supervisor before being submitted to the Exam Committee. 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.*

#### Road Map to the Comprehensive Exam

In principle, students take 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 Fall of the second year), but no later than March 31 of the second year (see below). Students design their exams in close cooperation with their Supervisors with the advice of the DC, which reviews and approves or requests further revision of the exam materials: the Dissertation Proposal and the Fields and Themes Paper Draft.

During the **Fall term** of the first year, students develop the basic structure and outline of their **Fields and Themes Paper (FTP)**, in cooperation with their (expected) Supervisors and the instructor of the Preparation Seminar. Early in the term, students will determine their particular set of fields and themes (which must include a comparative component). Then, by a deadline established by the Instructor, they will draft and submit a Fields and Themes Outline, which must be approved by the Seminar Instructor, their Supervisor, and the departmental Doctoral Committee. Finally, as the culmination of the Preparation Seminar's Fall term, students will develop a Draft FTP, based on their FTP Outline, which will be submitted to the Seminar Instructor and the student's Supervisor.

In the winter term, first year students work on their Dissertation Proposals in the PhD Preparation Seminar and in consultation with their Supervisors. During this term, a **polished draft of the Dissertation Proposal and the Draft FTP** must be submitted to the Supervisor and the Doctoral Committee (students are expected to continue working on the latter after the Draft is submitted at the end of the Fall term, and to submit a more developed version of the FTP with the Dissertation Proposal Draft). During the Winter term, in close collaboration with their supervisors, students should begin to identify potential internal and external examiners for their Exam Committee. Please note: students are not to contact potential examiners directly; the Supervisor invites potential examiners once the Pro-Rector has approved the list. Also during this time, after the submission of the proposal, students must complete the Ethical Research Checklist or submit a rationale for exemption (see below).

The Doctoral Committee decides whether the Dissertation Proposal and the Draft FTP are accepted as they are, or whether revisions are required. The DC provides feedback primarily on the Proposal; they may or may not also comment on the Draft FTP, the content of which is mainly for the Supervisor to judge at this stage, but it must be submitted as evidence of progress towards the Exam. In the case that the materials are simply accepted, or accepted conditional on "Minor revisions", the DC approves the initial Exam materials, and the student can proceed to the Comprehensive Exam. In cases in which the DC requests revisions



beyond "Minor revisions", the Exam material must be re-submitted to the DC by the deadline given in Appendix 1, or as otherwise indicated by the DC.

Once the DC has approved the Exam materials, the student revises and finalizes them in close consultation with the Supervisor. When the Supervisor approves the final versions, the student formally submits the exam materials to the departmental PhD Coordinator (see below) to be forwarded to the Exam Committee.

Ultimate deadlines. A polished draft of the Dissertation Proposal and the Draft FTP must be submitted to the Doctoral Committee by November 20 of the second year at the latest. If the student fails to receive the DC's approval on the submitted Dissertation Proposal and Draft FTP by January 31 of the second year (including the completion of any requested revisions and resubmission by this date), the student will not be allowed to proceed to the Comprehensive Exam and their 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 arrange the exam as early as possible, in order to maximize the amount of research time in the 2<sup>nd</sup> year. As a rule the DC will not review more than three versions of the Dissertation Proposal.

### **Dissertation Proposal**

The Dissertation Proposal is a detailed, scholarly description of and justification for the dissertation project. The Proposal should clearly describe the topic and its context, summarize the main issues and research questions to be addressed, position the project in the relevant scholarly literature, explain the main theoretical concepts, sources, and methodology of the research, outline the significance of the project and its argument, and include a full bibliography. The Proposal should be between **7-9,000** words excluding notes and references. **Please note that the DC will not read Proposals longer than 9,000 words.** Proposals should be submitted by email attachment in Word format (not pdf).

During the Fall term of their first year, students should begin to work on the Proposal with their dissertation Supervisor, who must indicate to the DC that the proposal is complete and ready for submission by the winter term deadline. The DC and PhD Supervisor will provide the student further feedback and guidelines for improvement of the Proposal. 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 revisions to the draft Proposal, setting a new deadline 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 finalize their 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.

### **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 projects; (ii) a familiarity with the most important and up-to-date scholarship in their field(s) and the ability to elaborate on the most

important concepts and questions emerging from this scholarship in framing their PhD projects; (iii) knowledge of the broader contexts relevant to their projects (depending on the nature of the project, this could be the wider historical, political, geographical, and sociological context, the context of knowledge production or related theoretical traditions, etc.). Thus, the Exam is intended as a formal means by which students can develop broader areas of specialization in which to ground their research and teaching expertise for their future careers. The student is examined on two major fields of scholarship and 2-4 themes within these fields, which must include a comparative element (see below). The two fields should be broad and recognizable areas of scholarship that inform the PhD project with the themes in each field providing the opportunity to develop more specific areas of focus within these fields. Students are instructed not to define these themes too narrowly but to consider the particular issues and contexts of their dissertation topics in broad scholarly perspective – the scope that might be the topic for a course they might teach in the future, for example. Guidance for this task will be provided in the First Year Preparation Seminar including examples of past Fields and Themes Papers.

### The Fields and Themes Outline

The Fields and Themes Outline (due during the Fall term as key assignment of the Preparation Seminar) will consist of a) a listing of the fields and themes categories, b) a few lines explaining each field and theme and how they fit into the overall project, and c) a brief paragraph explaining where and how the comparative component will figure in the exam. The Fields and Themes Outline must be approved by the instructor of the Preparation Seminar, the Supervisor, and then, by the Doctoral Committee (see deadlines in Appendix 1).

### The Draft Fields and Themes Paper

The Draft Fields and Themes Paper (due at the end of the Fall term as key assignment of the Preparation Seminar) will consist of a) a listing of the fields and themes, b) a draft discussion of each field and theme, and of how they fit into the overall project (extended from the outline to reach as close as possible to the dimensions of these discussions in the final version of the FTP, with an indication of what will still need to be developed by the time of the exam), and c) an elaborated indication of where and how the comparative component will figure in the exam. The Draft FTP also includes a draft Exam Bibliography. The Draft FTP with Bibliography, must be approved by the instructor of the Prep Seminar and the Supervisor. It is also submitted with the polished draft of the Proposal to the DC by the winter term deadline.

### The Fields and Themes Paper

The Fields and Themes Paper (FTP) 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 final FTP is between 5000 and 7000 words. It is, thus, more a focused, critical framework than a full review. The Supervisor, keeping in mind the nature of the project and the preparation and needs of the student, may request a longer version of the FTP, including a full literature review, and may also 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 Comparative Component

The comparative element of the Exam materials should be delineated in the Fields and Themes Outline and, if the project is itself comparative, in the Dissertation Proposal. It also must be clearly stated on the PhD Comprehensive Exam Preparation Form. If the dissertation project itself is not directly comparative, then one field or theme of the Fields and Themes Paper must be comparative. The component of comparative analysis can be approached in different ways, in keeping with the nature of the student's research. In general, comparison addresses the specific issue or research question of the PhD project through consideration of two or more sites. These sites can be countries, historical periods, social groups, religious contexts, political systems, branches of theory, genres of cultural products, etc. In other words, a productive comparison must juxtapose two phenomena that share most characteristics but differ in one key aspect that becomes the point from which new insights into the phenomenon can be generated. Students work out the exact form of their comparative component in consultation with their supervisor and in the framework of the Preparation Seminar.

## The Fields and Themes Paper Bibliography

The bibliography accompanying the Fields and Themes Paper must consist of at least 100 significant scholarly references. It should be organized by the fields and themes of the Essay and list the major works in each field with which the student has (or will have) attained familiarity, and on 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 and ensure that they include 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**

When the finalized Dissertation Proposal and revised and expanded Fields and Themes paper has received the approval of the student's Supervisor, the student must submit the Proposal and FTP as approved, along with the Comprehensive Exam Preparation Form, to the PhD Coordinator. **This must be done no later than one and a half months before the intended date of the Comprehensive Exam.** The PhD Coordinator will then forward the Form to the CEU PU Pro-Rector for approval. Upon receiving the Pro-Rector's approval, the PhD Coordinator will forward all materials to the Exam Committee.

Prior to the Exam, the Dissertation Proposal and Fields and Themes Paper must both be formally approved by all members of the Comprehensive Exam Committee. All examiners, except for the Supervisor, must submit a written evaluation (this may also contain suggestions for improvement). The Supervisor must share these written evaluations with the student prior to the exam as soon as they are received. Evaluators may choose to separate their evaluations and suggestions meant for the supervisor and for the student into separate documents.

## **Members of the Comprehensive Exam Committee**

The Comprehensive Exam Committee consists of four members, at least three of whom are present at the exam: the PhD Supervisor (or both co-supervisors if applicable), another CEU PU faculty member, and a third member, the External Examiner, who may be external to CEU PU if warranted by the nature of the student's project and supported by the

PhD Supervisor, or merely external to the Gender Studies department. An additional External Reader from outside CEU is asked to read and evaluate the exam materials but is not present at the exam itself. The PhD Supervisor chairs the Comprehensive Examination Committee. Where the student has chosen to pursue an informal disciplinary concentration outside of Gender Studies, the CEU PU faculty member chosen for the Exam Committee must have a substantial background in the chosen discipline. **Committee members must, as far as possible, represent diverse disciplinary backgrounds and/or areas of expertise.** Where deemed necessary, a fourth independent or external member may serve on the committee, with the approval of the Director of Doctoral Studies.

The student and Supervisor together develop a list of several possible members of the Exam Committee which must be approved by the Doctoral Committee, after which it is forwarded to the Pro-Rector for Social Sciences & Humanities for final approval. This list may be submitted to the DC at the same time as the PhD Proposal, or, at the latest immediately after the DC has given the green light for the student to proceed to the Comprehensive Exam. The list is compiled by the student in agreement with the supervisor. The names, academic title, and affiliation of each proposed member should be listed in the order of preference and proposed role, together with a link to each person's CV or faculty page with list of publications, a contact email address, and a brief explanation of why this person was chosen for the committee. Upon approval of the list by the Pro-Rector, the Supervisor contacts potential Committee members to inquire about their availability (the student may not contact them directly). The more alternatives are given, the more possibility the supervisor will be able to act quickly to arrange the committee without having to wait for further approvals (first choices may not always be available). The PhD Coordinator handles logistical arrangements for external members and the organization of the Exam.

Members of the Comprehensive Exam Committee are not automatically members of the final PhD committee, but may be; students are encouraged to forge a continuing relationship with examiners, especially those at CEU PU, as they work further on their dissertations.

## **The Comprehensive Exam**

The Comprehensive Exam lasts approximately 2 hours. The Exam begins with a short presentation by the student of their Dissertation Proposal (5-7 minutes) and then the reasoning behind the fields and themes (another 4-5 min). This is followed by an examination by the Exam Committee members on the designated fields and themes as outlined in the student's Fields and Themes Paper and on the student's Dissertation Proposal and PhD project as a whole. The Committee can decide the order in which these presentations and discussions take place. After the examination, the student and any audience members<sup>6</sup> are asked to leave the room to allow the Committee to discuss and evaluate the student's performance. The student and the audience then are invited back into the room and informed whether the student has passed, passed with distinction, passed conditionally, or failed. In order to pass the Comprehensive Exam, the student must provide a strong defense of the PhD project

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<sup>6</sup> Comprehensive Exams are open to additional observers, typically fellow students who come to observe how the process unfolds or to support comrades. The department asks potential audience members to respect the wishes of the student under examination, however, by seeking their permission before entering.

through a discussion of the Dissertation Proposal, and demonstrate proficiency in their chosen Fields and Themes (and related bibliography) by situating the PhD project within the selected bodies of literature. The Comprehensive Exam thus 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 the Program (above). The Committee gives written comments on the oral performance to add to their written comments on the Proposal and the FTP. After the formal Exam ends, students also have the opportunity to interact informally with committee members to seek further advice on how to proceed with their research and to establish the basis for future collaboration, where appropriate.

Retaking the Comprehensive Exam. If a student's performance at his or her Comprehensive Exam is determined 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. The Comprehensive Exam can be retaken with the recommendation of at least two of the three committee members who were present at the first 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, in consultation with their Supervisor, must submit a Research Plan, detailing the work planned for the coming 12 months, scheduling longer-term tasks and indicating further deadlines. No later than one month after they have passed the Exam, students must submit this Research Plan, as approved by their Supervisor, to the PhD Coordinator, who keeps it on file together with the Term Reports submitted by students during their first year.

### **Ethical Research Checklist and Clearance**

After the passage of the Comprehensive Exam but before they can begin dissertation research, students must obtain certification that their research plans conform to ethical research standards and do not put any research subjects or the student themselves in foreseeable danger. Students must complete the Checklist on Ethical Research and submit it to the Doctoral Director with a letter from their supervisor that either approves the ethical standards or asks for an exemption from screening for research that does not involve human subjects. Submission must take place **at least one month before the student embarks on the research**, but earlier submission is highly appreciated as long as the research plan has been finalized. Supervisors are primarily responsible for making these judgments and for flagging and resolving potentially sensitive issues, while the DD and DC provide oversight and ultimate

approval. At present, this process takes place at the department level except in special cases where dissertation proposals will be screened by the University Disciplinary Committee (<https://www.ceu.edu/administration/committees/university-disciplinary>). A Supervisor or the DD may refer students to this process if deemed necessary. This year, however, CEU is developing a new mechanism to offer all students certification on the university level. Please watch for updates to this policy as the year proceeds.

MPhil degree. Students who maintain their candidacy and have passed their Comprehensive Exams may apply for an MPhil (The Master of Philosophy), if they wish to leave the PhD program. Award of MPhil automatically terminates the student's enrollment in the doctoral program. If the student subsequently submits the dissertation and receives a PhD in the same program, the MPhil degree is revoked.

## **5. The Dissertation and Completion of the PhD Degree**

### **Submission of the Dissertation**

Doctoral Students at CEU PU must submit the doctoral dissertation within six calendar years of beginning the program. (See "Period of Study ..." above.) When the student has finalized the dissertation, and the PhD Supervisor has agreed that it is ready for submission, an electronic copy of the dissertation must be submitted to the departmental PhD Coordinator (who keeps this copy on file), and the Supervisor; the student must also upload an electronic version of the dissertation to the CEU PU electronic thesis database (ETD). Within one month from the date of receipt of this file (during the normal Academic Year) the Supervisor must submit the student's Dissertation Defense Committee Form to the Doctoral Committee, approving the dissertation as ready for defense, and providing a list of potential members of the Defense Committee (see below). The list is prepared by the candidate after consultation with the supervisor with the same format and content as in the list for potential comprehensive exam members, as detailed above. Alternatively, the supervisor - as soon as possible after receipt of the electronic copy of the dissertation - may approve the dissertation while requesting minor changes (these must be possible for the student to complete within two months after submission, as this is the maximum extension which the departmental Doctoral Committee is able to grant). Such a request for extension must be submitted by the Supervisor together with an e-copy of the dissertation, to the Doctoral Committee for its approval. The Dissertation Defense Committee Form is then sent to the Pro-Rector and the University Doctoral Committee; both the Doctoral Committee and the University Doctoral Committee must approve the suggested and final list of the Defense Committee members.

Upon receipt of the approved Dissertation Defense Committee Form the PhD Coordinator runs the dissertation through the university's Turnitin software to screen for plagiarism. The supervisor approves the result of the Turnitin report. No student can proceed to the dissertation defense before the dissertation has been cleared. Once this has been done, four printed copies of the final version of the PhD dissertation must be submitted by the student to the PhD Coordinator for distribution to the Dissertation Defense Committee. An updated electronic version of the dissertation should be uploaded to the CEU PU electronic thesis database (ETD) if revisions or corrections are made.

The final version of the dissertation, after any modifications required by the Defense Committee are made, should be uploaded to the ETD after the defense, within a limited time period also defined by the Defense Committee. All finalized dissertations in the ETD are available online through the CEU PU library catalogue. In exceptional cases (for instance, potential state or other repression in the case of politically controversial topics or conclusions) a student may petition the university through the Pro-Rector to restrict online access to the dissertation for a period of not exceeding two academic years (this may be renewed upon further petition). (For further information see the CEU PU Doctoral Regulations.)

### **Dissertation Format**

The CEU PU 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 PU thesis format guidelines: <http://documents.ceu.hu/documents/g-0712-1v1408>

### **The Dissertation Committee and the Arrangement of the Defense**

The Dissertation Committee consists of at least five members. Four are present at the defense: a Chair, the Supervisor (or both co-supervisors if applicable), the internal examiner (another CEU PU faculty member), and an external examiner (a scholar from outside CEU PU). 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 can be added in cases where a scholarly need has been identified and approved along with the rest of the committee.

The Chair of the Dissertation Committee is a CEU PU faculty member from a department other than Gender Studies who is not expected to have read the dissertation (but may do so). 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 (following the procedure outlined above). Before the submission of the dissertation, the Doctoral Candidate has the right to name individuals whom they do *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 a co-researcher or co-author in the student's research cannot be nominated as an examiner.

The examiners provide a written report of the dissertation within two months (during the term time) of their appointment and no later than one week in advance of the intended exam date. 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 (aside from the Supervisor, with whom the Candidate is free to consult). The Candidate receives the examiners' reports in advance and prepares their replies to incorporate into 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 Dissertation Committee.

Arrangement for the PhD Defense. The Supervisor sends out the invitations to external members and makes sure that all requirements are met. The PhD Coordinator will take care of all logistical details, including the travel arrangements of the external members who attend the defense, and make sure that the dissertation is available in the CEU PU library two weeks prior to the defense.

### **PhD Defense Procedure**

The defense is scheduled for three hours but formal proceedings rarely exceed two hours by much. 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 Dissertation Committee.
2. The Chair introduces the members of the Dissertation 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 Dissertation Committee opens the proceedings:

*"This is the public defense of the doctoral dissertation of ..... on ..... All examiners have sent their comments in advance. The external reader is not present but has also sent their 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 their research (10 minutes)
4. The PhD Supervisor summarizes the questions and comments of the external reader, reading short extracts from their report where appropriate (10 minutes).
5. The external examiner is invited to give a summary of their evaluation and to pose their most important questions for the Candidate's response. (10 minutes)
6. The internal examiner is invited to give a summary of their evaluation and to pose their most important questions for the Candidate's response. (10 minutes)
7. The candidate responds to the examiners' questions, either addressing comments collectively or responding to individual examiners after each set of questions. (This should be determined by mutual agreement among the examiners and the candidate and confirmed by the Chair) (5-10 minutes for each response).
8. Chair gives the examiners the opportunity to pose additional questions or points for debate that may emerge during discussion, with the Candidate invited to respond to each point. Ideally, this should produce a lively conversation on the issues raised by the dissertation. During this time, the Chair, with the help of the Supervisor, is responsible for ensuring 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 30 minutes).
9. The Chair invites the public to raise questions or make comments on the dissertation, which

has been accessible to the public in the CEU PU Library for two weeks (10 minutes).

10. The candidate responds (max. 10 minutes).

11. The Chair asks the members of the Committee to share any further brief questions or comments.

Then they invite 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.

12. The Dissertation Committee must decide by simple majority vote among the following options:

- (I) to accept the dissertation and defense and propose to the Senate and Rector that the PhD degree be granted (minor formal corrections allowed);
- (II) accept the dissertation with minor revisions which must be approved by a person or persons designated by the Dissertation Committee;
- (III) refer the dissertation for serious revisions, after which it must be approved after review of the revisions by a person or persons designated by the Dissertation Committee, or submitted to a second public defense (in which case only options I and IV remain);
- (IV) reject the dissertation.

Options (II) and (III) imply that the Committee's official petition to the university Senate and Rector that the PhD degree be granted is postponed until after the approval of the corrections.

The Dissertation 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.

The Chair invites the candidate and the audience back in (or leads the Committee back into the room) and announces the decision of the Dissertation 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 (IV) the Chair regrets the failure, in the case of (II and III) the Chair specifies the Committee's requirements for corrections, the approval procedure, and/or the need for a repeated public defense.

13. The Chair thanks the members of the Dissertation Committee and the public for their participation and closes the proceedings.

### **Awarding of PhD degree**

The successful defense of the PhD dissertation (and the approval of revisions, if so requested

by the Dissertation Committee), 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.) and by Agency for Quality Assurance and Accreditation Austria (*Agentur für Qualitätssicherung und Akkreditierung Austria*). The degree will be formally awarded at the graduation ceremony held in June of each academic year.

## 6. Teaching Opportunities for PhD Students and Recent Graduates

When possible, pending budgetary approval and depending on the teaching needs of the department, Gender Studies PhD graduates are invited each year to apply to teach one course (usually a 2-credit course) in the Gender Studies MA program for the following year in order to gain extra teaching experience in their academic field. 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. Decisions will be based on the applicant's scholarly record, need for teaching opportunities, and the quality and topic of the course proposed. At the time when the curriculum for the following year is being formulated, the department may specify particular courses that need to be taught, or the applicant can propose their own elective based on their area of expertise that they think fits into the MA curriculum. It is therefore strongly recommended for applicants to consult first with the Head of Department before developing their proposed courses. 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 March 15 or as otherwise announced at the start of the winter term.

In addition, CEU PhD students and recent graduates have further opportunities for training in, and hands on experience with, classroom teaching at the university level. For detailed information on teacher training Courses at the Center for Teaching and Learning, Global Teaching Fellowship, and paid teaching opportunities within CEU, please see 'Graduate Teaching Policy at CEU' (<https://documents.ceu.edu/>) (Appendix 3 to CEU Doctoral Regulations) and also check the most updated information at Doctoral Students' Corner on the University Website [https://acro.ceu.edu/student\\_corner](https://acro.ceu.edu/student_corner).

## List of Appendices

1. Dates and Timelines for Preparing for the Comprehensive Exam
2. Doctoral Supervision Agreement Form
3. PhD Comprehensive Exam Preparation Form
4. PhD Comprehensive Exam Report
5. Doctoral Candidate Annual Progress Report
6. PhD Defense Form
7. Election of PhD Student Representatives

## Appendix 1:

### **Dates and Timelines 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:***

2 November 2020: FTP Outline submitted to the DC

18 December 2020: Submission of Draft Themes and Fields Papers to Supervisor and Instructor of the Fall term PhD Preparation Seminar; this Paper forms a part of the formal requirements for passing the Fall Term PhD Preparation Seminar

15 January, 2021: After consultation with their supervisors, students declare (by email to PhD Coordinator, Supervisor, and DD) whether they aim to take their Comprehensive Exam in June, September, or another later date.

8 March, 2021: Submission of Dissertation Proposal and Draft FTPs to all members of the Doctoral Committee. (These can only be submitted to the DC if, prior to submission, the Dissertation Proposal has been discussed in the Winter term PhD Preparation Seminar and revised accordingly, and if the Supervisor has commented on the Proposal and the Draft FTP and they have been revised accordingly.)

Further deadlines for submitting revisions and/or final versions of Exam Materials will be set by the DC as needed

Appendix 2:

**Doctoral Supervision Agreement Form**

The Doctoral Supervision Agreement is concluded between the Doctoral Student, the Supervisor(s) and Central European University Private University (CEU PU) in accordance with CEU PU Doctoral Regulations at the time of formal appointment of the Supervisor.

Personal Details of Doctoral Student

First name	
Last name	
Student Identification Number	
Date of birth (DD.MM.YYYY)	
Email address	
Telephone number	

I. Details of the Doctoral Dissertation

Working title of the doctoral dissertation	
Field of study	
Academic unit	
Doctoral program	
Name of Principal Supervisor	
Name of Associate Supervisor (if any)	
Beginning of doctoral study	AY 20XX-XX
Projected date of submission	
Projected date of doctoral defense	

II. Responsibilities of the Supervisor and the Doctoral Student

The Doctoral Student and the Supervisor(s) agree on the following regarding the realization of the above described doctoral dissertation:

1. The realization of the dissertation project is based on the annexed research proposal and timetable.<sup>9</sup> Amendments to the timetable shall be annexed to the Doctoral Supervision Agreement.
2. The language of the doctoral dissertation is English.
3. The Supervisor(s) supports the Doctoral Student by:
  - a. giving guidance about the nature of research and standards expected, about the choice of research topic, about the planning of the research program and about relevant literature and resources;
  - b. giving detailed advice in order to ensure that the whole research project and dissertation writing is completed within the scheduled time;

- c. regularly requesting pieces of written work and/or research results and return such work (including dissertation drafts) with constructive criticism within a reasonable time;
- d. informing the student about the satisfactory or unsatisfactory progress of his/her work;
- e. reporting once a year in writing to the Doctoral Program Committee on the student's progress; the content of this report must be communicated to the student according to the regulations of the Doctoral Program;
- f. mentoring students in their preparation for an academic career;
- g. encouraging students to play a full and active role in the intellectual life of the department and the university;
- h. assisting students in finding suitable host universities for study/research abroad under the Doctoral Research Support Scheme;
- i. other responsibilities specified by the Doctoral Program regulations.

4. The frequency of consultations between the Doctoral Student and the Principal Supervisor shall be: monthly / weekly / bi-weekly / other. If other, please specify:

5. The frequency of consultations between the Doctoral Student and the Associate Supervisor shall be: monthly / weekly / bi-weekly / other. If other, please specify:

6. In agreement with the Supervisor(s), the Doctoral Student will take part in the disciplinary courses specified below (updates to this Agreement shall be annexed to the Agreement every Academic Year):

Course Title	Course level (master's/doctoral)	ECTS	AY and Term

7. In agreement with the Supervisor(s), the Doctoral Student will take part in the transferable skills courses (e.g. academic writing) specified below (updates to this Agreement shall be annexed to the Agreement every Academic Year):

Course Title	Course level (master's/doctoral)	ECTS	AY and Term

8. The Doctoral Student will complete the research-based non-coursework activities (e.g. workshops, conference participation, teaching assistantship) specified below (updates to this Agreement shall be annexed to the Agreement every Academic Year):

Type of activity	Topic/theme	ECTS	AY and Term



(e.g. conference)			

9. The Doctoral Student commits to regularly report to the Supervisor(s) about the progress of the dissertation, especially about delays and disruptions.

10. The Doctoral Student commits to observe the CEU PU Code of Ethics, the CEU PU Doctoral Regulations, the doctoral regulations of their Doctoral Program and the generally accepted practices of academic honesty and good practices in research.

11. Consequences for failure to comply with the stipulations of the Supervision Agreement are outlined in the Doctoral Regulations of CEU PU and the Doctoral Program.

### III. Amendments to the Supervision Agreement

The Supervision Agreement shall be reviewed every Academic Year and any amendments shall be annexed to it.

The Doctoral Program Committee shall be informed about any amendments to the Supervision Agreement.

### IV. Approval of the Supervision Agreement

By signing the Supervision Agreement, the Doctoral Student and the Supervisor(s) agree to the above.

_____	_____
Signature of Principal Supervisor	Signature of Doctoral Student
_____	
Signature of Associate Supervisor	
Place and date of signature:	

The Supervision Agreement is approved / not approved (underline) by the Director of the Doctoral Program and the Doctoral Program Committee.

If not approved, specify reason for rejection:

_____
Signature of Director of the Doctoral Program
Place and date of signature:

Appendix 3:

**PhD Comprehensive Exam Preparation Form**

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:

Examination Fields:

1.

2.

--

List of Themes within the Fields:

1.

2.

--	--

Examination Committee:

Confirmation:

Chair (Supervisor)

Internal CEU PU Examiner

Third Examiner (CEU PU or external)

Additional Member (if any)


External Reader	
University Address:	Phone:
	E-mail:

Expected date of the Exam:
----------------------------

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

Appendix 4:

**PhD Comprehensive Exam Report**

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                      With Distinction                      Pass                      Fail  
(Pls. circle one)

Exam Committee:

Signatures:

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

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

Appendix 5:

**Doctoral Candidate Annual Progress Report**

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 May 28 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 (please update if necessary):	
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 PU 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 PU research seminar or TA-ship planned, if relevant:

5. Conferences and publications plans:

6. Other professional activities:

Signature:

Date:

Appendix 6:

**PhD Defense Form**

DEPARTMENT OF GENDER STUDIES

PhD DEFENSE FORM

(to be submitted to Natália Versegi, PhD Coordinator)

Name:

Date:

--	--

Title of Dissertation:

--

Dissertation Examination Committee:

Confirmation:

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

External Reader:

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

--

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. Representatives serve as liaisons between students and the department and between the department's students and the CEU-wide Student Union. The departmental PhD Coordinator organizes nominations and elections for these posts and informs students, faculty, and staff of the department of the results. The process must be completed by the beginning of the second week of classes.

#### PhD Student Representative

First year students elect a PhD Student Representative from among their cohort. The Representative regularly participates in departmental Faculty Meetings (excluding parts that are closed to students), acts as a liaison between students and faculty (through Faculty Meetings at at PhD Town Hall meetings held once per term), and represents the department's PhD students in the Student Union. The PhD Student Representative is also member of the departmental Doctoral Committee. In this capacity, the Representative may be invited by the Doctoral Director to give input on certain issues discussed in the Doctoral Committee and be informed of relevant decisions. However, the Representative will not be involved in most meetings, as they concern evaluation of individual students and other confidential matters.

#### Deputy PhD Student Representative

All students in the second year and above who have not yet defended their dissertations are eligible to elect the Deputy PhD Student Representative. The Deputy Representative is encouraged but not obliged to join departmental Faculty Meetings as far as they are open to students, whether to listen or to bring up any issues of concern to the PhD students. They should be ready to attend, however, when the first year Representative is unable to. Eligible candidates are all non-first-year PhD students who will be on campus for the whole (or the main part) of the Academic Year.