

CEU PU Department of Gender Studies

**Doctoral Regulations and
Handbook for Students and
Supervisors
2021-2022**

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.

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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:

Department of Gender Studies, CEU PU
Quellenstraße 51-55, 1100 Vienna, Austria

Francisca De Haan, Head of Department DehaanF@ceu.edu

Elissa Helms, Director of Doctoral Studies HelmsE@ceu.edu

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 D-205/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.

Anna Cseh	Department and MA Coordinator	CsehA@ceu.edu
Natália Versegi	Ph.D. Coordinator	Versegin@ceu.edu
Gabriella Góbl	MA Coordinator (part time)	GoblG@ceu.edu
Mária Szécsényi	MA Coordinator (part time, Budapest)	Szeccsenyim@ceu.edu

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 20th century to the 21st 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).

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

CEU Student Parent Support: <https://www.ceu.edu/studentlife/facilities/families/sfs>

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 two additional faculty members, instructors of the Third Year Writing Seminar (Eszter Timar) and of the First Year Preparation Seminar (Jasmina Lukic). The First Year Student Representative is also formally a member of the DC but does not attend meetings (see below).

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.¹ 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 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

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

- the status of the Doctoral Program (annually);
- h) reviewing probationary students' Dissertation Proposals and evaluating readiness for the Comprehensive Exam.

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 Dissertation Proposal and examination on its foundational literatures; this must be accomplished by February 28 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 (unpaid);
- 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 st year PhD Preparation Seminar	M	4
		Methodological Practice in Gender Studies	M	4
		Research Methods ²	ME	4

² 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, as appropriate for the kind of research the student plans to undertake, with permission of the supervisor and the Director of Doctoral Studies. Students planning to conduct research with living human subjects must take a methods course that covers research ethics for such research – in the current academic year Qualitative Research Methods: Ethnographic Approaches (Helms, winter) or Oral History (Peto, fall). A student may fulfill the requirement either in the Fall or Winter term as long as the number of elective credits adds up by the end of the first year.

		Electives ³	E	4
	Research and Academic Activity Module	Comprehensive Exam Preparation	M	2
		Supervision consultation	M	4
		Public Lecture Series	M	2
		Faculty and PhD Seminar ⁴	M	1
Winter	Coursework Module	1 st year PhD Preparation Seminar	M	4
		Electives (including Methods if not taken in fall)	E	4
	Research and Academic Activity Module	Comprehensive Exam Preparation	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 ⁷
		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 ⁽ⁱⁿ spring of year two at the earliest, or later when the student is ready)	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

³ 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 (often with additional requirements or standards for 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.

⁴ 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.

	Research and Academic Activity Module	Dissertation Research (intensive writing)	M	12
		Supervision consultation	M	4
		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
	Presentation at Faculty and PhD Seminar	M	1	
Winter	Research and Academic Activity Module	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 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 fields of scholarship included in the proposal which undergird the research. (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:

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 Methods ("M") courses offered. 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 the Dissertation Proposal and preparation for the Comprehensive Exam. The goal of the Preparation Seminar is for students to develop more comprehensive, focused, and precise Dissertation Proposals with appropriate critical overviews of the scholarly literatures relevant to their individual specific PhD projects. (See the Section "Preparing for Candidacy" below).

Satisfactory completion of all 1st 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 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 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:

- Advanced Certificate in Religious Studies

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

- Advanced Certificate in Visual Theory and Practice

<https://vsp.ceu.edu/advanced-certificate-program-visual-theory-and-practice-vtp>

Specialization Certificate: students can obtain a certificate from the department upon graduation attesting to the student's specialization in a disciplinary area covered by one of CEU's other academic departments (e.g. Philosophy, Sociology/Anthropology, Political Science, History, etc.). To attain a certificate, an agreement must be made with the department in question about the required number of course credits to be taken in that department (typically 8-12 ECTS) and a recognition that the student's thesis topic engages substantially with the discipline in question. The Dissertation Committee may also be required to include a faculty member from the participating department as Internal Examiner. Please approach the Doctoral Director of the department where you would like to set up a specialization as early as possible at the start of the program to set up the requirements. NB: a Specialization is not an accredited Advanced Certificate program and does not appear on the student's transcript.

Second Year of Doctoral Study

Following formal advancement to doctoral candidacy, the next period is normally devoted to research and beginning to write 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 whose dissertations require on-site field or archival research can request from the Doctoral Committee to be exempted from the principal requirement of residency in Vienna for an appropriate time period. 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. (See below for a note on the Covid situation.)

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. Such studies are generally recommended only after dissertation 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 and gathering supporting documents from prospective mentors and institutions), 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 and have a residence permit), although if necessary, it is possible, with the Supervisor's approval, to postpone participation one year.⁵ 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 (unpaid – see below on occasional paid TAship opportunities students are eligible for once they have completed the unpaid TAship): this is usually 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 (note, however, as above, students must ensure they have funding and a residence permit during this time; unless the situation changes, there are no online options for TAing this year). A TA assists in the teaching of a 4 credit (8 ECTS) MA level course in the Gender Studies Department. The assignment of TAships 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 and Curriculum Committees. While students' background and knowledge are taken into account in placing them, the department does not in principle assign TAs to courses taught by their doctoral Supervisors unless no other reasonable option can be found.

⁵ When, as in normal circumstances, the 3rd Year Writing Seminar is only offered with in-person participation, students are advised to consider the risks involved in postponing the 3rd year writing seminar past the end of stipend and, for non-EU citizens in some situations, visa support. When there are no online options, not having financial support or valid residency status are not acceptable excuses for not attending the 3rd year writing seminar or completing the TAship (see below).

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.

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 and a scholar or research community that specializes in an aspect of the student's research. 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 **must 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 from their arrival at CEU, speaking with different members of the department faculty who might potentially supervise their project and consulting with the Director of Doctoral Studies. New students will be assigned a provisional supervisor who may but does not necessarily become permanent. 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 DC appoints a supervisor for a Doctoral Student and then forwards the name to the University Doctoral Committee (UDC) (represented by the Pro-Rector) for approval.

Every effort will be made to appoint a supervisor from the Department of Gender Studies, or in rare cases, 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.

Once the supervisor has been formally appointed, students and supervisors together must complete the Doctoral Supervision Agreement Form (Appendix 2). This must be submitted to the PhD Coordinator within two weeks (15 days) of receipt of the UDC's approval, no later than the last day of the fall term. This form must be approved by the Doctoral Director and renewed and approved each year of the program with any added amendments attached. Renewal forms after the second year of study are due by October 15 each year.

Changing Supervisors

Students 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 UDC for approval. Under extraordinary circumstances, the DC can on its own initiative propose a change in supervisor to the UDC. 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 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) familiarizing themselves with the principles of ethical research according to the CEU Ethical Research guidelines, completing the Ethical Research Checklist for research involving living human subjects, and updating the Supervisor and, if appropriate, the CEU Ethical Research Committee on changes in the research design that could have ethical implications;
- c) 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;
- d) 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;

- e) presenting their research output in public on at least two occasions during the candidature (see "Requirements" section above).
- f) 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;
- g) 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;
- h) preparing the dissertation for completion and defense examination according to the schedule agreed upon with the Supervisor;
- i) fulfilling the credit requirements (coursework, TAs, and other requirements) of the Doctoral Program;
- j) fulfilling any other obligations prescribed by the university's and Doctoral Program's regulations and guidelines.

Internal Defense Committee members: 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.

Residency rules: 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.

Note on the Covid-19 pandemic: In principle, PhD courses and TA responsibilities take place onsite whenever permitted and following current Covid safety protocols. Students are expected to be in Vienna and participate in person unless they have a demonstrable concern due to health condition, age, or regular contact with other vulnerable people, in which case they can participate in live classes via video link. These and the above rules are overridden when the university moves teaching online and imposes restrictions on visiting the QS campus due to the pandemic. Students who travel away from Vienna in such periods are still considered "in residence" and held to the usual expectations if they would normally be considered as such. Students must stay in regular touch and communicate their whereabouts to their supervisors and the DC also during lockdown.

Double enrollment: 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.

Website profiles: 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 Student Plagiarism (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 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 status 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). Please note that prolonged illness or other situation which prevents the student from working towards the requirements should be reported as soon as it is known so that the student can arrange for a Leave of Absence rather than "eat up" their time without making progress. 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 the right to present their case to the DC 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).

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, Paid positions, 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 but students with an upcoming CE can usually apply to these schemes with the outcome conditional on the passage of their CE before the funding period begins (please check with the appropriate contacts). As this information is subject to change, please 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. **Paid TAs**: In times when extra support is needed (i.e. online teaching), the university offers paid TAs for advanced PhD students who have completed their (unpaid) TAs requirement. The listing of available positions and information about applying can be found at: <https://careernext.ceu.edu>.
5. **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, i.e. a student can only apply for this grant up to their enrollment deadline.

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.

6. 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 by the amount of leave time taken. 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 unless the student is receiving the write-up grant (see below). The departmental 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, i.e. beyond two months or for any length of time for students on the write-up grant, can be granted only by the University Doctoral Committee, as detailed in the CEU PU Doctoral Regulations. While on the write-up grant, supervisors may apply for an extension of the submission deadline on behalf of their supervisees, in exceptional cases only, for unforeseeable personal difficulties that make the timely completion of the project impossible (e.g., ill health, illness in the family, bereavement). 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 establishing the fundamental elements of their projected research project to their Comprehensive Exam Committee as the basis for the Comprehensive Examination (CE). Dissertation Proposals 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 in June of the first year or early in the fall term of the second year, students are admitted to doctoral candidacy.

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

Road Map to the Comprehensive Exam

At the beginning of the fall term, students will be assigned a temporary supervisor to begin guiding the student through the program. See “Appointment of Supervisors” above.

During the **Fall term** of the first year, through the Preparation Seminar and in cooperation with their Supervisors students develop the basic elements of their **Dissertation Proposal (see required sections below)**. In the final part of the Fall term, students will prepare a Preliminary Proposal document (3000 words) in consultation with their supervisor. The document, to be submitted to the supervisor and the Prep Seminar instructor according to the Prep Seminar syllabus, should specify the main focus of the research and address all required elements, at least preliminarily. This will be presented orally in workshop format in early December in front of the other First Year students, all PhD students in residence, and the Gender Studies faculty (including the supervisor), after which students will write a Response Memo of 2-3 pages (ca. 1000 words) that addresses the feedback they received and lay out what remains to be done until the submission of the complete Dissertation Proposal. The Memo is submitted within one week to the Prep Seminar Instructor as the final assignment for the semester as well as to the DC and the supervisor.

In the winter term, first year students continue to develop their Proposals in the PhD Preparation Seminar and in consultation with their Supervisors. By February 15, a **polished draft of the Dissertation Proposal** must be submitted to the Doctoral Committee together with a written indication to the DC from the Supervisor that the Proposal is ready to be submitted. During the subsequent months, in close collaboration with their supervisors, students should also 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 prepared by the student in consultation with the supervisor. 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 provides feedback and guidance on how to develop Proposals further so that they are ready to be submitted to the Comprehensive Exam Committee in preparation for the exam. **The DC only reviews complete Proposals that comply with the stated guidelines in terms of length and content (see below)**. All students must submit a completed Proposal by February 15 for approval to continue working with the Supervisor until the Supervisor determines it is ready for the Comprehensive Exam. In some cases, the DC may

require a student to submit a revised draft by one of the later scheduled deadlines (June 1, September 15, November 15) before granting its approval.

Once the DC has approved the Proposal, the student revises and finalizes it in close consultation with the Supervisor. When the Supervisor approves **the final version**, 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 Dissertation Proposal must be submitted to the Doctoral Committee by November 15 of the second year at the latest. If the student fails to receive the DC's approval on the Proposal submitted 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 February 28 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 2nd year. (A Leave of Absence prolongs these deadlines in accordance with the length of the Leave.) **As a rule, the DC will not review more than two versions of the Dissertation Proposal.**

Dissertation Proposal

The Dissertation Proposal is a scholarly description of and justification for the dissertation project that outlines the fundamental elements of the original research focus and how the research will go forward. Guidance on Proposal development will be given in the Preparation Seminar. The Proposal may not exceed 6,000 words and must be organized with the following sections:

- Statement of the topic and its context
- Main issue(s) and specific research question(s) to be addressed
- Statement of the comparative component (part of the Statement of the Topic if the dissertation itself is comparative. If not, the comparative element has to be spelled out in the introduction to the Topical Literature Review section)
- Topical Literature Review (a critical account of the existing literature on the topic and the broad fields of scholarship that inform it)
- Theoretical/Analytical Framework
- Methods and research design
- Contributions to scholarship
- Full bibliography (80-100 titles)

Proposals are to be submitted to all members of the DC by email attachment in Word format (not pdf) with the student's name and nature of the document clearly indicated in the name of the file, as should be the case with all emailed files.

The Comparative Component

A comparative element must be delineated either in the statement of the PhD topic or in the introduction to the Topical Literature Review section of the Dissertation Proposal. It also must be clearly stated on the PhD Comprehensive Exam Preparation Form and in the presentation

at the Comprehensive Exam. The comparative component 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, cases, phenomena, paradigms, theoretical approaches, etc. 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.

Submission of Exam Materials and Approval by the Exam Committee

When the finalized Dissertation Proposal has received the approval of the student's Supervisor, the student must submit the Proposal as approved, along with the Comprehensive Exam Preparation Form, to the PhD Coordinator who forwards it to the Pro-Rector for approval. **This must be done no later than one and a half months before the intended date of the Comprehensive Exam.** Upon receiving the Pro-Rector's approval, the PhD Coordinator will forward all materials to the Exam Committee. At this time, too, the Checklist on Ethical Research for research with living human subjects or a request for exemption must be submitted (see below).

Prior to the Exam, the Dissertation Proposal must 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 as soon as they are received, usually 10-15 days before the exam. 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, external to the department who may also be external to CEU PU if warranted by the nature of the student's project and supported by the PhD Supervisor. 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 and balanced 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.

Once the Proposal is in its final stages, 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 must include the names, academic title, and affiliation of each proposed member, 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 indication of why this person was chosen for the committee (specific connection to the Dissertation research). 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 including a summary of the areas of literature in which the research is grounded and a statement of the comparative element of the Proposal (10-12 minutes). This is followed by an examination by the Exam Committee members on the elements of the PhD project. The Committee **must address a significant number of its questions towards the broader fields of literature and theoretical concepts** outlined in the proposal. After the examination, the student and any audience members^[1] are asked to leave the room to allow the Committee to discuss and evaluate the student's performance. The student and the audience are then invited back into the room and informed of the outcome. In order to pass the Comprehensive Exam, the student must provide a strong defense of the PhD project through a discussion of the Dissertation Proposal and demonstrate proficiency in the relevant bodies of literature by situating the PhD project within the existing broader scholarship. 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 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. The outcome of the Exam can be Pass with Distinction, Pass, Conditional Pass, or Fail.

Retaking the Comprehensive Exam. A student whose performance at the Comprehensive Exam is determined to be below the level required to pass may be required 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

[1] 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.

Exam can be retaken with the recommendation of at least two of the three committee members who were present at the first exam. The DC may also determine that a conditionally passed exam must be re-taken if conditions set by the Exam Committee are not met. A Proposal cannot be resubmitted or the CE retaken more than one time. It is not an option to retake an exam that has been passed.

The Research Plan

As soon as possible but not later than one month 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. The Research Plan and Supervisor approval (indicated in an email) are submitted to the PhD Coordinator, who keeps them on file together with the Term Reports submitted by students during their first year.

Ethical Research Checklist and Clearance

Before they can begin dissertation research, students must obtain the department's approval that their research plans conform to ethical research standards and do not put any research subjects or the student themselves in foreseeable danger. This includes the responsible protection of data and compliance with GDPR rules. Students must familiarize themselves with CEU's ethical research policy (see <https://acro.ceu.edu/ethical-research>) and ensure through consultation with their supervisor and the Doctoral Director that they take an appropriate research methods course where research ethics are covered. Students may also be asked to complete CEU's recommended online ethics training: <https://acro.ceu.edu/research-ethics-training>.

At the time of submission of materials to the Comprehensive Exam Committee, or **at least one month before the student embarks on the research**, students planning to do research with living human subjects must complete the **Checklist on Ethical Research** (available for download at: <https://documents.ceu.edu/documents/p-1012-1v1202>) and discuss it with their supervisor. If the supervisor determines that the research plan satisfies all ethical research principles, the checklist is filed with the PhD Coordinator (Natalia Versegi). If the supervisor finds potentially problematic issues that cannot be resolved with the student, they can forward the checklist to the department's Ethical Research Committee; students may also approach the departmental ERC directly with any concerns (write to the current chair, Elissa Helms). If the department's ERC deems it necessary, it may recommend a further review process through the university ERC. Please note: the departmental committee serves to provide oversight and advice to supervisors and students on questions of research ethics – it does not adjudicate data protection issues or compliance with legal regulations such as GDPR.

MPhil degree. Students who maintain their candidacy and have passed their Comprehensive Exam, after completion of all requirements for the Ph.D. except the dissertation, may apply for an MPhil (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. This must be completed before the candidate can proceed to the dissertation defense. 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 must 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, must 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). Extensions of the maximum

word count can be granted in exceptional cases. This requires the prior permission of the Doctoral Committee and must be justified by the supervisor. Extension requests must be submitted no later than one month before the submission deadline and cannot extend the total word count beyond 95,000 words.

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.

The submitted thesis must conform to the CEU PU thesis format guidelines available at: <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 (10-15 days or as soon thereafter as possible) 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. 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. The defense is recorded for archival purposes.

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 (and the recording) 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.

Appendix 1:

Dates and Timelines for Preparing for the Comprehensive Exam

Please note: As a rule the Doctoral Committee accepts submissions, revisions, and other materials that require discussion of the whole committee on Feb. 15, June 1, September 15, and November 15 of each year, with responses communicated within two weeks of those dates. Further deadlines or extensions may be announced as circumstances require. The DC does not meet during July and August. Students and Supervisors can of course email the DD and DC at any time and urgent matters will be dealt with in a timely manner.

Initial deadlines:

- 22 November 2021: Preliminary Proposal document (3000 words) submission to Prep Seminar instructor and Supervisor
- 7 December 2021: Presentation of Preliminary Proposal to department PhD Students and Faculty
- 13 December, 2021: Submission of Memo (1000 words) responding to feedback on the Preliminary Proposal and charting next steps: to Prep Seminar instructor, Supervisor, and DC
- 15 February, 2022: Submission to the DC of polished Dissertation Proposal and Supervisor statement that the Proposal is fit for submission.

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.⁹ 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:

--

Areas of Scholarship Reviewed in the Topical Literature Review:

--

Statement on the Comparative Element

--

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:

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 a written assessment from each committee member (with exception of the Chair)!

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 is 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, including the DC, 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.