



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

2016-2017

Central European University
Nádor utca 9.
H-1051 Budapest
Hungary

Telephone: (36-1) 327-3000 ext. 2013
Fax: (36-1) 327-3296
E-mail: versegin@ceu.hu
Web: <http://gender.ceu.hu>

Budapest, September 2016

This Handbook contains essential information about the PhD Program in Comparative Gender Studies. Please read the entire Handbook carefully, and consult it first in case of any question you may have. (All students will receive, in addition, an electronic version of the Handbook enabling an easy search for specific keywords.)

Please note that all regulations described in this handbook are subject to change. Regulations of the Department of Gender Studies must comply with the CEU Doctoral Regulations (CEU Official Document P-1103-01v1311 (<https://documents.ceu.edu/documents/p-1103-01v1311>))

Important information and contact information for doctoral students at CEU is available through the Doctoral Student Corner (<https://acro.ceu.edu/doctoral-student-corner>).

Contents:

1. Departmental Contact Information	3
2. General Outline of the Program	5
Summary	
Theoretical Rationale	
Methodological Rationale	
3. Organization of studies and PhD requirements	7
Administration of the PhD Program in Comparative Gender Studies	
Composition and Responsibilities of the Doctoral Committee	
The PhD Requirements – Summary	
Termination	
Ethics and Academic Dishonesty	
Curriculum	
Interdepartmental Specializations	
Concentration in a discipline other than Gender Studies	
Appointment of Supervisors	
Changing Supervisors	
Responsibilities of Supervisors and Co-Supervisors	
Responsibilities of Probationary Doctoral Students	
Responsibilities of Doctoral Candidates	
Funding Rules and Opportunities for PhD Students	
Period of Study, Extension, Withdrawal, Stopping the Stipend, Submission beyond the Enrollment Period	
4. Preparing for Doctoral Candidacy	23
Dissertation Proposal	
Fields and Themes Paper	
Submission of Exam Materials and Approval by the Exam Committee	
Members of the Comprehensive Exam Committee	
The Comprehensive Exam	
The Research Plan	
5. The Dissertation and Completion of PhD Degree	29
Submission of the Dissertation	
Dissertation Format	
The Dissertation Examination Committee and the Arrangement of the Defense	
PhD Defense Procedure	
Awarding of PhD degree	
6. Independent Teaching Opportunities for PhD Students and Recent Graduates	33

LIST OF APPENDICES:

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

1. Departmental Contact Information

Head of Department:

Elissa Helms

Office: Zrínyi 14. Building, room 510/A
E-mail: helmse@ceu.edu
Tel.: (36-1) 327-3000 ext. 2578

Director of Doctoral Studies:

Hadley Z. Renkin

Office: Zrínyi 14. Building, room 512
E-mail: RenkinH@ceu.edu
Tel: (36-1) 327-3000 ext. 2214

Staff:

Natália Versegi

PhD and External Programs Coordinator

Office: Zrínyi 14. Building, room 506
Email: Versegin@ceu.edu
Tel: +36 1 327 3000 ext. 2013
Fax: +36 1 327 3296

Mária Szécsényi, MA Coordinator

Office: Zrínyi 14. Building, room 506
Email: Szeccsenyim@ceu.edu
Tel: +36 1 327 3000 ext. 2393
Fax: +36 1 327 3296

Anna Cseh, MA Coordinator

Office: Zrínyi 14. Building, room 506
E-mail: Cseha@ceu.edu
Tel: +36 1 327 3034
Fax: +36 1 327 3296

Gabriella Göbl, MA Coordinator

Office: Zrínyi 14. Building, room 506
E-mail: GoblG@ceu.edu
Tel: +36 1 327 2053
Fax: +36 1 327 3296

Departmental Faculty 2016-2017:

Erzsébet Barát

Recurrent Visiting Associate Professor

Zrínyi 14. Building, room 510/B
Tel: + 36 1 327 3000 ext. 2527
visbarat@ceu.edu

and

Szegedi Tudományegyetem
Egyetem u. 2., 6722 Szeged, Hungary
Tel: +36 62 544 526
zsazsa@lit.u-szeged.hu

Rita Béres-Deák

Visiting Lecturer

Zrínyi 14. Building, room 510/B
Tel.: (36-1) 327-3000 ext. 2210
@ceu.edu

Selin Cagatay

Visiting Lecturer

Zrínyi 14. Building, room 510/B
Tel.: (36-1) 327-3000 ext. 2211
@ceu.edu

Vera Eliasova

Visiting Lecturer

Zrínyi 14 building, room 508/B
Tel.: + 36 1 327-3000 ext. 2161
EliasovaV@ceu.edu

Linda Fisher – on research leave

Associate Professor

Department of Gender Studies, CEU
Fisherl@ceu.edu

Éva Fodor

Associate Professor

Department of Gender Studies, CEU
Zrínyi 14. Building, room 507/B
Tel: + 36 1 327 3000 ext. 2077
Fodore@ceu.edu

Nadia Jones-Gailani

Visiting Lecturer

Zrínyi 14. Building, room 509/B
Tel.: (36-1) 327-3000 ext. 2226
@ceu.edu

Francisca de Haan – on leave Fall 2016
Professor

Department of Gender Studies, CEU
Zrinyi 14. Building, room 508/B
Tel.: (36-1) 327-3000 ext. 2896
Dehaanf@ceu.edu

Elissa Helms
Associate Professor

Department of Gender Studies, CEU
Zrinyi 14. Building, room 507/A
Tel.: (36-1) 327-3000 ext. 2578
Helmse@ceu.edu

Andrea Kirchknopf
Academic Writing Instructor

Center for Academic Writing, CEU
N 11 building, room 307
Tel: +36 1 327-3010
Kirchknopfa@ceu.edu

Sanjay Kumar
Academic Writing Instructor

Center for Academic Writing, CEU
N 11 building, room 310
Tel: +36 1 327-3818
Kumars@ceu.edu

Ashley Mears
Visiting Lecturer

Zrinyi 14 building, room 510/B
Tel.: + 36 1 327-3000 ext. 2630
@ceu.edu

Sara Meger
Assistant Professor

Department of Gender Studies, CEU
Zrinyi 14 building, room 513
Tel.: + 36 1 327-3000 ext. 3192
Megers@ceu.edu

Jasmina Lukić - on leave during Winter term
Professor

Department of Gender Studies, CEU
Zrinyi 14 building, room 509/A
Tel.: +36 1 327 3000 ext. 2161
Lukicj@ceu.edu

Andrea Pető
Professor

Department of Gender Studies, CEU
Zrinyi 14. Building, room 505
Tel: +36 1 327 3000 ext. 2214
Petoa@ceu.edu

Hadley Z. Renkin
Assistant Professor

Department of Gender Studies, CEU
Zrinyi 14. Building, room 512
Tel: +36 1 327 3000 ext. 2214
RenkinH@ceu.edu

David Ridout
Academic Writing Instructor

Center for Academic Writing, CEU
N 11 building, room 307
Tel: +36 1 235-6100
Ridoutd@ceu.edu

Judit Sándor
Professor

Department of Gender Studies & Department of
Political Science, CEU
Vigyázó Ferenc u. 2. Building, room 205.
Tel: +36 1 327 3083
Sandorj@ceu.edu

Eszter Timár
Assistant Professor

Department of Gender Studies, CEU
Zrinyi 14. Building, room 508/A
Tel.: +31 1 327 3000 ext. 2531
Etimar@ceu.edu

Hyaesin Yoon
Assistant Professor

Department of Gender Studies, CEU
Zrinyi 14 building, room 510/A
Tel.: + 36 1 327-3000 ext. 3845
YoonH@ceu.edu

Susan Zimmermann – on leave 2016-2018
University Professor

Department of Gender Studies & Department of
History, CEU
Nador 11. Building, room 115
Tel: +36 1 327 3000 ext. 2577 (or 2318)
Zimmerma@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 State Education Department. It places a special emphasis on comparative and integrative perspectives in Women's and Gender Studies. The requirements to be fulfilled by Doctoral Students enrolled in the program consist of 90 credits accumulated over three years of studies, passing the Comprehensive Exam after the end of the first year of studies, and the defense of the doctoral dissertation. The program normally takes between four and six years to complete.

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

The program aims to combine theoretical and empirical inquiry into gender issues. Its activities and courses facilitate the examination of diversified patterns of gendered social and cultural change. While the program offers students the possibility of a specific focus on Central and Eastern Europe, research projects may address any geographical area. Whatever the regional or topical focus students may 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.

Theoretical Rationale

Gender Studies as a distinct discipline has made critical contributions to the 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 of 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 expands on this intellectual project by combining a critique of gender hierarchism with a critique of Eurocentric perspectives and epistemologies. Insofar as the former has systematically privileged the male subject, and the latter "the West," as universal norms, both have misconceived the role of the subject in the process of knowledge production and social relations. Gender Studies questions how asymmetric and

hierarchical gender relations in both society and the academy have been mystified through the postulated universality of the (white male) subject in the social sciences and humanities. Critics of Eurocentrism have sought to replace the 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 understands society, culture, and politics as a 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 analyzing gender in ahistorical, unsituated, and fragmentary ways, without proper consideration of institutions, social processes, and other salient material conditions, 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, 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 and information they consider and the scope 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 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.

Due to the research specializations of many of the faculty and the particular history of CEU as an institution, students in our program are especially well situated to design PhD projects that include either a comparative or a transdisciplinary perspective focusing on Central and Eastern Europe, although this is not mandatory.

3. Organization of Studies and PhD Requirements

Doctoral studies at the Department of Gender Studies at CEU are regulated by two core documents: this departmental Student Handbook and the CEU Doctoral Regulations (CEU Official Document P-1103-01v1311 <https://documents.ceu.edu/documents/p-1103-01v1311> . Please consult both of these documents if you have any questions regarding doctoral studies. Information about funding, research, and teaching is available through CEU's Doctoral Student Corner (<https://acro.ceu.edu/doctoral-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. CEU policies, rules, and regulations are covered in the following documents:

[Code of Ethics of the Central European University](#)
[Student Rights, Rules, and Academic Regulations](#)
[Equal Opportunities Policy](#)
[The Central European University Policy on Harassment](#)
[Student Disability Policy](#)

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

Administration of the PhD Program in Comparative Gender Studies

The Director of Doctoral Studies is the main advisor and administrator for the PhD Program in Comparative Gender Studies. Issues of policy, review and procedure are referred to the Doctoral Committee, which is composed of the Director of Doctoral Studies (Hadley Renkin), the Department Head (Elissa Helms), two additional faculty members (Eva Fodor, Eszter Timar), and one student representative.

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

Composition and Responsibilities of the Doctoral Committee

The “**Doctoral Committee**” (DC) is a committee formed by the faculty members of a Doctoral Program. It must have at least four members. Every Doctoral Program must have a Director, who is an *ex officio* member of the DC. Other members are delegated by the Head of Department/Unit from among the resident

departmental faculty members.¹ The DC includes one student representative. The Committee may decide that the student should not be present at discussions of certain topics. The student member of the DC is elected by the Doctoral Students of the program. The DC's responsibilities include:

- a) steering the Doctoral Program;
- b) passing special regulations, specific to a particular Doctoral Program, consistent with the University Doctoral Regulations, and publishing the Regulations on the Program's website;
- c) enforcing these regulations for the Program;
- d) making recommendations for the University Doctoral Committee for the members of the Admission, Examination and Dissertation Committees;
- e) approving choice of Supervisors and members of Comprehensive Exam Committees;
- f) reporting to the University Doctoral Committee on the appointment and change of Supervisors, the progress of Doctoral Students and the status of the Doctoral Program (annually).

The PhD Requirements - Summary

PhD requirements of the Department of Gender Studies consist of:

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

Credits² for PhD students are to be accumulated as follows:

First Year: **26 credits**

Fall: 6 credits coursework:
 - 2 credits Methodological Practice in Gender Studies
 - 2 credits Qualitative Research Methods in Gender Studies (or approved alternative)*
 - 2 elective credits
 2 credits PhD Preparation Seminar
 2 credits tutorial

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.

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

Winter: 6 credits coursework:
- 2 credits research methods in Gender Studies (or approved alternative)
 or 2 credits elective*
- 4 elective credits
2 credits PhD Preparation Seminar
4 credits tutorial

Spring: 4 credits tutorial + PhD Preparation Seminar (continued, if applicable)

Second Year: 30 credits

Fall: 6 credits research
4 credits supervision consultations

Winter: 6 credits research
4 credits supervision consultations

Spring: 6 credits research
4 credits supervision consultations

Third Year and beyond: 34 credits

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

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

Spring: 6 credits Dissertation writing
4 credits supervision consultations

Total: **90 credits**

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

Termination

According to CEU regulations, the Doctoral Committee may terminate doctoral candidacy or probationary doctoral candidacy on the grounds of: unsatisfactory coursework grades; irredeemable failure to satisfy one of the conditions to advance from the Probationary Doctoral Candidate status to the Doctoral Candidate status; unsatisfactory research progress; failure to comply with the University and Program Doctoral regulations. The departmental regulations specify that Probationary Doctoral Candidates have to achieve a Grade Point Average of minimum 3.33 or B+, and contains detailed regulations with regard to the preparation of the Comprehensive Exam.

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. The DC can suspend the enrollment from the date the student is notified that they have exhausted all opportunities to progress to the Doctoral Candidate status. The earliest date the enrollment can be terminated by the DC is two weeks from the date the student is notified that they cannot progress to the Doctoral Candidate status.

Doctoral Candidates shall be warned in writing by the Doctoral Program Committee at least two months before the termination of doctoral candidacy. Doctoral Candidates shall have a right to present their case to the Doctoral Program Committee before such termination takes effect; they may also officially appeal the decision.

(CEU Doctoral Regulations: 8.1 Lodging an appeal (a) Students can lodge an appeal against decisions made by the Doctoral Program Committee or one of the Examination Committees to the University Doctoral Committee. These include 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 Code of Ethics. (b) The appeal must be in writing and include the grounds for the appeal, and the desired outcome of the appeal. The appeal 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.)

Please note that plagiarism and other violations of research and writing ethics in student work, including course assignments and Comprehensive Exam materials, can result in outright termination of the student.

Ethics and Academic Dishonesty

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

Central European University's Policy on Plagiarism: <https://documents.ceu.edu/documents/1405-1>

CEU Code of Ethics: <https://documents.ceu.edu/documents/p-1009-1v1402-0>

other CEU policies listed on the website Student Policies: <https://documents.ceu.edu/>

Academic Misconduct and Plagiarism

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

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

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

Curriculum

First Year of Doctoral Study

Overview:

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

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

Doctoral Candidacy” below.)

Curriculum:

Comparative analysis is an important element of the first year curriculum. Students learn about its epistemological and methodological dimensions in the mandatory course entitled the *Methodological Practice in Gender Studies*. The Comprehensive Exam must also include a comparative element.

In the first year, each student takes 6 classroom credits in each of the Fall and Winter terms in addition to the PhD Preparation Seminar (the 12 total credits can also be arranged differently with the approval of the Director of Doctoral Studies). All first year students will take two electives from the Department: one or two in the Fall term and one or two in the Winter term. In addition, they must take the course *Methodological Practice in Gender Studies* (2 credits) in the Fall term. Either in the Fall or in the Winter term students must take one course in research methods (2 credits; to be chosen from among the PhD level methods course or MA Methods (“M”) courses; PhD students will have to fulfill additional requirements in MA courses in order to meet the course requirements). Students with requirements for methods training that fall outside the parameters of what is taught in departmental methods courses can petition the DC to replace the course with a 2-credit Independent Study led by a Gender Studies faculty member (with the reading list and study plan approved by the DC) *or* an appropriate 2-credit course in another department (please keep in mind that MA course credits are counted only as half the amount for PhD students.) The remaining course credits are to be chosen from the elective courses offered in the department or in other CEU departments in accordance with individual research needs.

All first-year PhD students will participate in the year-long *PhD Preparation Seminar*, which focuses on the development of each student’s Comprehensive Exam’s “Fields and Themes” Paper and Dissertation Proposal. In each of its two semesters, the Preparation Seminar will focus on one of these tasks. In the Fall term, students will work towards their Comprehensive Exam Fields and Themes Papers; early in the term, in consultation with the Seminar instructor and their Supervisor, students will determine their particular set of fields and themes (which must include a comparative component). Then, by a deadline established by the Instructor, they will draft and submit an Outline for the Fields and Themes Paper, which must be approved by the Seminar Instructor, their Supervisor, and the departmental Doctoral Committee. Finally, as the culmination of the Preparation Seminar’s Fall term, students will develop a Draft Fields and Themes Paper, based on their Outline, which will be submitted to the Seminar Instructor and the student’s Supervisor. In the Winter term the Preparation Seminar will concentrate on the expansion and refinement of the students’ Dissertation Proposals (students are strongly encouraged to begin working on their Dissertation Proposals in dialogue with their Supervisors during the Fall semester). The goal of the Preparation Seminar is for students to develop more comprehensive, focused, and precise Dissertation Proposals through the process of drafting their Fields and Themes Paper, and the increased knowledge of scholarly literatures relevant to their individual specific PhD projects which this will provide them. (See the Section “Preparing for Candidacy” below for further information on the Fields and Themes Papers and Dissertation Proposals). *NB: The Instructor of the PhD*

Preparation Seminar may decide to hold one or two concluding sessions of the Seminar in the Spring term. Students are expected to take the bulk of their elective courses from the elective offerings in the department.

Interdepartmental Specializations:

In addition to the course work and offerings of the Department of Gender Studies, there are three CEU Specializations open to Gender Studies PhD students. In these Specializations students earn certificates in addition to their degree diploma (the specialization also makes it easier for students to take relevant courses offered by other CEU departments). Students who wish to participate in a specialization should inquire as early in their first year as possible (preferably during Zero Week) with the relevant Specialization program faculty, especially those in Gender Studies, and with the Department of Gender Studies. For further details on the specializations, please consult these links:

- Specialization in Science Studies (<http://sciencestudies.ceu.edu>)
- Specialization in Political Thought (<https://pasts.ceu.edu/political-thought>)
- Specialization in Religion Studies (<http://religion.ceu.edu>).

Concentration in a discipline other than Gender Studies:

Students who wish to develop their knowledge in another discipline as part of the PhD in Gender Studies (e.g. history, sociology, legal studies, etc.) should inform the Gender Studies Director of Doctoral Studies of this interest. In case the Director of Doctoral Studies in principle approves of the student's intention, the departmental Doctoral Committee will support the student in working out the concrete requirements with the CEU Department in question. (A number of departments have their own set criteria for this type of cooperation.) A separate document will acknowledge the classes the Gender Studies student has taken in the given Department (Certificate documenting Concentration in a discipline other than Gender Studies).

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

Second Year of Doctoral Study

Following formal advancement to doctoral candidacy, the next period is normally devoted to research and writing of the dissertation. Once the Comprehensive Exam has been passed, the student, in consultation with their Supervisor, must make a **concrete and detailed research/writing plan**, the final version of which must be submitted to the Supervisor. At the minimum, this should take the form of a month-by-month schedule of activities (e.g., so much time in each particular archive or research site, so much time gathering or analyzing particular sources or kinds of data, etc.). Supervisors will help determine the level of detail necessary for

effective research preparation.

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

CEU 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 fourth year, but can come any time after a student's advancement to candidacy. For students conducting empirical research, such studies are recommended only *after* the research has been conducted. Please note that substantial planning is required to coordinate an application and fulfill any requirements set by host institutions and countries (i.e. obtaining visas for prolonged stay in another country), so students should consult with their Supervisors about this well in advance of the application deadline.

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

Third Year of Doctoral Study (and beyond)

In their third year, doctoral candidates devote themselves to writing their PhD dissertation, and they are required to be resident in Budapest. In this year students usually participate in the mandatory *PhD Writing Seminar* (while they are still on stipend), although if necessary it is possible, with the Supervisor's approval, to postpone participation one year (it is also possible, and encouraged, to take part in the Writing Seminar more than once). 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 is expected to attend the seminar of her or his advisee) and fellow PhD candidates participating in the seminar. **Students must have a complete draft of at least one substantive dissertation chapter by January 15 in the semester they take the writing seminar in order to enroll in the class.**

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

If a student uses the third year for study at another institution or to continue research elsewhere (as dictated by the nature of their project and approved by the Doctoral Committee), then the required third year

of residence in Budapest, participation in the Writing Seminar, and fulfillment of the student's TAship must be undertaken in the fourth year (or later in very exceptional cases only), with credits awarded upon completion of each requirement. As the CEU stipend covers three years of study, students in such cases are responsible for arranging their own funding for staying in Budapest, whether by temporarily suspending the stipend at earlier points to be resumed later on or through other sources. Students are advised to consider the risks involved in postponing the 3rd year writing seminar to past the 3rd year; since students are responsible for arranging their finances accordingly, they may find themselves without financial support for the 4th year. Not having a stipend or other financial support is not an acceptable excuse for not attending the 3rd year writing seminar.

The Teaching Assistantship requirement

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

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 depending upon the needs of the course, the TA, and the professor. TAs may also be involved in the development of the course syllabus. TAs may assist in grading as part of the learning process, - they are not, however, 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, but only with the formal approval of the Doctoral Committee.

In addition to course credit requirements, doctoral students resident in Budapest **are expected to participate regularly in the department's Faculty and PhD Seminar**. The seminar is held at least three times a year to provide a forum for faculty and PhD students to give and receive critical feedback on one another's work. **PhD students and candidates are also expected to attend public lectures organized by the department. Attendance at departmental public lectures is mandatory for all 1st year doctoral students.**

Appointment of Supervisors

Incoming first year students should begin considering the question of supervision as early as possible. Students are strongly encouraged to speak with different members of the department faculty who might potentially supervise their project from their arrival at CEU in September. *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. Final approval of this request must be given by the Doctoral Committee. The Director of Doctoral Studies and the whole DC are available to advise the student in their choice of a Supervisor.

The Supervisor must be a full-time or part-time (if jointly appointed to another department) member of the faculty of the Department of Gender Studies, or a recurring visiting faculty member with at least 50% of a full-time teaching load. They must have a doctoral degree and appropriate research experience. Please note that faculty members have limits on the total number of PhD students they can supervise at any one time. In cases where 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 as principle Supervisors.

Students at this stage should also begin, in close consultation with their Supervisors, to think about the composition of their Exam and Defense Committees, and to attempt to identify potential internal and external examiners.

Changing Supervisors

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

Responsibilities of Supervisors and Co-Supervisors

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

- a) giving guidance about the nature of research and standards expected, about the choice of research topic, the planning of the research program, and relevant literature and resources;
- b) working with the student to develop the Dissertation Proposal and Comprehensive Exam Fields and Themes Paper in preparation for the Comprehensive Exam;

- c) giving detailed advice in order to ensure that the whole research project and dissertation writing is completed within the scheduled time; this includes regular consultations and if necessary revisions of the Research Plan agreed upon after the Comprehensive Exam;
- d) regularly requesting pieces of written work and/or research results relating to the dissertation and returning such work in a timely fashion with critical feedback. During the regular Academic Year (Fall, Winter, and Spring terms), such feedback should generally be given within one month of receiving the material (in cases where the student submits an unusually large portion of the dissertation at one time - which is strongly discouraged - feedback should be expected to take proportionately longer);
- e) informing the student/candidate about the satisfactory or unsatisfactory progress of their work;
- f) reporting once a year in writing to the Doctoral Committee on the candidate's progress; the content of this report must be communicated to the student according to the regulations of the Doctoral Program;
- g) mentoring the student in their preparation for an academic career;
- h) encouraging the student to play a full and active role in the intellectual life of the department and the university;
- i) assisting the student in finding a suitable host university for study/research abroad under the Doctoral Research Support Grant;
- j) and other responsibilities specified by the Doctoral Program regulations.

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

Responsibilities of Probationary Doctoral Students

Probationary Doctoral Students are held responsible for the following:

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

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

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

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

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 that can be made available in the case of formal and official request for authentication;

- b) initiating discussions with the Supervisor on the type of guidance and comments considered helpful, and agreeing to a schedule of meetings which will ensure regular contact;
- c) providing a written report to the Supervisor and Doctoral Committee at least once a year by May 25 documenting the progress of the work/research and the plans for the next Academic Year (the Doctoral Candidate Annual Progress Report; see form in Appendix). If the Doctoral Committee finds the reported progress of the student or the report itself unsatisfactory it must issue a formal written warning, and the situation should be addressed by the student within 3 months, otherwise the stipend payments may be stopped and the candidacy terminated. A candidate whose progress is judged unsatisfactory for two consecutive years will be dismissed from the program;
- d) presenting their research output in public on at least two occasions during the candidature (one occasion must be a presentation in the Faculty/PhD Seminar, as outlined in the program requirements on p. 10. The other occasion can be at an academic conference, workshop, or other public venue at any time after the student passes the Comprehensive Exam);
- e) while away from Budapest, returning to CEU for face-to-face consultations and participation in departmental events at least once per year, and being responsible for all messages sent to the CEU email address provided to each student;
- f) consulting with the supervisor as to possible revisions of the Research Plan agreed upon after the Comprehensive Exam, as progress is made during the research phase;
- g) preparing the dissertation for completion and defense examination according to the schedule agreed upon with the Supervisor;
- h) fulfilling the Teaching Assistant requirement;
- i) fulfilling any other obligations prescribed by the university's and Doctoral Program's regulations and guidelines.

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

All Doctoral Candidates are required to reside in Budapest while receiving a CEU stipend, including the write-up grant during the final months of dissertation writing, if awarded. As long as they are on stipend, students may be away from Budapest for longer periods of time only if this is required in terms of the research for their PhD dissertation. They must notify their Supervisor as well as the department's PhD Coordinator before leaving for and after returning from such research travel, 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 seminars, programs and lectures. Students are permitted a reasonable summer holiday but the summer months in general are not considered a "break" from the requirements of the program or dissertation writing.

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

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

Funding Rules and Opportunities for PhD Students

For further information on the various opportunities touched upon in this section please see the information provided at CEU's Doctoral Student Corner (<https://acro.ceu.edu/doctoral-student-corner>).

The maximum period of CEU stipend for doctoral studies is 36 months. As a rule, PhD students are admitted with full tuition waivers and 36 months of stipend from CEU. Doctoral Students are required to submit their PhD dissertation within six calendar years of entering the program. (See the Section on "Period of Study ..." for more details.) The usual time necessary for completion of the program is between four and six years, meaning that additional CEU and external funding must be sought to cover some period of the program. Students are encouraged to seek external funding not only for this practical reason but also for the prestige it can add to their CV as they continue their careers.

Additional funding opportunities provided by CEU, or by CEU in conjunction with other institutions

The CEU Write-up Grant. Towards the end of their studies Doctoral Students may apply for a CEU Write-up Grant. This 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 to submit their dissertation beyond enrollment only (see below). The period for which students (may) receive the Write-up Grant counts towards the regular maximum period of study.

Application for this grant requires a detailed report on the progress of the dissertation (prepared by the student) as well as an expression of support from the Supervisor; an electronic copy of the draft dissertation as it stands must be attached to the application. The application is submitted by the dissertation Supervisor directly to the Pro-Rector's office. The Doctoral Committee and Natalia Versegi, the department's PhD Coordinator, must be cc'd in this message for information purposes.

Research support for students who have passed the Comprehensive Exam (Candidates).

There are three complementary schemes providing financial support:

1. The regular PhD (short-term) research related travel grant (up to 800 EUR), within the CEU Student Travel and Research Grant scheme. This grant is available through application via the CEU Grants Management Office, and evaluated by the CEU **Scholarship Advisory Committee**. First year students are

expected to apply for this Grant in spring of their first year of studies if their research does require travel. Deadlines and further details for this application can be found at <http://www.ceu.edu/funding-fees/finaid-enrolled/research-travel-grants>.

2. The Doctoral Research Support Grant (DRSG) scheme (up to 5000 EUR) aims to support students stay of **up to three months** as “visiting/research scholars” at an internationally recognized university, institute or research center abroad. 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 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. As a supplement to the CEU-level PhD (short-term) research related travel grant, students with special research needs may apply for the Supplementary PhD Research Grant for Gender Studies Students. A total of up to 6000 Euros per year has been allocated for this purpose to the Department. Application is to the departmental Doctoral Committee. The student should also have applied for the CEU-level PhD research travel grant (and indicate this in their application).

Procedure for application, allocation, and administration of the Supplementary PhD Research Grant for Gender Studies Students:

1st year students with special research needs submit their application to the DC by 15 May (during their first year of studies) or 1 October (at the beginning of their second year of studies). To be eligible, students must have either passed their comprehensive exam or had their PhD proposal approved by the DC with the understanding that they will take the exam before the start of the research. In rare and well-justified cases – e.g., if additional research needs emerge during or after the initial research phase – more advanced students who have not yet received the Supplementary PhD Research Grant may also apply (see also note below).

The application includes:

1. The Research Description which details the special research needs. Special research needs may arise in the case of projects which involve expenses clearly beyond the average need for PhD student research. Such projects as a rule involve a component of extensive field research (including ethnographic work and/or archival work, interviewing, etc.), unusually expensive travel or lengthy research stays, or research in expensive sites,. Grant money may be applied towards research expenses like local and international travel, accommodation, archive fees, gifts to research participants, or special equipment *not otherwise available*, up to 2000 Euros per student.
2. The detailed overall Time and Budget Plan. This document gives the overall schedule and cost of the research.
3. The Supervisor’s Letter of Support which focuses on the special research needs and justification, with special attention to the financial situation in particular.

Decision-making regarding the grant allocation rests with the DC, and will occur shortly after the May 15 and October 1 deadlines. Funding decisions will be made with reference to the amount of support first year students have been granted in the CEU-level PhD research related travel grant framework. As a rule, the up to 6000 Euros available per year will be allocated in such a way as to cover the special research needs of as many students as possible.

The administration of the Supplementary PhD Research Grant for Gender Studies Students is handled by the departmental PhD Coordinator, Natalia Versegi, with reference to the Research Plan and Budget as accepted by the Doctoral Committee. Before they leave for their research financed by the Supplementary Grant, recipients must notify the PhD Coordinator in writing about the exact beginning and ending dates of the planned research stay; the PhD Coordinator must also be informed about any change in these dates. No later than four weeks after conclusion of the research, the recipients of the Supplementary Grant must submit the related invoices (or adequate justification for their absence in exceptional cases where invoices are not available) to the PhD Coordinator.

CEU's Global Teaching Fellowship Program supports CEU students and recent graduates to teach at other universities (see <https://acro.ceu.edu/global-teaching-fellowship-program> and below).

In addition to these possibilities, CEU 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-funding

Students are also strongly encouraged to seek additional funding internationally, i.e. to apply for additional fellowships abroad, in order to extend their funding time. 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, Austria, and German DAAD doctoral fellowships, among others. As an accredited university in Hungary, the CEU is also entitled to participate in the range of EU programs available to member institutions. Information about these programs is available online and also from the Academic Mobility Grants Coordinator and Erasmus Coordinator, Research Development and Support Office. CEU also has special scholarship agreements with some universities in Europe and North America. Students should consult the CEU 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 Doctoral Regulations*, a completed doctoral dissertation must be submitted no later than 30 September, **6 years** after the student enrolls in the PhD Program.

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

Stipend suspension. Requests for stipend suspension 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 a clear indication of the period for which the stipend is to be stopped (dd/mm/yy – dd/mm/yy). The transfer of the remaining part of the student's stipend will be resumed once this period expires. The PhD Coordinator, Natalia Versegi, assists students in this process.

Temporary withdrawal. Under special circumstances a Doctoral Student in good standing may request a temporary withdrawal from the doctoral program, for a period of up to 2 years. Requests for withdrawal must be approved by the student's PhD Supervisor, and submitted in writing to the Doctoral Committee for its approval. If the DC grants the withdrawal, the student's dissertation deadline is postponed. If the student is on stipend, the stipend is also suspended. Such requests must be properly justified, and the period of withdrawal clearly indicated (dd/mm/yy - dd/mm/yy). Temporary withdrawal is meant to accommodate periods when a student is prevented from working on the dissertation due to illness, work obligations, or caring for young children (in the case of a request due to health issues, a doctor's letter must be included in the submitted request). A student who withdraws can keep their access to the CEU library and CEU facilities such as email, but does not have the right to supervision during this period, and is not eligible to apply for CEU grants or funding. The student must request reinstatement within 2 years in order to return to the program in good standing.

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

In cases of serious and unforeseeable circumstances which interfere with their studies (e.g. medical or family crises) the student's deadline for submitting the dissertation (six years) may be extended for more than two months and up to two years beyond the regular enrollment period. Such extensions can be granted only by the University Doctoral Committee, as detailed in Section 4.1 of the University Doctoral Regulations. To apply for an extension, the student must first submit a request to the departmental Doctoral Committee, stating clearly the reason for the request, the length of the requested extension, and the amount of the dissertation already completed. This request must be accompanied by a letter of support from the Supervisor. If the departmental Doctoral Committee approves the request, it is forwarded to the UDC with its recommendation. The extension request must be received by the departmental Doctoral Committee well in advance of the beginning date of the requested extension (one month during term time, two months during the summer, except in emergency cases) so that there is adequate time to consider the request and forward it to the UDC. 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 Section 4.2. of the *CEU Doctoral Regulations*.)

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

4. Preparing for Doctoral Candidacy

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

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

Road Map to the Comprehensive Exam

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

During the **Fall term** of the first year students develop the basic structure and Outline of their **Fields and Themes Paper**, in cooperation with their (expected) Supervisors and the instructor of the Preparation Seminar; this Outline will be submitted to the above and to the Doctoral Committee for approval. At the end of the **Fall term**, students submit the Draft **FTP** (see below) to the instructor of the first year Preparation Seminar and to their Supervisor.

In the winter term, first year students work on their Dissertation Proposals in the Winter term PhD Preparation Seminar and in consultation with their Supervisors. During this term, a **polished draft of the Dissertation Proposal and the Draft FTP** must be submitted to the Supervisor and the Doctoral Committee (students are strongly encouraged to continue working on the latter after the Draft is submitted at the end of the Fall term, and to submit a more developed version of the FTP with the Dissertation Proposal Draft).

The Doctoral Committee decides whether the Dissertation Proposal and the Draft FTP are accepted as they are, or whether revisions are required. In the case that they are simply accepted, or accepted conditional

on “Minor revisions”, the Doctoral Committee approves the initial Exam materials, and the student can proceed to the Comprehensive Exam in principle. In cases in which the DC requests revisions beyond “Minor revisions”, the Exam material must be re-submitted to the DC, and additional deadlines apply, as described in Appendix 1.

Once the DC has approved the Exam materials, the student revises and finalizes the FTP, in close consultation with the Supervisor. When the Supervisor approves the **final version of the FTP**, the student formally submits his or her exam materials to the departmental PhD Coordinator (see below) to be forwarded to the Exam Committee.

Ultimate deadlines. A polished draft of the Dissertation Proposal and the Draft FTP must be submitted to the Doctoral Committee by November 20 of the second year at the latest. If the student fails to submit an adequate Dissertation Proposal and Draft FTP by January 31 of the second year at the latest (i.e. if the DC is unable to approve the material 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 March 31 of the 2nd year, although students are strongly encouraged to do the exam at an earlier date, in order to maximize the amount of research time in the 2nd year. As a rule the DC will not review more than three versions of the Dissertation Proposal.

Dissertation Proposal

The Dissertation Proposal is a detailed, scholarly description of and justification for the dissertation project. The Proposal should clearly describe the topic and its context, summarize the main issues and research questions to be addressed, position the project in the relevant scholarly literature, explain the main sources and methodology of the research, outline the significance of the project and its argument, and lay out a full bibliography. The Proposal should be between **8-9,000 words** *excluding* notes and references (N.B.: the DC will not read Proposals longer than 9,000 words). Proposals should be submitted in Word format (not pdf).

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

absolute deadline for the submission of a satisfactory Proposal to the DC is January 31 of the second year.

Fields and Themes Paper

The reading and preparation for the Comprehensive Exam is intended to provide a broader context for the problems and questions to be explored in the dissertation research, and to help students to focus and develop their individual projects having acquired: (i) an awareness of the disciplines that will inform their projects; (ii) a familiarity with the most important and up-to-date scholarship in their field(s) and the ability to elaborate on the most important concepts and questions emerging from this scholarship in framing their PhD projects; (iii) knowledge of the historical, political, geographical and sociological contexts relevant to their projects (so, for example, if the PhD project intends to look at the role of women anarchists in the Spanish Civil War, then the Fields and Themes Paper and Exam will need to examine the salient literature on Spanish anarchism, the Civil War, as well as how the Civil War has been written about by feminist and non-feminist historians/political theorists). Thus, the Exam is intended as a formal means by which students can build up areas of specialization on the basis of which they can claim research and teaching expertise in their future careers. The student is examined on two major fields of scholarship and several themes within these fields, including a comparative element. The two fields should be broad and recognizable areas of scholarship that inform the PhD project with the 2-4 themes in each field providing the opportunity for more specific areas within these fields. Students are instructed not to define these themes too narrowly but to consider issues more broadly and in theoretical perspective from the particular contexts of their dissertation topics. Guidance will be provided in the first Year Preparation Seminar, where diverse examples of past successful Fields and Themes Papers will be made available. Students design their exams in close cooperation with their Supervisors and the Instructor of the 1st Year PhD Preparation Seminar Part I (Fall term), as well as with the advice of the DC, which approves the Dissertation Proposal and the Fields and Themes Outline.

The Fields and Themes Outline

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

The Draft Fields and Themes Paper

The Draft Fields and Themes Paper (due at the end of the Fall term as key assignment of the Preparation Seminar) will consist of a) a listing of the fields and themes, b) a draft discussion of each field and theme, and of how they fit into the overall project, and c) an indication of where and how the comparative component will figure in the exam. The Draft Fields and Themes Paper also includes a draft Exam Bibliography. The Draft

Fields and Themes Paper, including the Bibliography, must be approved by the instructor of the Prep Seminar and the Supervisor.

The Fields and Themes Paper

The Fields and Themes Paper is a review of the main topics, debates and theoretical issues in two significant fields of scholarship that inform the PhD project, about which the student will be examined at the Comprehensive Exam. The length of the Fields and Themes Paper is between **5000 and 7000 words**. It is, thus, more a focused, critical framework than a full review. The Supervisor, keeping in mind the nature of the project and the preparation and needs of the student may request the student to write a longer version of the Fields and Themes Paper, including a full literature review, and may ask the student to produce additional written material in preparation for the Comprehensive Exam; these materials, however, will not be shared with the members of the Exam Committee.

The Comparative Component

Students learn about comparative research in the Fall term mandatory course Methodological Practice in *Gender Studies*. If the dissertation project itself is not directly comparative, then one field or theme of the Fields and Themes Paper must be comparative. The question of comparative analysis can be approached in different ways. In general, comparison should address the specific issue or research question of the PhD project through comparison of two or more sites. These sites can be countries, historical periods, social groups, religious contexts, political systems, etc. For example, one could compare some aspect of women's or LGBT movements in the same country, similar activist movements in different countries within the same time period, contrasting approaches to a particular genre of cultural production, the use of narrative strategies or stylistic devices of different authors, state policies towards motherhood, gendered labor, or sexuality in different periods in the same country, or any number of other ways.

The comparative element of the PhD project should be described in detail whenever the project is presented, whether in the Fields and Themes Paper, the Dissertation Proposal, or elsewhere. It also must be clearly summarized on the PhD Comprehensive Exam Preparation Form.

The Fields and Themes Paper Bibliography

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

Submission of Exam Materials and Approval by the Exam Committee

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

Prior to the Exam, the Dissertation Proposal and Fields and Themes Paper must both be formally approved by all members of the Comprehensive Exam Committee. Each examiner except for the Supervisor must submit a written evaluation (this may also contain suggestions for improvement). The Supervisor must show these written evaluations to the student within a reasonable time period. Evaluators may choose to share their evaluations and suggestions with the student in a separate document.

Members of the Comprehensive Exam Committee

The Comprehensive Exam Committee consists of at least three members present at the exam: the PhD Supervisor, another CEU faculty member, and a third member, the "Third Examiner," who may be external to CEU if warranted by the nature of the student's project and supported by the PhD Supervisor, or merely external to the Gender Studies department. An additional "External Reader" is asked to read and evaluate the exam materials, but is not actually present at the exam itself. The PhD Supervisor will be the chair of the Comprehensive Examination Committee. Where the student has chosen to pursue a disciplinary specialization outside of Gender Studies, the CEU faculty member chosen for the Exam Committee must have a substantial background in the chosen discipline. **Committee members must, as far as possible, represent diverse disciplinary backgrounds and areas of expertise.** Where necessary, a fourth independent or external member may serve on the committee, with the approval of the Director of Doctoral Studies.

Committee members are chosen by the student in consultation with the PhD Supervisor. The PhD Supervisor submits the list of potential Committee members agreed upon with the student to the Doctoral Committee for approval prior to contacting potential Committee members; if confirmed by the DC, the list is submitted to the Pro-Rector for Social Sciences & Humanities for approval. The list of suggested Committee members, which should include several alternatives, may be submitted to the DC together with the PhD Proposal, or, at the latest once the DC has approved (or approved with "Minor revisions") the Proposal. The list provided, besides names, must also include the academic title and affiliation of each proposed member, a link to their CV or faculty page and list of publications, a contact email address, and a brief explanation of why this person was chosen for the committee. Upon approval of the list by the Provost, the Supervisor contacts potential Committee members to inquire about their availability (the student may not contact them directly). The PhD Coordinator handles logistical arrangements for external members.

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, as they work further on their dissertations.

The Comprehensive Exam

The Comprehensive Exam lasts approximately three hours. The Exam begins with a short presentation by the student of their Dissertation Proposal (5-7 minutes) and then the reasoning behind the fields and themes (another 4-5 min). This is followed by an examination by the Exam Committee members, first of the designated fields and themes as outlined in the student's Fields and Themes Paper and, second, of the student's Dissertation Proposal and PhD project as a whole. After the student has been examined, they and any audience members are asked to leave the room to allow the Committee to discuss and evaluate the student's performance. The student then is invited back into the room and informed whether they have passed, passed with honors, passed conditionally, or failed. 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 their chosen Fields and Themes (and related bibliography) by situating the PhD project within the selected bodies of literature. The Comprehensive Exam thus gives students the opportunity to demonstrate their expertise in scholarly themes and literatures relevant to their proposed doctoral research project, as well as to discuss important issues and questions raised in their Dissertation Proposals with experts in the field. Students are evaluated in the Comprehensive Exam on their academic performance in the oral exam, the strength of their Proposal, and the suitability of the Proposal for the PhD program of the Department of Gender Studies, given the specific methodological and theoretical rationales as detailed in the General Outline of Program (above). The Committee gives written comments on the oral performance to add to their written comments on the Proposal and Essay.

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

M.Phil. degree. Students enrolled in the PhD Program in Comparative Gender Studies who have advanced to Candidacy may apply for a New York accredited M.Phil. degree, given by CEU.

The Research Plan

As soon as possible after the Comprehensive Exam the student, in consultation with their Supervisor, must come up with a Research Plan, detailing the work planned for the coming 12 months, scheduling longer-term tasks and indicating further deadlines. Students must submit this Research Plan, as agreed upon with the Supervisor, no later than one month after they have passed the Exam, to the PhD Coordinator, who keeps it on file together with the Semester Reports submitted by students during their first year.

5. The Dissertation and Completion of the PhD Degree

Submission of the Dissertation

Doctoral Students at CEU must submit the doctoral dissertation within **six calendar years** of beginning the program. (For details see Section “Period of Study ...” above.) When the student has finalized the dissertation, *and the student and PhD Supervisor have agreed that it is ready for submission*, an electronic copy of the dissertation should be submitted to the departmental PhD Coordinator (who keeps this copy on file), and the Supervisor; the student should also upload an electronic version of the dissertation to the CEU electronic thesis database (ETD). Within one month from the date of receipt of this file (during the normal Academic Year) the Supervisor should 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 suggestions (agreed upon with the candidate and providing the same information as in the list for potential comprehensive exam members, detailed above) for the student’s Defense Committee. Alternatively, the supervisor – as soon as possible after receipt of the electronic copy of the dissertation – may approve the dissertation while requesting minor changes to the dissertation (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 sends the dissertation to the Center for Academic Writing to be checked for plagiarism with the university’s “Turnitin” software. No student can proceed to the dissertation defense before the dissertation has been cleared. Once this has been done, four copies of the final version of the PhD dissertation must be submitted by the student to the PhD Coordinator for distribution to the Dissertation Defense Committee. An updated electronic version of the dissertation should be uploaded to the CEU electronic thesis database (ETD) if necessary.

The final version of the dissertation, after any modifications required by the Defense Committee are made, should be uploaded to the ETD after the defense, within a limited time period also defined by the Defense Committee. All dissertations in the ETD are available on the web through the CEU 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 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 Section 7.1 of the *CEU Doctoral Regulations*.)

Dissertation Format

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

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

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

The Dissertation Examination Committee and the Arrangement of the Defense

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

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

The choice of examiners and of the external reader is made on the basis of their knowledge and standing in their field, taking into account reputation and experience. The Supervisor, in collaboration with the Candidate, suggests committee members, which are then approved by the departmental Doctoral Committee

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

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

Arrangement for the PhD Defense. The Supervisor or Director of Doctoral Studies sends out the invitations to external members and makes sure that all requirements are met. The PhD Coordinator will 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 library two weeks prior to the defense.

PhD Defense Procedure

The defense is scheduled for three hours (but normally does not 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.

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

The Chair of the Examination Committee opens the proceedings:

"This is the public defense of the doctoral dissertation ofon..... All examiners have sent their comments in advance. The external reader is not present, but has also sent 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 and may also decide to summarize the comments of the examiners present, reading short extracts from their reports where appropriate (15 minutes). Alternatively, the examiners present are invited to give their own summaries and questions. In any case, care should be taken that this part remains reasonably brief.
5. The candidate responds either addressing comments collectively or responding to individual questions as they see fit (10 minutes).
6. Chair gives first the examiners and then the candidate the opportunity to further engage in open debate on the issues already raised and new ones that arise during discussion. This period is meant to foster a lively debate and engagement with the issues raised in the dissertation. During this time, the Chair, with the help of the Supervisor, is responsible to ensure that equal time is allotted to the candidate and the examiners, and that all major issues are addressed to the satisfaction of the Committee (maximum 60-75 minutes).
7. The Chair invites the public to raise questions or make comments on the dissertation, which has been accessible to the public in the CEU Library for two weeks (10-15 minutes).
8. The candidate responds (10-15 minutes).
9. The Chair asks the members of the Committee whether they have any further brief questions or comments. Then they invite the candidate and the audience to step out of the room so that the committee can confer (or, alternatively, announces that the committee will retire to another room for adjudication) and suspends the proceedings for the time of the adjudication.
10. The Examination Committee must decide by simple majority vote among five options:
 - (I) to accept the dissertation and defense and propose to the Senate and Rector that the PhD degree be granted;
 - (II) accept the dissertation with minor revisions which must be approved by a person or persons designated by the Examination Committee;
 - (III) refer the dissertation for serious revisions, after which it must be
 1. approved after review of the revisions by a person or persons designated by the Examination Committee, or submitted to a second public defense (in which case only options I and IV remain); 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 Examination Committee also summarizes its judgment on the oral defense in writing (approximately 100-200 words).

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

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

Awarding of PhD degree

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

6. Independent Teaching Opportunities for PhD Students and Recent Graduates

Students who have completed all the requirements of the doctoral program, including successfully defending their PhD dissertation, are eligible to apply on a competitive basis to teach one course (usually a 2-credit course) in the Gender Studies MA program for the duration of one semester (Fall or Winter Term), in order to gain extra teaching experience in their academic field. The deadline for applications this year is **27 February 2017**. Applicants need not have defended the dissertation at the time of application but acceptance will be predicated upon a successful defense *before* the beginning of the teaching term in question. Applicants should send a prospective course syllabus, along with a statement of intent, to the Head of Department and the Director of Doctoral Studies by the deadline.

The Global Teaching Fellowship Program. CEU Doctoral Students who are in or beyond their third year of studies and recent graduates may apply for a CEU Fellowship to teach at another university. The Fellows are integrated into the host department of the Partner University, have a well-defined teaching load and may have other academic duties. For a detailed description, the Call for Applications, etc., please see <https://acro.ceu.edu/global-teaching-fellowship-program-2>. Please note that it is not possible to receive both kinds of teaching funding at the same time.

LIST OF APPENDICES:

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

Appendix 1:

DATES AND DEADLINES FOR PREPARING FOR THE COMPREHENSIVE EXAM

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

Initial deadlines:

15 December 2016:

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

15 January, 2017:

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

- June
- September
- later

Beforehand they should consult with their Supervisor.

10 March 2017:

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

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

Additional deadlines:

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

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

30 April 2017:

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

20 May 2017:

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

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

10 June 2017:

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

30 June 2017:

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

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

[Wednesday of Zero Week, September 13, 2017]:

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

15 October 2017:

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

Appendix 2:

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

Name:

Date:

--	--

Proposed Title of Dissertation:

--

Specialization and Two Comparative Fields:

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

List of Themes within the Fields:

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

Examination Committee:

Confirmation:

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

Expected date of the Exam:

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

Appendix 3:

DEPARTMENT OF GENDER STUDIES
PhD COMPREHENSIVE EXAM REPORT

Candidate's Name:

--

Date of Exam:

--

Proposed Title of Dissertation:

--

Specialization and Two Fields

Specialization (if chosen)	Field One	Field Two

Result
(Pls. circle one)

With Distinction

Pass

Fail

Exam Committee:

Signatures:

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

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

Appendix 4:

DEPARTMENT OF GENDER STUDIES
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 25 to the Supervisor and the departmental Doctoral Committee. The form is part of the annual review of each Doctoral Student, and accompanied by the PhD Supervisor Progress Report.

For period from:		To:	
-------------------------	--	------------	--

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 degree requirements fulfilled, if relevant:

--

5. Conferences attended & publications:

--

6. Other professional activities:

--

Section C: Plans for next academic year

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

--

2. Plans for dissertation research and writing:

--

3. Supervision meetings planned:

--

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

--

5. Conferences and publications plans:

--

6. Other professional activities:

--

Signature:

Date:

Appendix 5:

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

External Reader:

University Address:	Phone: Fax: E-mail:
---------------------	---------------------------

Date of the Defense:

--

Date:

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

Appendix 6:

ELECTION OF PHD STUDENT REPRESENTATIVES

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

PhD Student Representative

First year students elect a PhD Student Representative from among their cohort. The Representative regularly participates in the departmental Faculty Meeting (excluding parts that are closed to students). The PhD Student Representative is also member of the departmental Doctoral Committee. In this capacity the Representative will be regularly invited by the Doctoral Director to give input on issues to be discussed in the Doctoral Committee and informed about relevant decisions. The departmental PhD Coordinator initiates and oversees the election procedure and informs all PhD students, the departmental faculty and the Office about the outcome of the election before the end of September.

Deputy PhD Student Representative

All other PhD students who have not yet defended their dissertations are eligible to elect the Deputy PhD Student Representative. The Representative is welcome 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. 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. The departmental PhD Coordinator at the beginning of the Fall term informs all students eligible as voters about the upcoming election and asks for the nomination of candidates (self-nominations included), keeping the responses confidential. The PhD Coordinator establishes whether the nominees accept or decline the nomination, and initiates the election procedure, keeping the votes confidential. The PhD Coordinator informs all PhD students, the departmental faculty and the Office about the outcome of the election before the end of September.