



Department
of Sociology
and Social
Anthropology

CENTRAL
EUROPEAN
UNIVERSITY

CENTRAL EUROPEAN UNIVERSITY
Department of Sociology and Social Anthropology

The PhD HANDBOOK

Academic Year
2017/2018

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Table of Contents

Basic Departmental Data	4
General Outline Of The Program	5
First Year Of Doctoral Study:	5
Second Year Of Doctoral Study (Research Period).....	8
Third Year Of Doctoral Study:.....	8
Organization Of Studies and Ph.D. Requirements	10
Study Plans	11
Funding Rules For Phd Studies	12
The Dissertation Proposal and Comprehensive Exam	15
The Dissertation and Completion Of Phd Degree	15
Departmental Faculty	20
Online Course Evaluation	21
Annex I.	22
Annex II.	24

1. Basic Departmental Data

Institution Responsible	Central European University
Name of Department	Sociology and Social Anthropology Department
Degree to be Awarded	PhD in Sociology and Social Anthropology A three year program that is registered with the Board of Regents of the University of the State of New York (US).
Starting Date	September 11, 2017
Address	Zrínyi u. 14., 1051 Budapest, 4 th floor Tel: 327-3000/2327
Mailing Address	1051 Budapest, Nador u. 9, Hungary
Department Head PhD Program Director	Dorit Geva (GevaD@ceu.edu) Judit Bodnar (bodnarj@ceu.edu) Ju Li between January 1 –July 31, 2018
Program Coordinator Program Assistant	Annamaria Preisz (preisza@ceu.edu) Ildikó Chikán (chikani@ceu.edu)
PhD computer lab	Oktober 6 street #12

2. General Outline of the Program

Purposes, Goals and Objectives

The purpose of the program is to offer doctoral-level education matching the highest international standards in the fields of Sociology and Social Anthropology for prospective scholars and teachers.

The Department of Sociology and Social Anthropology offers a doctoral program accredited by the Board of Regents of the University of the State of New York (US) for and on behalf of the New York State Education Department.

It does not have separate Sociology and Anthropology tracks; both disciplines are integrated in a common program. Funding is for three years and the dissertation must be defended within five years of passing the Comprehensive Examination.

The department encourages empirical research using a wide variety of methodologies but expects theoretically informed approaches which embrace a broad intellectual agenda. We especially welcome projects that promote the integration of sociological and anthropological perspectives as well as methodologies. The program encourages dissertation projects with comparative approaches.

The [curriculum](#) and [course schedule](#) are available on the department webpage.

First Year of Doctoral Study:

The first year of the program focuses on coursework and preparation for the Comprehensive Exam to be passed at the end of the academic year. The examination covers the major fields of the proposed research. A detailed Dissertation Proposal is part of the examination requirements.

In the first year each student will take during the fall term **two courses (6 credits), as mandatory** and attend the **PhD Colloquium/ Research Seminar** (in the fall term there is no Infosys registration for this course). Students are also required to register for and participate in the **non-credit Seminar Series** during two terms. In the winter term **a 4-credit methods course, a 2-credit PhD Colloquium/ Research Seminar and the Tutorial for the Comprehensive Exam for 0 credits are required. Two credits** are awarded in the **spring term for proposal writing**. The remaining **8 thematic course-credits** during both terms (**fall and winter together**) are to be acquired through a selection of elective courses offered within the MA and/or PhD programs at the department. Students are encouraged to choose courses, which relate to their broadly defined fields of interest.

In case of choosing an MA course the instructor will be responsible for assigning specific additional work for the PhD student, which may take the form of a longer paper or other specific assignment.

The *Seminar Series* has a dedicated slot on Mondays at 17:30 throughout the whole academic year but it does not take place every Monday, the program is announced at the beginning of each semester. The attendance is mandatory for all PhD students who are in Budapest, one can miss at maximum two talks per year to be able to pass the course. Your participation will be registered with an attendance sheet.

Elective courses: PhD students must choose a minimum of 8 credits from the elective courses during the first year. PHD students may choose from the MA elective course list offered by our department or any other CEU department, after previously consulting with the Department Head and the PhD Director.

During their first months of study, until confirming a supervisor, candidates will work with a mentor (from the departmental faculty), who will assist with academic questions and individual issues around the program, together with the PhD director. Mentors are assigned to the candidates at the beginning of the academic year. Students may consult with their mentor or the Program Director on the selection of elective courses.

At the beginning of the winter term (**January 25, 2018**) all first-year PhD students are expected to submit a **1000 words Comprehensive Exam Statement** explaining the main themes of the exam and the first draft of the topics/fields the Bibliography will cover. In consultation with their PhD Supervisor, and members of their Examination Committee (see below), doctoral candidates will follow a **Tutorial for the Bibliography** in the winter term to compile their 80 item Bibliography. This Bibliography should explicitly define the major themes and sub-fields for which the student will be responsible in the examination. All first year students will present their draft proposal in a **PhD Research Seminar (PhD Colloquium)** during the winter term.

By the **end of February** doctoral candidates will be expected to choose a PhD Supervisor, consult with him or her on the selection of elective courses, and begin to assemble the faculty committee for their Comprehensive Exam. The PhD Supervisor will be the chair of the Comprehensive Exam Committee and direct the PhD dissertation. The PhD Supervisor must be a regular member (not visiting faculty) of the department. The other members consist of a faculty member from the department or if the topic requires, from the wider CEU community. An external member (to CEU) is encouraged but not mandatory.

On May 14, 2018, students will have to submit together with the Bibliography, a Draft Dissertation Proposal of their thesis, of 3000 words length. Revisions will be made based on formal comments candidates receive from the Doctoral Committee.

By mid-June a written **take-home exam** will be proposed to the students. It will include two questions and the students will have 48 hours to complete it. The first question will be common to all students; the second question will be related to their own research and will be

proposed by the first supervisor. Both questions require a 1000 words answer. The grading scheme will be: pass with distinction/pass/fail.

On **August 21, 2018**, students are expected to submit their final Dissertation proposal of 5000 words in length and their Review Essay (5000 words) .The review essay is a critical review of state of the art research in the candidate's two main fields, preferably the intersection of the two. The analysis is not geared towards the candidate's main research question; that is ideally done in the proposal.

Students will sit for their Comprehensive Exam normally at the beginning of the fall term (usually during the zero week or during the first week of class). The student is examined on the basis of a set of themes as outlined in the Exam Proposal and the Bibliography. In developing the set of themes/problem areas, the student may use the dissertation topic as a nucleus around which she/he arranges the themes in concentric circles (from middle range topics closely related to the thesis topic to one of the fundamental problem areas in sociology/socio-cultural anthropology). Alternatively the student may select a set of middle range themes/problem areas which have preoccupied scholars in dealing with the two disciplinary fields chosen by the student. Taken together the themes/problem areas and the Bibliography (80 substantive titles) should cover theoretical debates and show awareness of both methodological approaches as well as research findings in the fields which are indispensable for the pursuit of the PhD project under consideration. The student should be able to relate developments in the two chosen fields to larger scholarly debates in the discipline and be able to demonstrate competence in dealing with thematic issues in a broad comparative perspective. The design of the Comprehensive Exam is to be developed in close consultation with the PhD Supervisor and the Director of Doctoral Studies. The Review Essay, the Bibliography and Thesis Proposal be submitted to the Comprehensive Exam Committee prior to the exam. All members of the Comprehensive Exam Committee must formally approve the Thesis Proposal. In addition to the examination related to the two fields as outlined in the Comprehensive Exam Statement and Bibliography, the students must be prepared to answer questions on the Thesis Proposal. Satisfactory completion of all requirements in the probationary year will formerly admit the student to PhD candidacy in Sociology and Social Anthropology.

Major Deadlines for the First Year Students:

January 25, 2018 Comprehensive Exam Statement

February 28, 2018 choice of supervisor

May 14, 2018 submission of Draft Dissertation Proposal (3,000 words) and the Bibliography (80 items)

Mid June, 2018 Take home written Exam

August 21, 2018 submission of Dissertation proposal (5,500 words), Bibliography and Exam Review Essay

September 2018 Comprehensive Exam at the beginning of fall term (zero week or first week of class)

All information and written assignments should be submitted by email to the supervisor and the Program Coordinator (preisza@ceu.edu) by the specified deadline.

Second year of Doctoral Study (Research period)

Normally, following formal doctoral candidacy, the next period will be devoted to research. Students have a number of options in carrying out their research, depending upon their special requirements. They may elect to spend the entire year collecting data, undertaking intensive fieldwork, survey research and/or working in archives and libraries. Candidates are strongly encouraged to pursue empirical, archival or field based research and will therefore be granted exemption from the principal requirement of residency in Budapest. For the duration of their stay away from Budapest, candidates are required to maintain regular contact with and report on their work in progress to their supervisor at the department. They are also encouraged to be affiliated with an academic institution of higher learning in the country where they are conducting research and visit it periodically during their absence from Budapest. Students receive **2 credits** at the beginning of the fall term for their **Comprehensive Examination**, and **4 credits in each of the three terms for research** and **2 credits each term for consultation** for a total of 20 credits, for which it is their responsibility to register. If regulations are not fulfilled, the candidate will be deemed to have not met the requirements for passing to the 3rd year of study.

From the second year onward, students will be expected to consult their PhD Supervisor at least twice a year and to make a formal report on work in progress at the end of each academic year spent away from CEU (annex).

Third year of Doctoral Study:

After completing their research and study abroad, doctoral students are required to return to CEU for two terms, primarily devoted to writing their PhD dissertation in close consultation with their supervisor. All students will participate in the mandatory PhD Colloquium/Research Seminar while they are in Budapest. At this seminar each student will formally present his/her dissertation and preliminary results. Their supervisor is expected to attend the seminar of his or her advisee. In addition students will be required to serve as teaching assistants in a master's level course in order to acquire teaching experience. *Teaching assistance consists of regular participation in the course, independent teaching of at least one unit of the course in agreement with the professor or leading discussion or discussion groups within the course.* Teaching assistants may be asked to present aspects of their own work that is relevant to the course, to help students with first drafts of class papers or the class work in general, or other possible assignments depending upon the needs of the course, the PhD candidate and the professor.

In the third year, students will receive **2 credits** for **Writing Seminar** either in the **fall term** or the **winter term**, **4 credits** for **Dissertation Writing** in the **fall and in the spring term**, and **2 credits** in the **winter term**, **2 credits** for **teaching assistance** one term, and **2 credits for the PhD Colloquium/Research Seminar** in the **winter term**. The total for the third year is 16 credits.

Writing-up seminars feature in many PhD programs as an aid for students in the writing stage of their dissertation. A writing-up seminar provides both direct writing advice and a test ground for writing ideas. It helps keeping deadlines for parts of the dissertation. It also helps creating a peer group supporting the writing process.

This course is about the practical process of writing; therefore it augments rather than replace thesis supervision and the work of the academic writing centre. The focus is on the structure of the thesis and of chapters--on the clarity and logic of the argument.

The seminar meets every week or every two weeks (determined by the Head of the Department) for one hundred minutes, over two academic terms (fall and winter). It is mandatory for all students in the thesis writing (post-fieldwork) phase to take *at least one term* of this course. Students are *encouraged to take this course for one additional term*. The doctoral committee may require students to take additional terms of the writing seminar if needed. Students may also enroll in the writing seminar for more than two terms with the agreement of the PhD director. The discussion-based format requires to limit the number of participants to eight (8) in any case.

While the writing seminar emphasizes the community value of students writing together, it is also a course that is taken for credit with corresponding requirements. The seminar has an entry requirement of one draft chapter and a reasonable thesis outline, to be submitted to the instructor before the beginning of the semester. Other requirements include: at least one submission of a draft chapter to the group for discussion; completion of two final chapters by the end of the semester. Students may choose to work on a publishable article instead of a chapter, but the article will have to draw on the dissertation's research. The submission will be circulated at least one week before the meeting in which it is scheduled for discussion. Each meeting features a student discussant.

Over the course of three years the program requires a total of 58 credits. *In addition, when resident in Budapest, all doctoral students are requested to regularly participate in the Seminar Series. The Seminar focuses on the discussion of topics and literature of interest to faculty and doctoral students.*

The student who successfully completes the program will be awarded a *Doctorate in Sociology and Social Anthropology*. The degree is accredited by the New York State Board of Regents of the State of New York (US).

3. Organization of studies and Ph.D. Requirements

Administration of the PhD Program in Sociology and Social Anthropology

The PhD Director heads the PhD Program in Sociology and Social Anthropology. Issues of policy, review and procedure, as well as problems and questions, are referred to the Doctoral Studies Committee, which is composed of the PhD Director, the Department Head and a faculty member.

Summary of Graduation Requirements at the Department of Sociology and Social Anthropology:

- 58 credits accumulated over three years of study
- a minimum GPA of 3.33 (calculated from course grades)
- acceptance of the Annotated Bibliography for the Comprehensive Exam and Thesis Proposal by the end of the first year of studies
- passing the Comprehensive Exam at the end of the first year of studies
- the defense of the Doctoral Dissertation

Credits for PhD students of all years are to be accumulated as follows:

First year: 22 credits

Fall: 6 credits mandatory course work (Comparative Thinking and Place Making)
PhD Colloquium/Research Seminar (mandatory, pass/fail, no credits, no Infosys registration)
Seminar Series (mandatory, pass/fail)
Elective course work*

Winter: 6 credits mandatory course work (Advanced Methods, PhD Colloquium/Research Seminar)
Tutorial for the Comprehensive Exam (mandatory, pass/fail, no credits)
Seminar Series (mandatory, pass/fail)
Elective course work*
(*1st year PhD students need to take **8 credits of elective courses** during the **fall and winter term together**. They may take any MA elective course as well.)

Spring: 2 credits proposal writing (mandatory)

Second Year: 20 credits

Fall: 4 credits research
2 credits consultation
2 credits comprehensive examination

Winter: 4 credits research
2 credits consultation

Spring: 4 credits research
2 credits consultation

Third Year: 16 credits

Fall: 4 credits dissertation writing
2 credits teaching assistance (can be fulfilled in the winter term as well)
2 credits Writing-up seminar (can be taken in the winter term as well)

PhD Colloquium/Research Seminar (mandatory, pass/fail, no credits, no Infosys registration)

<u>Winter</u>	2 credits dissertation writing
	2 credits PhD Writing-up seminar (if was not taken in the fall Term)
	2 credits PhD Colloquium/Research Seminar (mandatory, pass/fail)
<u>Spring:</u>	4 credits dissertation writing

Total: 58 credits

4. Study Plans

The present university policy for PhD studies provides 36 months of CEU fellowship. The first year of study in which the student prepares for the Comprehensive Exam and the final year of study in which the student writes the dissertation are both residential years at CEU in Budapest. The research period can take several forms.

The CEU Sociology and Social Anthropology Department has outlined three basic study plans that aim to maximize the number of months in the research period and to support the most efficient completion of the dissertation. The department urges students to develop their plan of study according to types 1 and 2, when students return for the final year in the fall term. Given the variety of study plans adopted by students, all students are responsible for informing and responding to requests for information about their plan for fulfilling the final year requirements. **In all cases, the student must fulfill the requirements of the final year in residence for at least two terms in Budapest and must save sufficient CEU stipend to cover that period of residence.**

TYPES OF INDIVIDUAL STUDY PLANS:

FIRST YEAR	RESEARCH PERIOD	FINAL YEAR
Study Plan – TYPE 1		
<u>12 months</u>	<u>24 months</u>	<u>12 months</u>
Full CEU stipend Full residency required	12 months CEU stipend 6 months or more of outside funding + 3 months of Study Abroad	12 months CEU stipend Full residency required
Study Plan – TYPE 2		
<u>12 months</u>	<u>18 months</u>	<u>12 months</u>
Full CEU stipend Full residency required	3 months Study abroad funded by CEU + 12 months CEU stipend stretched to cover 18 months	6 months CEU stipend + 6 months of employment in the non-scholarship work scheme Full residency required
Study Plan – TYPE 3		
<u>12 months</u>	<u>18 months</u>	<u>12 months</u>
		Final year begins in winter term
Full CEU stipend Full residency required	3 months Study abroad funded by CEU + 12 months CEU stipend	12 months CEU stipend Full residency required

Funding Rules for PhD Studies

*For the complete regulation please see [CEU Doctoral Regulation](#)

The maximum period of CEU stipend (excluding Study Abroad) for doctoral studies is **36 months**. Doctoral students are required to submit their PhD dissertation within five calendar years of passing the Comprehensive Exam. During this time, the remaining stipend can be used in chunks as suggested above in the study plans or spread over the five years. Students at the final stage of writing can apply for a write-up grant. The final draft of the dissertation is to be submitted no more than a month after the closing date of the grant. The write-up grant for doctoral students is designed to help PhD students to complete their thesis when they exhausted their normal 36 months of scholarship. The grants are not automatic, and they are given on the basis of need and merit. Request for a write-up grant must come from the primary supervisor of the student. Students cannot apply for the grant directly.

The duration of the grant is maximum 6 months. For the period of the grant the student gets an equal sum paid as the usual PhD stipend. The period of the write-up grant is not an extension of the usual 6 years of the doctoral studies; the grant has to be completed within the six years. (Only if a student was granted an extension by the University Doctoral Committee independently, can s/he use a write-up grant for the extended period).

For more information, see the [guideline for write-up grants](#).

Stopping the Clock:

After passing the Comprehensive Examination, doctoral students may “stop the clock” of their fellowship period if they wish to stop receiving their stipend from CEU. **This status can be requested for up to 12 months but cannot be shorter than three months. Please note that ‘stopping the clock’ means only *stopping the stipend*: you will be enrolled during that period, you need to pay the enrolment fee and you also have to register for courses.** Each student who wishes to "stop the clock" must fill out the change of status form, obtained from the department coordinator. There is no stopping the clock during the first year.

Leave of absence:

Leave may be taken for personal reasons or to pursue non-CEU funded study or research. If the leave is longer than six months, fellowship students must return to Budapest at the end of the first six months to consult with their PhD Supervisor.

Requests for leave, must be signed by the student's PhD Supervisor, and must be submitted in writing to the Doctoral Program Committee for approval. In case of approval, the change of status form should be sent to the Student Records Office by the department coordinator.

[Student Rights, Rules and Academic Regulations](#) on leave of absence: In case of personal circumstances (illness, childbirth, accident, etc.) that do not permit the student to study, he/she may request a leave of absence at any time after registering for a degree program. In other cases, requests for a voluntary leave of absence can be made only after the successful completion of the

first semester of studies. Doctoral students should consult the Doctoral Regulations for the rules concerning the application for a leave of absence (under the category of 'withdrawing from the program'). In case of approval, the department coordinator notifies the Students Record Office which changes the student's status to 'leave of absence: personal' (in case of personal circumstances preventing study) or 'leave of absence: voluntary' (in case of voluntary leave of absence). The maximum total duration of all leaves of absence (granted to a student in one or several instances) is two academic years. The maximum total duration of voluntary leave of absence is one academic year.

Doctoral Regulations on leave of absence: A candidate may request permission from the Doctoral Program Committee to temporarily withdraw from the Doctoral Program for a period of up to 2 years. Such request should be properly justified, and the period of withdrawal clearly indicated (dd/mm/yy -dd/mm/yy). Some of the reasons that entitle to a withdrawal include parental duties, pressing family circumstances and other full-time obligations that prevent the student from making progress with their dissertation.

A candidate granted leave must request re-enrolment with the Doctoral Program Committee when the withdrawal period lapses. It is also possible to request re-enrolment before that time. The time of enrolment prior to withdrawal is counted towards the 6-year period within which a dissertation can be submitted.

At the end of each academic year, the Student Records office prepares and sends to every doctoral student a statement detailing the number of months of stipend used and the number of months remaining.

Temporary Withdrawal

Students may temporarily withdraw from the program for a period of up to two years in exceptional circumstances. This period is then not counted against the six year requirement. This is an option when reasons for extension of the six year period do not apply. Students need to consult with the PhD director in time to discuss requirements and implications.

Working and CEU Funding:

No doctoral student receiving a CEU stipend may be employed by CEU or any other employer. If a PhD student intends to work while being enrolled in the PhD program of CEU Sociology and Social Anthropology Department, she or he immediately must "stop the clock". In exceptional cases permission to take up paid employment can be given by the Head of the Department and the Doctoral Program Committee. No permission is granted, however, before the comprehensive exam. Advanced students who are on a write-up grant cannot normally have any other paid or unpaid work commitment.

Non-Scholarship Work Scheme:

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

CEU Scholarship Programs for Study Abroad

The CEU Scholarship Programs offer an opportunity for CEU doctoral candidates interested in studying abroad. Please consult the [The Grants for Enrolled Students page](#)

Eligibility: Eligibility for the CEU Scholarship Programs varies. CEU doctoral students are not eligible to apply for multi-year PhD programs abroad. They are eligible for the [Doctoral Research Support Program](#) and can receive CEU funding for studies abroad one time only during their doctoral studies.

Other Study Abroad Opportunities

The pursuit of individual scholarship opportunities is encouraged and may be tied in with the selection of an external member of the committee for the Comprehensive Exam or Dissertation.

In all cases the students should schedule their Study Abroad to provide maximum effectiveness in their overall dissertation research and **should not schedule Study Abroad or Exchange programs that conflict with residential requirements for CEU Budapest in the first or final years.**

5. The Dissertation Proposal and Comprehensive Exam

In order to initiate the process of being admitted to the status of doctoral candidate in Sociology and Social Anthropology, all first-year students enrolled in the Ph.D. program must submit an approved Dissertation Proposal, a Review Essay and an approved Bibliography. After that they sit for their Comprehensive Exam.

Comprehensive Exam

The Comprehensive Examination in Sociology and Social Anthropology admits students formally to doctoral candidacy. The oral examination is 2 hours in duration. It is intended primarily to determine the candidate's ability to discuss general issues in sociological and social anthropological theory. Detailed description you can find under the 'First Study Year' section.

Members of the Comprehensive Exam Committee: The Comprehensive Exam committee must be composed of at least two members. An additional member can be from a university outside CEU. Soliciting a review from an external committee member is encouraged but his/her physical presence is not required. The PhD Supervisor must be a regular (not visiting) member of the Sociology and Social Anthropology Department. The student in consultation with the PhD Supervisor - approved by the Doctoral Committee -chooses committee members. Students have the right to change supervisors with the approval by the Doctoral Studies Committee.

Members of the Comprehensive Exam committee are not automatically members of the final PhD committee. The Dissertation Committee will be put together by the Supervisor in consultation with the PhD candidate and approved by the DC.

Scheduling the Exam: The Comprehensive Exam consists of two parts, the first part, the take home exam taking place in early June, the second part, the oral defense of the proposal at the beginning of the fall term. **Students must pass the comprehensive exam before leaving for field research, to study at another university or applying for Doctoral Research Support.**

6. The Dissertation and Completion of PhD Degree

Maximum Duration of PhD Study

Doctoral students at CEU must defend the doctoral dissertation within **6 years** after enrollment in the program, and must submit the draft no later than **6 months before** that deadline.

The Dissertation Committee

No later than three months following the successful completion of the Comprehensive Exam, the doctoral candidate should formally select his/her Dissertation Supervisor. It is recommended that the second supervisor of the dissertation, who if possible should be from CEU, be selected at this time in consultation with the Supervisor. The student may also select at this time or any other time prior to the submission of the dissertation an external member of the Dissertation Committee, preferably from outside the home country.

The names of these members of the Dissertation Committee should be communicated to the PhD Director. All Dissertation Committees are subject to approval by the Doctoral Committee. These faculty members will form the nucleus of the Dissertation Examination Committee, to be described below.

Submission of the Dissertation and Arrangement of the Defense

Submission: The first step in completing PhD studies is the submission of *three copies* of the final version of the PhD dissertation to the departmental coordinator for distribution (in the departmental office). The dissertation should be between 60,000 and 75,000 words and a maximum length of 100 000 words including tables, notes, bibliography, appendices; maps, charts, photos or figures may be added. It is the candidate's responsibility to deliver the three bound copies of the dissertation to the office (1 copy is for the supervisor, the second is for the internal examiner and the third is to be sent out to the external reader. One of them will be sent to the library after the defence if no changes are needed.) The dissertation shall be *uploaded into the ETD system* following the rules of it (see the appendix, [p. 26](#) or on the website). The student needs to be enrolled in order to access the ETD system, in case of a terminated enrollment, please turn to the coordinator who can ask for a temporary enrollment from the Student Records Office. The final version of the dissertation, after possible modifications following the defense, should be uploaded to the ETD after the defense. (Please review [formatting requirements and ETD submission.](#))

The submitted dissertation shall include:

1. title page including the authors name, date of submission, 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, etc.;
6. where the work is based on joint research, disclosure of the respective contribution of the authors;

Preparation of the Dissertation Defense: The defense of the final draft of the dissertation may be scheduled at the earliest two months after submission. Following the submission, the student and the supervisor will contact the PhD Program Director and PhD Coordinator to specify the exact date and time of the defense and the names of the members of the Examination Board. The Doctoral Committee nominates the exam board and sends its nomination to the University Doctoral Committee for approval.

Dissertation Committee: The Committee will have at least four members. The Chair of the Committee will be a CEU Faculty member not in the Sociology and Social Anthropology Department. The Supervisor of the Dissertation and the second reader of from the CEU faculty constitute the remainder of the CEU representatives. If the second reader is from the department, an additional CEU member may be chosen outside the department. The candidate, in consultation with his/her supervisor, must choose at least one but not more than two external readers of the dissertation who attend the defense. In the selection of the Dissertation Committee it should be kept in mind that the Dissertation Committee has at least three voting members, at least one third of whom must be external to CEU (that is, have no contractual relation to CEU at the time of the submission of the dissertation and the defense). In case the supervisor acts as examiner, there have to be at least two other examiners (CEU Doctoral Regulations, 7.2). The examiners must present a written report on the dissertation prior to the defense.

The Doctoral Committee may decide that the supervisor participate in the Dissertation Committee but does not exercise the right to vote. That is, he/she can sit on the Committee, ask questions and participate in the discussion but cannot vote whether the dissertation is accepted or not at the end.

Arrangement for the PhD Defense: The Director of the PhD Program makes sure that all requirements have been met. Following the approval of the dissertation committee by the DC, the supervisor will send out the invitations to external members. The PhD Supervisor and second reader are expected to be physically present at the defense. Under exceptional circumstances, a second reader may request from the doctoral committee to join the defense virtually. This, however, is generally discouraged.

The PhD Coordinator will arrange the room for the dissertation defense; arrange the travel and accommodation of the external members who attend the defense; and make sure that the dissertation is accessible in the library for two weeks prior to the defense.

PhD Defense Procedure

1. Head of department or the PhD director welcomes all present and introduces the chair of the Dissertation Committee.
2. The Chair introduces the other members of the Committee.

The Chair of the examination board opens the proceedings:

“This is the public defense of the doctoral dissertation ofon..... Optional: The external reader has sent his/her comments in advance. As he/she 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 summarizes his findings (10-15 minutes)
4. Chair of examination board reads out loud the external readers' critique. (An external reader is someone who is not present at the defense.)
5. Chair of examination board gives the floor to the candidate to respond to the critical comments of the external reader and of the other examiners. (max. 25 minutes)
6. Chair of the examination board opens the examination by asking members of the board to raise questions or comments about the dissertation, the candidate's summary and his response to the critique: first the members of the Dissertation Committee, then the dissertation supervisor. Candidate may wish to reply to every question separately or at the end of the questions. (15-25 min.)
7. Chair of examination board 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 before the defense.
8. After questions from the floor, to which the candidate may reply singly or in summary, the Chair of the examination board asks the members of the board, whether they have any further questions or comments. Thereafter the Chair announces that the examination board is going to retire for adjudication and suspends the proceedings for 10-15 minutes.
9. The examination board has to decide by simple majority vote between three options: (I) to accept the dissertation and defense and propose to the Senate and Rector to grant the Ph.D. degree, or (II) reject the dissertation, or (III) refer the dissertation for serious revision after which it (a) should be approved by a person designated by the examination board, or (b) submitted to a repeated public defense. (At a repeated defense only options I and II remain.) The supervisor can vote only if he is a voting member of the examination board. Minor formal corrections suggested by the examiners need not be expressly stipulated. The examination board also summarizes its judgment in writing. In ca. 100-200 words.
10. The Chair of the examination board announces the decision of the examination board and reads, or paraphrases the summary of the assessment. In case of (I), the Chair congratulates the candidate to the successful completion of the requirements of the PhD in Sociology and Social Anthropology. In case of (II) regrets the failure, in case of (III)

specifies the Board's requirements for corrections, the approval procedure and/or the need for a repeated public defense. The Chair finally thanks the members of the examination board and the public for their participation and closes the proceedings.

(The entire proceeding should not take longer than two hours, unless special circumstances so warrant it.)

Awarding of PhD degree

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

7. Departmental Faculty

Permanent Faculty

Judit Bodnar, Associate Professor, room 306, bodnarj@ceu.edu (on leave Jan. 1 – July 31, 2018)

Andreas Dafinger, Associate Professor, room 401, dafingera@ceu.edu (on leave Jan. 1 – December 31, 2018)

Jean-Louis Fabiani, Professor, room 414, fabianij@ceu.edu (Aug 1, 2017 – Jul 31, 2018)

Dorit Geva, Associate Professor, Head of Department, room 406, gevad@ceu.edu

Alexandra Kowalski, Assistant Professor, MA director, room 308, kowalskia@ceu.edu

Ju Li, Assistant Professor, room 407, lij@ceu.edu

Daniel Monterescu, Associate Professor, room 408/a, monterescud@ceu.edu

Vlad Naumescu, Assistant Professor, room 401, naumescuv@ceu.edu (on leave Jan. 1 – July 31, 2018)

Dan Rabinowitz, Professor, room 408/b, visrabinowitz@ceu.edu (on leave Aug 1, 2017 – Jul 31, 2018)

Prem Kumar Rajaram, Associate Professor, room 404, rajaramp@ceu.edu

Balazs Vedres, Associate Professor, room 408, vedresb@ceu.edu

Visiting Faculty

Ayse Caglar, University of Vienna, room 403, Winter 2018, caglara@ceu.edu

Gaspar Miklos Tamas, Hungarian Academy of Sciences, room 409, gmtamas@gmail.com

Violetta Zentai, Director, Center for Policy Studies, Zentaiv@ceu.edu

Martha Lampland, University of California, San Diego, room TBA, Winter 2018

8. Online course evaluation

Central European University uses an online system, CoursEval, for course and teacher evaluations. Students are asked to evaluate their courses at the end of each semester through a survey of 14 questions. The CoursEval system is entirely independent of all other university systems. It is managed solely by the Institutional Research Office at the Office of the Provost. All surveys are anonymous; neither the numeric nor the text answers can be linked to the individual respondents. Faculty members receive a report on their evaluations after they have uploaded all the grades to Infosys, they do not have access to the names of individual students. CoursEval student evaluations serve as one important source of feedback for both teachers and Departments, and are components of curriculum development at the University and individual Departments. CoursEval reports are studied by the departments and the Office of the Provost in order to respond to student needs and observations effectively.

However, the most important avenue for feedback in an academic environment is still direct communication and dialogue. All faculty will be happy to discuss and explain issues you have concerning the courses and other aspects of teaching. Talk to your PhD director with any comments you may have on the program.

ANNEX I.

CEU Doctoral Candidate Progress Report

Note:

This form is part of the annual review of each doctoral student following CEU regulations. It is to be filled out by the doctoral student and submitted to the departmental doctoral committee. The committee will review the form together with the supervisor's report and they will write a follow-up letter with recommendations for concrete actions for the student and supervisor for the next reporting period.

For period from:		To:	
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Section A: Information on program, supervisor, thesis

Name	
Start date of doctoral program	
Start date of research period	
Supervisor(s)	1. 2.
Thesis provisional title:	
Thesis submission (planned date):	

Section B: Student's Report on Progress

Comments on work and training completed and on academic progress

1. Status of research

2. Thesis Preparation and Writing Progress:

3. Publishing activities, conferences, external grants, write-up grants (with dates), if any

4. Teaching and other professional development activities, if any:

5. Frequency of supervision meetings:

6. Specific problems encountered:

7. Other comments:

Section C: Planned activity for the next report period

Signature:

Date:

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ANNEX II.

Electronic Theses and Dissertations (ETD)

For fulfilment of graduate degree requirements, theses and dissertations must also be submitted in electronic format utilizing the [Electronic Theses and Dissertations \(ETD\) Guide](#). Theses and dissertation stored in the ETD collection will be made available on the Web through the Library catalogue in full compliance with pertinent copyright laws. Information about ETD publishing is available in the CEU Thesis Writing and ETD Submission Guidelines.

The Computer and Statistics Center offers 1 hour long elective ETD training sessions on formatting and uploading process in May and June since it is essential to have proper MS Word document formatting and PDF conversion settings to be able to upload your thesis to the ETD collection.

The University may - as an exception - decide not to publish in electronic form a master's thesis or a doctoral dissertation for a period not exceeding two academic years - or not to publish such thesis in integral, rather in a redacted form if (1) there are well documented and convincing reasons to believe that such publication would actually or potentially result in threatening the life, health or well-being of the author or another individual or (2) if the author proves to the satisfaction of the Provost that publishing the master's thesis or the doctoral dissertation in electronic form by the University would prevent its publication with a leading academic publisher. Redaction shall be preferred in the first of the above two cases over non-publication. The author of the thesis or dissertation shall submit a written application for non-publication or redaction to the Provost, setting out reasons for the above. The Provost shall decide on the question of the (non-)publication/redaction based on a written recommendation of the thesis supervisor and of the doctoral committee in case of doctoral dissertations.

Detailed information on how to create and upload a PDF to the ETD collection is available on the ETD Guidelines page of the Computer and Statistics Center's webpage:
-<http://www.personal.ceu.hu/comp/thesis.htm>

1. Formatting an ETD

Students should plan for formatting their thesis from the very beginning. It is important to submit an ETD that has a consistent appearance.

1. Use tabs, page breaks and section breaks in formatting your text. Use MS Word tools for creating cross-references and tables of contents to forego inconsistent pagination.
2. Except for the title page and abstract, number all pages in your thesis.
3. Use standard fonts such as Times New Roman or Arial for normal body text.
4. Use only the following picture formats: JPEG, GIF, TIF and PNG. For onscreen viewing use a resolution of 72 or 75 dpi (dots per inch).
5. Use Heading styles (Heading 1 through 9) for your chapter titles and subtitles. These will later serve as internal navigational aids into your ETD as PDF-Xchange automatically generates bookmarks for MS Word Headings. All submitted PDF documents MUST have bookmark links.

2. Creating an ETD

To convert the word document into PDF, use the **PDF Xchange software** available from Novell Delivered Applications and follow the ETD Creation Guidelines at either of the above mentioned websites. Please make sure that pagination is consistent and all hyperlinks and headings are fully functional. The ETD file must display clearly and properly on a monitor screen.

Files submitted in unacceptable or corrupted formats will be refused.

3. Uploading an ETD

After converting the thesis from MS Word document into PDF format, **upload** your ETD to the CEU Electronic Theses and Dissertations Collection at <http://etd.ceu.edu>. Each ETD will be made available through the Library catalogue in compliance with pertinent copyright laws.

4. ETD Electronic License Agreement

Upon submission of the ETD, students will be asked to accept the terms of the ETD Electronic License Agreement.