



Department
of Sociology
and Social
Anthropology

CENTRAL
EUROPEAN
UNIVERSITY

CENTRAL EUROPEAN UNIVERSITY Private University
Department of Sociology and Social Anthropology

The PhD HANDBOOK

Academic Year
2022/2023

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1. Basic Departmental Data

Institution Responsible	Central European University Private University
Name of Department	Sociology and Social Anthropology Department
Degree to be Awarded	PhD in Sociology and Social Anthropology Registered with the Board of Regents of the University of the State of New York (US).
Fall term start date 12)	September 19, 2022 (registration starts on September 12)
Address	Quellenstrasse 51-55, Vienna
Department Head PhD Program Director	Vlad Naumescu (naumescuv@ceu.edu) Claudio Sopranzetti (sopranzettic@ceu.edu)
Program Coordinator Program Coordinator	Annamaria Preisz (preisza@ceu.edu) Ildikó Chikán (chikani@ceu.edu)
PhD computer lab	QS: A326 Budapest campus: N11#512
Academic Regulations/Policies	https://www.ceu.edu/info-current-students/student-policies

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 and on behalf of the Agency for Quality Assurance and Accreditation Austria (AQ Austria).

It does not have separate Sociology and Anthropology tracks; both disciplines are integrated in a common program. Funding is for four 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 beginning of the 2nd year. The examination covers the major fields of the proposed research, it is an oral discussion of the proposed research based on a 5000 words Dissertation Proposal and an 80 items bibliography (more on this below)-.

In the first year each student will take during the **Fall term two mandatory courses (12 credits)**. Students are also required to register for and participate in the **PhD Colloquium/Research Seminar (4 credits)**. In the **Winter term an 8-credit Advanced methods course, and the 4-credit PhD Colloquium/ Research Seminar are required. 14 credits** are awarded in the **Spring term for proposal writing**. The remaining **16 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.

When 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 Vienna, 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.

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, the PhD Director or the Doctoral Committee on the selection of elective courses. Once deciding on a supervisor and receiving their agreement, students must request approval in writing (email) from the PhD director. They will work under his/her supervision over the entire course of their PhD studies receiving guidance on their study progress including coursework, comprehensive exam, and dissertation writing and defense; advice and feedback on the nature and development of their research project; and mentoring on their engagement with academic activities and preparation for the academic career.

At the beginning of the winter term (**January 10, 2023**) all first-year PhD students are expected to submit a **1000 words Comprehensive Exam Statement** explaining the main themes of their research proposal and the corresponding fields of literature their Bibliography will cover. In consultation with their PhD Supervisors and members of their Examination Committee (see below), doctoral candidates will also compile their 80 items Bibliography. This Bibliography should be divided by the major themes and sub-fields of the proposed research which will be discussed in the examination.

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.

During the winter term all first-year students will present a draft of their research proposal in a **PhD Research Seminar (PhD Colloquium)** in preparation for the submission of the material for the comprehensive exam.

On May 16, 2023 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 their advisors and the Doctoral Committee.

By mid-June (exact date will be announced around the end of May) a written **take-home exam** will be proposed to the students as part of their evaluation for the Comprehensive Exam. This exam will evaluate the knowledge they accumulated during the first year as pertaining to their research. For this purpose the take-home exam will include two questions and the students will have 48 hours to complete it. The first question will be common to all students, draw on the themes covered in the mandatory courses to assess their disciplinary grounding and analytical skills, and be evaluated by a blind reviewer, who is a member of the department faculty; the second question will be related to their own research and will be proposed and evaluated by the first supervisor. Both questions require a 1000-word answer. Grading scheme: pass with distinction/pass/fail.

On **August 29, 2023**, students are expected to submit their final Research Proposal of 5000 words in length, their Review Essay (5000 words) and Bibliography (80 substantive titles). The review essay should be written in conversation with the proposal and the bibliography and conceptualized as a critical review of state of the art research in the candidate's main fields, preferably at their intersection. The purpose of this document is for the candidate to present these fields in depth and show in what ways their projects intervene in them. The review, therefore, is not geared towards the candidate's main research question, which is ideally done in the proposal, but rather toward existing literature.

Students will sit for their Comprehensive Exam at the beginning of the Fall term of their second year (usually during the zero week or the first week of class). The student is examined on the basis of a set of themes or problem areas outlined in the Research Proposal, the Review Essay, and the Bibliography. In developing this set of themes, the student may consider the more immediate fields relevant to the dissertation topic (ideally 3) and scale up from closely related themes to one of the fundamental problem areas in sociology/socio-cultural anthropology. Taken together the Proposal, the Review Essay and the Bibliography should cover relevant theoretical debates and show awareness of both methodological approaches as well as research findings in the thematic fields which are indispensable for the pursuit of the PhD project. The student should be able to relate developments in the 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. Students must be prepared to answer questions on the Proposal and the other exam materials during the Comprehensive Exam and the Committee must formally approve the Proposal at the end or ask for revisions in writing. 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 10, 2023 Comprehensive Exam Statement

February 28, 2023 Choice of supervisor

May 16, 2023 Submission of Draft Dissertation Proposal (3,000 words) and the Bibliography (80 items)

Mid-June, 2023 Take Home Written Exam

August 29, 2023 Submission of Research Proposal (5,000 words), Bibliography and Exam Review Essay

September 2023 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)

The period following the acceptance of formal doctoral candidacy should be devoted to research. Students have several options in carrying out their research, depending upon the specificity of their study. They may choose to spend the entire year collecting data, undertaking intensive fieldwork, survey research and/or working in archives and libraries. In conformity with the research profile of the department 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 Vienna. For this they can apply for a field research grant in the second year. The department coordinator informs students about the criteria, procedure and deadlines in the beginning of the academic year, and they have to submit their application well before the research period starts (usually in the October grant application period).

For the duration of their research period candidates are required to maintain regular contact with and report on their work in progress to their PhD supervisor and the department. They are expected to consult with their supervisors as agreed in advance and submit a formal report on work in progress at the end of each academic year spent away from CEU (before the end of the AY, see annex). While in the field students are encouraged to be affiliated with an academic institution of higher education in the respective country and visit it periodically during their absence from Vienna. During the second year, students receive **4 credits** at the beginning of the **Fall** term for their **Comprehensive Examination**, **10 credits** for **Research** in the **Fall** and **14 credits** in **Winter** and **Spring** as well as **6 credits each term** for **Consultation with their supervisor** for a total of 60 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.

Third year of Doctoral Study:

After completing their research, doctoral students are required to return to CEU for two terms, primarily devoted to writing their PhD dissertation in close consultation with their supervisor. In addition, students will be required to serve as teaching assistants in a master's level course

in order to acquire teaching experience (mandatory TA-ship). *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 teaching faculty.

In the third year, students will participate in the mandatory **PhD Colloquium/Research seminar** while they are on campus and receive 4 credits for it during the **Fall and Winter** terms. (Those who do not return from their field research for the fall to complete both PhD Colloquium/Research Seminars may complete this course during their 4th year.) At this seminar each returning student will formally present his/her dissertation and preliminary results. Their supervisor is expected to attend the seminar of his or her advisee. Students will also attend the **PhD Writing- up seminar** in the **Fall or the Winter term (4 credits)**. The writing-up seminar is mandatory for all students in the thesis writing (post-fieldwork) phase providing a structured process of writing based on peer discussion and faculty mentorship. Students are encouraged to take this course for at least two terms (but credits only acquired for a single term) during their entire studies in consultation with their supervisor and PhD director. The doctoral committee may require students to take additional terms of the writing seminar if needed. They also receive **4 credits for Teaching assistance** during the **Fall or Winter** term.

Besides the two seminars students receive **12 credits** for **Dissertation writing** in the **Fall and Winter** terms and **20 credits** in the **Spring** term, the total for the third year being 60 credits.

In addition, when resident in Vienna, 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.

Fourth Year of Doctoral Studies (only for CEU PU students)

Students in the fourth year focus on dissertation writing in residence or abroad if they received CEU or external support for a study abroad period. Throughout this period they are requested to maintain regular (monthly) contact with their supervisor and inform the department about their progress at least once a year in the annual progress report. They will receive **20 credits** for **Dissertation writing** in the **Fall and Winter** terms and **10 credits** in **Spring**. They will receive another **10 credits** upon **Submission and defense** (register for this course but credits are only given upon a successful defense). When they are close to completion, students can apply for a Write-up Grant upon the approval of the PhD direction and Doctoral Committee. This grant covers maximum 6 months before the actual submission of the thesis.

For information about the Doctoral Research Support Grant program (DRSG), other visiting fellowships, research and travel grants students should check the website of CEU's Academic Support and Cooperation Office and consult with their supervisor and PhD director.

Over the course of four years the program requires a total of 240 credits.

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) as well as in Austria for the CEU PU students.

3. Organization of studies and Ph.D. Requirements

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:

- 240 ECTS credits accumulated over four years of study
- a minimum GPA of 3.33 (calculated from course grades)
- acceptance of the Annotated Bibliography for the Comprehensive Exam and Research 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: 60 ECTS credits

Fall:

- 8 credits: Comparative Thinking SOCL 6010
- 4 credits: Place Making SOCL 6050
- 4 credits: PhD Colloquium/Research Seminar (pass/fail) SOCL 6052
- Seminar Series (pass/fail, 0 credits in the fall term) SOCL 6214
- 8 credits: Elective course work*

Winter:

- 8 credits: Advanced Methods SOCL6055
- 4 credits: PhD Colloquium/Research Seminar (pass/fail) SOCL 6052
- 2 credits: Seminar Series (pass/fail, 2 credits/year) SOCL 6214
- 8 credits: Elective course work*

*1st year PhD students need to take **16 credits of elective courses** during the **fall and winter term together**, MA elective courses may be taken as well.

- ##### **Spring:**
- 14 credits: Proposal writing and research bibliography SOCL 6101

Second Year: 60 ECTS credits

<u>Fall:</u>	10 credits: Research SOCL 7028 6 credits: Consultation with supervisor SOCL 7200 4 credits: Comprehensive examination SOCL 6999
<u>Winter:</u>	14 credits: Research SOCL 7039 6 credits: Consultation with supervisor SOCL 7210
<u>Spring:</u>	14 credits: Research SOCL 7048 6 credits: Consultation with supervisor SOCL 7220

Third Year: 60 ECTS credits

<u>Fall:</u>	12 credits: Dissertation writing SOCL 8100 4 credits: Teaching assistance (can be in winter term instead) SOCL 6901 4 credits: Writing-up seminar (or take in the winter term instead) SOCL 6213 4 credits PhD Colloquium/Research Seminar (pass/fail) SOCL 6003
<u>Winter</u>	12 credits: Dissertation writing SOCL 8101 4 credits: Teaching assistance (if not taken in the fall term) SOCL 6901 4 credits PhD Writing-up seminar (if not taken in the fall term)* SOCL 6005 4 credits: PhD Colloquium/Research Seminar (pass/fail) SOCL 6002
<u>Spring:</u>	20 credits: Dissertation writing SOCL 8102

Fourth Year: 60 ECTS credits (for CEU PU students)

<u>Fall:</u>	20 credits dissertation writing SOCL 9130
<u>Winter</u>	20 credits: Dissertation writing SOCL 9131
<u>Spring:</u>	10 credits: Dissertation writing SOCL 9132 10 credits Dissertation submission and defense SOCL 9110

Total: 240 credits

3rd year students who do not return from their field research for the fall can complete the PhD Colloquium/Research Seminars, the Teaching Assistance and the Writing-Up seminar upon their return, even during their 4th year.

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 third year of study in which the student completes the teaching assistantship and thesis writing seminar(s) are both residential years at CEU in Vienna. The research period can take several forms as outlined in the table below.

The CEU Sociology and Social Anthropology Department has outlined three basic study plans that aim to maximize the length 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 third or fourth year in the Fall/Winter term. Students are responsible for informing the department about their plan for fulfilling the requirements for each year. **In all cases, the student must fulfill the requirements of**

residence in Vienna (pls. See [Doctoral Regulations](#) p. 6.) and must save sufficient CEU stipend to cover that period of residence.

Types of individual study plans:

FIRST YEAR	RESEARCH PERIOD (1-2 years)	FINAL YEAR(S)
Study Plan – TYPE 1		
<u>12 months</u>	<u>12 months</u>	<u>24 months</u>
Full CEU stipend Full residency required	12 months CEU stipend + fieldwork grant	12 months CEU stipend 6 months of outside funding or Study Abroad 6 months write-up grant Full residency required
Study Plan – TYPE 2		
<u>12 months</u>	<u>18 months</u>	<u>18 months</u>
		Return in winter term 3rd year
Full CEU stipend Full residency required	12 months CEU stipend + fieldwork grant (3 months) + 3 months Study Abroad	12 months CEU stipend 6 months write-up grant Full residency required
Study Plan – TYPE 3		
<u>12 months</u>	<u>24 months</u>	<u>12 months</u>
Full CEU stipend Full residency required	18 months CEU stipend + fieldwork grant / external funding + 3 months Study Abroad	6 months CEU stipend 6 months write-up grant Full residency required

Founding Rules for PhD Studies

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

The maximum period of CEU stipend (excluding Study Abroad and the write-up grant) 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. If a student is running beyond 6 years of enrollment and still has not submitted his/her dissertation, a request for extension must be submitted to the Pro-rector (pls. See the

regulation for details). 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](#).

***From 2023/24 the structure of the PhD program and funding will change. Doctoral students in years 1-3 will have the opportunity to switch to the new program structure if they wish. Check [here](#) for details.**

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 enrollment 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 Vienna 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 student should initiate the LoA in sits, and the program coordinator approves it.

[Student Rights, Rules and Academic Regulations](#) on leave of absence: Requests for a leave of absence can be made only after the successful completion of the first term of studies with the exception of special circumstances. In case of these circumstances (illness, childbirth, accident) that do not permit the student to study, students may request a leave of absence at any time after registering for a degree program. To request leave of absence because of parental duties please check the Student Pregnancy and Parent Policy [here](#) and [here](#). 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](#) 4.4 for the rules concerning the application for a leave of absence (under the category of ‘withdrawing from the program’). The maximum total duration of the leave of absence is two academic years. It is also possible to request re-enrollment before the expiration date of a leave of absence.

Working and CEU Funding:

For doctoral student receiving a CEU stipend special rules apply for employment either by CEU or by any other employers. If a PhD student intends to work while being enrolled in the

PhD program of CEU Sociology and Social Anthropology Department the permission to take up paid employment can only 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 have paid or unpaid work commitment. Please see the [Graduate Student Teaching Policy](#).

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 Vienna in the first or final years.**

4. 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. Following 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 and assess his/her preparedness for fieldwork. You can find a more detailed description under the 'First Year of Doctoral Study' section.

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

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

5. 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 enrolment in the program, and must submit the draft no later than **6 months before** that deadline. **Please see the [Doctoral Regulations](#) p. 8. about keeping track of time of enrolment and the rules for extension.**

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 of the home country. The names of the members of the Dissertation Committee should be communicated to the PhD Director. All Dissertation Committees are subject to approval by the Doctoral Committee and Pro-rector for Social Sciences and Humanities. 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, or on the ETD website). The student needs to be enrolled in order to access the ETD system, in case of a terminated enrolment, please turn to the coordinator who can ask for a temporary enrolment 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.](#))

All submitted work must follow the CEU's Policy on Student Plagiarism. Please take time to familiarize yourself with the policy.

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 for 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 supervisor finds the Chair of the Examination Board and 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 for the defense. The first must be present at the defense as external examiner, the second external reader will read and submit a report on the dissertation but his presence is not required and he/she does not participate in grading the dissertation. 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 committee members are expected to be physically present at the defense. The PhD Coordinator will arrange the room for the dissertation defense, announce the defense for the department and the CEU community and arrange the travel and accommodation of the external members who attend the defense. Please see Annex III for the defense procedure.

6. Faculty at the Department of Sociology and Social Anthropology

Permanent Faculty

Vlad Naumescu, Associate Professor, **Head of Department**, naumescuv@ceu.edu

Judit Bodnar, Professor, bodnarj@ceu.edu

Andreas Dafinger, Associate Professor, MA Director, dafingera@ceu.edu

Jean-Louis Fabiani, Professor, fabianij@ceu.edu

Dorit Geva, Associate Professor, (on leave), gevad@ceu.edu

Alexandra Kowalski, Assistant Professor, kowalskia@ceu.edu

Johanna Markkula, Assistant Professor, markkulaj@ceu.edu

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7. 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.

Students receive a notification by email when the course evaluations open (toward the end of each term).

8. Career Services

The [CEU Career Services Office \(CSO\)](#) supports students and alumni in defining their personal professional goals and definitions of future success and assists them in gaining information, skills, and experiences that enhance their personal development, employability, and academic success .

The CSO advises students and alumni on all aspects of the career development process including:

- Conducting self-assessment and career research;
- Adopting a realistic and long-term approach towards career development;
- Expanding and managing professional networks;
- Crafting effective application materials for jobs, internships, and further studies;
- Preparing for interviews and conducting salary negotiations.

There are many ways for students to engage with the office:

- Career education sessions;
- Career events featuring employers and practitioners from various fields;
- [Individual career advising](#);
- [Internship support](#);
- [CareerNext](#): the CEU-exclusive job and internship portal;
- Online resources including the [Career Knowledge Hub](#);
- The [SPARK YOUR CAREER](#) career development certificate.

For information about graduate employment outcomes, check the [Facts and Figures](#) section of the Career Services Office website.

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)	
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. FIELDWORK OR WRITING REPORT

(What have you worked on during this year? What did you complete and what are you currently working on? What were the main achievements and challenges this year? (around 1 page of length))

2. WORK OUTPUT AND PRESENTATIONS:

(Have you presented your work at any workshops, conferences, or panels? Have you published anything during the year or worked on any publication?)

3. TEACHING AND OTHER PROFESSIONAL ACTIVITIES

(Have you carried out any teaching, organized or taken part in other activities, training, workshops connected to your work?)

4. FREQUENCY OF SUPERVISION MEETINGS:

5. OTHER COMMENTS

6. PLANS FOR NEXT YEAR:

(What are your planned steps for next year? Where do you want to direct your attention?)

Signature:

Date:

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.

1. Formatting and 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.

Annex III

Defense Procedure

The PhD Director introduces the chair of the dissertation committee.

The Chair of the Examination Board (_____) introduces members of the examination board:

Supervisor: _____

Internal examiner: _____

External examiner: _____

External reader: _____

The Chair of the Examination Board opens the proceedings:

*"This is the public defense of the doctoral dissertation of _____
on " _____ ".*

I request the candidate to summarize in a few minutes the main points of the dissertation. "

1. Candidate summarizes his findings (10-15 minutes)
2. Chair asks _____, **the external examiner/external reader** to summarize his questions in no more than 10 minutes.
3. The candidate responds to the critical comments of the external examiner (max. 15 minutes). He may choose to reply together with the other examiner's comments.
4. Chair asks _____, **the dissertation supervisor** to briefly summarize the comments and questions of the external reader.
5. The candidate responds to the critical comments of the external reader (max. 15 minutes). He may choose to reply together with the other examiner's comments.
6. Chair asks _____, **the internal examiner** to summarize his questions in no more than 10 minutes.
7. The candidate responds to the critical comments of the internal examiner (max. 15 minutes). He may choose to reply together with the other examiner's comments.
8. 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.)
9. Chair of examination board invites the public to raise questions or make comments on the dissertation.
10. 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.

11. 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.

12. 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.)

Following the defense, it is customary that the department's representative (program director, department chair, or 1st supervisor) invites the members of the examination board for lunch/dinner at the department's expense, in recognition of their service. This invitation maybe extended to the candidate (but not including other members of the public).