

**Ph.D. Degree Program in
Comparative History**

CEU, Department of History

Guidelines

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1. OUTLINE AND RATIONALE OF THE DOCTORAL PROGRAM

The purpose of the program is to offer doctoral education matching the highest international standards in the field of Comparative History for prospective scholars and teachers. The particular - indeed unique - feature of the history doctoral program is that it focuses on the comparison of four distinct geo-cultural regions: Central, Southeastern and Eastern Europe, and the Eastern Mediterranean area, in close relation to the history of other historical regions, most notably with Western Europe and the Middle East.

Comparative history is often preached and seldom practiced in advanced historical studies. When it finds its way onto the agenda of Ph.D. programs, the emphasis falls mainly on distinctive regional-national fields with no connecting tissue. The selection of these fields is often haphazard, reflecting the vagaries of the market, e.g. American and European, Western Europe and Middle Eastern, etc. When comparisons are made they normally take one of two forms: either they are based on grand, overarching theories such as modernization, dependency, rational choice, class conflict or discourse analysis that are superimposed on historical data, or else they are arbitrary and methodologically superficial. In the first case, the model is either adopted from historical experience outside the regions under scrutiny (modernization theory) or it transcends all historical experience (discourse analysis). In the second case, comparisons are frequently based on incommensurable cultural constructs such as "the West" and "the East." In the final analysis, the program seeks to overcome tendencies to treat the four regions as either an exotic realm, or an intellectual colony of "the West" or as seedbed of chosen people.

The doctoral program at CEU seeks to root the comparative dimension in the historical experience of the four distinct geo-cultural regions of Central, Southeastern and Eastern Europe, and the Eastern Mediterranean area. We acknowledge that these regions are themselves constructions representing symbolic as well as physical and human geographies. (The same can be said of "Western" or "Southern" Europe.) But we endeavor to find the loci of these representations in both intra-regional and extra-regional perceptions. We seek to avoid the dual methodological trap of seeing the region only from the outside as something "other" than the higher cultural level and material development of the West or alternatively only from the inside as a unique and therefore incomparable expression of indigenous factors. In this way, the comparative program will come to grips with one of the abiding intellectual and methodological problems of writing the history of these regions: namely, the tension between "Westerners" or externals and nativists or internals, between the conflicting metaphors of "Orientalism" and nationalism.

A comparative study of the four regions poses several methodological problems for historians working in the early modern period or even up to the nineteenth century and early twentieth century. The political domination of the region by multi-cultural empires employing hegemonic languages (Latin, German, Russian and Ottoman Turkish) facilitates cross-cultural comparisons, particularly of institutional structures and treatments of subaltern ethnic groups. The rise of nation states, first in Southeastern Europe in the nineteenth century, then in Central Europe in the twentieth century and, finally, in Eastern Europe after 1991 increases the complexity of the historical comparisons. Currently, comparative perspectives for the modern period offered in the department focus on theories of fascism and communism, methodological approaches adapted from modernization and development theories, and cross-disciplinary approaches from anthropology and sociology that allow for innovative research on the problems and legacies of the communist era in the region.

In sum, the goals of the program are to build upon a unique approach to comparative history, multidisciplinary methods, an ideal geographical location, a highly diverse student body, an international faculty, and up-to-date facilities and resources in order to provide new ways of investigating the historical problems of these key regions in world history.

Learning outcomes

It is expected that students graduating from the doctoral program will acquire a solid knowledge of history; a sound understanding of the state of scholarship in the field of history and history-writing; and a comprehensive knowledge of the history of Central, Eastern, Southeastern Europe and the Eastern Mediterranean region, in continental and global contexts. They will also acquire a broad range of transferable skills such as: critical thinking, consisting in the capacity to analyze, understand, evaluate, and explain historical phenomena; the ability to present orally complex arguments and to take part in professional debates; the ability to employ the comparative method and related transnational approaches to the study of history; the ability to employ qualitative and quantitative methods for studying historical sources; the ability to author scientific studies in English that make an original contribution to the field of history; the ability to work individually and in teams; the ability to design, manage and bring to successful completion complex research projects; the ability to build academic courses and deliver lectures at undergraduate and graduate levels on various topics in history; intellectual maturity and adherence to ethical standards in the profession.

Curriculum

Students entering the doctoral program follow a well-structured course of study. They will be expected to designate two of four regions in which to concentrate their comparative studies. The four regions, Central Europe, Southeastern Europe, Eastern Europe, and the Eastern Mediterranean area are variously defined according to the student's field and period of interest. Eastern Europe takes in most of the western lands of the Tsarist and Soviet empires, Central Europe essentially conforms to the lands of the Polish-Lithuanian Commonwealth, the Holy Roman Empire of the German Nation, and the Habsburg Empire and their successor states, Southeastern Europe is a flexible term corresponding in general to the Balkans and mostly shaped by the Byzantine and Ottoman empires, while the Eastern Mediterranean area is directly linked geographically with the Balkan peninsula, and displays multiple Byzantine, Venetian and Ottoman legacies.

First Year of Doctoral Study

The first year of doctoral study, the probationary year, will be devoted to course work and intensive reading in preparation for an oral examination in the comparative history of at least two of the four regions, which is explained in Section 3 of the Guidelines.

In the Fall and Winter Terms of the first year, there is a substantial component of course work. This includes mandatory courses (the 2-credit PhD Tutorial I, dedicated to the preparation of comprehensive exam materials; the 2 credit seminar Comparative Approaches to History; the 4-credit Seminar in the Comparative History of Regions in the Winter Term; and PhD Tutorial II, devoted to the development of the dissertation proposal), as well as electives. In choosing the latter, priority should be given to courses designated as PhD courses. In exceptional cases and for good reasons, doctoral students may ask to enroll in one M.A. level course per term. Such a request must be submitted in writing to the History Department Doctoral Program Committee [HDDPC] by the end of the first week of classes. Should permission be granted, the instructor would be responsible for grading the work at the Ph.D. level. A 4-credit M.A. course will receive 2 credits

as a Ph.D. course; a 2-credit M.A. course will require additional work to be assigned by the instructor. The same procedures of permission and approval apply to enrolling in courses outside the department.

During the Fall Term doctoral candidates will discuss with their prospective supervisors and with the HDDPC the possible members of their Comprehensive Examination Committee, which is further explained in Section 3 of the Guidelines. At the end of the Fall Term, the student will submit a proposal for the Comprehensive Examination, which includes an essay of at least 1,000 words explaining the main themes of the exam and the first draft of the examination bibliography. At the end of the Winter Term, students will submit a dissertation proposal of at least 4,000 words, or 15-20 double-spaced pages. In the Spring Term students prepare for their Comprehensive Examination and take the Spring Term Tutorial, which includes mock Ph.D. exams. Students will take their Comprehensive Examination at the end of the Spring Term. In exceptional cases, in consultation with and subject to approval by the HDDPC, a comprehensive exam may be postponed until the Fall Term. No exam can be scheduled later than 30 November of the Fall Term of the second year. Satisfactory completion of all requirements in the probationary year will formally admit the student to Ph.D. candidacy in history.

Research Period

Following formal doctoral candidacy, students will devote the next period to research, usually at regional archives and libraries. Some programs and funding are available through CEU funded research schemes. The specific rules for study abroad are explained in detail in Section 2 of these Guidelines. Students are expected to consult with their Ph.D. supervisor at least twice a year and to make a formal report on work in progress by June 1st of each academic year. During the research year, students will register for and receive four credits in each of the three terms for Research, and two credits each term for Consultation, for a total of 18 credits.

In planning their research, students must consider that the CEU Doctoral Regulations require Budapest residency during the academic year for the duration of their stipend. Absence from Budapest for a week or longer requires permission from the HDDPC. In order to secure this permission, a student must present a detailed plan, for example a schedule of archival or library research, when submitting their annual.

Final Year of Doctoral Study

After completing their research and study abroad, doctoral students are required to return to CEU for a period devoted to writing their Ph.D. dissertation in close consultation with their Supervisor.

In the Fall or Winter Term of their third or fourth year study, students will be required to serve as teaching assistants in a 4-credit Master's level course in the History Department. As teaching in the History Department is an integral part of the doctoral training, teaching outside the CEU History Department is not an option for the fulfilling this requirement. (Other teaching activities can be counted toward the Hungarian-accredited degree; see Guidelines section 6). Students will indicate in their annual report at the end of the second year in which term they expect to fulfill their teaching assistantship. Each candidate will be assigned a course by the HDDPC; as a matter of principle, students will not be allowed to fulfill their teaching assistantship at a course taught by their supervisor. Teaching assistance consists of regular participation in the course, including in feedback on student work, independent teaching of at least one unit of the course in agreement with the titular 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 variations depending

upon the needs of the course, the Ph.D. candidate and the professor. The exact requirements for teaching assistants need to be explicitly spelled out in the description of each course. Upon the completion of the teaching assistantship, the Ph.D. candidate should send the HDDPC a one-page report on his or her achievements and experience, agreed upon and signed by the course instructor, as well.

All final year students will participate in the mandatory Third-Year Ph.D. Research Seminar, at which students will formally present their dissertation design and a sample research-based chapter. The Ph.D. Supervisor, other faculty members and other doctoral students are invited to attend. The Ph.D. Research Seminar must be taken in either the third or, exceptionally, in the fourth year of study. The Ph.D. Research Seminar may be taken a second time for credit if the student presents a second research-based chapter from the dissertation.

In the final year, students will register for and receive 4 credits for each of three terms for Dissertation Writing, 2 credits for Teaching Assistance and 4 credits for the Ph.D. Research Seminar. The total credits for the final year is 18. Over the course of three years the program requires a total of 56 credits.

Throughout their doctoral student career, and especially when they are resident in Budapest, students are expected and encouraged to participate actively in the intellectual life of the department and the CEU academic community.

The Doctoral Degree

The student who successfully completes the program will be awarded a Doctorate in Comparative History. The degree is accredited by the New York State Board of Regents of the State of New York (U.S.).

Students enrolled in the Ph.D. Program who have completed all requirements except for submitting the dissertation may apply to the HDDPC for the degree of Master of Philosophy (M. Phil.) according to section 6.5 of the University Doctoral Regulations. The student's enrollment in the doctoral program is automatically terminated upon receiving the M. Phil. degree.

2. ORGANIZATION OF DOCTORAL STUDIES AND PROGRAM REQUIREMENTS

Admission to the Ph.D. Program of the History Department

Students who have an internationally recognized B.A. degree, and an internationally recognized M.A. degree, including from CEU, are eligible to apply to the History Department Ph.D. Program at Central European University. All candidates must submit a full application, including a dissertation proposal. Further details on admission, including deadlines, are available at <http://history.ceu.edu/>. Candidates interested in Nationalism Studies, Jewish Studies, or Gender Studies at the doctoral level can apply for a Ph.D. in History. (See Guidelines sections 6 and 7).

Administration of the Ph.D. Program in History

The Ph.D. Director heads the Ph.D. Program in History, in consultation with the Department Head. Issues of policy, review and procedure, as well as problems and questions, are referred to the History Department Doctoral Program Committee [HDDPC], which is composed of the Ph.D. Director, Department Head, and at least two faculty members designated by the Department Chair. A student member is elected each year from the entering Ph.D. class. Student members shall not participate in proceedings of the HDDPC that concern confidential matters, such as e.g. the progress of her of his peers. All communication with the HDDPC should be submitted via email to the History Doctoral Program (hddpc@ceu.edu), with copies to the Ph.D. Director and the Ph.D. Coordinator. A copy of any email request to the HDDPC should also be sent to the Ph.D. Supervisor.

Ph.D. Requirements

Ph.D. requirements at History Department consist of:

- (1) Passing the comprehensive exam
- (2) The accumulation of 56 credits (see below)
- (3) A minimum GPA (calculated from course grades) of 3.33
- (4) The defense of the doctoral dissertation

Students must register for the courses for all three terms of all three years, as follows:

First year 20 credits (600 level courses)

Fall: Mandatory Ph.D. Seminar on Comparative Approaches to History (2 credits), Tutorial I (2 credits), 4 credits of electives
Winter: Mandatory Ph.D. seminar on the Comparative History of Regions (4 credits), plus one Tutorial II (2 credits), 2 credits of electives
Spring: Comprehensive Exam Preparation (2 credits), Tutorial III (2 credits)

Second Year: 18 credits (700 level courses)

Fall: Research I (4 credits) Consultation I (2 credits)
Winter: Research II (4 credits) Consultation II (2 credits)
Spring: Research III (4 credits), Consultation III (2 credits)

Final Year 18 credits (800 level courses)

Fall: Ph.D. Thesis Writing I (4 credits), Teaching Assistantship (2 credit)
Winter: Ph.D. Thesis Writing II (4 credits), Third-Year Ph.D. Research Seminar (4 credits)
Spring: Ph.D. Thesis Writing III (4 credits)

Total: 56 credits

Supervision

Doctoral work is supervised by a qualified member from the History Department Faculty. The Ph.D. Supervisor is selected in consultation with and subject to the approval of the HDDPC, which forwards the name to the University Doctoral Committee for approval. Normally this process takes place during the Application to Candidacy, which is submitted to the HDDPC in December of the probationary year (see below). An Associate Supervisor, or in exceptional cases a Co-Supervisor, may also be appointed. Full-time faculty members may supervise a maximum of 6 students simultaneously, and part-time faculty may supervise a maximum pro-rated to their teaching load. Co-Supervision counts as a full supervision in the maximum load for each supervisor.

The role of the supervisor is to assist and guide the student in the formulation of his/her research topic and project, in preparations for the comprehensive examination, in setting up a detailed research agenda and completing the research, in designing and writing the dissertation, and in setting up the dissertation defense. In addition, the supervisor helps the student to establish him/herself in the academic community. These tasks are realized through close collaboration and frequent consultations between the student and the supervisor. Supervisors evaluate their students' annual reports for the HDDPC. Detailed supervisor's responsibilities are specified in the CEU Doctoral Regulations, item 5.

Responsibilities of Doctoral Students

In addition to fulfilling their program requirements, the Doctoral Students are responsible for properly recording and storing the original data related to their research, for initiating regular discussions with the supervisor on the type of guidance and comments considered helpful, and for formally reporting to the HDDPC once a year with a detailed summary of dissertation progress. They must present their research in public at least twice during the candidature. Doctoral Students are encouraged to participate fully in the scholarly events and activities sponsored by the History Department and the university while fulfilling other Doctoral Program obligations, without losing sight of the goal of finishing the dissertation within the prescribed period. Detailed student responsibilities are specified in the CEU Doctoral Regulations, item 3.4.

Annual Research Reports and Study Plans

According to CEU Doctoral Regulations, all doctoral students must submit an Annual Report on their activities of the past year, along with their research and study plans for the coming year. An important part of the report is a detailed summary of progress on the dissertation. This report, which is requested on May 1st, is due by June 1st of each academic year. The report should be submitted to the HDDPC, the Ph.D. Coordinator, and the Ph.D. Supervisor, who will evaluate it. These reports are also used to schedule those students who are intending to return to CEU in order to fulfill their final year obligations of the teaching assistantship and Ph.D. research seminar. Non-compliance with the request for the annual report can be a reason for terminating enrolment in the doctoral program.

Study Abroad

History doctoral students are encouraged to spend a term at another university and may apply for a CEU Doctoral Research Support Grant for funding. As an accredited university in Hungary, the CEU is also entitled to participate in the range of EU programs available to member institutions. Information about these programs is available online and also from the Academic Mobility Grants Coordinator and Erasmus Coordinator, Research Development and Support Office. CEU also has special scholarship agreements with some universities in Europe and North America. CEU doctoral students are not eligible for any Study Abroad Program until they pass their

comprehensive exams. Furthermore, they are advised to schedule their Study Abroad to provide maximum effectiveness in their overall dissertation research which, in the department's experience, is after at least one year of primary research.

Study abroad is intended to supplement the CEU doctoral degree; therefore, as specified by the CEU Doctoral Regulations, CEU doctoral students are not eligible to apply for other degree-granting programs.

Second -Year Research Report

Doctoral Candidates who have passed the Comprehensive Exam normally spend their second year of studies doing archival and library research. At the completion of their research year students are required to indicate the term in which they will fulfill their teaching assistantship and to submit a separate report of at least 3,000 words on their research findings and how they will fulfill, elaborate or change their proposed future work on the dissertation. This report should be submitted with the Annual Research and Study Plans on June 1st.

Fifth -Year Dissertation Chapter Submission

Doctoral Candidates who have not yet submitted their dissertation by the end of the fifth year of study are required to submit a second research-based chapter of their dissertation with their annual report on June 1st of the fifth year. Students may also present this second chapter at the Ph.D. Research Seminar.

Funding Rules for Doctoral Studies

The CEU stipend for doctoral studies is for 36 months. After passing the Comprehensive Examination, doctoral students are entitled to halt their CEU stipend. Students who wish to suspend their stipend for a defined period must fill out a form, obtained from the Ph.D. coordinator, indicating the dates for suspending and resuming the stipend. Stopping the stipend does not change the deadline for the submission of the dissertation. Students are responsible for managing their scholarship funds so that they can fulfill their final year obligations in Budapest.

Additional Funding Opportunities

The CEU provides several opportunities to extend funding for doctoral studies, once the Comprehensive Exam has been passed. The Doctoral Research Support Grant provides funds for study abroad. Doctoral students are also eligible to apply for an Erasmus exchange, if they have not yet used an Erasmus grant in their previous studies. They are also eligible to apply for a Doctoral Research Grant to aid their visit to an archive or library. For advanced doctoral candidates, the CEU Global Teaching Fellowship Program is an excellent opportunity to extend their funding and obtain additional experience. With the help of their supervisor, other faculty members and the Academic Cooperation and Research Support Office, they are also encouraged to explore external funding opportunities, such as fellowships available for PhD candidates at established academic institutions. Finally, doctoral students are eligible to apply for funding to attend conferences on a yearly basis. Details on each of these opportunities are sent to doctoral students and appear on the CEU website.

Write-Up Grant

Doctoral students may ask their supervisor to apply for a write-up grant of up to 6 months of stipend in order to complete the writing and revision of the dissertation. The application for this grant is submitted directly to the Provost's office and requires a detailed report on the progress of the dissertation as well as a letter of support from the Supervisor. The HDDPC requests to be copied into that application for information purposes. Please note that this is a terminal grant and

that the dissertation MUST be completed at the end of the grant period and formally submitted for defense to the HDDPC according to the deadline set by the Provost. If the student fails to submit the dissertation on time, enrollment in the doctoral program is terminated and the student may be eligible to submit the dissertation as described in CEU Doctoral Regulation 4.2.

Students who enrolled in the program in the Academic Year 2016/17 or later and are recipients of the Hungarian State Scholarship are not eligible to receive the write-up grant.

Deadlines for the submission of the Doctoral Dissertation and Defense

According to CEU Doctoral Regulations, a completed doctoral dissertation must be submitted to the HDDPC no later than 6 years after the student enrolls in the Ph.D. Program (e.g., enrollment in the Academic Year 2018/2019 would imply a deadline of 30 September 2024). The postponement of the Comprehensive Exam does not extend the dissertation deadline. The only exceptions are a temporary withdrawal from the program or an extension of enrolment (see below). To meet the deadline the student must submit to the HDDPC a complete dissertation and the Supervisor's Dissertation Evaluation form. If the dissertation is ready for defense, the supervisor should so indicate on the form. If the supervisor requests revisions, the student can use the two months allotted to the discretion of the HDDPC to prepare the final version for Formal Submission.

The only exception to this rule is if the student has been granted an Extension or a Write-Up Grant by the Provost. In this case the Provost's deadline for both the completion and Formal Submission of the dissertation takes precedence. The submission of the dissertation for the defense, as described in Section 4 of these guidelines, is regarded as formal only when the supervisor has accepted the dissertation on the completion form as ready to defend. If the dissertation has not been accepted by the supervisor as ready to defend by that date, enrolment will be terminated and the defense will be governed by CEU Doctoral Regulations, Section 4. 2. The dissertation must be defended within 9 months of the dissertation deadline.

Temporary Withdrawal / Stopping the Stipend

Under special circumstances a doctoral student in good standing may request a temporary withdrawal from the doctoral program. For health conditions a doctor's letter must be included. The student must request reinstatement within 2 years in order to return to the program in good standing. Requests for withdrawal, approved by the student's Ph.D. Supervisor, must be formally submitted in writing to the HDDPC. If the HDDPC grants the withdrawal, the dissertation deadline is postponed. If the student is on stipend, the stipend is also suspended.

Doctoral students financed through the Hungarian state scholarship may not apply for stopping the stipend. The request of the students enrolled in a Hungarian accredited doctoral program for the suspension of student status (leave of absence) must also be approved by the Pro-Rector for Hungarian Affairs.

Students who enrolled in or after the Academic Year 2016/17 and are pursuing the Hungarian degree: The withdrawal of the students from the program cannot exceed one year prior to the complex exam and one year subsequent to the complex exam, and it cannot be shorter than half-a-year. Withdrawal requests should be initiated before October 15 for the Fall Semester, and before March 15 for the Winter and Spring Semesters.

Extension of Enrollment

In cases of serious and unforeseeable interference with their studies (for example for medical reasons or unexpected changes in family circumstances) the student's deadline for submitting the

dissertation may be extended. Extensions for up to two months can be granted by the HDDPC. Beyond that period, an extension can be granted only by the University Doctoral Committee, as detailed in Section 4.1 of the CEU Doctoral Regulations. To apply for an extension, the student must first submit a request to the HDDPC stating clearly the reason for the request, its requested length, and the amount of the dissertation completed. This request must be accompanied by a letter from the supervisor. If the HDDPC approves the request, it is forwarded to the UDC with its recommendation. Given that in most cases the dissertation deadline is at the end of September, any extension request must be received by the HDDPC no later than June 1st so that there is time to consider the request and forward it to the UDC prior to the end of the academic year. The maximum time that can be granted beyond regular enrolment is 2 years.

Submission Beyond the Enrollment Period

The conditions under which the doctoral student may submit a dissertation beyond the enrollment period are specified in the CEU Doctoral Regulations item 4.2.

Termination of Doctoral Studies

According to CEU Doctoral Regulations, a doctoral student may have his or her enrollment terminated for 1) unsatisfactory coursework grades; 2) unsatisfactory research progress; or 3) failure to comply with the University Doctoral Regulations. Probationary doctoral candidates shall be warned in writing by the HDDPC at least one month before such an action is taken. Doctoral candidates shall be warned in writing by the HDDPC at least two months before such an action is taken. Doctoral students shall have the right to present their case to the HDDPC before such termination takes effect and can lodge an appeal against the decision with the University Doctoral Committee.

Policy on the Use of Electronic Devices in the Classroom

Laptops and tablets are allowed in the classroom; however, we expect that they are exclusively used for immediate class purposes. The use of cell phones and smart phones in the classroom is not allowed.

CEU Doctoral Regulations

All doctoral students who enroll in the History Doctoral Program must abide by the CEU Doctoral Regulations, which are available on the University website. Among the most important regulations is the statement of responsibility (Paragraph 2.7) that must be signed by each Doctoral Student on their enrolment:

“Hereby I state that I am presently not and will not be in the future either enrolled part time or full time, funded or not funded, regardless of the level or subject matter, in another higher education institution while studying at CEU as an enrolled regular student, with or without financial assistance. I understand that acting contrary to this statement of responsibility may result in immediate expulsion from CEU.”

Applications for exemption from this rule must be submitted in writing to the University Doctoral Committee through the HDDPC. Under no condition may a student be exempted from the requirements concerning the dissertation, that is, the dissertation submission should include a signed statement that the thesis contains no materials accepted for any other degree in any other institution.

3. PREPARING FOR DOCTORAL CANDIDACY: THE DISSERTATION PROPOSAL AND COMPREHENSIVE EXAM

To initiate the application to doctoral candidacy in History, all first-year students must submit an exam essay and bibliography of readings for the Comprehensive Examination along with a dissertation proposal to the HDDPC. These materials are then reviewed by the Supervisor and the HDDPC, as discussed below. Once approved, the Comprehensive Examination can be scheduled. The student is admitted to candidacy after passing the Comprehensive Exam.

The Comprehensive Exam

The Comprehensive Examination in Comparative History is an oral examination of 2 hours in duration. It is intended primarily to determine the candidate's ability to discuss general historical problems within a comparative context. Each student must select two of the four regions defined in the program, that is, Central, Southeastern and Eastern Europe, and the Eastern Mediterranean area, as the basis for comparative study leading to the exam. In justified cases, and upon approval from the supervisor and the HDDPC, the inclusion of other core regions of Europe into the exam comparison is possible as well (such as, for example, Western Europe). The general historical problems of comparison are not narrowly related to a specific dissertation topic but are to demonstrate an awareness of how that topic fits within a broad spectrum of problem formation across two regions.

In addition, each student should define the major topics or themes which shall be addressed and discussed in depth at the examination. These topics may be of two types: first, large historical issues that lend themselves to comparative analysis. Examples of these are 1) ideologies and political movements like nationalism, liberalism, fascism, communism; 2) social structures like classes, professional groups, family, gender and specific social institutions; 3) economic development, urbanization, modernization and other approaches to analysis of socio-economic change; 4) cultural and intellectual life including large scale phenomena like Renaissance, Enlightenment, Scientific Revolution, Romanticism, Modernism, Post modernism - all in a comparative context.

A second topical organization builds from the nucleus of the dissertation topic toward broader questions. An example here might be a dissertation on a particular social or cultural institution like the history of a university or a journal or a leading figure in the world of art, theatre or literary criticism. The topics would then revolve around this central issue, moving out in concentric circles from the specific to the more general. So, for example, these topics might be 1) school; 2) education; 3) professional organizations; 4) class structure; and 5) relations between society and state - all, again, in comparative perspective.

On the basis of these topics, the student will write an essay of 800 to 1,000 words that lays out the logic by which the historical problems and regions have been defined and will compile a bibliography of books and articles that have been and will be read to give adequate and comparative coverage to the topics selected. The student is responsible for being able to answer large historical questions building upon a detailed knowledge of the bibliographic materials and their relevance to these questions.

PhD Tutorial I (Fall Term, First Year) is devoted to preparing the Comprehensive Exam Essay and Bibliography. In the first week of December, these materials are submitted to the Supervisor, the second CEU member and the HDDPC along with the Application to Candidacy (see below).

Dissertation Proposal and Approval

All first-year students are required to draft a dissertation proposal, which should be 4,500-5,500 words in length. The dissertation topic, which does not need to be comparative, should be worked out in detail with the Ph.D. Supervisor. The proposal should contain a summary of the main question(s) to be addressed, an elaboration of how the dissertation will extend or challenge what is known in the research literature, a general research plan and a few paragraphs on sources.

Ph.D. Tutorial II (Winter Term, First Year) is devoted to developing the dissertation proposal and presenting it in a seminar format. The dissertation proposal will be submitted to the Supervisor and the HDDPC along with the revised versions of the Exam Essay and Bibliography on or near March 15. Ph.D. Tutorial III (Spring Term, First Year) will include final revisions, preparations and mock comprehensive exams.

The Comprehensive Exam Committee

Assembling the prospective Comprehensive Examination Committee begins in the Fall Term of the first year with the selection of a Ph.D. Supervisor, possible Associate or Co-Supervisor, and a second CEU faculty member, usually representing the Comparative Field. The second CEU faculty member will be the chair of the Comprehensive Examination committee and the Ph.D. Supervisor will direct the Ph.D. dissertation. The third member of the Comprehensive Exam Committee must be a scholar external to the university. One member of the Comprehensive Exam Committee must represent the second geographical region for comparative purposes. A fourth member from the CEU faculty may serve on the committee with the approval of the HDDPC.

Application to Candidacy

The Application to Candidacy form requires the following information: the proposed title of the dissertation, the proposed members of the Comprehensive Exam Committee, the history specialization and two comparative regions, the tentative list of topics or themes within the comparative regions, and the approximate date for the Comprehensive Exam, which normally should be June of the first year of study. The Application to Candidacy is submitted to the HDDPC in early December.

Once the Application to Candidacy has been approved by the HDDPC, the proposed Comprehensive Exam Committee is submitted to the University Doctoral Committee which must approve and make the formal appointment. Once approved, the supervisor is responsible for inviting the rest of the committee members to serve and the HDDPC will then send a formal confirmation of their participation to each committee member.

Arrangements for the Comprehensive Examination

No later than three weeks before the exam, the final versions of the Comprehensive Exam Essay and Bibliography, along with the dissertation proposal, should be submitted to the HDDPC through the Ph.D. Coordinator to distribute to the Comprehensive Exam Committee. The Ph.D. Coordinator will send out the final versions of the exam materials to all committee members on behalf of the HDDPC no later than 3 weeks before the exam date. The Ph.D. Coordinator will also inform the Comprehensive Examination Committee of the date and location of the exam, and arrange the travel, accommodation, and honorarium for the external members who attend the defense.

Comprehensive Exam Procedure

1. The Chair of the Comprehensive Exam Committee opens the Exam by asking the Ph.D. Student to summarize the topics and organization of his/her exam (10 minutes maximum).
2. The Chair invites the external member to ask the first question.
3. Members of the committee ask questions based on the exam essay and bibliography. At least one question from each topic area and at least 3 comparative questions should be asked during the discussion. (80 minutes).
4. The Chair then asks for comments on the dissertation proposal (25 minutes).
5. The Chair excuses the student and the Comprehensive Exam Committee decides between one of three grades: (1) pass, (2) conditional pass, or (3) fail.
6. The student is invited back and the chair gives the summary of comments from the Comprehensive Exam Committee, and signs the grade sheet for the exam.
7. After the Exam, each Committee member should submit his/her report on the candidate's performance to the HDDPC and the Ph.D. Coordinator.
8. In case of a conditional pass, the student will be given clear instructions by the Committee for whatever additional work is required before s/he is admitted to candidacy. The Committee will also specify the deadline by which by candidate needs to resubmit his or her exam materials. The Committee should review the revised exam materials and reach a final decision on the outcome of the comprehensive exam by the month of March of the next academic year, at the latest, and thus communicate it to the HDDPC within eight months from the date of the comprehensive exam.

4. COMPLETION AND SUBMISSION OF THE DISSERTATION, AWARDING OF THE PH.D. DEGREE

Dissertation Supervision

During the research and writing period the student should stay in close consultation with the Ph.D. Supervisor. Ph.D. Supervisors and doctoral students should take the occasion of the annual reports required by CEU Doctoral Regulations to assess dissertation progress as well as submitting those reports to the HDDPC. It is recommended that the student submit chapters of the dissertation as they are finished, rather than waiting for the entire draft, so that guidance can be offered and the reading and revision can be spread over the entire writing period.

As the dissertation takes shape, especially during the final year of study, the student should also consult with his/her Ph.D. Supervisor about the composition of the Dissertation Committee (described below). Because of the length of time it takes for the dissertation to be read, commented upon, and revised, a dissertation approved by the supervisor must be formally submitted to the HDDPC at least 4 months before the desired defense date.

The Dissertation

The dissertation should not exceed 80,000 words including notes, bibliography and appendices without prior permission of the HDDPC. The History Department Dissertation Style Sheet, provided to all students, determines the specifications for format, bibliographic style, required statements, etc. The language, format, and scholarly appearance of the dissertation are the responsibility of the student and must be satisfactory when the dissertation is submitted

The submission of the dissertation must be accompanied by the Supervisor's Dissertation Evaluation form. The Ph.D. Supervisor's written approval of the dissertation is required as part of the Formal Submission process.

Formal Submission of the Dissertation for Defense

The dissertation is due no later than six years from the date of enrollment (normally 30 September) in the History Doctoral Program. For the rules governing the dissertation deadline, see these guidelines, section 2. A typical sequence of events leading to a Winter Term dissertation defense would follow the following timetable:

March: Dissertation draft sent to the Supervisor.

June: Supervisor requests revisions.

September 30: Dissertation, approved by the Supervisor, formally submitted to the HDDPC.

October: Defense scheduled and Dissertation distributed to the Dissertation Committee

January-March: Dissertation Defense.

Formal Submission of the dissertation requires one PDF file and two unbound paper copies of the approved dissertation to be defended to be submitted to the HDDPC; the second paper copy shall be submitted to the CEU library. An electronic version of the dissertation must be uploaded to the CEU Electronic Thesis Database [ETD] <http://www.library.ceu.hu/ETD.pdf>. Any exemption from this requirement can only be granted by the Provost (see CEU Doctoral Regulation 7.1.e). Such a request requires a formal request from the student, a letter of recommendation from the Dissertation Supervisor, and a written recommendation from the HDDPC.

Preparation of the Dissertation Defense

The Dissertation Defense Form, which includes a tentative date for the defense, the final title of the dissertation, the names of the members of the Dissertation Committee, and the Ph.D. Supervisor's approval of the dissertation, must be submitted to the HDDPC with the dissertation. This form must be signed by the Ph.D. Supervisor. The student must also submit a Statement of Objection (CEU Doctoral Regulations Appendix 1), which names and gives precise reasons for any individuals that the student does not wish to be appointed to the Dissertation Committee or which states clearly that s/he has no objections.

Once the HDDPC approves the Dissertation Defense Committee and makes sure that all other formal requirements have been met, the Dissertation Defense Form and the Statement of Objection are forwarded to the University Doctoral Committee for evaluation. Once the UDC approves and appoints the Dissertation Defense Committee, the Ph.D. Supervisor is responsible for inviting the Dissertation Committee members to serve and for arranging the defense date. Once the defense date is determined, the Ph.D. Coordinator will send the Dissertation to all Dissertation Committee members on behalf of the HDDPC; arrange the room for the dissertation defense; arrange the travel, accommodation, and honorarium of the external members who attend the defense.

Dissertation Committee

The Dissertation Committee will have five members. The Chair will be a CEU Faculty member not in the History Department. The Ph.D. Supervisor and a second CEU faculty member from the History Department or another CEU department constitute the two CEU representatives. Two other committee members are external to CEU. The External Reader sends a written report on the dissertation that is summarized at the defense. The External Member also submits a written report and participates in the Oral Defense. Two positive reports in writing that the dissertation is ready to defense must be received by the HDDPC before the dissertation defense can be formally scheduled. In case one of the reports is negative, a further examiner shall be appointed.

The dissertation is forwarded to the Dissertation Committee members in confidence and they are under the obligation to maintain confidentiality. Thus, once the dissertation has been formally sent to the Dissertation Committee, the doctoral student should refrain from discussing the dissertation with the committee until the formal Dissertation Defense.

The Dissertation Defense takes place within two months of the receipt of the positive reports. The Candidate receives the written reports in advance and prepares replies as part of the oral defense.

Dissertation Defense Procedure

The Head of the History Department introduces the Chair of the Dissertation Defense Committee, who in turn introduces the Dissertation Committee Members. The Chair then asks the candidate to summarize the dissertation in about 15 minutes.

The Supervisor then summarizes the External Reader's report and the candidate responds orally in 15 to 20 minutes.

The Chair then asks each member of the Dissertation Defense Committee to raise questions or comments about the dissertation, the candidate's summary and the response to the reader's critique. The External Member begins the questioning, followed by the CEU faculty member and finally the Supervisor.

The Chair then invites the public to ask questions or make comments on the dissertation. Following questions from the public, the Chair of the Dissertation Committee asks the members of the Dissertation Defense Committee whether they have any further questions or comments. The public is then excused from the room.

The Dissertation Defense Committee then decides by simple majority vote among three options: (1) to accept the dissertation and defense and propose to the Senate and Rector to grant the Ph.D. degree, or (2) to reject the dissertation, or (3) to refer the dissertation for serious revision. If (3), the Chair will discuss with the Dissertation Defense Committee whether the revised dissertation would be accepted, subject to the approval of the supervisor or whether, in more serious cases, a second reader should be appointed. Minor formal corrections suggested by the examiners need not be expressly stipulated. The examination board also summarizes its judgment in writing, in 100-200 words. The entire procedure lasts about 2 hours.

A voice recording is made of the proceedings. This voice recording is only for the departmental record. Should the candidate wish to make a recording, s/he must request permission of the Dissertation Defense Committee and must take the recorder out of the room during the committee deliberations. The grade sheet is signed by all members of the Dissertation Defense Committee, who also submit written comments after the oral defense.

Awarding of Ph.D. degree

The successful defense of the Ph.D. dissertation will entitle the doctoral candidate to receive the Doctorate in Comparative History. The degree will be formally awarded at the graduation ceremony held in June of each academic year.

5. ADMISSION TRACKS AND SPECIALIZATIONS

Ph.D. in History for Students in Nationalism Studies

Candidates interested in nationalism studies at the doctoral level can apply to the Ph.D. Program in History. Students apply directly to the History Ph.D. Program. Applicants will be jointly screened by the Nationalism Studies Program and the History Department. The degree will be a Ph.D. in History. All rules of the Ph.D. program of CEU History Department apply to students in the Nationalism specialization with the following qualifications:

1. Students may choose their Ph.D. Supervisor from the faculty of the Nationalism Studies Program who hold a joint appointment in History or History Department faculty.
2. In addition to mandatory courses in the History Ph.D. Program, students in the Nationalism specialization may select their courses from the Nationalism Studies curriculum and from History Ph.D. courses.
3. The comprehensive exam and the Ph.D. dissertation defense procedure are organized by the HDDPC.

Ph.D. in History for Students in Gender Studies

Candidates interested in gender history at the doctoral level can apply to the Ph.D. Program in History. Students apply directly to the History Ph.D. Program. Applicants will be jointly screened by the Gender Studies Department and the History Department and those accepted will be under the joint responsibility of both programs. The degree awarded will be a Ph.D. in History. All rules of the Ph.D. program of CEU History Department apply to students in the Gender History specialization with the following qualifications:

1. Students may choose their Ph.D. Supervisor from faculty members in the Gender Studies Department who have a joint appointment in History or the History Department faculty.
2. In addition to mandatory courses in the History Ph.D. Program, students in the Gender History Specialization may select their courses from the gender curriculum and from History Ph.D. courses. Other courses may be taken only with special permission.
3. The comprehensive exam and the Ph.D. dissertation defense procedure are organized by the HDDPC.

6. REQUIREMENTS OF THE HUNGARIAN-ACCREDITED PH.D. DEGREE FOR STUDENTS WHO ENROLLED BEFORE THE ACADEMIC YEAR 2016/17

Additional credits

Students must acquire additional credits in three categories --- Educational Activity, Teaching Activity, and Academic Activity. To request credit for activities fulfilling these additional requirements, students must submit annually—together with their annual report—no later than June 1st, the appropriate documentation as described below and using the procedure specified in “Requesting Credits.”

I. Educational Activity

A. Additional elective(s) (minimum 2 credits)

1. Through a regularly scheduled, duly registered and graded academic course at CEU. No additional documentation is to be submitted.
2. Through an academic course at another institution. Documentation: Transcript from that institution or course description, paper and grade. Equivalency with CEU credits shall be determined by the HDDPC.

B. Independent study (minimum 4 credits)

1. Through a student-organized research seminar at another institution, students who have begun or completed their dissertation research and are working on similar topics or with the same supervisor, may form a group to discuss research with their supervisor or someone else locally designated. Documentation: Report of seminar leader. Up to 4 credits for 3 months work (regular, weekly meetings); a lower number of credits will be assigned to shorter formats.
2. Through an advanced research seminar at another institution taken during study abroad. Documentation: the paper or evidence of a seminar presentation. Documentation: report of the seminar leader. Up to 4 credits for 3 months work (regular, weekly meetings); a lower number of credits will be assigned to shorter formats, but the minimum requirement is more than just an individual presentation.
3. Through a reading course designed by the student and the supervisor, after the Comprehensive Exam has been passed. The topic can be a continuation or expansion of one of the comprehensive exam topics or can emerge as the student engages in dissertation research. The student is expected to propose the topic, to prepare and to discuss a bibliography, and then to write a paper of approximately 3,000 words in a form of a literature review or a review of several books. Documentation: the paper and the supervisor’s report and opinion/grade. 2 credits.

C. Interdisciplinary courses (minimum 6 credits)

1. Through participation in courses arising from CEU invited (guest) lecture series. To gain credit the student must register for the course and write a paper of about 1,500-2,000 words, the format of which is decided by the lecture series organizers. Documentation: paper and organizer's opinion. 2 credits.
2. Through Source Language Courses and other research-related language courses at CEU. Documentation: proof of enrollment and successful completion. 2 credits for a course of 10 to 12 meetings (of approximately 100 minutes). In total, no more than 4 credits may be obtained through language courses.
3. Through active CEU conference attendance. To receive credit for conference attendance, the student must inform the Doctoral Program Committee at least one week prior to the announced conference of his/her intention to treat the conference as an interdisciplinary course. The doctoral Program Committee will notify the CEU conference organizer. The student will be expected to write a paper of about 1,500-2,000 words on a topic decided upon by the student and the organizer based on attending a majority of the panels. Documentation: paper and organizer's opinion. 2 credits.
4. Through an advanced research seminar at CEU after the Comprehensive Exam has been passed (e.g. the PhD Research Seminar when taken for the second time). Documentation: the paper presented, or report of about 3,000 words on the seminar. 4 credits; a smaller number of credits will be assigned to shorter formats.
5. Through regular meetings with the faculty advisor at the host institution during study abroad. Documentation: The name and email of the faculty advisor and a 3,000-word description of the meetings. 2 credits.
6. Through a summer university course, either at CEU or another university. Documentation: course syllabus and presentation or application essay; proof of attendance (e.g. Course certificate). Up to 2 credits.
7. Through a regularly scheduled, duly registered and graded academic course at CEU or another institution. In the latter case, equivalency with CEU credits shall be determined by the HDDPC.

D. Academic internship (minimum 2 credits)

The Internship consists of substantial work in the academic organization and administration in the History Department or elsewhere during the course of study. Examples of suitable activity include: organization of academic events, conferences, lecture series etc.; editorial work such as proof reading, organizing the publication process of a book, assisting on a journal; serving as a research assistant; translations of original sources or scholarly articles for publication; recruiting or networking activities on behalf of CEU History Department. This category includes a two-year term of editorial assistance at the journals *European Review of History* or *East Central Europe*. Documentation: letter from the editor or organizer.

II. Teaching Activity

A. Independent teaching (no minimum; maximum 6 credits; in addition to the CEU Teaching Assistantship)

Doctoral candidates who have successfully completed their comprehensive examination and who have the opportunity to teach independently can receive Hungarian credit for doing so. There are two types of independent teaching:

1. Teaching an academic course at another university.
2. Teaching at CEU (e.g. a Source Language Course; a course at the Center for Teaching and Learning; an academic course).

Documentation: Syllabus, copy of the university registration of the course and evidence of having completed the course (e.g. details on how many students, etc.). 2 credits for a course similar to a 2 credit course at CEU.

Please note: Teaching completed prior to entering the doctoral program cannot be counted.

The 2-credit CEU Teaching Assistantship, which must be completed at CEU and which is required for the US degree, is recorded in the transcript, in parallel, as the mandatory 4 credit Teaching Assistantship required in the Hungarian degree.

III. Academic Activity

A. Participation in research projects (no minimum; maximum 6 credits)

1. Conference Organization (as the principal organizer, or one of the principal organizers). Documentation: Conference program and the student's detailed report. Up to 4 credits.
2. Research Assistance (data collection, processing, etc.). Documentation: student's report and project organizer's opinion. 1 credit for 20 hrs of work.
3. Research Collaboration (as an official participant in a funded project). Documentation: Student's report and project description. Up to 4 credits.

B. Publications (minimum 4 credits; maximum 12 credits)

NB: In addition to the publication requirements stipulated here there is a pre-defense publication requirement (see Section III. 2 below). Prior to the doctoral defense students have to have submitted copies of at least three scholarly publications (including ones accepted for publication and already in print) in a recognized international or national journal, or in a book published by a recognized international or national publisher; these publications may overlap with or be different from the publications submitted over the years in order to fulfill the "Additional credits"-requirement described here.

1. Scholarly article (in a peer-reviewed international or national journal) or peer-reviewed book chapter (in a volume published by an international or well-recognized national publisher). 4 credits.
2. Books review in international or recognized national scholarly journal. 2 credits.

Documentation: offprints, printed copies or evidence that the piece has been accepted and is in print. Please note: The printed version of the publication must be submitted. Forthcoming publications should be submitted in the following year, i.e. after publication only.

C. Conference participation (minimum 2 credits; maximum 6 credits)

Presentation of a paper at a scholarly conference. Documentation: conference program and student's paper. 2 credits. Please note: Indicate clearly on the cover sheet the paper title, conference title, place and date.

Study Plan Overview

PhD Requirements--US Degree			PhD Requirements--HUN Degree OLD		
1st year: 20 credits			1st year: 38 credits		
FALL	Mandatory PhD Seminar (Hist 6500)	2 cr	FALL	Mandatory PhD Seminar (Hist 6500)	2 cr
	PhD Tutorial I	2 cr		PhD Tutorial I	2 cr
	4 credits course work	4 cr		4 credits course work	4 cr
WINTER	PhD Tutorial II	2 cr	WINTER	PhD Tutorial II	2 cr
	6 credits of course work	6 cr		6 credits of course work	6 cr
SPRING	PhD Tutorial III	2 cr	SPRING	PhD Tutorial III	2 cr
				Research I HU	4 cr
				Consultation I HU	4 cr
				Annual Report I HU	2 cr
	Comprehensive Exam preparation	2 cr		Comprehensive Exam material HU	4 cr
	Comprehensive Exam	0 cr	Comprehensive Exam preparation HU	4 cr	
			Comprehensive Exam HU	2 cr	
2nd year: 18 credits			2nd year: 10 credits		
FALL	Research I	4 cr	FALL		
	Consultation I	2 cr			
WINTER	Research II	4 cr	WINTER		
	Consultation II	2 cr			
SPRING	Research III	4 cr	SPRING	Research II HU	4 cr
	Consultation III	2 cr		Consultation II HU	4 cr
				Annual Report II HU	2 cr
3rd year: 18 credits			3rd year: 18 credits		
FALL	Teaching Assistantship	2 cr	FALL	Teaching Assistantship	2 cr
	PhD Thesis Writing I	4 cr		Teaching Assistantship HU	2 cr
WINTER	PhD Research Seminar	4 cr	WINTER	PhD Research Seminar	4 cr
	PhD Thesis Writing II	4 cr			
SPRING	PhD Thesis Writing III	4 cr	SPRING	Research III HU	4 cr
				Consultation III HU	4 cr
			Annual Report III HU	2 cr	
			First through final years: min. 24--max. 48 credits		
			SPRING		
				Academic Internship HU	min. 2 cr
				Interdisciplinary Electives HU	min. 6 cr
				Independent Study HU	min. 4 cr
				Additional Electives	min. 2 cr
				Independent Teaching HU	0-6 cr
				Research Projects HU	0-6 cr
				Publications HU (min. 3 publications!)	4-12 cr
			Conferences, Presentations HU	2-6 cr	
TOTAL MINIMUM: 56 CEU CREDITS			TOTAL MIN. 90 – MAX. 114 CEU CREDITS		
min. GPA 3.3			Evidence of appropriate command of two languages		

Requesting credits

Requests for credit are submitted once a year as a part of the student's Annual Report due on June 1st. Each request should refer to work completed in the previous year. Credit for work completed in the period between the June 1 and the scheduled Doctoral Defense will be evaluated per interim request prior to the Defense.

For each activity the student must complete a "Request for additional credit towards the HUN-accredited PhD Cover Sheet," listing each activity according to the categories described above (the type of activity, its formal title and the number of credits requested). To be considered for credit the appropriate documentation for each activity must be attached to each Cover Sheet. A blank Cover Sheet will be sent to you each year to use in preparing your submission.

Please note:

1. The annual request for HUN-credit, including all documentation, must be submitted in hard copy.
2. The information and documentation must be complete. For example, for conference credit the Cover Sheet must indicate the paper title and the title, date and place of the conference. Minor difficulties may arise and can be corrected upon request, but serious omissions or ambiguous documentation cannot be processed and credit cannot be given.
3. Please make sure over the years not to overstep the maximum number of HUN-credits which can be granted in any given category. (We may in principle grant you more credits than the maximum, but these additional credits will not appear in your transcript for the Hungarian degree.)

Foreign language requirements

Doctoral Candidates who intend to earn a degree accredited in Hungary must produce evidence of appropriate command of two languages other than their mother tongue ("foreign languages"). Students whose mother tongue is English must produce evidence of appropriate command of the First foreign language upon opting into the HUN-Program.

In case the documents proving the fulfillment of this requirement fall into the category of documents "equivalent" to the Hungarian state administered language certificates (as detailed below) the Candidate must submit documentation or information demonstrating the equivalence.

First foreign language

The first of these languages must be one of the following languages: Albanian, Arabic, Armenian, Bulgarian, Chinese, Croatian, Czech, English, Estonian, Finnish, French, Georgian, German, Hebrew, Hungarian, Italian, Latin, Latvian, Lithuanian, Modern Greek, Old Church Slavonic, Old Greek, Ottoman Turkish, Persian, Polish, Romanian, Russian, Serbian, Slovak, Slovenian, Spanish, Syriac, Turkish, Ukrainian, Yiddish.

Evidence of sufficient command of this language can be produced in one of the following ways:

1. English is recognized without further evidence in the case of all non-native speakers of English accepted in a CEU doctoral program
2. Hungarian state administered language certificate (or equivalent), type "B2, intermediate" ("középfokú") level or higher
3. Completion of secondary education in a foreign language
4. Degree in a foreign language in an accredited institution of higher education

Second foreign language

Evidence of sufficient command of a second foreign language, to be chosen from any of the languages indicated above, can be produced in one of the following ways:

1. Hungarian state administered language certificate (or equivalent), type “B1”, “beginner” (“*alapfokú*”) level
2. Completion of secondary education in a foreign language
3. Degree in an accredited higher education institution in a foreign language
4. Completion of a foreign language course in a secondary or higher education institution

In addition, students of the Doctoral School of History studying in the PhD Program in Comparative History of Central, South Eastern, and Eastern Europe, ca. 1500-2000, who wish to fulfill the second foreign language requirement at CEU, may choose from the following options:

1. Language classes given by CEU’s Academic Writing Center (40 teaching hours of approximately 45 minutes per class)
2. Source Language classes (12 meetings of approximately 100 minutes)
3. Text Reading classes (12 meetings of approximately 100 minutes)

Students have to notify the teacher in advance that they take the class for credit; they have to participate regularly in the class and fulfill all course requirements (including homework and the final exam) with a passing grade.

Documentation: a cover sheet indicating the languages chosen may be submitted at any point during the course of studies. The requested documentation must be attached to the cover sheet.

Procedure Leading up to Graduation

This procedure consists of three major steps.

I. Initiating the Procedure Leading Up to Graduation

A form initiating this procedure (“Application for Initiating the Procedure Leading up to Graduation”) needs to be submitted to the PhD Program Coordinator. Upon approval by the University Doctoral Committee the PhD candidate formally becomes a Doctoral Nominee (“*doktorjelölt*”) in the Hungarian system too. The dissertation must be formally submitted within two years of the obtaining of the Doctoral Nominee status.

II. The Rigorosum, preceding the Defense of the Doctoral Dissertation

Doctoral Candidates who intend to earn a degree accredited in Hungary, must pass the Rigorosum (“*szigorlat*”) comprising of one main subject and two additional subjects. The Rigorosum Committee evaluates both the viability of the Candidate's research, and the candidate’s skills and background knowledge necessary for the completion of the dissertation. The result of the Rigorosum must be announced immediately after the Rigorosum. The dissertation must be submitted within two years of the obtaining of the Doctoral Nominee status.

Rigorosum Committee

The Rigorosum Committee has at least three members, all of them answering the criteria for core membership in a doctoral school. If the Rigorosum Committee consists of fewer than five members, a maximum of one may be external to CEU. The chair of the Rigorosum Committee must be an “*egyetemi tanár*”, an Emeritus “*egyetemi tanár*”, or a habilitated “*egyetemi docens*”.

Rigorousum Procedure

- The Chair opens the proceedings.
- The Chair then asks the members of the Rigorousum Committee to raise questions and the student responds to all questions.
- The Rigorousum Committee then decides by simple majority vote between two options: (i) to accept the examination, thus authorizing the doctoral candidate's public oral dissertation defense, or (ii) reject the examination and requests that the Rigorousum be repeated. The Rigorousum Committee summarizes its judgment in writing.
- The Chair publicly announces the decision of the Rigorousum Committee, reading the Committee's written judgment. The grade sheet is signed by all members of the Rigorousum Committee.

III. The Hungarian Element of the Dissertation Defense

Additional Documentation

Prior to the initiation of the Doctoral Defense the Doctoral Candidate needs to submit to the responsible departmental administrator the following documents:

1. Documentation proving that the candidate has fulfilled the foreign language requirements (see Section B.)
2. Copies of at least three scholarly publications (including articles accepted for publication) in a recognized international or national journal, or in a book published by a recognized inter-national or national publisher. Copies submitted earlier (i.e. as documentation related to the request for additional Hungarian credit) may be counted, yet the candidate needs to declare in writing which of these publications he has selected.
3. A statement in which he or she declares that she or he is not enrolled in any other Doctoral Program in Historical Studies, that no request for opening the defense has been rejected within the last two years, and that no defense procedure has concluded with failure in the past two years.
4. The Thesis booklet summarizing the major findings of the scientific research.
5. Written reply to the written reports of the examiners received prior to the defense.
6. After the successful defense of the dissertation an electronic version of the dissertation shall be provided to the electronic database *Magyar Tudományos Művek Tára* by indicating a DOI identification No. in line with the international practices.

Dissertation Committee

The Chair of the Dissertation Defense Committee must be an "egyetemi tanár" or Professor Emeritus of CEU.

"Distinction" according to Hungarian Regulations

The conditions of awarding a "distinction" for the course of doctoral studies are as follows:

1. All mandatory classes are "jeles", i.e. A and/or A-
2. The Rigorousum is summa cum laude
3. The Defense grade is Summa Cum Laude

The Hungarian defense

A minimum of two evaluations of the dissertation by a maximum of three examiners must be positive.

The Candidates may request that the defense be non-public; the UDC accepts or rejects this request.

7. REQUIREMENTS OF THE HUNGARIAN-ACCREDITED PH.D. DEGREE FOR STUDENTS WHO ENROLLED IN OR AFTER THE ACADEMIC YEAR 2016/17

Doctoral students pursuing the US-accredited PhD degree in Comparative History may elect to obtain the Hungarian-accredited variant of the degree. Students must indicate their intention to enroll in the Hungarian degree program in writing (letter or email to the PhD Program Coordinator) at the beginning of their studies, using the following format:

Statement

I(name) undersigned hereby confirm that I will fulfill all requirements of the PhD Program in History required by both the US and Hungarian accreditation. I will submit my doctoral dissertation by the end of the fifth year of my studies and will defend it at the Department of History, CEU.

Date

Signature

Doctoral students who elect to obtain the Hungarian degree must fulfill a set of additional requirements.

Complex Exam

Students enrolled in the Hungarian degree program must pass a complex exam at the end of the second year of studies. In order to qualify for the Complex Exam, they must meet the language requirements and earned at least 90 ECTS (45 CEU) credits, including all course credits, as it is prescribed in the program plan of the Doctoral School. The exam consists of two segments:

1. Oral examination of general knowledge of the following topics based on a set list of bibliography that students will be provided with at the beginning of the second year: a) Comparative History: Theory and Methodology, and b) Historical Regions in Comparative Perspective: Historiographical Issues and Debates
2. Presentation and discussion of the student's dissertation prospectus and his/her report on research progress.

The complex exam committee has at least three members, and at least 1/3 of the committee must be external to CEU. If the Committee consists of fewer than five members, a maximum of one may be external to CEU. The dissertation supervisor may not be a member of the complex exam committee. The chair of the committee must be 'egyetemi tanár', a professor emeritus, or a professor/ researcher possessing the title Doctor of the Hungarian Academy of Sciences (DSc), or an associate professor with habilitation, or a college professor ('főiskolai tanár') with habilitation. The exam must take place in March with one re-take option in June. Minutes are taken during the exam and the grading of the exam is pass or fail, with the results announced on the day of the exam. Students who fail the re-take exam cannot pursue the Hungarian degree.

Additional Credits

Students must acquire additional credits in three categories --- Educational Activity, Teaching Activity, and Academic Activity. To request credit for activities fulfilling these additional requirements, students must submit annually—together with their annual report—no later than

June 1st, the appropriate documentation as described below and using the procedure specified in “Requesting Credits.” All of the additional credit requirements must be completed by the end of the 4th year of studies.

I. Educational Activity

A. Additional elective (2 credits)

1. Through a regularly scheduled, duly registered and graded academic course at CEU. No additional documentation is to be submitted.
2. Through an academic course at another institution. Documentation: Transcript from that institution or course description, paper and grade. Equivalency with CEU credits shall be determined by the HDDPC.

B. Independent Study (4-6 credits)

1. Through a student-organized research seminar at another institution, students who have begun or completed their dissertation research and are working on similar topics or with the same supervisor, may form a group to discuss research with their supervisor or someone else locally designated. Documentation: Report of seminar leader. Up to 4 credits for 3 months work (regular, weekly meetings); a lower number of credits will be assigned to shorter formats.
2. Through an advanced research seminar at another institution taken during study abroad. Documentation: the paper or evidence of a seminar presentation. Documentation: report of the seminar leader. Up to 4 credits for 3 months work (regular, weekly meetings); a lower number of credits will be assigned to shorter formats, but the minimum requirement is more than just an individual presentation.
3. Through a reading course designed by the student and the supervisor, after the Comprehensive Exam has been passed. The topic can be a continuation or expansion of one of the comprehensive exam topics or can emerge as the student engages in dissertation research. The student is expected to propose the topic, to prepare and to discuss a bibliography, and then to write a paper of approximately 3,000 words in a form of a literature review or a review of several books. Documentation: the paper and the supervisor’s report and opinion/grade. 2 credits.

C. Interdisciplinary courses (6-8credits)

1. Through participation in courses arising from CEU invited (guest) lecture series. To gain credit the student must register for the course and write a paper of about 1,500-2,000 words, the format of which is decided by the lecture series organizers. Documentation: paper and organizer’s opinion. 2 credits.
2. Through Source Language Courses and other research-related language courses at CEU. Documentation: proof of enrollment and successful completion. 2 credits for a course of 10 to 12 meetings (of approximately 100 minutes). In total, no more than 4 credits may be obtained through language courses.
3. Through active CEU conference attendance. To receive credit for conference attendance, the student must inform the Doctoral Program Committee at least one week prior to the announced conference of his/her intention to treat the conference as an interdisciplinary course. The doctoral Program Committee will notify the CEU conference organizer. The student will be expected to write a paper of about 1,500-2,000 words on a topic decided

upon by the student and the organizer based on attending a majority of the panels. Documentation: paper and organizer's opinion. 2 credits.

4. Through an advanced research seminar at CEU after the Comprehensive Exam has been passed (e.g. the PhD Research Seminar when taken for the second time). Documentation: the paper presented, or report of about 3,000 words on the seminar. 4 credits; a smaller number of credits will be assigned to shorter formats.
5. Through regular meetings with the faculty advisor at the host institution during study abroad. Documentation: The name and email of the faculty advisor and a 3,000-word description of the meetings. 2 credits.
6. Through a summer university course, either at CEU or another university. Documentation: course syllabus and presentation or application essay; proof of attendance (e.g. Course certificate). Up to 2 credits.
7. Through a regularly scheduled, duly registered and graded academic course at CEU or another institution. In the latter case, equivalency with CEU credits shall be determined by the HDDPC.

D. Academic Internship (2-4 credits)

The Internship consists of substantial work in the academic organization and administration in the History Department or elsewhere during the course of study. Examples of suitable activity include: organization of academic events, conferences, lecture series etc.; editorial work such as proof reading, organizing the publication process of a book, assisting on a journal; serving as a research assistant; translations of original sources or scholarly articles for publication; recruiting or networking activities on behalf of CEU History Department. This category includes a two-year term of editorial assistance at the journals *European Review of History* or *East Central Europe*. Documentation: letter from the editor or organizer.

II. Teaching Activity

Independent Teaching (no minimum; maximum 2 credits; in addition to the CEU Teaching Assistantship)

Doctoral candidates who have successfully completed their comprehensive examination and who have the opportunity to teach independently can receive Hungarian credit for doing so. There are two types of independent teaching:

1. Teaching an academic course at another university.
2. Teaching at CEU (e.g. a Source Language Course; a course at the Center for Teaching and Learning; an academic course).

Documentation: Syllabus, copy of the university registration of the course and evidence of having completed the course (e.g. details on how many students, etc.). 2 credits for a course similar to a 2 credit course at CEU.

Please note: Teaching completed prior to entering the doctoral program cannot be counted.

The 2-credit CEU Teaching Assistantship must be completed at CEU. This is required for the US degree, is recorded in the transcript and, in parallel, as the mandatory 10 credit Teaching Assistantship required in the Hungarian degree.

III. Academic Activity

A. *Participation in Research Projects (no minimum; maximum 2 credits)*

1. Conference Organization (as the principal organizer, or one of the principal organizers). Documentation: Conference program and a detailed student's report.
2. Research Assistance (data collection, processing, etc.). Documentation: student's report and project organizer's opinion. Credits: 1 for 20 hrs of work.
3. Research Collaboration (as an official participant in a funded grant). Documentation: Student's report and project description.

B. *Publications (4-6 credits)*

1. Scholarly article (in a peer-reviewed international or national journal) or peer-reviewed book chapter (in a volume published by an international or well-recognized national publisher) 2 credits.
2. Books review in international or recognized national scholarly journal. 1 credits. One publication may be worth between 1 and 2 credits. Documentation: off-prints or printed copies or evidence that the piece has been accepted and is in print. Please note: The printed version of the publication must be submitted. Forthcoming publications should be submitted in the following year, i.e. after publication only.

NB: In addition to the publication requirements stipulated here there is a pre-defense publication requirement (see Section D below). Prior to the doctoral defense students have to have submitted copies of at least three scholarly publications (incl. articles accepted for publication and already in print) in a recognized international or national journal, or in a book published by a recognized international or national publisher; these publications may overlap with or be different from the publications submitted over the years in order to fulfill the "Additional credits"-requirement described here.

C. *Conference participation (2-4 credits)*

Presentation of a paper at a scholarly conference. Documentation: conference program and student's paper. 2 credits. Please note: Indicate clearly on the cover sheet the paper title, conference title, place and date.

Requesting credits

Requests for credit are submitted once a year as a part of the student's Annual Report due on June 1st. Each request should refer to work completed in the previous year. Credit for work completed in the period between the June 1 and the scheduled Doctoral Defense will be evaluated per interim request prior to the Defense.

For each activity the student must complete a "Request for additional credit towards the Hungarian-accredited PhD Cover Sheet," listing each activity according to the categories described above (the type of activity, its formal title and the number of credits requested). To be considered for credit the appropriate documentation for each activity must be attached to each Cover Sheet. A blank Cover Sheet will be sent to you each year to use in preparing your submission.

Please note:

1. The annual request for Hungarian credit, including all documentation, must be submitted in hard copy.
2. The HDDPC is not in the position to work with incomplete information and documentation. For example, for conference credit the Cover Sheet must indicate the paper title and the title, date and place of the conference. Of course, minor difficulties may arise and corrections be implemented upon request, but serious omissions or ambiguous documentation cannot be processed and credit cannot be awarded.
3. Please make sure over the years not to overstep the maximum number of Hungarian credits which can be granted in any given category. (We may, of course, in principle grant you more credits than the maximum, but these additional credits in the end will not appear in your transcript for the Hungarian degree.)

Study Plan Overview

PhD Requirements–US Degree			PhD Requirements–HUN Degree NEW		
1st year: 20 credits			1st year: 30 credits		
FALL	Mandatory PhD Seminar (Hist 6500)	2 cr	FALL	Mandatory PhD Seminar (Hist 6500)	2 cr
	PhD Tutorial I	2 cr		PhD Tutorial I	2 cr
	4 credits course work	4 cr		4+2 credits course work	6 cr
WINTER	PhD Tutorial II	2 cr	WINTER	PhD Tutorial II	2 cr
	6 credits of course work	6 cr		6 credits of course work	6 cr
SPRING	PhD Tutorial III	2 cr	SPRING	PhD Tutorial III	2 cr
				Research I HU	4 cr
				Consultation I HU	4 cr
				Annual Report I HU	2 cr
	Comprehensive Exam preparation	2 cr			
Comprehensive Exam	0 cr				
2nd year: 18 credits			2nd year: 30 credits		
FALL	Research I	4 cr	FALL		
	Consultation I	2 cr			
WINTER	Research II	4 cr	WINTER		
	Consultation II	2 cr			
SPRING	Research III	4 cr	SPRING	Research II HU	4 cr
	Consultation III	2 cr		Consultation II HU	4 cr
				Annual Report II HU	2 cr
		Complex Exam material HU		6 cr	
		Complex Exam preparation HU		6 cr	
		Complex Exam HU		8 cr	
3rd year: 18 credits			3rd year: 30 credits		
FALL	Teaching Assistantship	2 cr	FALL	Teaching Assistantship	2 cr
	PhD Thesis Writing I	4 cr		Teaching Assistantship HU	8 cr
WINTER	PhD Research Seminar	4 cr	WINTER	PhD Research Seminar	4 cr
	PhD Thesis Writing II	4 cr		PhD Research Seminar HU	6 cr
SPRING	PhD Thesis Writing III	4 cr	SPRING	Research III HU	4 cr
				Consultation III HU	4 cr
				Annual Report III HU	2 cr
4th year: 28 + 2 credits			4th year: 28 + 2 credits		
			SPRING	Research IV HU	4 cr
				Consultation IV HU	4 cr
				Annual Report IV HU	2 cr
				Academic Internship HU	min. 2 cr
				Interdisciplinary Electives HU	min. 6 cr
				Independent Study HU	min. 4 cr
				(additional elective moved to 1st yr!)	
				Independent Teaching HU	0–2 cr
				Research Projects HU	0–2 cr
				Publications HU (min. 3 publications!)	4–6 cr
Conferences, Presentations HU	2–4 cr				
TOTAL MINIMUM: 56 CEU CREDITS			TOTAL 120 CEU CREDITS (240 ECTS CREDITS)		
min. GPA 3.3			Evidence of appropriate command of two languages		

Foreign language requirements

Doctoral Candidates who intend to earn a degree accredited in Hungary must produce evidence of appropriate command of two languages other than their mother tongue (“foreign languages”). Students whose mother tongue is English must produce evidence of appropriate command of the first foreign language upon opting into the Hungarian Degree Program.

In case the documents proving the fulfillment of this requirement fall into the category of documents “equivalent” to the Hungarian state administered language certificates (as detailed below) the Candidate must submit documentation or information demonstrating the equivalence.

First foreign language

The first of these languages must be one of the following languages: Albanian, Arabic, Armenian, Bulgarian, Chinese, Croatian, Czech, English, Estonian, Finnish, French, Georgian, German, Hebrew, Hungarian, Italian, Latin, Latvian, Lithuanian, Modern Greek, Old Church Slavonic, Old Greek, Ottoman Turkish, Persian, Polish, Romanian, Russian, Serbian, Slovak, Slovenian, Spanish, Syriac, Turkish, Ukrainian, Yiddish.

Evidence of sufficient command of this language can be produced in one of the following ways:

1. English is recognized without further evidence in the case of all non-native speakers of English accepted in a CEU doctoral program
2. Hungarian state administered language certificate (or equivalent), type “B2, intermediate” (“*középfokú*”) level or higher
3. Completion of secondary education in a foreign language
4. Degree in a foreign language in an accredited institution of higher education

Second foreign language

Evidence of sufficient command of a second foreign language, to be chosen from any of the languages indicated above, can be produced in one of the following ways:

1. Hungarian state administered language certificate (or equivalent), type “B1”, “beginner” (“*alapfokú*”) level
2. Completion of secondary education in a foreign language
3. Degree in an accredited higher education institution in a foreign language
4. Completion of a foreign language course in a secondary or higher education institution

In addition, students of the Doctoral School of History studying in the PhD Program in Comparative History, who wish to fulfill the second foreign language requirement at CEU, may choose from the following options:

1. Language classes given by CEU’s Academic Writing Center (40 teaching hours of approximately 45 minutes per class)
2. Source Language classes (12 meetings of approximately 100 minutes)
3. Text Reading classes (12 meetings of approximately 100 minutes)

Students have to notify the teacher in advance that they take the class for credit; they have to participate regularly in the class and fulfill all course requirements (including homework and the final exam) with a passing grade.

Documentation: a cover sheet indicating the languages chosen may be submitted at any point during the course of studies. The requested documentation must be attached to the cover sheet.

Procedure Leading up to Graduation

The dissertation must be submitted within 3 years of the complex exam, in other words, by the end of the 5th year of studies.

The Hungarian element of the Dissertation Defense

Additional Documentation

Prior to the initiation of the Doctoral Defense the Doctoral Candidate needs to submit to the responsible departmental administrator the following documents:

1. Documentation proving that the candidate has fulfilled the foreign language requirements
2. Copies of at least three scholarly publications (incl. articles accepted for publication) in a recognized international or national journal, or in a book published by a recognized international or national publisher. Copies submitted earlier (i.e. as documentation related to the request for additional Hungarian credit) may be counted, yet the candidate needs to declare in writing which of these publications he has selected.
3. A statement in which he or she declares that she or he is not enrolled in any other Doctoral Program in Historical Studies, that no request for opening the defense has been rejected within the last two years, and that no defense procedure has concluded with failure in the past two years.
4. The Thesis booklet summarizing the major findings of the scientific research.
5. Written reply to the written reports of the examiners received prior to the defense.
6. After the successful defense of the dissertation an electronic version of the dissertation shall be provided to the electronic database of *Magyar Tudományos Művek Tára* by indicating a DOI identification No. in line with the international practices.

Dissertation Committee

The Chair of the Dissertation Defense Committee must be an “egyetemi tanár” or Professor Emeritus of CEU.

“Distinction” according to Hungarian Regulations

The conditions of awarding a “distinction” for the course of doctoral studies are as follows:

1. All mandatory classes are “*jeles*”, i.e. A and/or A-
2. The Rigorosum is summa cum laude
3. The Defense grade is Summa cum laude

The Hungarian defense

A minimum of two evaluations of the dissertation by a maximum of three examiners must be positive.

The Candidates may request that the defense be non-public; the UDC accepts or rejects this request.