

Central European University Doctoral School of History

Doctoral Regulations and Program Description¹

General information

The Doctoral School of History accredited in Hungary arose from the association of two doctoral programs accredited by the New York Board of Regents, US, namely, the Doctoral Program of Medieval Studies (1996) and the Doctoral Program of History (1997).

The aim of both of these programs is to study the historical aspects of regional cultures in comparative perspective and with multidisciplinary methodologies, and to open new directions of research in the field. In these endeavors we take advantage of a unique geographic location, a truly diversified, multinational faculty, as well as modern facilities and assets. A common doctoral school facilitates the investigation of historical issues in a *longue durée*; in this way doctoral candidates working on postmedieval topics will achieve a better knowledge of the historical roots of their subjects and, at the same time, their peers working on medieval topics will acquire a wider and more modern context for integrating the results of their research.

The Doctoral School of History keeps the two separate programs:

- 1 Comparative History of Central, Southeastern and Eastern Europe, ca. 1500-2000 (hereafter **Comparative History Program**)
- 2 Interdisciplinary Medieval, Byzantine and Late Antique Studies (hereafter **Medieval Studies Program**).

Each program is administered by its own doctoral committee, members of which are the program director, the head of department, one faculty member appointed by the department, and a doctoral student elected by the student body.

The Doctoral Committee of the Doctoral School of History is a committee composed of the Medieval Studies Doctoral Committee, the Comparative History Doctoral Committee and the Head of the Doctoral School of History. It is charged with supervising the development of its doctoral programs, bring decisions relating to the overall structure and the arising disciplinary matters within both programs, maintain the relations with the University Doctoral Committee.

The Doctoral Committee of the Doctoral School of History deals with the educational and disciplinary matters of the entire Doctoral School of History.

Application and admissions procedure

All candidates should fulfill the general admission requirements of CEU. Besides these general admission requirements, the two programs of the Doctoral School of History may establish additional requirements for admission as deemed necessary.

In addition to meeting the general CEU admissions requirements applicants to the Doctoral Program of the Comparative History Program must be either

- MA graduates of the CEU Department of History
- or be
- graduates of other recognized universities with an MA or equivalent in History
- or be
- MA graduates in a related field

In addition to meeting the general CEU admissions requirements applicants to the Doctoral

(1) The "CEU Doctoral Guidelines" contain the relevant present regulations which reflect the legal changes since the establishment of the Doctoral School.

Program of the Medieval Studies Program must be either

- MA graduates of the CEU Medieval Studies Department with a strong MA thesis and a promising PhD research topic,

or be

- a graduate of a university with an MA degree in one of the fields of Medieval Studies,

Applicants are required to submit:

- **a thesis proposal** - a document of three to six pages describing the proposed research that will form the basis of the thesis. It should discuss the feasibility of the project, providing a description of the source material with a relevant small bibliography, and should offer a realistic schedule for the research to be done. It should also include a description of the principal research questions, and the methodology to be used.

for non CEU MA graduates in addition to this

- **a three-page summary** of their MA thesis in English
- **a short description** of the pluridisciplinary aspects of their previous education, and their familiarity with interdisciplinary research methods

Candidates should have a good working knowledge of one of medieval languages such as Latin, Ancient Greek, Hebrew, Arabic etc.-or any other language (in case the research topic needs it). Moreover, together with English, knowledge of another modern language (German, Italian, French) or (in case of the students who are from outside of the region) one of the languages spoken in Central or Eastern Europe is needed

In both programs

The research topic must be related to the regions covered by the doctoral programs, and it must also take in to account the supervising expertise of the faculty.

All MA graduates of CEU must have a GPA* of at least 3.3.

Another requirement is an ability, demonstrated through the MA thesis, of doing individual/independent academic research, and in the submitting of a minimum three-page research proposal that will lead to the doctoral thesis. The proposal must demonstrate an ability to ask relevant research questions, a familiarity with the historiographical antecedents and approaches in the field, and it must include a preliminary bibliography of primary and secondary sources. Should the documentation regarding previous academic studies be incomplete because graduation is still pending, applicants are advised to complete it as soon as they finish their studies.

Admission process and the examination of previous studies

During the PhD admission process the relevant committees will examine the educational system and the requirements according to which the applicant earned his/her MA degree. There are two main sets of questions: First, we ask how the previous historical studies of the applicant fit in the structure of historical education usual in Europe and to what (if any) extent they differ from it. Second, if the applicant earned his/her degree in a discipline other than history, we examine what kind of historical studies did he/she follow previously, and whether his/her previous diploma enables him/her to study in the programs of the Doctoral School of History. The evaluation is based on the documents handed in by the applicant (namely, the official documentation of the applicant's previous studies). The relevant committees might request further documents from the applicant, ones that contain detailed information about his/her previous university (requirements, structure of training, content and requirements of the relevant subjects). Based on the evaluation of the above mentioned documents, the committee can decide as follows:

* GPA (grade point average) is computed on a 4 point scale by dividing a student's total course grade points by the calculable credits attempted.

1. the applicant's previous education enables the applicant to be accepted in the Doctoral School of History
2. the applicant's previous education partially relevant for pursuing studies at the Doctoral School of History, but additional requirements are established. These requirements can be fulfilled by completing supplementary basic studies (supplementary basic courses and related examinations). In such cases the Program Admission Committee will set up a detailed list with all the requirements that the applicant should complete during his/her first year of doctoral studies, before taking the comprehensive exam. Only those students can sit for the comprehensive exam who have successfully completed all the requirements listed. The list of these requirements is available in the relevant program's doctoral regulations.
3. The Program Admission Committee does not find the applicant's previous education satisfactory, therefore they reject the application. At the same time, the Program Admission Committee can advise the applicant what further education or diploma it considers necessary for the applicant to successfully apply for the Doctoral Program in the future (e.g. enrolling the applicant in the relevant CEU MA program)

Admission or rejection of applicants answering the above requirements will be according to a merit list, created on the basis of the application documents and, in the case of applicants not enrolled at CEU, on a personal or telephone interview with one or more members of CEU faculty. It is a general requirement toward the faculty members that they should actively contribute to the process of selection by evaluating the applications relevant to his/her field. Based on the suggestions of the faculty members, the relevant program's Doctoral Committee will make a list of the applicants, which will be discussed at a meeting to which all the faculty members of the relevant programs will be invited. The complete, final list of successful and rejected applicants will be decided on this meeting.

Application deadlines

Middle of January - for candidates who are not enrolled at CEU

Middle of March - for candidates already enrolled at CEU

Structure and main characteristics of the educational and research activities

The Doctoral School of History accredited in Hungary has two separate programs:

1. **Comparative History Program**
2. **Medieval Studies Program**

Students successfully completing all requirements will receive **a doctoral degree in History**, with a specialization in either of the two programs.

The language of education is English.

The status of the students accepted in the Comparative History Program will be probationary doctoral candidate until the comprehensive exam is successfully passed at the end of the first year. While preparing for their comprehensive exam, students must place their research topic at the intersection of wider sub-fields (early-modern history, modern history, contemporary history; social, political, institutional, cultural, intellectual history etc.; nationalism studies, gender history), and identify two regions out of the given three (Central-, Eastern- and Southeastern Europe) which their comparative research will focus on. The topics of the comprehensive exam are established on these choices of the student. In the first year every student should attend at least three courses (2 credits each) and one tutorial (2 credits), both in the first and the second semesters. During the first semester it is mandatory for each student to attend the Comparative History seminars. During the third semester students continue their preparation by attending a tutorial (2 credits) and by conducting individual study. All these should total 18 credits before the comprehensive exam takes place, and an additional 10 credits can be acquired for preparing the thesis prospectus and passing the comprehensive exam (which also includes the defense of the thesis prospectus). In order to

continue their studies, student must not only pass the comprehensive exam, but also achieve an overall GPA* of 3.3 during the first year

After a successful comprehensive exam students will be promoted to the rank of Doctoral Candidate. During the second year Doctoral Candidates should concentrate on their research in the following way: 4 credits should be collected for research activities in each of the three semesters, 2 credits for attending the tutorials, altogether 18 credits. Prior to the final year of their studies Doctoral Candidates are encouraged to spend a longer period of time at one of the recognized universities abroad, therefore they should apply for external and/or CEU scholarships. During the last year, Doctoral Candidates will acquire 4 credits for writing their thesis, 4 credits for teaching assistance (in departmental MA courses or in other institutions of higher education, in which latter case detailed documentation is required) and 4 credits for participating in doctoral research seminars (in the framework of this seminar, Doctoral Candidates will have the chance and the obligation to present the results of their research in front of the internal public of the department and to discuss in details at least one chapter of their thesis). With these activities a total of 20 credits can be collected. Apart from these basic activities (66 credits), students have to earn during their studies further course credits (at least 16 credits on top of those collected during the first year). The minimum credit requirement is 90 credits. The missing credits can be collected by conducting certain academic activities, such as publishing, as well as conference and project participation. Students are encouraged in several ways to fulfill these requirements: independent student initiatives are supported, they are involved in projects managed by the departmental faculty (especially the projects of the research unit associated with the department, Pastis Inc., Centre for Historical Studies, [http:// www.pastis.ceu.hu](http://www.pastis.ceu.hu)). During their studies students are required to visit as many Program-organized workshops, conferences, round-table discussions as possible. Students should submit their theses within 6 years from the beginning of their studies, and they should defend their theses within two years after the submission.

Students admitted in the Medieval Studies Program are considered probationary doctoral candidates during the first year of enrollment. This status is envisaged for one year, but can be held for a maximum of two years. During the first year students should complete the required course credits (20 credits), successfully pass the comprehensive exam (achieving an overall GPA* of 3.5), submit and defend a thesis prospectus (4 credits) and meet all language requirements. The exam fields of the comprehensive exam cover various fields of Medieval Studies. Following the successful defense of the prospectus and passing the comprehensive exam students will be promoted to the rank of Doctoral Candidate.

Doctoral Candidates will have five (in case they have passed their comprehensive exam in two years, then four) years to write their theses.

During the second and third years, Doctoral Candidates will conduct research in archives and libraries relevant to their fields, participate in mandatory doctoral seminars and elective courses (12 credits), follow academic *practica* classes, write their theses, and fulfill the required teaching activities.

Doctoral Candidates should also present at least one research publication during the doctoral seminar, in the same way as they would present it at a conference. As students are encouraged to spend at least one semester at another university during their doctoral studies, the Program assists them in applying for support.

Students can take active part in the preparatory phase of the interdisciplinary academic meetings (workshops) organized by the Program, they can also contribute to the academic events of the Program or to the editorial duties of the related publications. Doctoral Candidates are expected to present papers at one of the major conferences in the field of Medieval studies (Kalamazoo, US, Leeds, UK)

One of the most important elements of the doctoral studies is research work. Therefore students are encouraged to join research projects that are relevant to their fields of interest. Joint faculty/student

* GPA (grade point average) is computed on a 4 point scale by dividing a student's total course grade points by the calculable credits attempted.

research projects, for example, also contribute to the preparation of CEU Summer University courses organized by the Program. All Doctoral Candidates participating in the Program will progress according to a well-organized educational process.

Course requirements and exams

In both programs the number of credits required is 90. Part of these credits can be earned by attending the required mandatory, elective, and optional courses, while the rest of the credits can be collected by completing the following tasks of the doctoral studies:

- Thesis prospectus and comprehensive exam – a total of 10 credits
- Thesis research and annual progress report: each candidate must submit annually a detailed report that shows his/her progress in the research, contains a list of the examined sources and their location (archives, libraries, museums), the list of materials studied, as well as the results of the consultations with the external reader(s) and other scholars. The report should be accepted by the supervisor, but it will also be sent to members of the Thesis Committee. Once the annual progress report is accepted, it will earn the candidate 6 credits, totaling 18 credits during the entire course of doctoral studies.
- Doctoral Research Seminar: in doctoral research topics that are related either methodologically or in regard of their sources, separate seminars can be organized under the guidance of relevant supervisors. These Doctoral Research Seminars will discuss the thesis topics as they progress. Usually these are 2 credits seminars (throughout the entire doctoral studies 12 credits total)
- Doctoral Candidates will also select four courses of academic *practica*, which will be supervised by resident faculty members of the Program (1 credit each 60 hours in an individualized program, altogether totaling 4 credits and 240 *practicum* hours). The goal of these *practica* is to provide professional skills that are not part of the university curriculum, but which will be especially useful for future academic careers. Doctoral Candidates may select from the following *practica*: Research Resources and Bibliography, Course Material Development and Teaching Practice, Academic Program Organization, Publication and Editorial Practices, Departmental Archival and Library Development, Visual Resources: Collection and Implementation, International Relations Network Co-ordination. Doctoral Candidates should rotate their choices and may repeat a *practicum* one time only. The *practica* must be completed by every Doctoral Candidate before the submission of the thesis.
- Consultations: as described earlier, Doctoral Candidates should consult regularly with their supervisors. The schedule and duration of these consultations is not set but generally it means at least one hour per week. For these consultations candidates can receive 4 credits annually (altogether 12 credits)
- Conferences: all Doctoral Candidates are expected to present their research results at conferences and workshops. Credits can be earned with active participation, i.e. with presentations or posters. (altogether maximum 6 credits)
- Publications: all Doctoral Candidates are expected to publish some of their research results before finishing their theses. Credits will be given by the supervisors, according to the length, language, place of publication and character of the text. One publication can earn 1 to 4 credits, altogether maximum 12 credits.
- Participation in research programs: Doctoral Candidates can join international research projects managed and hosted within the programs. In case of active participation the candidate can be assigned individual tasks. Should the candidate accomplish the given task, the research project leader, after consulting with the candidate's supervisor, can give the candidate credits (maximum 6 credits total). In the Medieval Studies Program these credits are independent from those obtainable with the *academica practica* courses.
- Teaching practice: all Doctoral Candidates must perform a teaching practice. This can include: offering seminars in the framework of the MA program; teaching historical source languages; regular consultations; creating additional teaching materials, materials related to

the courses (bibliography, notes, website etc.), assisting the program's faculty members in their work (in the Medieval Studies Program these are on top of the *academica practica* requirements). Maximum 12 credits can be collected.

Credits

Medieval Studies Program

Type of activity	Course name	Course type	Credit vaule
1. Educational activity	PhD Seminar (thesis) (3 years)	mandatory	min. 10 (5 x 2) max. 12 (6 x 2)
	PhD Research Seminar (3 years)	mandatory	min. 10 max. 12
	Advanced Research Methodology	mandatory	2 + 1 = 3
	academic practica	mandatory	4 x 1 = 4
		total mandatory credits:	min. 27 max. 31
	Topical elective courses	elective	10
		total elective	10
		Total educational activity credits:	min. 37 max. 41
2. Teaching activity	Teaching practice (teaching assistance in an MA course)	mandatory	4
	Independent teaching practice (at CEU or another university)	optional	max. 6
		Total teaching activity credits:	min. 4 max. 10
3. Academic activity	Thesis prospectus and comprehensive exam	mandatory	10
	Thesis research and annual progress report	mandatory	3 x 6 = 18
	Consultation with supervisor	mandatory	3 x 4 = 12
	Participation in research projects	optional	min. 3 max. 6
	Publication	optional	min. 4 max. 12
	Conference paper presentation and / or participation	optional	min. 2 max. 6
		Total academic activity credits:	min. 49 max. 64
Total credits:			min. 90 max. 115

Comparative History Program

Type of activity	Course name	Course type	Credit vaule
1. Educational activity	CoreBase course (Comparative History, 1 st year)	mandatory	2
	Dissertation seminar („tutorial”, 1 st year)	mandatory	3 x 2 = 6
	Doctoral research seminar (3 rd years)	mandatory	4
	Academic practice	mandatory	2
		<i>Total mandatory.</i>	<i>14</i>
	1 st year optional lessons	alternative	min. 12
	Research seminar	alternative	4
		<i>Total alternative .</i>	<i>min. 16</i>
	Interdisciplinary courses, Guest Speaker’s courses	optional	min. 6
		<i>Total optional.</i>	<i>min. 6</i>
		Total academic credits.	min. 36 max. 40
2. Teaching activity	teaching practice (assistance in a MA course of the Department)	mandatory	4
	Individual teaching practice(on CEU or a recognized university)	optional	max. 6
		Total teaching credits .	min. 4 max. 10
3. Academic activity	Dissertation proposal,comprehensive exam	mandatory	4+4+2=10
	Dissertation research (documented with annual report)	mandatory	3 x 6 = 18
	Consultation with the Tutor	mandatory	3 x 4 = 12
	Other research (participation in projects etc.)	optional	max. 6
	Publications	optional	min. 4 max. 12
	Participation in academic conferences	optional	min. 2 max. 6
		Total academic credits	min. 46 max. 64
Total credits			min. 86* max. 114

As indicated, in order to earn the number of credits necessary for the *absolutorium*, candidates have to collect more than the minimum number of credits required in a given field. To collect the necessary number of credits students are free to choose the activity they prefer.

Detailed description of the educational activities

In both programs of the Doctoral School of History educational activities are divided into two parts:

- Probationary doctoral studies
- Doctoral studies

Supplementary basic studies

According to the regulations of admission (see above) the Program Admission Committee may require accepted applicants to pursue supplementary basic studies (coursework and exams) as condition for taking the comprehensive exam at the end of the probationary year. In case such requirements are deemed necessary, the committee will list them in detail.

Supplementary basic studies may be of two kinds:

- a. Historical studies that deal with the methodological and theoretical aspects of the discipline, or provide a comprehensive explanation of a given historical period
- b. Basic methodological units that are indispensable in historical education (historical auxiliary sciences, neighbor disciplines, interdisciplinary research methodology, historical approaches, historical sources, historical source languages etc.)

These academic requirements can be met in three different ways (or a combination of these):

1. Attending specially announced courses falling outside the academic requirements of doctoral studies. If doctoral candidates had never followed studies of this kind before, they should do it now, in the framework of the supplementary basic studies. This are as follows (in case of both of the programs):
 - Theoretical questions of historical sciences (4 credits)
 - Research methodology in historical sciences (4 credits)
 - Historical source languages (Arabic, Hebrew, Ancient Greek Latin etc.) and second foreign language (German, Italian, French etc.) (2 credits)
 - Sources of historical sciences (2 credits)

The credits of the above mentioned courses do not count either towards the credits of doctoral studies, or towards the GPA*.

2. Submitting (an) individual semester paper(s). The paper should be written by the probationary doctoral candidate in consultation with an appointed advisor, on a given topic, relying on the bibliography provided, and answering the formal requirements of an academic paper. It should address methodological questions and prove the student's ability of source analysis. Students without a previous background in such fields should complete at least three of them, either in the form of a paper or an exam. The fields include:
 - in the Comparative History Program: social history, political and diplomatic history, cultural history, historical anthropology, micro-history, intellectual history, history of science, oral history, historical memory, gender history
 - in the Medieval Studies Program: archeology, ethnology, art history, auxiliary sciences of history (diplomats, paleography, epigraphy, heraldics, numismatics, etc.), historical anthropology, economical history, history of religion, church history, theology, history of philosophy, history of literature, historical linguistics, linguistics, Medieval source languages (Latin, Greek, Old Church Slavonic, Arabic, Hebrew, etc.)

* GPA (grade point average) is computed on a 4 point scale by dividing a student's total course grade points by the calculable credits attempted.

3. Fulfilling exam requirements. In this case doctoral students should pass a written or oral exam based on a bibliography provided at the beginning of the academic year. Such exams are designed to prove the student's knowledge about significant historical periods as well as research methodology. The fields of such exams are as follows (in case of both programs):
 - Ancient Greek and Roman History and its later influence
 - History of Late Antique and Early Medieval Europe
 - Medieval European Civilization
 - History of Early Modern Europe
 - History of Modern Europe
 - History of Contemporary Europe

At least three of these topics should have been studied by the students in the course of their previous studies. Lacking such experience, they must acquire it within the frame of the supplementary basic studies. Besides, according to the program regulations, those listed under point 2 and the source languages also can be fulfilled by exams.

Probationary doctoral studies

The probationary period lasts for one year. Students can continue their doctoral studies only if they succeeded in taking the comprehensive exam.

Comparative History Program: during the first, probationary, year students must earn at least 22 credits from the prescribed courses (mandatory and optional seminars and dissertation tutorials).

Medieval Studies Program: during the first, probationary, year students have to follow the prescribed courses (20 credits), they have to succeed in the comprehensive exam, in the framework of which they have to hand in a thesis proposal (they also have to defend this proposal), and they have to meet all language requirements.

The Comprehensive Exam

In the Comparative History Program at the end of the third term students take a comprehensive exam covering their two chosen regional fields and their thesis topic. In order to be registered for the comprehensive exam, students must have a GPA* of at least 3.33, and their thesis proposal must have been approved by the Program Doctoral Committee (also taking into consideration the written evaluation of at least one expert external to CEU).

The comprehensive exam is based upon a bibliography of at least 100 key works, which they construct to reflect the broader theoretical and historiographical aspects of their thesis topic in regional perspective. These bibliographies, and an accompanying essay explaining the logic of their bibliographic selections (altogether c. 15 pages), are prepared in the first-term tutorial and revised during the second- and third-term tutorial. Students are also encouraged from the very beginning to select their elective courses with a view to having an opportunity to survey and discuss literature likely to be relevant for their comprehensive exam.

The comprehensive exam is an approximately two-hour discussion between the student and a three-member Examination Committee, consisting of two CEU History faculty members representing different regional fields, and a non-CEU scholar. The exam also involves the defense of the thesis proposal.

Upon passing the comprehensive exam, the student is admitted to doctoral candidacy. Students who failed may retake the exam only once after a minimum three months and a maximum of ten months of interval.

In the Medieval Studies Program the exam contains two phases: the defense of the doctoral thesis prospectus and the comprehensive exam both of which are public events. The comprehensive exam is held in front of the Program Doctoral Committee and faculty members, with the active participation of the doctoral students of the Program. Prior to the comprehensive exam the thesis prospectus will be sent for evaluation to one or two scholars outside the department (generally to those who will be requested to participate in the work of the student's thesis committee). The defense will begin with a short oral presentation (max. 10 min.), followed by questions pertaining to the proposed research and finally the candidate's knowledge regarding the thematic question in connection with the comprehensive exam topics will also be tested.

The preparation of the comprehensive exam starts at the end of the Fall Semester. Probationary Doctoral Candidates are asked to suggest three exam fields, which are relevant to their doctoral studies and are requested to submit a 10-20 item bibliography of each field by the beginning of the Winter Semester. The Program Doctoral Committee will select two of the topics on the basis of which the Probationary Doctoral Candidates will be examined.

The thesis prospectus must be submitted by 1 March in order to allow external and internal adjudication and an oral defense during the Spring Semester. The thesis prospectus must contain the following elements:

- justification of the proposed subject;
- overview of the relevant scholarly publications;
- specific, detailed, and annotated list of the primary sources to be studied;
- methods to be applied;
- set of questions to be explored or working hypotheses to be tested;
- tentative outline;
- bibliography specifying the works that have been, or will be, consulted.

While the length of the prospectus may vary from case to case, usually 12-15 pp. text and 5-8 pp. bibliography can do justice to the task.

At the defense of the thesis prospectus both the prospectus and the skills necessary for preparing the thesis (research skills, familiarity with the scholarly issues related to the thesis, etc.) will be examined. The student is also expected to answer questions that are important in connection with the proposed research topic, but have not been discussed in detail in the thesis proposal. The student may be asked to rework the thesis proposal (only once during their studies) and/or acquire some necessary skills before being admitted to Doctoral Candidate status.

The Committee's decision on accepting the thesis defense and the comprehensive exam is based on the opinion(s) of the external reader(s) and the oral exam.

Students who failed the comprehensive exam may retake the exam only once after a minimum three months and a maximum of ten months of interval.

Doctoral studies

Comparative History Program: After passing the comprehensive exam, doctoral candidates have to earn their credits necessary for the *absolutorium* mostly by research work (connected to the thesis and documented in annual reports), by other research and publication activities, teaching practice, and by a few other academic activities, such as alternative and mandatory third year research seminars and optional courses. Doctoral candidates are also encouraged to spend one or more semesters before their last residential year at a recognized university abroad (through internships, or by applying for CEU or international financial support) in order to enrich their experience and knowledge.

Medieval Studies Program: during the second and third years, candidates will spend their time doing research in the relevant fields in archives and libraries, participating in mandatory doctoral seminars and courses (12 credits), writing their thesis and fulfilling the requirements of taking part in the mandatory teaching practice. Doctoral candidates can earn credits by performing other research tasks (conferences, publications, academic lectures). Doctoral candidates are encouraged to spend (through internships) at least one semester/or maximum 6 months in a recognized university abroad, that corresponds to their research fields. This possibility is part of each candidate's individual program and is supported by CEU.

Supervision

Appointing the supervisor

In both programs, a supervisor must be a full- or part-time member of the relevant department's faculty or has to be a recurrent visiting faculty teaching at least three credits during a given academic year. The supervisor must have appropriate research experience and a doctoral degree. Where it can be reasonably assumed that the supervisor may not be available for consultation for enough time or the studied field requires it, an associate supervisor can be appointed. One faculty member may supervise a maximum of six doctoral students simultaneously. Students may take part in the choice of their supervisors by communicating their preferences to the program doctoral committees. The committees after consulting with the supervisor will accept or reject the student's choice. The Doctoral Candidate may request in writing a change of his/her supervisor or associate supervisor (substantiating such a request), and the Program Doctoral Committee may accept or reject this request.

In the Comparative History Program students in the first year are required to draft a thesis proposal, which should be between 15 and 20 double-spaced pages. The thesis topic, which does not need to be comparative, should be worked out in detail with relevant faculty members. The proposal should contain a summary of the main question(s) to be addressed, an elaboration of how the thesis will extend or challenge what is known in the research literature, a general research plan and a few paragraphs on sources. The second-term tutorial will be devoted to refining the thesis proposal and its presentation in a seminar format. At the end of the second term students submit the thesis proposal to the Program Doctoral Committee who will then arrange for the thesis proposal to be refereed by at least one external reader. Upon the basis of these reports the Program Doctoral Committee will advise on the readiness of the proposal to be defended and at that time will formalize the appointment of the supervisor and the Comprehensive Exam Committee. Copies of the thesis proposal (revised if recommended), exam bibliography and essay are mailed to each member a month before the scheduled exam.

In the Medieval Studies Program at the end of the first year the Program Doctoral Committee decides upon the supervision of the students who achieved the Doctoral Candidate status. A Thesis Committee is formed, which will consist of the CEU supervisor and at least two other scholars acting as external advisors. It is strongly recommended that one of the external advisors be from the home country or region of the candidate. Students can propose members for the Thesis Committee. Once the thesis prospectus has been approved a change in the research field might require a change in the supervisor. In such cases another faculty member of the program will take up the supervision. The Thesis Committee is responsible for the supervision of the student's work towards the thesis. While the nature and frequency of consultation necessarily depends on geographical considerations, the department requests the members of the thesis committee to be available for consultation (by mail or otherwise) at least once every six months, and advise the department (in an informal written assessment) of the candidate's progress at least once during and once at the end of the academic year. Doctoral Candidates must maintain regular contact with the members of their thesis committee. As a rule, students should arrange consultations with their CEU supervisors at least once a month. The latter are obliged to report at least once a year on the candidate's progress to the

Director of the Doctoral Program and will review this report with the Doctoral Candidate. The Program will provide the members of the Thesis Committee with every relevant information and documentation connected to the supervision. The members of the Thesis Committee will have to participate (either personally or through written opinion) at the thesis defense.

Duties of the supervisor and associate supervisor

In both programs it is the responsibility of the supervisor to maintain professional relationship at all times with the candidate and to give guidance about the nature of research and standards expected, about the choice of research topic, about the planning of the research program and about literature and resources; to establish a reasonable research and consultation schedule; to give detailed advice in order to ensure that the whole research project and thesis writing is completed within scheduled time; to request regularly pieces of written work and/or research results and return such work (including drafts of the thesis) with constructive criticism within reasonable time; to arrange as appropriate for candidates to make presentations of their research results on the departmental seminars at least twice during the candidature; to ensure the candidate plays a full and active role in the intellectual life of the department; to inform the candidate about the satisfactory or unsatisfactory progress of his/her work; to report once a year in writing to the Program Doctoral Committee on the candidate's progress; to introduce the candidate into the formal requirements of academic research; to help the candidate in presenting his/her work at conferences and prepare it for publication.

Duties of the Doctoral Candidate

In both programs the Doctoral Candidate is held individually responsible for being familiar with the regulations and guidelines of CEU, the Doctoral School of History, and the relevant Doctoral Program; completing the necessary course work as required by the program he/she is enrolled in; by the end of the second semester submit an examination bibliography and essay plus a thesis proposal to the relevant program committee; initiating discussions with the supervisor on the type of guidance and comments considered helpful, and agree to a schedule of meetings which will ensure regular contact; documenting the progress of the work/research as agreed with the supervisor; presenting his/her research output in public at least in two occasions during the candidature; preparing the thesis for examination according to the schedule agreed upon with the supervisor. Doctoral Candidates are expected to reside in Budapest during their candidacy period. Doctoral Candidates must actively participate in the scholarly life of the University, and to react to the program's written or oral requests according to the rules of the relevant program. In case a candidate wishes to reside outside Budapest, he/she must request in advance a leave in writing from the relevant Program Doctoral Committee. A request for leave must be submitted before the beginning of a given semester, on the forms provided by the relevant programs with justification and the supervisor's recommendation.

Absolutorium

In both programs: in line with the University Doctoral Regulations students complete their *absolutorium*, when they fulfill all academic and examination requirements and earn all the credits for individual studies and academic work. Once the *absolutorium* has been completed, doctoral candidates may submit their thesis for defense and can register for the *rigorosum*.

Thesis format

In both programs: the thesis should not exceed 80,000 words (not including bibliography) and should follow the style sheet provided by the relevant program, unless otherwise authorized by the relevant Program Doctoral Committee prior to submission. (The limitation of the size of the thesis does not refer to the source materials published in the appendixes.)

The thesis submitted should contain:

- a title page with the name of the author, the date of submission, and the name(s) of the supervisor(s)
- a table of content
- a maximum 500 words long summary of the thesis
- a declaration signed by the author stating that:
 - the thesis does not contain any material from any other thesis accepted by any other institution
 - the thesis does not contain any material written by somebody else or published anywhere else (except if referred to properly in the bibliography)
- should the thesis be based on a shared research, it is necessary to have a declaration from the other author(s)

Rigorosum

Doctoral Candidates who intend to earn a doctoral degree accredited in Hungary must pass the *rigorosum*. Members of the *Rigorosum* Committee are appointed by the University Doctoral Committee based on the recommendation of the relevant program doctoral committees. The *Rigorosum* Committee should have at least three members, one of it is external. In both programs the *rigorosum* should be completed in line with the rules specified by the University Doctoral Regulations.

When a Doctoral Candidate initiates the doctoral procedure required for the degree accredited in Hungary, he or she becomes a Doctoral Nominee. The *rigorosum* is an exam that must take place within two years of the start of the Doctoral Nominee status. The *Rigorosum* Committee evaluates both the viability of the Doctoral Candidate's research, and the skills and background knowledge necessary for the completion of the thesis.

The doctoral thesis must be submitted within two years of the start of the Doctoral Nominee status.

Thesis defense

Appointing examiners

In both programs at least one month before setting the date of the thesis defense the supervisor in consultation with the Doctoral Candidate will submit a suggested Thesis Defense Committee to the relevant Program Doctoral Committee. The Thesis Defense Committee has five members. The Chair will be a senior CEU faculty member not in the relevant program. Maximum two members of the Thesis Defense Committee may be members in the relevant program. At least two written evaluations of the thesis should be requested from scholars who based on their experience and standing in the candidate's field can assess the work. The Thesis Defense Committee will have at least two external members, one of them also preparing an evaluation. One of the two evaluators should be present at the thesis defense. The candidate will have access to all written evaluations submitted in advance of the defense. If a Doctoral Candidate believes that the appointment of a particular examiner may be prejudicial to the fair examination of the thesis, he/she should inform the relevant Program Doctoral Committee giving specific reasons.

Criteria for the evaluation of the doctoral thesis

In both programs, the thesis is forwarded to the examiners in confidence. The examiners are under the obligation to maintain confidentiality. To satisfy the requirements for a doctoral degree, the thesis must be a significant and original contribution to knowledge about and understanding of the subject and must demonstrate the candidate's capacity to carry out independent quality research. Examiners are requested to assess the thesis in writing in terms of its originality, knowledge of the field, and significant contribution to knowledge.

The doctoral thesis should prove the ability of the candidate to manage the evidences in an innovative and individual manner. At the same time the thesis should be of a quality (in all aspects, including style and language) on whose basis the evaluator would grant a doctoral degree according to international standards as well.

Following its own traditions, the Medieval Studies Program requires a pre-defense, organized in the framework of the Doctoral Seminar with three examining readers (two Doctoral Candidates and another one or a junior faculty member), and one outside expert. The advance preparations for the pre-defense should be done by the supervisor, liaised with the Program Doctoral Committee. After this Doctoral Seminar discussion, the thesis must be approved, first by the CEU supervisor and then by members of the Thesis Committee. The Program Doctoral Committee suggests faculty members and students who are requested to read at least parts of the thesis and act as opponents on the pre-defense.

The Program Doctoral Committee schedules the pre-defense, which can be held the earliest one month after the submission of the text. As the pre-defense is to be held in the frame of the Doctoral Seminars, the Program should receive the proposed date from the supervisor by 15 September for the Fall and by 2 January for the Winter Semester.

After the pre-defense, based on suggestions and evaluations, the Doctoral Candidate will modify the thesis if necessary and then submit the final version of the thesis for defense.

One copy of the thesis will be placed in the Main CEU Library at least one month prior to the defense for the inspection of interested colleagues.

Public defense

The final version of the doctoral thesis should be submitted two months before the proposed date of the public defense. Following the receipt of the written reports of the external examiners a date of the public oral defense will be set for which a thesis summary (abstract) and a one-page CV will be provided by the Doctoral Candidate. The thesis summary would be ca. 500 words in length and include the major questions addressed by the Doctoral Candidate, a brief description of the primary sources used, and a succinct explanation of the methods applied to those sources. The predominant focus of the summary, however, should be a discussion of the new findings and significant conclusions of the Candidate's research, highlighting, in particular, the place of these findings in the contemporary scholarship. A short bibliography should also be attached.

Doctoral Candidates will receive the external evaluators' opinions prior to the defense so that he/she can answer the questions raised in those evaluations. Doctoral Candidates shall defend their doctoral thesis in public. The defense begins with a short summary by the Doctoral Candidate, followed by the presentation of the external evaluators' opinions and questions read by the Chair of the Thesis Defense Committee. The Doctoral Candidate will reply to these questions. Then follows the questions from the Committee and from the audience, to which the Doctoral Candidate responds. The defense will last no longer than two hours.

The Medieval Studies Program will publish the summary of the successfully defended thesis in the Department's Annual.

Awarding the PhD degree

In both programs: after the public section of the defense the Thesis Committee retires to discuss the examination and decide about the outcome. It is the Thesis Defense Committee's right to propose the granting of the doctoral degree to the CEU Senate. The decision of the Thesis Defense Committee is based on the majority voting principle and they may decide among the following three options: (1) to accept the thesis and defense and propose to the Senate and Rector to grant the PhD degree, or (2) to reject the thesis, or (3) to refer the thesis for serious revision. If (3), the Chair will discuss with the Thesis Defense Committee whether the revised thesis would be accepted, subject to the approval of the supervisor or whether - in case the members of the Thesis Defense Committee have substantial differences – new examiner(s) should be appointed. Minor formal corrections suggested by the examiners need not be expressly stipulated. The Thesis Defense Committee summarizes its judgment in writing in 100-200 words.

Disciplinary Procedures

In both programs: in case of serious ethical research misconduct the Program Doctoral Committee will suspend the Doctoral Candidate's enrollment status. Misconduct includes a) fabrication of data, claiming results where none have been obtained; b) falsification of data or research records; c) plagiarism; d) misleading ascription of authorship, including lack of acknowledgment of work primarily produced by somebody else.

Quality control of the Doctoral School

Both programs are structured so as to evaluate continuously the progress and the quality of the scholarly work undertaken. The Comparative History and Medieval Studies programs have formed their own doctoral committees, which throughout the past years participated in the formation, development, and operation of the doctoral programs. The Doctoral Committee of the Doctoral School of History is formed from these two bodies and meets regularly in order to discuss all issues related to the operation of the Doctoral School of History and to implement decisions taken by the University Doctoral Committee.

The chair of the Committee is the Director of the Doctoral School of History. The Heads of the History and Medieval Studies departments are also *ex officio* members together with the Heads of the Doctoral Programs of these two departments; furthermore, two faculty members delegated by each department from among the resident departmental faculty members with a doctoral degree or equivalent and one student representative from each department chosen from among the enrolled doctoral students.

The doctoral degrees in Comparative History and Medieval Studies conferred by CEU certify that their owners successfully completed all the requirements of the doctoral programs in the History or the Medieval Studies Departments at the CEU and had her/his thesis accepted. The thesis is exclusively his/her own work, based on his/her research and relies only on such external information as properly credited in notes and bibliography. The thesis contains significant contribution to knowledge and to the understanding of the subject, which it treats, and it demonstrates the student's capacity to carry out independent scholarly activities.

The academic performance of faculty and doctoral students is subject to continuous review. The progress of the doctoral student is evaluated yearly by the program doctoral committees, based on their and their supervisors' progress reports.

A further guarantee of the academic quality of the work carried on at the Doctoral School is the involvement of prestigious external evaluators. These come from various universities and

institutions all around the world, with which the two departments have developed an intensive cooperation (Oxford University, Cambridge University, Columbia University, Freie Universität Berlin, University of Toronto, University of Maryland etc.).

At the time when the Medieval Studies Department was founded an Academic Advisory Board was also created in order to ensure a continuous quality control and to assist with long term planning. Until the present time the following distinguished scholars have taken part in the work of the

Academic Advisory Board:

- Elizabeth R. Brown, New York University;
- Rees Davies, All Souls College, Oxford;
- Winfried Eberhard, Geisteswissenschaftliches Zentrum, Leipzig;
- Robert J. W. Evans, Oxford;
- Patrick J. Geary, University of California, Los Angeles;
- Aleksander Gieysztor, Polish Academy of Sciences;
- Jacques Le Goff, Ecole des Hautes Etudes en Sciences Sociales;
- Ernő Marosi, The Hungarian Academy of Sciences;
- Karol Modzelewski, The Polish Academy of Sciences, Warsaw;
- Evelynne Patlagean, Université Paris X - Nanterre;
- Andrei Pippidi, University of Bucharest;
- Omeljan Pritsak, Harvard University;
- Ferdinand Seibt, Munich - Collegium Carolinum;
- Ihor Sevcenko, Harvard University;
- František Šmahel, The Czech Academy of Sciences;
- Evangelos Chrysos, National Hellenic Research Foundation, Center for Byzantine Research

In 2007 we decided to form a new, smaller, but more functional Quality Assurance Committee composed of:

- Patrick J. Geary, University of California, Los Angeles;
- Evangelos Chrysos, National Hellenic Research Foundation, Center for Byzantine Research
- Nicole Bériou, Université de Lyon

The activity of the History Department was also monitored by an Academic Advisory Board. The initial external Advisory Board of the Comparative History Program was founded in 1997 and was composed of the following representatives of individual regional fields:

- James Sheehan, Stanford University (at present the elected president of the American Historical Association)
- William G. Rosenberg, University of Michigan (at present, the president of the American Association for Slavic Studies)
- John Lampe, University of Maryland, member of the Wilson Center

The permanent Advisory Committee also includes:

- Natalie Zemon Davis (University of Toronto) – Chair,
- Halil Berktaş (Sabanci University, Istanbul)
- Istvan Deak (Columbia University, New York)
- Moshe Idel (Hebrew University, Jerusalem)
- Jürgen Kocka (Wissenschaftszentrum Berlin für Sozialforschung)
- Jacques Revel (Ecole des Hautes Etudes en Sciences Sociales, Paris)
- Stefan Troebst (University of Leipzig)
- Jorn Rusen (Kulturwissenschaftliches Institut, Essen)
- Maria Todorova (University of Illinois, Urbana-Champaign)
- Hayden White (Stanford University)
- Larry Wolff (Boston College)