Guidelines

for students pursuing, within the HUN-accredited Doctoral School of History, the PhD Program in Comparative History of Central, South Eastern, and Eastern Europe, ca. 1500-2000

(= HUN-extract of the departmental Guidelines for doctoral students)

Budapest, 1 December 2013

The Regulations for the HUN-accredited degree summarized here are subject to modifications as may be requested by Hungarian law and changes in CEU and departmental regulations.

The present document is in accordance with the requirements stipulated by the Hungarian Government Decree 387/2012 on Doctoral Training and Habilitation, and the CEU Doctoral Regulations as of 2013 (CEU Official Document P-1103v1311).
5. Requirements for the Hungarian Accredited PhD

Doctoral students pursuing the US-accredited PhD degree in Comparative History of Central, Southeastern and Eastern Europe in the History Department may elect to obtain the Hungarian-accredited variant of the PhD degree, entitled “Comparative History of Central, Southeastern and Eastern Europe, ca. 1500-2000,” the HUN-degree. The History Department asks that students indicate their intention to do so in writing (letter or email to the PhD Program Coordinator) at the beginning of their studies. Within the last two years before the dissertation defense, normally when students present their dissertation chapter to the PhD Research Seminar (HIST 8150), they must make the final commitment to pursue the Hungarian degree. Upon this declaration they will have the status of Doctoral Nominee (“doktorjelölt”) within the Hungarian program. Doctoral students who elect to obtain the HUN-degree must fulfill a set of additional requirements.

A. Additional credit

Students must acquire additional credit (HUN-credit) in the three categories --- Educational Activity, Teaching Activity, and Academic Activity. Some of these credits form part of the 86 credits required in the Hungarian Study Plan, others (minimum 4) can be elected among various options. Below we first give an overview of the Hungarian Study Plan. We then describe all options for fulfilling the additional requirements, indicating the minimum and the maximum number of credits under each option. 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.”

Hungarian study plan overview

NB: For a detailed description of the Hungarian Study Plan please see the document “Study Plan and Record Sheet PhD degree program in Comparative History”

Students acquire, on top of the 86 required credits, a minimum of 4 credits and a maximum of 32 credits so as to reach an overall credit number of 90 to 114 credits for graduation:

Minimum for graduation: 86 + 4 credits
Maximum for graduation: 86 + 28 credits

The minimum 4 and maximum 28 credits beyond the required 86 credits may be acquired as follows:

Educational activity:
Up to 4 credits from the categories Academic Internship, Interdisciplinary Courses, Independent Study, Additional Electives, in any combination

Teaching activity:
Up to 6 credits from Independent Teaching (at CEU or elsewhere)

Academic activity:
Up to 18 credits (beyond the given minima and within the given maxima in each category) from Research Projects, Publications, and Conferences/Presentations, in any combination

EDUCATIONAL ACTIVITY

Additional elective (minimum 2 credits)
Credit for the additional elective can be achieved in several ways:
1. Through a regularly scheduled, duly registered and graded academic course at CEU. 2 credits for a twelve-meeting or comparable course. No additional HUN-documentation is to be submitted.
2. Through an academic course at another institution. Documentation: Transcript from that institution or course description, paper and grade. 2 credits.

Independent Study (minimum 4 credits)
Credit for Independent Study can be achieved in several ways:
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 supervisor. 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. 4 credits for 3 months work (regular, weekly meetings); a lower number of credits will be assigned to shorter formats but requires 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 3000 words in a form of a literature review or a review of several books. Documentation: the paper and supervisor’s report and opinion/grade. 2 credits.

Interdisciplinary Courses (minimum 6 credits)
1. Through the courses that result from participation in CEU invited (guest) lecture series. To gain credit the student must register for the course attached to the lecture series and must write a paper of about 1500-2000 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 10 to 12 meetings (of approximately 100 minutes). Together, 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 1500-2000 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 3000 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 during study abroad. Documentation: The name and email of the faculty advisor and a 3000-word description of the meetings. 2 credits.

6. Through a summer university course, either at CEU or another university-organized summer school. 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. 2 credits for a twelve-meeting or comparable course.

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 two-year term of editorial assistance on the European Review of History and East Central Europe. Documentation: letter from the editor or organizer.

TEACHING ACTIVITY

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.

ACADEMIC ACTIVITY

Participation in Research Projects (no minimum; maximum 6 credits)
This can take the following forms:
1. Conference Organization (as the principal organizer, or one of the principal organizers). Documentation: Conference program and a detailed student’s report. Up to 4 credits.
2. Research Assistance (data collection, processing, etc.). Documentation: student’s report and project organizer’s opinion. Credits: 2 for 40 hrs of work.
3. Research Collaboration (as an official participant in a funded grant). Documentation: Student’s report and project description. Up to 4 credits.
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 D below). Prior to the doctoral defense students have to have submitted copies of at least two 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; 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 paper** published in an international journal, as a chapter in English-language book published by a recognized publisher, or in a well-recognized national journal. 4 credits.

2. **Books review** in international or recognized national scholarly journal. 2 credits.

   One publication may be worth between 1 and 4 credits.

   Documentation: off-prints or printed copies. 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.

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.

**Requesting credit**

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: 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, but serious omissions or ambiguous documentation cannot be processed and credit cannot be given.

B. **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”).

**First foreign language**

The first of these languages must be one of the languages following: 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 an accredited higher education institution in a foreign language

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

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.

C. 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. When a Doctoral Candidate initiates the doctoral procedure required for the degree accredited in Hungary, he or she becomes a Doctoral Nominee (“doktorjelölt”). The Rigorosum must take place within two years of the start of the Doctoral Nominee status. 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,
Rigorosum Procedure
The Chair opens the proceedings.
The Chair then asks the members of the Rigorosum Committee to raise questions and the student responds to all questions.
The Chair then invites the public to ask questions.
The Rigorosum Committee then decides by simple majority vote between two options: (i) to accept the examination and grant the title “doctoral nominee” thus authorizing the doctoral candidate’s public oral dissertation defense, or (ii) reject the examination and requests that the Rigorosum be repeated. The Rigorosum Committee summarizes its judgment in writing.
The Chair publicly announces the decision of the Rigorosum Committee, reading the Committee’s written judgment. The grade sheet is signed by all members of the Rigorosum Committee.

D. The HUN-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 two 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 HUN-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.

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 HUN-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 HUN-defense

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

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