



This regulation is valid both for students enrolled in the US-accredited program of CEU and Austrian accredited program of CEU-PU.

Doctoral Handbook

**PhD Program in
Business Administration
Full-time & Part-time
(Executive) track**
(version September 7, 2023)

Department of Economics and Business

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1 Overview of the Program

The Executive PhD Program in Business Administration comprises 120 US and 240 ECTS credits to earn a US and Austrian degree. The program is organized into one year of coursework. Upon successful completion of the Comprehensive Exam at the end of the coursework period, doctoral fellows then proceed to their doctoral dissertation research.

The program has two tracks. The full-time track consists of one year of classes and an additional three years to complete the dissertation while the part-time track consists of the same initial coursework but then allows doctoral fellows up to four years to balance full-time work obligations with dissertation work. The coursework is structured into the following categories:

- Research And Professional Development Classes

During the research and professional development classes doctoral fellows will learn how to design, conduct, and write up research projects and will begin to think about and work on their dissertation.

- Faculty Doctoral Seminars

Doctoral fellows will take a series of advanced seminars with the faculty as it relates to core disciplines in business and management. Focusing on their specific areas of expertise, each faculty will expose doctoral fellows to the state-of-the-art and seminal literature in their field with a view to providing the basis for advanced research at the dissertation stage of the program.

- Electives

In order to provide doctoral fellows with the possibility to expand their knowledge in line with their interests and goals, doctoral fellows can choose additional courses in any of CEU's graduate programs including various master's and PhD-level courses across several disciplines. See Appendix 1 for the curriculum structure.

1.1 Probationary Period

The coursework of the PhD Program is designed to provide a strong foundation for developing the Doctoral fellows' knowledge of core literature in business scholarship as well as in qualitative and quantitative research methods. Doctoral fellows must complete course credits in key areas of business administration and research methods. Some of these courses may be provided by or in collaboration with other programs of the department or the university.

After having accomplished all required credits, students will take a comprehensive exam. Doctoral fellows are required to obtain an aggregate GPA score of 3.33 or above each academic year. During this period, before completing the credit requirements and before successfully defending their dissertation research proposal, Doctoral fellows are "Probationary Doctoral Candidates". After having fulfilled all requirements in terms of course related credit load, GPA, and successful defense of the dissertation research proposal they become "Doctoral Candidates".

1.2 Comprehensive examination

After having completed all coursework credits the Probationary Candidates will be admitted to the Comprehensive Exam typically in June of the academic year. The Comprehensive Examination is intended to assess PhD preparation drawing on the coursework of the course modules. There will be committee members drawn for the exam from the Economics and Business Faculty. The Comprehensive Examination can be retaken only once. A three months' interval should pass between the two exams. A second failure leads to an automatic discontinuation of enrolment status.

After successfully passing the Comprehensive Examination the selection of the dissertation advisor is finalized. The student will propose their potential main advisor from those full-time faculty members. Proposal of the dissertation advisor needs to be accepted by the program's Doctoral Committee. The decision about the dissertation advisor will be made during the coursework period and finalized after successful completion of the Dissertation Research Proposal Defense.

1.3 Teaching Assistantships

During their studies, PhD Candidates are usually involved in a teaching assistantship. The Teaching Assistantship specifically aims to build the professional capacities of PhD Candidates for a career involving teaching by providing opportunities to assist in such activities. To enhance teaching competencies PhD Candidates are required to allocate 4 US/8 ECTS credits by assisting professors in designing or redesigning course(s), participating in guest teaching, grading papers or exams, etc. In addition, enrolling in the PhD course, Foundations in Teaching in Higher Education, will count as 3 US/6 ECTS credits.

Candidates are also expected to complete 2 research assistantships. For full-time students in years 2-4 while for part-time students one in years 3-6. Research assistantships involve working with a CEU faculty member of a specific research project. This can be a range of items including data collection, interviewing and so on.

1.4 Dissertation Research Proposal

After successfully passing the Comprehensive Exam, the student will present their dissertation research proposal to all members of the Doctoral Committee.

Before the dissertation research presentation, a draft research proposal is due beforehand. The proposal is handed in to the selected supervisor who provides feedback. The final dissertation proposal plan needs to be submitted by the end of May in the coursework period. Students are strongly encouraged to canvas faculty to join their dissertation defense committee at this stage. This should comprise the dissertation supervisor, a potential internal examiner and a chair. An external examiner will be recruited nearer the completion of the draft dissertation.

The proposal should be defended by the end of June of the second year. Students may agree with their committees to submit a final version and hold a defense prior to this date. A

re-defense or a late defense due to retaking the comprehensive exam must be completed by the end of September.

The dissertation research proposal is defended before the Doctoral Committee. The entire PhD student body and the faculty of the Department are also invited to the dissertation research proposal defense. One week before the scheduled defense at the latest, the student must receive confirmation by email from the dissertation supervisor that the student is ready for a defense (on the condition they have successfully completed the Comprehensive Exam). This emails must be forwarded to the program coordinator before a defense will be confirmed.

The dissertation research proposal defense may result in any of the following outcomes:

- pass without amendments;
- pass with minor amendments;
- pass with major amendments to satisfaction of committee;
- re-defend.

In case of the need for revisions or a new defense, students will be informed by the Doctoral Committee of the timeframe in which the changes need to be made or a new defense scheduled.

Students unable to comply with the above defense schedule should submit a request for extension, approved by the supervisor, to the Doctoral Committee no later than July 15 explaining the reasons for the delay and proposing a schedule for completion and defense of the prospectus. Stipend students who do not defend, or re-defend, the research plan by September 30 of the start of the third year may have their stipends stopped until they do, at the discretion of the Doctoral Committee.

In case of successfully passing the defense the student will reach the status of “PhD Candidate”. The PhD Candidate then will have the choice to maintain or change the dissertation supervisor. It is strongly advised to avoid changing supervisor at this stage.

1.5 Dissertation Research

Students will be monitored in their progress towards learning the basic to advanced research skills throughout the entire program. Dissertation research starts after successful completion of coursework and is supervised by one or more members of faculty. After the selection of the dissertation supervisor (early in Year 2 at the latest) student development will be monitored by the dissertation supervisor. Dissertation Research consists of the annual research load that the student is expected to produce, and it will be assessed by a formal discussion with the advisor and selected faculty members, when the student comes forward with concrete details of the progress already made towards the work.

1.6 Years 3-4 (Full-time)

*****NB: This section applies only to full-time track PhD Candidates*****

During Years 3-4, full-time track PhD candidates are expected to work on their dissertation. Progress will be monitored, apart from the work of dissertation supervisor, through two presentations to be held in front of all the management faculty staff and through the Department seminar presentations in the Fall of Year 3 and Year 4. These presentations, if successful will satisfy the credit for Dissertation Proposal Discussion.

By the end of Year 4 at latest, before enrollment terminates, PhD candidates are expected to submit a final draft of their PhD dissertation, which is followed by the defense and thus by the completion of the full-time track PhD Program. The submission of a final draft PhD dissertation will constitute the last step in obtaining credits before the Defense.

In addition to dissertation research, a more detailed overview of selected activities during Years 3-4 include the following:

Research Paper Publication

The purpose of this activity is to provide full-time track PhD candidates with opportunities to:

- Enhance their research competencies
- Gain concrete and relevant experience in producing a research-based paper
- Present their research in a public forum thereby generating feedback, comments, reviews, etc.
- Develop scientific writing experience; including co-authorship of papers Improve their competitiveness for the academic job market
- The PhD candidate and the main dissertation supervisor will agree on the specific requirements to fulfill this part of the Program, with the approval of the PhD Program Director.

The output for this work includes:

- an article in a peer-reviewed journal, a peer-reviewed business case study or a chapter in a book
- a paper accepted for a conference presentation
- or co-authorship of any of the above.

Annual Progress

Based on the PhD candidate's research proposal from a selected field, the full-time track PhD candidate will develop their PhD dissertation research topic from the end of Year One and throughout Years 2-4 by: a) consulting with their dissertation supervisor and the program director, and b) conducting the presentations in the Dissertation Proposal Discussions. Based on this and any additional required work, the full-time track PhD candidate will prepare an updated and detailed presentation of each year's progress towards the dissertation that takes place at the end of the academic year. This presentation takes place in the presence of faculty and fellow doctoral candidates.

Research Internship or exchange programs (elective)

In Years 2 and 3 full-time track PhD candidates may be involved in a research internship program at companies, public institutions or non-governmental organizations. Internship experiences are usually developed through cooperation networks established by the Department, as well as through its alumni networks. The full-time track PhD candidate may take the activity of an internship to be completed during the course of his second year and

gain credits for this activity. However, authorization from the advisor is needed in order to start the intern program and work out its timing and duration. The internship experience may generate empirical data on which a full-time track PhD candidate may develop a research project.

Conference Participation and Seminar Presentation

These two activities pursue the goal of providing the student with the skills and the content for a presentation at an academic conference, as well as at the departmental research seminars. Both activities will help the student gain confidence in discussing and elaborating theoretical models that can be presented to a wider public.

1.7 Years 3-6 (Part-time Track)

*****NB: This section applies only to part-time track PhD Candidates*****

During Years 3-6, part-time track PhD candidates are expected to work on their dissertation. Aside from the work of the dissertation supervisor, progress will be monitored through two presentations to be held in front of all the management faculty staff and through the Department seminar presentations in during Years 3 to 6. These presentations, if successful will satisfy the credit for Dissertation Proposal Discussion. By the end of Year 6 at the latest, before enrollment terminates, part-time track PhD candidates are expected to submit a final draft of their PhD dissertation, which is followed by the defense and thus by the completion of the part-time track PhD Program. The submission of a final draft PhD dissertation will constitute the last step in obtaining credits before the dissertation defense. In addition to dissertation research, a more detailed overview of selected activities during Years 3-6 include the following:

Research Paper Publication

The purpose of this activity is to provide part-time track PhD candidates with opportunities to:

- Enhance their research competencies
- Gain concrete and relevant experience in producing a research-based paper
- Present their research in a public forum thereby generating feedback, comments, reviews, etc.
- Develop scientific writing experience; including co-authorship of papers Improve their competitiveness for the academic job market

The part-time track PhD candidate and the dissertation supervisor will agree on the specific requirements to fulfill this part of the Program, with approval of the PhD Program Director.

The output for this work includes:

- an article in a peer-reviewed journal,
- a peer-reviewed business case study
- or a chapter in a book
- a paper accepted for a conference presentation,
- or co-authorship of any of the above.

Annual Progress

Based on the PhD candidate's research proposal from a selected field, the part-time track PhD candidate will develop their PhD dissertation research topic from the end of Year 2 and throughout Years 3-6 by: a) consulting with their dissertation supervisor and the program director, and b) conducting the presentations in the Dissertation Proposal Discussions. Based on this and any additional required work, the full-time track PhD candidate will prepare an updated and detailed presentation of each year's progress towards the dissertation that takes place at the end of the academic year. This presentation takes place in the presence of faculty and fellow doctoral candidates.

Research Assistantship

In Year 3 part-time track PhD candidates may be involved in a research assistantship with a CEU faculty member.

Conference Participation and Seminar Presentation

These two activities pursue the goal of providing the student with the skills and the content for a presentation at an academic conference, as well as at the departmental research seminars. Both activities will help the student gain confidence in discussing and elaborating theoretical models that can be presented to a wider public.

1.8 Dissertation

The PhD Dissertation is an academic work that provides original contribution to the knowledge in areas of Business Administration and is of publishable quality by international standards. The Dissertation can be comprised of essays of related research material or a monograph.

1.8.1 Length and format

The Dissertation shall not exceed 80,000 words (including tables, graphs and footnotes; excluding bibliography) without prior permission of the Doctoral Committee. The Dissertation is an original work structured in chapters or a collection of articles or papers (both published and unpublished) organized in a coherent and academically relevant manner. In the case of essays, the candidates are expected to support the essays with chapters that synthesize the collected essays. The submitted PhD Dissertation shall include:

- A Title page including the authors name, date of submission, main advisor's name A table of contents
- An Abstract of maximum 500 words
- A signed statement that the Dissertation contains no materials accepted for any other degrees in any other institutions
- A signed statement that the Dissertation contains no materials previously written and/or published by another person, except where appropriate acknowledgment is made in the form of bibliographical reference, etc. or where the work is based on joint research, disclosure of the respective contribution of the authors

1.8.2 PhD Dissertation Draft

The Dissertation Draft consists of the first draft the PhD student produces and submits to their supervisor. Doctoral Defense Preparation is the step in which the Dissertation Draft is prepared to be submitted to the defense committee before the Doctoral Defense and the student gets ready for presenting the Dissertation to the public. The Doctoral Defense constitutes the final step of the PhD program in which the student defends his research Dissertation, see below.

1.8.3 Submission

Two hard copies of the Dissertation shall be submitted to the program coordinator, who forwards these to the Doctoral Committee. After the Dissertation is approved by the Dissertation Committee and the required modifications, if any, are introduced, an additional hard copy shall be submitted to the CEU library, and an electronic version of the Dissertation shall be uploaded to the CEU electronic Dissertation database. If the Doctoral Student plans to publish the doctoral Dissertation, he/she may request an exemption from the requirement of uploading the doctoral Dissertation to the CEU database. The request shall be submitted to the Doctoral Committee and the Pro-Rector for Social Sciences and Humanities.

1.9 Duration of the program

The standard duration of the program is 4 years for the Full-time track and 3 to 6 years for the part-time track. The duration of the PhD scholarship for the Full-time track students is in line with CEU doctoral studies guidelines in force at the start of the candidate's program.

1.10 Demonstration of Progress in the Program

Assessment of students' progress and performance is undertaken through evaluating core course work, the comprehensive exam, and practicum achievements; evaluating class attendance and participation; and monitoring the progress of students' research through evaluations communicated by the advisor (and, in some cases, an internal doctoral committee member) and student reporting.

1.11 Reporting

Dissertation supervisors give students feedback on milestone documents no later than 1 month after they are submitted. Feedback or a final "grade" on any revisions is also one month (excluding July and/or August). The Doctoral Committee monitors the progress, work and attendance of all students. This is for the benefit of the students and helps to ensure that students are maintaining a satisfactory grade level and managing to make sufficient progress toward completion of the dissertation milestones (i.e., Comprehensive Exams, Prospectus Defense, and Dissertation Pre-Defense). The Doctoral Program Committee discusses opportunities (and identifies barriers, if applicable) that may impact a student's ability to make progress towards successfully completing the program and achieving their doctorate. Students should feel free to consult their supervisors or others in the Department on ways to overcome the expected challenges associated with getting a Ph.D. Additionally, seminars can be organized to discuss and address particular challenges common to all PhD students.

1.11 Requirements

Doctoral Candidates must update their status with the Doctoral Program Coordinator (cc'ing their Supervisor and the Doctoral Program Director) October 1st of each year. New Doctoral Candidates in their second year of study should submit their first status report October 1st of the following year. Failure to submit a status report on time can be considered a violation of CEU PU Doctoral Regulations. Further, if the Doctoral Program Committee finds the report unsatisfactory, it will recommend appropriate action.

1.12 Failure to Demonstrate Progress and Mitigating Circumstances

In the event that the Doctoral Program Committee determines that a student is not making adequate progress, it may consider the particular circumstances of the student and make specific recommendations. Possible grounds for mitigation are considered generally as follows:

- Significant illness or injury
- The death or critical illness of a close family member
- Family crises or major financial problems leading to acute stress
- Absence for jury service or maternity, paternity or adoption leave

Note: While pregnancy is not in itself grounds for mitigation, issues may arise during a pregnancy which might constitute mitigating circumstances and will need to be judged on an individual basis.

Mitigating circumstances aside, the Doctoral Program Committee may suggest, for example, that:

1. the student engages their colleagues in a PhD Faculty/Student Seminar to work through complex and difficult theoretical, methodological or empirical issues;
2. the student acquires other assistance or targeted mentorship;
3. the student withdraws temporarily from the program or "stop the clock;"
4. the student's financial aid be suspended; or
5. enrolment be terminated.

Students who fail to demonstrate progress jeopardize support (e.g., CEU PU-based scholarships and tuition waivers), and/or their enrolment status.

A student's enrolment in the Program may be terminated for any of the following reasons:

- unsatisfactory coursework grades with a GPA minimum of 3.33;
- unsatisfactory research progress;
- enrolment period is past the four-year deadline and no withdrawal or extension has been granted; or
- failure to comply with the University and Doctoral Program regulations.

1.13 Withdrawal

In the event that unforeseen circumstances prevent a student from making progress, the student (with the support of their supervisor) should request a withdrawal from the Program for a definite period of time, but no more than two years. This request should be sent to the Doctoral Program Director and Coordinator. Final approval for a withdrawal is granted by the Doctoral Program Committee. Withdrawals are usually granted in cases in which the

student experiences new and pressing family circumstances or incurs other full-time obligations that prevent the student from making progress on their dissertation. Note that the period of the withdrawal is NOT counted toward the four-year completion time.

1.14 Attendance

The Attendance Policy is as follows:

1. Attendance requirements. Attendance is mandatory for all parts of all courses for which Doctoral students are registered, unless the Program Director or a course instructor explicitly state that certain elements of the course are optional.
2. Exemptions from attendance requirements. The only grounds for absence which are usually automatically accepted are (1) illness documented by a doctor's note and (2) bereavement. In all other cases, students must request permission for absence in advance from their dissertation supervisor, the lecturer(s) whose class(es) they would be missing, and the Doctoral Program Director explaining why they are making the request. Note that other work obligations not related to the student's studies are NOT an excuse for missing class. Explanations for absence which are given after the event will not normally be considered.
3. Sanctions for unauthorized absence. Students who absent themselves from required classes without permission according to the terms of section (2) above can expect to face one or more of the following sanctions:
 - i) Failure of individual courses. Individual professors may determine their own sanctions policy for the Doctoral courses they run, which should be set out in writing at the start of the course. This may mean deducting a certain percentage of the overall course grade for missed classes or even automatic failure of the course. In the latter case the Doctoral Program Committee will decide whether to terminate the student's Doctoral status or allow him/her to continue given certain conditions (e.g., retaking the course or taking an extra course or courses in lieu). Whether or not individual professors take their own sanctions for non-attendance, the Doctoral Committee will act under point iii) below if the student's overall record shows poor attendance.
 - ii) Enrolment Termination. Poor attendance may result in termination of program enrolment.

2. The Doctoral Committee

The administrative and decision-making body of the Business Administration Doctoral Program is the Business Administration Doctoral Committee (hereafter Doctoral Committee). It has three faculty members. The chair of the Committee is the Director of the Doctoral Program appointed for a maximum of five years by the University Doctoral Committee. The Head of Unit is also an ex officio member. Members should hold a doctoral degree or equivalent. The Committee includes one Student representative who is elected by the PhD Students in Business Administration.

The Doctoral Committee's responsibilities include:

1. Steering the Doctoral Program;
2. Passing special regulations, specific to the particular Doctoral Program, consistent with the University Doctoral Regulations, and publishing the Regulations on the Program's website;
3. Enforcing these regulations of the Program;
4. Defining the subjects of the Comprehensive exam;
5. Making recommendations to the University Doctoral Committee for the members of the Admission, and Dissertation Committees;
6. Appointing dissertation supervisors and members of the Comprehensive Examination;
7. Monitor student progress through their dissertation supervisor (from year 2 (FT), year 3 (PT)).

All applications and requests should be first submitted to the Doctoral Committee (including applications for leave of absence, withdrawal, extension, etc.). It is the duty of the Doctoral Committee to forward those to the University Doctoral Committee if necessary.

The Student member of the Doctoral Committee does not vote on matters that directly affect him/her or personally involve faculty or staff members. During the discussion of such issues, the Student representative may be asked not to participate at the meeting. The student representative in the DC is not to be involved in decisions concerning the evaluation or academic progress of individual doctoral students.

The Admission Committee of the Business Administration Doctoral Program is formed by the faculty members of the Doctoral Committee. The Admission Committee is responsible for conducting the admission process.

3. Admissions

Students seeking admission to the Business Administration PhD program must meet the general CEU application requirements for doctoral programs.

Successful applicants must hold a master's degree, or equivalent. CEU Master's students wishing to enter CEU Doctoral Programs must have a GPA of 3.3 or higher in their master's coursework. The Doctoral Committee will determine the GPA adequacy of any non-CEU degree on a case-by-case basis.

Successful applicants must meet the CEU language requirements for as follows:

- TOEFL (computer based) 250
- TOEFL (paper version) 600
- ITOEFL (internet version) 100
- IELTS 7

- Pearson Test of English (Academic) 76
- Cambridge Proficiency Examination C

- Cambridge Advanced English Test A

Exemptions from the language requirements are spelled out by the CEU Doctoral Regulations.

Applicants should submit the following (or have them sent by the testing companies):

1. TOEFL or equivalent test score, or other proof of English proficiency,
2. GRE or GMAT test scores,
3. Curriculum Vitae,
4. An application form,
5. Three confidential letters of recommendation,
6. Relevant undergraduate and graduate transcripts and diplomas,
7. Statement of purpose. Because of the significant load of mathematics-based exercises in the quantitative methodology modules of the program during the selection process priority will be attributed to those applicants with higher scores in GRE or GMAT tests.

4 Student status, rights and responsibilities

PhD students enjoy all the rights and bear all responsibilities of CEU students as outlined in the Students' Rights, Rules, and Academic Regulations.

4.1 PhD Students' rights

Each Doctoral Program determines its own coursework requirement for its Doctoral Students. Only faculty members holding a doctoral degree or equivalent may teach courses offered to Doctoral Students. At least 70% of the classes, while permitting the presence of master's students in limited numbers, should be planned and tailored according to the needs of the doctoral program.

4.2 PhD Students' responsibilities

Doctoral Candidates are expected to remain in contact with campus academic life and respond to any communication from their department according to their department's regulations. In the case of full-time students in receipt of a stipend, this requires residence in Vienna on a full-time basis. Any exceptions to the residency rule must be approved in advance by the Doctoral Committee. Any unjustified absence may lead to the suspension of the doctoral stipend.

Probationary Doctoral Candidates should maintain a cumulative GPA of 3.0 or above each year in doctoral courses. Failure to meet the GPA requirements leads to an automatic termination of the PhD Student status.

Doctoral Candidates should participate in the academic life of the Doctoral School as described below.

The responsibilities of Doctoral Candidates are as follows:

1. Find a dissertation supervisor during the Fall term of Year 2 (FT), Fall term of Year 3 (PT) at the latest;
2. Initiate discussions with the dissertation supervisor on guidance and comments, and agree to a schedule of meetings ensuring regular contact following completion of the Comprehensive Exam;
3. Pass the Comprehensive Examination latest by the end of the coursework period;
4. Attend the Department Management Research Seminars (students receive credit; therefore, attendance is mandatory).
5. Provide a written report to the Doctoral Committee by June 30th, documenting the progress of the work/research as agreed with the dissertation supervisor;
6. Prepare the Dissertation for the pre-defense and defense meetings according to the schedule agreed upon with the dissertation supervisor;
7. Ensure that original data and any other original research results are stored properly and made available if necessary;
8. Provide teaching assistantship as required;
9. Provide research assistantship as required;
10. Gather 240 ECTS credits/120 US credits for graduation from the AUT and the US PhD in Business Administration programs respectively
11. Fulfil any other obligations prescribed by the Doctoral School's regulations and guidelines.

4.3 Employment of Students and enrollment in other programs

Full-time track Students must report all part-time and full-time employment to the Doctoral Committee and keep those reports updated. Full-time employees cannot receive CEU scholarships in the Business Administration Doctoral Program.

As required by the CEU Doctoral Regulations, PhD Students must sign the following statement 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.”

4.4 Extension, leave of absence and re-enrolment, termination, stopping the stipend

Extension

- (a) Doctoral Students are required to submit their Dissertation within four years (Full-Time track) or six years (Part-Time track) from the original date of enrolment. There is a possibility of extending the length of the studies in cases of serious and unforeseeable interference with their studies (for example for medical reasons or unexpected changes in family circumstances). In case a foreseeable event prevents

the student from making reasonable progress, he or she is advised to apply for a temporary withdrawal from the program (see below).

- (b) Up to two months, the extensions can be granted by the Doctoral Committee. Beyond that period, extension can be granted by the University Doctoral Committee. The maximum time that can be granted beyond the regular enrollment is 2 years.
- (c) Students need to apply for an extension at least two months before their enrolment expires, clearly stating the reason for the extension and its requested length. A request for extension always has to be supported by the student's advisor and the Doctoral Committee. Students are asked to make sure that the appropriate supporting letters (by the advisor, and if required, by the DC), are sent to the University Doctoral Committee by the time the extension request is submitted.

Leave of Absence

A Candidate may request permission from the Doctoral Committee to withdraw from the Doctoral Program for a period of up to 2 years. The request should be supplemented with a supporting letter from the dissertation supervisor. Furthermore, the Candidate should submit a plan on how he/she intends to finish the PhD by listing the specific steps he/she intends to take. The steps should convey a sense to the committee that the plan is executable.

A Candidate granted leave may seek re-enrolment within the 2 years period from the Doctoral Committee. The time spent prior to withdrawal is counted towards the period within which a Dissertation may be submitted.

Termination

The Doctoral Committee may terminate doctoral candidacy or probationary doctoral candidacy on the grounds of unsatisfactory coursework grades, failure to pass the comprehensive examinations, unsatisfactory Dissertation proposal, unsatisfactory research progress, unsatisfactory report on progress; or failure to comply with the University and Doctoral Program regulations.

If the Doctoral Committee finds the report unsatisfactory, it has to issue a formal written warning, and the situation should be addressed within 3 months, otherwise the stipend payments will be stopped, and the candidacy may be terminated.

PhD Students can appeal against the decisions of the Doctoral Committee with the University Doctoral Committee

Stopping the stipend

During the period in which a student receives a stipend, s/he can request to have the stipend transfer stopped for a certain period of time, while remaining enrolled in the program. Requests must be submitted to the Doctoral Committee, with adequate supporting reasons for the request and a clear indication of the period for which the stipend is to be stopped (dd/mm/yy – dd/mm/yy). The transfer of the remaining part of the stipend will be resumed once this period expires.

4.5. Changing course registration

Once a student is admitted to a course, and the registration period is over, s/he can change the registration (from grade to audit, from audit to grade, or drop) until the day when the course is halfway over. Late fee applies. No changes are allowed past that date.

5 Advising

The incoming PhD student will receive early advising by the PhD program director and program coordinator concerning general guidance through the probationary period and occasional counseling.

5.1 Dissertation Supervisor

Towards the end of their coursework, PhD Students must approach faculty members and, if endorsed, make proposals about their dissertation supervisor. If no such agreement is made with any eligible faculty, the Doctoral Committee appoints an advisor without the consent of the PhD Student but considering their research interests. Advisors must be full-time faculty members of the Department of Economics and Business, CEU.

The Doctoral Committee may appoint an associate advisor in cases, when the complexity of the studied field requires so, or if the advisor is absent for a substantial time. CEU encourages its Doctoral Candidates to spend substantial time at another university during the research period.

To allow the Students to take maximum benefit from such periods abroad, the dissertation supervisor, in cooperation with the Doctoral Committee, will help to identify a contact in another institution who would be ready to serve as an external advisor. Only faculty members having a doctoral degree or equivalent (including professors emeriti) are eligible to act as advisor or associate advisor.

CEU faculty members teaching a full load may advise a maximum of 6 PhD Students simultaneously. The associate advisor position counts as regular advising when calculating the maximum number of PhD students, a faculty member may advise. Candidates may request in writing a change of their advisor or associate advisor. The Doctoral Committee addresses the request in 15 days. Under special circumstances, the Doctoral Committee can also propose a change in advisor to the PhD Student.

5.2 Detailed responsibilities of the dissertation supervisor

Responsibility of the advisor and the associate advisor includes

1. giving guidance about the nature of research and standards expected, about the choice of research topic, about the planning of the research program and about relevant literature and resources;
2. giving detailed advice in order to ensure that the whole research project and Dissertation writing is completed within the scheduled time;
3. regularly requesting pieces of written work and/or research results and return such work (including Dissertation drafts) with constructive criticism within a reasonable time;

4. informing the Student about the satisfactory or unsatisfactory progress of their work;
5. reporting once a year in writing to the Doctoral Committee on the Candidate's progress; the content of this report must be communicated to the Student except for confidential parts if approved by the Doctoral Committee;
6. mentoring Students in their preparation for an academic career;
7. encouraging Students to play a full and active role in the intellectual life of the department and the university;
8. assisting Students in finding suitable host universities for study/research abroad under the Doctoral Research Support Scheme and in their efforts towards going to the job market;
9. monitor student progress and report it to the Doctoral Committee.

The dissertation supervisor's duties remain unaltered even when they are on sabbatical or unpaid leave.

External advisor and research abroad under the Doctoral Research Support Scheme

CEU encourages its Doctoral Candidates to spend a period (usually a term) at another university during the research period. To allow the students to take maximum benefit from such periods abroad, the principal advisor, in cooperation with the Doctoral Committee, will help to identify a contact scholar in the host institution who would be ready to serve as an external advisor. The duties of the external advisor normally cease once the period of Doctoral Research Support Scheme lapses.

6 Dissertation submission, Dissertation defense

6.1 Dissertation defense procedures

Pre-Defense:

Once the Doctoral Candidate has completed the Dissertation, the supervisor has judged that it is ready for pre-defense, and all committee members have sent a confirmation email to the program coordinator that the pre-defense can be scheduled; the student gives an oral presentation of the Dissertation (in 45 mins) to their Dissertation Committee members (comprising of the internal members and the external, who can submit written opinion and also can join on by an internet platform). The internal members of the Committee are defined as the advisor, the internal examiner (CEU faculty member), and the chosen external examiner who holds a PhD but has no or limited involvement with the PhD Dissertation work. A Chair is also appointed and acts as the moderator of proceedings and has no voting rights. Members raise questions and make comments with the intent of assessing and strengthening the preparedness of the student for a final public defense. The Dissertation Committee then recommends that the student:

1. proceeds to a public final defense without changes to their Dissertation; OR
2. proceeds to a public final defense with minor or major amendments; OR
3. prepares for a second pre-defense after significant revisions to the Dissertation are made and approved by their supervisor. A student may not pre-defend their Dissertation more than twice and consequently will be unenrolled from the Program.

After completion of the pre-defense and committee approval the PhD Student submits the Dissertation electronically to the Doctoral Committee and send it to each member of the Dissertation Committee.

Final Public Defense:

The Dissertation is defended in an oral defense, within three months of the receipt of a passing the pre-defense procedure which is confirmed by one external and one internal member of the student's Dissertation Committee (preferably not the supervisor). This approval must be submitted in writing. These written statements should be sent to the supervisor and the Chair of the defense and may be sent to the student.

The defense is open to the public and it is advertised at least a month before it takes place. The Candidate receives the reports at least two weeks in advance and prepares a written reply for the oral defense. The written reply should be submitted to the Dissertation Committee before the defense. As a rule, Dissertation defenses do not take place in the holiday periods (exceptions can be granted by the DC.).

The oral defense is structured the following way. In the first 30-45 minutes the Candidate summarizes the main points of the Dissertation and responds to the examiners' questions and comments. The next 30-60 minutes are devoted to an open discussion of those issues, with the participation of the examiners, other members of the Dissertation Committee, and the audience. After the debate, the Committee decides on the acceptance of the Dissertation and the oral performance of the student behind closed doors. The chair of the Committee announces the decision of the Committee.

The Dissertation Defense Committee's decision is based on the majority voting principle.

The Dissertation Defense Committee can make one of the following three decisions.

1. Accept the Dissertation in its current format and accept the oral performance of the Candidate. In this case, after the format requirements are satisfied, the final version of the Dissertation can be submitted without further deliberation. Members of the Dissertation Committee sign the acceptance sheet at the end of the oral defense.
2. Accept the Dissertation with modifications and accept the oral performance of the Candidate. In this case, the final version of the Dissertation should include all the modifications and should be first sent to each member of the Dissertation Committee. If each member is satisfied with the modifications, they should sign the acceptance sheet. The final version of the Dissertation can be submitted after the format requirements are satisfied.
3. Reject the Dissertation altogether or fail the Student based on their oral performance. In this case a new pre-defense meeting should be held. The meeting should outline a new plan for the Dissertation or result in the proposal, to the Doctoral Committee, to terminate the doctoral candidacy of the Student. In case of substantial differences in the examiners' recommendations, the Doctoral Committee must appoint additional examiner(s). The rules for this appointment are identical to the rules of the appointment of the original examiners. The new examiner's report will decide whether the overall outcome is accepting (conditional or unconditional) or rejecting.

Following a successful defense during which the Dissertation gains final approval by the Dissertation Committee Students should submit the final version of their Dissertation. Three hard copies should be submitted to the Doctoral Committee (including one unbound copy, which is forwarded to the CEU library), and an electronic version should be uploaded to the CEU electronic Dissertation database (ETD) and the website.

If the Dissertation contains confidential information the University Doctoral Committee can allow a restricted access to the Dissertation as specified in the University Doctoral Regulations.

7. Appeals

Students can lodge an appeal against any decision made by the Doctoral Committee or other committees to the University Doctoral Committee. These include decisions concerning withdrawal, re-enrolment and termination of student status, and decisions concerning the outcome of the Comprehensive and Complex exams, and the Dissertation Defense. Any other grievances should be addressed to the Disciplinary Committee, according to the rules specified in the CEU Code of Ethics. See, also, CEU University Doctoral Regulations for more details.

8. Revoking a doctoral degree

The departmental Academic Dishonesty Committee can recommend revoking a doctoral degree to the University Doctoral Committee if serious fraud or academic dishonesty is shown in the Dissertation or other parts of the performance that earned the degree.

Based on the recommendation of the departmental Academic Dishonesty Committee and any further fact that may be relevant, the UDC may decide to revoke a doctoral degree. The decision has to be endorsed by the Rector.

An appeal against the decision to revoke a degree can be made within two weeks after such a decision is communicated. The ground for appeal should refer to some procedural error. The appeal is to be addressed to the Disciplinary Committee and then to the Grievance Committee as a last instance.

Appendix 1

Year 1 – Coursework*

* applies to incoming full-time PhD students AY23/24

	<u>US</u>	<u>Austrian</u>
Fall Trimester		
Marketing (Modular w/ 2 nd year part-time)	2cr	4 ECTS
Quantitative Research Methods 1	2cr	4 ECTS
Quantitative Research Methods 2	2cr	4 ECTS
Strategy	2cr	4 ECTS
Studying and Improving Institutional Environments	2cr	4 ECTS
MRSS	2cr	4 ECTS
Winter Trimester		
Dissertation Topic Workshop	2cr	4 ECTS
Organizational Behavior	2cr	4 ECTS
Qualitative Research Methods	2cr	4 ECTS
Research Topics in Leadership (Modular w/ 2 nd year part-time)	2cr	4 ECTS
ECONBUS masters elective	2cr	4 ECTS
MRSS	2cr	4 ECTS
Spring Trimester		
EU Industrial Policy (MA Econ Policy)	2cr	4 ECTS
ECONBUS masters elective	2cr	4 ECTS
International Business/Management	2cr	4 ECTS
Foundations in Higher Education	3cr	6 ECTS
MRSS	2cr	4 ECTS
Teaching Assistantship	4cr	8 ECTS
Comprehensive Exam	3cr	6 ECTS
Dissertation Research Proposal	3cr	6 ECTS
<i>Total PhD credits Year 1</i>	<i>45cr</i>	<i>90 ECTS</i>

Year 2

	<u>US</u>	<u>Austrian</u>
Dissertation Research	9cr	18 ECTS
Conference Participation	4.5cr	9 ECTS
MRSS participation	2cr	4 ECTS
MRSS presentation	3cr	6 ECTS
Research Progress Presentation (end of academic year)	2cr	4 ECTS
Research Assistantship or Internship ⁺	2cr	4 ECTS
<i>Total PhD Credits Year 2</i>	<i>22.5cr</i>	<i>45 ECTS</i>

Year 3

Dissertation Research	9cr	18 ECTS
Research Publication	4.5cr	9 ECTS
MRSS	2cr	4 ECTS
MRSS presentation	3cr	6 ECTS

Research Assistantship or Internship ⁺	2cr	4 ECTS
Research Progress Presentation (end of academic year)	2cr	4 ECTS
<i>Total PhD Credits Year 3</i>	<i>22.5cr</i>	<i>45 ECTS</i>
Year 4		
Dissertation Research	11cr	22 ECTS
MRSS presentation	3cr	6 ECTS
Dissertation Draft Pre-defense	6cr	12 ECTS
Dissertation Formal Defense	10cr	20 ECTS
<i>Total PhD Credits Year 4</i>	<i>30cr</i>	<i>60 ECTS</i>
Grand Total Credits	120cr	240 ECTS

⁺Typically, doctoral candidates must complete 1 research assistantship in either year 2 or year 3 and 1 internship in either year 2 or year 3.