

PhD Program in Business Administration
CEU, Department of Economics and Business

PhD Handbook

December 4, 2017

1. Overview of the program

The PhD Program in Business Administration comprises 60 credits. It is divided into three main phases: 1) The **First Phase** (Terms 1-3) concerns the acquisition of fundamental knowledge in theory and methodological applications and fundamental scholarship in the core fields of business administration, 2) **Second Phase**, development of the PhD candidates' specific scholarly interests and competences in academic teaching and research paper writing, and 3) **Third Phase**, or **PhD Dissertation**, milestones involving in-depth research formulation, implementation and publication on a research topic. The standard duration of the program is four years.

1.1 Probationary period

The curriculum in Years 1-2 (terms 1-3) of the PhD Program is designed to provide a strong foundation for developing the PhD candidate's knowledge of core literature in business scholarship as well as in qualitative and quantitative research methods. Before the start of courses students must complete a pre-session in mathematics, which does not count towards the assignment of credits. There is an exam at the end for Pass or Fail, and Students are required to retake a failed exam until they achieve a Pass. Students must complete at least 20 credits worth of courses in key areas of business administration and research methods during their first year of study. These are: *Microeconomics* (4 credits), *Data Analysis 1-2* (4 credits), *Organizational Behavior* (2 credits), *Strategy* (2 credits), *Operations Management* (2 credits), *Advanced Consumer Research* (2 credits), *Qualitative Research* (2 credits) and specialized seminars (2 credits). Some of these courses may be provided by or in collaboration with other programs of the department.

During Year 2, first Semester, students will be required to gain 8 credits. After having accomplished all required credits (28 on overall) students will take a comprehensive examination, typically at the end of the first semester of Year 2.

PhD students are required to obtain an aggregate GPA score of 3.0 or above at each one of their academic years.

Supplementary Coursework: Additional courses may be taken as electives only after consultation with the program director, or advised by the Doctoral Committee (as below) in specified cases of need.

During this period, before completing the credit requirements and passing the comprehensive examination, PhD Students are “Probationary Doctoral Candidates”. After having fulfilled all requirements in terms of credit load and GPA, and after having their principal advisor appointed, they become “Doctoral Candidates”.

1.2 Comprehensive examination

After having completed all the coursework the probationary students will be admitted to the Comprehensive Exam, in Year 2.

The Comprehensive Examination is intended to assess the PhD preparation, on the groundings of the coursework of the first three terms, to develop a scientifically sound and coherent research proposal in line with the fields and topics covered during the first three terms of the program. The candidate will seek to prepare the exam through an advisor, one member of the faculty who has taught one of the courses taken in the initial period of the program. The Exam is graded and is worth 2 credits. 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 the enrolment status.

1.3 PhD Seminar and Teaching Activities in Year 2

During the second half of Year 2, following their Comprehensive exam, PhD candidates are expected to acquire relevant scholarly knowledge. Improving research skills will be further achieved through mandatory participation in the department’s PhD *research seminars* that relate to the Business Administration PhD program. The list of these mandatory seminars will be produced by the Doctoral Committee.

Also in Year 2 PhD candidates usually teach part of a course and take part in the related curriculum development under supervision. Indeed, teaching is an especially important part of this doctoral Program. The *Teaching activity* specifically aims to build the professional capacities of PhD candidates for a career involving teaching and/or research by providing opportunities to assist in such activities. To enhance teaching competencies PhD candidates are required in Year 2 and/or 3 to allocate 4 credits for teaching by assisting professors in designing or redesigning course(s), participating in guest teaching, grading papers or exams, etc. In addition, enrolling in the PhD seminar, *Foundations in Teaching in Higher Education*, will count as 3 credits. The overall credits’ load for Year 2 is 21 credits, the Comprehensive Exam is worth 2 credits.

PhD in Business Administration, Program Table

Year 1	Year 2	Years 3-4
<p>TERM 1</p> <ul style="list-style-type: none"> • Microeconomics for Policy* (4 credits) • Data Analysis 1-2 (2) • Organizational Behavior (2) <p>TOTAL Credits Term 1 (8)</p>	<p>TERM 3</p> <ul style="list-style-type: none"> • Foundations in Teaching in Higher Education (3) • Entrepreneurship (2) • Institutional Environment of the Market (2) • Elective courses (4) <p>TOTAL Credits Term 3 (11)</p>	<ul style="list-style-type: none"> • Teaching** • Research paper(s) (4) • Thesis proposal discussion (2) • Internship (optional) (2) • Seminars (2) • PhD Dissertation Research (5) • PhD Dissertation Draft (6) • PhD Dissertation Defense
<p>TERM 2</p> <ul style="list-style-type: none"> • Operations Management (2) • Strategy (2) • Qualitative Research Methods (2) • Advanced Consumer Research (2) • PhD Seminars (2) <p>TOTAL Credits Term 2 (10)</p> <p>TOTAL Credits Year 1 18</p>	<p>TERM 4</p> <ul style="list-style-type: none"> • Comprehensive Exam (2) • PhD Seminars (2) • Teaching (4)* • Thesis proposal discussion (2) <p>TOTAL Credits Term 4 (6)</p> <p>TOTAL Credits Year 2 21</p>	
		<p>TOTAL Credits Years 3-4 21 (23)</p>

* The name and content of courses may vary according to changes in the faculty composition of the Department

**Teaching (4) runs through Years 2-3

1.4 Choice of Advisor

In case of successful pass of the Comprehensive Exam the student will reach the status of “PhD Candidate”. This is also the point in which the selection of the advisor will be accomplished. The student will propose his/her potential main advisor among those full-time faculty members who teach in the business concentration. Proposal of the PhD advisor needs acceptance from the Program’s Doctoral Committee, as well as the proposal of an associate and/or external advisor

(up to a maximum of three in cases where need is well documented). The decision about the main advisor will be taken in Year 2.

1.5 Years 3-4

During Years 3-4, PhD candidates are expected to work on a publishable research paper, their dissertation proposal, PhD Dissertation research and their PhD Dissertation draft. Progress of the thesis research proposal will be monitored, apart from the work of advisors, through two presentations named *Thesis Proposal Discussion* (2 credits each) to be held in front of all the management faculty staff and one as part of the Department seminar series in the end of year Two and in Year Three mid-term.

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 PhD Program. The submission of a final *PhD Dissertation Draft* (6 credits) will constitute the last step for obtaining credits before the *Defense*.

More detailed overviews of selected activities during Years 3-4 include the following:

Research Paper(s) (4 credits)

The purpose of this activity is to provide PhD candidates with opportunities to:

- Increase 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 positioning in the scholarly job market

The PhD candidate and the main advisor, the faculty member with whom the PhD candidate is working at this stage of the PhD Program will agree on the specific requirements to fulfill this part of the Program, with the additional approval of the PhD Program Director.

The output of this work includes:

- an article in a peer-reviewed journal or a chapter in a book
- a conference presentation and paper
- co-authorship on any of the above

PhD Dissertation proposal (4 credits)

Based on the PhD candidate's research proposal from a selected field, the PhD candidate will develop his or her PhD dissertation research topic in the second term of the second year by: 1) consulting with his/her PhD Dissertation Advisor and one other faculty member, and 2)

conducting a short presentation in the *PhD Research Seminar*. Based on this and any additional required work, the PhD candidate will prepare an **updated** proposal of the research topic, to be completed by the first half of Year 3. This is called PhD Dissertation Research. Five credits are awarded for this component when the research topic has been approved by the PhD Dissertation Advisor and discussed in the PhD Dissertation Committee.

Research Internship or exchange programs (optional, 2 credits)

In Year 3 PhD candidates may be involved in a research internship program in 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 PhD candidate may take the optional activity of an internship to be completed during the course of his second year and gain extra 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 PhD candidate may develop a research project.

1.5 Dissertation

The PhD dissertation is an academic work that provides original contribution to the knowledge in areas of Business Administration, and is publishable quality by international standards. The dissertation can be comprised of published papers of related research material.

Length and format

The dissertation is normally 50,000 to 80,000 words long, but shall not exceed 80,000 words (including tables, graphs and footnotes; excluding bibliography) without prior permission of the Doctoral Committee.

The submitted dissertation shall include:

- title page including the authors name, date of submission, main advisor's name
- table of contents
- abstract of maximum 500 words
- signed statement that the dissertation contains no materials accepted for any other degrees in any other institutions
- 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.
- where the work is based on joint research, disclosure of the respective contribution of the authors

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. See also the CEU Dissertation Writing and ETD Submission Guidelines: http://web.ceu.hu/student_policies.html.

1.6 Defense

The defense should take place within three months of the receipt of a sufficient number of positive examiner's reports. The defense is open to the public and it is advertised at least a month before it takes place. The Candidate receives the reports in advance, and prepares a written reply for the oral defense. The usual procedure of the defense is as follows:

- The Chair introduces the members of the Dissertation Committee (DC).
- The candidate presents a summary of the dissertation (optional)
- The examiners read out or summarize their reports. The candidate presents her/his previously prepared answer to the comments and criticisms in the examiners' reports.
- Chair of the DC opens the examination by asking members of the DC to raise questions or comments about the dissertation and the candidate's response to the critique.
- The Chair invites anyone else who is present to ask questions.
- The Chair announces that the DC is going to retire for adjudication.
- The Chair of the DC announces the decision of the DC.
- The DC has to decide by simple majority vote between four options:
 1. candidate be awarded the degree without further modification in the dissertation
 2. candidate be awarded the degree subject to some modifications in the dissertation
 3. candidate not yet be awarded the degree but permitted to re-submit the dissertation in
 4. a revised form
 5. candidate not be awarded the degree

In case 2) is chosen, the DC has to decide which members of the DC will check whether the appropriate modifications are carried out. In this case, no further examination is needed. The deadline for submitting the modified dissertation has to be given by the DC. In case b) is chosen, the candidate should be provided with a list of required corrections as soon as possible, but at the latest, within two weeks of the defense.

In case c) (possibility to resubmit) is chosen, it is at the discretion of the DC to give further guidance (i.e. other than provided in the examiners' report and during the oral defense) for improvement of the dissertation. If c) is chosen, another examination is organized upon resubmission. Resubmission of the dissertation should take place within 2 years of the first defense.

The decisions regarding the dissertation are based on the majority voting principle. If the members of the Dissertation Committee cannot reach a majority decision, the Doctoral Committee shall appoint two additional Dissertation Committee members within 15 days. The enlarged Dissertation Committee shall make a decision by way of a simple majority of its members, without conducting another oral defense.

1.7 Duration of the program

The standard duration of the program is 4 years that can be extended up to 6 years as the maximum with the approval of the University Doctoral Committee. However, the duration of the PhD scholarship is three years, which can be extended according to CEU Doctoral Regulations with the write-up grant only.

2. The Doctoral Committee

The administrative and decision-making body of the Economics Doctoral Program is the *Business Administration Doctoral Committee (hereafter Doctoral Committee)*. It has six members: five faculty members and one Student representative. 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 Department 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 and Complex exams;
- (5) making recommendations to the University Doctoral Committee for the members of the Admission, and Thesis Committees;
- (6) appointing advisors and members of the Comprehensive and Complex Examination;
- (7) the Ph.D. committee's responsibility is to monitor student progress through advisors (from third year and above).

All applications and requests should be first submitted to the Economics Doctoral Committee (including applications for leave of absence, withdrawal, extension, etc.). It is the duty of the Economics 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 EDC 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. Admission

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.

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

Probationary Doctoral Candidates must reside in Budapest. They are expected to remain in contact with campus academic life and respond to any communication from their department according to their department's regulations. 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 3.00 or above each year in advanced 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. With the prior approval of the Doctoral Committee, a Doctoral Candidate may spend specified periods during the doctoral candidacy period out of residence in Budapest.

The responsibilities of Doctoral Candidates are as follows:

1. find an Advisor during the Winter term of the second year;
2. initiate discussions with the advisor(s) 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 second year;
4. attend the PhD and Department Research Seminars during the first three years of their studies. Exceptions from this requirement can be granted on an individual basis. Students past their third year are strongly encouraged to participate in the Research Seminars, as well.
5. present the results of their work at the Annual PhD Presentation series every year, starting in the 3rd year of their studies. A full draft of the paper must be handed in before the event. One paper can be used for one jamboree presentation only.
6. attend regularly the department seminar series;
7. provide a written report to the Doctoral Committee at the end of each academic year, documenting the progress of the work/research as agreed with the advisor;
8. prepare the thesis for examination according to the schedule agreed upon with the advisor(s);
9. participate in the pre-defense, prepare a road-map and time table for the finalization of the dissertation;
10. ensure that original data and any other original research results are stored properly and made available if necessary;

11. provide teaching assistantship for 4 credits (up to 2 credits during an academic year) while receiving scholarship, as required by the Head of Department (from the 2nd year and above);
12. may be required to provide research or administrative assistantship for at most 4 hours per week while receiving scholarship (except for the first two years) as required by the Head of Department;
13. fulfil any other obligations prescribed by the Doctoral School's regulations and guidelines.

4.3 Employment of Students and enrollment in other programs

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 Economics 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 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 Program 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, stating clearly 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 Program Committee. Students are asked to make sure that the appropriate supporting letters (by the advisor, and if required, by the DPC), 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 advisor. Furthermore, the Candidate should submit a plan on how he/she intends to finish the PhD. The Candidate needs to include a list of specific steps he/she intends to take to finish three acceptable chapters. 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 4-year period within which a thesis 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 second-year paper, 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 the student receives the 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 Program 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 Advisor, associate advisor, external advisor

During their second year, PhD Students must approach faculty members and, if endorsed, make proposals about their *main advisor till May 1 at the latest*. If no such agreement is made with any eligible faculty (see later), the Doctoral Committee should appoint an advisor without the consent of the PhD Student but taking into account his/her 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 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*. Only faculty members having a doctoral degree or equivalent (including professors emeriti) are eligible to act as advisor or associate advisor. For every paper in the dissertation, the advisor or a full-time Economics co-advisor must be an expert on the paper. Co-advisors can be external faculty, but the previous point still applies.

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 advisor(s)

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 thesis writing is completed within the scheduled time;
- (3) regularly requesting pieces of written work and/or research results and return such work (including thesis drafts) with constructive criticism within a reasonable time;
- (4) informing the Student about the satisfactory or unsatisfactory progress of his/her work;
- (5) reporting once a year (each year by September 30) 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 advisor'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 Program 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. Thesis submission, thesis defense

6.1 Thesis submission

When ready, PhD Students *submit their thesis electronically* to the Doctoral Committee and send it to each member of the Thesis Committee.

When ready, PhD Students *submit their thesis electronically* and send it to each member of the Thesis Committee. Following a successful defense during which the thesis is approved by the Thesis Committee Students should submit the final version of their thesis. 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 thesis database (ETD) and the website.

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

6.2 Examiners' reports

Two members of the Thesis Committee are examiners (see section 6.1). The examiners provide a written report of the thesis within two months (during term time) of the submission of the thesis. Each examiner is asked to indicate in writing whether the thesis satisfies the substantive requirements as listed above. Each report can result in three possible outcomes: *accepting*,

accepting conditional on modifications, and rejecting. The thesis can be submitted for defense only if both examiners accept it with or without modifications. The examiner has the right to request to be presented with the modifications required.

In case the examiners accept the thesis (conditionally or unconditionally), the written reports should be sent to the PhD Students at least 2 weeks before the oral defense.

In case of one acceptance (conditional or unconditional) and one rejection, the Doctoral Committee should appoint an additional examiner. 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 the thesis.

In case the thesis is rejected, the submission should be withdrawn and a new pre-defense meeting should be held under the rules outlined in section 6.2. The meeting should outline a new plan for the dissertation. In case no such feasible plan can be agreed upon, the Thesis Committee proposes, to the Doctoral Committee, the termination of the Doctoral Candidacy of the Student.

6.6 Thesis defense

The thesis is defended in an oral defense, within three months of the receipt of a sufficient number of positive examiners' reports. 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 Thesis Committee before the defense. As a rule, dissertation defenses do not take place in the holiday periods (exceptions can be granted by the EDC).

The oral defense is structured the following way. In the first 30-45 minutes the Candidate summarizes the main points of the thesis 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 Thesis Committee, and the audience. After the debate, the Committee decides on the acceptance of the thesis and the oral performance of the student behind closed doors. The chair of the Committee announces the decision of the Committee.

The Thesis Committee's decision is based on the *majority voting* principle.

The Thesis Committee can make one of the following three decisions.

- (1) *Accept the thesis 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 thesis can be submitted without further deliberation. Members of the Thesis Committee sign the acceptance sheet at the end of the oral defense.
- (2) *Accept the thesis with modifications, and accept the oral performance* of the Candidate. In this case, the final version of the thesis should include all the modifications, and should be first sent to each member of the Thesis Committee. If each member is satisfied with the modifications, they should sign the acceptance sheet. The final version of the thesis can be submitted after the format requirements are satisfied.
- (3) *Reject the thesis altogether or fail the Student based on his/her oral performance.* In this case a new pre-defense meeting should be held under the rules outlined in section 6.2. 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 reject.

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 Thesis 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

- (a) 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.
- (b) 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.
- (c) 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.