

# Doctoral Regulations<sup>1</sup>

For Students Starting in/after AY 2020/21

October 6, 2020

## Basic Information

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

Program director: Prof. Andrea Weber

Aims:

In this US-style PhD program, students go through coursework in core and elective courses. Students work closely with faculty on their thesis in research areas covered by the department. The educational goal of the program is to prepare graduates for a career in research and teaching.

Learning outcomes:

The program is designed to ensure that students acquire rigorous and state of the art knowledge of core areas of economic theory, quantitative methods, several applied fields and research methodology and to offer research opportunities under close supervision of excellent international and local faculty.

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<sup>1</sup> These regulations comply with the CEU-PU (CEU) Doctoral Regulations. The concepts in these regulations are defined by the CEU-PU (CEU) Doctoral Regulations.

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<sup>3</sup> Thesis Committee is used as the synonym of Dissertation Committee featured in the University Doctoral Regulations

<sup>4</sup> Thesis is used as a synonym of Dissertation featured in the University Doctoral regulations

# 1. Overview of the program

## 1.1 Coursework period

The first and second years in the program are mostly spent taking courses. Students must complete 88 ECTS credits (44 US credits)<sup>5</sup> worth of PhD courses - of which 40 ECTS credits (20 US credits) are research seminars - during their studies. 12 ECTS (6 US) credits are earned in mandatory core courses covering the basic tools needed to carry out advanced individual research in Economics that are not covered at the masters level. Core courses are offered in the following core areas of study: *Advanced Macroeconomics (4 ECTS, 2 US credits)* and *Advanced Econometrics (8 ECTS, 4 US credits)*. All core areas (Micro, Macro and Econometrics) end with a Comprehensive Examination (see below). The remaining 36 ECTS (18 US) credits are earned through taking elective PhD courses. Students must complete the requirements for two fields. Coursework ends with a Complex Exam (see below).

## 1.2 Pre-assessment and remedial coursework

Upon being accepted to the program, students coming from outside the CEU MA in Economics program are asked to share the syllabi of all their relevant MA or PhD-level core courses. Based on the recommendation of the faculty teaching the equivalent courses at CEU, the Economics Doctoral Committee makes a decision on which courses the student has to take and also about credit transfers from previous degrees. If deemed necessary, the student might be obliged to take one or more core courses in our MA in Economics program as remedial courses: Macroeconomic Theory 1, Macroeconomic Theory 2, Microeconomic Theory 1, Microeconomic Theory 2, Introduction to Econometrics, and Econometrics 2. In these classes no credits are earned but the exams are mandatory, and taken for grade. The results do not count toward the GPA. The Economics Doctoral Committee might also assign such remedial courses if - while taking more advanced classes - the student turns out to be unprepared for the more advanced classes.

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<sup>5</sup> ECTS credits always refer to the Austrian-accredited CEU-PU degree, while US credits to the US-accredited CEU degree.

### *1.3 Comprehensive Examinations*

After completing the relevant core and potential remedial courses, typically during the first year of studies, PhD Students take a Comprehensive Exam in each core area: microeconomics, macroeconomics, and econometrics. The Comprehensive Exams cover all core, including PhD and MA level material in the particular area. The aim is to ensure that all PhD Students have working knowledge of the tools and concepts covered in the main areas of Economics. Each Comprehensive Exam can be retaken only once. A three month interval should pass between the two exams. A second failure leads to an automatic discontinuation of the enrollment status.

PhD Students who previously successfully completed advanced (PhD level) courses in the MA in Economics program at CEU-PU (CEU) get credit for those courses for up to 48 ECTS (24 US) credits out of the required 88 ECTS (44 US) credits. They can also pass the Comprehensive Exams during their MA studies with the agreement of the Economics Doctoral Committee. The Comprehensive Exam counts zero credits toward the MA and 4 ECTS (0 US) credits for the PhD program irrespective of whether the exam is taken during the MA or PhD studies. PhD Students coming from outside CEU can apply for such credit waiver up to 48 ECTS (24 US) credits to the Economics Doctoral Committee.

### *1.4 Fields in the PhD program*

The Department of Economics and Business offers 4-5 fields in the Economics PhD program. Students have to finish two fields during their coursework. The fields that will be available to take for a cohort of students are announced in the Fall semester of the first year. Certain elective courses might be only offered every other year. One field is considered completed if at least 16 ECTS (8 US) credits are taken. Altogether, a student takes at least 36 ECTS (18 US) credits' worth of elective courses (including the courses in the two fields). Each student designates one main field out of the two and takes the Complex Exam of the chosen field. Upon approval of the Economics Doctoral Committee, other courses can be counted towards field credits. No courses can be counted towards two fields.

### *1.5 Complex Examination*

The Complex Examination takes place in June of the 2<sup>nd</sup> year after having fulfilled the coursework requirements. If the relevant elective courses have already been taken, the exam can be taken in June of the 1st year. This is an oral exam, covering the research plans of the student and the *main* field completed by the students out of the fields offered by the department. A student becomes eligible for the field exam after completing coursework in two fields. The purpose of this oral examination is to ensure that the PhD Student has a thorough knowledge and research-ready skills of the field and related broader subjects in which the dissertation is to be finished. The Complex Examination is graded on a Pass/Fail basis.

A final advisor is to be selected and a research plan (approved by the advisor prior to submission) has to be handed in 2 weeks prior to the Complex Exam. It is to be discussed during the dissertation part of the exam.

The Complex Exam Committee is appointed by the Economics Doctoral Committee. It has at least three members, all of them should have a PhD degree. The advisor can also be present, but cannot be part of the Committee or vote.

The Complex Exam Committee evaluates both the viability of the Student's research, and the Student's skills and background knowledge necessary for the completion of the dissertation. By successfully passing the Complex Exam, students enter in the research period.

The Student may request in writing the Economics Doctoral Committee to defer the Complex Examination once, only for well documented personal reasons.

In case of failing the theoretical part of the exam, the Doctoral Student can retake the exam once in no later than one month. If failing the dissertation part of the Complex Exam, there is no possibility for a retake, the Doctoral Student fails the program.

### *1.6 Candidacy and Absolutorium*

During their candidacy, PhD Students *take part in the academic life* of the department and the university. *During the first three years of their studies* students are required to regularly attend and present their work in the PhD Research Seminar at least twice a year. Students are also obliged to regularly attend the Economics Seminar Series, the Brownbag Seminars, and present their work annually at the *Brownbag Seminar from the*

*start of their 3rd year.* It is necessary to fulfill these requirements in order to remain in good standing in the program.

Towards the end of their studies, Doctoral Students must hold a *pre-defense meeting* with the participation of a minimum of three members (chair, two examiners, one of them is external to CEU-PU and CEU) of their Thesis Committee (see later for definition). The purpose of this meeting is to outline a detailed plan and timeline for the thesis.

A PhD Student, who successfully completes the coursework including seminars (88 ETCS, 44 US credits), passes the Comprehensive and Complex Examinations (12 ETCS, 0 US credits), completes the teaching requirement and the Doctoral Research and passes the Doctoral Defense gathers the necessary 240 ECTS credits receives an Absolutorium.<sup>6</sup> See the table below for a detailed list of activities and the required credits.

Course/activity	ECTS credits (Austrian-accredited CEU-PU degree)	US credits (US-accredited CEU degree)
Core courses (mandatory)	12	6
Elective courses (elective)	36	18
PhD Research Seminars	24	12
Economic Seminar Series	16	8
Comprehensive Exam	4	-
Doctoral Research	104	-
Complex Exam	8	-
Teaching	8	-
Annual PhD Presentations	16	-
Doctoral Defense	12	-
<b>Total</b>	<b>240</b>	<b>44</b>

### 1.7 Second year paper and Brownbag Seminar presentations

The second year paper is due by the Complex Examination. The student may ask for an extension until September 1st following the Complex Examination subject to approval by

<sup>6</sup> 240 ECTS credits is required to graduate in the Austrian-accredited CEU-PU degree. The same requirements are necessary for the US-accredited CEU degree but students are only awarded formal US credits for the coursework.

the Economics Doctoral Committee. One faculty member, who is not his/her advisor, reads the paper and gives feedback.

Students must present in the Brownbag Seminar series starting in their 3rd year. A full draft of the paper must be handed in before the event. One paper can be used for only one presentation. For 3rd year students, it can be the same as the second year paper. Each student gets one slot during the course of the year (ideally, in the Fall semester). The event will consist of a one-hour presentation of each student with interruptions for questions. A faculty member reads each student's paper and discusses it one on one with the student in detail after the presentation. Other faculty members may also set up individual meetings with the presenter. Students are encouraged to present in their second year if they have already passed their Complex Examination.

### *1.8 Research Progress Assessment*

If the presentation at the PhD Research Seminar and the Brownbag Seminar, and the work behind it, is judged to be unsatisfactory, the seminar organizers should notify the Economics Doctoral Committee in writing, explaining the reasons of the unsatisfactory progress. Similarly, the main advisor should notify the Economics Doctoral Committee in writing if the student is unprepared for the Brownbag presentation, is making insufficient progress in research, or has not been in touch with the advisor regularly (at least once a month). The Economics Doctoral Committee will then ask the Advisor for a written report about the student's progress and the potential remedies. If the Economics Doctoral Committee regards the progress as insufficient, CEU Doctoral Regulation (3.4, a) applies and the student will be issued a written warning. If no progress is made, the student will have her/his candidacy terminated, based on point 4.4 of this regulation. Furthermore, a 2nd and 3rd year student failing to show satisfactory progress twice in the PhD Research Seminar will have her/his candidacy terminated, based on point 4.4 of this regulation. A student (3rd year and above) unable to present satisfactory progress in the Brownbag Seminar in a given academic year and after a written warning unable to show enough progress and prepare a make-up presentation by September 30 in the following academic year will have her/his candidacy terminated, based on point 4.4 of this regulation. If eligible, the Economics Doctoral Committee will then make a proposal for awarding the Student an M.Phil. degree.

For those students on a stipend, missing more than 20% of Brownbag Seminar and Economic Seminar presentations per term will result in a written warning. If the insufficient attendance is repeated in any other term, the student will have her/his candidacy automatically terminated, based on point 4.4 of this regulation.

### 1.9 Thesis submission and defense

By the end of the fourth year, PhD Students must *submit their thesis*. This deadline can be extended due to a leave of absence (see CEU Doctoral Regulation). The thesis is defended in an oral defense (see Section 7 for further details). After the successful defense of the thesis, the Thesis Committee will propose to the University Doctoral Committee that the Student be awarded a US/Austrian doctoral degree.

## 2. The Economics Doctoral Committee

The administrative and decision-making body of the Economics Doctoral School is the *Economics Doctoral Committee*. It has four members: three faculty members and one Student representative. The chair of the Committee is the Director of the Economics Doctoral School. He/she is appointed for a maximum of five years from the core members of the Economics Doctoral School by the University Doctoral Committee based on the recommendation of the above core members. The two faculty members are appointed by the Head of Department from the permanent faculty members one of whom might be the Head of Department. The Committee includes one Student representative who is elected by the PhD Students in Economics.

The Economics Doctoral Committee's responsibilities include:

- (1) steering the Economics Doctoral School;
- (2) passing special regulations, specific to the particular Doctoral School, consistent with the University Doctoral Regulations, and publishing the Regulations on the Program's website;
- (3) enforcing the 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 Committees;
- (7) monitoring student progress through advisors;

All applications and requests should be first submitted to the Economics Doctoral Committee (including applications for leave of absence, withdrawal, individual study plan, 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 Economics 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 Economics Doctoral Committee is not to be involved in decisions concerning the evaluation or academic progress of individual students.

The *Admission Committee* of the Economics Doctoral School is formed by the faculty members of the Economics Doctoral Committee. The Admission Committee is responsible for conducting the admission process.

The Economics Doctoral Committee informs the University Doctoral Committee of the members of the Complex Examination Committee. Also, the Economics Doctoral Committee makes suggestions to the University Doctoral Committee regarding the members of the Thesis Committee of a student getting ready for defense.

### **3. Admission**

Students seeking admission to the Economics PhD program must meet the general CEU-PU (CEU) application requirements for Doctoral Schools.

Successful applicants must hold a Master's degree, or equivalent in a related field. They must have covered core areas in similar depth as in the CEU-PU (CEU) MA in Economics program.

CEU-PU (CEU) Master's Students wishing to enter CEU-PU (CEU) Doctoral Schools must have a GPA of 3.3 or higher in their Master's coursework. The Economics Doctoral

Committee will determine the GPA adequacy of any non-CEU-PU (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-PU (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 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 Student Rights, Rules, and Academic Regulations.

#### *4.1 PhD Students' rights*

PhD Students are entitled to the rights and benefits for full time university students, for four years from the date of their enrollment (not including periods of leave of absence, but including the period of the Doctoral Research Support Scheme).

Each Doctoral School determines its own coursework requirement for its Students. Only faculty members holding a doctoral degree or equivalent may teach courses offered to Students (in certain cases the Doctoral Program Committee can grant an exemption). 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 School.

#### *4.2 PhD Students' responsibilities*

PhD students must be present on campus during term time for the entire duration of their stipend. 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 Economics Doctoral Committee. Any unjustified absence may lead to the suspension of the doctoral stipend.

As a general rule class attendance is mandatory. The specific attendance requirement for each course is set by the instructor and should be explained in the syllabus.

Students should maintain a cumulative GPA of 3.00 or above in advanced courses at the end of each year. Failure to meet the GPA requirements leads to an automatic termination of the PhD Student status.

Students should participate in the academic life of the Doctoral School as described below. With the prior approval of the Economics Doctoral Committee, a Doctoral Student may spend specified periods during the doctoral candidacy period out of residence in Budapest.

The responsibilities of students are as follows:

- (1) finding an advisor by the Complex Examination the latest;
- (2) attending consultations with the advisor and submitting their research plan by the Complex Examination;
- (3) initiating discussions with the advisor(s) on guidance and comments, and agreeing to a schedule of meetings ensuring regular contact;
- (4) fulfilling the coursework and credit requirements (except seminars) and pass the Complex Examination till the end of the second year;
- (5) attending the PhD Research Workshop during the first three years of their studies. Exceptions from this requirement can be granted on an individual basis;
- (6) present the results of their work in the departmental Brownbag Seminar series every year, starting in the 3<sup>rd</sup> year of their studies. A full draft of the paper must be handed in before the event. One paper can be used for one Brownbag Seminar presentation only;
- (7) regularly attend the Economics Seminar Series;
- (8) provide a written report to the Economics Doctoral Committee at the end of each academic year, documenting the progress of the work/research as agreed with the advisor;
- (9) prepare the thesis for examination according to the schedule agreed upon with the advisor(s);
- (10) participate in the pre-defense, prepare a road-map and time table for the finalization of the dissertation;
- (11) provide teaching assistantship for 8 ECTS (4 US) credits (up to 4 ECTS credits during an academic year) while receiving scholarship, as required by the Head of Department (from the 2<sup>nd</sup> 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) fulfill 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 Economics Doctoral Committee and keep those reports updated. Full-time employees cannot receive CEU scholarships in the Economics Doctoral School.

As required by the CEU-PU (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-PU (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-PU (CEU).”

### *4.4 Extension, leave of absence, re-enrollment, termination*

#### *Extension*

The submission of the thesis can be extended for a maximum of one year based on strong personal reasons (childbirth, illness, accident or other unexpected circumstances). The appeal in this regard should be addressed to the University Doctoral Committee.

#### *Leave of absence*

A PhD student may request permission from the Economics Doctoral Committee to temporarily withdraw from the Doctoral Program for a period of up to 2 years. Such requests should be properly justified, and the period of withdrawal clearly indicated. The request should be supplemented with a supporting letter from the advisor.

Furthermore, the PhD student should submit a plan on how he/she intends to finish the PhD. The Student 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 Student granted leave may seek re-enrolment within the 2 year period from the Economics Doctoral Committee. The time spent prior to the leave is counted towards the given time frame within which a thesis may be submitted.

### *Termination*

The Economics Doctoral Committee may terminate the enrollment status of the PhD Student on the grounds of unsatisfactory coursework grades, failure to pass the Comprehensive/Complex Examinations, unsatisfactory research progress, or failure to comply with the University and Doctoral School regulations. Students should be warned two months before such an action is to be taken and may present their case to the Economics Doctoral Committee before it is carried out. (see CEU-PU (CEU) Doctoral Regulations 4.5 (c))

PhD Students can appeal against the decisions of the Economics Doctoral Committee at the University Doctoral Committee.

### *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**

### *5.1. Early advising*

The Economics Doctoral Committee appoints a resident faculty upon arrival to each incoming PhD student in order to provide *early advising and guidance*. The duty of the early advisor is to provide general guidance through the coursework period and provide occasional counseling.

### *5.2. Advisor, associate advisor, external advisor*

Before the Complex Examination, PhD Students must approach faculty members and, if endorsed, make a proposal on their *advisor until 2 weeks before the Complex Examination, at the latest*. If no such agreement is made with any eligible faculty (see later), the Economics 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 Economics faculty.

The Economics 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-PU (CEU) encourages its Doctoral Students 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 Economics Doctoral Committee, will help to identify a contact scholar in the host institution who would be ready to serve as an *external advisor*.

Only full time faculty members of CEU-PU (CEU) having a doctoral degree or equivalent (including professors emeriti) are eligible to act as advisors. 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-PU (CEU) faculty members teaching a full load may supervise 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.

Students may request in writing a *change of their advisor* or associate advisor. The Economics Doctoral Committee addresses the request in 15 days. Under special circumstances, the Economics Doctoral Committee can also propose a change in advisor to a PhD Student.

### *5.3 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, 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 Economics Doctoral Committee on the Student's progress; the content of this report must be communicated to the Student except for confidential parts if approved by the Economics 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 Economics Doctoral Committee.

The advisors' duties remain unaltered even when they are on sabbatical or unpaid leave.

#### *5.4 External advisor and research abroad under the Doctoral Research Support Scheme*

CEU-PU (CEU) encourages its Doctoral Students 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. Pre-defense meeting, thesis submission, thesis defense**

### *6.1 Thesis Committee*

The *Thesis Committee* is responsible for the examination of the doctoral thesis. Formally, the Thesis Committee is appointed by the University Doctoral Committee, based on the recommendation of the Economics Doctoral Committee. The Thesis Committee consists of at least three members, including the Chair. One of the examiners must be external to CEU. The external examiner can only be part of the Thesis Committee if he/she is present at the pre-defense or defense meeting. The Thesis Committee has at least three voting members, and at least one third of the voting members must be external to CEU-PU (CEU) (that is, have no contractual relation with CEU-PU (CEU) at the time of the submission of the dissertation and the defense)

In practice, the Doctoral Student and his/her advisor(s) should find the members of the Thesis Committee, with the consent of the Economics Doctoral Committee, which then forwards the names to the University Doctoral Committee. In case no such agreement is achieved, the Economics Doctoral Committee can appoint the members of the Thesis Committee on its own. In that case, the Doctoral Student can name individuals whom he/she does not wish to be appointed by submitting a signed "Statement of objection" (see Appendix 1 of the University Doctoral Regulations). If the Doctoral Program Committee does not take the relevant suggestions into account, the Student may appeal against the decision to the University Doctoral Committee.

## 6.2 *Pre-defense meeting*

Towards the end of their studies, Doctoral Students must hold a *pre-defense meeting* with the participation of resident and external members of their Thesis Committee. The pre-defense meeting should be advertised and is open to any CEU-PU (CEU) student and Faculty member. It is chaired by the Chair of the Thesis Committee. The Chair may decide (if needed) that part of the meeting is held under closed doors. The Chair must ensure that proper minutes are taken and filed. The examiners should provide a preliminary written report on the thesis focusing on how it should be improved in order to get to the required level. They should also express an opinion on the time-table of the work to be done. The results of this meeting should be communicated to, and approved by the other member(s) of the Thesis Committee. The purpose of this meeting is to outline a plan of work and a time-table for the thesis. Typically, this meeting takes place when some chapters of the thesis are close to be finished, and the rest have enough results to predict their merits. The result of a successful meeting is a detailed plan for the submission of the thesis, including the date of the submission. If the Committee and the Student cannot agree on a feasible plan, the pre-defense meeting is unsuccessful and should be repeated. It can be held one more time.

### 6.3 Thesis submission

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 Economics Doctoral Committee (including one unbound copy, which is forwarded to the CEU-PU (CEU) library), and an electronic version should be uploaded to the CEU-PU (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.

The submission of the thesis may be extended for a maximum of one year based on strong personal reasons (childbirth, illness, accident or other unexpected circumstances). The appeal in this regard should be addressed to the University Doctoral Committee.

### 6.4 Thesis requirements

The thesis is acceptable only if the Thesis Committee decides that the thesis satisfies the necessary *substantive requirements* (see later for decision rules). Those requirements are the following:

- (1) the thesis makes a significant contribution to the knowledge and to the understanding of the subject in economics;
- (2) the thesis demonstrates the PhD Student's capacity to carry out quality independent research;
- (3) the thesis contains material worthy for publication;
- (4) state of the art knowledge in the specific subject is demonstrated;
- (5) the format and literary presentation is satisfactory.

The format of the submitted thesis should satisfy the CEU-PU (CEU) doctoral regulations. The Economics Doctoral Committee should make sure that the final version of the thesis meets the *format requirements*. Those include the following:

- (1) a title page including the authors' name, date of submission, advisor's name;
- (2) a table of contents;
- (3) an abstract of maximum 500 words;
- (4) a signed statement that the thesis contains no materials accepted for any other degrees in any other institutions;
- (5) a signed statement that the thesis contains no materials previously written and/or published by another person, except where appropriate acknowledgment is made in the form of bibliographical reference, etc.;
- (6) a statement signed by each member of the Thesis Committee ;
- (7) where the work is based on joint research, a disclosure of the respective contribution of the authors.

A typical PhD thesis in economics consists of *three publishable papers* in the form of three chapters. These chapters may or may not be closely connected. At least one chapter should be single-authored by the PhD Student. If only one chapter is single-authored, that chapter should in itself satisfy all substantive requirements.

### 6.5 Examiners' reports

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 it 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 Economics 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 Economics Doctoral Committee, the termination of the Doctoral Candidacy of the Student.

### 6.6 Thesis defense

The thesis is defended in an oral defense, within two months of the receipt of a sufficient number of positive examiners' reports. The Student receives the reports at least two weeks in advance, and prepares a written reply for the oral defense. As a rule, dissertation defenses do not take place in the holiday periods (exceptions can be granted by the Economics Doctoral Committee).

The oral defense is structured the following way. In the first 30-45 minutes the Student 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 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 Student. 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 Student. 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 Economics Doctoral Committee, to terminate the Doctoral Candidacy of the Student.

In case of substantial differences in the examiners' recommendations, the Economics 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. The doctoral degree is awarded by the University.

## 7. Appeals

Students can lodge an appeal against any decision made by the Economics 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-PU (CEU) Code of Ethics. See, also, CEU-PU (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 University Doctoral Committee 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.

# Appendix 1: A step-by-step guideline for students

This Appendix aims at helping students navigate through the PhD program. To be able to maintain a status as a PhD student in good standing, students should adhere to these simple guidelines.

This is an appendix to the regulations: The guidelines are set to clarify the official rules set out in the Doctoral Regulations. There are no new rules here, only a different structuring of the rules outlined above.

If students want to maintain a good standing, they may only deviate from these guidelines with prior consent of the Economic Doctoral Committee. When students have to write to or make contact with the Economics Doctoral Committee in a formal way, they should do that by contacting the PhD program coordinator.

- 1) The Economics Doctoral Committee appoints an **early advisor** upon entering the program. The early advisor's role is that of counseling; there are no formal obligations for either part.
- 2) All PhD students should attend the **Brownbag Seminars** and the **Economics Seminar Series** on a regular basis. Attendance will be taken for those receiving a stipend, and they cannot miss more than 20% of the presentations. Students not receiving a stipend are to make every effort to attend regularly.
- 3) All PhD students are to participate in the **PhD Research Seminar** during the first three years of their studies and present twice a year
- 4) The first year is about coursework. Students typically take the core courses, then the **Comprehensive Exams**, and elective courses if they fulfill the prerequisites. Students who successfully waived some of the core courses may start taking electives if they fulfill their prerequisites.
- 5) Students have to finish two **fields** in the program, 16 ECTS (8 US) credits each, no overlap in the courses. They have to pass a **Complex Examination** at the end of their second year the latest, after finishing all coursework requirements and gathering 48 ECTS (24 US) credits of coursework (excluding seminars). This is an oral exam, consisting of a theoretical and a dissertation part. The theoretical part comprises the main field the student had finished during his/her coursework and chose as the main research area. The research plan is to be discussed during the dissertation part of the Complex Examination.
- 6) During their second year, before the end of the Winter semester, PhD Students must approach faculty members and, if endorsed, make proposals on advising. If an agreement is reached, students must submit the name of the proposed **Advisor**

to the Economics Doctoral Committee for approval no later than 2 weeks before the Complex Examination. If no such agreement is reached, the Economics Doctoral Committee can appoint an advisor without the consent of the PhD Student but taking into account his/her research interests. Students may have an additional co-advisor, possibly internal, rarely external to CEU. Appointment of the co-advisor can take place anytime and should follow the procedure laid out for the appointment of the main advisor.

- 7) Following consultations with the newly appointed supervisor Students are to submit a **research plan** no later than 2 weeks before the Complex Examination.
- 8) Students are to meet their **Advisor** (preferably in person) on a monthly basis (including the summer) to discuss their progress. It is the student's duty to ask for an appointment. If the Advisor is not responsive or not giving proper feedback, the PhD Committee should be notified. Beyond talking to the main Advisor, students are encouraged to consult other faculty members as well.
- 9) PhD students are required to submit a **second year paper**. The second year paper is due 2 weeks before the Complex Examination, an extension can be requested until September 1. One faculty member, who is not his/her advisor, reads the paper and gives feedback.
- 10) After the Complex Exam PhD students continue their thesis work and submit a **yearly progress report** written together with their advisor.
- 11) PhD students are to present in the **Brownbag Seminar** series starting from their third year. In the third year the second year paper can be presented, while in consecutive years a new paper is supposed to be handed in and presented. Each presented paper should eventually turn into a separate thesis chapter. Students are to consult with their Advisor before the Brownbag presentation to make sure the paper is suitable for presentation. The student has to forward the Advisor's written approval to the Brownbag coordinator. Papers have to be submitted to the PhD Coordinator, the Brownbag Coordinator and the assigned Reader one week before the presentation. In case the presentation is not ready in written format, students can formally request an extension for submission before the presentation. The maximum extension for submission is 1 month after the presentation.
- 12) PhD students must observe the **residency requirements** and should actively participate in the department's academic life. They can spend more than 2 weeks away from campus only with the prior approval of the Economics Doctoral Committee.
- 13) Students carrying out **TA duties** are to reach out to the lecturing professor at least a week ahead of the first class to clarify their teaching duties. They should then follow the guidance of the professor. If the student thinks the instructions given by the professor are inappropriate, the Economics Doctoral Committee should be

promptly notified. Changes in the teaching schedule must be avoided, except in the case of an unforeseen force majeure.

- 14) In the Austrian accredited program Students get into **absolutorium** once they have gathered 240 ECTS credits. When the thesis is starting to come together but some significant questions may still be open, PhD students and their advisor(s) have to propose a Thesis Committee, subject to the approval of the Economics Doctoral Committee and seek their early opinions. A pre-defense meeting is to be organized to give appropriate feedback to the Student on the dissertation before the final defense. The formal steps leading to it are listed below.
- 15) Students and their advisor(s) submit the names of possible **thesis committee** members to the Economics Doctoral Committee. The Economics Doctoral Committee selects the (at least two) examiners (at least one of whom is external to CEU) and possibly other members of the committee. The student or the advisor(s) then approach these people, typically by sending them a detailed outline of the future thesis. Note that examiners' duties include writing a detailed report on the outline, participation at the pre-defense meeting, a report on the final thesis, and possible participation at the oral defense (if they are on or near campus). If agreement is reached, the Economics Doctoral Committee must be notified so it can go ahead with formally appointing the committee members. If agreement is not reached, the process starts again.
- 16) If the Thesis Committee is approved, they set up a date for the **pre-defense meeting**. The Thesis Committee has to be endorsed by the University Doctoral Committee. Examiners must submit the reports to the Thesis Committee before the pre-defense meeting. Then the pre-defense meeting takes place. The result of the meeting is a roadmap for the completion of the thesis, including substantive elements and a timeline, which must be summarized by the student and submitted to the Thesis Committee for approval.
- 17) After the pre-defense meeting, students complete their thesis in accordance with the pre-defense meeting roadmap. When ready, they must submit their thesis to the members of the Thesis Committee and, formally, to the Economics Doctoral Committee. Members of the Thesis Committee must also set up the time of the **oral defense**, and the student has to report that to the Economics Doctoral Committee, which seeks the approval of the University Doctoral Committee. The examiners of the Thesis Committee have to write a detailed report on the submitted thesis. These reports must arrive at least two weeks before the defense. At the defense, the Student and the members of the committee discuss the reports, the Students' comments, and further issues are settled. Details of the defense are in section 6.6.

