

Central European University
Department of Environmental Sciences and Policy
Doctoral Program
Student Handbook and Regulations

Doctor of Philosophy in Environmental Sciences and Policy
Academic Year 2018 - 2019

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1. Departmental Contact Details

The last four digits of all telephone numbers work as internal extension numbers when you are in CEU buildings or at the CEU Residence Centre. Those starting with 327 can be contacted directly from outside CEU Buildings, others can only be accessed using the main CEU number. The country code for Hungary is 36, the area code for Budapest is 1.

	Location	Telephone	Email
CEU Main Number		327 3000	main@ceu.edu
Departmental Phone Numbers			envsci@ceu.edu
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Dr. Michael LaBelle, Professor	Dept. of Economics and Business		LabelleM@ceubusiness.org
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2. Program Details

Title of Program: Environmental Sciences and Policy
Date of Program Establishment: 2002
Length of Program: 36 months
Date of Start and End of the Teaching cycle: September - August (3 years later)

Qualification Awarded: Doctor of Philosophy (Ph.D.)

Awarding Body: Central European University,
Registered by the Board of Regents of the University of
the State of New York (US) for and on behalf of the
New York State Education Department

Date of Accreditation: 2002

3. Program Aims and Learning Outcomes:

The environment is a quintessentially interdisciplinary issue that requires an integrated understanding of complex natural histories; ecological processes; scientific evidence; social and cultural contexts; contemporary political debates; legal and policy frameworks; modeling, technical, and management options; and social justice implications for people.

The CEU Environmental Sciences and Policy PhD program (referred to as the Program throughout this document) is led by faculty from various disciplines with research experience in diverse thematic and geographic contexts, which fosters an environment conducive to interdisciplinary research. The Program aims to combine breadth and depth of interdisciplinary learning about the environment with professional development skills. The Program begins with an introduction to a wide range of theoretical and methodological approaches, which allows students to choose the most appropriate combination for their research, and continues with custom-tailored theory and methods classes to facilitate in-depth research skills for their empirical projects. Teaching and research practica facilitate opportunities to develop teaching, presentation, and publication skills.

Graduates from the Program will:

Possess the **knowledge** to:

- Engage the epistemological diversity of natural and social science disciplines in environment-related debates;
- Understand the complex interdisciplinary connections between scientific, ethical, economic, social, cultural, and political aspects of environmental issues and create new knowledge in their chosen field of in-depth research;
- Learn and apply state-of-the art pedagogical theories to their own teaching and communication.

Apply **skills** to:

- Think critically and analytically to understand environmental issues; identify and formulate a research problem; and design, implement, and manage sophisticated theoretical, policy and field research and data analysis, both as an independent researcher and a team member;
- Communicate scientific results professionally both in writing and orally, and participate in professional networks;
- Practice student-centered teaching and learning approaches.

Uphold **values** that:

- Advance a sustainable and open society, self-reflective critical inquiry, research ethics, and environmental and social care.

4. Program Eligibility Requirements for Admission

Applicants for the Doctoral Program are required to possess a Master's degree or equivalent in an environment-related field, such as natural or social sciences, engineering, economics, law or management. They must also meet the relevant language proficiency and [CEU admissions requirements](#). The Department's admission criteria include intellectual excellence and the potential for making original contributions to knowledge in the field through rigorous research.

In addition to standard CEU admissions requirements, the department requires applicants to submit a (max 2,000 word) research proposal as well as a statement of purpose (max 500 words).

5. Program Description

The Doctoral Program is comprised of three main components: 1) knowledge acquisition in **theory and methodological applications** in the field of environmental sciences and policy, 2) teaching/research and professional advancement **practicum**, and 3) **dissertation** milestones involving in-depth research formulation, implementation and publication. The standard length of the program is three years.¹

A total of 72 CEU credits are required for graduation. Table 1 summarizes the year-by-year structure of the Program. Syllabi of individual courses are available at the Department Moodle learning site <https://ceulearning.ceu.edu/>

TABLE 1. OVERVIEW OF THE DOCTORAL PROGRAM

YEAR	REQUIREMENTS
Year 1 (28 credits)	<p>Theory and Methodological Applications (12 credits total) Practicum (6 credits total) Dissertation Milestones (8 credits total) Comprehensive Exam (2 credits)</p> <p><i>FALL TERM (10 credits)</i> Coursework:</p> <ul style="list-style-type: none"> • 6001 Theoretical Debates on Environmental Problems, Guntra Aistara, supervisors (3) • 6920 PhD Writing Issues and Challenges, Alan Watt (1) • 6922 PhD Faculty/Student Seminar I.: Zoltan Illes, Doctoral Students, & Invited Guest Speakers (1) • An elective methods course outside of the department chosen in consultation with faculty advisor (highly encouraged) <p>Practicum:</p> <ul style="list-style-type: none"> • 6032 Teaching & Research Practicum I., Tamara Steger (3) <p>Milestones:</p> <ul style="list-style-type: none"> • 6002 Dissertation Research Preliminary Proposal and Theory and Methods Study Plan, Supervisor & Internal Dissertation Committee Member (2), due date: by 15 December but can be submitted any time from 30 September. <p><i>WINTER TERM (12 credits)</i> Coursework:</p> <ul style="list-style-type: none"> • 6923 PhD Faculty/Student Seminar II.: Zoltan Illes, Dept. Faculty, Doctoral Students, & Invited Guest Speakers (1)

¹

Students are required to submit their dissertation within six years from the date of the original enrolment.

	<ul style="list-style-type: none"> • 6009 Theory Study Courses, Supervisor & Internal Dissertation Committee Member (2), due date: 15 April • 6007 Methods Study Courses, Supervisor & Internal Dissertation Committee Member (4), due date: 15 April <p>Practicum:</p> <ul style="list-style-type: none"> • 6033 Teaching & Research Practicum II., Tamara Steger (3) <p>Milestones:</p> <ul style="list-style-type: none"> • 6106 Literature Review, Supervisor & Internal Dissertation Committee Member(2), due date: 15 April <p>SPRING and SUMMER TERMS (6 credits)</p> <p>Comprehensive Exam, Examination Committee (2)</p> <p>Milestones:</p> <ul style="list-style-type: none"> • 6107 Dissertation Prospectus Preparation, Supervisor & Dissertation Committee (4), draft due June 15
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Year 2 (22 credits)	<p>Coursework:</p> <ul style="list-style-type: none"> • PhD Faculty/Student Seminar: Dept. Faculty, Doctoral Students, & Invited Guest Speakers[□] <p>Practicum:</p> <ul style="list-style-type: none"> • Professional Advancement Practicum, Supervisor, to be completed during second and third years (see below)* <p>Dissertation Milestones (22 credits total):</p> <ul style="list-style-type: none"> • 7108 Dissertation Prospectus Preparation and Defense, Dissertation Committee & Chair (4), due date: 15 September; defense by October 15 • 7921 Dissertation Research and Writing, Dissertation Committee (18) <p>Research Progress Updates</p> <ul style="list-style-type: none"> • Presentation • Reports
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Year 3 + (22 credits)	<p>Coursework::</p> <ul style="list-style-type: none"> • PhD Faculty/Student Seminar: Dept. Faculty, Doctoral Students, & Invited Guest Speakers* <p>Practicum (4 credits total):</p> <ul style="list-style-type: none"> • 8040 Professional Advancement Practicum, Supervisor (4) <p>Advanced Dissertation Milestones (18 credits total):</p> <ul style="list-style-type: none"> • 8108 Dissertation Research and Writing, Dissertation Committee (9) • 8012 Dissertation Finalization, Dissertation Committee (9) <p>Progress Update</p> <ul style="list-style-type: none"> • Presentation • Analytical Chapter Submission • Reports
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[□] PhD Faculty/Student Seminar receives the full 2 credits in the first year.

* Professional Advancement Practicum receives the full 4 credits in year 3+.

6. Program Structure: First Year

The curriculum in the first year of the Doctoral Program is designed to provide a strong focus on supporting and developing the student's research through the acquisition of valuable knowledge, skills, and experience.

Students on an extended track should submit a plan of how they are planning to meet the 1st year course requirements to the Doctoral Program Committee by 1 October of their first year.

It is important to note that first year doctoral students demonstrating outstanding performance in their coursework and the comprehensive exam may be nominated by the Doctoral Program Committee for the Academic Achievement Award (500 EUR). For more information, please see:

<https://www.ceu.edu/node/13805>

NB: Descriptions of key elements are organized chronologically below. Please note that if one element continues over several terms, its description will only be listed at the instance it first appears.

6.1. FALL TERM

6.1. a. Mandatory Core Courses (4 CEU credits)

The mandatory courses consist of 1) *Theoretical Debates on Environmental Problems*, and 2) *PhD Writing Issues and Challenges*. A relevant elective methods course should also be taken in the first semester in another department at CEU.

The *Theoretical Debates on Environmental Problems* (3 credits) is a core course in the doctoral curriculum designed to contextualize PhD students' understanding of the intersections of the ecological, social, and political dimensions of environmental problems. The course explores how theoretical frameworks at multiple levels help define and analyze environmental issues from various epistemological and disciplinary perspectives. This course ultimately serves as your debut in doctoral studies, and prepares you for doctoral candidacy as you work toward the successful completion of your comprehensive exams and prospectus defense. You will receive a letter grade for this course.

The *PhD Writing Issues and Challenges* course (1 credit), taught by Professor Alan Watt, aims to clarify some of the key distinguishing features and challenges of doctoral-level research writing, both in regard to content and process. The course will include a prospectus writing workshop.

Supplementary Coursework: In addition to the standard core courses, students may be required to take certain master's level courses during the year should their curricular history indicate gaps in core areas of environmental sciences and policy and basic methods. In such cases, the Doctoral Committee will discuss with the student in advance of the start of teaching which MSc course(s) he/she should be taking.

PhD Faculty/Student Seminar (1 CEU credit each term): A regular seminar will be held every week or every other week as a forum for faculty and doctoral students to engage each other's research as well as enjoy guest lecturers on various topics related to the environmental field or research in general. The purpose of the seminar is to establish a forum for productive scholarly debate and exchange of ideas. All first year students are expected to make a brief introduction of their preliminary dissertation proposal in September. Additionally, two to three of the seminars in the first term of the first year may be devoted to a Methods Study Program "primer" in which introductions to Qualitative Methods, Quantitative Methods and Mixed Methods may be provided. The purpose of these Methods Study Program seminars is to acquaint students with some of the methodological applications in order to inform their *Theory and Methods Needs Assessment and Study Plans*. All first year students and all doctoral students in residence are expected to attend these seminars in both fall and winter terms (1 credit awarded each term).

An elective methods course should be chosen by the student in consultation with their faculty advisor and other faculty and the program head as needed, in order to begin to fulfill the methods requirements for the program.

6.1. b. Teaching and Research Practicum (normally 3 CEU credits in the fall term, 3 in the winter term)

Teaching and research experience is fundamental to developing concrete knowledge, understandings and practical skills for the advancement of a professional career in academia, consultancy, and other private and public institutions. The *Teaching and Research Practicum* specifically aims to build the professional capacities of doctoral students for a career involving teaching and/or research.

All students must enroll in the “*Teaching and Research Practicum*” (6 CEU credits total). This Practicum is graded on a pass/fail basis. Three of the six credits may be earned for completing the '*Foundations in Teaching in Higher Education: Scholarship, Reflection and Innovation*' course taught and organized by the [Center for Teaching and Learning](#). This course is a unique opportunity to strengthen pedagogical understandings and to explore innovative teaching and learning forums.

The remaining three of the six credits may be earned through teaching and/or research assistantships, usually in the winter or spring terms of the first year. However, it is also possible to fulfill this part of the requirement in years two or three. Teaching Assistants (TAs) work closely with professors in teaching and learning activities including, for example, designing course(s) syllabi or class exercises/lessons, identifying class readings, guest lecturing, and grading papers or exams. Research Assistants (RAs) might work with professor(s) to support the implementation of project work or perhaps help to formulate new research projects for funding proposals. Students may alternatively submit a formal request to the Practicum coordinator(s) to substitute the duties with comparable alternatives. Approval of substitution requests is at the discretion of the Practicum coordinator(s).

Students need to complete the Teaching and Research Practicum in parallel with their other coursework. Students' performance in the *Teaching and Research Practicum* will be monitored by appropriate faculty and the Doctoral Program Committee. The evaluation shall be based on faculty feedback (and MSc student feedback where appropriate). In case of unsatisfactory performance, a 'fail' grade is given and the student is asked to undertake another assistantship to fulfill the Practicum requirements.

Dissertation Milestones:

6.1. c. Preliminary Dissertation Research Proposal & Theory and Methods Study Plan (2 CEU credits)

DUE DECEMBER 15

Preliminary Proposal:

The student will further develop his or her dissertation research problem statement formulation and research questions in the first term of the first year by: 1) consulting with his/her provisional supervisor and potentially one other faculty member, and 2) conducting a short presentation in the PhD Faculty/Student Seminar in late September to receive feed-back. Based on this and any additional required work, the student will prepare a preliminary proposal to be completed by December 15. Guidelines will be available on the Moodle site.

Credits are awarded for this element when the research proposal has been approved by the supervisor. Students will receive feedback from their supervisors on how to improve the preliminary proposal as a first step towards the literature review and prospectus.

Theory/Methods Needs Assessment and Study Plan:

The student, in consultation with the supervisor, must develop a plan of study for the fall and winter terms in the areas of theory and methods connected with his/her specific research topic. The plan should be submitted December 15 together with the preliminary research proposal, and should include a summary and reflection on the methods and theory study conducted during the fall term, a discussion of what other methods and theories should be explored in depth for the dissertation prospectus, and

justification for how the proposed theory and methods courses will further the student's progress towards the prospectus.

The student will list the proposed courses for the winter term. Theory and methods courses are offered during winter term by various faculty members in different departments. Students should conduct research on courses of interest offered throughout the University as described on the course hub. Optional courses in theory and methods within the Department will run if a minimum of 1 student opts to take it. The form to be completed for the Theory/Methods Needs Assessment and Study Plan (and updated in April to document the completion of the Theory and Methods Study Program) is provided on the Moodle website.

6.2. WINTER TERM

6.2. a. Theory Study Courses (2 CEU credits)

In the second term, the student should develop knowledge of the theory or theories that will directly inform his/her research work. The student must submit the completed Theory and Methods Study program form by April 15, and a review of relevant theories and proposed theoretical framework should be included as part of the literature review due April 15. Credits for the Theory Study Courses are awarded when the supervisor approves the Literature Review and the completed Theory and Methods Study program form.

6.2. b. Methods Study Courses (4 CEU credits)

In the second term, the student should develop knowledge of the methods that he/she will need to apply in the course of his/her doctoral research, and in accordance with the study plan delivered at the end of Fall Term. The student must submit the completed Theory and Methods Study program form by April 15, and a summary of relevant proposed methods should be included as part of the literature review due April 15. Credit for the Methods Study Program is awarded when the Literature Review and the completed Theory and Methods Study program form have been approved by the supervisor.

6.2. c. PhD Faculty/Student Seminar (1 CEU credit)

Please see description above.

6.2. d. Teaching and Research Practicum (3 CEU credits)

Please see description above.

6.2. e. Literature Review (2 CEU credits) DUE APRIL 15

In the course of the second term, the student is expected to develop a detailed knowledge of the state-of-the-art of the literature on his/her chosen research topic. A comprehensive literature review based on desktop research should be submitted by April 15, including sections of relevant theoretical and methodological approaches to be used in the dissertation. The literature review should be no longer than 6,000 words in length.

Credit for the literature review is awarded when it has been approved by the Primary Supervisor. Students must successfully complete all other required first-year program elements, including the literature review, prior to taking the comprehensive exam.

6.3. SPRING and SUMMER TERMS

6.3. a. Comprehensive Exam (2 CEU credits)

The Comprehensive Exam, held in May and/or early June of the first year, is intended to test the student's overall level of achievement during the course of the first year of the program. It provides the basis for the student's grade in the first year. Students must successfully complete all other required first-year program elements, including the literature review, prior to taking the comprehensive exam.

The comprehensive exam consists of two questions, Q1 and Q2, each of which includes a written and an oral component.

In the final evaluation, both Q1 and Q2 will have equal weight. Students will be graded on their ability to both explain basic theoretical and methodological concepts and on their ability to demonstrate their applicability to their chosen research topic.

Written responses to Questions 1 & 2 are submitted on moodle (turnitin). Students have one week to submit a written response to each question. There is a 5,000 word limit on each question, not including references and table of contents. Students should be aware that papers will not be read past the 5,000 word mark and points may be taken off for longer submissions. The written responses will be evaluated by the supervisor and one internal committee member.

The student defends the written responses in front of the supervisor, the internal committee member, and the chair, who is usually a member of the DPC, who is not serving on any student's committee. Oral defense time is 45-60 minutes. Students make an opening student of 5-10 minutes. The remaining time involves a critical engagement with the written component and the student's opening oral comments. It should include approximately 20-25 minutes discussion on each question.

Further details about the exam are provided on the Moodle website.

The proposed dates for the 2019 Comprehensive Exams (TBC) are as follows:

Q1 Written exam: May 3-10

Q2 Written exam: May 14- 21

Q1 and 2 Oral exams: May 28.

The comprehensive examination will use the department's standard grading scheme, as outlined in Table 2.

Table 2. Departmental Grading Scheme

Grade	Percent	Category	Grade	Percent	Category
A	90 – 100	Outstanding	C+	50-54	Minimum pass
A-	80-89	Excellent	C	40-49	Fail (marginal)
B+	70-79	Very Good	C-	30-39	Fail (poor)
B	60-69	Good	D	1-29	Fail (very poor)
B-	55-59	Satisfactory	F	0	Fail (did not submit)

Students must achieve a grade of B+ or above in the comprehensive examination in order to proceed in the Program. In the event that a student must retake any of the two comprehensive exam questions, the highest grade that can be given is a minimum pass (70). Under CEU rules only one retake is allowed.

6.3.b. Dissertation Prospectus Preparation and Defense (4 CEU credits)

Students should work with their Supervisor throughout the first year to develop their *Dissertation Prospectus*. Feedback received on the literature review and from the comprehensive exam may be useful in completing the first full draft of the *Dissertation Prospectus*, which will be due by June 15.

The Dissertation Prospectus must contain a plan of the dissertation research, covering the aims and goals, the scope, and the proposed research methods. Students should be ready to share a draft of the prospectus in September of the second year in a prospects writing workshop. Students are expected to defend their dissertation prospectus between June 30 of the first year and October 15 of the second year. The prospectus should be no longer than 10,000 words, excluding references. CEU Research

Ethics Policy and Guidelines should be adequately considered by the student, and approved by the supervisor as part of the Prospectus. The student must complete the CEU Research Ethics Checklist (<https://documents.ceu.edu/documents/p-1012-1v1202>) and include it as an appendix to the prospectus, outlining what measures will be taken to minimize any risks to researchers and research subjects during fieldwork.

7. Program Structure: Second and Third Years

7.1. Dissertation Prospectus Defense (4 CEU credits), by October 15

Guidelines for the prospectus can be found on the Moodle site and should be discussed with the supervisor. In order to defend the Prospectus a Dissertation Committee comprised of the Supervisor, an internal committee member and an external member should be in place at least a month before the intended defense date. The prospectus is defended before the Dissertation Committee in public during a PhD Faculty/Student Seminar. The entire PhD student body and the faculty of the Department are invited to the *Prospectus Defense*. The draft prospectus should be handed in to the committee for feedback by June 15th of the first year, and a final version by September 15. An External Committee Member must be confirmed one month prior to the defense. The prospectus should be defended by October 15th of the second year (or the 3rd year for students on an extended track).

One week before the scheduled defense at the latest, the student must receive confirmation by email from all the committee members that the student is ready for a defense, which must be forwarded to the program coordinator (Gyorgyi Puruczky) before a defense will be confirmed. The External Committee Member must submit written comments on the prospectus two to four working days before the defense. The student will have access to these comments and be able to consider them before the defense.

The Prospectus Defense may result in any of the following outcomes: pass without amendments; pass with minor amendments; pass with major amendments to satisfaction of committee; or re-defend. In case of the need for revisions or a new defense, students will be informed by the Committee of the timeframe in which the changes need to be made or the new defense scheduled.

After the *dissertation prospectus* has been successfully defended, the student moves from probationary status to doctoral candidate and the main focus is on conducting research, writing and subsequently defending the doctoral dissertation. Doctoral candidates with a 3.5 or higher grade point average and who have demonstrated sufficient and noteworthy progress on their dissertation may be nominated by the Doctoral Program Committee for the Award for Advanced Doctoral Students (800 EUR). For more information, please see: <https://www.ceu.edu/node/13805>.

Students unable to comply with the above defense schedule should submit a request for extension, approved by the supervisor, to the DPC no later than September 1 explaining the reasons for the delay and a proposing schedule for completion and defense of the prospectus. Students who do not defend the prospectus by December 15 of the second year may have their stipends stopped until they do, at the discretion of the DPC (please see section 12.2 on failure to demonstrate progress).

7.2. PhD Faculty/Student Seminar

All probationary students are required to defend their prospectus' as part of the PhD Faculty/Student Seminar. All second and third year doctoral candidates are required to present an update on their dissertation research and/ or chapter drafts during the PhD Faculty/Student Seminar (see below).

7.3. Professional Advancement Practicum (4 CEU credits)

This may be completed at any time after the first year. The purpose of this unit is to provide students with opportunities to:

- Increase their professional competitiveness
- Gain concrete and relevant experience producing a research-based document
- Engage their research in a public forum generating feedback, comments, reviews, etc.

- Build scientific writing experience; including co-authorship of papers
- Improve their curriculum vitae

The specific requirements to fulfil this unit are to be negotiated and agreed upon with the student's supervisor. Such requirements shall be specific to the career aspirations of the student, but may include publication of one or more of the following:

- an article in a peer-reviewed journal
- a chapter in a book
- a scientific report or section therein
- a conference presentation and paper
- co-authorship on any of the above, if agreed by supervisor
- professional peer-review in cooperation with the supervisor

Professional Advancement Practicum activities can be undertaken at any point during the student's doctoral studies, and students and supervisors will be asked to comment on their recent and planned Professional Advancement activities in each Research Progress Report. If a supervisor indicates concern over a student's lack of progress in this area, the student will be asked to meet with the supervisor and Program Director to determine where the problems lie and what can be done to help the student to meet this requirement. Credit (4 credits are awarded) is awarded based on the Supervisor's approval, which can be given any time prior to final dissertation defense when he/she judges that the conditions have been met.

7.4. Research Progress Updates

Presentations

During the second and third years of their studies, students are expected to present their work in progress in the *PhD Faculty/Student Seminar*. Presentations should be approximately 20-30 minutes, and include an update of goals and research questions, preliminary findings, and any challenges faced.

Chapter drafts

At the time of the third and subsequent year research update presentations, the student should submit one analytical chapter draft (i.e. a chapter analyzing the data, not the introduction, methods, literature review, theoretical framework or conclusion) to their supervisor and committee members, as well as to circulate to first year students to receive feedback during the research update presentation at the PhD/Faculty seminar.

Reports

All second and third year students and beyond must submit progress reports on October 1 every year.

8. The Doctoral Dissertation (40 CEU credits) MAXIMUM 3-6 YEARS TO COMPLETION

The final stage of the Doctoral Program is the production of a dissertation which presents in detail the student's research work and contribution. The exact format of the dissertation will depend upon the subject area and requirements of the research. The length of the dissertation varies, but it is generally recommended that the dissertation not exceed 80,000 words (including tables, graphs and footnotes; excluding bibliography and appendices) and should follow the [CEU Doctoral Regulations](#).

8.1. Dissertation Committee

After the student's Dissertation Prospectus Defense, the Doctoral Program Committee approves the Dissertation Committee, and may make changes as appropriate. The Dissertation Committee is finalized by the University Doctoral Committee. The student must submit the final composition of their Dissertation Committee to the Doctoral Program Coordinator no later than two months before they expect to defend their dissertation.

Doctoral students will be guided by a Dissertation Committee that is responsible for mentorship and examination regarding the dissertation. Dissertation Committees are appointed by the University Doctoral Committee, based on the recommendation of the Doctoral Program Committee. The head of the Dissertation Committee is the Primary Supervisor. A Dissertation Committee includes:

- Primary Supervisor (and Associate Supervisor where applicable)
- Internal faculty member(s) from the ENVSCI Dept. or another CEU department
- External member(s) (must comprise one-third of the total Committee members and have no contractual relation with CEU at the time of the submission of the dissertation and the defense)

In order to facilitate the timely completion of all first-year doctoral program milestones, and receive feedback as appropriate from all committee members, students are encouraged to confirm committee members by the following dates in the first year of the program:

Supervisor choice: October 1

Internal Committee Member choice: April 1

External Committee Member choice: June 1

The Dissertation Committee includes:

- at least three voting members (e.g., supervisor, internal and external members);
- at least one third external voting member(s); and
- at least two examiners (one external to CEU, should not be the supervisor, and may or may not be voting members) who are asked to write a written report of the dissertation prior to the defense.

For more details on the composition of a Dissertation Committee, please refer to the CEU Doctoral Regulations.

Preliminary Advisor and Primary Supervisor:

The student's Preliminary Advisor is appointed (provisionally) until a Primary Supervisor is confirmed. In most cases, this will become the student's Supervisor, though a change is permitted. In initial phases of the studies, the Preliminary Advisor advises the student on issues related to the Program. The student's Primary Supervisor is confirmed by October 1st of the 1st year. The responsibilities of the Primary Supervisor include:

1. Approves student completion of required first year program elements, as detailed in this handbook;
2. Guides the student through the dissertation process;
3. Regularly monitors the progress of the student on the dissertation, assisted by regular meetings while the student is in residence, and by regular communication while the student is conducting field work;
4. Makes recommendations to the Doctoral Committee for additional members of the Dissertation Committee;
5. Makes recommendations whether the student is ready to defend his/her prospectus;
6. Otherwise assists and advises the student as necessary and appropriate.

If a student wishes to change supervisor, the student may make a written request to the Doctoral Program Committee providing reasons for such a request. The Doctoral Program Committee is required to address the request within 15 days.

Associate Supervisors to replace the Primary Supervisor in case of sabbatical or other changes may be appointed in line with the CEU Doctoral Regulations.

A detailed description of the duties of the Primary Supervisor can be found in the [CEU Doctoral Regulations](#).

8.2. 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 max. ½ hour) to his/her Dissertation Committee members, who then 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.

Final Public Defense: Before a final public defense is confirmed, one external and one internal member of the student's Dissertation Committee (preferably not the Supervisor) must indicate in writing whether the dissertation can be submitted for defense. These written statements should be sent to the supervisor and the Chair of the defense, and may be sent to the student.

For the final public defense, the candidate makes an oral presentation of the dissertation (max. ½ hour) before their Dissertation Committee, a chair (usually from another CEU department), and a designated opponent, who should be an expert in the field who has not previously reviewed and advised on the dissertation, and others from the public. The opponent is required to provide the Chair, the candidate and their Dissertation Committee members written comments and questions regarding the dissertation in advance of the defense, to which the candidate must respond during the defense. The candidate should also field any questions and comments that may be offered by their Dissertation Committee members and others in attendance. At the end of the defense, the Dissertation Committee, the Chair, and the Opponent meet privately to discuss whether the dissertation can be accepted for a doctoral degree, and if so what grade should be conferred on it (the available options being: *summa cum laude*, *magna cum laude*, *cum laude*, *rite*). The Dissertation Committee decides by consensus (or if consensus is not forthcoming, by voting) on the final grade.

According to the CEU Doctoral Regulations, to satisfy the degree requirements, the dissertation must make a significant and original contribution to the knowledge and understanding of the subject and must demonstrate the capacity of the candidate to carry out independent quality research. Two members of the Dissertation Committee are asked to indicate in writing whether:

- the dissertation makes a significant contribution to the knowledge and to the understanding of the subject with which it deals;
- the dissertation demonstrates the candidates' capacity to carry out quality independent research;
- the dissertation contains material worthy for publication; and
- knowledge of the state of the art in the specific subject.

8.3. Submission of Dissertation beyond Enrolment

The departmental policy for Submission of Dissertation beyond Enrolment is available on the e-learning site. Submission beyond Enrolment is allowed but support from the Supervisor and internal committee member is curtailed.

9. Program and Graduation Requirements

Satisfactory completion of all Doctoral Program requirements results in the awarding of a doctoral degree. These requirements are listed in a more detailed Checklist available on the Departmental web site, and include, inter alia:

1. Compliance with the University and Departmental Doctoral Program regulations;
2. Satisfactory comprehensive exam grade;
3. Successful completion of the dissertation prospectus defense;
4. Satisfactory continuous research progress;
5. Successful dissertation submission, defense, and acceptance; and
6. Satisfactory completion of all program elements.

10. Academic Dishonesty and Plagiarism

Academic dishonesty involves acts which may subvert or compromise the integrity of the educational process at CEU. This includes any act by which a student succeeds or attempts to gain an academic advantage for himself or herself or another person by misrepresenting his or her or another person's work or by interfering with the completion, submission or evaluation of work. These include, but are not limited to, accomplishing or attempting any of the following acts:

1. Plagiarising, that is, the offering as one's own work of the words, ideas, or arguments of another person without appropriate attribution by quotation, reference or footnote. Plagiarism occurs either when the words of another are reproduced without acknowledgement or when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer. It is the responsibility of all university students to understand the methods of proper attribution and to apply those principles in all materials submitted.
2. Using any materials that are not authorised by the instructor for use during an examination.
3. Copying from another student's paper during an examination.
4. Collaborating during an examination with any other person by giving or receiving information without the specific permission of the instructor.
5. Stealing, buying or otherwise obtaining restricted information about an examination to be administered.
6. Collaborating on laboratory work, take-home examinations, homework or other assigned work when instructed to work independently.
7. Substituting for another person or permitting any other person to substitute for oneself in taking an examination.
8. Submitting as one's own any theme, report, term paper, essay, other written work, speech, totally or in part by another author.
9. Altering of grades or official records.
10. Sabotaging of another student's work.
11. Falsifying or committing forgery on any university form or document.
12. Submitting altered or falsified data as experimental data from laboratory projects, survey research, or other field research.
13. Committing any wilful act of dishonesty that interferes with the operation of the academic process.
14. Facilitating or aiding in any act of academic dishonesty.

For further information, please refer to the university's [Code of Ethics](#).

11. Residence and Maintaining Contact

Doctoral students must reside in Budapest or the vicinity during the three years of their study, excepting periods of research and study at other institutions. Students are expected to attend all lectures, seminars, tutorials, practicals and field trips. Attendance is regarded as part of the Program, and sanctions for non-attendance can be severe. More than three absences from any of the program requirements may result in failure of the Program. Exemption from the residency requirement can be granted by the Doctoral Program Committee. Requests for exemption from the residency requirement should be submitted to the Doctoral Program Committee in writing. Reasons for requesting an exemption might include field work trips, family circumstances, etc.

Students must produce coursework by the specified deadlines as required in the Program and attendance at all examinations is compulsory. Penalties for late assignment submissions will be 5% per working day, except in exceptional circumstances with the prior approval of the course instructor(s)

Doctoral students are responsible for maintaining contact with the Department as well as providing updated contact information. They are expected to remain in contact with campus academic life and to respond to any communication from the Department and or the Doctoral Program. Not maintaining contact with the Department and/or unjustified absence can lead to the termination of the student's enrolment status or financial aid.

Students in employment outside of CEU are required to present a letter from their employer(s) indicating that the employer is aware of the student's participation in the Program and consents to it. Students should be aware that their doctoral studies take priority over employment demands. This is clarified in the Policy on Student Employment.

12. 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 supervisor (and, in some cases, an internal doctoral committee member) and student reporting.

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 Program 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.

12.1. Reporting 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. The status report form template is available and downloadable from the e-learning (moodle) site. 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 Doctoral Regulations. Further, if the Doctoral Program Committee finds the report unsatisfactory, it will recommend appropriate action.

12.2. Failure to Demonstrate Progress:

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 a student:

- 1) engage their colleagues in a PhD Faculty/Student Seminar to work through complex and difficult theoretical, methodological or empirical issues;
- 2) acquire other assistance, or targeted mentorship;
- 3) withdraw temporarily from the program or “stop the clock”;
- 4) the student’s financial aid be suspended; or
- 5) enrolment be terminated.

Students that fail to demonstrate progress jeopardize support (e.g., CEU 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;
- unsatisfactory research progress;
- enrolment period is past the six-year deadline and no withdrawal or extension has been granted; or
- failure to comply with the University and Doctoral Program regulations.

12.3. 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. 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 six-year completion time.

12.4. 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. Additionally, those Doctoral students who have been required to take certain elements of the MSc core course must attend **all** classes of those units/courses.

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 advisor/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 unauthorised 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. *Requirement to pass the MSc Fall Term Exam.* As stated in point 1, students who are required to attend elements of the MSc mandatory program must attend all classes of the units they have been told to take. Should they miss any of these classes, they will be required to take the MSc Fall Term Exam on a pass/fail basis. Failure to pass this exam and the re-sit would mean automatic termination of the student's Doctoral status.
- ii. *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.
- iii. *Enrolment Termination.* Poor attendance may result in termination of program enrolment.

13. Program and Departmental Management

13.1 Academic Organization of the Doctoral Program

Within the Department, the management of each doctoral student's studies will be the responsibility of: the student's advisor, student's primary supervisor; the student's Dissertation Committee; and the Departmental Doctoral Committee. The role and functioning of each of these is outlined briefly below.

Doctoral Program Director: Guntra Aistara

Doctoral Program Committee: Guntra Aistara, Tamara Steger, Michael LaBelle, Zoltan Illes, and one doctoral student representative.

Doctoral Program Committee:

The Doctoral Committee is a committee organized at the departmental level to steer the Doctoral Program. This includes: passing special regulations, specific to the department's Doctoral Program, in accordance with the CEU Doctoral Regulations; administering the comprehensive exam and admission process on the program level; and other tasks as set out by the CEU Doctoral Regulations. It has at least four members: one is the Doctoral Program Director, who is an ex officio member; a minimum of two resident faculty members who are delegated from the resident departmental faculty members; and a student representative elected by the departmental doctoral student body. The student representative represents the doctoral students in the Doctoral Program Committee meetings and provides feedback to the Doctoral Program Director. The Doctoral Program Committee may decide that the student should not be present at discussions of certain topics, such as individual student grades, etc.

14. Additional Departmental Policies

14.1 Health and Safety:

In any laboratory or field visits and practical research projects students will come across potential hazards. To minimize the risks to themselves and others, students must follow the guidelines laid down in any

relevant health and safety requirements. Fieldwork and project work must be carried out according to the particular guidelines for that project.

14.2 Teaching Schedule:

Copies of the provisional teaching schedule will be distributed to all students before the beginning of each term. All efforts will be made to notify students of any changes to the schedule at least a week in advance. The most current version of the schedule will be available in a Google calendar format on the moodle site.

14.3 Academic Writing:

There are several Departmental and University-wide resources available to students to assist and improve their academic writing in English. Dr. Alan Watt serves as the departmental advisor on academic writing techniques, style and format. In addition to teaching the *PhD Writing Issues and Challenges* course, Dr. Watt holds advice tutorials. The CEU Center for Academic Writing (<http://caw.ceu.edu/>) provides support and guidance in academic writing to students.

14.4 Desk Space and Computer Use:

First year students and students writing up their dissertations generally have priority use of the desk and computer space in the PhD Study Room. However, please be ready to share.

Computers are available to PhD students in the Ph.D. Study Rooms (114, 115)

Please note that the computers in 114 and 115 are not for individual use only, therefore please do not protect them by passwords, or exclude others from using any of its software.

Academic Calendar
Environmental Sciences and Policy Department
Doctoral Program
2018/2019

First Year Timetable: Important Deadlines

September	<ul style="list-style-type: none"> • Appointment of Preliminary Advisor • Election of Doctoral Committee Student Representative • Research proposal presentations in PhD Faculty/Student Seminar
October	<ul style="list-style-type: none"> • Confirmation of Primary Supervisor - October 1
December	<ul style="list-style-type: none"> • Preliminary Dissertation Proposal and Theory & Methods Study Plan – December 15
April	<ul style="list-style-type: none"> • Confirmation of Internal Committee Member- April 1 • Literature Review – April 15 • Theory & Method Study Report – April 15
May – June	<ul style="list-style-type: none"> • Comprehensive Exam- May • Confirmation of External Committee Member – June 1 • Prospectus Draft – June 15
July - September	<ul style="list-style-type: none"> • Dissertation Prospectus Preparation and/or Defense

The proposed dates for the 2019 Comprehensive Exams (TBC) are as follows:

Q1 Written exam: May 3-10

Q2 Written exam: May 14- 21

Q1 and 2 Oral exams: May 28.

Second Year Timetable: Important Deadlines

September- October Dissertation Prospectus Submission and Defense
 (due by September 15/October 15)

November - August Dissertation Research and Writing

Third Year + Timetable: Important Deadlines

September – August Dissertation Research and Writing
 (term ends) Dissertation Pre-Defense and Final Defense