



## DOCTORAL PROGRAM IN MEDIEVAL STUDIES

CEU Doctoral School of History  
Medieval Studies Department



### Excerpt from the Doctoral Regulations 1st year (probationary) doctoral candidates June, 2014

Students admitted to the Medieval Studies Doctoral Program keep their probationary doctoral candidate status until they have fulfilled all the requirements necessary to obtain doctoral candidate status. Probationary doctoral candidate status is envisaged as lasting for one academic year but may last for a maximum of two academic years. At the end of the second year, any probationary doctoral candidate having failed to successfully transfer to doctoral candidate status will be ex-matriculated unless a case for personal hardship can be made and is accepted by the Doctoral Committee.

The requirements of transfer from probationary doctoral candidate to doctoral candidate status consist of the successful

1. completion of course work, as a condition for being allowed to take the comprehensive examination and defend the dissertation prospectus;
2. passing the comprehensive examination;
3. defense of a dissertation prospectus;
4. publishing a 500-word abstract of the emerging dissertation on the CEU profile;
5. acquisition of, or proof of, sufficient command of source and secondary languages necessary to conduct research on their topic as stated by the supervisor(s) in the minutes of the dissertation prospectus

Probationary doctoral candidates who have successfully completed all requirements will be automatically promoted to doctoral candidate status.

#### **Coursework**

In order to become eligible for taking the comprehensive examination, probationary doctoral candidates must successfully complete twenty (20) credits of coursework achieving an average GPA of at least 3.5. Of these

1. four (4) credits must come from active participation in the Medieval Studies Doctoral Colloquium (for grade);
2. a minimum of sixteen (16) credits must come from active participation in elective thematic research classes at doctoral level (or pertinent classes at Master's level, with the supervisor's permission) of which no fewer than seven (7) credits must come from participation in doctoral

level research methodology seminars, in advance source language classes, or in independent study units as approved by the doctoral student's supervisor(s).

3. Students failing to achieve a minimum GPA of 3.5 cannot be promoted to doctoral candidate status.

#### *Medieval Studies Doctoral Colloquium*

The Medieval Studies Doctoral Colloquium is convened weekly during term time and provides a forum of academic exchange between all doctoral students and all faculty teaching in the Medieval Studies Doctoral Program. In particular, it offers probationary doctoral candidates feedback from more advanced fellow doctoral students and faculty members on the various tasks necessary to achieve transfer of status, especially discussion of the draft prospectus.

Doctoral students must attend this course when in residence. They are expected to support the probationary doctoral students and share their insights gained over their first year of doctoral studies. They are also expected to present their work each year in the form of progress reports, research papers, conference papers, or chapter presentations. **When the schedule of the individual presentations is elaborated, both the probationary doctoral students and the doctoral candidates should consult their supervisor(s) and chose a time slot when the supervisor(s) are available.**

#### *Research methodology seminars and advanced source language classes*

Each term the Medieval Studies Department offers a suitable range of elective research methodology seminars and advanced source language classes specifically tailored to the needs of doctoral students. These seminars put emphasis on advanced research methodology, recent research trends in various respective fields of multidisciplinary medieval studies, or a combination of these with practical skills, e.g., thorough discussions of recent seminal publications in a certain sub-field of multidisciplinary medieval studies.

These seminars are listed among the departmental lectures and published on the departmental website. The doctoral student's performance will be graded up to a minimum of seven (7) credits; additional research methodology seminars and advanced source language classes may be taken.

Three (3) credits that are part of the Hungarian Accreditation requirement and formerly was named 'Advanced Research Methodology Seminar', can be satisfied by choosing a suitable range of elective research methodology seminars, advanced source language classes, or an independent study course.

#### *Independent study*

This type of course may be pursued any time during doctoral studies. The independent study units are designed to guide the doctoral students, under appropriate supervision, through the initial stages of writing their prospectuses/dissertations. This type of course will also give doctoral students time

to pursue the sources and secondary literature necessary to write a state-of-the-art prospectus and/or dissertation while receiving regular feedback from the mentor of the independent study unit. Any one independent study unit may award a maximum of four (4) credits.

It is the responsibility of the doctoral student to submit a detailed proposed outline of the independent study unit to the mentor, i.e., usually the principal or associate supervisor, by the end of the add/drop period of each term. Requests submitted past this deadline may have to be accommodated in a later term. [cf. Appendices: A.1]

### **Comprehensive examination**

The comprehensive examination is a public examination held before the probationary doctoral candidate's Comprehensive Examination Committee. It requires that probationary doctoral candidates show their mastery of two substantial topical and/or methodological fields of interdisciplinary medieval/historical studies which may be relevant to, yet sufficiently distant from, the proposed dissertation topic.

#### *Comprehensive examination schedule*

The comprehensive examination is scheduled during early June. The precise dates should be announced one month before the exams. Preparation for the comprehensive examination starts at the beginning of the first year of doctoral studies and proceeds as follows:

By the end of October, probationary doctoral candidates, following close consultations with their supervisor(s), will propose three suitable field survey topics for examination to the Doctoral Committee using the *Comprehensive Examination Planning Form* [cf. Appendices: A.2]. Two of the topics will be selected by this committee for further elaboration and one kept back for the purposes of the Rigorosum (for the Hungarian degree only).

As a guideline, no bibliographical item must be shared between a probationary doctoral candidate's dissertation prospectus and the topical field surveys, nor should any item be shareable. The probationary doctoral candidate will be notified within two weeks of whether the Doctoral Committee accepts the topics or requests revisions within one week. Once the topics are approved by the Doctoral Committee the probationary doctoral candidate is expected to expand them. The draft versions of both topical field surveys should be submitted by mid-February. The complete versions without the final annotations of both topical field surveys are due one week before the end of the Winter Semester. Annotated versions are due and should be saved on the common departmental drive (MEDEDIT) two weeks before the actual date of the comprehensive exam. The probationary doctoral candidate will supply all members of the Comprehensive Examination Committee with the materials to be examined no less than fourteen days before the comprehensive examination.

Probationary doctoral candidates should indicate their preferences regarding the composition of the Comprehensive Examination Committee by mid-November **[cf. Appendices: A3]**.

*Topical field surveys format*

The surveys can either take the format of

1. *an annotated bibliography with a minimum of twenty-five items, of which more than half must be monographs or edited volumes/special journal issues in their entirety. These should be structured to reflect important debates within the field.* For any item included in the list, the probationary doctoral candidate is expected to indicate in no more than 100 words why it was selected, which aspects of it the probationary doctoral candidate endorses (if any) and which s/he finds open to criticism (if any).

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2. *a draft of a twelve-week syllabus.* In this case, the probationary doctoral candidate will be expected to indicate the objective of each session in approximately 200 words, and the ways in which the suggested readings will facilitate this outcome; a minimum of two readings (equaling bibliographical items above) should be assigned to each session, of which no fewer than half must be monographs or edited volumes/special journal issues in their entirety.

***Nota bene:*** If choosing to submit a syllabus, which the Medieval Studies Doctoral Program encourages, the doctoral student is advised to take advantage of the various valuable offers regarding teaching technique and syllabus construction by CEU's Center for Teaching and Learning. Doctoral students are also advised to draw critically from the syllabi available from faculty teaching in the Medieval Studies Doctoral Program.

*Comprehensive examination committee*

The Comprehensive Examination Committee consists of the chair, i.e., usually the probationary doctoral candidate's supervisor, and two resident faculty members (the associate supervisor, if applicable, *not* among them). The Comprehensive Examination Committee may comprise external members who must participate during the examination (in person or via internet). The supervisor may pose questions during the examination but does not participate in evaluating the probationary doctoral candidate's performance.

It is expected that the supervisor(s) will comment in detail on the draft versions toward the end of Fall or beginning of Winter term, and will be present when the probationary doctoral candidate's draft field surveys are discussed in the Medieval Studies Doctoral Colloquium, or otherwise arrange a meeting with or send their comments to the probationary doctoral candidate individually.

The Comprehensive Examination Committee is appointed by the Doctoral Committee on the basis of suggestions received from the probationary doctoral candidate, and approved by the UDC.

*Comprehensive examination procedures*

The comprehensive examination will last a maximum of ninety minutes. It is conducted on the basis of the submitted syllabi/bibliographies and follows the regulated procedure. [*cf.* **Appendices: B.11**].

1. Having submitted an annotated bibliography, the probationary doctoral candidate will be asked to introduce the topic in a five-minute statement (roughly 750 words). The probationary doctoral candidate should highlight major recent debates – methodological or otherwise – in the chosen field and offer critical assessment of previous and current approaches prevalent in the field, as evidenced by certain selected items of the bibliography. Clear references should be made in the probationary doctoral candidate’s statement to these items. Toward the end of this statement, it is expected to explain briefly the inherent logic in forming the arrangement of the bibliography. This logic should also be visualized through subheadings and in the brief appended annotations. The probationary doctoral candidate may choose to prepare this brief statement in writing but the presentation should be spoken freely without reading.

In the ensuing discussion with the Comprehensive Examination Committee, the probationary doctoral candidate should be able to account for the presence of the items in the bibliography. Equally, s/he should be able to account for the absence of items which played a major role in earlier or recent debates in the field. Detailed questions may be asked concerning the content of various items in the bibliography, especially regarding methodological assumptions, approaches, and potential difficulties. The probationary doctoral candidate will certainly be expected to be able to answer questions on the wider historical, cultural or methodological background of the topic, bringing together information obtained from various items in the bibliography (and beyond) in a meaningful manner. At all times, probationary doctoral candidates are expected to offer their own critical opinion on the bibliographical items under discussion.

2. If the probationary doctoral candidate has submitted a draft syllabus it will be introduced in a five-minute statement (roughly 750 words) meant to explain the rationale behind the course design and level (undergraduate or graduate) as well as expected learning outcomes for the envisaged participants in the class. Probationary doctoral candidates will be expected to situate their syllabus within major recent debates – methodological or otherwise – in the chosen field and to offer their critical assessment of previous and current approaches

prevalent in the field, regardless of whether bibliographical items pertaining to these debates have been included in the syllabus or have been omitted for didactical reasons. The probationary doctoral candidate may choose to prepare this brief statement in writing but the presentation should be spoken freely without reading.

In the subsequently ensuing discussion, the probationary doctoral candidate should be able to account for the readings assigned in the syllabus; equally, to account for the absence of items which played a major role in earlier or recent debates in the field. Detailed questions may be asked concerning the content of various assigned readings in the syllabus, especially regarding their methodological assumptions, approaches, and potential difficulties. The probationary doctoral candidate will certainly be expected to be able to answer questions on the wider historical, cultural or methodological background, bringing together information obtained from various items in the syllabus (and beyond) in a meaningful manner. At all times, probationary doctoral candidates are expected to offer their own critical opinion on the readings under discussion.

#### *Evaluation of the comprehensive examination*

The probationary doctoral candidate's performance will be graded; the grades will follow the general CEU grading system: A (equaling *summa cum laude*), A- (equaling *magna cum laude*), B+ (equaling *cum laude*), B (equaling *rite*) and F (fail). B is the minimum grade for passing.

The Comprehensive Examination Committee will evaluate the annotated bibliographies as follows:

1. the degree to which the bibliography reflects recent and earlier major debates in the field in a balanced manner;
2. the degree to which the annotations do justice to the summarized items;
3. the quality and depth of the probationary doctoral candidate's summary five-minute introductions to each bibliography;
4. the degree to which the probationary doctoral candidate proved capable of answering questions pertaining to the wider historical contexts, based on the bibliography in its entirety and major items consciously omitted from it;
5. the degree to which the probationary doctoral candidate proved capable of answering questions on specific items in the bibliography, the structure of their arguments, methodological problems, etc.

Where a syllabus was presented, the Comprehensive Examination Committee will evaluate:

1. the degree to which the syllabus succeeds in introducing the students of the targeted level to the chosen field while reflecting recent and earlier major debates in this field in a balanced manner;
2. the degree to which the brief objective and summary of the assigned readings does justice to the weekly topic;
3. the quality and depth of the probationary doctoral candidate's summary five-minute introduction to each syllabus;
4. the degree to which the probationary doctoral candidate proved capable of answering questions pertaining to the wider historical context, based on the syllabus in its entirety and major items consciously omitted from it;
5. the degree to which the probationary doctoral candidate proved capable of answering questions on specific assigned readings in the syllabus, the structure of their argument, methodological problems, etc.
6. Altogether, the didactic aspects of the syllabus must not account for more than 25 % of the grade.

The grade suggested by the Comprehensive Examination Committee is provisional; grades will be finalized in a meeting of all resident faculty serving on the Comprehensive Examination Committees to be held no later than one month after the last comprehensive examination.

#### *Postponing and retaking the comprehensive examination*

A probationary doctoral candidate will not normally be allowed to postpone the comprehensive examination. However, where there are compelling personal reasons, a request may be submitted to the Doctoral Committee to postpone the comprehensive examination. In this case, the exam will usually be held during the beginning of the following academic year.

The comprehensive examination may be retaken only once and no later than the spring session of the second year of doctoral studies. Students wishing to retake the comprehensive examination should signal their intention to the Doctoral Committee, which will attempt to arrange the examination within two months during term time. Failure to pass the comprehensive examination on the second occasion will result in immediate ex-matriculation.

### *Dissertation prospectus defense*

The dissertation prospectus defense is a public examination held before the probationary doctoral candidate's Prospectus Defense Committee. It requires the probationary doctoral candidate to present the list of questions to be explored with a tentative outline and the research bibliography.

#### *Dissertation prospectus defense schedule*

Dissertation prospectus defenses are scheduled at the beginning of June, The precise dates should be announced one month before the exams. The final dissertation prospectus must be submitted one month before the day of the dissertation prospectus defense to allow sufficient time for external and internal examiners to evaluate the prospectus.

External readers will be approached following discussions between the doctoral student and supervisor(s). The name(s) and affiliation(s) should be submitted to the Doctoral Coordinator who will issue a formal letter of invitation.

The external reader(s) will usually not be present on this occasion but should be requested to submit their comments in writing at least one week prior to the scheduled dissertation prospectus defense.

#### *Dissertation prospectus format*

The dissertation prospectus must contain the following elements:

1. a description and justification of the proposed topic;
2. a review of the relevant scholarship;
3. a specific, detailed, and annotated list of the primary sources to be studied and interpreted;
4. a set of questions to be explored or working hypotheses to be tested plus a detailed account of the theories and methodologies to be applied. The account must demonstrate how these theories are connected to the topic as well as show how methodologies are connected to the data being used;
5. a tentative outline;
6. an exhaustive research bibliography specifying literature that has been, or will be, consulted.

While the length of the prospectus may vary, a maximum of 8,000 words of text plus five to eight pages of bibliography will usually do justice to the task.

#### *Dissertation prospectus defense committee*

The Dissertation Prospectus Defense Committee consists of the chair and two resident faculty members (the associate supervisor if applicable, can be among them), and one or two external readers, who may or may not be present.



The Dissertation Prospectus Defense Committee may comprise external members who must participate during the examination (in person or via internet).

The Dissertation Prospectus Defense Committee is appointed on the basis of suggestions received from the probationary doctoral candidate, and approved by the UDC. [*cf.* **Appendices: A.3**].

#### *Dissertation prospectus defense procedures*

The defense will begin with a short oral presentation (around ten minutes) by the probationary doctoral candidate, followed by questions of committee members concerning the quality of the proposed dissertation project, its feasibility, and the probationary doctoral candidate's ability to complete it over the period granted by CEU. The following should be considered: research skills, familiarity with scholarly issues in the context of the dissertation, etc. [*cf.* **Appendices: B.2**].

#### *Dissertation prospectus evaluation*

The probationary doctoral candidate's performance will be evaluated as a pass/fail.

Probationary doctoral candidates may be asked to rewrite their prospectuses and/or acquire some necessary skills before being admitted to doctoral candidate status. The Prospectus Defense Committee will set a deadline by which the revisions need to be re-submitted for approval by the committee chair.

The committee may also determine that the dissertation prospectus defense needs to be repeated on the basis of this revised prospectus. In this case, the committee will set a deadline by which these revisions must be re-submitted. The Doctoral Committee will schedule a new prospectus defense, preferably no later than the Fall Term following the unsuccessful prospectus defense.

#### *Postponing and re-taking the dissertation prospectus defense*

A probationary doctoral candidate will not normally be allowed to postpone the dissertation prospectus defense. However, where there are compelling personal reasons a request may be submitted to the Doctoral Committee to postpone the prospectus defense. In this case, the defense will usually be held during the pre-session of the subsequent academic year or the beginning of Fall Term.

The dissertation prospectus defense may only be repeated once. Failure to defend the prospectus on this second occasion may result in immediate ex-matriculation.

## **Language skills**

### *Latin examination*

Doctoral students must pass a written, not previously seen, translation paper in post-classical Latin comparable to the 'Toronto Medieval Latin Proficiency Test' (i.e., four paragraphs of different types of texts to be translated within 180 minutes without using a dictionary). Students may re-take the Latin examination twice. Failure to pass the test on the third occasion may result in immediate ex-matriculation.

Doctoral students who have acquired sufficient knowledge of classical or post-classical Latin at an institution other than CEU, as documented by an academic transcript, or have gained language proficiency through work on their dissertation (i.e., a critical edition or analysis of Medieval Latin texts), may be exempted from the Latin examination at the discretion of the Doctoral Committee.

A doctoral student interested in taking the official 'Toronto Latin test' will be given one opportunity to do so with the fee paid and the test administered by the Medieval Studies Department. Eligibility for this test will be confirmed by the faculty member teaching the preparatory courses for the 'Toronto Latin test' in consultation with the doctoral student's supervisor(s).

### *Source language (other than Latin) examination*

At the discretion of the principal supervisor doctoral students may be requested to take a written, not previously seen, translation paper in the main source language or one of the main source languages necessary to pursue the dissertation project successfully. If set, a not previously seen translation paper takes one hundred (100) minutes; a dictionary (as specified by the examiner) may be used. Students may sit for the translation paper three times. Failure to pass the paper on the third occasion may result in immediate ex-matriculation.

### *Modern language examination*

Doctoral students are required to demonstrate their ability to read scholarly texts with the use of a dictionary, and to follow a lecture in an academic language other than English and their native tongue(s). The Medieval Studies Department will administer a one hour examination consisting of a short (minimum two-page) excerpt from a scholarly article, about which from four to six questions must be answered. Any grade lower than B+ will require the doctoral student to re-take the exam. Each doctoral student may sit for this exam three times. Failure to pass the test on the third occasion may result in immediate ex-matriculation.

The doctoral student is required to submit the modern language examination form [**cf. Appendices: A. 4**] to the Medieval Studies Department by the end of September or March.

Evidence of sufficient command of this modern language can be produced in one of the following ways:

1. Successfully pass a department-administered language test achieving a minimum grade of B+ (those who have already passed such an exam successfully during their MA studies are exempted).
2. Official intermediate level or higher language certificate.
3. Completion of secondary education in a foreign language.
4. Degree in an accredited higher education institution in a foreign language.

#### *Language requirements for those pursuing a Hungarian doctoral degree*

Doctoral students pursuing a Hungarian doctoral degree must produce evidence of appropriate command of two languages other than their mother tongue ('foreign languages'). Where the documents proving the fulfillment of this requirement fall into the category of documents 'equivalent' to the Hungarian state administered language certificates (as detailed below) the doctoral student must submit documentation or information demonstrating the equivalence and are strongly encouraged to produce appropriate documentation as early as possible in their doctoral studies. Doctoral students are responsible for providing the required documentation by the time of the pre-defense.

#### First foreign language

The first of these languages must be one of the following languages: Albanian, Arabic, Armenian, Bulgarian, Chinese, Croatian, Czech, English, Estonian, Finnish, French, Georgian, German, Hebrew, Hungarian, Italian, Latin, Latvian, Lithuanian, Modern Greek, Old Church Slavonic, Old Greek, Ottoman Turkish, Persian, Polish, Romanian, Russian, Serbian, Slovak, Slovenian, Spanish, Syriac, Turkish, Ukrainian, Yiddish.

Evidence of sufficient command of this language can be shown in one of the following ways:

1. English is recognized without further evidence in the case of all non-native speakers of English accepted in a CEU doctoral program.
2. Hungarian state administered language certificate (or the equivalent), type 'B2, intermediate' ('középfokú') level or higher.
3. Completion of secondary education in a foreign language.
4. Degree in a foreign language in an accredited institution of higher education.

## 2. Second foreign language

Evidence of sufficient command of a second foreign language, to be chosen from any of the languages indicated above, can be shown in one of the following ways:

1. Hungarian State administered language certificate (or equivalent), type 'B1', 'beginner' ('alapfokú') level.
2. Completion of secondary education in a foreign language.
3. Degree in a foreign language in an accredited institution of higher education.
4. Completion of a foreign language course in a secondary or higher education institution.