

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

Doctor of Philosophy in Environmental Sciences and Policy
Academic Year 2023-2024

Central European University Private University
Department of Environmental Sciences and Policy
1100 Vienna, Quellenstrasse 51-55, AUSTRIA
e-mail: envsciinfo@ceu.edu
Dept URL: <https://envsci.ceu.edu/>
Doctoral Program URL: <https://envsci.ceu.edu/doctoral-program>
CEU PU URL: <https://www.ceu.edu/>

CONTENTS

1. DEPARTMENTAL CONTACT DETAILS	2
2. PROGRAM DETAILS	3
3. PROGRAM AIMS AND LEARNING OUTCOMES:	4
4. PROGRAM ELIGIBILITY REQUIREMENTS FOR ADMISSION	5
5. PROGRAM DESCRIPTION	5
TABLE 1. OVERVIEW OF THE DOCTORAL PROGRAM.....	5
6. DOCTORAL PROGRAM STRUCTURE: FIRST YEAR	7
6.1. FALL TERM (24 ECTS CREDITS).....	7
6.1. a. Mandatory Core Courses (14 ECTS credits).....	7
6.1. b. Theory and Methods Study Plan	8
6.1. c. Teaching Assistantship (TA) Practicum (14 ECTS and contributes towards Teaching Certificate)	8
6.2. WINTER TERM (24 ECTS CREDITS).....	10
6.2. a. ENVS6009 Theory Study Courses Interdepartmental or ENVS6006 Theory Courses with Independent Study (4 ECTS credits).....	10
6.2. c. ENVS6923 PhD Faculty/Student Seminar II (2 ECTS credit).....	10
6.2. d. Teaching Practicum (8 ECTS credits).....	10
6.2. e. ENVS6106 Dissertation Prospectus Draft (6 ECTS credits) DUE APRIL 1	10
6.3. SPRING AND SUMMER TERMS (12 ECTS CREDITS).....	10
6.3. a. ENVS6999 Comprehensive Exam (6 ECTS credits)	11
6.3. b. ENVS6107 Dissertation Prospectus Finalization (6 ECTS credits).....	12
7. PROGRAM STRUCTURE: 2ND, 3RD AND 4TH YEARS (60 ECTS CREDITS PER YEAR)	12
7.1.A. ENVS7108 DISSERTATION PROSPECTUS DEFENSE (10 ECTS CREDITS), BY OCTOBER 15.....	12
7.1.B. ENVS8015 DATA COLLECTION AND ANALYSIS (10 ECTS CREDITS).....	12
7.1.C. ENVS7921 DISSERTATION RESEARCH AND WRITING (34 ECTS CREDITS).....	13
7.2. PHD FACULTY/STUDENT SEMINAR	13
7.3. ENVS8040 PROFESSIONAL ADVANCEMENT PRACTICUM (10 ECTS CREDITS).....	13
7.5. RESEARCH PROGRESS REPORTS.....	14
8. THE DOCTORAL DISSERTATION (MAXIMUM 4-6 YEARS TO COMPLETION).....	14
8.1. DISSERTATION COMMITTEE.....	14
8.2. DISSERTATION DEFENSE PROCEDURES.....	15
8.3. SUBMISSION OF DISSERTATION BEYOND ENROLMENT.....	16
9. PROGRAM AND GRADUATION REQUIREMENTS	16
10. ACADEMIC DISHONESTY AND PLAGIARISM	17
12. DEMONSTRATION OF PROGRESS IN THE PROGRAM	18
12.1. REPORTING REQUIREMENTS.....	19
12.2. FAILURE TO DEMONSTRATE PROGRESS AND MITIGATING CIRCUMSTANCES.....	19
12.3. WITHDRAWAL.....	19
12.4. ATTENDANCE.....	20
12. PROGRAM AND DEPARTMENTAL MANAGEMENT	20
12.1 ACADEMIC ORGANIZATION OF THE DOCTORAL PROGRAM.....	20
<i>Doctoral Program Director:</i>	20
<i>Doctoral Program Committee:</i>	20
13. ADDITIONAL DEPARTMENTAL POLICIES	21
13.1 HEALTH AND SAFETY.....	21
13.2 TEACHING SCHEDULE.....	21
13.3 ACADEMIC WRITING.....	21
13.4 DESK SPACE AND COMPUTER USE.....	21
FIRST YEAR TIMETABLE: IMPORTANT DEADLINES	22
SECOND YEAR TIMETABLE: IMPORTANT DEADLINES.....	22
THIRD AND FOURTH YEAR TIMETABLE: IMPORTANT DEADLINES	22

1. Departmental Contact Details

Name/Position	Vienna Office	Budapest Office	email
Resident Faculty			
Dr. Guntra Aistara Associate Professor (on sabbatical)	A007	--	aistarag@ceu.edu
Dr. Brandon P. Anthony Full Professor Head of Department	A005	N13/112	anthonyb@ceu.edu
Dr. Alexios Antypas Associate Professor, PhD Program Director	A010	N13/110	antypasa@ceu.edu
Dr. Aleh Cherp Full Professor, MESPOM Coordinator (on sabbatical)	A009	--	cherpa@ceu.edu
Dr. Zoltán Illés Associate Professor	D008	N13/109	illesz@ceu.edu
Dr. Michael LaBelle Associate Professor	D003	--	labellem@ceu.edu
Dr. Viktor Lagutov Assistant Professor	D009	N13/116	lagutov@ceu.edu
Dr. Ruben Mnatsakanian Full Professor	A008	N13/108	mnatsaka@ceu.edu
Dr. László Pintér Full Professor, acting MESPOM Coordinator	A004	--	pinterl@ceu.edu
Dr. Anke Schaffartzik Assistant Professor Masters Programs Director	A011	--	schaffartzika@ceu.edu
Dr. Tamara Steger Associate Professor	A006	--	stegert@ceu.edu
Dr. Diana Üрге-Vorsatz Full Professor	D010	N13/111	vorsatzd@ceu.edu
Administrative Staff			
Anne-Sophie Henrich Departmental Coordinator	A002	--	henricha@ceu.edu
Tünde Szabolcs PhD and MESPOM Coordinator	A003	N13/111	szabolcst@ceu.edu
Irene Pedroche Alonso Academic Coordinator	A002	--	pedrochei@ceu.edu

2. Program Details

Title of Program: Environmental Sciences and Policy
Date of Program Establishment: 2002
Length of Program: 48 months
Date of Start and End of the Teaching cycle: September - August

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

Awarding Body and Accreditation: Central European University Private University,
Accreditation by AQ Austria, 2020 and

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, last accredited 2023

3. Program Aims and Learning Outcomes:

The environment is a quintessentially interdisciplinary field 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 and communities.

The CEU PU 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 PU 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 PU 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). In your statement of purpose, it is advisable to name the potential supervisor.

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 **practica**, and 3) **dissertation milestones** involving in-depth research formulation, implementation and publication. The standard length of the program is four years. Students may submit their dissertation within a maximum of four years after enrolment (possible extension in exceptional cases for 1+1 more years, as described in the CEU Doctoral Regulations)

A total of 240 ECTS credits are required for graduation. Table 1 summarizes the year-by-year structure of the Program. Syllabi of individual courses are available on the [CEU Course Hub](#) and at the Department Moodle learning site <https://ceulearning.ceu.edu/>

TABLE 1. OVERVIEW OF THE DOCTORAL PROGRAM

YEAR	REQUIREMENTS
Year 1 (60 ECTS credits)	<p>Theory and Methods Coursework (24 ECTS credits total) Teaching and Research Practicum (8-14 ECTS credits total) Dissertation Milestones (16 ECTS credits total) Comprehensive Exam (6 ECTS credits)</p> <p><i>FALL TERM (24 ECTS credits)</i> Coursework:</p> <ul style="list-style-type: none"> • 6001 Theoretical Debates on Environmental Problems, Michael LaBelle and Alexios Antypas, supervisors (6) • 8016 Methodological Debates in Environmental Research, Tamara Steger (4) • 6101 Academic Writing for doctoral students (<i>PhD Writing Issues and Challenges</i>), Borbala Farago (2 credit in Winter) • 6922 PhD Faculty/Student Seminar I: Michael LaBelle & dept. faculty (2) <p>Practicum Mandatory: (Teaching and Research Assistantship (TA/RA) Practicum (See TA/RA Handbook for details.)</p> <ul style="list-style-type: none"> • Option 1. YELC 6101 (4) & 6103 (2) Foundations of Teaching in Higher Education by the Elkana Center), (<i>especially for those seeking a Teaching Certificate</i>) (6) OR • Option 2. YELC6001 Getting Started as a TA (2) and YELC6002 Getting Started Lecturing and Facilitating (2) by the Elkana Center (4) OR

- **Option 3. ENVS6272 Dept. Research Assistantship (RAship) (4)** (available only to those with approval from the TA/RA Coordinator based on demonstrated pre-existing teaching experience.)

Milestones:

- DRAFT Problem Statement and Research Question (part of 6002) due October 30
- 6002 Preliminary Literature Review, Problem Statement, and Research Questions: Supervisor (4), due December 15

Administrative Deadlines:

- Theory & Methods Study Plan: September 28
- Registration Deadline: September 25
- Confirmation of Primary Supervisor: October 15
- Revised Theory & Methods Study Plan: December 15

WINTER TERM (24 ECTS credits)

Coursework:

- 6009 Theory Study Courses Interdepartmental or 6006 Theory Study Courses with Independent Study (4)
- 6012 Methods Study Courses Interdepartmental or 6007 Methods Study Courses with Independent Study (4)
- 6923 PhD Faculty/Student Seminar II: Michael LaBelle & dept. faculty, (2)

Practicum:

Teaching and Research Assistantship (TA/RA) Practicum (See TA/RA Handbook for details.):

- **Mandatory:** ENVS6033 Teaching and Research Assistantship (TA/RA) Practicum II (4), TA/RA Coordinator and faculty mentors (*may be delayed to a later date in the program with approval from the TA/RA Coordinator and Dissertation Supervisor*)
- **Elective:** [YELC 6105 Learning by Design](#) (4), by the Elkana Center (*Strongly suggested for students who selected TA/RA Option 1 in Year 1. Fall term. Optional for all other students.*)

Milestones:

- 6106 Dissertation Prospectus Draft - Supervisor & Internal Dissertation Committee Member (6), due April 10

Administrative Deadlines:

- Registration Deadline: January 15
- Confirmation of Internal Committee Member: April 1

SPRING and SUMMER TERMS (12 ECTS credits)

Milestones:

- **6999 Comprehensive Exam**, Examination Committee (6) – May
- 6107 Dissertation Prospectus Finalization, Supervisor & Dissertation Committee (6)

Administrative Deadlines:

- Completed Theory & Methods Study Report: April 15
- Confirmation of External Committee Member: June 15

Year 2 (60 ECTS credits)	<p>Dissertation Milestones (44 ECTS credits total):</p> <ul style="list-style-type: none"> • 7108 Dissertation Prospectus Defense, Dissertation Committee (10), prospectus due by July 31; defense by September 30 • 7921 Year Two Dissertation Research and Writing, Dissertation Committee (34) in Winter and Spring Terms <p>Coursework (16 ECTS credits total):</p> <ul style="list-style-type: none"> • 8015 Data Collection and Analysis, Supervisor (10) • 8014 Research Update Presentation: Michael LaBelle & supervisors (6) <p>Administrative Deadlines:</p> <ul style="list-style-type: none"> • Progress Reports – October 1 and April 1
Year 3 (60 ECTS credits)	<p>Coursework (10 ECTS credits total):</p> <ul style="list-style-type: none"> • 8013 Analytical Chapter Presentation: Michael LaBelle & supervisors, (10 credits to be received for first presentation, but at least one chapter should be presented per year while enrolled in program) <p>Practicum (10 ECTS credits total):</p> <ul style="list-style-type: none"> • 8040 Professional Advancement Practicum, Supervisor (10) <p>Advanced Dissertation Milestones (40 ECTS credits total):</p> <ul style="list-style-type: none"> • 8108 Year Three Dissertation Research and Writing, Dissertation Committee (40) <p>Administrative Deadlines:</p> <ul style="list-style-type: none"> • Progress Reports – October 1 and April 1
Year 4 (60 ECTS credits)	<p>Advanced Dissertation Milestones (60 ECTS credits total):</p> <ul style="list-style-type: none"> • 8012 Dissertation Finalization, Dissertation Committee (40) • 9100 Dissertation Defense, Dissertation Committee (20) <p>Administrative Deadlines:</p> <ul style="list-style-type: none"> • Progress Reports – October 1 and April 1

6. Doctoral Program Structure: First Year

The curriculum in the first year of the Doctoral Program is designed to support the development of the student's research through the acquisition of valuable knowledge, skills, and experience.

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.ccu.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 (24 ECTS credits)

6.1. a. Mandatory Core Courses (14 ECTS credits)

Please note that the registration deadline for courses in the academic year 2023/24 is **September 25**,

2023. The next deadline of January 15, 2024 will be available to finalize registration for Winter & Spring courses.

The mandatory courses consist of 1) *Theoretical Debates on Environmental Problems*; 2) *Methodological Debates in Environmental Research*; 3) *Academic Writing for doctoral students (PhD Writing Issues and Challenges)*; and 4) *PhD/Faculty seminar*. Students may also begin taking relevant theory and methods courses in other departments to satisfy the Theory and Methods study course requirement.

(1) The ENVS6001 *Theoretical Debates on Environmental Problems* (6 ECTS 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 helps prepare students for doctoral candidacy by working toward developing their theoretical frameworks, the successful completion of their comprehensive exams, and prospectus defense. Students will receive a letter grade for this course.

(2) ENVS8016 *Methodological Debates in Environmental Research* (4 ECTS credits) is a core course in the doctoral curriculum designed to contextualize PhD students' understanding of epistemological issues, methodological approaches, and research design in environmental research. The course explores the main epistemological questions across varied research methodologies. Doctoral students taking this course will gain a richer understanding of the complexity of environmental research and the different approaches at their disposal as well as their implications. Students will receive a letter grade for this course.

(3) The ENVS6101 *Academic Writing for doctoral students (PhD Writing Issues and Challenges)* course (2 ECTS credits) provided by the [Center for Academic Writing of CEU](#) 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.

(4) ENVS6922 *PhD Faculty/ Student Seminar (2 ECTS credits each term)*: A regular research colloquium will be held 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. These will be organized by various departmental research clusters and involve presentations of work-in-progress by both students and faculty. The purpose of the seminar is to establish a forum for productive inter-disciplinary scholarly debate and exchange of ideas. All first-year students are expected to make a brief introduction of their preliminary dissertation proposal in the beginning of their first term. **All first-year students and all doctoral students in residence are expected to attend these seminars in both fall and winter terms** (2 ECTS credits awarded each term of first year). All student Research Update and Analytical Chapter Presentations, as well as Dissertation Prospectus and Dissertation Defenses are considered part of the seminar and all students in residence are expected to attend.

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.

6.1.b. Theory and Methods 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 (4 ECTS credits) and methods (4 ECTS credits) connected with his/her specific research topic. The plan for intended course registration should be submitted by **September 28** and revised by **December 15** if necessary. It should include a summary and reflection on the methods and theory study conducted to date, 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 fall and winter terms 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 may run if a minimum of 1 student opts to take it. The form to be completed for the Theory and Methods Study Plan is provided on the Moodle website. Students must report to the PhD coordinators any changes made in course registration after submission of the form. Students electing to take Masters' level courses must provide evidence that they have agreed with the instructor additional work that will bring the course up to PhD level.

By **April 15** students must complete a second form on Moodle certifying that they have completed the chosen courses.

6.1.c. Departmental Teaching and Research Assistantship (TA/RAship) Practicum (8 ECTS) [please see TA/RA Practicum Handbook for further details.]

Effective teaching approaches, skills and experience are fundamental to developing concrete knowledge, understanding, and practical skills for the advancement of a professional career in academia, consultancy, and other private and public institutions. The *Teaching Practicum* specifically aims to build these professional capacities for doctoral students at the Department of Environmental Sciences and Policy with pedagogical experts at the Yehuda Elkana Center for Teaching and Learning (YELC) as well as participate in a mentored TAship or RAship within the Dept. Upon completion of the TA/RA Practicum I and II, doctoral students become eligible to apply for paid TAships within CEU.

In order to enhance doctoral students' pedagogical or research skills and experience, **all doctoral students** must enrol in one of the following options based on their teaching experience and professional/career aspirations:

OPTION 1. (4 cr./8ECTS required, 7 cr./14 ECTS earned including advancement toward a Teaching Certificate) Students planning to pursue a career in academia, obtain a YELC Teaching Certificate and qualify for paid TAships at CEU are strongly encouraged to pursue this option.

First Year, FALL: (3 cr./6 ECTS)

- **2 x Sessions with TA/RA Coordinator:** Introduction to TA/RA Practicum, Master's Student Conference Presentation Assessment guidance and support.
- **Foundations of Teaching in Higher Education Seminar (YELC 6101) (2 credits /4 ECTS)**
This course forms the basis of a comprehensive professional teaching development practicum for CEU doctoral students hosted by the Yehuda Elkana Center for Higher Education (YELC).
- **Foundations of Teaching in Higher Education Practicum (YELC 6103) (1 credit/2 ECTS) [taken together with YELC 6101]** This course provides methodologies and tools in lesson planning and assessment and is hosted by the Yehuda Elkana Center for Higher Education (YELC).
- **Master's Student Conference Presentations Assessment** in which you will be involved in grading master's student presentations including a preparation session with the TA/RA Coordinator.

First Year, WINTER (4 cr.)/8 ECTS

- **2 x Sessions with TA/RA Coordinator:** TA Plan proposal, implementation, and reflection.
- **Dept. Teaching Assistantship* (ENVS 6033) (2 cr./4 ECTS includes** a Teaching Assistantship (ENVS 6901) with a Dept. Faculty Mentor, Master's Student Conference Presentations Assessment, and sessions with TA/RA Coordinator).
- **Learning by Design (YELC 6105) (2 cr./4 ECTS)****

OPTION 2. (4 cr./8 ECTS required) Students who need teaching skills and experience and wish to qualify for paid TAships at CEU but are not necessarily planning a career in academia or on acquiring a YELC Teaching Certificate at this time (you can still pursue a Teaching Certificate later!) are encouraged to pursue this option.

First Year, FALL (2 cr./4 ECTS)

- **2 x Sessions with TA/RA Coordinator:** Introduction to TA/RA Practicum, Master's Student Conference Presentation Assessment guidance and support.
- **“Getting Started as a Teaching Assistant” (YELC 6001) (1 cr./2ECTS)**
- **“Getting Started Lecturing and Facilitating” (YELC 6002) (1 cr./2 ECTS)**
- **Master's Student Conference Presentations Assessment** in which you will be involved in grading master's student presentations. Guidance is provided in a session with the TA/RA Coordinator.

First Year, WINTER (2 cr./4 ECTS)

- **2 x Sessions with TA/RA Coordinator:** TA Plan proposal, implementation, and reflection.
- **Dept. Teaching Assistantship* (ENVS6033) (2 cr./4 ECTS includes** a Teaching Assistantship (ENVS 6901) with a Dept. Faculty Mentor, master's Student Conference presentations assessment, and sessions with the TA/RA Coordinator).

OPTION 3. (4 cr./8 ECTS required) Students who demonstrate significant teaching experience at the college level may qualify for this option with approval from the Dept. TA/RA Coordinator. Exemption from Departmental TAship Practicum (Option 1 or 2) require the student to submit the following for consideration: 1) at least one syllabus for a course designed and taught by the student within a recognized institution of higher education; 2) a letter from the relevant supervisor affirming the taught course and the quality of teaching; and 3) student evaluations or testimony for the course, if available. Please submit materials to TA/RA Coordinator, Tamara Steger (stegert@ceu.edu) **no later than 3 working days before the deadline for adding and dropping courses.**

First Year, FALL term: (2 cr./4 ECTS)

- **2 x Sessions with TA/RA Coordinator:** Introduction to TA/RA Practicum, Master's Student Conference Presentation Assessment guidance and support, RA Plan proposal submission.
- **Master's Student Conference Presentations Assessment** in which you are encouraged to participate in the departmental intellectual community by attending the conference and participating in the assessment of master's student presentations.
- **Dept. Research Assistantship* (RAship I) ENVS6272 (2 cr./4 ECTS** includes a Reaching Assistantship with a Dept. Faculty Mentor, Master's Student Conference Presentations Assessment and sessions with TA/RA Coordinator).

First Year, WINTER term: (2 cr./4 ECTS)

- **2 x Sessions with TA/RA Coordinator:** RA Plan proposal and implementation and reflection.
- **Dept. Research Assistantship (RAship II) ENVS6272 (2 cr./4 ECTS** includes a Reaching Assistantship with a Dept. Faculty Mentor, Master's Student Conference Presentations Assessment and sessions with TA/RA Coordinator).

*** Dept Teaching and Research Assistantships:** Doctoral students are advised to consult with faculty on TA/RA learning opportunities that prioritize maximum learning opportunities. Additionally, the TA/RA Coordinator may be consulted for exploring teaching and research opportunities. TA/RA assignments are based on the specific opportunities available, and the student's learning needs and interests that are subsequently articulated in a TA/RA Plan.

Faculty mentors and students develop a TA/RA Plan (approx. 1 page) that consists of concrete tasks and expectations (deliverables) as well as a timeline for completion as aligned with the TA/RA practicum learning outcomes and credit hours.

The TA Plan is due no later than two weeks after the start of the term in which the student is conducting their TAship (submit on TA/RA Practicum moodle site). TAs may engage in multiple or single teaching assignments, for example:

- helping to design a course syllabus;
- developing and monitoring e--learning forums;
- delivering a lecture or leading class discussions or small--group activities;

- observing student learning and providing helpful feedback on a course; and
- designing and/or applying assessment approaches and tools with mentor support and guidance.

The RA Plan is due no later than 4 weeks after the start of the term in which the student is conducting the RAship (submit on TA/RA Practicum moodle site). RAs may engage in multiple or single research assignments, for example:

- designing and writing research proposals
- conducting a literature review or preparing a literature review
- collecting and/or analyzing data

Sessions with the TA/RA Coordinator to assert TA/RA Plans are held in the Fall (RAships) and Winter (TA/RAships) terms in order to share and discuss TA/RA Plans and, later in the Winter term, to reflect on their implementation.

**** “Learning by Design” (YELC) course (2 cr.)** This course is hosted by the Yehuda Elkana Center for Higher Education (YELC) and focuses on syllabus and assignment design. Students may acquire the opportunity to work closely with a faculty mentor or supervisor on the actual design of a syllabus for a course or may use their dissertation conceptual framework based on their emerging dissertation literature reviews to design their own course. This should be clarified in the TA Plan.

6.1. d. Dissertation Milestones: 6002 Preliminary Literature Review, Problem Statement, and Research Questions (4 ECTS credits)

DRAFT of PROBLEM STATEMENT and RESEARCH QUESTIONS DUE OCT 30; REVISED, INCLUDING PRELIM. LIT REVIEW DUE DECEMBER 15

In the course of the first term, the student is expected to begin developing a detailed knowledge of the state-of-the-art of literature on his/her chosen research topic. This will allow students to identify relevant gaps in the literature and to define their specific research problem and research questions in dialogue with the literature. In the beginning of the first term, students should, in consultation with their supervisors, identify three relevant areas of literature to review and begin to develop bibliographies of relevant literature. A preliminary literature review based on desktop research should be submitted by December 15. The preliminary literature review should be approximately 3,500-4,000 words in length.

Based on the literature review, students will also develop their problem statements and research questions in the first term of the first year. They should consult with their supervisors and potentially other faculty members on drafts of this throughout the term. The problem statement and research questions should be no more than 750-1,000 words. Further guidelines will be available on the Moodle site.

Credits are awarded for this element on a pass/fail basis when the assignment has been approved by the supervisor. Students will receive feedback from their supervisors on how to improve the preliminary literature review, research problem statement, and research questions as a first step towards the dissertation prospectus.

6.2. WINTER TERM (24 ECTS credits)

6.2. a. ENVS6009 Theory Study Courses Interdepartmental or ENVS6006 Theory Courses with Independent Study (4 ECTS credits)

In the second term, the student should develop knowledge of the theory or theories that will directly inform his/her research work. A review of relevant theories and a proposed theoretical framework should be included as part of the draft prospectus due **April 10**. The student must submit the Completed Theory and Methods Study Program form by **April 15**. Credits for the Theory Study Courses are awarded when the supervisor approves the Completed Theory and Methods Study Program form.

6.2. b. ENVS6012 Methods Study Courses Interdepartmental or ENVS6007 Methods Course with Independent Study (4 ECTS credits)

In the second term, the student should also develop knowledge of the methods that he/she will need to apply in the course of his/her doctoral research. A description of the proposed methodology and research

methods should be included as part of the draft prospectus due April 10. The student must submit the completed Theory and Methods Study program form by April 15. Credit for the Methods Study Program is awarded when the Completed Theory and Methods Study program form has been approved by the supervisor.

6.2. c. ENVS6923 PhD Faculty/Student Seminar II (2 ECTS credit)

Please see description above.

6.2. d. Teaching Practicum – see above in 6.1.c.

6.2. e. ENVS6106 Dissertation Prospectus Draft (6 ECTS credits) DUE APRIL 10

During the second term, students will continue to revise and expand their literature review, problem statement, and research questions, and begin to incorporate sections detailing their proposed theoretical framework and methodology. A dissertation prospectus draft including all of these elements should be submitted by April 10.

Feedback received on the literature review and course assignments may be useful in completing the first full draft of the *Dissertation Prospectus*. The prospectus should be no longer than 10,000 words, excluding references.

CEU PU 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 PU 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.

Credit for the draft prospectus is awarded on a pass/fail basis when it has been approved by the Supervisor. **Students must successfully complete all other required first-year program elements, including core courses, the literature review, theory and methods courses, and draft prospectus, prior to taking the Comprehensive Exam and continuing in the program.**

6.3. SPRING and SUMMER TERMS (12 ECTS credits)

6.3. a. ENVS6999 Comprehensive Exam (6 ECTS 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 first year of the program. It contributes to the student's grade in the first year. Students must successfully complete all other required first-year program elements, including the literature review and draft prospectus prior to taking the comprehensive exam.

The comprehensive exam consists of two questions, Q1 and Q2, prepared by the supervisor in consultation with one other faculty member, usually the student's internal committee member. Each question includes both a written and an oral component. Students will have one week to prepare a written answer for Q1, then have several days off, and have one week to prepare a written answer for Q2. The oral exam for both questions will be conducted together at the end.

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 how to apply them 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 statement of 5-10 minutes. The remaining time

involves a critical engagement with the written answers and the student's opening oral comments. It should include approximately 20-25 minutes of discussion on each question.

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

The dates for the 2024 May Comprehensive Exams (Q1 written exam, Q2 written exam and Q1&Q2 oral exams) are to be confirmed in Winter. For each written question 7 days are provided to submit to E-learning (with 3 days break between Q1 and Q2), and 5 days for preparation for the oral exam.

The comprehensive exam 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	96 – 100	Outstanding	C+	58-62	Minimum pass
A-	88-95	Excellent	C	40-57	Fail (marginal)
B+	80-87	Good	C-	30-39	Fail (poor)
B	71-79	Fair	D	1-29	Fail (very poor)
B-	63-70	Satisfactory	F	0	Fail (did not submit)

The DPC has the right to detract 1% late penalty per hour for the first 24 hours past the required submission time. Comprehensive exam essays will not be accepted more than 24 hours late (unless there are mitigating circumstances).

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 does not pass and must retake any of the two comprehensive exam questions, the highest grade that can be given is a minimum pass (80%). Under CEU PU rules only one retake is allowed.

6.3.b. ENVS6107 Dissertation Prospectus Preparation/Finalization (6 ECTS credits)

After receiving feedback on the draft prospectus and the comprehensive exams students should agree with supervisors on additional reading, research, and writing necessary during the summer months to prepare the final prospectus draft for defense. The final prospectus is due September 1 of the second year in the program.

7. Program Structure: 2nd, 3rd and 4th Years (60 ECTS credits per year)

7.1.a. ENVS7108 Dissertation Prospectus Defense (10 ECTS credits), by September 30

Guidelines for the prospectus can be found on the PhD progress Moodle site. The draft prospectus should be handed in to the committee for feedback by April 10, and a **final version submitted by July 31** of the first year. In order to defend the Prospectus, a Dissertation Committee comprised of the Supervisor, an Internal Committee Member, and an External Committee Member should be in place at least one month before the intended defense date. The student may receive one final round of feedback from all committee members after the July 31 submission, in order to prepare for the defense. The prospectus should be defended by September 30th of the second year. Students may agree with their committees to submit a final version and hold a defense prior to this 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*.

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 (Tunde Szabolcs) 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 the satisfaction of the 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.

Students unable to comply with the above prospectus submission date and defense schedule should submit a request for extension, approved by the supervisor, to the DPC no later than July 15 explaining the reasons for the delay and proposing a schedule for completion and defense of the prospectus. Students who do not defend the prospectus by November 1 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).

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>. Departmental criteria for the award will be posted on the PhD Progress Moodle site.

7.1.b. ENVS8015 Data Collection and Analysis (10 ECTS credits)

After the *dissertation prospectus* has been successfully defended, the student embarks on data collection and analysis, as agreed in the prospectus and in consultation with the dissertation committee. At the end of the first term of data collection and analysis the student provides a summary of data collected and analyzed to the dissertation committee together with a description of any problems encountered. Credit for Data Collection and Analysis is awarded when the summary report has been approved by the supervisor. Further details can be found on the PhD Progress Moodle site.

7.1.c. ENVS7921 Dissertation Research and Writing (34 ECTS credits)

After the *dissertation prospectus* has been successfully defended, the student moves from probationary status to doctoral candidacy and the main focus is on conducting research, writing and subsequently defending the doctoral dissertation. The student receives credit for achieving progress towards the dissertation when approved by the supervisor.

7.2. PhD Faculty/Student Seminar

All doctoral candidates are expected to complete at least one Research Update Presentation and one Analytical Chapter Presentation in the PhD Faculty seminar. Students must register for each in the term that they plan to complete the presentation (see below). Students receive credit when the supervisor confirms the requirement has been successfully met.

7.2.a. ENVS8014 Research Update Presentation in PhD Faculty/Student Sem (6 ECTS credits)

Students are required to present an update on their dissertation research after their initial data collection phase **at the end of their second year or early in the third year**. Students should plan an approximately 20-minute presentation of their research progress, including any changes in the project that took place since defending the prospectus, data collection and analysis, and any problems encountered to date, allowing for about 10 minutes of questions. Ideally the supervisor and/or committee members attend the presentation and provide feedback. Further details can be found on the PhD Progress Moodle site.

7.2.b. ENVS8013 Analytical Chapter Presentation in PhD Faculty/Student Sem (10 ECTS cr)

When in the writing phase, students are required to circulate a written draft of one analytical chapter (i.e. a chapter analyzing the data, not the introduction, methods, literature review, theoretical framework or conclusion) to be presented and discussed at the PhD/Faculty seminar in the third year. Draft chapters should be circulated at least one week before the planned seminar. Written drafts should not exceed 10,000 words excluding references. All attending the seminar should read the chapter in advance,

therefore students should give only a brief, 10-minute summary, including situating the chapter within the broader dissertation and discussing any issues they are struggling with in the chapter. They may ask one or two other students to serve as discussants, giving brief 5–10-minute comments and questions in the chapter before opening discussion to all attending. The entire discussion of the chapter should last about 45 minutes. Ideally the supervisor and/or committee members attend the presentation and provide feedback. Students receive credit for this once but **should present at least one analytical chapter per year while still enrolled in the program**. Further details can be found on the PhD Progress Moodle site.

7.3. ENVS8040 Professional Advancement Practicum (10 ECTS 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 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 submission or 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 of 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 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. Further details can be found on the PhD Progress Moodle site.

7.4. Courses to register for as Advanced Dissertation Milestones (Years 3 and 4, 100 ECTS credits):

ENVS8108 Dissertation Research and Writing (40 ECTS credits)

ENVS8012 Dissertation Finalization (40 ECTS credits)

ENVS9100 Dissertation Defense (20 ECTS credits)

7.5. Research Progress Reports

All second-year students and beyond must **submit progress reports on October 1 and April 1 every year**, attaching the latest example of their written work, to be reviewed by their supervisor and the DPC. Further details can be found on the PhD Progress Moodle site.

8. The Doctoral Dissertation (MAXIMUM 4 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 PU Doctoral Regulations](#).

8.1. Dissertation Committee

Doctoral students will be guided by a Dissertation Committee that is responsible for mentorship and during the process of writing the dissertation.

After the student's Dissertation Prospectus Defense, the Doctoral Program Committee approves the Dissertation Committee, and may make changes as appropriate. Dissertation Committees are appointed by the University Doctoral Committee, based on the recommendation of the Doctoral Program Committee. Students 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. 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 PU department
- External member(s) (must comprise one-third of the total Committee members and have no contractual relation with CEU PU 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 dates below in the first year of the program. The supervisor and PhD student must sign a Supervision Agreement in the student's first term (found on the PhD Progress Moodle site), and revise and update as necessary.

Deadlines (1st year of the program):

Confirmation of primary supervisor: October 15

Signed supervision agreement submission by October 30

Confirmation of Internal Committee Member: April 1

Confirmation of External Committee Member: June 15

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 PU, 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 PU 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 15 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 PU Doctoral Regulations](#).

A detailed description of the duties of the Primary Supervisor can be found in the [CEU PU 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 PhD coordinator, 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. 30 minutes) before their Dissertation Committee, a chair (usually from another CEU PU department), and a designated Opponent, and the public. The Opponent should be an expert in the field who has not previously reviewed and advised on the dissertation. The Opponent is required to provide the Chair, the candidate, and the 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 PU 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 the Dissertation beyond Enrolment is available on the Moodle 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.

In order to qualify for an MPhil degree the student's requirements are

1. Compliance with the University and Departmental Doctoral Program regulations;
2. Satisfactory comprehensive exam grade and completion of all coursework;
3. Successful completion of the dissertation prospectus defense;
4. Completion the professional advancement practicum milestone;
5. Participate in the departmental seminar but use this to provide a research update – NOT an analytical chapter
6. NOT required to obtain credit for data collection or further milestone elements connected to dissertation completion.

10. Academic Dishonesty and Plagiarism

Definitions

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 themselves or another person by misrepresenting their 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. Altering of grades or official records.
2. Using any materials that are not authorized 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. Submitting work that has been previously offered for credit in another course, except with prior written permission of the instructors of both courses.
10. Plagiarizing, that is, the offering as one's own work the words, ideas, or arguments of another person without appropriate attribution by quotation, reference or footnote. Plagiarism occurs both 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. Students should refer to and be familiar with the [CEU Policy on Student Plagiarism](#).
11. Sabotaging of another student's work.
12. Falsifying or committing forgery on any university form or document.
13. Submitting altered or falsified data as experimental data from laboratory projects, survey research, or other field research.
14. Committing any wilful act of dishonesty that interferes with the operation of the academic process.
15. Facilitating or aiding in any act of academic dishonesty.

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

Academic dishonesty may be a reason for disciplinary action as specified in relevant CEU policies. Such action can include failure of the course, a warning appearing on the student's record, and even immediate expulsion from the program in serious cases.

The Department uses 'Turnitin' plagiarism prevention software to detect plagiarism in written papers including Masters theses. All graded written assignments (including those that are required to pass a class that is pass/fail) are submitted to Turnitin. Any submission with a similarity rating of 25% or above on Turnitin will be handed over to the academic dishonesty committee. Faculty may send an assignment with a Turnitin rating below 25% on to the academic dishonesty committee if they deem this to be necessary.

Appeals

Assessment for all courses is subject to moderation procedures assuring the objectivity of marking. Students have a right to feedback on all assessed work which should include explanation for the grade awarded. The grades approved by the Examination Board (consisting of the whole faculty) are final and cannot be subject to appeal on academic grounds. Appeals on other grounds (e.g. personal discrimination) are covered by [CEU's Code of Ethics](#) and should follow the procedures set out there.

11. Residence and Maintaining Contact

Doctoral students must reside in Vienna or the vicinity during the four years of their study, excepting periods of research and study at other institutions. Students are expected to attend all lectures, seminars, tutorials, practica 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 PU 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 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 PU Doctoral Regulations](#). Further, if the Doctoral Program Committee finds the report unsatisfactory, it will recommend appropriate action.

12.2. Failure to Demonstrate Progress and Mitigating Circumstances

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

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

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

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

- 1) the student engages their colleagues in a PhD Faculty/Student Seminar to work through complex and difficult theoretical, methodological or empirical issues;
- 2) the student acquires other assistance or targeted mentorship;
- 3) the student withdraws temporarily from the program or "stop the clock;"

- 4) the student's financial aid be suspended; or
- 5) enrolment be terminated.

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

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

- unsatisfactory coursework grades;
- 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 and Coordinator. Final approval for a withdrawal is granted by the Doctoral Program Committee. Withdrawals are usually granted in cases in which the student experiences new and pressing family circumstances, or incurs other full-time obligations that prevent the student from making progress on their dissertation. Note that the period of the withdrawal is NOT counted toward the 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 unauthorized absence. Students who absent themselves from required classes without permission according to the terms of section (2) above can expect to face one or more of the following sanctions:

- i. *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.

12. Program and Departmental Management

12.1 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: Alexios Antypas

Doctoral Program Committee: Alexios Antypas, Zoltan Illes, Michael LaBelle, Diana Urge-Vorsatz, and one doctoral student representative.

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 PU Doctoral Regulations](#); administering the comprehensive exam and admissions process at the program level; and other tasks as set out by the [CEU PU 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.

13. Additional Departmental Policies

13.1 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.

13.2 Teaching Schedule

The provisional teaching schedule will be made available 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 on the Moodle site.

13.3 Academic Writing

The resource for the development of academic writing is the CEU PU Center for Academic Writing (<http://caw.ceu.edu/>), which provides support and guidance in academic writing to students. The Department also offers the course by CAW instructor Borbala Farago [ENVS6101 *Academic Writing for doctoral students* (2 ECTS credits)] in the Fall term. Students are also encouraged to work with their supervisors.

13.4 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 (lab). However, please be ready to share.

Computers are available to PhD students in Ph.D. Study Rooms.

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

Academic Calendar
Environmental Sciences and Policy Department
Doctoral Program
2023/2024

First Year Timetable: Important Deadlines

September	<ul style="list-style-type: none"> • Appointment of Preliminary Mentor • Election of Doctoral Committee Student Representative • Theory and Methods Study Plan – September 28 • Registration deadline for courses – September 25
October	<ul style="list-style-type: none"> • Confirmation of Primary Supervisor - October 15 • Topic Presentation in PhD/Faculty Seminar • DRAFT Problem Statement and Research Questions, October 30 • Supervisor Agreement submission, October 30
December	<ul style="list-style-type: none"> • Preliminary Literature Review, Problem Statement, and Research Questions– December 15 • Revisions to Theory and Methods Study Plan – December 15
April	<ul style="list-style-type: none"> • Draft Dissertation Prospectus– April 10 • Confirmation of Internal Committee Member - April 1 • Completed Theory & Method Study Report – April 15
May – June	<ul style="list-style-type: none"> • Comprehensive Exam - May • Confirmation of External Committee Member – June 15
July - August	<ul style="list-style-type: none"> • Dissertation Prospectus Preparation • Dissertation Prospectus Submission Deadline - July 31

Second Year Timetable: Important Deadlines

September 30 Dissertation Prospectus Defense Deadline

November – August Data Collection and Analysis
Year Two Dissertation Research and Writing
Research Update Presentation

Third and Fourth Year Timetable: Important Deadlines

September – August Year Three Dissertation Research and Writing
Analytical Chapter Presentation
Dissertation Pre-Defense and Final Defense

October 1 and April 1 each year Progress reports submission (including TA/RA Practicum)