



# **Doctoral Regulations**

## **2020/2021**

(hereinafter: 'LEGS Doctoral Regulations')

**Doctor of Juridical Science / Doctor Iuris**

Program level: Post-graduate (Doctoral)

Degree awarded: SJD/ Dr. iur.

Program length: 4 years

ECTS credits: 240

Start of the program: beginning of September

Director of the Doctoral Program: Professor Markus Petsche

Program coordinator: Tünde Szabó

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**List of abbreviations:**

CCL	-	LLM in Comparative Constitutional Law Program
CEU PU	-	Central European University Private University
ECTS	-	European Credit Transfer and Accumulation System
HR	-	LLM in Human Rights Program
IBL	-	LLM in International Business Law Program
LEGS	-	Department of Legal Studies
UDC	-	University Doctoral Committee

**PREAMBLE**

a/ These regulations (hereinafter ‘LEGS Doctoral Regulations’) apply to all Doctoral Students of the CEU PU Department of Legal Studies.

b/ The LEGS Doctoral Regulations are in compliance with the university-level ‘Student Rights, Rules and Academic Regulations’ and the ‘CEU PU Doctoral Regulations’. In case of conflict, the University-level regulations shall prevail.

c/ All questions not regulated by these LEGS Doctoral Regulations are governed by the provisions of the CEU PU Doctoral and other CEU PU Regulations

d/ The LEGS Doctoral Regulations apply by analogy also to Doctoral Support Students, as prescribed in CEU PU’s Non-degree Student Policy, as well as to visiting doctoral students.

**1. Status, committees, and definitions****1.1. Doctoral Program**

1.1.1. The ‘Doctoral Program of the Department of Legal Studies (hereinafter: LEGS Doctoral Program) is an academic program consisting of advanced research and studies in law.

1.1.2. The LEGS Doctoral Program is a residence-based program, combining coursework, in-depth research and other types of academic activities that prepare the Doctoral Students for an academic career in or related to law.

1.1.3. Satisfactory completion of all the Doctoral Requirements as defined in the CEU PU and these LEGS Doctoral Regulations results in the awarding of the ‘*Doctor iuris*’ degree.

**1.2. LEGS Doctoral Program Committee**

1.2.1. The members of the LEGS Doctoral Program Committee are:

- the Chairs of the LLM Programs in Comparative Constitutional Law (hereinafter: CCL), International Business Law (hereinafter: IBL) and Human Rights (hereinafter: HR);
- the Head of the Department; and
- the Director of the Doctoral Program.

1.2.2. The LEGS Doctoral Committee also has as a member a student representative elected from among Doctoral Students. The student representative shall have the status of ‘Doctoral Candidate’ as defined by the CEU PU Doctoral Regulations and shall reside in Vienna in the respective academic year with interruptions not longer than a month. The student representative is neither involved, nor has a right to vote in matters concerning the evaluation of the academic progress or doctoral status of individual doctoral students.

1.2.3. The LEGS Doctoral Committee’s responsibilities include:

- a/ designing and updating the general aims and objectives of the LEGS Doctoral Program;
- b/ passing and amending these LEGS Doctoral Regulations as well as taking care of its publication on the website of the Department;

- c/ enforcing the CEU PU and LEGS Doctoral Regulations;
- d/ making recommendations for the CEU PU Doctoral Committee for the members of the Admission and Dissertation Committees;
- e/ appointing supervisors – subject to approval by the UDC – and the members of the Comprehensive Examination Committee;
- f/ approving the Doctoral Supervision Agreement (referred to in Arts. 3.4. and 5. of these LEGS Doctoral Regulations and a template of which is attached to these LEGS Doctoral Regulations in Annex II) and any subsequent amendments thereof upon the joint proposal of the doctoral student and the supervisor,
- g/ reporting to the UDC on the LEGS doctoral program in the month June of every calendar year; and
- h/ deciding on all other matters related to the LEGS Doctoral Program explicitly not delegated to another body.

### **1.3. Other LEGS Doctoral Program Committees**

1.3.1. The LEGS Doctoral Program **Admission Committee** has as its members the Chairs of the LL.M. Programs, the Head of LEGS and the Director of the Doctoral Program. This Committee is appointed by the UDC based on the recommendation of the LEGS Doctoral Committee. Its responsibilities include conducting the admissions process and making all decisions related to it.

1.3.2. The LEGS **Comprehensive Exam Committee** has as their members, in principle, the Chair of the Program and two members from among the ranks of resident or visiting professors of CEU PU.

These Committees are appointed by the UDC based on the recommendations of the LEGS Doctoral Committee. Their responsibilities include conducting the comprehensive examinations as well as making all related decisions.

1.3.3. The **Dissertation Committee** is responsible for the evaluation of the doctoral dissertation and for conducting the dissertation defense. The members of the Dissertation Committee are appointed by the UDC upon the proposal of the LEGS Doctoral Committee and at least one third of the voting members of the Committee must be external to CEU PU.

### **1.4. Definition of ‘external member’**

1.4.1. For the purposes of these LEGS Doctoral Regulations an ‘*external member*’ is a scholar having a doctoral degree or equivalent if he/she is not in a contractual relationship with the CEU PU LEGS.

1.4.2. For the purposes of these LEGS Doctoral Regulations it shall be taken that the equivalent of a doctoral degree exists in the case of scholars and lecturers with a proven record of excellence in scholarship, publishing and teaching. The approval is given by the CEU PU Provost on a case by case basis.

### **1.5. The Director of the LEGS Doctoral Program**

1.5.1. The LEGS Doctoral Program has a Director appointed by the Head of the LEGS for the period of maximum **three academic years** in consultation with the LL.M. Program Chairs. The Director may be re-elected for another term of three years, or less, if and as determined by the LEGS Doctoral Committee.

1.5.2. The LEGS Doctoral Committee may also appoint an acting Director of the Doctoral Program for a period up to one academic year.

1.5.3. The LEGS Director of the Doctoral Program is appointed from among the CEU PU permanent faculty having a doctoral degree or equivalent.

1.5.4. The Doctoral Program Director’s responsibilities include in particular:

- a/ organization of the weekly doctoral seminars including communication with the invited lecturers, taking care of the distribution of reading materials and ensuring proper notification of the students with the assistance of the LEGS administrative staff;
- b/ presence at weekly doctoral seminars;
- c/ checking the progress reports of doctoral students, communication of noted problems with the supervisors and the Head of LEGS;
- d/ suggesting solutions to the Doctoral Committee on problems emerging related to the Doctoral Program; including suggestions regarding the appropriate sanctioning of doctoral students where this is deemed necessary;
- e/ supervision of the doctoral students' adherence to the residence and presence requirements;
- f/ reporting to the Provost;
- g/ making decisions in all other cases related to the Doctoral Program when the responsibility to take such a decision is not delegated to a committee or Program Chair.

1.5.6. The prospective members of Comprehensive Exam and Dissertation Committees are proposed and contacted by the respective Program Chairs. The composition of the Comprehensive Exam and Dissertation Committees is approved by the Doctoral Committee and submitted by the Director of the Doctoral Program for approval of the CEU PU Provost.

## **2. Admission and eligibility for the LEGS Doctoral Program**

### **2.1. Language requirements**

Students seeking admission must satisfy the language requirements defined by the respective provisions of the CEU PU Doctoral Regulations.

### **2.2. Degree requirements**

2.2.1. Subject to Sect. 2.2.2, applicants must hold a qualifying law degree, i.e. a law degree that allows its holder to seek admission to the bar in the jurisdiction concerned.

2.2.2. Applicants who do not hold a qualifying law degree are eligible if they have earned a master's degree in law from an accredited university.

2.2.3. All applicants who hold a master's degree in law from CEU must have obtained a GPA equal or superior to 3.33 (B+).

### **2.3. Other entry requirements**

2.3.1. Applicants have to submit an English-language academic writing sample (essay, journal article, etc.). For applicants holding an English-language master's degree in law, this writing sample should be the applicant's master's thesis.

2.3.2. Each applicant must satisfy the other requirements imposed by the CEU PU Doctoral Regulations, including but not limited to submission of a complete application package.

2.3.3. Students are admitted to the Doctoral Program with full or any other of the CEU PU financial packages as determined and advertised by CEU PU. The number of Doctoral Students accepted is determined for every Academic Year by the LEGS Doctoral Committee.

### **2.4. Parallel post-graduate studies**

2.4.1. Doctoral students cannot be enrolled into another post-graduate program (e.g. another LL.M. program) unless such enrollment is specifically approved by the LEGS Doctoral Committee when deciding

on applications for the CEU PU LEGS Doctoral Program or prior to applying to such a program. Every doctoral student has to provide also a signed statement of responsibility upon getting enrolled in the LEGS Doctoral Program.

2.4.2. Infringement of these rules may result in immediate termination of the Doctoral Status with CEU PU and the obligation to repay the stipends and other benefits received by the student while enrolled in the CEU PU doctoral program.

## **2.5. Employment and stipend**

2.5.1. Probationary Doctoral Candidates (see below at Art. 3.1.1.) may not receive permission to suspend their studies because of employment, or work in any form, before passing the comprehensive examination irrespective of the nature of the income-earning activities (e.g. employment or service-contract, for-profit or non-profit employer).

2.5.2. After the successful completion of the conditions and promotion to Doctoral Candidate status, Doctoral Candidates may exceptionally enter into employment or other income-producing contractual relationship only if:

- (a) the employment related duties are to be performed in academic, human rights or governmental areas, or if the work is directly connected to the dissertation topic of the Doctoral Candidate and it could be presumed that the work will be of benefit also to the research and doctoral studies; and
- (b) the Doctoral Candidate is not prevented thereby from fully satisfying all the obligations provided by the relevant regulations of CEU PU, and
- (c) as a rule the work is to be predominantly performed in Vienna.

2.5.3. Approval of employment, or equivalent, may be granted only *prior* to entering into the employment relationship.

## **3. Residence, attendance, and other duties**

### **3.1. Status and maximum duration of doctoral studies**

3.1.1. Successful applicants are admitted to the first year of doctoral studies as 'Probationary Doctoral Candidates'. They become 'Doctoral Candidates' upon successfully passing the comprehensive (oral) examination not later than 15 months from the date of the original enrolment.

3.1.2. Entitlement to sit the comprehensive examination is open only to those Probationary Doctoral Candidates who have:

- a/ regularly attended all doctoral activities for the period of, at least, a full six months of the academic year, and
- b/ earned, at least, ten ECTS credits by the date upon which the examination is scheduled, and
- c/ their Dissertation Structure-Proposal has been accepted by their supervisor and the respective Program Chair.

3.1.3. It is a condition for becoming a Doctoral Candidate that the grade for the Comprehensive Exam is not lower than B+. The Probationary Doctoral Status of those students whose grade for the comprehensive examination is lower than B+ is automatically terminated in two weeks after the student is notified of the result. If the student files an appeal (as per the CEU PU Doctoral Regulations), the Status terminates on the date the decision on the appeal becomes final.

### **3.2. Residence and general duties**

3.2.1. Probationary Doctoral Candidates are required to reside in Vienna during their probationary period and may be granted a period of absence not exceeding two calendar months by the LEGS Doctoral Committee only in exceptional cases. The following exceptional circumstances may qualify: serious illness,



family reasons (e.g. death in family) or participation at conferences or research at another institution on a topic closely related to the candidate's dissertation topic.

3.2.2. Absence may be granted solely by the LEGS Doctoral Committee on the basis of the prior written approval of the candidate's Program Chair.

3.2.3. Doctoral Candidates shall be exempted from the Vienna residency requirement for an annual one-month (optional) break during the summer holiday period (i.e. July and/or August) and for any specifically authorized scholarship or research period abroad.

3.2.4. Some of the mandatory activities may take place during intensive weekend sessions.

3.2.5. Doctoral Candidates are obliged to take part in all doctoral activities organized by the Department of Legal Studies as long as they receive a scholarship from CEU PU and notwithstanding that they have collected all the mandatory credits. Doctoral Candidates can miss one session of a respective type of doctoral activity in a year. Any further absence must be reported to the Director of the Doctoral Program and have a compelling reason (sickness, conflicting commitments at CEU or elsewhere, important family events, etc.) and supporting documentation should in principle be offered.

3.2.6. It is expected that the senior Doctoral Candidates in particular will actively contribute to class discussions and actively participate in the doctoral activities.

### **3.3. Coursework and credits**

3.3.1. The total number of credits to be acquired by Doctoral Candidates is **240** ECTS credits. Not less than **60** ECTS credits have to be earned during the probationary period.

3.3.2. The detailed matrix of activities, requirements and credits that could be earned is attached as **Annex I** to these LEGS Doctoral Regulations.

3.3.3. Doctoral Candidates will participate in the activities described in Annex I of the LEGS Doctoral Regulations together with Probationary Doctoral Candidates.

3.3.4. Doctoral Students are obliged – in addition to the duties specified by the CEU PU Doctoral Regulations – to regularly contact their supervisors and to submit monthly and annual reports on their activities, including research results, publications and other major achievements. The details of such duties and responsibilities are laid out in the Doctoral Supervision Agreement mentioned below in Arts. 3.4 and 5. of these LEGS Doctoral Regulations and a template of which constitutes Annex II hereto.

3.3.5. Doctoral Students are also expected to constructively participate in other activities organized by the University and/or other departments (e.g. public lectures, conferences).

### **3.4. Doctoral Supervision Agreement, Dissertation Structure-Proposal and deadlines**

3.4.1. Probationary Doctoral Candidates shall sign a Doctoral Supervision Agreement according to the terms indicated in the template at Annex II to these LEGS Doctoral Regulations. A Dissertation Structure-Proposal together with the Submission-Schedule will be attached to the Doctoral Supervision Agreement.

The Dissertation Structure Proposal shall be submitted before the end of the first term to the supervisor and the Submission-Schedule is to be added with specification of the submission dates.

3.4.2. The Dissertation Structure-Proposal is to contain:

- a brief introduction highlighting why the chosen topic is novel and how could the thesis be a significant contribution to the body of knowledge and understanding of the subject with which it deals;
- the preliminary table of contents;
- identification of the main issues and problems to be analyzed;
- identification and justification of the chosen jurisdictions; and
- preliminary bibliography with a separate list of sources with which the research shall be started.

3.4.3. The Dissertation Structure-Proposals shall be discussed within the framework of the “Work in Progress” seminars.

3.4.4. The Submission-Schedule is to be made for the four years of doctoral studies at CEU PU according to the following:

- a/ the dissertation outline and a **first chapter** is to be submitted **no later than** the end of the first academic year;
- b/ the first draft of a **second chapter** is to be submitted **no later than** the end of the first term of the second academic year;
- c/ the first draft of a **third chapter** is to be submitted **no later than** the end of the second academic year;
- d/ in principle, by the end of the third academic year of doctoral studies a draft of at least **two thirds of the doctoral dissertation** should be submitted to the supervisor.
- e/ the fourth year of the doctoral dissertation should be destined to finalizing the remaining chapters to be submitted according to the Submission-Schedule annexed to the Doctoral Supervision Agreement.

3.4.5. In principle, no doctoral student can leave for research without having, at least, an approved draft of one chapter of the dissertation (excluding introduction and conclusions).

3.4.6. Doctoral Candidates shall submit their **revised** Dissertation Structure-Proposals and Submission-Schedules (including submission dates for revised chapters) by the end of September of each Academic Year as an annex to the Doctoral Supervision Agreement.

3.4.7. Where a student deviates from the submission schedule or where the supervisor regards the submitted work to be unsatisfactory, the student's progress shall be reviewed by the LEGS Doctoral Committee. The LEGS Doctoral Committee may consider the imposition of proportionate sanctions, which include, but are not limited to: a) refusal to provide the student with academic references; (b) issuance of a formal written warning; (c) withdrawal of stipend until satisfactory progress is made; (d) termination of a student's doctoral studies.

3.4.8. Where a student's progress is to be reviewed by the LEGS Doctoral Committee under 3.4.7 above, the student shall be invited by his/her supervisor to submit in advance any written evidence of extenuating medical or compassionate circumstances that the student considers relevant to the LEGS Doctoral Committee's assessment. The Doctoral Committee shall consider only exceptional and adequately proven objective reasons (e.g. pressing and unforeseen family circumstances, hospitalization). Evidence of ill-health must be authenticated by the student's medical advisor - self-certification will not be accepted. Medical certificates should be forwarded directly to the relevant Program Chair or to the Director of the Doctoral Program.

#### **4. Withdrawal, re-enrollment, termination**

4.1. Probationary Doctoral Candidates in principle may not request withdrawal with the right to re-enrolment. In exceptional cases, (e.g. serious medical condition) the LEGS Doctoral Program Committee may, however, approve withdrawal with a right to re-enroll in a specified period of time.



4.2. Doctoral Candidates may request stopping the stipend or withdrawal as per the provisions of the CEU PU Doctoral Regulations.

## **5. Supervision**

5.1. The provisions of the CEU PU Doctoral Regulations in force apply respectively.

5.2 A Doctoral Supervision Agreement between the supervisor(s) and the doctoral students laying out the details of the responsibilities of both sides as well as the annexed submission schedules will be signed based on the form in Annex II to these LEGS Doctoral Regulations.

5.3. Apart from what indicated more specifically in the Doctoral Supervision Agreement, the responsibilities of the supervisor and the possible associate supervisor include:

- a/ giving guidance about the nature of research and standards expected, about the choice of research topic, about the planning of the research program and about relevant literature and resources;
- b/ giving detailed advice in order to ensure that the whole research project and dissertation writing is completed within the scheduled time;
- c/ regularly requesting pieces of written work and/or research results and return such work (including dissertation drafts) with constructive criticism within a reasonable time;
- d/ informing the student about the satisfactory or unsatisfactory progress of his/her work;
- e/ reporting once per academic year in writing to the Doctoral Committee on the candidate's progress; the content of this report must be communicated to the student;
- f/ mentoring students in their preparation for an academic career;
- g/ encouraging students to play a full and active role in the intellectual life of the department and the university;
- h/ assisting students in finding suitable host universities for study/research abroad under the Doctoral Research Support Scheme.

## **6. Examinations and the final defense**

### **6.1. Comprehensive examination**

6.1.1. The comprehensive examination is taken before a three-member examination committee invited by the Program Chair of the Probationary Candidate and with the consent of the Director of the Doctoral Program.

6.1.2. The doctoral student is provided in due time with a reading assignment for the exam. The reading assignment will encompass scholarly articles and/or parts of books from various disciplines or other legal materials covering areas related to the subject-matter of the dissertation – as approved by the doctoral student's Program Chair and the doctoral student's supervisor.

6.1.3. Probationary Candidates are obliged to communicate to the Director of the Doctoral Program in due time:

- the finalized dissertation (topic);
- an indicative time when would they like to have their examination scheduled.

6.1.4. The date, members of the examination panel and the subjects of the comprehensive examination are decided upon by the Program Chair. As a rule, the comprehensive (oral) examination shall take place within 15 calendar months from the beginning of the doctoral studies.

6.1.5. Minutes of the examination are taken featuring the questions asked and answers provided. Any of the panel members are entitled to make comments on the examination or on the grade. The grade is awarded according to the general grading system of CEU PU. Only grades B+ or better are passing grades at the comprehensive examination.

6.1.6. The doctoral student may retake the failed exam not earlier than one month and not later than five months from the date of the failed exam, before the same or a modified Committee. On the basis of the minutes of the exam the Doctoral Committee decides the grade.

6.1.7. Comprehensive exams may be retaken only once.

## **6.2. Submission of dissertation for defense and examination of the dissertation**

6.2.1. Doctoral Candidates may submit the dissertation only if submission is approved by their dissertation supervisor in writing.

6.2.2. The doctoral dissertation may not be less than 80,000 and may not exceed 130,000 words (including tables, graphs and footnotes; excluding bibliography) without prior permission of the Doctoral Committee. Permission may be granted only if it can be justified on objective grounds (e.g., that the candidate's nostrification rules require the dissertation to be of a particular length). In principle, only GPA 3.33 or higher entitles the Student to submit the dissertation for defense.

6.2.3. The submitted dissertation shall include:

1. title page including the author's name, date of submission, and the supervisor(s)' name(s);
2. table of contents;
3. abstract of maximum 500 words;
4. signed statement that the dissertation contains no materials accepted for any other degrees in any other institution;
5. signed statement that the dissertation contains no materials previously written and/or published by another person, except where appropriate acknowledgements are made in the form of bibliographical reference;
6. where the work is based on joint research, disclosure of the respective contribution of the authors;
7. any other requirements imposed by CEU PU Doctoral Regulations or other regulations, and
8. submitting a statement whether the doctoral student objects to anyone being in their committee.

6.2.4. Upon receipt of the supervisor's consent for submission, and on the basis of full compliance with all other requirements for submission of the dissertation for defense, the Dissertation Committee members will be proposed by the doctoral student's Program Chair to the LEGS Doctoral Committee, which may in turn recommend them for appointment by the UDC. Before filing the proposal with the LEGS Doctoral Committee, the Program Chair should acquire the consent of the Committee members.

The composition of the Committee is based on the CEU PU Doctoral Regulation's provisions.

Upon appointment by the UDC, Committee members shall be supplied with a hard or electronic copy of the dissertation.

## **6.3. The defense**

6.3.1. The LEGS dissertation defense is in *oral* form. Written defense is allowed only in exceptional circumstances, whereupon the Doctoral Candidate must apply in writing to the LEGS Doctoral Committee for approval. In case of a written defense, the relevant sections of the CEU PU Doctoral Regulations shall be applied directly.

6.3.2. The Candidate's supervisor shall normally chair the defense of the dissertation, unless otherwise decided by the Defense Committee. The defense normally starts with a short introduction by the candidate on his/her dissertation topic, and then – prior to the questions posed by the panel members – the Candidate is asked to give a brief overview of the dissertation.

6.3.3. The defense is public, with the exception of the decision-making process, when the audience is asked to leave the room. Written records – signed by each Committee Member – have to be made on the grading of the defense. Audio or video recording is allowed only if approved by the Dissertation Committee.

#### **6.4. Acceptance**

6.4.1. If the dissertation and the defense satisfy the required academic standards, the defense is graded according to the following:

- Summa cum laude (the highest grade);
- Magna cum laude;
- Cum laude (the lowest passing grade).

6.4.2. The guidelines for dissertation evaluation are as follows:

- whether the CEU PU guidelines on language, grammar and structure have been complied with;
- whether the CEU PU rules against plagiarism have been adhered to and whether the dissertation consistently follows one recognized legal citation system (e.g., the Harvard Law School Blue Book of Citations or equivalent);
- whether the dissertation makes a significant contribution to the body of knowledge and understanding of the subject with which it deals;
- whether the dissertation demonstrates the candidate's capacity to carry out quality independent research;
- whether the dissertation contains material worthy of publication; and
- whether substantial knowledge in the specific subject is demonstrated.

6.4.3. A defense is **unsuccessful** if the majority of the Dissertation Committee is of the opinion that the dissertation does not satisfy the criteria of originality, scope, depth and quality, or if other grave problems dictate such an outcome (e.g., plagiarism).

In such a case, the Dissertation Committee will set a **deadline for resubmission** of the dissertation, which may not be shorter than three months or longer than one year. If the examinee files an appeal against the decision to the CEU PU body as determined by CEU PU regulations, this deadline shall start running from the date of the final decision made by the appellate level.

The Dissertation Committee shall also provide the student with detailed requests for modifications to be formulated and communicated to the student either by the supervisor - Committee Member or by the student's Program Chair.

The members of the Dissertation Committee to review the resubmitted dissertation shall remain the same unless exceptional circumstances dictate otherwise.

If the examinee does not file an appeal, the resubmitted dissertation shall be forwarded to the Dissertation Committee members, who will be asked to review the dissertation based on the requests for modifications made and to express *in writing* whether the requested modifications have been satisfactorily complied with. If they are satisfied with the modifications made by the student, they shall also grade the resubmitted dissertation.

Exceptionally, if the majority of the voting members so decide and if approved by the UDC, the oral defense may be repeated before the same or another Dissertation Committee.

The grade awarded for a resubmitted dissertation may not be higher than magna cum laude.

If the student has filed an appeal against the Dissertation Committee decision, the decision of the appellate body will be applied.

## **7. Unsatisfactory progress and other breach of doctoral regulations**

7.1. Probationary Candidates and Doctoral Candidates may be served for any infringement of these or the CEU PU Doctoral Regulations with the following measures:

1. Warning given by the LEGS Doctoral Committee;
2. Suspension or termination of doctoral status.

7.2. In particular the following acts qualify as an infringement of the LEGS Doctoral Regulations:

- a/ failure to participate in the doctoral activities without properly evidenced justification;
- b/ employment during the doctoral studies without the required permissions;
- c/ improper behavior during the doctoral studies or related doctoral activities;
- d/ continued neglect of duties (e.g., failure to conduct research and/or to produce reports on the work done for more than two calendar months).

7.3. The Head of the Department, Program Chairs, every member of the LEGS Doctoral Committee (if different) and a student's supervisor have the right to initiate disciplinary proceedings according to this section.

7.4. The LEGS warnings are issued in written form and include a brief explanation of the reasons for issuing the warning. Students have a right of appeal to the CEU PU Doctoral Committee within 8 calendar days of receipt of the warning by the Doctoral or Probationary Doctoral Candidate.

7.5. The termination of the doctoral status is imposed by the LEGS Doctoral Program Committee.

## **8. Appeals**

8.1. Students can lodge an appeal against any decision made by the Doctoral Committee or one of the Examination Committees to the UDC. The appeal must be in writing and include the grounds for the appeal and the desired outcome of the appeal. All other appeals-related questions shall be decided upon based on the CEU PU Regulations.

Head of the Department of Legal Studies  
Prof. Mathias Möschel

Director of the Doctoral Program  
Prof. Markus Petsche

ANNEX I

DOCTORAL SEMINARS	Mandatory/ optional	Workload	ECTS credits
Great books seminar	Mandatory	<p><b><u>a/ writing requirement:</u></b></p> <ul style="list-style-type: none"> <li>- acceptance of 12 essays on 12 different great books</li> </ul> <p><b><u>b/ participation requirement:</u></b></p> <ul style="list-style-type: none"> <li>- constructive participation at the 12 sessions on which the submitted essays are discussed, and</li> </ul> <p><b><u>c/ summary &amp; comments on doctoral students' great books papers</u></b></p> <p>together yields <i>twelve</i> ECTS credits</p>	12
Visiting professors' seminar	Mandatory	<p><b><u>Participation requirement:</u></b></p> <ul style="list-style-type: none"> <li>- active and constructive participation and demonstrating knowledge of the literature in the field related to the visiting professor's assigned reading</li> </ul>	8
Reading seminar	Mandatory	<p><b><u>a/ Participation requirement:</u></b></p> <ul style="list-style-type: none"> <li>- active and constructive participation, and</li> </ul> <p><b><u>b/ Moderation of a topic:</u></b></p> <ul style="list-style-type: none"> <li>- introduction and moderation of at least 2 chosen topic-related discussions during the first three academic years</li> </ul>	10
Work in progress seminar	Mandatory	<p><b><u>a/ first year doctoral students:</u></b></p> <ul style="list-style-type: none"> <li>- 15 – 20 minutes long presentation of the research topic and plans yields <i>two</i> ECTS credits</li> </ul> <p><b><u>b/ senior doctoral students:</u></b></p> <ul style="list-style-type: none"> <li>- 30 – 45 minutes long presentations and moderation of discussions yields <i>four</i> ECTS credits</li> </ul>	6
Thesis writing course I Thesis writing course II	Mandatory during the first and third years.	- Offered by the CEU Center for Academic Writing	2x2
COURSEWORK			

<b>Passing courses offered to masters students</b>	Elective	<ul style="list-style-type: none"> <li>- Passing of one or two courses with grade B or higher</li> <li>- The chosen course: <ul style="list-style-type: none"> <li>a/ must be related to the chosen dissertation topic, and</li> <li>b/ cannot be substantially similar to any graduate or post-graduate course already taken by the student</li> <li>c/ the choice must be approved by the student's supervisor, or in case no supervisor is appointed, by the respective Program Chair,</li> <li>d/ masters courses may be taken in principle only during the first year of doctoral studies</li> <li>e/ exceptionally, with the approval of the supervisor, also in the second year</li> </ul> </li> </ul>	Credit value of the course taken.
<b>Doctoral Workshop &amp; Tailor-made doctoral courses</b>	<ul style="list-style-type: none"> <li>- Mandatory during the first and second years:</li> <li>- Optional during the third year.</li> </ul>	<ul style="list-style-type: none"> <li>- Courses taught by distinguished visiting professors</li> <li>- Workshop specifically organized for doctoral students</li> </ul>	2x2
<b>CTL (Center for Teaching and Learning) courses</b>	Optional	<ul style="list-style-type: none"> <li>- <b>Six</b> ECTS credits can be obtained by the one semester course,</li> <li>- additional <b>2x2</b> ECTS credits can be obtained by the 4 week short courses</li> <li>- additional <b>two</b> ECTS credits can be obtained by the „capstone project” (a teaching project prepared by the participant)</li> </ul>	6 or 12
<b>EXTERNAL (ACADEMIC) ACTIVITIES</b>			
<b>Conference participation</b>	Optional	<ul style="list-style-type: none"> <li>- Attendance and constructive participation at a conference yields <b>two</b> ECTS credits</li> <li>- Presenting an original paper at an international conference yields <b>four</b> ECTS credits</li> </ul>	2 or 4
<b>Summer/Winter school</b>	Optional	<ul style="list-style-type: none"> <li>- Participation in a summer or winter school lasting for one week or less yields <b>two</b> ECTS credits</li> <li>- Participation in a summer or winter school lasting for more than a week yields <b>four</b> ECTS credits</li> </ul>	2 or 4
<b>Internship</b>	Optional	<ul style="list-style-type: none"> <li>- Internships of one month or less yield <b>two</b> ECTS credits</li> </ul>	2 or 4



		– Internships of more than a month yield <b>four</b> ECTS credits	
<b>TEACHING AND TEACHING ASSISTANCE</b>			
<b>Delivering or being a teaching assistant (TA) in a full master's (or undergraduate) course</b>	Optional	Teaching or being a teaching assistant (TA) in a 2 ECTS credit (or its equivalent) course yields <b>two</b> ECTS credits.	2
<b>Delivering or being a teaching assistant (TA) for less than a full master (or undergraduate) course</b>	Optional	Teaching or being a teaching assistant (TA) in part of a 2 ECTS credit course yields <b>one</b> ECTS credit.	1
<b>Tutoring undergraduate or master's students</b>	Optional	Tutoring of an undergraduate or master's student for a 2 ECTS credit course yields <b>two</b> ECTS credits	2
<b>Assistance in coaching moot court teams</b>	Optional	Assistance in coaching moot court teams yields <b>two</b> ECTS credits	2
<b>Proctoring at in-class exams</b>	Optional	Proctoring at 5 in-class exams of the masters programs regardless their duration yields <b>one</b> ECTS credits	1
<b>Note taking</b>	Optional	Note-taking at a comprehensive exam or at a dissertation defense and its subsequent minute's preparation yields <b>one</b> ECTS credit.	1
<b>PUBLICATION</b>			
	Optional	-Publication in national language, or English language in a minor journal yields <b>two</b> ECTS credits  -Publication in a peer reviewed English language journal yields <b>four</b> ECTS credits	2 or 4
<b>COMPREHENSIVE EXAMINATION</b>	Mandatory	- Coverage of three broader areas of law from the students' area of specialization of which at least one should be from his/her dissertation topic as assigned by examination panel members	30
<b>DISSERTATION</b>	Mandatory	Yearly submission of dissertation chapters	88
<b>DEFENSE</b>	Mandatory		40

**Total number of ECTS credits required for defense: 240**

## ANNEX II

### Doctoral Supervision Agreement

The Doctoral Supervision Agreement is concluded between the Doctoral Student, the Supervisor(s) and Central European University Private University (CEU PU) in accordance with {insert section of amended Doctoral Regulations}.

#### I. Personal Details of Doctoral Student

First name	
Last name	
Student Identification Number	
Date of birth (DD.MM.YYYY)	
Email address	
Telephone number	

#### II. Details of the Doctoral Dissertation

Working title of the doctoral dissertation	
Field of study <sup>1</sup>	
Academic unit	
Doctoral program	
Name of Principal Supervisor	
Name of Associate Supervisor (if any)	
Beginning of doctoral study	AY 20XX-XX
Projected date of submission	
Projected date of doctoral defense	

#### III. Responsibilities of the Supervisor and the Doctoral Student

The Doctoral Student and the Supervisor(s) agree on the following regarding the realization of the above described doctoral dissertation:

1. The realization of the dissertation project is based on the annexed research proposal and timetable<sup>2</sup>. Amendments to the timetable shall be annexed to the Doctoral Supervision Agreement.
2. The language of the doctoral dissertation is English.
3. The Supervisor(s) supports the Doctoral Student by:
  - a. giving guidance about the nature of research and standards expected, about the choice of research topic, about the planning of the research program and about relevant literature and resources;
  - b. giving detailed advice in order to ensure that the whole research project and dissertation writing is completed within the scheduled time;

<sup>1</sup> AS INDICATED IN THE DIPLOMA SUPPLEMENT.

<sup>2</sup> THE TIMETABLE IS DEVELOPED BY THE DOCTORAL STUDENT IN AGREEMENT WITH THE SUPERVISOR(S) AND IN ACCORDANCE WITH THE DOCTORAL REGULATIONS OF CEU PU AND THE DOCTORAL PROGRAM. THE TIMELINE SHOULD INDICATE REALISTIC AND ACHIEVABLE MILESTONES.

- c. regularly requesting pieces of written work and/or research results and return such work (including dissertation drafts) with constructive criticism within a reasonable time;
  - d. informing the student about the satisfactory or unsatisfactory progress of his/her work;
  - e. reporting once a year in writing to the Doctoral Program Committee on the student's progress; the content of this report must be communicated to the student according to the regulations of the Doctoral Program;
  - f. mentoring students in their preparation for an academic career;
  - g. encouraging students to play a full and active role in the intellectual life of the department and the university;
  - h. assisting students in finding suitable host universities for study/research abroad under the Doctoral Research Support Scheme;
  - i. other responsibilities specified by the Doctoral Program regulations.
4. The frequency of consultations between the Doctoral Student and the Principal Supervisor shall be: at least once a month.
5. The frequency of consultations between the Doctoral Student and the Associate Supervisor shall be: at least once a month.
6. In agreement with the Supervisor(s), the Doctoral Student will take part in the disciplinary courses specified below (*updates to this Agreement shall be annexed to the Agreement every Academic Year*):

Course Title	Course level (master's/doctoral)	ECTS	AY and Term

7. In agreement with the Supervisor(s), the Doctoral Student will take part in the transferable skills courses (e.g. academic writing) specified below (*updates to this Agreement shall be annexed to the Agreement every Academic Year*):

Course Title	Course level (master's/doctoral)	ECTS	AY and Term

8. The Doctoral Student will complete the research-based non-coursework activities (e.g. workshops, conference participations, teaching assistantships) specified below (*updates to this Agreement shall be annexed to the Agreement every Academic Year*):

Type of activity (e.g. conference)	Topic/theme	ECTS	AY and Term


9. The Doctoral Student commits to regularly report to the Supervisor(s) about the progress of the dissertation, especially about delays and disruptions.
  
10. The Doctoral Student commits to observe the CEU PU Code of Ethics, the CEU PU Doctoral Regulations, the doctoral regulations of their Doctoral Program and the generally accepted practices of academic honesty and good practices in research.
  
11. Consequences for failure to comply with the stipulations of the Supervision Agreement are outlined in the Doctoral Regulations of CEU PU and the Doctoral Program.

IV. Amendments to the Supervision Agreement

The Supervision Agreement shall be reviewed every Academic Year and any amendments shall be annexed to it.

The Doctoral Program Committee shall be informed about any amendments to the Supervision Agreement.

V. Approval of the Supervision Agreement

By signing the Supervision Agreement, the Doctoral Student and the Supervisor(s) agree to the above.

\_\_\_\_\_  
Signature of Principal Supervisor

\_\_\_\_\_  
Signature of Doctoral Student

\_\_\_\_\_  
Signature of Associate Supervisor

Place and date of signature:

The Supervision Agreement is *approved / not approved* (underline) by the Director of the Doctoral Program and the Doctoral Program Committee.

If *not approved*, specify reason for rejection:

\_\_\_\_\_  
Signature of Director of the Doctoral Program

Place and date of signature: