

PHD Student Handbook 2023-2024

**For the PhD
Program in
Political Science**



**Doctoral School
of Political Science,
Public Policy, and
International Relations**

CENTRAL
EUROPEAN
UNIVERSITY

Vienna, August 2023

Table of Content

<i>Welcoming remarks.....</i>	<i>1</i>
<i>The structure of the PhD Program.....</i>	<i>2</i>
<i>PhD Candidacy.....</i>	<i>3</i>
<i>Supervision</i>	<i>4</i>
<i>The Comprehensive Examination</i>	<i>5</i>
<i>Further requirements for Second Year Students (60 ECTS)</i>	<i>6</i>
<i>Further requirements for Third Year Students (60 ECTS)</i>	<i>7</i>
<i>Further requirements for Fourth Year Students</i>	<i>7</i>
<i>Discretionary Fund.....</i>	<i>8</i>
<i>CURRICULUM.....</i>	<i>9</i>
<i>Important dates in AY 2023/2024</i>	<i>13</i>
<i>1st year students</i>	<i>15</i>
<i>DSPS Faculty</i>	<i>15</i>
<i>Doctoral Committee</i>	<i>16</i>

Welcoming remarks

Dear incoming Doctoral Student,

It is a pleasure to welcome you to the PhD Program in Political Science at the Central European University.

Our doctoral program is one of the largest in the discipline in Europe and aims to help students like you to become internationally competitive scholars with a wide range of skills that are valued in and beyond the academia. In order to achieve this, you will take core courses that ground you in your (sub)discipline and a suite of courses on research design and methodology, all of which are organized in very small classes specifically for doctoral students. You can take advantage of a wide range of optional training opportunities and participate at high-level international conferences, spend a semester abroad at another university, gain teaching experience, and, above all, produce a significant piece of original research: your dissertation.

The PhD Program is run by the Doctoral School of Political Science, Public Policy, and International Relations (the 'Doctoral School', or 'DSPS'). The Doctoral School is made up of the Departments of International Relations, Political Science, and Public Policy. Faculty from all three are involved in teaching and researching various aspects of political science, as well as in the supervision of students. In this handbook you can find useful information about the forthcoming academic year, the structure of the PhD Program, requirements, coursework, and dates to mark in your calendar. Please read it carefully.

We are looking forward to meeting you at CEU.

Your DSPS Team

Michael Merlingen

Ingy Kassem

Monica Lafaire

The structure of the PhD Program

The PhD program is based on a system of ‘tracks’. There are five of them: Comparative Politics, International Relations, Comparative and International Political Economy, Political Theory, and Public Policy. Each of the tracks is supervised by a so-called *Track Representative*, a member of the faculty who is responsible for the coherence of their respective track. Having five tracks within the PhD program rests upon three principles. First, that if you successfully complete your studies, you will be awarded a PhD in Political Science. Second, that you will also have a specialization in a particular track. The tracks represent academic fields/sub-fields or research areas that reflect the major strengths and interests of the three units constituting the Doctoral School. Third, that all students of the School, regardless of their tracks of belonging, are part of the same academic community.

The Doctoral Program in Political Science is accredited in both the United States and Austria.

Coursework

The number of ECTS that Probationary Doctoral Candidates must earn during their first academic year is 60 ECTS. These are:

A.) 16 ECTS from the curriculum of a student’s track.¹

B.) 12 ECTS from the methods sequence. All Probationary Doctoral Candidates are required to take the ‘Research Design’ course (4 ECTS), the ‘Prospectus Seminar’ (4 ECTS) and an Advanced Methods course of their choice (4 ECTS).

C.) 32 ECTS from non-course activities labelled as ‘Doctoral Research and Activities’. In addition to coursework, students are also expected to participate in mandatory academic and professionalization activities designed to prepare them for the successful completion of the

¹ In those tracks in which all mandatory elective core courses are offered in a given academic year, students have to earn 16 ECTS in taught courses from their track. In tracks in which mandatory elective core courses are offered in alternate years, students have to earn 8 ECTS from their track in their first year, and 8 ECTS in their second year. In this case, students take 8 ECTS from professionalization workshops (at least two workshops) in their first year.

dissertation and job markets, as well as to foster academic networks, interaction and exchange. In the first year students have to attend four departmental seminars (4 ECTS), supervision consultations (8 ECTS), and pass the Comprehensive Exam (20 ECTS).

Students must have a cumulative grade point average (GPA) of 3.33 (B+) in the mandatory and core courses of the first year.

In the next three years, students will continue to participate in mandatory Doctoral Research and Activities. These activities carry Pass/Fail grades and students need to complete 60 ECTS each academic year.

The learning outcomes of these activities are heterogeneous, but overall they aim to ensure that the dissertation research plan progresses in a satisfactory manner, to set clear deadlines for the submission of thesis chapters or other intermediary research outputs, to monitor gradual progress toward dissertation completion, to allow original data collection (in the case of field work), to develop research networks outside of the home institution and drawing upon outside research expertise, to improve presentational, discussion and publication skills, to foster a sense of academic cohort and community and prepare students for academic and non-academic job markets, and to foster awareness of the resources and support networks available for work-life balance issues and for coping with psychological difficulties encountered during the PhD program.

PhD Candidacy

Students in the first year of the Doctoral Program are referred to as *Probationary Doctoral Candidates*. After successfully completing the comprehensive exams but before submitting their PhD dissertation they are referred to as *Doctoral Candidates*.

In order to become Doctoral Candidates, students will have to earn a "B+" course grade average for their courses, present their research in at least one departmental seminar and pass the comprehensive examination with a "Pass". The admission to the program as a probationary candidate is no guarantee that one advances to doctoral candidate status. Doctoral candidates

are expected to work on their doctoral dissertation full-time, to be in residence in Vienna,² and to play an active role in the academic life of the departments and the Doctoral School.

Doctoral Students are expected to submit their dissertation by the end of the fourth year of study. Extensions may be granted according to the CEU Doctoral Regulations. A candidate may request permission from the Doctoral Committee to go on a leave of absence from the Doctoral Program for a period of up to 2 years, thus extending their four-year limit. Further leave options are available for student parents.

Supervision

At the beginning of the first year personal consultations between the Probationary Doctoral Candidates and their Temporary Supervisor (mentor) and the Track Representative will help each new doctoral student to choose a methods course and will help them navigate the program.

The representative of the chosen track and the mentor will assist the student in the choice of the main supervisor. The mentor and the student will propose to the Doctoral Committee their chosen permanent supervisor by the end of the Winter term. Supervisors and supervisees should maintain regular communication.

The studies during the PhD candidacy are based on individual research guided and monitored by the Candidate's Doctoral Supervisory Panel. The Doctoral Supervisory Panel will be set up in the second year, after having passed the comprehensive examination. It is composed by the supervisor, and two other faculty members.

² Exceptions from the residence requirements are contingent upon the Doctoral School Director's approval.

The Comprehensive Examination

Towards the end of the first year, Probationary Doctoral Candidates are required to pass a **comprehensive examination**. The comprehensive exam will evaluate the written prospectus and the annotated bibliography as well as the student's defense of the two components during the oral exam. The deadline for the submission of the prospectus is in May, while the oral examination is scheduled for June.

The Annotated Bibliography

The annotated bibliography consists of scholarly references and refers to debates that are important for the subfield in which their planned dissertation is situated and to which it contributes. Students should consult two faculty members about their reference list.

The Prospectus

The prospectus should include arguments about the feasibility of the proposed research, the coherence and suitability of the theoretical, methodological and empirical (if any) components of the thesis, and an assessment of the contribution that the thesis will make to the field. Students will receive a written evaluation for their prospectus from each member of the exam committee before the oral examination.

Presenting your prospectus before submission and the Comprehensive Examination

In the Spring Term, students get the opportunity to present their prospectus in front of students and faculty of the department of their track and during the respective Departmental Seminars. The feedback they receive can be integrated into their prospectus before their submission, or at least it can be a practice run before their comprehensive exam.

Further requirements for Second Year Students (60 ECTS)

GETTING STARTED AS A TA WORKSHOP (2 ECTS)

in collaboration with the Yehuda Elkana Center for Teaching, Learning, and Higher Education Research (YEC)

Supervisory panel (10 ECTS)

Teaching Assistantship (10 ECTS)*

Supervision Consultation (8 ECTS)

Two departmental seminars (2 ECTS)

Two Professionalization Workshop (8 ECTS)**

Annual Doctoral Conference (4 ECTS)

Thesis Writing (16 ECTS)

****PT Track:** to take core courses in alternate years in the second year (8 ECTS) instead of enrolling in the Professionalization Workshops

If after consultation with your supervisor you agree that you need additional courses, you can take them as electives or for audit during your second year.

*Teaching Assistantship (also called mandatory practicum or unpaid TA) – After you pass the comprehensive exam, you will be paired to either an 8 ECTS course or in two 4 ECTS courses based on the respective department teaching needs.

Further requirements for Third Year Students (60 ECTS)

Exchange Program (10 ECTS)

OR

Field work and/or Thesis writing (10 ECTS)

Four departmental seminars (4 ECTS)

Supervision consultation (8 ECTS)

Supervisory panel (10 ECTS)

One Professionalization Workshop (4 ECTS)

Annual Doctoral Conference (8 ECTS)

Thesis writing (16 ECTS)

Further requirements for Fourth Year Students

Supervisory panel (10 ECTS)

Supervision consultation (10 ECTS)

Thesis submission (20 ECTS)

Thesis defense (20 ECTS)

Discretionary Fund

Enrolled students are eligible to the EUR 5.200 discretionary fund (or stipend supplement) alongside their 4 years' stipend.

Eligible expenses: summer or winter schools, conference participation, research trips, fieldwork costs, archival research costs, data or subscription costs, membership fees, travel costs, accommodation costs, registration fees, etc.

Procedure:

- At the beginning of each semester when expenditure is foreseen (but other times also possible if the expenditure was not foreseen), the Doctoral student discusses the proposed activity/expense with her supervisor/supervisory panel and fills the Stipend Supplement - 4 year funding Form available on the DSPS SharePoint site:



- Following DC and then Grant Committee approval, the Financial Aid office informs students about the approved stipend supplement. The Financial Aid Office monitors and keeps track on how much funding students have received from their 5.200 EUR allowance.
- Please be aware that the discretionary fund payments (or stipend supplement) are subject to the same tax obligations for the students as stipends are and students will be required to submit receipts and a confirmation, such as a certificate of completion or proof of attendance (depending on conference or activity) to ensure that the student used the stipend supplement for the given purpose.
- Questions about the administration of the discretionary fund should be sent to the Financial Aid Office (finaid@ceu.edu).

CURRICULUM

2023/2024

FALL

All tracks

Zsolt Enyedi	Research Design (2 credits, mandatory) <i>*Required</i>
Gabor Bekes	Data Analysis 1: Exploration - Economic Policy track (2 credits, advanced methods), cross-listed from the Department of Economics and Business
Gabor Bekes	Prediction with Machine Learning for Economists (2 credits, advanced methods), cross-listed from the Department of Economics and Business
Gina Donoso	Critical Qualitative Research Methods (2 credits, advanced methods), cross-listed from the Department of Political Science
Michael Dorsch	Applied Regression Analysis (2 credits, advanced methods), cross-listed from the Department of Public Policy
Anca Gheaus	Advanced Methods in Political Philosophy (2 credits, advanced methods)
Anand Murugesan	Impact Evaluation: Policy Applications with R (2 credits, advanced methods), cross-listed from the Department of Public Policy
Timea Molnar	Applied Regression Analysis (2 credits, advanced methods), cross-listed from the Department of Economics and Business
Márton Pósfai	Scientific Python Fall (2 credits, advanced methods), cross-listed from the Department of Network and Data Science
Andrea Pető	Oral History (2 credits, advanced methods), cross-listed from the Department of Gender Studies
Carsten Schneider	Comparative Case Study Research (2 credits, advanced methods), cross-listed from the Department of Political Science

Comparative and International Political Economy track

Anil Duman	Topics in Political Economy (2 credits, core)
Dora Piroška	International Political Economy: History and Theory (2 credits, core)

Comparative Politics track

Gabor Simonovits **Topics in Political Behavior** (2 credits, core)

International Relations track

Chris LaRoche **International Relations Theory and Practice** (4 credits, core)

Paul Roe **Security Theory & Practice** (4 credits, core)

Political Theory track

Zoltan Miklosi **Democratic Theory** (4 credits, core)

Public Policy track

Agnes Batory,
Evelyn Huebscher **Public Policy and Public Administration** (4 credits, core)
starts in Fall and continues in Winter

Cristina Corduneanu-Huci **Applied Policy Research** (2 credits, core)

WINTER

All tracks

Mariyana Angelova	Prospectus Seminar (2 credits, mandatory) <i>*Required</i>
Mihaly Fazekas	Big Data for Public Policy (2 credits, advanced methods), cross-listed from the Department of Public Policy
Christophe Heintz	Experimental Economics: Documenting Irrational Choices and Preferences (2 credits, advanced methods), cross-listed from the Department of Cognitive Science
Melis Laebens	Topics in statistical modelling (2 credits, advanced methods)
Anand Murugesan	Advanced Impact Evaluation (2 credits, advanced methods), cross-listed from the Department of Public Policy
Elisa Omodei	Data Science for the Sustainable Development Goals (2 credits, advanced methods), cross-listed from the Department of Network and Data Science
Tiago Peixoto	Data and Network Visualization (2 credits, advanced methods), cross-listed from the Department of Network and Data Science
Márton Pósfai	Scientific Python Winter (2 credits, advanced methods), cross-listed from the Department of Network and Data Science
Erzsebet Strausz	Engaging Meaning Making: Qualitative Research Methods in Practice (2 credits, advanced methods)

Comparative and International Political Economy track

Laszlo Bruszt	Political Economy of Market Integration (2 credits, mandatory elective)
Laszlo Csaba	Illiberal Capitalism (2 credits, mandatory elective), cross-listed from the Department of International Relations
Michael Dorsch	Domestic Politics in the Global Economy (2 credits, core)

Comparative Politics track

Daniel Bochsler and/or Carsten Schneider	Political Regimes (4 credits, core)
Bozoki, Andras	Political Sociology (2 credits, core)

International Relations track

Both required core courses are offered in Fall 2023

Political Theory track

Core courses are offered in alternate years, students take two Professionalization Workshops (8 ECTS credits) in the first year, and a core course in the second year.

Public Policy track

Agnes Batory,
Evelyne Huebscher

Public Policy and Public Administration (4 credits, core)
started in fall and continues in winter

Laszlo Bruszt

Political Economy of Market Integration (2 credits, mandatory
elective)

Michael Dorsch

Domestic Politics in the Global Economy (2 credits, mandatory
elective)

Important dates in AY 2023/2024

Please consult the CEU Academic Calendar for all dates:
<https://www.ceu.edu/calendar>

2023

September 2-3, Sat-Sun	Doctoral students arrive in Vienna
September 4-8	Orientation Week
September 4, Monday	10:30 PhD welcome orientation
September 11-15	Zero Week
September 11, Monday	Registration for Fall Term begins (until September 25, Monday)
September 11, Monday	Opening ceremony in Vienna
September 18, Monday	Fall Term begins (until December 8, Friday)
September 18-Oct 4	Student Union elections in departments and schools
September 25, Monday	Registration for Fall Term ends
October 26, Thursday	No classes (Austrian National Holiday)
November 1, Wednesday	No classes (Holiday Austria)
December 8, Friday	No classes (Holiday Austria)
December 8, Friday	Fall Term ends
December 11, Monday	Registration for Winter Term begins (until January 15, Monday)

2024

January 6, Saturday	No classes (Holiday Austria)
January 8, Monday	Winter Term begins (until March 31, Friday)
January 15, Monday	Registration for Winter Term ends
February 14, Wednesday	Deadline for choosing a permanent supervisor and submitting the title/topic of the prospectus to the DS
March 25, Monday	Registration for Spring Term begins (until April 8, Monday)
March 29, Friday	Winter Term ends
April 1, Monday	No classes (Easter Monday Holiday Austria)
April 2, Tuesday	Spring Term begins (until June 16, Friday)
April 8-10, Mon-Wed	Annual Doctoral Conference (date might change)
April 8, Monday	Registration for Spring Term ends
May 1, Wednesday	No classes (Holiday Austria)

May 5, Sunday 23:59	Submission of 1st draft of Annotated Bibliography
May 9, Thursday	No classes (Holiday Austria)
May 20, Monday	No classes (Holiday Austria)
May 21, Tuesday	Prospectus submission
May 29, Wednesday	Submission of final Annotated Bibliography for the Comprehensive Exam
May 30, Thursday	No classes (Holiday Austria)
June 14, Friday	Spring Term ends
June 17-19, Mon-Wed	Comprehensive Exams (TBC)
June 21, Friday	COMMENCEMENT
August 31, Saturday	Academic Year ends

1st year students

Comparative and International Political Economy track

Mary De La Cruz, Philippines
Tamara Pataki, Hungary
Patrick Walkowiak, Germany

Comparative Politics track

Sophie Prantil, United States of America
Petra Radic, Croatia

International Relations track

Markus Pollak, Austria
Adam Pontius, United States of America
Letitia Roman, Romania

Political Theory track

Sanzhar Akaev, Russian Federation
Deborah Biging, Germany
MATTHEW Haji-Michael, United Kingdom
PETER Verpoorten, Belgium

Public Policy track

Agnes Cekal, Sweden
Oleksandr Kostryba, Ukraine
Ivana Rudinac, Serbia

DSPS Faculty

The DSPS brings together faculty from the Departments of Political Science, International Relations and Public Policy with the aim of contributing to a spirit of cooperation between faculty and students and foster the consolidation of a common academic community across the three departments.

For an overview of all DSPS faculty, you can consult our website: <https://dsps.ceu.edu/faculty>

Faculty members of each department separately can be found on their respective websites:

[Department of Political Science faculty](#)

[Department of International Relations faculty](#)

[Department of Public Policy faculty](#)

Doctoral Committee

Doctoral School Director

Michael Merlingen

Track Representatives

Dora Piroška, Comparative and International Political Economy

Daniel Bochsler, Comparative Politics

Christopher LaRoche, International Relations

Zoltan Miklosi, Political Theory

Cristina Corduneanu-Huci, Public Policy

Student Representative (to be elected at the Student Union elections in September.)

Please always refer to the **Doctoral School's website** <http://dsps.ceu.edu> for updated information (faculty biographies, syllabi, timetable, news).

And visit the [DSPS SharePoint Site for students](#) (*accessible to incoming students in September once CEU PhD email accounts are set up*) to find our How-to guides, important forms, curriculum structures, FAQs and more information. You'll need your CEU Outlook account to access.

Looking forward to seeing you soon!

Best wishes,

DSPS Team

Should you have any question about anything contained in this handbook or relating to the PhD program, please contact Ingy Kassem or Monica Lafaire, School Coordinators at the Doctoral School of Political Science, Public Policy, and International Relations

Office: Quellenstrasse 51-55, A418

Telephone: +43-1-252302496

E-mail: ds@ceu.edu

Disclaimer:

Please note that the information provided in this Handbook is selective and not comprehensive. In any equivocal matters consult the Doctoral Regulations which is the binding and ultimate source of information.

Deadlines and courses may be subject to change. Please check the website regularly: <http://dsps.ceu.edu>