

## DOCTORAL SCHOOL OF SOCIOLOGY

Faculty of Social Sciences

**Discipline:** Social Sciences <sup>244</sup>

**Level:** Doctoral (PhD)

**Aim of the training:** To launch scholars on the path to national and international academic careers. Scholars who are able to see and study social phenomena in their interconnectedness, cultural and historical determinants, with the diversity of methodological approaches and who can facilitate their social communication and exploitation. Prospective graduates must demonstrate their ability to carry out research that results in innovative solutions on their own, and to translate them into an international scientific publications. The program prepares students for a scientific degree and for pursuing high-quality research and teaching activities – all in accordance with the international standard for academic training regarding form and content.

**Length of the training:** 8 semesters (4 semesters of study and research phase + 4 semesters of research and thesis writing phase)

**Academic Periods:** Study and research phase, 4 semesters; research and thesis writing phase, 4 semesters

**Language of the program:** English

**Forms of doctoral training:** Full-time education

**Funding:** Tuition fee, limited number of state scholarships available

**Requirements for admission:** MA or MSc degree in social sciences, or related fields (as well as other university-level qualifications relevant to applicant's research topics) and a successful admission interview.

**Language requirements for admission:** applicants are required to submit a certificate of English proficiency or, if the applicant's language of instruction during their previous training was English, a university degree or high school diploma will suffice. For the completion of the program, (1) one intermediate level state exam in English or equivalent is needed and (2) an additional complex intermediate level state exam or equivalent in another foreign language (non-Hungarian) is required. Native languages can be accepted as a second foreign language. Knowledge of the native language can be proved by a university degree or high school diploma.

**Comprehensive examination:** Academic part + methodology part + scientific part

**The Doctoral School ends:** Absolutorium

**Full credit requirements:** 240 credits

**Ways to obtain credit** (varied by programs – for the number of credits expected for each programme see the detailed description of the programme below):

Study and research phase: altogether 120 credits, out of which:

- Minimum number of credits to be completed in the study module: 60
- Minimum number of credits to be completed in the scientific module: 30

Research and thesis writing phase : altogether 120 credits, out of which:

- Minimum number of credits to be completed with tutorial seminars: 32
- Minimum number of credits to be completed in the scientific module: 35
- Minimum number of credits to be completed with academic teaching: 15

Minimum number of credits to be completed by each semester: 15

### Comprehensive examination

The comprehensive examination must be completed at the end of the 4<sup>th</sup> active semester. Prerequisites are the completion of the minimum required credits in study and research modules in the first 4 semesters.

At the exam, the doctoral student reports on their theoretical knowledge and also on the state of their research.

The academic and methodology part is built on the following courses (varied by programs): Theory of Social Policy, Methodology and Practice of Social Policy and Social Work, Social Theory, History of Sociology, Social Research Methodology, Interdisciplinary Research Theory; Methodology of Interdisciplinary Research, Basic Concepts of Political Theory, International Relations, and Research Planning and Methods. For each student, selected topics will be provided, on which the theoretical part of the comprehensive examination will be built on. These topics are selected by their supervisor in cooperation with the Head of Program. Students are informed about these topics the latest until the end of the first month of the semester.

For the scientific research evaluation part, students must submit a whole chapter of their thesis and provide their finalized research plan including the proposed structure of the thesis. Students must submit these materials at the time they apply for the comprehensive examination. Students must defend all their material submitted for the research evaluation part.

The committee of the complex examination evaluates the student's progress based on the research work carried out in the study and research phase, the finalized research plan and the chapter of the dissertation submitted. The committee also declares whether it is realistic to expect the student to complete their research and produce a high-quality dissertation within the next two years.

Evaluation of the comprehensive examination is pass or fail.

#### THE DOCTORAL SCHOOL'S PROGRAMMES IN ENGLISH LANGUAGE

- Doctoral School of Sociology/Sociology PhD Programme
- Doctoral School of Sociology/International Studies PhD Programme

#### DESCRIPTION OF THE DOCTORAL SCHOOL'S PROGRAMMES IN ENGLISH LANGUAGE

## I. SOCIOLOGY

Course Code	Title of the Course	Semester	Credit	Type	Lecture or Seminar	Prerequisites
<b>1<sup>ST</sup>-4<sup>TH</sup> SEMESTERS: STUDY AND RESEARCH PHASE</b>						
<b>STUDY MODULE (REQUIRED NO OF COMPLETED CREDITS: 70)</b>						
PHDEImE1	Social Theory 1	1-3	10	mandatory	1	
PHDEImE2	Social Theory 2	2-4	10	mandatory	1	Social Theory 1
PHDSocMOE1	Research design and methods I.	1-3	10	mandatory	1	
PHDSocMOE2	Research design and methods II.	2-4	10	mandatory	s	Research design and methods I.
PHDSocSemE1	Academic English and essay writing	1-3	5	mandatory	s	
PHDSocSemE2	Information search- and publishing strategy	1-3	5	mandatory	s	
<i>PHDSocSemE3</i>	Publication incubator	1-3	10	mandatory	s	
PHDSocVE1	Elective seminar I.	1-4	5	mandatory elective	s	
PHDSocVE2	Elective seminar II.	1-4	5	mandatory elective	s	
PHDSocVE3	Basics of sociology 1 (general sociological or methodological classes from the Ba or Ma programs)	1	2	special (mandatory for those who do not have sociology Ba or Ma instead of PHDSocVE2)	1/ s	
PHDSocVE4	Basics of sociology 2 (general sociological or methodological classes from the Ba or Ma programs)	2	3	special (mandatory for those who do not have sociology Ba or Ma instead of PHDSocVE2)	1/ s	
<b>SCIENTIFIC MODULE (REQUIRED NO OF COMPLETED CREDITS: 50)</b>						
PHDSocKutE1	Research Colloquium I.	2	5	mandatory	s	
PHDSocKutE2	Research Colloquium II.	4	5	mandatory	s	Research Colloquium I
PHDSocTuE1	Tutorial seminar 1.	1	10	mandatory	s	

PHDSocTuE2	Tutorial seminar 2.	2	10	mandatory	s	
PHDSocTuE3	Tutorial seminar 3.	3	10	mandatory	s	
PHDSocTuE4	Tutorial seminar 4.	4	10	mandatory	s	
<b>COMPREHENSIVE FINAL EXAM</b>						
PHDSocKomplexE	Comprehensive exam	4	0	mandatory		

<b>5<sup>TH</sup>-8<sup>TH</sup> SEMESTERS: RESEARCH AND THESIS WRITING PHASE (REQUIRED NO OF COMPLETED CREDITS: 120)</b>				
<b>TUTORIAL SEMINARS (REQUIRED NO OF COMPLETED CREDITS: 40)</b>				
Course Code	Title of the Course	Semester	Credit	Type
PHDSocTuE5	Tutorial seminar 5.	5	9	mandatory
PHDSocTuE6	Tutorial seminar 6.	6	9	mandatory
PHDSocTuE7	Tutorial seminar 7.	7	9	mandatory
PHDSocTuE8	Tutorial seminar 8.	8	9	mandatory
<i>PHDSocKutE2</i>	Research Colloquium workshop	6	4	mandatory
<b>ACADEMIC TEACHING (REQUIRED NO OF COMPLETED CREDITS: 20)</b>				
PHDOktE1	Teaching a full independent academic course	1-8	20	
PHDDemE1	Teaching assistance at an academic course	1-8	10	
<b>ACADEMIC ACHIEVEMENT (REQUIRED NO OF COMPLETED CREDITS: 60)</b>				
PHDTanE1	Publishing a scientific publication (in a journal indexed by Web of Science or Scimago or the Hungarian Academy of Sciences Sociology Committee's journal list)	1-8	20	mandatory
PHDTanRE1	Publishing a scientific review article (in a journal indexed by Web of Science or Scimago or the HAS journal list)	1-8	5	mandatory elective
PHDKonfE1	Participation in a conference with presentation	1-8	15	mandatory elective

PHDKonfE2	Participation in a conference with poster	1-8	10	mandatory elective
PHDBookE1	Publishing a scientific book as author or co-author	1-8	40	mandatory elective
PHDEditE1	Publishing a scientific book as editor or co-editor	1-8	20	mandatory elective
PHDDefE	Public defense of the first full draft version of the dissertation, elective	1-8	15	mandatory elective
PhDProm	Science promotion (presentation or article)	1-8	5	mandatory elective

### **A) Study and research phase: course work and scientific research (1<sup>st</sup>-4<sup>th</sup> semesters)**

Minimum number of credits to be completed by the end of the 4<sup>th</sup> semester: 120

The recommended classes in each semester:

1 <sup>st</sup> semester:	2 <sup>nd</sup> semester:	3 <sup>rd</sup> semester	4 <sup>th</sup> semester
Theory1	Theory2	Publication incubator	Research Colloquium2
Methodology1	Methodology2	Academic writing	
Information search and publication	Research Colloquium1		
(Elective / Basics of Sociology 1)	(Elective / Basics of Sociology 2)	Elective	Elective

### **Study Module**

Minimum number of credits to be completed in the study module: 70

*Introductory lectures* are around the topics of social theory and research design and methodology (altogether 4 courses). The number of credits for these courses is 40. The courses are announced by the program management, and the lecturers are invited by the Head of the Doctoral School.

*Introductory seminars* help the students in their academic progress with methodological consultations, academic writing and publishing strategies. The requirements for completing the introductory seminars are 20 credits for the three courses. Courses are announced by the program management, and lecturers are invited by the Head of the Doctoral School.

*Mandatory elective seminars* can be fulfilled in two ways. Offered seminars cover topics relevant to the doctoral school and student research. These seminars provide an opportunity for students to meet with university professors and researchers in order to discuss current research and its outcomes in a variety of disciplines. Seminars are study units in which the student has the opportunity to expand their theoretical and methodological knowledge in regard to their own research topics, to

present their methodological problems, and to gain research experience. The other possibility is for the completion of these mandatory elective seminars is to pick relevant classes from the selection of the graduate classes (e.g. specific methods or topics).

Those who do not have a degree in Sociology (either BA or MA) are required to take two general sociological courses (e.g. Introduction to sociology, Social structures/processes, SPSS, interview techniques) from the course selection of the faculty – for these courses they get 2 + 3 credits, which replace the 5 credits of PHDSocVE2.

In addition, any number of courses in special methodological techniques or from the elective selection can be taken on a voluntary basis (for 0 credits).

The number of credits for seminars or consultations is 5 for each, two courses must be completed (10 credits in total). Minimum 2 research seminars are announced per semester.

The mandatory elective seminars are announced by the Head of the Doctoral School, in cooperation with the supervisors and Head of Programmes.

### **Scientific Module**

Minimum number of credits to be completed in the scientific module: 50

The scientific module incorporates the acquirement of the required knowledge (both theoretical and practical) to do academic research in the selected field of the student, writing and submitting publications, bibliographies, book reviews, translations, participating in academic conferences and workshops, holding lectures, tutorial consultations, preparing research plans, and conducting field work.

*Tutorial seminars* are mandatory in each semester. At least one meeting per month is required with the presence of the doctoral student and the supervisor during term-time. Meetings can be face-to-face or online – depending on the actual circumstances. A short memo written by the student is required about these meetings. The doctoral student has to upload the memo to the virtual folder provided by the administration of the doctoral school.

*Research colloquiums* are one of the central courses of the program. At these courses, all doctoral students have the opportunity to present and discuss their project in its initial stage. These courses are coordinated by the Head of Programme.

The topics of the respective complex exam are based on the syllabus of Social Theory 1-2 and Research design and methods 1-2. The exact list of readings will be determined at the beginning of the 4th semester at the latest.

Academic achievements (e.g., conference participation, or publishing an academic research paper – see the whole list below) and teaching practice earned additionally to the required 50 credits in the first two years can be accepted in the second two years as

academic achievement.

### **Other provisions related to course announcement**

The classes take place on a weekly basis. If needed, appropriate courses may be held in blocks. To start an elective course the minimum number of students is 3. Students apply to courses in the first week of the application period. The administration notifies the students about those courses, which will not be held. Students applied to these courses have to choose a substituting course until the third week of the application period.

### **B) Research and thesis writing phase (5<sup>th</sup>-8<sup>th</sup> semesters)**

Minimum number of credits to be completed between the 5<sup>th</sup> and 8<sup>th</sup> semester: 120

Publication of at least one *journal article* (in an indexed journal) is mandatory (20 credits).

*Tutorial seminars* are mandatory in each semester.

At the end of the 6<sup>th</sup> semester a *Research Colloquium workshop* is organized, where the students introduce and get feedback about their progress (4 credits).

The students in the 5-8<sup>th</sup> semesters are also encouraged to participate in the regular Research Colloquium and Publication incubator seminars to discuss their progress on a voluntary basis.

According to *academic teaching* related duties, minimum 20 credits have to be acquired. It can be completed by teaching at least one academic course. Completion can be also earned by being a teaching assistant of an academic course, but in this case, 10 credits can be earned. Before the start of the teaching, the approval of the Head of the Doctoral School is needed.

The *public defense of the first full draft version of the dissertation* is mandatory. However, as it is not part of the absolutorium, only those can get credits for it, who organize it until the 8<sup>th</sup> semester.

### **Milestones of the Sociology PhD program (recommendation)**

	Milestones	Available support/ feedback
By the end of 1 <sup>st</sup> semester, you should...	Clarify and refine the research question	Consultation with the program director and the tutor
2 <sup>nd</sup> semester	Clarify and specify the applicable methods and theoretical framework, Plan the timetable of the research process	Theory 2, Methodology 2, Research Colloquium 1



3 <sup>rd</sup> semester	Start the preliminary/ explorative phase of the field work, Write a review article related to the research project	Publication incubator
4 <sup>th</sup> semester	Make a decision about the applicable methods, fields and theories, Write an overview of the dissertation and a sample chapter (for the complex exam)	Research Colloquium 2, Complex exam
5 <sup>th</sup> semester	Start the field work, Start to develop a research article, Participate conferences/ summer schools/ workshops to get external feedback about the research project	Consultation with the program director and the tutor, Publication incubator (optional)
6 <sup>th</sup> semester	Finish the fieldwork, Start the analysis of the empirical data, Refine/complement the methodological and theoretical frames (if needed), Introduce the first findings on the workshop, Submit publications, Participate conferences	Research Colloquium Workshop, Research Colloquium 2 (optional)
7 <sup>th</sup> semester	Analyze the data, Submit publications, Participate conferences	Publication incubator (optional)
8 <sup>th</sup> semester	Write the first draft of the dissertation (for the internal debate), Submit publications, Participate conferences	Internal debate

## II. INTERNATIONAL STUDIES

Course Code	Title of the Course	Semester	Credit	Type	Lecture or Seminar	Notes
<b>1<sup>ST</sup>-4<sup>TH</sup> SEMESTERS: STUDY AND RESEARCH PHASE</b>						
<b>STUDY MODULE (REQUIRED NO. OF COMPLETED CREDITS: 70)</b>						
	Basic Concepts of Political Theory	1-3	10	mandatory	lecture	
	International Relations	1-3	10	mandatory	lecture	
	Global Constitutionalism	2-4	5	mandatory elective	seminar	2 seminars must be selected from this group of 4
	International Political Sociology	2-4	5	mandatory elective	seminar	
	International Human Rights	2-4	5	mandatory elective	seminar	
	European Studies	2-4	5	mandatory elective	seminar	
PHDSocMO E1	Research design and methods I.	1-3	10	mandatory	lecture	
PHDSocMO E2	Research design and methods II.	2-4	10	mandatory	seminar	PHDSocMO E1
PHDSocSem E1	Academic English and essay writing	1-4	5	mandatory	seminar	

PHDSocSem E2	Information search- and publishing strategy	1-4	5	mandatory	seminar	
	Elective seminar I.	1-4	5	mandatory elective	seminar	
	Elective seminar II.	1-4	5	mandatory elective	seminar	
	Elective seminar III.	1-4	5	mandatory elective	seminar	
	Elective seminar IV.	1-4	5	mandatory elective	seminar	
	Elective seminar V. – General methodology courses from BA and MA programs.	1-4	3	mandatory elective	seminar/lecture	
<b>SCIENTIFIC MODULE (REQUIRED NO. OF COMPLETED CREDITS: 50)</b>						
IR-PHD-RC1	Research Colloquium I.	1-4 (1)	5	mandatory	seminar	
IR-PHD-RC2	Research Colloquium II.	2-4 (3)	5	mandatory	seminar	prerequisite: Research Colloquium I.

	Tutorial seminar I.	1	10	mandatory	seminar	
	Tutorial seminar II.	2	10	mandatory	seminar	



PHDTanE1	Publishing a scientific publication	1-8	20	mandatory elective		
PHDTanRE1	Publishing a scientific review	1-8	5	mandatory elective		
PHDKonfE1	Participation in a conference with presentation	1-8	15	mandatory elective		
PHDKonfE2	Participation in a conference with poster	1-8	10	mandatory elective		
PHDBookE1	Publishing a scientific book as author or co-author	1-8	40	mandatory elective		
PHDEditE1	Publishing a scientific book as editor or co-editor	1-8	20	mandatory elective		
PHDDefE	Public defense of the first full draft version of the dissertation, elective	1-8	15	mandatory elective		
PhDProm	Science promotion (presentation or article)	1-8	5	mandatory elective		

For the current plan of course announcements, doctoral students should contact the secretary of the program.

#### **A) STUDY AND RESEARCH PHASE: COURSE WORK AND SCIENTIFIC RESEARCH (1<sup>ST</sup>-4<sup>TH</sup> SEMESTERS)**

The minimum number of credits to be completed by the end of 4<sup>th</sup> semester is 120 credits.

Minimum number of credits to be completed by each semester: 15.

#### **STUDY MODULE**

Minimum number of credits to be completed in the study module: 70.

Purpose of the phase: the purpose of the study and research phase is twofold. On one hand, students must start doing independent work (science module). On the other hand, adjusting to the nature of social science research, students have the opportunity to gain insight into qualitative/quantitative research methods and theories appropriate for specialization in international studies.

*Introductory courses* are based on the topics of political philosophy, theory of international relations, international political sociology, European studies and international human rights, along with research design and methods. Minimum requirement: to complete the introductory module in the first semester, for 30 credits altogether: Basic Concepts of Political Theory, International Relations and Research design and methodology I. In the second semester, two introductory seminars must be selected for 10 credits altogether. (select from: Global Constitutionalism, International Political Sociology, International Human Rights and European Studies.) 40 credits in sum.

*Introductory seminars* help the students in their academic progress with methodological consultations, academic writing and publishing strategies. The requirements for completing the introductory seminars are 20 credits for three courses: Research design and methodology II., Academic English and essay writing and Information search- and publishing strategy. The courses are announced by the program management, and the lecturers are invited by the Head of the Doctoral School.

*Mandatory elective seminars* dedicated to topics relevant to the doctoral program and the research fields of the students. These seminars provide an opportunity for students to meet professors and researchers from different areas to discuss their research projects and results. During these seminars all doctoral students are expected to present their ongoing work. They have the opportunity to present and debate the theoretical and methodological problems of their research. We recommend completing these seminars during the 3rd and 4th semesters for 20 credit altogether. The number of credits per subject is 5.

## **SCIENTIFIC MODULE**

Minimum number of credits to be completed in the scientific module: 50.

The scientific module incorporates the acquirement of the required knowledge (both theoretical and practical) to do academic research in the selected field of the student, writing and submitting publications, bibliographies, book reviews, translations, participating in academic conferences and workshops, holding lectures, tutorial consultations, preparing research plans, and conducting field work.

*Tutorial seminars* are mandatory in each semester.

*Research colloquiums* are one of the central courses of the program. At these courses, all doctoral students have the opportunity to present and discuss their project in its initial stage. These courses are coordinated by the Head of Programme.

Academic achievements (e.g., conference participation, or publishing an academic research paper – see the whole list below) and teaching practice earned additionally to the required 50

credits in the first two years can be accepted in the second two years as academic achievement.

## **OTHER PROVISIONS RELATED TO COURSE ANNOUNCEMENT**

The classes take place on a weekly basis. If needed, appropriate courses may be held in blocks. To start an elective course the minimum number of students is 3. Students apply to courses in the first week of the application period. The administration notifies the students about those courses, which will not be held. Students applied to these courses have to choose a substituting course until the third week of the application period.

### **B) Research and thesis writing phase (5<sup>th</sup>-8<sup>th</sup> semesters)**

The purpose of this phase: The primary focus of this phase is to prepare students for doctoral activities and to ready them to take part in the scholarly community. To achieve this goal, students must take advantage of opportunities, such as scientific activities. These activities help confirm the competence of students as they earn their degree. Accordingly, students must pursue publications and demonstrate suitability as an educator and the ability to give lectures of a scientific nature.

Minimum number of credits to be completed between the 5<sup>th</sup> and 8<sup>th</sup> semester: 120.

*Tutorial seminars* are mandatory in each semester, and one Research Colloquium is mandatory in the 6th semester.

According to *academic teaching* related duties, minimum 20 credits have to be acquired. It can be completed by teaching at least one academic course. Completion can be also earned by being a teaching assistant of an academic course, but in this case, 10 credits can be earned. Before the start of the teaching, the approval of the Head of the Doctoral School is needed.

The *public defense of the first full draft version of the dissertation* is mandatory. However, as it is not part of the absolutorium, only those can get credits for it, who organize it until the 8<sup>th</sup> semester.

## **THE EVALUATION SYSTEM AND REQUIREMENTS**

The instructor of the course evaluates the students' performance on a five-point or a three-point scale. The grades of the five-point scale are the following: excellent (5), good (4), satisfactory (3), sufficient (2) and insufficient (1). The grades of the three-point scale: excellent (3), pass (2), fail (1). Course requirements may include a written or oral exam, or writing a paper as specified by the instructor.

Additionally to the announced lectures, students must prepare a research plan in their first semester by November 30, with the guidance of the supervisor. The plan includes the steps they will take regarding their research in the following 4 years. This study plan must be submitted either in person or in electronic format to the administration of the doctoral school (signed by the supervisor). Students have to update their research plans each year of their studies, depending on the development of their research. In each academic year, the deadline for the research plan update is October 15.

The credit values for teaching and research activities are provided for each program in the credit table for the Research and Thesis Writing phase and are also valid for the Study and Research phase. The number of credits to be awarded for achievements will be decided by the Head of Program on the basis of the suggestion of the supervisor and the Secretary of Program.

Students may submit teaching and research activities twice a semester, during the periods announced by the administration of the Doctoral School in the Neptun system. Credit values provided in the credit table of each program are the maximum number of credits that can be awarded for an activity. The amount of credits actually received for a given activity is determined by the Head of Program on the basis of a proposal from the supervisor and the Secretary of Program.

Scientific papers can be the followings: paper published in a book of collected scientific essays, paper published in an academic journal. Chapters in edited volumes count as scientific papers. In the case of articles published in journals the following journals may be considered: Those mentioned as Q1, Q2, Q3 and Q4 in the Scimago journal ranking system, or those included in the journal list of the IXth Scientific Section of the Hungarian Academy of Sciences. Additionally, selected journals of the specific Doctoral Program can be accepted. Scientific books written or edited by the doctoral student can be taken into account if they are published at a reputable publisher. To decide if a publisher is reputable doctoral students should contact the Director of Program. Only those academic achievements can be accepted in the organized doctoral program, on which the affiliation with the Doctoral School is shown.

For scientific publications with multiple authors or joint conference presentations, credits are accepted at 100% for up to three authors and 50% for four or more authors. In the case of partial (not fully independent) participation in an educational activity (e.g., teaching a course at the university), the credit for that activity will be prorated in proportion to the actual activity performed.

A requirement for the submission of the doctoral thesis is the publication of at least two scientific papers on the subject of the doctoral thesis.

### **Tutorial seminars**

In those semesters, when tutorial seminars are mandatory, at least one meeting per month is required with the presence of the doctoral student and the supervisor during term-time. Meetings can be face-to-face or online – depending on the actual circumstances. A short memo written by the student is required about these meetings. The doctoral student has to upload the memo to the virtual folder provided by the administration of the doctoral school.