**COMPREHENSIVE EXAM INFORMATION**

**Doctoral School of International Relations and Political Science**

The first phase of your doctoral studies (Year 1 & 2) concludes with the comprehensive exam. The exam consists of two parts:

1. a theoretical part assessing the theoretical-methodological preparedness of the student; and
2. a dissertation part assessing the progress of the research.

The following criteria need to be met in order to take the exam:

* Submission of the application form for the exam.
* Supervisor’s written evaluation and recommendation;
* Obtaining a minimum of 120 credits in the education and research phase of the doctoral program, as certified by the University Doctoral Office;
* Submission of the Research Plan to the CDS;
* Recording the student’s publications in the MTMT Database.

**General rules of the comprehensive exam:**

* The comprehensive exam is organised once a year, during the spring semester exam period.
* The comprehensive exam is taken publicly, before an examining committee that consists of 3 to 5 members. At least one of the members is not employed by the university. The members of the committee are appointed by the Head of the DS and are approved by the Doctoral Council of the University.
* The supervisor must evaluate the doctoral student’s work prior to the exam (in written form).
* The comprehensive exam consists of two main parts: the **theoretical part** and the **dissertation part.** In the first part the student's theoretical-methodological preparedness is assessed ("theoretical part"), in the second part, the student reports on his/her research progress (“dissertation part”).
* The **theoretical-methodological** examination part is a written test. Under the coordination of its Chairperson and the Secretary, the examination board formulates one question or thesis from each of the two previously fixed themes. These are kept by the secretaries of the boards who communicate them to the examinees at the beginning of the examination, after which the examinees prepare their short argumentative essays. The essays prepared online are sent to the members of the examination boards by the secretaries. The members of the examination board shall then evaluate the essays, taking into account the assessments of the supervisors delivered in writing that shall be attached to the minutes.
* In the course of the **dissertation exam part**, the examinee gives account of the main points of the submitted research proposal, including the work done so far, the results, the tasks to be performed in the next phase, the expected results in the form of a presentation. This part of the examination is public, questions, however, may only be asked by the board members. The participation of the supervisors in the dissertation part is required.
* The examination boards shall evaluate the two examination parts and shall notify the examinees of the result immediately.
* If either of the parts is unsuccessful, the exam may be retaken once, at the end of the given exam period (i.e., August 2025).

\*More information can be found about the comprehensive exam in the relevant parts of the Doctoral (PhD) Regulation and the Rules of Operation of the Doctoral School of International Relations and Political Science.