

M.A. and Ph.D. in Economics Programs

STUDENT HANDBOOK

CERGE-EI

2020

This handbook is subject to updates available on the CERGE-EI internal web site.

CONTENTS

1. Study information, requirements, and procedures: M.A. and Ph.D. students	3
1.1. Study plan.....	3
1.2. Full-time commitment	4
1.3. Attendance policy	4
1.4. Grading.....	5
1.5. Courses.....	6
1.6. Research seminar attendance.....	7
1.7. Assistantship obligations	7
1.8. General examinations.....	7
1.9. Interruption of studies.....	9
1.10. Academic Skills Center and CERGE-EI working paper series	9
2. Study information, requirements, and procedures: continuing Ph.D. students	10
2.1. Dissertation proposal workshop	10
2.2. Dissertation committee	10
2.3. Dissertation workshop	11
2.4. Mobility and conference participation.....	11
2.5. Dissertation defense.....	12
3. Academic requirements, standing, and code of academic integrity: M.A. and Ph.D. students ...	14
3.1 Academic requirements	14
3.2 Degree requirements	15
3.3 Bad conduct standing.....	15
3.4 Expulsion.....	15
3.5 Appeals.....	16
3.6 Code of academic integrity.....	16

1. Study information, requirements, and procedures: M.A. and Ph.D. students

CERGE-EI's M.A. in Economics and Ph.D. in Economics programs are conducted in Prague under the absolute charter granted to CERGE-EI by the Board of Regents of The University of the State of New York, U.S.A. The first two years of graduate studies consist of M.A.-level coursework. Upon successfully passing relevant examinations and meeting other study obligations, students are awarded the M.A. in Economics degree. Next, students undertake a period of supervised research culminating in a dissertation and awarding of the Ph.D. in Economics degree. The M.A. and Ph.D. degrees conferred and authorized by the Board of Regents are internationally recognized. The M.A. degrees have been nostrified in the Czech Republic by Masaryk University.

1.1. Study plan

Students follow a standard study plan, the summary of which is below:

- First year (M.A. and Ph.D. students): coursework, core general exams, assistantship obligations (Spring and Summer semesters),
- Second year (M.A. and Ph.D. students): coursework, field general exams, assistantship obligations, research seminar series attendance, research methodology seminar.
- M.A. degree award.
- Third year (Ph.D. students): Dissertation Proposal Workshop (DPW), assistantship obligations, research seminar series attendance, intensive dissertation research.
- Fourth year and beyond (Ph.D. students): Dissertation Workshop (DW), assistantship obligations, research seminar series attendance, intensive dissertation research.
- Dissertation Defense, Ph.D. degree award.

Students submit their study plan by the end of September of the first year of study. The plan must be approved by Deputy Director for Graduate Studies (DDGS). At the end of each academic year, students submit an updated plan to the DDGS (M.A. students) or to the Chair of their Dissertation Committee (Ph.D. students) for approval.

At the end of the second year, in connection with the Research Methodology Seminar (RMS), Ph.D. students submit a more detailed amendment of their study plan, including:

- specification of the area in which the student intends to write her/his dissertation,
- a faculty member (future Tentative Chair of Dissertation Committee for the DPW) with whom s/he will work to develop a formal Dissertation Proposal (also known as “supervisor”),
- details of when, where, and why s/he would like to participate in a student mobility abroad (most typically in Western Europe or North America).

The Chair of the Dissertation Committee or the DDGS review study plans. If the study plan is not acceptable or not adhered to, the Chair or DDGS recommend to the Director how to remedy the situation.

The maximum length of Ph.D. study is 9 years. **A student must graduate by the end of the ninth year from the beginning of her/his studies, regardless of time spent on study interruption or student mobility.** Study interruption for maternity leave is excluded from the nine-year requirement.

Study plan exceptions

Students with an exceptionally strong Economics background, such as a master's degree from another western institution, may petition the DDGS for permission to take the first year Core General Exams at the time of the annual Summer administration of the exams prior to their first year of studies. If the student successfully passes all three exams, s/he may be granted second year status. If the student passes some but not all of these exams, s/he can be enrolled as a first year student but may be exempted from the first year courses in the subjects in which the Core General Exams were passed. These students must substitute courses approved by the DDGS from the second-year courses offered in that year in order to pass at least six semester-long courses in total, which is necessary for the M.A. degree to be awarded. Students may be awarded credit for courses taken at another institution only in very exceptional circumstances.

In exceptional circumstances, the DDGS may authorize part-time study. A part-time schedule must conform to full-time course offerings and be arranged with the DDGS in advance. Special study plans that do not follow the standard plan described above may be designed and approved by the Committee for Graduate Studies.

1.2. Full-time commitment

M.A. and PhD. studies at CERGE-EI require a full-time commitment. Except during study breaks indicated in the institutional academic calendar or when on an approved study leave, students are expected to be present and to devote full-time effort to their study plan, including academic responsibilities and assistantship obligations. Students are strongly discouraged from pursuing another degree or holding a job alongside their studies at CERGE-EI. **All students who study elsewhere or work while studying at CERGE-EI are required to report this to the DDGS through the Study Affairs Office (SAO).** Such activities cannot serve as an excuse to not fulfill one's study plan, or for poor performance. Similarly, students who are Junior Researchers are strongly advised not to accept outside employment unless authorized by the Director.

1.3. Attendance policy

With the exception of illness or other extenuating circumstances, students are expected to attend all meetings of the classes in which they are enrolled. Attendance is necessary in order to obtain the full benefit of the material being presented, and to pass the courses and General Exams. Classroom lectures typically do not simply repeat material in textbooks or other readings. On exams, students are responsible for both material presented in lectures and material from reading assignments and homework assignments. Attendance at exams (midterms and finals) is mandatory, unless specified otherwise by the teacher.

Students who plan to be away (farther than reasonable commuting distance from Prague) from CERGE-EI for **a period of 5 working days or more are required to obtain written permission from the DDGS through the SAO.** If a student must miss a class meeting for significant health reasons, the following applies:

- An absence of 5 working days or more must be reported to the SAO by the sixth day by email.
- Shorter absences should also be reported to the SAO and to the course teachers and/or the supervisor in case the absence interferes with important activities, such as exams or assignments due. When contacting the SAO, the student should specify who their current supervisor and course teachers are.
- Students should present valid documentation of illness to the SAO at the earliest possible time. Only the DDGS and SAO determine whether an absence is excused.
- The SAO will forward the information about the student's absence to the course teachers and/or the supervisor, who will address the particular situation.
- Students are responsible for asking course teachers and supervisors what they have missed and how to make up missed work.

1.4. Grading

The method used to evaluate student performance is determined by each course teacher, and is a priori approved by the DDGS in terms of meeting the evaluation standards of The University of the State of New York. The evaluation criteria must be made explicit to students by the teacher at the beginning of the course. The grading scale used in all courses and examinations at CERGE-EI is based on the U.S. standard.

For course exams, the following are levels of attainment and quality points associated with each grade:

A+	4.00	
A	4.00	Strong pass
A-	3.70	
B+	3.30	

B	3.00	Pass
B-	2.70	
C+	2.30	

C	2.00	Weak pass
C-	1.70	

F	0.00	Fail

I	-	Incomplete

All grades except Fail and Incomplete indicate that the student has passed the course. If a student fails a course, s/he receives an F.

A course teacher may assign a temporary grade of Incomplete, indicating that the student has not completed all required coursework. When an Incomplete is assigned, the student must agree with the course teacher on a reasonable date by which to complete the coursework, but no later than six months after the date of the final course exam. Completion and submission of required coursework is the responsibility of the student. If a student fails to complete the course requirements during the period allowed, the grade of Incomplete is automatically replaced by a Fail.

For the Core and Field General Examinations, the following grading scale is used:

A+ through C-	Ph.D. Pass
D	M.A. Pass
F	Fail

Course grades and General Exam grades are recorded on student transcripts, while Preparatory Semester grades are not.

The Grade Point Average (GPA) is the average of all grades in all courses the student has taken to that time. The GPA only includes grades for core and elective courses. The GPA does not include grades from General Examinations or from the Preparatory Semester.

Individual course teachers may not change a grade after it has been recorded and released to the student. The Committee for Graduate Studies must approve any changes.

1.5. Courses

First year

The first year of study consists of one (core) course each in Microeconomics, Macroeconomics, and Statistics/Econometrics per semester, and Academic Writing 1 in the spring semester. All first year students attend the same courses; there are no electives.

Second year

Students take at least three (elective) economics courses each semester. They also attend Academic Writing 2 in the Fall semester, Combined Skills 1 (CS 1) in the Spring semester, and Combined Skills 2 (CS 2) either during the Summer semester (M.A. students) or when preparing for DPW in the Fall semester of the third year (Ph.D. students). Students must further attend the Research Methodology Seminar (RMS) lectures scheduled throughout the year.

Economics courses may be selected from the courses offered in that year, covering various fields. Usually students take three two-semester sequences of courses, which makes the choice of courses in the Fall semester very important, especially in light of the subsequent Field General Exams.

Students are required to enroll in courses according to instructions from the SAO. The add/drop period starts on the first day of classes of the semester and continues for 10 working days.

The CS 1 course involves research proposal writing and presentation skills. For students ending their studies with the M.A. degree, CS 2 further supports development of an M.A. paper (thesis) required for the M.A. degree to be granted. Students continuing to their Ph.D. degree work with their supervisor on their dissertation proposal and consult with the Academic Skills Center on both the written proposal and its oral presentation during DPW. This preparatory stage is designated CS 2 course for Ph.D. students.

The RMS includes attendance at several lectures throughout the second year of studies and consultations with faculty on writing an M.A. paper during the Summer semester for students ending their studies with the M.A. degree. Ultimately, M.A. candidates submit the M.A. paper to the RMS faculty for evaluation. Failure to complete an acceptable M.A. paper results in non-fulfillment of M.A. degree requirements.

Optional course enrollment and course transfer

With the permission of the DDGS, students may opt to enroll in more than three economics courses in any given semester. Extra enrollment, however, does not reduce the number of courses in which a student must enroll in any subsequent semester. The grade from an optional course taken appears on the transcript and affects the student's grade point average.

Students who have taken similar courses at other accredited universities may petition to transfer up to one full academic year's worth of coursework. Students who wish to make a petition must contact the DDGS to see what materials are necessary for approval. The Committee for Graduate Studies evaluates petitions.

Re-taking courses

Students are allowed to re-take one course per semester (unless more are authorized by the DDGS in unusual circumstances). The student must register for the re-take with the SAO within the regular add/drop period the next semester the course is offered. If the course that the student needs to re-take is not offered, the DDGS may determine a replacement course. The student is normally required to satisfy all the course requirements except class attendance, though the course teacher will determine more specifically what work the student needs to complete. After passing a re-take, the original grade earned is replaced with the new one (even if it is lower) and the GPA will be adjusted from the month following the re-take.

1.6. Research seminar attendance

CERGE-EI runs a Research Seminar Series hosting distinguished international economists. The seminars provide a unique opportunity for students to see ways that economics is practiced and to participate in discussions on topical issues in economic theory and empirical work. The seminars can be a source of new ideas and dissertation topics. Details of research seminars can be found on the CERGE-EI web site.

Second, third and fourth year students (except when on approved study mobility) are required to attend at least half of the seminars held each semester (or at least 12 seminars, whichever is fewer). Seminar attendance is also highly recommended for first year students.

1.7. Assistantship obligations

As a part of M.A. and Ph.D. studies, students are obliged to fulfill assistantship requirements. Students typically start with Administrative Assistant positions and in higher years move to various Research Assistant and Teaching Assistant positions. Advanced Ph.D. students also typically become Junior Researchers whereby they participate on grant projects.

Serving at least once as a Teaching Assistant (TA) for one full semester is required to receive the Ph.D. degree. Serving as a Teaching Fellow may fulfill this requirement, subject to the prior approval of the DDGS. A student may have at most one TA position per semester (excluding Teaching Fellowships).

1.8. General examinations

General Examinations supplement coursework by testing whether students have acquired the general knowledge in a given field. These examinations are based on the material covered in the relevant courses, but they may also test beyond this material. While passing all relevant courses is not a pre-requisite for taking the General Examinations, it is expected that students will have mastered the material required for the General Examinations before taking them.

Each general exam is written and graded by at least two faculty members who must agree on each student's final grade on the exam. In exceptional cases, the DDGS may appoint an additional reader to resolve any dispute between the original readers.

Students are allowed to re-take General Examinations under the rules specified below. **Unless specified otherwise, only one re-take on any given General Examination is allowed.** The higher grade attained for a given General Examination counts towards the degree requirements and appears on the transcript.

Core general examinations

Core General Examinations in Microeconomics, Macroeconomics, and Statistics/ Econometrics are regularly held in the Summer semester of the first year of study. **In case any of the conditions for expulsion applies, the student will not be allowed to take the Core General Examinations.**

A student who fails a Core General Examination must re-take that exam on the nearest date a make-up is offered but no later than the end of January of the second year of study, regardless of how many Core General Exams s/he must re-take. Not passing a make-up leads to expulsion from the program.

A student who passes a Core General Examination with an “M.A. Pass” grade on the first attempt may re-take the exam at the nearest date a make-up is offered, but no later than the end of January of the second year of study.

A student who passes two Core General Examinations with a “Ph.D. Pass” grade and one Core General Examination with an “M.A. Pass” grade by the end of January of the second year of study is allowed a second re-take for the subject on which s/he received the “M.A. Pass” at the nearest date the make-up exam is offered, but no later than the end of the second year of study.

Field general examinations

Field General Examinations are regularly held in the Spring semester of the second year of study. A Field General Exam is usually based on a sequence of two field courses taken during the second year of study. Each student is required to choose at least two fields in which to take Field General Exams. This choice is usually determined by the courses the student has taken during the second year.

Students must pass at least two Field General Examinations by the end of the second year of study. The total number of Field General Examinations may not exceed five.

Re-takes of failed exams occur at the end of the second year of study. Not passing a make-up leads to expulsion from the program. Only re-takes of Field General Exams that a student failed are allowed. In exceptional cases, a student may be permitted to “substitute” and take a Field General Exam in a different field, subject to DDGS approval. However, such an attempt is considered the student’s second attempt; hence not passing the make-up results in expulsion from the program.

A student who passes a Field General Examination with an “M.A. Pass” grade on the first attempt may re-take the exam at the nearest date a make-up is offered, but no later than the end of the third year of Ph.D. study.

Absence from general examinations and other logistics

Attendance at regular scheduled General Examinations is mandatory. Absence from a general examination **may** be excused in the following cases:

1. Emergency on the day of the examination.
2. Serious illness immediately before or on the day of the examination.
3. Other extenuating circumstances.

In all cases, the student must inform the SAO and DDGS as soon as possible by phone or email, and provide official documentation promptly. The Committee for Graduate Studies (CGS) makes an evaluation, including consideration of the provided documentation. If the CGS excuses the absence, the student will be allowed to take the missed General Exam at the next date it is offered (usually the next make-up exam).

Longer-term serious health problems are taken into account only if officially documented well in advance of the exam. The CGS makes an evaluation, and if necessary, may advise the student to take an academic interruption (for a minimum of one academic semester). The CGS will not consider appeals based on health problems that were not officially announced to the SAO and DDGS prior to the exam, unless it is a documented emergency as described above.

Students who intend to take either a General Exam at any time other than the first time it is offered for their cohort must request approval from the DDGS no later than 6 weeks before the announced date of the exams. In such a case, the grade for the deferred exam is Incomplete until the next time the exam is held.

Unless otherwise authorized by the DDGS, students must pass the required number of Core or Field General Examinations within three regular scheduled administrations, which includes the first sitting for that set of examinations. In the case of Field General Exams, students may change the fields in which they sit at each session, but such changes do not extend the total time for completion of the Field General Exams.

1.9. Interruption of studies

A student may interrupt her/his M.A. or Ph.D. studies for up to one academic year. An interruption longer than one academic year may be granted for very exceptional reasons. Interruption is advisable for a full year. During an interruption, the individual does not have student status and hence has no right to dormitories, visa, or any other student privileges.

The purpose of taking an interruption should be an unexpected, major, and extraordinary personal situation that prevents a student from pursuing her/his study plan as originally planned. Interruption requests must be delivered to the SAO in writing and signed by the applicant, no later than one month prior to the planned start of the interruption. If the request is submitted late, this may affect the beginning date of the interruption.

Typically, if an interruption is approved, the student will be put on a special study plan that will enforce continued progress in the study program immediately upon the student's return. In particular, the student will be required to complete any major exams or other significant obligations within a specific time frame.

While on interruption, the student should stay in close contact with the DDGS and the SAO. Four months before returning, the student should contact the SAO and her/his teachers and supervisors to prepare for full-time study. Failure to contact the SAO during the interruption can prevent her/him from resuming studies.

1.10. Academic Skills Center and CERGE-EI working paper series

In the first two years of study, the Academic Skills Center (ASC) runs language and communication skills courses specifically tailored for graduate students of Economics. Beyond Academic Writing and Combined Skills courses, the ASC also offers editing for the penultimate drafts of CERGE-EI working papers, dissertation proposals, Dissertation Workshop papers, and support for dissertation writing. Support is also available for presentations development and job market materials. Students are always welcome to contact the ASC for assistance on their oral and written work.

Although not a requirement of MA or PhD studies, students are encouraged to submit their work for publication in the CERGE-EI Working Paper (WP) series. Publishing a WP usually also carries a publication bonus, as detailed on the internal web site. Prior to submitting an approved penultimate WP draft for ASC editing, the student must ensure that a) writing weaknesses within the draft do not require more than straightforward editing and proof-reading, and b) sufficient care has been taken with language in order to avoid as many grammatical errors as possible. If the WP submission is judged by the ASC editor to have significant problems, the draft will not be edited but returned to the author(s) for improvement, after which the subsequent draft submitted for editing will be edited within the allotted time frame for WPs (usually about two weeks).

2. Study information, requirements, and procedures: continuing Ph.D. students

2.1. Dissertation proposal workshop

In their second year of study, students attend the Research Methodology Seminar, which helps students create, develop, and narrow the topic of their dissertation research. In the Fall semester of the third year (by **November 1st** or as SAO announces), each student, with the support of the Academic Skills Center (ASC), must prepare and submit a Dissertation Proposal to the DDGS through the SAO. The submitted proposal must be approved by the student's Tentative Dissertation Committee Chair (a faculty member also known as "supervisor"). If a student has difficulties finding a Tentative Chair, the student must contact the DDGS as soon as possible for assistance to find a Tentative Chair. In consultation with the supervisor and the ASC, the student also prepares an oral presentation of her/his proposal for the Dissertation Proposal Workshop (DPW) organized in November each year.

As further specified on the internal web site, the written Dissertation Proposal includes:

- a completed cover form
- the research idea of the proposed dissertation
- a literature review sufficient to justify the research idea
- the techniques, methods and data to be used
- a list of two proposed Dissertation Committee members (proposed in consultation with the Tentative Chair)
- a proposed timeline for completion of the dissertation
- confirmation from the Tentative Chair that the proposal is acceptable.

During the DPW, the Dissertation Proposal and its presentation are evaluated by the DPW Committee, typically composed of permanent faculty members assigned by the DDGS. The DPW Committee accepts or rejects the Dissertation Proposal, and grades the proposal if it passes. The DPW Committee also accepts or rejects the Tentative Chair as Dissertation Committee Chair, and approves or suggests other members for the Dissertation Committee.

Students who fail the DPW are required to make up the workshop during the Dissertation Workshop the following June. If a student fails the make-up DPW, s/he is expelled. Those students who fail the DPW the first time thereby do not fulfill their study plan. Not presenting at the DPW, unless a priori approved by the Committee for Graduate Studies, automatically leads to a failing grade.

After passing the DPW, students continue with intensive research to complete their dissertation.

2.2. Dissertation committee

The final Dissertation Topic and composition of the Dissertation Committee must be announced in written form by the student to the SAO no later than **by the end of the third month after the DPW**. In this document, the committee membership should be confirmed by the student and each of the committee members. The Dissertation Committee is then approved by the Committee for Graduate Studies and the Director. Any subsequent changes to the Dissertation Committee up to the time of the dissertation defense must be approved by the Dissertation Committee Chair, the DDGS, and ultimately the Committee for Graduate Studies.

The Dissertation Committee Chair serves as the student's principal supervisor. If the Chair is an external scholar, the student and the Dissertation Committee must nominate a Local Chair who is a member of CERGE-EI's permanent faculty. At least one member of the Dissertation Committee must be a CERGE-EI permanent

faculty member. Students should not contact professors and other scholars from outside CERGE-EI about serving on their Dissertation Committee without first consulting the DDGS. In extraordinary cases when the Chair/Local Chair is not available, the DDGS serves as Chair until a new Chair/Local Chair is determined. Students are required to inform the SAO of any changes in their Dissertation Committee immediately.

2.3. Dissertation workshop

Students are required to present their dissertation progress at the Dissertation Workshop (DW) organized in June of their fourth year of study (or as announced by the SAO). External students may be required by the Dissertation Committee to present the results of their work during the DW, even when they have passed the DW in previous years. Students present the core of their dissertation and its scientific contribution. DW is the most important research presentation a student performs prior to the Dissertation Defense itself.

By **May 1st** of their fourth year of study (unless the SAO announces a different date), each student must submit their DW materials – normally the most recent versions of their dissertation paper(s) – to the DDGS through the SAO. Effective use of English is an inseparable part of the text and its DW presentation, and students should make use of the invaluable assistance provided by the Academic Skills Center to prepare.

At the Dissertation Workshop, the DW papers and presentations are evaluated by the DW Committee, typically composed of permanent faculty members assigned by the DDGS. The DW committee makes a decision whether the student has passed or failed the DW and assigns a grade in the case of a pass.

Students who fail the DW are required to make up the workshop at the DPW the following November. Students who fail the DW do not fulfill their study plan. Not presenting at the DW, unless a priori approved by the Committee for Graduate Studies, automatically leads to a failing grade. If a student fails the make-up DW, s/he is expelled. The DW Committee may propose student status termination to the Committee for Graduate Studies in cases of insufficient dissertation progress. More details on the DW are available on the internal web site.

2.4. Mobility and conference participation

Usually in their third or fourth year of study, Ph.D. students spend several months on a research stay (called “mobility”) at a US or Western European university, working with world-class experts in their field. Permanent faculty and senior visiting faculty help arrange mobility by providing their contacts to professors at prospective host institutions. However, it is primarily the student’s responsibility to organize the mobility in consultation with her or his Chair and other Dissertation Committee members. Students typically need to secure a letter of invitation from a professor at the host university, confirming that the professor will serve as the student’s local supervisor during the stay.

Every student who is planning a mobility must apply to the Mobility Committee. Internal mobility funding is granted on a competitive basis, typically in two allocation rounds. Students should actively seek out external funding opportunities as part of their mobility application. Detailed application instructions appear on the internal web site and from the SAO. Students must adhere to all deadlines, which may be different each year.

During the mobility, the student is supervised by the sponsoring professor at the host institution and is also required to remain in regular contact with members of her/his Dissertation Committee (one member will closely supervise the student during the mobility). The student submits regular progress reports to the Dissertation Committee, the DDGS, and the SAO. If the Dissertation Committee judges that the student is not making sufficient progress, it may issue a warning to the student. If the student’s work continues to be deemed unsatisfactory, the Dissertation Committee may recommend to the Director that the student not be allowed to return for continued study.

When planning for the mobility, if there is a substantial change in the mobility dates, the student must inform the SAO of the change immediately. The reason for the change must be documented by a letter from the host institution. Students who depart for mobility without informing the SAO of such changes may be subject to academic consequences or their mobility funding may be reduced.

Participation in conferences, workshops, and summer schools, particularly in cases in which a student has an opportunity to present her/his own research, is encouraged. Limited funds may be awarded to support active participation at the discretion of the Director. To apply for funding, students should follow the up to date information available on the internal web site. Students need to request approval for an absence due to conference or summer school attendance in the same way as for any other absence.

2.5. Dissertation defense

A dissertation should consist of the student's independent work that has not been used to obtain an M.A., a Ph.D., or any other academic degree elsewhere. Typically, a dissertation contains three chapters (essays). At most one of the essays may be co-authored with the student's Dissertation Committee Chair, and at least one essay should be authored solely by the student. Essays written in cooperation with faculty members other than the DC Chair and/or other students are allowed as well, but if a work that is co-authored with another student is included in both students' dissertations, the students should consult DDGS well in advance.

The following steps outline the dissertation submission and defense procedures, with further details available on the internal web site.

Step 1

After finishing the dissertation and receiving approval from the Dissertation Committee Chair (and Local Chair, if there is one) that the dissertation is acceptable to be sent to two external referees for review, the student submits the text of the dissertation to the DDGS.

Step 2

After the ASC pre-edits the dissertation text and recommended edits have been implemented, the DDGS will arrange for two external referees (distinguished scholars of economics) to evaluate the dissertation. The referees evaluate the dissertation as acceptable for defense, unacceptable for defense, or acceptable with revisions. Each referee usually submits a report suggesting changes even if the dissertation is acceptable, as in a standard journal peer-review process. This process typically takes from two to four months.

If the dissertation is evaluated as "acceptable with revisions" by either of the referees, the student must implement the revisions and re-submit the dissertation, through the DDGS, to the referee for final judgment. The candidate is obliged to revise the dissertation according to referee reports even if the referees accept the dissertation without revisions.

The revised version is again approved by the Dissertation Committee Chair (and Local Chair), and subsequently submitted to the DDGS, the SAO, and to the ASC for final English editing no later than seven weeks before the defense. A document listing all changes made in response to the referees' comments should also be submitted at this point.

Step 3

Assuming that the referees accept the dissertation, the DDGS arranges for the Dissertation Defense Committee and defense date is set. The committee must have at least one external member.

Step 4

The student is obliged to complete and submit the forms Application for Dissertation Defense and Chair's Evaluation of Doctoral Studies for the Purpose of Dissertation Defense to the SAO no later than 60 before the defense. The dissertation is displayed in the CERGE-EI library for public review no later than four weeks before the defense.

Step 5

No later than two weeks before the defense, the student submits the final version of the dissertation, incorporating revisions according to the ASC final editing, to the DDGS and SAO. This final version should be ready for printing, and should include the institutional cover page and title page and acknowledgements if desired. The referee reports and responses should be enclosed with the final version of the dissertation.

Step 6

The student prepares for the defense in cooperation with her/his Chair and Dissertation Committee members. At least one member of the Dissertation Committee must attend the public defense. The defense will be publically announced and anyone may attend the defense, question the student on the work, and make written recommendations for revisions. The defense is concluded by the vote of the Dissertation Defense Committee.

If the dissertation is acceptable and the student has fulfilled all other graduation requirements, the DDGS shall recommend that the doctoral degree be awarded. If the dissertation is not acceptable, it will be returned to the student and the Dissertation Committee for further revision. A new public defense of the revised dissertation may take place no sooner than six months later. The defense may be repeated only one time.

3. Academic requirements, standing, and code of academic integrity: M.A. and Ph.D. students

3.1 Academic requirements

Failure to meet the following academic requirements may lead to expulsion from the program.

M.A. students

1st year

- Enrolling in three Economics courses each semester and one Academic Skills Center course in the Spring semester.
- Passing all three Core General Examinations with grade D (M.A. pass) or better.

2nd year

- Enrolling in three Economics courses and one Academic Skills Center course each semester.
- Passing two Field General Field Examinations with grade D (M.A. pass) or better.
- Completing Research Methodology Seminar including the M.A. paper requirement.

Other academic obligations

- Assistantship obligations.
- Research seminar attendance.

Ph.D. students

1st year

- Enrolling in three Economics courses each semester and one Academic Skills Center course in the Spring semester.
- Passing all three Core General Examinations with grade C- (Ph.D. pass) or better.

2nd year

- Enrolling in three Economics courses and one Academic Skills Center course in the Fall and Spring semesters.
- Passing two Field General Field Examinations with grade C- (Ph.D. pass) or better.
- Completing Research Methodology Seminar.

3rd year

- Preparing the Dissertation Proposal and its presentation for the DPW within the framework of Combined Skills 2 in the Fall semester.
- Passing the Dissertation Proposal Workshop.

4th year and beyond

- Passing the Dissertation Workshop.
- Passing the Dissertation Defense.

Other academic obligations

- Assistantship obligations (including Teaching Assistantship for at least one full semester).
- Research seminar attendance.

3.2 Degree requirements

M.A. Degree Requirements

1. Passing all Core General Examinations with grades of “M.A. Pass” or better.
2. Passing at least two Field General Examinations with grades “M.A. Pass” or better.
3. Passing at least two field courses in other fields than the two passed Field General Examinations with a grade C or better.
4. Satisfying a research paper requirement in at least one of the courses passed with a grade C or better (continuing Ph.D. students), or completing a satisfactory M.A. paper during the RMS and CS 2 (M.A.) courses (students ending their studies with the M.A. degree).

Ph.D. Degree Requirements

1. Passing all Core General Examinations with grades of “Ph.D. Pass” or better.
2. Passing at least two Field General Examinations with grades of “Ph.D. Pass” or better.
3. Passing at least two field courses in other fields than the two passed Field General Examinations with a grade C+ or better.
4. Passing the Dissertation Defense.
5. Serving as a Teaching Assistant for at least one full semester.

Once the student satisfies the requirements for the M.A. or Ph.D. degree, the Director of CERGE-EI forwards a recommendation to award the degree to the Board of Trustees of CERGE-EI, which approves the awarding of the M.A. in Economics or Ph.D. in Economics degrees, respectively, under CERGE-EI’s absolute charter. The diplomas are usually presented to graduates at a graduation ceremony in conjunction with the CERGE-EI Board of Trustees meeting in late May or early June.

3.3 Bad conduct standing

Unless punished by immediate expulsion, a student can be given a Bad Conduct Standing (BCS) for violations of academic standards such as cheating or plagiarism, or violations of community standards such as not following dormitory regulations. The Committee for Graduate Studies considers BCS cases and makes a decision whether to impose BCS, and if so to what degree. The committee determines the terms of the BCS, with permanent BCS being the maximum punishment. A second infraction of the same type is grounds for expulsion from the program, regardless of the degree of BCS received.

3.4 Expulsion

A student may be expelled for one or more of the following reasons:

1. Accumulating 5 failing grades in regular semester-length economics courses in three (or less) consecutive semesters or 3 failing grades in regular semester-length courses in one semester.
2. Not passing a Core General Examination in two attempts.
3. Not passing at least two Field General Examinations by the by the end of the second year of study.
4. Not passing the Dissertation Proposal Workshop by the end of the third year of study.
5. Not passing the Dissertation Workshop by the end of the Fall semester of the fifth year of study.
6. Not passing the Dissertation Defense by the maximum length of study.
7. Combination of Bad Conduct Standing and one or more of the following:
 - A. Not passing two enrolled courses in an academic year,
 - B. Not passing a Core or Field General Examination,

- C. Not meeting the minimum attendance requirement for Research Seminars,
 - D. Not passing the Dissertation Proposal Workshop,
 - E. Not passing the Dissertation Workshop.
8. Repeated violation of the type of academic standards that lead to Bad Conduct Standing.

In addition, a student may be expelled if, without a serious documented reason, s/he does not fulfill her/his study plan and other obligations to a significant extent. Violating institutional policies or procedural requirements set by the Director of CERGE-EI may also lead to expulsion. The Director authorizes such action upon the recommendation of the Dissertation Committee Chair or the DDGS, as applicable. When appropriate, students will be given a warning and have an opportunity to remedy the deficiency before expulsion for non-fulfillment of obligations.

3.5 Appeals

Students have the right to appeal any academic or procedural decision and any academic evaluation, including grades. To appeal, the student should write a memorandum that fully explains the situation and provides any supporting documentation needed. The appeal should clearly state what change the student desires. The student may discuss the appeal in advance with the DDGS, the teacher or administrator involved. The written appeal should be submitted to the DDGS.

The DDGS relays all appeals to the Committee for Graduate Studies (CGS). The CGS has the final authority to rule on academic appeals. On appeals regarding expulsion, the CGS recommends a decision to the Director, who has the final authority. On appeals regarding grades, should the CGS feel that the appeal has potential merit, it will instruct the DDGS to arrange for an independent evaluation of the student's work and may adjust the appealed grade up or down based on this assessment.

Students should submit any appeal as soon after the incident or situation as possible. The DDGS should deliver all appeals to the CGS within 3 weeks of receipt. The CGS should make a decision on the appeal within 30 days of the CGS's receipt of the appeal.

3.6 Code of academic integrity

CERGE-EI is an academic community whose fundamental purpose is the pursuit of knowledge. Essential to the success of this mission is a commitment to the principles of academic integrity. Every member of the CERGE-EI community is responsible for upholding the highest standards of honesty and academic integrity at all times. Students, as members of the community, are also responsible for adhering to the spirit and principles of the Code of Academic Integrity.

Activities that have the effect or intent of interfering with education, the pursuit of knowledge, or fair evaluation of student performance are prohibited. Faculty members in particular need to be active in monitoring violations of academic integrity in the classroom. Examples of such activities include but are not limited to:

- **Cheating:** using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work. Example: bringing unauthorized materials into a quiz or exam, altering a graded exam and resubmitting it for a better grade, etc.
- **Facilitating academic dishonesty:** knowingly helping or attempting to help another violate any provision of the Code. Example: working together on a take-home exam that was meant for individual completion, etc. Giving unauthorized assistance on exams is considered as serious an offense as receiving assistance. In most examination situations, the exam proctor shall ask students to write an academic pledge inside their examination booklets and sign their name below. A student caught cheating receives a failing grade on the work in question and receives

a Bad Conduct Standing. If the student violates the principles of academic honesty for a second time, her/his case is referred to the CGS for action. The usual action in such situations is expulsion from the program.

- **Plagiarism:** using the ideas, data, or language of another without specific or proper acknowledgment. Example: copying another person's paper, article, or computer work or any part thereof and submitting it as one's own work; using someone else's ideas without attribution; failing to use quotation marks where appropriate; providing incorrect or insufficient citations and referencing in any work, etc.
- **Fabrication:** submitting contrived or altered information in any academic exercise. Example: making up data for an experiment; falsification of data; citing nonexistent articles; contriving sources, etc.
- **Multiple submissions:** submitting, without prior permission, any work of one's own previously submitted to another teacher or work submitted by another student to another teacher to fulfill academic requirements.
- **Misrepresentation of academic records:** misrepresenting, tampering with, or attempting to tamper with any portion of a student's transcript or academic record, either before or after coming to CERGE-EI. Example: forging a change of grade slip; tampering with computer records; falsifying academic information on one's resume, etc.
- **Unfair advantage:** attempting to gain unauthorized advantage over fellow students in an academic exercise. Example: gaining or providing unauthorized access to examination materials, obstructing or interfering with another student's efforts in an academic exercise, lying about the need for an extension for an exam or paper, continuing to write after allotted time has expired during an exam, destruction or withholding of library materials in an effort to deny others access to those materials, etc.

Teachers set up requirements for exams and out-of-class projects to prevent cheating and plagiarism that every student must follow, even if the student has no intention of cheating. For example, teachers may ask students not to have any extra materials at their desks during exams, including mobile phones, and students must comply. Students should expect such measures and should expect the penalty for cheating to be failure.

If a student is unsure whether his/her action(s) constitute a violation of the Code of Academic Integrity, then it is that individual's responsibility to consult with the faculty members and DDGS to clarify any ambiguities.

Violations of the Code of Academic Integrity are usually considered on a case-by-case basis by the Committee for Graduate Studies. Typically, if a violation occurs in relation to course work, the course teacher is also involved in the case, and the punishment may involve a lower grade or failure of the assignment or of the course. For example, plagiarism on a course writing assignment is usually punished on the first violation with failure of the assignment or the course, and on the second violation by referral to the CGS for Bad Conduct Standing or expulsion. The teacher who gave a failing grade due to a violation of the Code of Academic Integrity should inform the student, the DDGS and the SAO of the violation. For violations outside of a course, cases are dealt with directly by the CGS and the DDGS, and referral for Bad Conduct Standing or expulsion is possible on a first violation.

CERGE-EI's special character is reflected in the diversity of the CERGE-EI community. Men and women of different races, religions, nationalities, and backgrounds are integral to achieving CERGE-EI's ultimate purpose: improvement of the human condition through the pursuit of learning. Diversity is prized at CERGE-EI because it helps to create an educational environment that best prepares students to contribute to an increasingly diverse and interconnected world. CERGE-EI therefore continuously seeks talented faculty, students, and staff who will help constitute a diverse community at CERGE-EI, in respect to race, ethnic background, interests, and perspectives.

The institution does not discriminate on the basis of race, color, gender, sexual orientation, religion, national or ethnic origin, age or disability in the administration of its educational policies, programs, or activities, admissions policies and procedures, scholarship and loan programs, employment, or recreational or other administered programs.

As a community of scholars, CERGE-EI affirms, supports and cherishes the concepts of freedom of thought, inquiry, speech, and lawful assembly. The freedom to experiment, to present and examine alternative data and theories; the freedom to hear, express, and debate various views; and the freedom to voice criticism of existing practices and values are fundamental rights that are upheld and practiced by CERGE-EI.