



Department of English Studies

Guidelines for PhD applicants

Admission

Admission to the PhD programme is based on:

1. The formal application (application sheets can be obtained from the Department)
2. Certified copies of the BA and MA Degrees (or an official document certifying that the student will have graduated before the start of the Programme), plus a certified copy of the BA Degree script
3. Full CV in English,
4. The student's initial statement of purpose (3-4 pages),
5. Writing samples (which may include the Master's thesis), and
6. Three letters of recommendation.

An interview may follow, but special arrangements can be made for students who are residents abroad.

Comprehensive Examination

Upon the student's admission to the program, the selection panel specifies a provisional Supervisor and sets course requirements, if any. By the end of the second semester, the members of the student's Research Committee are finalised. The Supervisor and the student define the topic of research and plan the timetable for the completion of the programme. The comprehensive examination should take place in the 4th semester and no later than the end of the 5th semester of the programme. It may either consist of:

- a) three invigilated in-class exams of three hours each, or
- b) three take-home research papers of 10-15 pages (approximately 3,500 words) each, due on a date to be specified by the Research Committee, or
- c) a combination of papers and in-class exams.

The comprehensive examination is based on an extended bibliography of primary and secondary materials related to the proposed topic of research and on areas set by the Research Committee. If the student fails the comprehensive exam, she/he should take the exam again. If the student fails again, she/he will be asked to withdraw. If the student fails the exam partially, she/he should take that part of the exam again. In this case, the student is required to have completed the exam by the end of the fifth semester at the latest. Upon successful completion of the comprehensive examination, the student is admitted to the research stage of the PhD programme.

Thesis Proposal

The student is required to submit a thesis proposal of up to 3,000 words by the end of the 7th semester to the Research Committee. This proposal should be accompanied by an abstract of around 300 words and a summary of the thesis. The summary should consist of:

1. The research questions,
2. The methods and the expected / proposed results,
3. The thesis' theoretical contribution,
4. A detailed chapter-by-chapter layout of the thesis' structure, with summaries of the individual chapters.

The proposal will then be evaluated by the Research Committee:

- a. If the proposal is deemed satisfactory by the Research Committee, then (and only then) the student may proceed and henceforth represent herself/himself as a “Doctoral Candidate at the Department of English Studies”.
- b. If the proposal is deemed unsatisfactory, but narrowly so, it may be resubmitted within 8 weeks.
- c. If the proposal is deemed completely unsatisfactory, then the student will be asked to discontinue her/his doctoral studies.

PhD Dissertation

The PhD dissertation is of an expected length between 80,000 and 100,000 words. However, a student can submit a dissertation after she/he has completed six semesters from the day of admission to the PhD programme. The maximum period of enrollment in a PhD programme is 16 semesters. The thesis will have to be presented and defended in front of a five-member Examination Committee.

Timetable

Semester

2 nd	Finalisation of the Research Committee’s composition
3 rd	Progress Report (10-15 pages) Research Committee’s recommendation Research Committee sets bibliography for the comprehensive examination
4 th	Preparation for the comprehensive examination
5 th	(beginning of) Deadline for sitting the comprehensive examination (end of) Deadline for resitting the Comprehensive examination
6 th	Thesis Proposal (2,000-3,000 words)