



DEPARTMENT OF POLITICAL SCIENCE

ONE-YEAR MA PROGRAM IN POLITICAL SCIENCE

Student Handbook

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Welcome

Welcome to the Political Science Department of Central European University.

This handbook comprises program information, the most important departmental policies and a list of key dates of the 2011-2012 academic year. Should you need any further information, please visit the Political Science website at <http://www.ceu.hu/polsci/> or contact us.

The details of this handbook are accurate at the time of print. However, some changes – especially to dates, courses, office hours – might occur later on. Any important changes to this document will be communicated to you in advance. Therefore, we advise you to regularly check your CEU student mailbox and the Department's student notice board (Faculty Tower 8th floor).

We hope that our program will meet your expectations and wish you a very productive and inspiring academic year at the CEU.

Dorothee Bohle
Head of the Department

I. Contact Information

1. Head of Department

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2. Administrative Staff

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3. Faculty Contact Information

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Szalai, Julia	szalai.julia@chello.hu
Toka, Gabor	tokag@ceu.hu

4. Office Hours

All faculty members will provide office hours for individual consultation during the academic year.

2011/2012 Fall Semester

Last Name	First Name	Day1	Time1	Day2	Time2	Note	Room
Bognar	Greg	Tue	17:30-18:30				N15 207
Bohle	Dorothee	Tue	13:30-17:30				FT 807
Bozoki	Andras	Tue	11:00-12:00	by appointment			N15 505
Casanova	Julian	Tue	15:00-17:00	Thu	15:00-17:00		FT 801
Dencik	Lina	Wed	13:00-15:00	by appointment			FT 806
Dimitrijevic	Nenad	Mon	11:00-12:00	Wed	11:00-12:00		FT 905
Duman	Anil	Tue	13:30-14:30	Thu	10:00-11:00		FT 906
Enyedi	Zsolt	Tue	13:30-15:10	Thu	15:30-17:10		N15 507
Folsz	Attila	Tue	10:40-12:00	Thu	10:40-13:00		FT 904
Fumagalli	Matteo	Tue	14:00-15:30	Thu	14:00-15:30		FT 307
Greskovits	Bela	Tue	13:30-15:00				FT 602
Littvay	Levente	Tue	15:30-17:00	Thu	15:30-17:00	Appointment required 24 hours before meeting	FT 805
Meszerics	Tamas	Tue	11:00-12:15	Thu	11:00-12:15		FT904
Miklosi	Zoltan	Fri	11:00-12:30	by appointment			FT 901
Moles	Andres	Mon	15:30-17:10	by appointment			N15 504
Pelinka	Anton	Tue	10:00-11:00	Wed	14:30-15:30		FT 201
Rudas	Tamas	by appointment					FT 805
Sandor	Judit	Mon	15:30-17:30	Wed	15:30-17:30		N15 503
Schneider	Carsten	Wed	14:30-16:10	by appointment			FT 903
Sgier	Lea	Wed	10:00-11:00	Thu	17:30-18:30		FT 902
Toka	Gabor	Wed	15:00-17:00	by appointment			FT 804

II. The Master of Arts Program in Political Science

1. Basic Information

Institution:	Central European University
Department:	Department of Political Science
Program:	One-year Master (MA) Program in Political Science
Degree:	Master of Arts (MA) in Political Science
Accreditation:	New York State Education Department, USA

2. Overview of the Program

The program assures solid intermediate-level training in methods and theories in major fields of political science, and allows students to take a number of elective courses to probe fields of possible specialization. Students are required to submit their MA thesis in the way and by the time set in the Academic Calendar and the Departmental Policy on the Submission of MA Theses. Field research or equivalent tasks for the MA thesis are mainly carried out, during the winter and spring term of the academic year. At the end of their graduate studies, students will have to defend their MA thesis publicly.

The One-year Master Program consists of three semesters and a pre-session period. The total amount of credits to be earned is 40 credits, including 8 credits for a successfully defended MA thesis.

3. Entry Requirements

The One-year MA program accepts students who, by the time of enrolling meet general CEU admission requirements and have received a four-year Bachelor's degree in the field of political science or other social science disciplines, economics, philosophy, public policy, or public administration; although other degrees will also be considered.

All MA students must demonstrate that their level of English language proficiency meets CEU's minimum entry requirements.

4. Degree Requirements

To earn a degree, One-year MA students must complete 16 credits from core courses offered by the department, complete all mandatory writing classes, earn at least 16 credits from elective courses (see details below), and successfully defend their MA thesis, which is worth 8 credits.

All students should make satisfactory progress towards the degree for which residence in Budapest or the vicinity for the duration of studies is essential (for doctoral students, this is separately regulated in the Doctoral Regulations). For further details of CEU's general degree

requirements see the *CEU Student Rights, Rules and Academic Regulations*, Section 3.1. Please note that failing to meet departmental deadlines is unsatisfactory progress and might result in suspension or termination of your student status and/or your financial aid package.

5. Program Structure and Requirements

5.1. Pre-session requirements

Attendance is required through the pre-session period though it is not evaluated. Introduction to the University is organized during this period. The department also organizes important placement and exemption tests at this time.

5.2. Semester requirements

Students have to take all mandatory courses plus one four-credit core course from each core group during the Fall and Winter semester. Students are expected to take 14-18 CEU credits in the Fall semester and the rest of the 32 CEU credits in the Winter semester.

The Spring semester is dedicated to the thesis writing, there are no mandatory classes in the Department of Political Science during this period. Students will prepare their thesis under the supervision of a faculty member.

The minimum requirement to pass to the defense phase is GPA 2.66, the thesis and its defense represents 8 credits of the total 40 credits required for graduation. For further details of requirements for awarding credits see the *CEU Student Rights, Rules and Academic Regulations*, Section 4.3.

5.3. Program structure and curriculum

The program features mandatory, core and elective courses, as well as non-credit and credit courses. Besides the MA courses offered by the Political Science Department, students can choose among MA courses offered by other CEU departments and programs, provided that those courses are cross-listed with the Political Science Department. With the approval of the Head of the Department, it is possible to take non cross-listed course worth max. 4 credits.

Each course in the department has its enrollment limit. Once enrollment has reached this limit, no more students can enroll unless other students drop the course.

Mandatory courses

There are only two mandatory courses in the One-year MA program:

Academic Writing for Political Science

The aim of the mandatory non-credit course is to equip students with the writing and language skills that they need to carry out the student's graduate level work at CEU, as well as in any professional or academic English-speaking environment. The program includes a taught course in the pre-session and first semester, individual writing consultations all

through the year and a self-access component for independent learning.

Scope and Methods: Research Design and Techniques

This course acquaints the students with some of the foundational questions in the philosophy of social sciences; it offers a brief outline and evaluation of the main methodological approaches. The aim of the course is to enable students to write a coherent research outline and justify their methodological choices.

Core courses, exemption and placement tests

The core courses in the program cover key theoretical and methodological fields that everyone should master who graduates from a MA in Political Science program. They are organized in four groups: Political Theory, Comparative Politics, Political Economy and Research Methodology. Within the academic year students must choose one four-credit core course from each core group; they are free to decide whether they take a core course in the Fall or the Winter term.

The core courses are not mandatory since (a) given satisfactory prior knowledge of the field you can be exempted from any one (or even all) of them, and (b) students usually have a choice between two courses offered in each core group.

Exemption tests for the core courses are offered during the Zero Week, and are evaluated by the instructors of the given core discipline. Exemption from taking any of the two courses offered in a given core group will be granted to those who pass a written test on the basics of the given subject. These tests are not mandatory, and taking them has absolutely no consequences for later grades. If students do pass the test successfully, then they are free to ignore the core group to which the course(s) in question belongs to. However, even if a student is granted exemption from one or two core courses (s)he has to earn 32 credits in taught courses over the academic year.

The department organizes a placement test on quantitative methods for all students during Zero Week. This test is mandatory for all students and it seeks to assess each student's familiarity with quantitative methods, math, and statistics. This test cannot be failed, its purpose is to create groups based on similar levels of skill for the three courses offered by the department on the subject:

Quantitative Methods: Analyzing People,
Quantitative Methods: Analyzing Countries, and
Multivariate Statistics.

Elective courses

The list of elective courses is available at the beginning of each academic year. Students can choose among the elective courses in order to satisfy the program's credit requirements.

Cross-listed courses

Students can also take MA courses offered by other CEU departments and programs provided

that those courses are cross-listed with the Political Science Department. The list of cross-listed courses is available at the beginning of each academic year.

Non cross-listed courses

It is also possible for students to take for credit course(s) over the academic year that are not cross-listed by the Department of Political Science if it is strongly related to their research interests, for a maximum total of 4 credits over the year. However, for taking a non cross-listed course, students will need to obtain the approval of the Head of the Department.

PhD courses

Besides the MA courses offered by the Political Science Department, subject to departmental approval, students can enroll in PhD-level courses in Political Science, for a maximum total of 4 credits over the year, only with the permission of the doctoral committee. Such a request can be address to the Head of the Doctoral School, Zsolt Enyedi at ds@ceu.hu. The list of PhD courses is available at the beginning of each academic year.

6. Hungarian Diploma

Besides the US-accredited MA in Political Science diploma, students can also obtain a Hungarian accredited Master's Level Further Specialization (“szakirányú továbbképzési szak”) in Comparative Political Science (“Összehasonlító politikatudomány”) diploma. The requirements of eligibility are the followings:

- completion of all degree requirements of the one year MA program
- previous degree of at least 4 years of university education prior to CEU,
- successful completion of the comprehensive oral exam at the end of the year.

Students must indicate by the beginning of November if they are interested in this option. Questions for the comprehensive oral examination will be distributed by the Winter semester so that students have time to prepare these.

The final examination grade includes the results for both the thesis defense and the comprehensive exam. When the final examination grade is calculated, the thesis defense is a subject to a weighting of two-thirds, while the comprehensive examination is a subject to a weighting of one-third.

Additional information about the form, assessment and retake of the comprehensive examination is provided in the *CEU Student Rights, Rules and Academic Regulations*, Section 4.4.

7. Certificates with Specializations in Political Science

The One-year MA in Political Science program offers several streams of specialization. In the course of their studies, students can specialize in a field of their choice, and receive from the department – in addition to the MA diploma – a certificate in that particular field within the discipline. In order to receive a certificate of specialization, students must satisfy:

- all requirements to earn an MA degree in CEU's Political Science program;
- earn 12 CEU credits in courses related to the specific field in question and receive a B+ or better grade in each course; and
- write their MA thesis on a topic related to this field of specialization.

Each student can receive only one certificate of specialization. The list of streams of specialization is listed below. For the distribution of specific courses on offer during the present academic year, please see point 7.1.

Certificate Specializations

Comparative Politics

The aim of the stream is to offer advanced studies from a comparative perspective in a wide range of topics ranging from the analysis of national political institutions to the interplay social structure and political development. While the nation state will play a crucial role as the object of inference, students in this track will also learn about the increasing role of both sub-national and supra-national units in an ever increasing interdependent world. Graduates from this stream will be particularly qualified for being employed in an international work environment, be this in the academia or international organizations. Furthermore, being exposed to the comparative perspective on political phenomena also makes graduates from this stream are good candidates for government positions, political think-tanks, and political advisor jobs.

Political Communication

The aim of the stream is to offer advanced studies at the intersection of politics and communication. Major areas include television, the press and politics; election campaigns, public opinion and voting behavior; political marketing and civic communication; the role of media in democratization; and trends in media system development and communication. Special attention is given to cutting edge research areas such as the role of new media (the Internet) and alternative media in political communication; the role of the media in forming national and transnational identities; and environmental communication. Graduates will be well-equipped for working as experts in political communication for the mass media, political parties, parliaments, civil service, and municipal governments; public relations, consultancy and public opinion polling firms; international and business organizations; and think-thanks covering fields from campaigning and political marketing to policy and media analysis. Graduates may also choose doctoral studies and an academic career in political science or media and communication studies.

Political Economy

The aim of the stream is to provide advanced-level tuition in the fields of political economy. It covers a broad range of theoretical, methodological, empirical and technical education necessary for the analysis of the economic determinants of politics and policy, the political constraints of economic life, policy evaluation and analysis. Graduates will be well-equipped for working as decision makers and analysts in the civil service, in international organizations, think-tanks, and the business sector. They will also acquire the background for pursuing doctoral studies and an academic career in political science.

Social and Political Theory

Since the Enlightenment legacy of markets and democracy carries on into the twenty-first century, it is easy to be complacent about political theory understood as the canonical works

from Aristotle to Rawls and Habermas. However, even in the twentieth century, with the retreat from welfare state socialism, and with the reevaluation of the cogency of democratic will-formation, we see that theories and practices of government develop hand-in-hand. The political theory stream at CEU requires students to have knowledge of basic political theory texts, but emphasizes theory as a tool of political analysis with contemporary relevance. Not only do we stress contemporary political theoretic debates, as between the Habermasian and rational choice models of deliberative democracy, but we also directly trace the interlinkages between theories and strategies of governance. Students who take this stream will be well-positioned to pursue Ph.D. level studies, and to take up professions relating to critical analysis of all forms of political argumentation found in media, campaigns, public office, and non-governmental organizations.

Political Research Methodology and Social Analysis

The aim of the stream is to provide advanced-level tuition in a wide range of social science methodologies, including theoretical and practical training in statistical methods, quantitative and qualitative research techniques, game theory, as well as small- and medium-N comparative analyses. Graduates from this stream will be well trained for employment in applied research, e.g. in the civil service, consultancy and polling companies, NGOs, international organizations, and think-thanks, and also be suitably prepared for pursuing doctoral studies and an academic career in political science or related fields.

Comparative European Politics

The aim of the stream is to offer advanced studies from a comparative perspective in a wide range of topics, institutions, and structures of Europe. Students in this track will learn about the increasing role of both sub-national and supra-national units in an ever increasing interdependent world, with a special focus on European developments. Graduates from this stream will be particularly qualified for being employed in an international work environment, be this in the academia or international organizations. Furthermore, being exposed to the comparative perspective on political phenomena also makes graduates from this stream are good candidates for government positions, political think-tanks, and political advisor jobs be that in national member states or the EU-level organizations.

Post-Communist Politics

The aim of the stream is to offer studies in a wide range of topics ranging from the analysis of national political institutions to the interplay social structure and political development in post-communist countries. Students will learn about the unravelling of the Soviet Union, paying special attention to the process of nationalist mobilization and the dynamics of conflict and war in some key areas of the post-Soviet space. They will have a strong understanding of the variety of regime types, the means of power consolidation, the various forms of collective action and resistance to authoritarian rule, and the way in which regimes change and collapse. Graduates from this stream are good candidates for government positions, political think-tanks, and political advisor jobs be that in national states or international organizations.

Public Policy

The aim of the stream is to provide advanced-level tuition in the fields of public policy. It covers a broad range of theoretical, methodological, empirical and technical education necessary for the analysis of the determinants of politics and public policy, the political constraints of policy design, evaluation, and analysis. Graduates will be well-equipped for working as decision makers and analysts in the civil service, in international organizations,

think-tanks, and the business sector. They will also acquire the background for pursuing doctoral studies and an academic career in political science.

Electoral Politics

The aim of this stream is to introduce students to the study of mass political behavior in general and voting behavior in particular. Courses will examine in detail the impact of social cleavages, economic conditions, ideology, the mass media, political issues, party identification, factual information and various other factors on how voters decide. Students will learn about the implications of different models of representation for political theory and public policy primarily. Graduates will be well-equipped for working as experts in political communication for the mass media, political parties, parliaments, civil service, and municipal governments; public relations, consultancy and public opinion polling firms; international and business organizations; and think-thanks covering fields from campaigning and political marketing to policy and media analysis.

Constitutional Politics

The aim of the stream is to offer students an understanding of constitutional policy making. Starting from the twentieth century, with the retreat from welfare state socialism, and with the reevaluation of the cogency of democratic will-formation, we see that theories and practices of government develop hand-in-hand. Not only do we stress contemporary political theoretic debates, but we also directly trace the interlinkages between theories and strategies of governance. Students who take this stream will be well-positioned to pursue Ph.D. level studies, and to take up professions relating to critical analysis of all forms of political argumentation found campaigns and public office, and legal organizations.

7.1. Specialization courses offered in 2011-2012 listed by certificate

Certificate in Social and Political Theory

MA

- Cosmopolitanism and Global Justice: Zoltán Miklósi (4 credit course, Fall)
- Foundations of Political Philosophy: Zoltán Miklósi (2 credit course, Fall)
- Human Rights and Biopolitics: Judit Sándor (4 credit course, Fall)
- Introduction to Political Philosophy: Andrés Moles (4 credit course, Fall)
- Revolutions and Civil Wars: A Comparative Analysis: Julian Casanova (2 credit course, Fall)
- Transitional Justice: Nenad Dimitrijevic (4 credit course, Fall)
- Constitutionalism and Democracy: Nenad Dimitrijevic (4 credit course, Winter)
- Introduction to Contemporary Political Philosophy: Zoltán Miklósi (4 credit course, Winter)
- Modern Political Thought: Andres Moles (2 credit course, Winter)
- Political Theory - The Tragedy of the Commons: Political and Moral Issues: Andres Moles with Cristophe Heintz (4 credit course, Winter)
- PHIL: Killing: Andres Moles (4 credit course, Fall)
- GENS: Gendered Memories of War and Political Violence: Andrea Peto (4 credit course, Winter)

PhD

- Democratic Theory: János Kis and Tamás Meszerics (4 credit course, Fall)
- Justice for Hedgehogs: János Kis (2 credit course, Fall)
- Themes in Constitutional Theory: Constituent Power Between Facticity, Validity and Legitimacy: Nenad Dimitrijevic (4 credit course, Fall)
- Political Obligation: János Kis (4 credit course, Winter)
- Public Policy and Political Theory: Zoltán Miklósi (2 credit course, Winter)

Certificate in Comparative Politics

MA

- Analyzing Democracy: Carsten Schneider (2 credit course, Fall)
- Comparative European Politics: Anton Pelinka (4 credit course, Fall)
- Comparative Political Research: Carsten Schneider (4 credit course, Fall)
- Political Dynamics in Central Europe: András Bozóki (4 credit course, Fall)
- Revolutions and Civil Wars: A Comparative Analysis: Julian Casanova (2 credit course, Fall)
- Social Movements and Social Contention: Béla Greskovits (4 credit course, Fall)
- Comparing Federal Systems: The US, India, and the EU: Anton Pelinka (4 credit course, Winter)
- Questions of Resistance and Collaboration: Tamás Meszerics (4 credit course, Winter)
- States, Networks, and Power in post-Soviet Politics: Matteo Fumagalli (4 credit course, Winter)
- The Welfare State in a Comparative Perspective: Júlia Szalai (2 credit course, Winter)

- Topics and Methods in Comparative Politics: András Bozóki (4 credit course, Winter)
- Voting Behavior: Gábor Tóka (4 credit course, Winter)

PhD

- Political Institutions: Zsolt Enyedi (4 credit course, Fall)
- Qualitative Methods: Lea Sgier (2 credit course, Winter)
- Set-Theoretic Methods in Social Sciences: Carsten Schneider (2 credit course, Winter)
- The Future of Democracy in Europe and of Europe: Philippe Schmitter (2 credit course, Winter)
- The Politics of Post-Industrial Democracies: Herbert Kitschelt (2 credit course, Winter)
- Political Dynamics: Comparative Regime Change: Carsten Schneider (4 credit course, Winter)

Certificate in Political Economy

MA

- Concepts in Political Economy: Anil Duman (4 credit course, Fall)
- Globalization and Contentious Politics: Sidney Tarrow (Fall)
- Political Economy I: Capitalism and Democracy: Dorothee Bohle (2 credit course, Fall)
- Political Economy of Policy Reforms (in EE): Attila Fölsz (4 credit course, Fall)
- Politics of European Integration: Attila Fölsz (4 credits course, Fall)
- Social Movements and Social Contention: Béla Greskovits (4 credit course, Fall)
- Crises in Capitalism, Capitalism(s) in Crisis: Dorothee Bohle (4 credits course, Winter)
- Institutions and Development: State, Market and Community: Anil Duman (4 credit course, Winter)
- Political Economy II: Attila Fölsz (4 credit course, Winter)
- The Welfare State in Comparative Perspective: Júlia Szalai (2 credit course, Winter)

PhD

- Comparative Political Economy: Anil Duman (4 credit course, Fall)
- IPE States, Classes, and Industries in the International Political Economy: Béla Greskovits (4 credit course, Fall)
- Economic Inequalities: Thomas Fetzer (2 credit course, Winter)
- IPE and Development: László Csaba (4 credit course, Winter)
- The Politics of Post-Industrial Democracies: Herbert Kitschelt (2 credit course, Winter)

Certificate in Political Communication

MA

- Media and Globalization: Lina Dencik (4 credit course, Fall)
- Nationalism and the Media: Lea Sgier (4 credit course, Fall)
- Political Communication I: Lina Dencik (2 credit course, Fall)

- Information, Decision Making and Foreign Policy: Tamás Meszerics (4 credits course, Winter)
- Political Communication II: Gábor Tóka (2 credit course, Winter)
- Political Representation: Lea Sgier (2 credit course, Winter)
- Qualitative Research Methods: Lea Sgier (4 credits course, Winter)
- Voting Behavior: Gábor Tóka (4 credit course, Winter)
- Network Analysis: Laszlo Barabasi (Spring)
- DPP: Fundamentals of Media and Communications Policy: Paolo Cavaliere (4 credit course, Fall)
- DPP: Civil Society and Communication: Kate Coyer (2 credit course, Winter)

PhD

- Survey Methods: Tamás Rudas (2 credit course, Fall)

Certificate in Electoral Politics

MA

- Analyzing Democracy: Carsten Schneider (2 credit course, Fall)
- Comparative European Politics: Anton Pelinka (4 credit course, Fall)
- Comparative Political Research: Carsten Schneider (4 credit course, Fall)
- Political Communication I: Lina Dencik (2 credit course, Fall)
- Parties and Party Systems: Zsolt Enyedi (4 credit course, Winter)
- Political Communication II: Gábor Tóka (2 credit course, Winter)
- Political Representation: Lea Sgier (2 credit course, Winter)
- Voting Behavior: Gábor Tóka (4 credit course, Winter)
- Network Analysis: Laszlo Barabasi (Spring)

PhD

- Bayesian Statistics: Tamás Rudas (2 credit course, Fall)
- Political Psychology: Levente Littvay (2 credit course, Fall)
- Survey Methods: Tamás Rudas (2 credit course, Fall)
- Experimental Design, Methods and Analysis: Levente Littvay (2 credit course, Winter)
- Set-Theoretic Methods in Social Sciences: Carsten Schneider (2 credit course, Winter)
- Political Dynamics: Comparative Regime Change: Carsten Schneider (4 credit course, Winter)

Certificate in Political Research Methodology

MA

- Analyzing Democracy: Carsten Schneider (2 credit course, Fall)
- Comparative Political Research: Carsten Schneider (4 credit course, Fall)
- Introduction to Game Theory in Political Science: Tamás Meszerics (2 credit course, Fall)
- Quantitative Methods: Analyzing Countries: Levente Littvay (4 credit course, Fall)
- Quantitative Methods: Analyzing People: Levente Littvay (4 credit course, Fall)

- Scope and Methods: Research Design and Techniques: Tamás Meszerics, Greg Bognar (2 credit course, Fall)
- Multivariate Statistics: Tamás Rudas (4 credit course, Winter)
- Qualitative Research Methods: Lea Sgier (4 credits course, Winter)
- Voting Behavior: Gábor Tóka (4 credit course, Winter)
- Network Analysis: Laszlo Barabasi (Spring)

PhD

- Bayesian Statistics: Tamás Rudas (2 credit course, Fall)
- Research Methods and Design: Erin Jenne (4 credit course, Fall)
- Survey Methods: Tamás Rudas (2 credit course, Fall)
- Experimental Design, Methods and Analysis: Levente Littvay (2 credit course, Winter)
- Qualitative Methods: Lea Sgier (2 credit course, Winter)
- Set-Theoretic Methods in Social Sciences: Carsten Schneider (2 credit course, Winter)

Certificate in Comparative European Politics

MA

- Analyzing Democracy: Carsten Schneider (2 credit course, Fall)
- Comparative European Politics: Anton Pelinka (4 credit course, Fall)
- Comparative Political Research: Carsten Schneider (4 credit course, Fall)
- Political Dynamics in Central Europe: András Bozóki (4 credit course, Fall)
- Political Economy of Policy Reforms (in EE): Attila Fölsz (4 credit course, Fall)
- Politics of European Integration: Attila Fölsz (4 credit course, Fall)
- Revolutions and Civil Wars: A Comparative Analysis: Julian Casanova (2 credit course, Fall)
- Comparing Federal Systems: The US, India, and the EU: Anton Pelinka (4 credit course, Winter)
- Questions of Resistance and Collaboration: Tamás Meszerics (4 credit course, Winter)
- Topics and Methods in Comparative Politics: András Bozóki (4 credit course, Winter)

PhD

- Political Institutions: Zsolt Enyedi (4 credit course, Fall)
- The Future of Democracy in Europe and of Europe: Philippe Schmitter (2 credit course, Winter)
- Political Dynamics: Comparative Regime Change: Carsten Schneider (4 credit course, Winter)

Certificate in Post-Communist Politics

MA

- Analyzing Democracy: Carsten Schneider (2 credit course, Fall)
- Comparative European Politics: Anton Pelinka (4 credit course, Fall)
- Political Dynamics in Central Europe: András Bozóki (4 credit course, Fall)

- Political Economy I: Capitalism and Democracy: Dorothee Bohle (2 credit course, Fall)
- Political Economy of Policy Reforms (in EE): Attila Fölsz (4 credit course, Fall)
- Politics of European Integration: Attila Fölsz (4 credit course, Fall)
- Transitional Justice: Nenad Dimitrijevic (4 credit course, Fall)
- Political Representation: Lea Sgier (2 credit course, Winter)
- States, Networks, and Power in post-Soviet Politics: Matteo Fumagalli (4 credit course, Winter)

PhD

- Political Institutions: Zsolt Enyedi (4 credit course, Fall)
- Political Sociology: András Bozóki (4 credit course, Fall)
- The Future of Democracy in Europe and of Europe: Philippe Schmitter (2 credit course, Winter)
- Political Dynamics: Comparative Regime Change: Carsten Schneider (4 credit course, Winter)

Certificate in Public Policy

MA

- Human Rights and Biopolitics: Judit Sándor (4 credit course, Fall)
- Media and Globalization: Lina Dencik (4 credit course, Fall)
- Political Economy of Policy Reforms (in EE): Attila Fölsz (4 credit course, Fall)
- Social Movements and Social Contention: Béla Greskovits (4 credit course, Fall)
- Globalization and Contentious Politics: Sidney Tarrow (Fall)
- Crises in Capitalism, Capitalism(s) in Crisis: Dorothee Bohle (4 credits course, Winter)
- Information, Decision Making and Foreign Policy: Tamás Meszerics (4 credit course, Winter)
- Institutions and Development: State, Market and Community: Anil Duman (4 credit course, Winter)
- Questions of Resistance and Collaboration: Tamás Meszerics (4 credit course, Winter)
- States, Networks, and Power in post-Soviet Politics: Matteo Fumagalli (4 credit course, Winter)
- The Welfare State in a Comparative Perspective: Júlia Szalai (2 credit course, Winter)
- GENS: Body, Gender and Commercialization of the Human Body: Judit Sándor (2 credit course, Winter)
- GENS: Gendered Memories of War and Political Violence: Andrea Peto (4 credit course, Winter)
- DPP: Fundamentals of Media and Communications Policy: Paolo Cavaliere (4 credit course, Fall)

PhD

- Political Sociology: András Bozóki (4 Credit course, Fall)
- Public Policy and Political Theory: Zoltan Miklosi (2 credit course, Winter)

Certificate in Constitutional Politics

MA

- Cosmopolitanism and Global Justice: Zoltán Miklósi (4 credit course, Fall)
- Human Rights and Biopolitics: Judit Sándor (4 credit course, Fall)
- Transitional Justice: Nenad Dimitrijevic (4 credit course, Fall)
- Comparing Federal Systems: The US, India, and the EU: Anton Pelinka (4 credit course, Winter)
- Constitutionalism and Democracy: Nenad Dimitrijevic (4 credit course, Winter)
- Parties and Party Systems: Zsolt Enyedi (4 credit course, Winter)
- Political Theory - The Tragedy of the Commons: Political and Moral Issues: Andres Moles with Cristophe Heintz (4 credit course, Winter)
- The Welfare State in a Comparative Perspective: Júlia Szalai (2 credit course, Winter)
- GENS: Body, Gender and Commercialization of the Human Body: Judit Sándor (2 credit course, Winter)

PhD

- Democratic Theory: János Kis and Tamás Meszerics (4 credit course, Fall)
- Themes in Constitutional Theory: Constituent Power Between Facticity, Validity and Legitimacy: Nenad Dimitrijevic (4 credit course, Fall)
- The Future of Democracy in Europe and of Europe: Philippe Schmitter (2 credit course, Winter)
- Political Obligation: Janos Kis (4 credit course, Winter)

III. Departmental Policies

1. Exam Rules

Closed Book Exams

- All students must leave all personal items (bags, books, phones) at the back of the room; students may bring only writing equipment to the desk (other items necessary for the exam may be permitted at the course depending on teacher's discretion, for example language dictionaries). Notepaper should be provided at your desk, if you need further paper you should ask one of the proctors.
- If there are more than 25 students in class there will be two exam proctors.
- Students must sit in randomly assigned seats, where the size of the room permits it one seating place apart.
- There will be two versions of every exam. No student will be sitting next to someone who is doing the same version as he/she is.
- Absolutely no communication is allowed between or among students. If there is an urgent reason to communicate something to one of your fellow students it should be done through one of the proctors of the exam.
- Any student caught communicating with, or attempting to communicate with, another student will be immediately required to leave the exam room. The consequence for the student's grade is at the discretion of the teacher (possible consequences range from being allowed to re-take the exam with a predetermined reduced grade, failing the exam, failing the course).

Open Book Exams

- All personal items should be left at the back of the room; students may only bring writing equipment and books specified by the teacher to your desk. Notepaper will be provided at your desk, if you need further paper you should ask one of the proctors.
- Students must sit in randomly assigned seats, one seating place apart.
- There will be two versions of every exam. No student will be sitting next to someone who is doing the same version as he/she is.
- Absolutely no communication is allowed between or among students. If there is an urgent reason to communicate something to one of your fellow students it should be done through one of the proctors of the exam.
- Any student caught communicating with, or attempting to communicate with another student will be immediately removed from the exam room. The consequence of this for the student's grade is at the discretion of the teacher (possible consequences range from being allowed to re-take the exam with a predetermined reduced grade, automatically failing the exam, failing the course).

For further description about forms of examinations see the *CEU Student Rights, Rules and Academic Regulations*, Section 4.1.2.

2. Policy on Disputed Grading

With the aim of dealing with disputes over grading which are

- serious enough to require action at departmental level but
- not as serious as to raise a suspicion moral misconduct on behalf of the professor,

the Political Science Department faculty adopted the following Policy.

1. **Unfair grading.** Students of the Department have the right to file a formal complaint to the Head of the Department regarding a grade which they deem unfair or mistaken. Disputed grading means, for the aims of this document, a serious departure from the grade which the student could reasonably expect on the basis of his/her performance. Reasonableness of the expectation is a norm relying on either the established scores attached to right answers or on grading of comparable performance of other students or some other standard of similar nature.
2. **Tabling the complaint.** The complaint is to be submitted within two weeks after the grade has been announced (if the announcement is made during a holiday break, the date is the first day when the student is supposed to be back on campus). Before tabling the complaint, the student is supposed to talk to the professor who has given the grade. In order to be considered, the complaint must be specific. Thus, the student who files the complaint is expected to indicate the particular test(s), essay(s), oral exam(s) which he/she believes have been graded unfairly by the professor, and to indicate the grounds for his belief.
3. **Setting up a Complaint Committee.** If the Head of the Department judges, on the basis of the available evidence, that there is a chance for the departure of the grading from the norm to be serious, he convenes an ad hoc Complaint Committee of three. Members of the Committee are preferably such professors of the Department who did not teach the student but are broadly familiar with the topic of the course.
4. **Procedures of the Committee.** The Committee examines written performance (tests, essays, etc.). Only seminar participation is presumed to be beyond the reach of ex post reconstruction (e.g., an oral examination is not a way to test the *past performance* of the student in the seminar). Within this general rule, the Committee works out its own procedures. The report on its decision, including the reasons supporting it, will be communicated 1. to the student, 2. to the professor, and 3. to the Head of the Department. Contingent upon the student's agreement, the report is made available to the student body as well.

If the Committee decides that the grade should be revised, the professor informs the Registrar's Office.

Appendix

When the dispute is about a grade given by the Head of the Department, his role in the complaint procedure is taken over by the Director of the Doctoral program.

3. Supervisor Choice

1. Together with the topic of their MA thesis, students must choose a supervisor. The department will do its best to give each student the supervisor of her/his choice. However, in the interest both of students and faculty, the department can limit the number of supervisees (the maximum is usually eight) per faculty member. It might therefore be necessary to rearrange the allocation of supervised students per faculty. None of these decisions will be done without prior consultation of the students concerned. To assist in this process, students will be asked to indicate both a first and a second choice of supervisor when filling out the thesis questionnaire form.
2. All professors in the Political Science department are potential supervisors. In exceptional cases, but only after consulting with the head of the Political Science department, a student's supervisor can be chosen outside of the Political Science department.
3. For reasons of fairness (and workload), students must choose only *one* supervisor. Of course, other faculty will respond to questions or offer some other help. However, you cannot expect that a faculty person who is not your supervisor will read your drafts
4. The deadline for choosing topic and supervision is specified in the academic calendar. An electronic version of the thesis questionnaire form will be sent out to all students via e-mail before the deadline.

4. Policy on Attendance and Academic Dishonesty

With the aim of dealing with cases of academic dishonesty and plagiarism which are

- serious enough to require action at the departmental level but
- not as serious as to require administrative action defined by the *Guidelines for the Implementation of 'Academic Dishonesty, Plagiarism and Other Offences' of the CEU "Student Rights, Rules and Academic Regulations"*,

the Political Science Department Faculty adopted the following Policy.

1. Attendance Policy and Failure to Comply with Attendance Policy

Lectures and seminars are mandatory for students registered for the course. Lecturers can set their own requirements regarding attendance, but must announce this in the course syllabus.

Upon a written request from the student, the lecturer may exceptionally grant temporary exemption from attending a specific lecture or seminar in accordance with the previously announced attendance policy.

Failure to comply with the course attendance policy may imply consequences for the student's final grade as announced in the course syllabus.

Students have the right to file a formal complaint against sanctions for non-attendance to the Head of Department. Consequences of unsatisfactory attendance are included in the CEU *Student Rights, Rules and Academic Regulations*, Section 6.2.

2. Using Unauthorized Materials and Unauthorized Collaboration During Examination

If the student ...

- (a) uses any materials that are not authorized by the instructor for use during an examination, *or*
- (b) copies from another student's paper during an examination, *or*
- (c) collaborates during an examination with any other person by giving or receiving information without the specific permission of the instructor,

he or she may be graded "F" for the examination in which the above infraction was committed, without the right to request a retake examination.

The student has the right to file a formal complaint to the Head of Department against such decision. Additional information about acts of academic misconduct is provided in the CEU *Student Rights, Rules and Academic Regulations*, Section 6.4.

3. Plagiarism

If the student offers as his/her own work the words, ideas, or arguments of another person without appropriate attribution by quotation, reference, or footnote, he or she may be given "F" as his/her final grade for the course/thesis/assignment, without the right to request a retake examination. The student has the right to file a formal complaint to the Head of Department against such decision.

For a comprehensive definition of the act of plagiarism see the CEU *Student Rights, Rules and Academic Regulations*, Section 6.4 as well as the *The Code of Ethics of the Central European University*, Article 27, Section 1, Paragraph (b).

After it was proved that a student has plagiarized in one of his/her papers, all instructors are notified about it and all his/her further papers have to be submitted electronically to the program coordinator who will assure that they are checked for plagiarism. For the policy on utilization of anti-plagiarism software see *The Code of Ethics of the Central European University*, Annex 2.

4. Setting up an Academic Honesty Committee. If the Head of Department judges, on the basis of evidence submitted by the lecturer, that an act of plagiarism was committed, he/she convenes an ad hoc Academic Honesty Committee of three CEU lecturers.

5. Procedures of the Committee. The Committee will first examine the evidence of plagiarism submitted by the lecturer, and then discuss the case with the student. If the Committee concludes that plagiarism was committed, it will recommend that the professor assigns the student a mark of “F” as his/her final grade for the course.

6. Concluding Provision. This Act of the CEU Political Science Department is prepared and passed in full observance of *The Code of Ethics of the Central European University*.

5. Policy on Students with Inadequate Previous Degrees

1. All CEU students are expected to hold an undergraduate degree that is comparable to a Bachelor's degree in the Anglo-American system. If they do not, and their admission was neither the fault of the Department, nor the result of fraudulent behavior on the student's behalf, the student can continue his/her studies at the CEU and obtain a degree after producing evidence of having obtained a "BA comparable" degree.

2. Students and applicants who are already enrolled in a Ph.D. level program at some other institution can only enroll a CEU program after they produced written evidence of terminating their studies at the other program AND waiving their right to submit a dissertation at that institution.

Misrepresentation of previous academic achievements automatically results in losing student status at the CEU.

6. Policy on Student Status and Enrollment

All students of the MA Program in Political Science must fulfill the degree requirement of their program in order to receive their degree. All students should make satisfactory progress towards the degree, entailing:

- Registration for the duration of the program;
- Attendance and participation in courses as required by course syllabi;
- Maintaining regular contact with an academic supervisor, submission of progress reports, drafts, etc. by departmental deadlines.

Students must register a minimum of 4 credits (8 ECTS) for grade from among the courses offered by the Department of Political Science for each teaching semester (Fall and Winter semester) of their enrollment in order to be considered registered for the program. No minimum credit requirement is set for the research semester (Spring semester), though students are encouraged to register for offered courses.

Further requirements include:

- Residence in Budapest or the vicinity for the duration of studies (for doctoral students, this is separately regulated in the Doctoral Regulations)
- Meeting all financial obligations towards CEU

Students who fail to meet satisfactory progress requirements may be subject to termination of their studies and discontinuation of financial aid.

7. Policy on the Submission of MA Theses

Students complete their studies at the MA level by submitting and publicly defending an MA thesis. The final version of the MA thesis has to be submitted by the very beginning of June (please see the academic calendar for the exact date). The thesis is considered submitted when the program coordinator receives three identical hard copies, two properly bound and one loose. Students must submit an electronic copy in Word for Windows or Rich Text and another copy in PDF format. All MA theses must be also uploaded to the CEU Library's Electronic Thesis Database (ETD).

Students are advised to not take more than four courses in the Winter Term in order to be able to concentrate on writing their thesis.

The deadline for choosing an MA thesis topic and supervisor is in January (see the departmental policy on MA thesis supervisor choice). Students are required to submit a formal research proposal of at least 2,500 words for their MA thesis in the second semester of their program (see the departmental calendar for the exact date). The proposal should identify and situate the topic and the research question within the broader field, with reference to appropriate theory; show a plan of the investigation that the thesis will employ to answer the question; indicate and justify the methodology as appropriate; and preferably indicate, if this is possible in advance, the overall argument of the thesis. The proposals will be distributed to the supervisors, and will be discussed in a series of thesis workshops. Supervisors and students have to meet and discuss the research proposal after the workshops concluded. Failure to meet the deadlines for submission of thesis drafts and/or to participate in the workshop will affect the final grade in the Thesis Workshop class and/or the MA thesis.

Students are required to submit an at least 5,000-words-long first draft of their thesis by deadline set in the departmental calendar for the given MA program. This draft should demonstrate the feasibility of their work and, preferably, is to concentrate on the overall argument of the thesis (it could, e.g., take the form of an outline or a methodology of the thesis, or of an introductory chapter). Handing in brief introductory statements or literature reviews beforehand is welcome, but cannot be accepted as a substitute for satisfying the above requirement.

An Ad Hoc Committee assigns each draft to a member of the faculty who serves as its anonymous referee. Each draft is evaluated, either as "all right", or as "problematic". In case of a "problematic" status of a draft, the Committee arranges that the supervisor(s) confers with the referee about the status of the draft. Upon this conferral, the "problematic" status of the draft is either confirmed, in which case the student is notified; or, alternatively, the evaluation is upgraded and the draft is accepted. No one will be disqualified from passing to the June defense phase at this point; neither will the evaluation of the first draft affect the final grade of the thesis.

Students are required to consult with a member of the Centre for Academic Writing on their draft version(s) of the formal research proposal as well as on their first draft to eliminate fundamental structural and stylistic problems before submitting their work.

Students in the two-year MA program must register for Thesis Writing in their second year of study and must submit a second draft of their thesis in the third teaching semester of their

program (see the departmental calendar for the exact date).

A full draft of the thesis has to be handed in before the end of May (see the departmental calendar for the exact date) by all students. Supervisor(s) decide whether a student may pass to the June defense phase by June. Students who are not allowed to pass to the June defense phase can appeal, in writing, to the Ad Hoc Committee for reverse judgment. It is to be understood that only under the most exceptional circumstances can such an appeal be heard favorably. Students who are not allowed to defend in June have two more years to submit and to defend their thesis. If they defend it before October 1 their grade will be lowered with one grade point. The grade of those who defend the thesis later, within the two year period granted by university rules, will be lowered with two grade points (best grade is B+). In such cases the oral defense will be replaced by a written evaluation of the thesis.

Students can request a deferral of the submission of their MA thesis if medical problems or other extraordinary personal circumstances prevent them either from completing the thesis by the deadline or from appearing at the public defense as originally scheduled. The request must be submitted by June 1st to the Head of Department in written, and clearly specify the reason. The Head of the Department may ask the claimant to provide appropriate medical or other evidence supporting the request. If satisfactory reasons are provided for the deferral, the Head of the Department can accept the request and will establish a new deadline for the submission of thesis in consultation with the thesis supervisor. In these cases, the final grade will not be affected by the deferral.

Oral defense is scheduled to take place after thesis submission. Each thesis is assessed by at least two CEU faculty members, and the thesis grade will be given based upon the written evaluations by the faculty and the oral defense. The thesis will be graded according to the grading scheme of the university. A minimum grade of C+ is required in order to receive the MA degree, subject to having completed all other requirements. The Master's thesis represents 8 credits in the one-year MA program and 20 ECTS in the two-year MA program.

The following criteria may be viewed as a guideline of how grades for theses are determined:

A – the thesis shows originality and a high degree of conceptual sophistication in its critical examination of theoretical and empirical knowledge and contributes to the existing literature in the field;

A-/B+ – the thesis demonstrates analytic ability and a mastery of the subject matter and relevant theoretical material

B/B- – the thesis shows adequate rather than excellent level of mastery of the subject matter and relevant theoretical material

C+ – the thesis presents ideas unclearly, suffers from several weaknesses and misunderstandings regarding the relevant literature, leaves the argumentation insufficiently developed.

F – the thesis lacks a thorough knowledge of the subject matter and the academic literature. It does not demonstrate any analytic ability and/or suffers of major errors in applying research methods or theoretical knowledge.

In case of plagiarism offences, the thesis is graded as fail (F), without the possibility of resubmission.

The defense committee may decide that the thesis has been successfully defended but announces the received grade only upon departmental confirmation. The final grades are

decided in a separate departmental meeting, which also tries to ensure the comparability of grading across the department.

In case of a fail grade, the student may be invited to write a new thesis. The grade of re-submitted theses can be maximum a Retake Pass (RP in the value of C+). In case of a failed thesis, the student receives a transcript of studies but no MA diploma.

8. Thesis Writing Guidelines

The thesis is the single most important element of the master's degree. It is a test of the student's ability both to undertake and complete a sustained piece of independent research and analysis, and to write up that research in a coherent form according to the rules and conventions of the academic community. As the official language of study at CEU is English, students are required to write the thesis in English to a standard that native speaker academics would find acceptable. A satisfactory thesis should not only be adequate in its methodology, in its analysis and in its argument, and adequately demonstrate its author's familiarity with the relevant literature; it should also be written in correct, coherent language, in an appropriate style, correctly following the conventions of citation. It should, moreover, have a logical and visible structure and development that should at all times assist the reader's understanding of the argument being presented and not obscure it. The layout and physical appearance of the thesis should also conform to university standards.

The purpose of this document is to outline the standard requirements and guidelines that a master's thesis should adhere to in the area of organization and writing skills in order to be accepted at CEU. These guidelines will not touch, or only tangentially, on questions of methodology and content, as these are likely to be subject specific, but will be limited to those issues that are generally true across disciplines. For information on discipline-specific requirements, deadlines for submission, and for documents required in preparation for the thesis, such as proposals, outlines, or annotated bibliographies, students should consult their departmental coordinator.

1. Thesis Language and Format

The thesis should be written in English. Quotations should normally be in English, with the original language included in a footnote where appropriate. Exceptions to this may be made when discipline specific guidelines permit (for example the use of Latin in Medieval Studies), or when issues such as the wording of the original language or the difference between different translations are under discussion. Other exceptions are short phrases in Latin or French typically used in English, such as '*raison d'être*' or '*inter alia*' which should be written in italics. For specific guidance in this area, students should consult their supervisor or another member of their department. Book titles, magazine titles, and newspaper titles may appear in their original language as long as English translations are given in parentheses or in a footnote. Cyrillic, Arabic and other non-Latin scripts should use their Latin equivalent. Where more than one transliteration style exists, a single style should be used consistently. Students should consult their academic writing instructor or advisor concerning proper transliteration procedures.

1.1 Ordering of parts

Parts of the thesis should be ordered as follows:

1. **Title page** **Required**
2. Copyright notice
3. **Abstract or executive summary** **Required**
4. Acknowledgements or dedications Optional
5. **Table of contents** **Required**
6. List of Figures, Tables or Illustrations Where required
7. List of Abbreviations Where required
8. **Body of the thesis** **Required**
9. Appendices Where required

10. Glossary Where required

11. Bibliography/Reference list Required

Students should consult their department as to whether any other discipline specific components should be included and if so where.

1.2 Layout and Appearance

- The thesis should be computer printed on white A4 paper, single-sided, in Times New Roman, 12pt; it should be between 50 and 80 pages¹. Double-spacing should be used in the abstract and text of the thesis. Single spacing should be used in long tables, block quotations separated from the text, footnotes, and bibliographical entries. Paragraphs should be indented, or an empty line left between paragraphs, depending on departmental requirements.
 - Margins should be one inch or 2.5 cm on all sides, and page size should be set to A4, not US letter. Pages should be numbered at the bottom in the centre, using Arabic numerals (1, 2, 3) starting with the first page of the thesis proper (i.e. the first page of the introduction). Pages prior to this should be numbered with lowercase Roman numerals (i, ii, iii.)
 - Chapters should start on a new page, but sections and subsections should not.
- See the sample thesis page at the end of this document for an example of page layout.*

1.3 Structure of initial parts

1.3.1 Title page

The title page should provide the following information in the following order:

The full title of the thesis

The candidate's name

The department and name of the university

The statement: "In partial fulfillment of the requirements for the degree of Masters of Arts/Sciences"

The supervisors' names

The place of submission (Budapest, Hungary)

The year of submission

See the sample title page at the end of this document for an example of title page layout.

1.3.2 Declaration of Authorship/Copyright Notice

Some departments require a declaration of authorship or copyright notice. Students should consult their department for the specific wording.

1.3.3 Abstract or Executive Summary

The abstract should be between 100 and 250 words. It should be written in the present tense and should normally include the following information: (1) a statement of the problem the research sets out to resolve; (2) the methodology used; (3) the major findings.

1.3.4 Acknowledgements

This is an optional page acknowledging people who provided the author with assistance in the thesis project, notably, but not only the thesis supervisor.

1.3.5 Table of Contents

The thesis must have a table of contents page listing chapter headings, section headings and sub-headings, Appendices and references as well as their corresponding page number. The 'Table of Contents' feature of Microsoft Word should normally be used to create a table of

¹ Please note this sentence has been modified for the Political Science Department – other departments may have different length requirements.

contents and this should be done after final editing so that pages referred to in the table of contents are correctly numbered.

1.3.6 List of Figures, Tables or Illustrations

If appropriate, a separate list of figures, tables, or illustrations should be included on a separate page immediately following the table of contents.

1.3.7 List of Abbreviations

If the thesis makes use of a large number of abbreviations that may be unfamiliar to a reader, providing a list of them can act as a useful guide.

1.4 Structure of final parts

1.4.1 Appendices

Appendices may be needed for formulae, maps, diagrams, interview protocols, or any similar data that are not contained in the body of the thesis. These should be provided after the conclusion in the logical order they are mentioned in the main body. A list of appendices should be drawn up, each being given a consecutive number or a letter, and placed in the table of contents. If there are several appendices each should receive a title. If the thesis includes non-paper appendices such as computer data, software, or audio-visual material, students should consult departmental guidelines as to how to append and refer to these.

1.4.2 Glossary

A list of special technical words or acronyms may be necessary. This is particularly true if the subject deals with a new area with a specialized vocabulary that the average reader in the discipline might not be familiar with, such as the Internet. This list should come after the appendices.

1.4.3 Bibliography/Reference List

A list of the sources used in the thesis must be supplied which complies with the same departmental style guidelines used in the body of the thesis – this list should include *only* those sources cited in the thesis.

2. Structure of the thesis

The thesis should be divided into logical chapters and include an introduction and a conclusion. Excluding the introduction and conclusion, the thesis will normally be expected to have not less than three and not more than six chapters, unless this has been agreed with the supervisor. The chapters should reflect the nature and stages of the research.

The introduction and conclusion may either be given titles and counted as the first and last chapter, or alternatively be entitled 'Introduction' and 'Conclusion' and the first chapter after the introduction numbered Chapter 1.

2.1 Organization of the thesis

2.1.1. Introduction

The thesis should begin with a general introduction presenting an overview of what the thesis is about and situating it in the existing research. The introduction should show why the topic selected is worth investigating and why it is of significance in the field. This will normally be done with reference to existing research, identifying areas that have not been explored, need to be explored further, or where new research findings justify a reconsideration of established knowledge. Having precisely defined the research problem, the introduction should propose a response to this problem, normally in the form of a solution. This response will be formulated

as a thesis statement, in one or two sentences, and should make explicit the objective of the research, not simply state an intention to explore or discuss. The thesis statement may (typically in the second sentence, if two sentences are used) include a brief indication of the author's position or overall findings, where permitted by the department. If the nature of the research and the department require, the chosen methodology may also be introduced after the thesis statement. The final section of the introduction should briefly outline the structure of the body of the thesis. Where appropriate, this can be linked to and follow logically from the description of the methodology.

2.1.2. Conclusion

The introduction and conclusion are closely related to each other, thus students should take care in drafting and revising to ensure that these parts reflect and do not contradict one another. The conclusion should provide answers or solutions – to the extent this is possible – to the questions or problems raised in the introduction. The argumentation of the thesis should be summarized briefly, and the writer's main argument or findings restated clearly, without going into unnecessary detail or including additional arguments not dealt with in the body. The conclusion will normally be expected to return to the wider context from which the thesis departed in the introduction and place the findings in this context. The writer should, if appropriate, elaborate on how the research findings and results will contribute to the field in general and what sort of broader implications these may have. There is no need to hide the limitations of the thesis to the extent that these are appropriate to a work of this type (e.g. constraints of space, depth of research, etc.). Suggestions may be made for further research where appropriate, but this is not a requirement.

2.1.3. Literature Review

Depending on the nature of the research, the existing literature may be reviewed in the introduction or part of a chapter, or a separate literature review chapter may be appropriate. The purpose of the literature review is to summarize, evaluate and where appropriate compare those main developments and current debates in the field which are specifically relevant to the research area, according to the guiding principle embodied in the thesis statement. In effect, the literature review shows that the writer is familiar with the field and simultaneously lays the ground for subsequent analysis or presentation and discussion of empirical data, as appropriate. Well-selected sources should convince the audience that research gaps have been identified correctly and that the writer has posed the right research questions, which will then be further addressed in subsequent chapters. Rather than simply summarizing other authors' work, the chapter should make clear the writer's position in relation to the issues raised. The literature review should have a logical structure (whether by chronological, thematic or other criteria) and this should be made explicit to the reader. Like any other chapter, the literature review chapter should have its own introduction and conclusion.

2.2 Appropriate use of headings and subheadings

Headings should be distinguished from the surrounding text by a larger point size, a different font, bolding, italics, or a combination of these. All headings of the same level should use the same style, and headings at lower levels should be less prominent than those at higher levels. Example (not department specific):

<p>Chapter 2 – Title (Arial Bold Small caps 14 point) <i>2.1 Heading for section (Arial Bold Italic 12 point)</i> 2.1.1 Heading for sub-section (Times Bold 12 point)</p>
--

2.1.1.1 Heading for part of sub-section (Arial Bold 10 point)

All headings should be left-aligned, except chapter headings, which may be centred. A heading at the bottom of the page must have at least two full lines of text below it. Otherwise, the heading should begin on the next page. Captions related to visual material (graphs, tables, maps) should appear on the same page as the material itself. Chapter and section headings should be consistently numbered according to the numbering system recommended by the department. It should not normally be necessary to go beyond three levels of sections.

Examples:

Chapter I, section A, subsection 1, sub-subsection a)

or

Chapter 1, section 1.1, subsection 1.1.1, sub-subsection 1.1.1.1

All tables and figures should also be numbered, either sequentially within each section e.g. 1.1, 1.2 and then restarted sequentially in the next section e.g. 2.1, 2.2. Alternatively, they can be sequentially numbered from Table 1, Table 2, etc., throughout the whole work.

Headings should clearly reflect what the chapter or section is about, and should be expressed in the form of a concise noun phrase (normally less than one line), not a sentence. Information which is present in a higher level heading need not be repeated in a subordinate heading. Where possible, headings at the same level of hierarchy should have similar structure (e.g. *3.1 Common Law, 3.2 Continental Law*, and not *3.1 Common Law, 3.2 The Supreme Court*).

3. Text Development and Coherence

The thesis should be written for a reader who is a specialist in the discipline but not necessarily a specialist on the specific topic or question, even if the immediate supervisor is a specialist in exactly this narrow topic. The writer should take care to ensure that sentences and paragraphs flow logically from each other and do not demand knowledge the reader might not be expected to share in order to make these relationships clear. Where there is doubt as to the connection between two ideas, the onus is on the student to make this explicit not on the reader to try to deduce the connection.

3.1 Paragraph Development

A paragraph is a text unit of several sentences dealing with a single issue, topic or aspect. It should not therefore (except in special circumstances), be a single sentence, nor should it deal with a range of topics. The paragraph should develop one idea, through illustration or analysis, to a conclusion. It should normally start with a topic sentence indicating what it is about, develop this topic through further sentences until the topic is concluded and a new topic or a different aspect is ready to be broached. In linking sentences logically and coherently to one another, the writer should ensure that transition devices (e.g. *however, similarly, in consequence*, etc) are used appropriately wherever there is a danger that the connection between two sentences may be unclear. Reference back to previous sentences (e.g. *this, these, such, this question, these issues, this situation*) should also be used wherever it can help make the flow of logic clearer. When an already mentioned theme and new information about it are dealt with in one sentence, the theme should normally come first and the new information second, so as to facilitate the reader's understanding.

For more detailed guidelines on paragraph development, students should refer to the CAW course materials or the relevant CAW webpage, or consult an CAW instructor.

3.2 Transition between paragraphs

Although a well-structured paragraph is a unit in itself, paragraphs should also logically develop and flow from each other using devices similar to those that link sentences within the

paragraph. Where the reason for a shift of topic or approach might be unclear to the reader, this should be explained. Sections, like paragraphs, should have both coherence and cohesion, and should make use of appropriate linguistic devices to lead the reader logically and clearly through the stages of the writer's analysis or exposition.

4. Language and Style

The thesis should be written in an appropriate formal academic style. While it is not possible to prescribe the use or avoidance of the first person or the passive, or the length of sentences, students should make efforts to use the resources available to them, such as style manuals recommended by their department, the CAW course materials or the relevant CAW webpage to assess whether their written style is appropriate to their discipline. Excessive or superfluous use of jargon or technical terms should be avoided and any term or acronym that would not be understood by a non-specialist reader *within the discipline* should be explained and/or included in a glossary. The thesis should wherever possible use gender neutral language, avoiding the use of male-specific words such as 'man' or 'chairman' where these could be considered inappropriately exclusive or discriminatory.

Students should make every effort to ensure that the thesis is free from grammatical, lexical and punctuation errors. Not only should a computer spellchecker be used, but the student should also proof-read the thesis to check that errors do not remain that are not detected by the spellchecker. The thesis should consistently use **either** American **or** British spelling but should not alternate between the two. Students should also be aware that the punctuation rules of English are almost certainly different from those of their own language and should familiarize themselves with and apply the rules of English.

When using numbers in the text, numbers up to one hundred should normally be written in words, and if the first word of a sentence is a number it should be written in words. Numbers above one hundred are usually written as numerals (101, 102). For precise guidance, students should consult the style manual recommended by their department.

It is the student's duty to use the available resources during the year so as to master the skills necessary to write a thesis that is as far as possible error free, and so as to be able to proof-read that thesis and correct their own errors. Details of the precise use of punctuation can be found in "A Manual for Writers of Term Papers, Theses, and Dissertations" by Kate Turabian and also on the CAW website. The CAW website also includes resources for the learning and correction of grammar points. Further grammar resources are available in the CEU Multimedia Library.

5. Use of sources and citation style

All source materials, primary or secondary, published or unpublished that are the intellectual property of authors or institutions other than the writer of the thesis must be credited and correctly cited in full, including illustrations, charts, tables, etc. *Failure to do so constitutes plagiarism and will result automatically in a failing grade.* Students' attention is drawn to the following extract from CEU's policy document, "Academic Dishonesty and Plagiarism"

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² "Academic Dishonesty and Plagiarism," as printed in *Administrative Policy Papers*, (Central European University, 1996) no.25.

5.1 Use of Citation Styles

All citations should include a reference in the body of the text to the author as well as an entry in the bibliography/reference list. The thesis should consistently use a single citation style as specified by the department, following the Turabian manual distributed to students at the start of the academic year (unless otherwise agreed with the supervisor. For further information on the use of sources, students should refer to the CAW course materials and/or the following CAW webpages:

5.2 Quotation, paraphrase and summary

Source material should be quoted where the precise wording is specifically relevant or significant, and the quotation always clearly marked as required by the citation style, including page numbers. Sources may be paraphrased or summarized where exact wording is not essential, but care should be taken not to change the original meaning through paraphrase, and all paraphrased and summarized sources must be fully cited, including page numbers. Where a quotation has been changed (for example, capitalization, punctuation, emphasis changed or a pronoun replaced by a noun), the changes should be clearly indicated according to the citation style used.

Although interaction with existing research in the field is a requirement for all academic writing, no part of the thesis should normally consist purely of summarizing the work of others, unless approved by the supervisor. Summarized or quoted source material should not be left to stand on its own, but should be introduced, explained, analyzed and the purpose of its use made clear. Where different sources are compared or contrasted, it should be made explicit to the reader both that this is being done and why.

Care should be taken to ensure that the reader is in no doubt as to where a cited author's ideas end and the comments of the author of the thesis begin. Where there is doubt, the cited author's name (or s/he) can be used in the sentence with an appropriate verb reporting what that person has said so as to distinguish it from the ideas of the author of the thesis.

5.3 Data Commentary

Where data is provided in the form of charts, figures or tables, it should be effectively commented. This includes not only a clear reference in the text to the table or figure in which the reader can find the data (e.g. 'as table 1 shows'), and a summary of what the data shows. Trends or irregularities should also be highlighted and the more important findings separated from those that are less important. The commentary should not simply repeat in sentences all the information presented in the diagram but should also discuss implications, problems and/or exceptions in relation to the data in question. As with any other material taken from the work of other researchers, the source of the table, graph, illustration, figure or related materials must be stated at the bottom or in a footnote as specified in the departmental style guidelines.

Concluding comments

It is the duty of the student to ensure that the thesis meets the standards described above, and the duty of the supervisor and department to ensure that the student takes the necessary steps to meet these requirements. Where a thesis fails to meet the requirements in one or more areas, it may be returned for revision and resubmission, or in the case of plagiarism, a failing grade awarded. Students are encouraged to familiarize themselves with the above guidelines and to seek help from the support facilities provided by the university (CAW, Multimedia Library, assistance from relevant faculty, etc.) whenever necessary and in good time.

Sample Title Page

SOCIO-POLITICAL AND ECONOMIC ISSUES IN POST-COMMUNIST RUTHENIA

By
Anna Other

Submitted to
Central European University
Department of.....

In partial fulfillment of the requirements for the degree of Master of ...

Supervisor: Professor Mary Lamb

Budapest, Hungary
(2011)

Sample page of thesis

CHAPTER 1: CAUSES OF NUCLEAR PROLIFERATION

A number of seemingly convincing explanations has been offered to account for the reasons *why* countries decide to develop nuclear weapons. However, nobody challenges the argument that perception of external threats plays a fundamental role in driving the countries to develop their nuclear weapons programs. This chapter assesses these different explanations and argues in favor of the traditional, security threat-based explanation as the most pertinent to the Indian-Pakistani conflict.

1.1 Alternative Theoretical Explanations for Nuclear Proliferation

Acquisition of the nuclear weapons provides states with a powerful means of leverage in international conflicts. Different theories in the realm of International Relations suggest alternative explanations for the causes of nuclear proliferation. While all of them contribute to our understanding of *why* nations want nuclear weapons, the explanation provided by the realist/neo-realist school still dominates all the others. It argues that the external threats perceived from the real or potential adversaries, especially nuclear ones, force the states to acquire nuclear weapons to be able to protect themselves by threatening to retaliate in kind, which in turn, causes a security dilemma. This explanation appears to be the most relevant and applicable to the Indian-Pakistani case³ for the reasons that will be further elaborated here.

1.1.1 The Security Threat-Based Explanation

While the debate in IR theory over the causes of states' decisions to acquire nuclear weapons and engage in an arms race is divided, many policymakers and most international relations scholars agree on the traditional and perhaps the most powerful and convincing expl-

³ For this suggestion, see Joshua Goldstein, *International Relations* (New York: Harper Collins, 1994), 68, 205

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IV. Important Dates

2011

September 6, Tuesday	10:00 1-year MA Orientation
September 8, Thursday	15:00 MA welcome reception
September 19, Monday	Fall Semester begins (till December 9, Friday)
October 1, Saturday	Departmental Field Trip
November 2, Wednesday	Deadline for signing up for “szakirányú továbbképzés” (further specialization) exam in political science
December 9, Friday	Fall Semester ends

2012

January 9, Monday	Winter Semester Begins (till March 30, Friday)
January 30, Monday	Deadline for submission of MA Thesis Questionnaire Form for MA and MA2/1 students; deadline for choosing thesis topic and supervisor; preliminary decision on supervision
March 12, Monday	Deadline for submission of a formal research proposal of at least 2,500 words for MA students
March 14, Wednesday	MA students receive feedback from supervisor
March 19, Monday	Registration for Spring Semester begins (till April 8, Sunday)
March 30, Friday	Winter Semester ends
April 2, Monday	Spring Semester begins
April 2-6, Mon-Fri	Thesis Writing Workshops; MA students present the revised version of their 2,500 words; MA2/1 students prepare a 1,000-word draft for the workshop
April 23, Monday	Deadline for submission of a 5,000-word first draft of MA thesis
April 30, Monday	Each MA draft is evaluated, either as ‘all right’ or as ‘problematic’
May 25, Friday	Deadline for submission of the full draft of MA theses (approximately 15,000 words), deadline for submission of the full draft of MA2/2 theses (approximately 18,000 words)
May 29, Tuesday	Supervisors decide whether an MA may pass to the June defense phase

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2011-2012*

May 29, Tuesday	Final MA and MA2/2 thesis submission
June 4-8, Mon-Fri	MA defenses, MA2/2 defenses and oral exams
June 14, Thursday	GRADUATION
July 2, Monday	Summer University begins
July 31, Tuesday	End of the Academic year