# Table of Contents

A. BASIC ACADEMIC INFORMATION ........................................................................................................... 4  
B. DEPARTMENTAL CONTACT INFORMATION ........................................................................................ 5  
C. GENERAL CEU AND DEPARTMENTAL INFORMATION ........................................................................ 11  
   I. Departmental Communication and Student Guidance ........................................................................ 11  
   II. Student Evaluations ......................................................................................................................... 11  
   III. Printing Policy ............................................................................................................................... 11  
   IV. Departmental Website and Facebook Profile .................................................................................. 11  
   V. Acceptance ..................................................................................................................................... 12  
   VI. Attendance ..................................................................................................................................... 12  
   VII. Student employment .................................................................................................................. 12  
D. STUDENT REPRESENTATION ................................................................................................................. 13  
E. MA DEGREE PROGRAM REQUIREMENTS .......................................................................................... 14  
   I. Master of Arts Degree in Public Policy (one-year MA) ..................................................................... 14  
   II. Master of Arts Degree in Public Policy (Mundus MAPP) ............................................................... 14  
   III. Specializations .............................................................................................................................. 14  
F. MA COURSE REQUIREMENTS, COURSE MATERIALS AND GRADING ............................................. 17  
   I. Curricular Requirements (one-year MA) .......................................................................................... 17  
   II. Curricular Requirements (Mundus MAPP) ..................................................................................... 17  
   III. Course materials .......................................................................................................................... 18  
   IV. Course Work Policies and Grading ................................................................................................. 18  
G. CURRICULUM 2014-2015 .................................................................................................................. 21  
H. MA THESIS (ONE-YEAR MA) AND THESIS REPORT (MUNDUS MAPP) GUIDELINES .................. 23  
   I. General overview ............................................................................................................................ 26
A. Basic Academic Information

Institution responsible: Central European University  
Name of department: Department of Public Policy  
Administrative approval body: Central European University Senate  
Academic year: September 8, 2014 – August 31, 2015

/Internship requirements for one-year MA must completed by November 30, 2015/

In the 2014-2015 academic year the Department of Public Policy runs or administers the following academic programs:
- **MA Program in Public Policy** (one year):
  - fifteen-month program of three teaching terms, including a research and an internship period
  - registered by the Board of Regents of the New York State Education Department.
- **Mundus MAPP: Erasmus Mundus MA Program in Public Policy** (two years):
  - Joint two-year program including a research and an internship period
  - Hungarian-accredited (and also registered by the Board of Regents of the New York State Education Department)
  - jointly delivered with the International Institute of Social Studies of Erasmus University Rotterdam (The Hague), Netherlands, Institut Barcelona d’Estudis Internacionals, Spain, and the University of York, UK
  - CEU first-year university.
- **PhD Program in Political Science, Public Policy track**

In addition, the Department also hosts visiting and exchange students from universities across the world. The present handbook intends to guide students undertaking the one-year MA and Mundus MAPP programs and the visiting and exchange students attending the masters program. Special additional program requirements for Mundus MAPP students (if different from the requirements in this handbook) are outlined in the **Mundus MAPP 2014-2016 Program Guide**.

Additional documents to consult:
- **CEU Student Handbook and Academic Diary**
- Student Records Manual
- **Mundus MAPP 2014-2016 Program Guide**
- Student policies: [http://www.ceu.hu/studentlife/onlineorientation/student-policies](http://www.ceu.hu/studentlife/onlineorientation/student-policies)
- All CEU policies: [http://www.ceu.hu/administration/policies](http://www.ceu.hu/administration/policies)
B. Departmental Contact Information

**Thilo Bodenstein**  
*Head of Department*  
Office: Október 6 utca 7 building, 2nd floor, room 237  
E-mail: bodensteint@ceu.hu  
Tel: (36-1) 327-3000 ext. 2528

**Henri Griecs**  
*Senior Departmental Coordinator*  
*Mundus MAPP Administrative Coordinator*  
Office: Október 6 utca 7 building, 2nd floor, room 238  
E-mail: griecsk@ceu.hu  
Tel: (36-1) 328-3451

**Zsuzsa Ágoston**  
*MA Program Coordinator*  
Office: Október 6 utca 7 building, 2nd floor, room 236  
E-mail: agostonzs@ceu.hu  
Tel: (36-1) 235-6114

**Zoltán Wagner**  
*PhD Coordinator*  
Office: Október 6 utca 7 building, 2nd floor, room 247  
E-mail: wagnerz@ceu.hu  
Tel: (36-1) 327-3000 ext. 2512

**Katalin Hárskútí**  
*Assistant, Department of Public Policy*  
*Coordinator, Center for European Union Research*  
Office: Október 6 utca 7 building, 2nd floor, room 236  
E-mail: harskutik@ceu.hu  
Tel: (36-1) 327-3104

**Ágnes Bátory**  
*Mundus MAPP Academic Coordinator*  
Office: Október 6 utca 7 building, 3rd floor, room 335  
E-mail: batorya@ceu.hu  
Tel: (36-1) 327-3098

**Maja Skalar**  
*Internship Placement Coordinator*  
Office: Október 6 utca 7 building, 2nd floor, room 248  
E-mail: skalarm@ceu.hu  
Tel: (36-1) 327-3000 ext. 2281

**Andrew Cartwright**  
*Policy Labs Director*  
Office: Center for Policy Studies, N11, 3rd floor, rm. 320  
E-mail: cartwrighta@ceu.hu  
Tel: (36-1) 327-2397

**Martin Kahanec**  
*Public Policy Track Representative, Doctoral School of Political Science, Public Policy and International Relations*  
Office: Október 6 utca 7 building, 2nd floor, room 231  
E-mail: kahanecm@ceu.hu  
Tel: (36-1) 328-3097
List of faculty members

Izabella Barati-Stec
(Visiting Professor, Fall Term)
Október 6 utca 7, 3rd floor, rm. 336
visbarati@ceu.hu

Thilo Bodenstein
Department of Public Policy
Október 6 utca 7, 2nd floor, rm. 237
bodensteint@ceu.hu

Ágnes Bátyory
Department of Public Policy
Október 6 utca 7, 3rd floor, rm. 335
batorya@ceu.hu

Lajos Bokros
Department of Public Policy
N11, 2nd floor, rm. 202
bokrosl@ceu.hu

Andrew Cartwright
Center for Policy Studies
N11, 3rd floor, rm. 320
cartwrighta@ceu.hu

Robert Csehi (Visiting Professor, Fall & Winter Terms)
Department of Public Policy
Október 6 utca 7, 2nd floor, rm. 232
CsehiR@ceu.hu

Andrey Demidov (Visiting Professor, Fall & Winter Terms)
Department of Public Policy
Október 6 utca 7, 2nd floor, rm. 232
Demidova@ceu.hu

Pinar Emine Donmez (Research Fellow, Visiting Professor, Fall & Winter Terms)
Department of Public Policy
N11, 3rd floor, rm. 301
DonmezP@ceu.hu

Robert Ebel
(Visiting Professor, Winter Term)
Department of Public Policy
Október 6 utca 7, 2nd floor, rm. 232
rebel@robertebel.com

Alex Fischer
(Visiting Professor, Spring Term)
Department of Public Policy
WWF Switzerland
Október 6 utca 7, 2nd floor, rm. 232
fischera@ceu.hu

Stephen Golub
(Visiting Professor, Fall Term)
Department of Public Policy
Október 6 utca 7, 2nd floor, rm. 232
sigolub1@gmail.com

Marie-Pierre Granger (on sabbatical)
Department of Public Policy
Október 6 utca 7, 2nd floor, rm. 230
grangerm@ceu.hu

Martin Guzi
(Visiting Professor, Fall Term)
Department of Public Policy
Október 6 utca 7, 2nd floor, rm. 231
GuziM@ceu.hu

Evelyne Hübischer (on sabbatical)
Department of Public Policy
Október 6 utca 7, 3rd floor, rm. 337
huebscherE@ceu.hu

Károly Jókay
(Visiting Professor, Fall & Winter Terms)
Deapartment of Public Policy
Október 6 utca 7, 2nd floor, rm. 228
visjokay@ceu.hu
Martin Kahanec  
Department of Public Policy  
Október 6 utca 7, 2nd floor, rm. 231  
kahanecM@ceu.hu

Youngmi Kim  
Department of International Relations and European Studies  
N15, 5th floor, rm. 502  
kimY@ceu.hu

Andrea Krizsán  
Center for Policy Studies  
N11, 3rd floor, rm. 316  
krizsana@ceu.hu

Sanjay Kumar  
Center for Academic Writing  
N11, 3rd floor, rm. 308  
kumars@ceu.hu

Lucia Mytna Kurekova (Visiting Professor, Fall Term)  
Department of Public Policy  
Október 6 utca 7, 3rd floor, rm. 301  
viskurekova@ceu.hu

Marvin Lazerson (Winter Term)  
Department of Public Policy  
Október 6 utca 7, 3rd floor, rm. 301  
marvinlazerson@t-online.de

Liviu Matei  
Department of Public Policy  
Provost  
MB, 1st floor, rm. 107, Rectorate  
mateil@ceu.hu

Kálmán Mizsei  
Department of Public Policy  
Október 6 utca 7, 2nd floor, 228  
mizseik@ceu.hu

Uwe Puetter  
Department of Public Policy  
Október 6 utca 7, 3rd floor, rm. 339  
puetteru@ceu.hu

Vera Scepanovic  
(Visiting Professor, Fall & Winter Terms)  
Department of Public Policy  
Október 6 utca 7, 2nd floor, rm. 232  
ScepanovicV@ceu.hu

Nick Sitter  
Department of Public Policy  
Október 6 utca 7, 3rd floor, rm. 339  
sittern@ceu.hu

Sara Svensson  
Department of Public Policy  
Október 6 utca 7, 3rd floor, rm. 336  
svensssonss@ceu.hu

Ágnes Tóth  
Center for Academic Writing  
Október 6 utca 7, 3rd floor, rm. 312  
tothag@ceu.hu

Zsuzsanna Toth  
Center for Academic Writing  
N11, 3rd floor, rm. 312  
tothzs@ceu.hu

Violetta Zentai  
Center for Policy Studies  
N11, 3rd floor, rm. 317  
vzentai@osi.hu
Office hours
All members of the Department of Public Policy will provide office hours for individual student consultation.

School of Public Policy
The School of Public Policy (SPP) is a different unit from the Department. Starting in the Fall of the 2013-2014 academic year SPP offers a two-year, professional Master in Public Administration degree. Some of the courses of the School will be cross-listed with the Department and the Department will also open some of its courses to the students of the School.
List of students, enrolled in programs administered by the department

MA programs

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Citizenship</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afshar Vogl</td>
<td>Shirlene</td>
<td>United States of America</td>
<td>One-year MA</td>
</tr>
<tr>
<td>Burton</td>
<td>Liam</td>
<td>United Kingdom</td>
<td>Mundus MAPP</td>
</tr>
<tr>
<td>Dilday</td>
<td>Randolph</td>
<td>United States of America</td>
<td>One-year MA</td>
</tr>
<tr>
<td>Fedorchenko</td>
<td>Lara</td>
<td>Germany</td>
<td>Erasmus Exchange</td>
</tr>
<tr>
<td>Ferencz</td>
<td>Emma</td>
<td>Hungary</td>
<td>One-year MA</td>
</tr>
<tr>
<td>Gjonnes</td>
<td>Susanne</td>
<td>Norway</td>
<td>Mundus MAPP</td>
</tr>
<tr>
<td>Hamann</td>
<td>Ines</td>
<td>Germany</td>
<td>Erasmus Exchange</td>
</tr>
<tr>
<td>Hardy</td>
<td>Dóra</td>
<td>Hungary</td>
<td>One-year MA</td>
</tr>
<tr>
<td>Herrmann</td>
<td>Christina</td>
<td>United States of America</td>
<td>One-year MA</td>
</tr>
<tr>
<td>Hesterberg</td>
<td>Camille</td>
<td>United States of America</td>
<td>One-year MA</td>
</tr>
<tr>
<td>Jacobs</td>
<td>Lena</td>
<td>Ireland</td>
<td>One-year MA</td>
</tr>
<tr>
<td>Jakab</td>
<td>László</td>
<td>Hungary</td>
<td>One-year MA</td>
</tr>
<tr>
<td>Kis</td>
<td>György Márk</td>
<td>Hungary</td>
<td>One-year MA</td>
</tr>
<tr>
<td>Kletskovskyy</td>
<td>Illya</td>
<td>United States of America</td>
<td>One-year MA</td>
</tr>
<tr>
<td>Lamphere-Englund</td>
<td>Galen</td>
<td>United States of America</td>
<td>Mundus MAPP</td>
</tr>
<tr>
<td>Macapayag</td>
<td>Neliza</td>
<td>Philippines</td>
<td>One-year MA</td>
</tr>
<tr>
<td>Matosek</td>
<td>Marta</td>
<td>Poland</td>
<td>One-year MA</td>
</tr>
<tr>
<td>Mbah</td>
<td>Njoya</td>
<td>Cameroon</td>
<td>One-year MA</td>
</tr>
<tr>
<td>McLean</td>
<td>John</td>
<td>Ireland</td>
<td>One-year MA</td>
</tr>
<tr>
<td>Mercader Lara</td>
<td>Victor</td>
<td>Mexico</td>
<td>Mundus MAPP</td>
</tr>
<tr>
<td>Myers</td>
<td>Bruce</td>
<td>United States of America</td>
<td>One-year MA</td>
</tr>
<tr>
<td>Popsoi</td>
<td>Mihail</td>
<td>Moldova</td>
<td>Mundus MAPP</td>
</tr>
<tr>
<td>Rahman</td>
<td>Kazi Mohammad Mahbobor</td>
<td>Bangladesh</td>
<td>One-year MA</td>
</tr>
<tr>
<td>Rasheed</td>
<td>Khurram</td>
<td>Pakistan</td>
<td>One-year MA</td>
</tr>
<tr>
<td>Riemann</td>
<td>Gregor</td>
<td>Germany</td>
<td>Mundus MAPP</td>
</tr>
<tr>
<td>Rivezzo</td>
<td>Carly</td>
<td>United States of America</td>
<td>One-year MA</td>
</tr>
<tr>
<td>Sampaio</td>
<td>Lara</td>
<td>Brazil</td>
<td>Mundus MAPP</td>
</tr>
<tr>
<td>Sara</td>
<td>Edi</td>
<td>Albania</td>
<td>One-year MA</td>
</tr>
<tr>
<td>Shue</td>
<td>Rachel</td>
<td>Australia</td>
<td>Mundus MAPP</td>
</tr>
<tr>
<td>Stockunaite</td>
<td>Vaida</td>
<td>Lithuania</td>
<td>One-year MA</td>
</tr>
<tr>
<td>Stoyanov</td>
<td>Atanas</td>
<td>Bulgaria</td>
<td>One-year MA</td>
</tr>
<tr>
<td>Tanasie</td>
<td>Carmen</td>
<td>Romania</td>
<td>One-year MA</td>
</tr>
<tr>
<td>Teixeira</td>
<td>Marcio</td>
<td>Brazil</td>
<td>Mundus MAPP</td>
</tr>
<tr>
<td>Todorovska</td>
<td>Ana</td>
<td>Macedonia</td>
<td>One-year MA</td>
</tr>
<tr>
<td>Vaikutyte</td>
<td>Justina</td>
<td>Lithuania</td>
<td>One-year MA</td>
</tr>
<tr>
<td>Visic</td>
<td>Andrija</td>
<td>Croatia</td>
<td>One-year MA</td>
</tr>
<tr>
<td>Last name</td>
<td>First name</td>
<td>Citizenship</td>
<td>Start year</td>
</tr>
<tr>
<td>--------------</td>
<td>------------</td>
<td>---------------</td>
<td>------------</td>
</tr>
<tr>
<td>Avramorska</td>
<td>Elena</td>
<td>Macedonia</td>
<td>2014</td>
</tr>
<tr>
<td>Craciun</td>
<td>Daniela</td>
<td>Romania</td>
<td>2013</td>
</tr>
<tr>
<td>Halász</td>
<td>Anita</td>
<td>Hungary</td>
<td>2012</td>
</tr>
<tr>
<td>Jibladze</td>
<td>Elene</td>
<td>Georgia</td>
<td>2008</td>
</tr>
<tr>
<td>Kostka</td>
<td>Joanna</td>
<td>Poland</td>
<td>2009</td>
</tr>
<tr>
<td>Koutkova</td>
<td>Karla</td>
<td>Czech Republic</td>
<td>2010</td>
</tr>
<tr>
<td>Kralikova</td>
<td>Renata</td>
<td>Slovakia</td>
<td>2009</td>
</tr>
<tr>
<td>Lőblová</td>
<td>Olga</td>
<td>Czech Republic</td>
<td>2010</td>
</tr>
<tr>
<td>Maricut</td>
<td>Adina</td>
<td>Romania</td>
<td>2012</td>
</tr>
<tr>
<td>Metcalf</td>
<td>Kerri</td>
<td>USA</td>
<td>2013</td>
</tr>
<tr>
<td>Morillas</td>
<td>Miguel</td>
<td>Peru</td>
<td>2013</td>
</tr>
<tr>
<td>Ocskó</td>
<td>Edina</td>
<td>Hungary</td>
<td>2009</td>
</tr>
<tr>
<td>Pakalkaitte</td>
<td>Vija</td>
<td>Lithuania</td>
<td>2012</td>
</tr>
<tr>
<td>Roch</td>
<td>Stefan</td>
<td>Germany</td>
<td>2011</td>
</tr>
<tr>
<td>Sabic</td>
<td>Norbert</td>
<td>Serbia</td>
<td>2011</td>
</tr>
<tr>
<td>Siwale</td>
<td>Agatha</td>
<td>Zambia</td>
<td>2014</td>
</tr>
<tr>
<td>Thaler</td>
<td>Philipp</td>
<td>Germany</td>
<td>2010</td>
</tr>
<tr>
<td>Torotcoi</td>
<td>Simona</td>
<td>Romania</td>
<td>2014</td>
</tr>
<tr>
<td>Ulceluse</td>
<td>Magdalene</td>
<td>Romania</td>
<td>2014</td>
</tr>
<tr>
<td>Wewerka</td>
<td>Lisa</td>
<td>Austria</td>
<td>2011</td>
</tr>
<tr>
<td>Wing</td>
<td>Sarah</td>
<td>UK</td>
<td>2014</td>
</tr>
<tr>
<td>Wyndham</td>
<td>Caitlin</td>
<td>Australia</td>
<td>2012</td>
</tr>
<tr>
<td>Zecharia</td>
<td>Leyla-Sefta</td>
<td>Romania</td>
<td>2013</td>
</tr>
<tr>
<td>Zemandl</td>
<td>Eva</td>
<td>US/Hungary</td>
<td>2011</td>
</tr>
</tbody>
</table>
C. General CEU and Departmental Information

I. Departmental Communication and Student Guidance

Students are informed of any important decisions affecting particular courses, students’ work, or the program in general primarily by email postings sent to students’ CEU email address by the course instructors and departmental coordinators as well as central university offices. Additionally, some notices will be posted on the program notice board, or placed in students’ mailboxes. Barring technical failure, it will be assumed that students have read all information distributed by electronic means. Students are expected to check regularly (at least twice a day) their CEU e-mail.

In general, students should not hesitate to approach the DPP faculty regarding their course work, thesis preparation and supervision as well as all other matters related to their present and future studies. Should students have concerns about a course and do not feel able to approach the relevant faculty member, they should approach the Head of Department or, if appropriate, the Departmental Coordinators, who will mediate on their behalf. For personal problems, students may approach the Student Services Officers, or the CEU Counsellors (contact information available in the CEU Student Handbook).

II. Student Evaluations

Students will be asked to evaluate all courses they attended. Short and anonymous on-line surveys will be conducted at the end of each course. Please fill out the on-line anonymous forms after receiving the request, since the feedback gained through the forms is crucial in assessing and improving the teaching and course quality. Course instructors may only access the anonymous student evaluations after they have provided the course grades. To prevent conflict of interests, no grades can be published until the course evaluations have reached a fair percentage (about 85%).

III. Printing Policy

The University subsidizes printing. The allowance of 2,400 pages per annum for full-time one-year MA students and 2,000 pages per annum for Mundus MAPP students are judged to be sufficient to amply cover normal printing for mandatory readings, papers and theses. Further printing quota can be purchased through the CEU Finance Office.

IV. Departmental Website and Facebook Profile

The website of the Department of Public Policy is available at https://publicpolicy.ceu.hu/. It describes the academic objectives of the department, contains detailed information on curriculum, current courses, schedules, faculty members, as well as special events happening at the DPP. Important information on departmental developments and individual courses are posted on the website throughout the year. Please check it regularly in order to be up to date as regards latest events and requirements. In addition, the present handbook and various forms you will be required to submit during the academic year are also downloadable from this page.
The Department also operates a Facebook profile, at https://www.facebook.com/ceupublicpolicy. Students are encouraged to add the “Ceu Dpp Coordinator” as a friend and join our departmental and Mundus MAPP group pages as well. We actively use this tool to post admissions information, information on CEU news and events, student success stories as well as job and internship opportunities.

V. Acceptance

By matriculating in the Department of Public Policy, students have agreed to abide by the rules and procedures outlined in this document, as well as the general rules and procedures of Central European University. Make sure that you are informed about and understand CEU’s student policies which can be found at http://www.ceu.hu/documents.

VI. Attendance

Students are required to be in residence in Budapest throughout the academic year, until they submit their MA thesis (one-year MA).

Mundus MAPP students may start their internship, and therefore may leave the country, after completing all the course work as their thesis report is due by August 30, 2015 only. Prior to leaving Budapest, Mundus MAPP students should agree upon a supervision schedule with their CEU supervisor and keep to the dates and deadlines specified in this schedule during the summer. This is a condition for keeping their enrolled student status and the continuation of the payment of their stipend.

In case students need to leave for shorter periods during teaching time they need the approval of the Head of Department in advance, and they need to inform all the course instructors whose classes they would miss. Missed classes must be made up by written assignments. In case they need to leave during the MA thesis research period they need the approval of the Head of Department as well as their supervisor in advance.

Students are entitled to receive their stipend while they are studying in the program until the end of June, and also for two additional months in the summer, July and August if they do an internship or if they complete the Policy Labs. Students staying in the dorm are entitled to stay for the months of July and August if they do an internship or Policy Labs. Students who are exempted from the internship or do not complete Policy Labs are not entitled to receive a stipend for the months of July and August.

VII. Student employment

Students wishing to undertake employment during their studies must obtain a written approval of the Head of Department in advance. According to university policy, the employment of full-time students should not exceed 20 hours/week, however, permission is normally granted to students with excellent academic performance, and only outside teaching periods.
D. Student Representation

Students are represented at departments via Student Representatives, and at the university level via a Student Union. The Student Representatives are invited to raise student issues and concerns directly to the Coordinators or the Head of Department or the professors concerned, however, they are also invited to faculty meetings where they can present their issues and get a response openly when all faculty members are present.

The CEU Student Union (SU) is the self-government of students enrolled in Central European University. All enrolled students are members of the SU. Every year, the students of various schools, departments and programs elect their representatives to the SU Assembly (SUA). The Assembly is the highest decision-making body of the SU and it provides representation in matters of academic, administrative and/or disciplinary nature. The SU Board (SUB) is the main decision-making body in-between two SUA meetings and the key executive body of the Union.

The function of the SU is twofold. On the one hand, it represents a respected partner of the CEU Administration in the decision-making and policy-shaping process. This is achieved through students’ representation in the University structures, including the Academic Senate and its Committees. At the same time, the SU prepares position papers on pertaining issues, which are then sent to and discussed with the leadership of the University. These issues range from student stipends, to dorm regulations, to research and travel grants and opening a new student bar on the main campus.

More information on the CEU Student Union is available at https://studentunion.ceu.hu.

For representation of students in the CEU Residence Center (dormitory), a Residence Center Council is established each year, composed of Resident Counselors representing the residents of the facility. Resident Counselors (RCs) are chosen for their positive attitude, leadership potential, and sense of commitment. They work closely with the Dormitory Student Services Manager.

In addition, Mundus MAPP students will have their own separate representation towards the Mundus MAPP Academic Board, and they will be invited to submit their feedback to the Mundus MAPP Academic Board in written form which will be discussed at board meetings.
E. MA Degree Program Requirements

I. Master of Arts Degree in Public Policy (one-year MA)

Students will be required to complete 40 CEU credits (34 course credits of mandatory and elective courses + 6 dissertation credits). At the end of the teaching terms MA students will write a research thesis under the guidance of a faculty member who will serve as the Thesis Supervisor. The program also has a mandatory internship component (either the mandatory Internship component or the Policy Labs program). In order to receive the Master of Arts Degree, students must fulfil the following criteria:

i. Passing grades (C+ or above) for all compulsory courses and electives completed in the Fall, Winter, and Spring Terms (34 Credits - 85% of final MA grade) and passing grades in Academic Writing for Graduate Students.

ii. A minimum GPA of 2.66.

iii. Passing grade (C+ or above) for the master’s thesis (6 credits - 15% of final MA grade);

iv. Accumulation of 40 credits over three consecutive terms as stipulated above.

For a summary of credit requirements for one-year MA students see Appendix I. No degree is awarded until all outstanding financial responsibilities are met (e.g. tuition fees, settlement of grants etc.) and the Leaving Form is submitted on-line and cleared by all appropriate units.

II. Master of Arts Degree in Public Policy (Mundus MAPP)

Students will be required to earn 61 ECTS credits in the first year of their studies at CEU required for completion of the joint MA program. The program also has a study trip and a mandatory internship component. The study trip is organized in May. The internship is to be completed by September 10, 2015, however, it counts towards the second year of Mundus MAPP studies. For details on the credit requirements please refer to the Mundus MAPP 2014-2016 Program Guide.

For a summary of credit requirements for Mundus MAPP students see Appendix II.

III. Specializations

If they wish, one-year MA students may specialize in either one of the six fields below by completing a minimum of 6 credits in the following courses (also please see page 24 for the full list of courses) as well as writing their thesis (also 6 credits) on a topic related to these fields:

1. European Public Policy Specialization
   - EU Socio-economic Governance: Uwe Puetter (Fall term; 2 credits)
   - Political Economy of the EU: Laszlo Csaba (Fall term; 2 credits) Cross-listed from IRES
   - EU integration and public policy: Pinar Donmez (Winter term; 2 credits)
   - EU Policy Planning, Programming and Implementation: Andrey Demidov (Winter term; 2 credits)
   - Jean Monnet Module on European Integration: Uwe Puetter and Andrey Demidov (Winter term; 4 credits)

---

1 DPP course credits are normally worth 2 ECTS, therefore 61 ECTS are worth 30.5 CEU credits. The CEU credit to ECTS conversion policy is part of the Student Rights, Rules, and Academic Regulations.
1. Politics of Labor in Europe: Dorothee Bohle (Winter term; 4 credits) Cross-listed from PolSci

2. International Public Policy Specialization
   - Corruption, corruption control and global governance: Agnes Batory (Fall term; 2 credits)
   - East Asia in International Relations Youngmi Kim (Fall term; 2 credits)
   - EU Socio-economic Governance: Uwe Puetter (Fall term; 2 credits)
   - Global Cities and Urban Policies: Youngmi Kim (Fall term; 2 credits)
   - International Democracy Support Under Stress: Thomas Carothers (Fall term; 2 credits) Cross-listed from SPP
   - International Development and Legal Empowerment: An Introduction to Policy and Practice: Stephen Golub (Fall term; 2 credits)
   - Public Policies for Development: Pinar Donmez (Fall term; 2 credits)
   - Theories and Strategies of Development: Vera Scepanovic (Fall term; 2 credits)
   - Challenge of Simultaneous Triple Transitions: Kalman Mizsei (Winter term; 2 credits)
   - Globalization and Transnational Governance: Kalman Mizsei (Winter term; 2 credits)
   - International Policy Practice: Sara Svensson (Winter term; 2 credits)
   - Terrorism and Counter Terrorism: Nick Sitter (Winter term; 2 credits)
   - Political Lobbying: Alex Fischer (Spring term; 2 credits)

3. Decentralized Governance Specialization
   - Comparative Public Budgeting: Károly Jókay (Fall term; 2 credits)
   - Public Finance and Emerging Economics: Izabella Barati–Stec (Fall term; 2 credits)
   - Rural Development Policy: Andrew Cartwright (Fall term; 2 credits)
   - Decentralized Governance: Robert Ebel (Winter term; 2 credits)
   - Fundamentals of Global governance: Acharya Amitav (Winter term; 2 credits) Cross-listed from IRES
   - Macroeconomics and Public Finance: Lajos Bokros (Winter term; 4 credits)

4. Higher Education Policy and Management Specialization
   - Higher Education Policy in the Age of Knowledge Society: Liviu Matei (Fall term; 2 credits)
   - Higher Education and Public Policy: Marvin Lazerson (Winter term; credit no. tbc)

5. Media, Information and Communications Policy Specialization
   - Introduction to Global Media and Communication: Philip Howard (Fall Term; 2 credits) Cross-listed from SPP
   - Policy Research on Emerging Technology: Gina Neff (Fall Term; 2 credits) Cross-listed from SPP
   - Public Policy and the Internet of Things: Philip Howard (Fall Term; 2 credits) Cross-listed from SPP
   - Big Data for Global Public Health: Gina Neff (Winter Term; 2 credits) Cross-listed from SPP
   - Digital Networks, Democracy and Dictatorship Philip Howard (Winter Term; 2 credits) Cross-listed from SPP
   - Global Policy for Cultural and Creative Industries: Gina Neff (Winter Term; 2 credits) Cross-listed from SPP
   - Social Movements and Media Advocacy: Austin Choi-Fitzpatrick (Winter Term; 2 credits) Cross-listed from SPP
• Technology and Media Policy for Innovation: Gina Neff (Winter Term; 2 credits) *Cross-listed from SPP*

• Global Trends in Contemporary Censorship: Miklos Haraszti (Spring Term; 2 credits) *Cross-listed from SPP*

• Media and Human Rights: Sejal Parmar (Spring Term; 2 credits) *Cross-listed from SPP*

6 Equality and Social Justice Specialization

• Gender and Politics: Lea Sgier (Fall term; 4 credits) *Cross-listed from PolSci*

• International Development and Legal Empowerment: Stephen Golub (Fall term; 2 credits)

• Roma Inclusion Policies in Europe: Governance Puzzles: Andrea Krizsán and Violetta Zentai (Winter term; 2 credits)

• Rural Development Policy: Andrew Cartwright (Winter term; 2 credits)

• Social Movements and Media Advocacy: Austin Choi-Fitzpatrick (Winter Term; 2 credits) *Cross-listed from SPP*
F. MA Course Requirements, Course Materials and Grading

Pre-session and Zero Week Requirements (September 8 – September 19, 2014)

In the Pre-session period (September 8-12), orientation sessions are organized to help students get settled in Budapest and find their way within the university. Academic Writing classes will also commence during the pre-session. Attendance is mandatory.

Zero Week takes place during the week preceding the official beginning of the Fall Term (September 15 – September 19). Detailed syllabi of courses offered throughout the academic year will be available on the DPP website prior to Zero Week. During Zero Week most elective courses for all three terms will be presented by the course instructors in the Course Presentation Session. Students seeking additional information may turn with their questions to the lecturers in this session.

I. Curricular Requirements (one-year MA)

In both terms core and elective courses will be offered. One-year MA students must complete 34 CEU course credits. Grades for the academic year’s course work are weighted equally on a cumulative average, which will include a grade for the thesis.

Fall Term (September 22-December 12, 2014): 15-17 course credits
Students will be expected to complete 15-17 course credits and Academic writing for graduate students (0 credit) in the Fall Term. Students must achieve at least a Pass for Academic writing and a minimum passing grade (C+) for the rest of the courses in the Fall Term to advance to the Winter Term.  
Exam week: December 15-19, 2014

Winter Term (January 12-April 3, 2015): 15-17 course credits
Students must complete 15-17 credits and Academic writing for graduate students (0 credit) in the Winter Term. Students must achieve at least a Pass for Academic writing and a minimum passing grade (C+) for the rest of the courses in the Winter Term to complete the course component of their studies.
Exam week: April 7-11, 2015

Spring Term (April 14–30, 2015): 0-4 course credits
Students may optionally complete up to 4 credits in the Spring Term. They may choose from cross-listed courses offered by other departments. Students must achieve at least a minimum passing grade (C+) for their courses.
By the end of the Spring Term students must have completed 34 course credits. The minimum GPA required to qualify for a Master’s degree at CEU is 2.66.

II. Curricular Requirements (Mundus MAPP)

Mundus MAPP students must consult the Mundus MAPP 2014-2016 Program Guide for their curricular requirements and Appendix II for a summary.
III. Course materials

The course materials will be available through the CEU e-learning site (http://ceulearning.ceu.hu) after logging in using the Novell password. The readings for these courses can be printed from on-line sources. Printing will be subsidized for DPP students by the Department.

In addition to the e-learning site, course instructors may place books on reserve at the CEU Library for their courses, and while students may work with these in the Library, the books cannot be checked out.

IV. Course Work Policies and Grading

Class attendance

Regular class attendance is a mandatory precondition for passing the courses and for being allowed to take final exams. All absences must be excused. Absences need to be communicated via email to the professor whose class is missed and to the MA Program Coordinator. A doctor’s note needs to be produced at the earliest possible time to the MA Program Coordinator. Missing more than two classes without an immediate valid excuse and a written note to the course instructor may result in a failing or a reduced final grade. Missed classes, even if excused, have to be made up by extra written assignments. Course instructors will specify the policies that apply in their course.

Fridays are secured for make-up classes, lectures or ad-hoc mandatory events and paper deadlines. Therefore students are asked to stay on campus on Fridays. Absence from Friday classes, even if the new class schedule is announced the same week, will be treated as an unexcused absence.

Students are responsible for ensuring that cross-listed courses do not overlap with the courses chosen at DPP so that regular class attendance is guaranteed. Please note that due to the wide selection of courses, course overlaps cannot be avoided in the schedule.

In case parallel events are organized at CEU that are relevant for the students’ academic interest, the course instructor whose class is in conflict must be consulted. Normally, absolute priority is given to DPP classes or mandatory conferences organised by the department.

Course requirements

The requirements for successful completion of individual courses include regular class participation and written assignments. Other requirements are left to the discretion of the course instructors. Such additional requirements may include presentations, research papers, and/or written examinations. Each course syllabus must be consulted carefully for exact course requirements. Final papers have to meet the stated deadlines. If not specified otherwise, each business day exceeding the deadline will result in a reduction of 0.2 points from the final grade. Course instructors may set up different requirements.

Voluntary scholarly activities conducted outside the curricular requirements (e.g. conferences or summer schools) do not constitute an excuse for not meeting departmental requirements or missing deadlines.

Academic dishonesty

The offense of academic misconduct includes (not exclusively) the representation of the work of others as one’s own, including plagiarizing the ideas or words of another without proper attribution to the source of those ideas or words, whether intentional or not, or submitting work that have been previously submitted elsewhere.
The Central European University's Policy on Plagiarism (http://documents.ceu.hu/documents/p-1405-1) addresses the cases of student plagiarism. Other cases of academic dishonesty are regulated by the Code of Ethics (http://documents.ceu.hu/documents/p-1009-1v1402-0). Annex 1 to the Policy is Implementation Guidelines, which are intended to guide faculty in making decisions about possible cases of plagiarism. For more information please refer to the Guidelines for the Implementation of ‘Academic Dishonesty, Plagiarism and Other Offences’ at http://archive.ceu.hu/sites/default/files/official_policies/Guidelines%20on%20Handling%20Cases%20of%20Plagiarism%20G-1009-1.pdf (Guidelines on Handling Cases of Plagiarism).

Grading system
CEU uses a system of letter grades and grade points for evaluating students’ work, including the thesis (please refer to the grade outline in the CEU Student Records Manual). Major assignments (i.e. term papers or final exams) graded ‘unsatisfactory’ may be retaken once within a given time frame agreed upon between the faculty member(s) and the student. Students who fail to submit work, or whose work fails to meet the minimum requirements for the assignment, will receive a grade of ‘F.’ The lowest passing grade is C+. At the end of each course, course instructors distribute a detailed breakdown of the course grade components. Please note that failing a core course results in termination of the program.

The letter grades correspond to the following numerical value bands:

A 3.68 – 4.00
A- 3.34 – 3.67
B+ 3.01 – 3.33
B 2.68 – 3.00
B- 2.34 – 2.67
C+ 2.33 (minimum pass)

Grading policy

Final grading
Grades throughout the year will be combined in a Final Grade for the Master of Arts Degree based on a cumulative Grade Point Average equally weighted by credit for course work (85%) and for the Master’s thesis (15%). The Final Grade will be used to distinguish levels of achievement in the course of study as follows:

3.67 to 4.00 Master of Arts with Distinction
3.33 to 3.66 Master of Arts Pass with Merit
2.66 to 3.33 Master of Arts Pass
Below 2.66 Fail
Grade submission
After each teaching term, students receive the grades for their courses from that term. Once the final grades have been submitted by faculty members, they are entered into the University Information System (UIS). Students may check their grades in the UIS (https://infosys.ceu.hu).
Grade correction may be made in instances where a clerical or computational error resulted in the submission of an incorrect grade. For any other objection to students’ grades, the appeal procedure below should be consulted.

Appealing a grade
Students may appeal the grades they received for courses, exams or major pieces of written work that pertain to courses for which DPP is responsible.
Appeals must be submitted to the Department, in writing (in a signed hard copy), no more than seven days after the grades are posted. The written statement must set out the reasons for the request for review of the grade.
The Head of Department will assess the student’s request for review of the grade, and, if a review is merited, convene an Ad Hoc Academic Review Committee consisting of two faculty members. The Committee will determine the final grade.
In the event that the Head of Department is responsible for the grade that is being appealed, another faculty member will take his/her place.
The Academic Review Committee will only accept cases for review in which the final grade is based on a judgement error by the grading lecturer or in cases in which discrimination has occurred. If the Academic Review Committee accepts the appeal it will ask the grading lecturer to revise the grade. If the grading lecturer leaves the initial grade unchanged, the Academic Review Committee will ask a member of the faculty for a new review and the grade will be final. In case of judgement error the final grade may be worse than the initial grade. In case of discrimination the final grade cannot be worse than the initial grade.
This procedure does not affect the student’s rights to appeal to the Academic Pro-Rector, as set out in CEU’s Student Rights, Rules, and Academic Regulations:
G. Curriculum 2014-2015

Pre-Session and Course Presentation Session
In the first week upon arrival at CEU, students are introduced to all important university units. At the same time students already start attending academic writing classes. On Zero Week (September 15-19) most courses on the departmental curriculum are presented by the course instructors.
Some course instructors teaching in the Winter and Spring Terms may repeat their course introduction in November.

Course Registration
Students are required to complete their course registration through the University Information System (Infosys). A course can be dropped via Infosys until the day when the second class takes place. This also goes for courses commencing in two-three weeks’ blocks (International Development and Legal Empowerment (Fall); Decentralized Governance (Winter) and Political Lobbying (Spring). For registering and dropping non-DPP courses, please consult the relevant department. Please consult the Students Records Manual about registration deadlines and late registration penalty.

Please note that registering for courses is competitive and works on a first-come-first-served basis. There are attendance limits set and students who do not manage to sign up on time will be put on waiting lists. Courses need at least 5 students to run and for elective courses usually a ceiling of max. 16 students applies. (When the course is cross-listed with another department the enrolled DPP student number can drop to 12 students. Students should make sure that they register for the minimum required credits on time.

Students may take courses offered by other Departments for up to 2 credits per academic year. Further credits require a formal approval from the Head of Department (permission should be requested via email cc-ing the MA Program Coordinator).

Fall Term
September 22 - December 12, 2014

<table>
<thead>
<tr>
<th>Exact title</th>
<th>Teacher's last name</th>
<th>Teacher's first name</th>
<th>Term</th>
<th>Credit for students</th>
<th>Cross-listed</th>
<th>Comments and other useful info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Writing for Graduate Students I</td>
<td>Toth</td>
<td>Zsuzsanna</td>
<td>F+W</td>
<td>0</td>
<td>No</td>
<td>Mandatory for all DPP students. The course will continue in the Winter term and Spring term</td>
</tr>
<tr>
<td></td>
<td>Toth</td>
<td>Agnes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kumar</td>
<td>Sanjay</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comparative Political Institutions (CPI)</td>
<td>Puetter</td>
<td>Uwe</td>
<td>F</td>
<td>(4) 2 in Fall term, 2 in Winter term</td>
<td>No</td>
<td>Mandatory for One-year MA students, Elective for Mundus Mapp students. The course will continue in the Winter term</td>
</tr>
<tr>
<td></td>
<td>Csehi</td>
<td>Robert</td>
<td>W</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethics and Public Policy</td>
<td>Batory</td>
<td>Agnes</td>
<td>F</td>
<td>2</td>
<td>No</td>
<td>Mandatory for One-year MA students, Elective for Mundus Mapp students</td>
</tr>
<tr>
<td></td>
<td>Barati-Stec</td>
<td>Izabella</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Law and Public Policy</td>
<td>Donmez</td>
<td>Pinar</td>
<td>F</td>
<td>2</td>
<td>No</td>
<td>Mandatory for all DPP students (Students must take this or the Public Management course in the Winter)</td>
</tr>
<tr>
<td>Microeconomics for Public Policy</td>
<td>Guzi</td>
<td>Martin</td>
<td>F</td>
<td>3</td>
<td>No</td>
<td>Mandatory for all DPP students</td>
</tr>
<tr>
<td></td>
<td>Mytna</td>
<td>Lucia</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Instructor</td>
<td>Type</td>
<td>Credits</td>
<td>Mandatory</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-------------</td>
<td>------</td>
<td>---------</td>
<td>-----------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Qualitative Methods</td>
<td>Svensson</td>
<td>F</td>
<td>2</td>
<td>No</td>
<td>Mandatory for all DPP students</td>
<td></td>
</tr>
<tr>
<td>The Policy Process and Policy Analysis (3PA)</td>
<td>Bodenstein</td>
<td>F+W</td>
<td>(4)</td>
<td>No</td>
<td>Mandatory for all DPP students, The course will continue in the Winter term</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Svensson</td>
<td>F</td>
<td>2</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Demidov</td>
<td>F</td>
<td>2</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Scepanovic</td>
<td>F</td>
<td>2</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comparative Public Budgeting</td>
<td>Jokay</td>
<td>F</td>
<td>2</td>
<td>No</td>
<td>General Elective Course, Decentralized Governance Specialization</td>
<td></td>
</tr>
<tr>
<td>Corruption, corruption control and global governance</td>
<td>Batory</td>
<td>F</td>
<td>2</td>
<td>IRES</td>
<td>General Elective Course, International Public Policy Specialization</td>
<td></td>
</tr>
<tr>
<td>EU Socio-economic Governance</td>
<td>Puettler</td>
<td>F</td>
<td>2</td>
<td>ECON (6)</td>
<td>General Elective Course, European Public Policy Specialization, International Public Policy Specialization</td>
<td></td>
</tr>
<tr>
<td>Global Cities and Urban Policies</td>
<td>Kim</td>
<td>F</td>
<td>2</td>
<td>IRES</td>
<td>General Elective Course, International Public Policy Specialization</td>
<td></td>
</tr>
<tr>
<td>Higher Education Policy in the Age of Knowledge Society</td>
<td>Matei</td>
<td>F</td>
<td>2</td>
<td>Everyone</td>
<td>General Elective Course, Higher Education Policy and Management Specialization, offered also to CEU faculty and staff</td>
<td></td>
</tr>
<tr>
<td>International Development and Legal Empowerment: An Introduction to Policy and Practice</td>
<td>Golub</td>
<td>F</td>
<td>2</td>
<td>Everyone</td>
<td>General Elective Course, International Public Policy Specialization, Equality and Social Justice Specialization</td>
<td></td>
</tr>
<tr>
<td>Policy Labs</td>
<td>Cartwright</td>
<td>F+W+S</td>
<td>0</td>
<td>No</td>
<td>An alternative to the internship, the course runs in the Fall, Winter and Spring terms. Public Policy Erasmus Mundus MA 1st year students will earn credits (3 ECTS) in their second year</td>
<td></td>
</tr>
<tr>
<td>Public Finance and Emerging Economics</td>
<td>Barati-Stec</td>
<td>F</td>
<td>2</td>
<td>No</td>
<td>General Elective Course, Decentralized Governance Specialization</td>
<td></td>
</tr>
<tr>
<td>Public Policies for Development</td>
<td>Donmez</td>
<td>F</td>
<td>2</td>
<td>No</td>
<td>General Elective Course, International Public Policy Specialization</td>
<td></td>
</tr>
<tr>
<td>Rural Development Policy</td>
<td>Cartwright</td>
<td>F</td>
<td>2</td>
<td>No</td>
<td>General Elective Course, Decentralized Governance Specialization, Equality and Social Justice Specialization</td>
<td></td>
</tr>
<tr>
<td>Theories and Strategies of Development</td>
<td>Scepanovic</td>
<td>F</td>
<td>2</td>
<td>No</td>
<td>General Elective Course, International Public Policy Specialization</td>
<td></td>
</tr>
</tbody>
</table>
## Fall Term
### Cross-listed courses from other departments

<table>
<thead>
<tr>
<th>Exact title</th>
<th>Teacher’s last name</th>
<th>Teacher’s first name</th>
<th>Credit for students</th>
<th>Department</th>
<th>Comments and other useful info</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Asia in International Relations</td>
<td>Kim</td>
<td>Youngmi</td>
<td>F</td>
<td>IRES</td>
<td>General Elective Course, International Public Policy Specialization</td>
</tr>
<tr>
<td>Gender and Politics</td>
<td>Sgier</td>
<td>Lea</td>
<td>F</td>
<td>PolSci</td>
<td>General Elective Course, Equality and Social Justice Specialization</td>
</tr>
<tr>
<td>International Democracy Support under Stress</td>
<td>Carothers</td>
<td>Thomas</td>
<td>F</td>
<td>SPP</td>
<td>General Elective Course, International Public Policy Specialization</td>
</tr>
<tr>
<td>Introduction to Global Media and Communication</td>
<td>Howard</td>
<td>Philip</td>
<td>F</td>
<td>SPP</td>
<td>General Elective Course, Media, Information and Communication Policy Specialization</td>
</tr>
<tr>
<td>Policy Research on Emerging Technology</td>
<td>Neff</td>
<td>Gina</td>
<td>F</td>
<td>SPP</td>
<td>General Elective Course, International Public Policy Specialization</td>
</tr>
<tr>
<td>Political Economy of the EU</td>
<td>Csaba</td>
<td>Laszlo</td>
<td>F</td>
<td>IRES</td>
<td>General Elective Course, European Public Policy Specialization</td>
</tr>
<tr>
<td>Public Policy and the Internet of Things</td>
<td>Howard</td>
<td>Philip</td>
<td>F</td>
<td>SPP</td>
<td>General Elective Course, Media, Information and Communication Policy Specialization</td>
</tr>
<tr>
<td>Transition Economics</td>
<td>Bokros</td>
<td>Lajos</td>
<td>F</td>
<td>Econ</td>
<td>General Elective Course, International Public Policy Specialization</td>
</tr>
</tbody>
</table>

## Winter Term
### January 12-April 3, 2015

<table>
<thead>
<tr>
<th>Exact title (cannot be changed later)</th>
<th>Teacher’s last name</th>
<th>Teacher’s first name</th>
<th>Credit for students</th>
<th>Crosslisted</th>
<th>Comments and other useful info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Writing for Graduate Students I</td>
<td>Toth</td>
<td>Zsuzsanna</td>
<td>F+W</td>
<td>0</td>
<td>No Mandatory for all DPP students, The course will continue in the Winter term and Spring term</td>
</tr>
<tr>
<td>Comparative Political Institutions (CPI)</td>
<td>Puetter</td>
<td>Uwe</td>
<td>F+W</td>
<td>(4) 2 in Fall term, 2 in Winter term</td>
<td>No Mandatory for all DPP students, continued from Fall term</td>
</tr>
<tr>
<td>Macroeconomics for Public Policy</td>
<td>Kahanec</td>
<td>Martin</td>
<td>W</td>
<td>3</td>
<td>No Mandatory for all DPP students</td>
</tr>
<tr>
<td>Public Management</td>
<td>Jokay</td>
<td>Karoly</td>
<td>W</td>
<td>2</td>
<td>No Mandatory for all DPP students (Students must take this or the Law and Public Policy course)</td>
</tr>
<tr>
<td>Quantitative Methods</td>
<td>Sitter</td>
<td>Nikolai</td>
<td>W</td>
<td>2</td>
<td>No Mandatory for all DPP students</td>
</tr>
<tr>
<td>The Policy Process and Policy Analysis (3PA)</td>
<td>Bodensteinsvansson</td>
<td>Demidov</td>
<td>F+W</td>
<td>(4) 2 in Fall term, 2 in Winter term</td>
<td>No Mandatory for all DPP students, The course will continue in the Winter term</td>
</tr>
<tr>
<td>Challenge of Simultaneous Triple Transition</td>
<td>Mizsei</td>
<td>Kalman</td>
<td>W</td>
<td>2</td>
<td>NATI, everyone interested General Elective Course, International Public Policy Specialization</td>
</tr>
</tbody>
</table>

23
<table>
<thead>
<tr>
<th>Decentralized governance</th>
<th>Ebel</th>
<th>Robert</th>
<th>W</th>
<th>2</th>
<th>Everyone interested</th>
<th>General Elective Course, Decentralized Governance Specialization</th>
</tr>
</thead>
<tbody>
<tr>
<td>EU Policy Planning, Programming and Implementation</td>
<td>Demidov</td>
<td>Andrey</td>
<td>W</td>
<td>2</td>
<td>No</td>
<td>General Elective Course, European Public Policy Specialization</td>
</tr>
<tr>
<td>EU integration and public policy</td>
<td>Donmez</td>
<td>Pinar</td>
<td>W</td>
<td>2</td>
<td>No</td>
<td>General Elective Course, European Public Policy Specialization</td>
</tr>
<tr>
<td>Globalization and Transnational Governance</td>
<td>Mizsei</td>
<td>Kalman</td>
<td>W</td>
<td>2</td>
<td>No</td>
<td>General Elective Course, International Public Policy Specialization</td>
</tr>
<tr>
<td>Higher Education and Public Policy</td>
<td>Lazerson</td>
<td>Marvin</td>
<td>W</td>
<td>2</td>
<td>Everyone interested</td>
<td>General Elective Course, Higher Education Policy and Management Specialization</td>
</tr>
<tr>
<td>International Policy Practice</td>
<td>Svensson</td>
<td>Sara</td>
<td>W</td>
<td>2</td>
<td>No</td>
<td>General Elective Course, International Public Policy Specialization</td>
</tr>
<tr>
<td>Jean Monnet Module on European Integration</td>
<td>Puettter</td>
<td>Uwe</td>
<td>W</td>
<td>4</td>
<td>IRES (4)</td>
<td>General Elective Course, European Public Policy Specialization</td>
</tr>
<tr>
<td></td>
<td>Demidov</td>
<td>Andrey</td>
<td>W</td>
<td>4</td>
<td>ECON (20)</td>
<td>General Elective Course, Decentralized Governance Specialization</td>
</tr>
<tr>
<td>Macroeconomics and Public Finance</td>
<td>Bokros</td>
<td>Lajos</td>
<td>W</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Policy Labs</td>
<td>Cartwright</td>
<td>Andrew</td>
<td>W</td>
<td>0</td>
<td>No</td>
<td>An alternative to the internship, the course runs in the Fall, Winter and Spring terms. Public Policy Erasmus Mundus MA 1st year students will earn credits (3 ECTS) in their second year</td>
</tr>
<tr>
<td>Roma Inclusion Policies in Europe: Governance Puzzles</td>
<td>Krizsan</td>
<td>Zentai</td>
<td>Andrea</td>
<td>W</td>
<td>NATI (4), Sociology (4)</td>
<td>General Elective Course, Equality and Social Justice Specialization</td>
</tr>
<tr>
<td>Terrorism and Counter Terrorism</td>
<td>Sitter</td>
<td>Nick</td>
<td>W</td>
<td>4</td>
<td>IRES (10)</td>
<td>General Elective Course, International Public Policy Specialization</td>
</tr>
<tr>
<td>Tutorial Quantitative Methods</td>
<td>Scepanovic</td>
<td>Vera</td>
<td>W</td>
<td>0</td>
<td>No</td>
<td>General Elective Course</td>
</tr>
</tbody>
</table>

**Winter Term**

Cross-listed courses from other departments

<table>
<thead>
<tr>
<th>Exact title</th>
<th>Teacher’s last name</th>
<th>Teacher’s first name</th>
<th>Credit for students</th>
<th>Department</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Big Data for Global Public Health</td>
<td>Neff</td>
<td>Gina</td>
<td>W</td>
<td>2</td>
<td>SPP</td>
</tr>
<tr>
<td>Digital Networks, Democracy and Dictatorship</td>
<td>Howard</td>
<td>Philip</td>
<td>W</td>
<td>2</td>
<td>SPP</td>
</tr>
<tr>
<td>Fundamentals of global governance</td>
<td>Acharya</td>
<td>Amitav</td>
<td>W</td>
<td>2</td>
<td>IRES (PhD course, also for MA students)</td>
</tr>
<tr>
<td>Global Policy for Cultural and Creative Industries</td>
<td>Neff</td>
<td>Gina</td>
<td>W</td>
<td>2</td>
<td>SPP</td>
</tr>
</tbody>
</table>
### Media Labs (title may change)

<table>
<thead>
<tr>
<th>Teacher’s last name</th>
<th>Teacher’s first name</th>
<th>Credit for students</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Howard</td>
<td>Philip</td>
<td>W 2</td>
<td>SPP</td>
</tr>
</tbody>
</table>

### Politics of Labor in Europe

<table>
<thead>
<tr>
<th>Teacher’s last name</th>
<th>Teacher’s first name</th>
<th>Credit for students</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bohle</td>
<td>Dorothee</td>
<td>W 4</td>
<td>PolSci</td>
</tr>
</tbody>
</table>

### Social Movements and Media Advocacy

<table>
<thead>
<tr>
<th>Teacher’s last name</th>
<th>Teacher’s first name</th>
<th>Credit for students</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choi-Fitzpatrick</td>
<td>Austin</td>
<td>W 2</td>
<td>SPP</td>
</tr>
</tbody>
</table>

### Technology and Media Policy for Innovation

<table>
<thead>
<tr>
<th>Teacher’s last name</th>
<th>Teacher’s first name</th>
<th>Credit for students</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neff</td>
<td>Gina</td>
<td>W 2</td>
<td>SPP</td>
</tr>
</tbody>
</table>

### Spring Term

#### Spring Term

**April 14–30, 2015**

<table>
<thead>
<tr>
<th>Exact title (cannot be changed later)</th>
<th>Teacher’s last name</th>
<th>Teacher’s first name</th>
<th>Credit for students</th>
<th>Crosslisted</th>
<th>Comments and other useful info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Program</td>
<td>Skalar</td>
<td>Maja</td>
<td>S 0</td>
<td>NO</td>
<td>An alternative to the Policy Labs. Public Policy Erasmus Mundus MA 1st year students will earn credits (3 ECTS) in their second year.</td>
</tr>
<tr>
<td>Policy Labs</td>
<td>Cartwright</td>
<td>Andrew</td>
<td>S 0</td>
<td>NO</td>
<td>An alternative to the internship, the course runs in the Fall, Winter and Spring terms. Public Policy Erasmus Mundus MA 1st year students will earn credits (3 ECTS) in their second year.</td>
</tr>
<tr>
<td>Political Lobbying</td>
<td>Fischer</td>
<td>Alex</td>
<td>S 2</td>
<td>Everyone interested</td>
<td>General Elective Course, International Public Policy Specialization</td>
</tr>
<tr>
<td>Thesis Report</td>
<td></td>
<td></td>
<td>S 5 (10 ECTS)</td>
<td>NO</td>
<td>Mandatory for Public Policy Erasmus Mundus MA 1st year.</td>
</tr>
</tbody>
</table>

#### Spring Term Cross-listed courses from other departments

<table>
<thead>
<tr>
<th>Exact title</th>
<th>Teacher’s last name</th>
<th>Teacher’s first name</th>
<th>Credit for students</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Media Freedom and Human rights</td>
<td>Parmar</td>
<td>Sejal</td>
<td>S 2</td>
<td>SPP</td>
</tr>
<tr>
<td>Global Trends in Contemporary Censorship</td>
<td>Haraszti</td>
<td>Miklos</td>
<td>S 2</td>
<td>SPP</td>
</tr>
</tbody>
</table>
H. MA Thesis (one-year MA) and Thesis Report (Mundus MAPP) Guidelines

I. General overview

One-year MA students are expected to complete a master’s thesis worth 6 credits. All theses must identify an adequate research topic, which includes a manageable field of research and a number of researchable questions to investigate. Theses should show a good knowledge of the literature in the field of policy studies; contribute to the study of the field through original research and/or by relating the subject studies to the broader academic literature; and demonstrate analytic ability through the careful and critical use of relevant concepts and approaches.

II. Thesis requirements

All students enrolled in the one-year MA program are required to write an MA thesis during their studies at CEU. This work will be supervised by a supervisor drawn from DPP faculty and, exceptionally, from the wider CEU community of scholars. The supervisor is the primary contact of the student during the research and thesis writing period. Supervisors are expected to read and comment on the thesis proposal, to meet the student half a dozen times during the supervision process, and to provide feedback on the draft parts of the thesis, if received on time.

Students should begin to think about a thesis topic and potential supervisors already in the Fall Term. They may approach any DPP teaching faculty including Visiting Professors. In cases where a student wishes to work with a supervisor from outside DPP, the Head of Department must approve any such choice.

All MA students must submit their thesis topic and area of specialization by January 15, 2015 to the departmental office electronically in word format and in hard copy signed by the supervisor. In addition, they must submit a 600-word Thesis Proposal by 1 pm, February 16, 2015. The proposal should contain the following:

- Provisional title of the thesis
- Research question
- Literature overview
- Empirical strategy
- Expected results
- Reference list (not included in the 600 words limit)

Students must also secure the written approval of their proposed supervisor. For a sample Thesis Title and Supervisor Form see Appendix III.

The final thesis is due 1 pm, June 10, 2015.

III. MA thesis research grants

CEU offers small grants to support MA thesis research. If interested, students should submit their application to the departmental office by February 16, 2015. The application must contain the grant
application form, a summary of the project, the research timetable (days and location), a summary of advance preparations undertaken, the supervisor’s recommendation and a detailed budget. After the completion of their research, grantees will send the empirical raw material (field notes, interview transcripts etc.) to the departmental committee. If the MA thesis grant is not used properly the grant may be claimed back by the university.

The maximum amount a student can receive for travel and travel-related expenditures is 800 EUR. Travel costs include the costs for transportation and up to 200 EUR for all other travel-related expenditures. A departmental committee decides on individual applications and the amount of travel grants awarded to projects.

For further details please visit: http://www.ceu.hu/admissions/financialaid/other.
You will also receive e-mails from Grants Management with the latest information on the application requirements and details.

IV.  Research breaks abroad

Students undertaking research for their thesis abroad are responsible for arranging and covering the costs of their visa and valid medical insurance for that period.

V.  Mundus MAPP

Mundus MAPP students are required to submit a thesis report at the end of the first year of their studies. Students should check their thesis and thesis report requirements in the Mundus MAPP 2014-2016 Program Guide.

VI.  Deadlines

The following deadlines apply:
- Thesis (one-year MA): 1 pm, June 10, 2015

The deadlines for submitting the thesis and the thesis report are absolutely strict. Late submission will result in a reduction of the final grade of 0.2 points per business day. Note that an extension of the deadline can only be granted in events that are beyond the control of the student. Students must apply for an extension of the deadline to the Supervisor and the Head of Department. Students who submit the thesis/thesis report late because of illness need to provide a medical certificate. Practical problems in completing the thesis do not constitute an excuse. Please make sure that you prepare your thesis for submission well in advance in order to avoid potential difficulties.

By the respective deadline, the following must be submitted:
<table>
<thead>
<tr>
<th>Name of program</th>
<th>To be submitted</th>
<th>Deadline</th>
</tr>
</thead>
</table>
| One-year MA     | ● 2 copies of the thesis, printed and spiral bound (may be double-sided copies)  
● 1 single-sided copy of the thesis, simply printed out  
● electronic version of the entire thesis IN ONE WORD DOCUMENT FILE (saved in the following format: student’s family name_MA Thesis )  
● electronic version of the entire thesis entered into the Electronic Thesis Database (ETD)  
● a signed declaration of authorship enclosed to every printed copy of the thesis and a typed-out version (not signed) saved after the title page of each electronic file (for a sample declaration please see Appendix VII) | June 10, 2015  |
| Mundus MAPP     | ● electronic version of thesis report (saved under the student’s name)  
● electronic version of thesis report submitted through the e-learning system  
● a signed declaration of authorship enclosed to every printed copy of the thesis and saved at the beginning of each electronic file (for a sample declaration please see Appendix VII) | August 30, 2015|

**Notes:**
The Computer Center will offer short-term courses on thesis editing and using the ETD in the Spring Term. For more information contact Erika Máthé at mathee@ceu.hu. For copying and binding your thesis, the services of the CEU Copy Shop may be used, located in the Basement of the Faculty Tower. However, due to their heavy workload, they cannot always handle immediate requests. An alternative may be the numerous copy services available in the city.
VII. Thesis format

The total length of the thesis must be 12,000 words (+/- 10%), including the title page, copyright notice, table of contents, list of figures, list of abbreviations, acknowledgments, references, abstract (maximum 200 words), footnotes, bibliography and appendices.

Submitted theses must follow the CEU Thesis Guidelines which is downloadable from http://caw.ceu.hu/online-writing-resources#Thesis. Term papers and theses must follow the referencing system of the Chicago Embedded Style, the most important elements of which are addressed in the course Academic Writing for Public Policy. For detailed information on correct citation please consult the 7th Edition of Turabian’s A Manual for Writers (available in the library).
For a sample cover page see Appendix V.

All dissertations will include footnotes and a full bibliography of sources consulted. Arguments and information drawn from books and articles consulted should be acknowledged in all cases. Direct quotations should be clearly indicated through the use of quotation marks (“ ”), or otherwise indirect quotations; repetition of other authors’ writing in the text without proper citation is plagiarism and will be penalized.
It is recommended to use a bibliography software to organize references. For more info see: http://www.personal.ceu.hu/comp/endnote.htm
For information on the Guidelines for the Implementation of ‘Academic Dishonesty, Plagiarism and Other Offences’:

VIII. Thesis evaluation and grading

Theses will be assessed by two CEU faculty members, and the thesis grade will be given based upon the two written evaluations. There will be no oral defense taking place after thesis submission. The MA Thesis Evaluation Form including the final grade and comments on the dissertation will be provided in 6 weeks from the due date of submission for those who submit by the deadline. (For a sample MA Thesis Evaluation Form please see Appendix VI.) For appeals the section on the procedure described under ‘Appeals’ must be followed.

The thesis will be graded according to the outlined course work grading system, and in line with the university thesis grading policy; however, 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 alongside critical examination of theoretical and empirical knowledge

‘A-,’ ‘B+’
The thesis contributes to the existing literature in the field; it shows a complete knowledge of the subject matter and relevant theoretical material, and it demonstrates a clear analytic ability.

‘B,’ ‘B-,’ ‘C+’
The thesis has the attributes of a “Pass with Honours” thesis, but to an adequate rather than excellent level.

Fail / Resubmit
The thesis lacks a thorough knowledge of the subject matter, and it does not relate to the broader academic literature. It neither applies research methods properly, nor demonstrates any analytic ability. The student may be invited to write a new thesis. The grade can be maximum a Retake Pass (RP in the value of C+).

Fail for academic dishonesty
The thesis work is not original: the thesis (or substantial parts of it) has either been submitted for fulfillment of another degree at another university or parts of the thesis are plagiarized, and are not the original work of the author.
In case of serious offenses the thesis is graded as fail (F).
In case of milder offences the thesis is graded with Retake Pass (RP in the value of C+) and the transcript will be flagged for academic dishonesty.
I. **Mandatory Practice Component: Internships Program / Policy Lab**

The completion of a mandatory practice component is an integral part of the master’s program and its degree requirements. Students can choose between

- **Participation in the Internship Program.** The internship is an opportunity for students to further develop their career profile, to apply insights they have gained in the course in a 'real-world' environment and to advance their research skills.

- **Participation in a Policy Lab.** Policy Labs are group work exercises that bring together 3-4 students to carry out a discrete piece of policy research and analysis for an external body.

I. **Internship Program requirements**

The duration of an internship is at least 40 working days or 320 hours for the one-year MA program. The minimum internship requirement for Mundus MAPP students is 20 working days or 160 hours.

Interns and host institutions should plan working hours on the assumption of a 40-hour week. This serves as a guideline as working arrangements may vary depending on the host institution. It is possible to do the internship on a part-time basis. In this case the total number of working hours should add up to the equivalent of an internship done on a full-time basis. Students may choose to intern for more than one institution in order to meet the DPP internship duration requirement, if agreed with the Internship Coordinator (see below).

Internships may be pursued in a student’s home country, the country of residence or internationally. Students involved in Policy Labs (see below), may participate in the Internship program as well. Erasmus Mundus scholarship recipients must complete their internship in any of the countries of the European Union. Self-funded Mundus MAPP students are not restricted to any country.

Students can commence their internship after they have submitted their MA thesis. In exceptional cases students might start their internship earlier. Please consult well in advance with the Internship Coordinator if you wish to start your internship before thesis submission. The Internship Program as a requirement for the academic degree must have a clear learning agenda for interns. The internship also needs to be relevant to public policy in order to be acceptable, thus need to bear relation to a field or subject of public policy and the internship organisation must be a stakeholder. Students should ensure that they arrive at a clear agreement (written) with their host institution regarding their tasks and responsibilities, as well as guiding and instructions expected from the host institution. To ensure the latter the host institution should assign a supervisor or tutor to the Intern.

The final deadline for one-year MA students to complete the internship requirements is November 30, Monday, 2015, whereas for Mundus MAPP the deadline is Thursday, September 10, 2015.
II. **Internship Coordinator and internship organization**

The department actively supports students in their efforts to pursue an internship through the CEU Internship Coordinator. The Internship Coordinator provides guidance as well as professional advice, and offers open-list and competitive internship placements to students. The Placement Office also conducts individual and group consultations, trainings, as well as internship counterpart presentations for interested students.

All DPP students interested in participating in the Internship Program are expected to notify the Internship Coordinator in the beginning of the calendar year to receive the best possible support.

**Note:**

The Internship Coordinator will facilitate finding an internship and provide assistance throughout the entire process. It however is the responsibility of each student to ensure the complete and timely fulfilment of the Professional Internship Program requirements. Missing specified deadlines or failing to comply with requirements may result in failing the degree.

III. **Policy Labs**

Policy Labs are group work exercises that carry out a discrete piece of policy research and analysis for an external body. Policy Labs are carried out in teams of usually 3-4 students who organize themselves to produce a targeted piece of policy research for a client. In contrast to internships, Policy Labs are conducted throughout the year, in parallel to course work and other regular study requirements.

Policy Labs require strong time management skills, the ability to work in teams and targeted research techniques depending on the nature of the project. Participants are selected to facilitate a good match between the project and the team’s overall skills. As the number of available projects and clients is limited, admission to Policy Labs is competitive. Available Lab projects for the 2014-2015 academic year are announced in late September 2014, by which time students need to indicate interest via email. If admitted to a Policy Lab, participation in a Lab replaces the internship as compulsory practice component of the MA program.

**Policy Lab organization**

They are organized by the CPS (Center for Policy Studies) and overseen by Andrew Cartwright ([cartwrighta@ceu.hu](mailto:cartwrighta@ceu.hu)). The CPS/ Andrew Cartwright acts as the primary contact point for organizational matters. In addition, each Lab is assigned a mentor from faculty. Mentors provide advice and input on content and method.

Policy Labs are carried out in three steps:

a) Fall term: teams agree with client on terms of reference and timeline
b) Winter term: students carry out research for their Lab and respective policy question

c) Spring term: students produce targeted outlets to communicate results to client (policy brief, presentation or other)

Each step is supported and flanked by a targeted and obligatory training session conducted by consultant on advocacy and policy advise. Participants in the program successfully complete all three steps as well as sit through the training sessions in order to fulfill the requirements of the MA’s mandatory practice component.

**Note:**

| The selection process for Policy Labs starts in early October 2014. You will be notified via email. Please attend the info session on Policy Labs held by Andrew Cartwright on September 15, 2014 for further details and questions on the process. |

**IV. Forms, report and deadlines**

Students requesting an exemption from the internship must submit the *Internship Exemption Form (Appendix VIII)* by **October 28, 2014**.

Students completing the Internship Program must submit three forms: a) the *Internship Assignment Form (Appendix IX)* (to be submitted by the intern) b) the *Internship Report and Assessment Form (Appendix X)*; c) and the *Intern Evaluation Form (Appendix XI)* (submitted by the host institution by the end of the internship).

a) All Internship placements will have to be approved by the Internship Coordinator for pertinent and applicable tasks and the learning agenda. Once the students agreed with a host institution on an internship the e-based *Internship Assignment Form* needs to be filled in (see *Appendix VIII for initial reference*). The form shall be signed by a representative of the host institution and, afterwards, by the Internship Coordinator who will formally approve the internship. The signed form will be kept in a hard copy and electronically. A copy of the *Internship Assignment Form* will be provided to the student for further filing. The deadline for submitting the Internship assignment is May 20, 2015.

b) After completing the internship the *Internship Report and Assessment Form (Appendix IX)* shall be submitted electronically to the Department. For one-year MA students the submission deadline is **November 30, 2015** and for Mundus MAPP it is **September 10, 2015**.

c) The host Institution shall submit the *Intern Evaluation Form* to the Department directly. The form and the report require the approval of the DPP Internship Coordinator who will review and confirm the successful fulfillment of the Internship Program requirements.
Summary of deadlines and forms:

<table>
<thead>
<tr>
<th>Type of form</th>
<th>Program</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Exemption Form</td>
<td>All programs</td>
<td>October 28, 2014</td>
</tr>
<tr>
<td>Internship Assignment Form</td>
<td>One-year MA and Mundus MAPP</td>
<td>May 20, 2015</td>
</tr>
<tr>
<td>Internship Report and Assessment Form</td>
<td>Mundus MAPP</td>
<td>September 10, 2015</td>
</tr>
<tr>
<td>Internship Report and Assessment Form</td>
<td>One-year MA</td>
<td>November 30, 2015</td>
</tr>
<tr>
<td>Intern Evaluation Form</td>
<td>Mundus MAPP</td>
<td>September 10, 2015</td>
</tr>
<tr>
<td>Intern Evaluation Form</td>
<td>One-year MA</td>
<td>November 30, 2015</td>
</tr>
</tbody>
</table>

Note:
Students should refrain from any activities which might damage either the host institution or the reputation of CEU and the DPP. Please consult with the Internship Coordinator if you experience difficulties with your host institution at any stage of Internship Program. It is recommended that issues are addressed at an early stage, in order to ensure time for relevant action and follow-up by the Department.

V. Special requirements relating to scholarships

Students holding a scholarship need to ensure that they fulfil internship requirements relating to their specific scholarship agreements. This may imply restrictions on the choice of internship host institutions. Special arrangements by individual scholarship granting organisations do not overrule DPP requirements but are intended to provide internship placements in particular professional environments related to the field of study targeted by these organisations.

VI. Stipend payment during internship

CEU cannot provide additional financial assistance for internships. However, students are entitled to receive their scholarship while they are studying in the program until the end of June, as well as for two additional months in July and in August if participating in the Internship Program or in the Policy Labs. They are also entitled to stay in the Residence Center for July and August if they complete the Internship Program or the Policy Labs in Hungary.

Students who are exempted from the internship or intern part-time during the academic year are not entitled to receive a stipend for two additional months.

VII. Visa and medical insurance outside Hungary

Students undertaking their internship abroad are responsible for arranging and covering the costs of their visa and valid medical insurance.
VIII. Exemptions

In exceptional cases, eligible students may request an exemption from the mandatory practice component requirement. They should provide a written request to the Internship Coordinator who will refer the case to the Department for approval. Exemptions may be granted in case students possess more than three years of full-time and policy relevant work experience. The deadline for exemption requests is October 28, 2014.

Deborah Harding and Erasmus Mundus Scholarship recipients of the one-year MA program students are not eligible for an exemption.

Students receiving an exemption for their internship will not be entitled for their scholarship for the months of July and August, 2015.
J. Academic Calendar 2014/2015

September 6/7, Sat/Sun       Students arrive

September 8, Monday         Short pre-session begins (until September 12, Friday)

September 11, Thursday      9:00-11:00 AM, Departmental Orientation, (TIGY + N11 Courtyard)

September 12, Friday        Short pre-session ends
                             Welcome afternoon for all departments

September 15, Monday        Zero week begins (until September 19, Friday)
                             Registration for Fall Term begins (until September 29, Sunday)
                             Registration for Fall Term begins (until October 5, Sunday)

September 24, Wednesday     3:40-4:40 PM  Student Union departmental elections

September 16, Tuesday       5:30 PM, Nador 11 courtyard, Departmental Welcome Reception

September 19, Friday        15:00 Opening ceremony

September 22, Monday        Fall Term begins (until December 12, Friday)

October 5, Sunday           Registration for Fall Term ends

October 23, Thursday        Hungarian National Holiday, CEU is officially closed

October 24, Friday          Special day off, no offices, CEU is officially closed

October 28, Tuesday         Internship Exemption form due to the office

November 1, Saturday        All Saints’ Day, CEU is officially closed

November 30, Sunday         Internship requirement for one-year MA students of the Department of Public Policy to be completed for 2013-2014 academic year

End of 2013-2014 academic year for one-year MA students of the Department of Public Policy

December 8, Monday          Registration for Winter Term begins (until January 18, Sunday)
                             Holiday dinner (date tbc)

December 12, Friday         Fall Term ends
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 15 – 19</td>
<td>Exam Week</td>
</tr>
<tr>
<td>December 22, Monday</td>
<td>Offices with skeleton team Library and Labs on weekend schedule</td>
</tr>
<tr>
<td>December 23, Tuesday</td>
<td>Offices with skeleton team Library and Labs on weekend schedule</td>
</tr>
<tr>
<td>December 24, Wednesday</td>
<td>Christmas Eve CEU is officially closed</td>
</tr>
<tr>
<td>December 25, Thursday</td>
<td>Christmas CEU is officially closed</td>
</tr>
<tr>
<td>December 26, Friday</td>
<td>Christmas CEU is officially closed</td>
</tr>
<tr>
<td>December 29, Monday</td>
<td>Offices with skeleton team Library and Labs on weekend schedule</td>
</tr>
<tr>
<td>December 30, Tuesday</td>
<td>Offices with skeleton team Library and Labs on weekend schedule</td>
</tr>
<tr>
<td>December 31, Wednesday</td>
<td>New Year’s Eve CEU is officially closed</td>
</tr>
<tr>
<td>2015</td>
<td></td>
</tr>
<tr>
<td>January 1, Thursday</td>
<td>New Year CEU is officially closed</td>
</tr>
<tr>
<td>January 12, Monday</td>
<td>Winter Term begins (until April 4, Friday)</td>
</tr>
<tr>
<td>January 15, Thursday</td>
<td><em>Thesis title and area of specialization</em> due to office (on Google-spreadsheet with a proposed supervisor)</td>
</tr>
<tr>
<td>January 18, Sunday</td>
<td>Registration for Winter Term ends</td>
</tr>
<tr>
<td>February 6, Friday</td>
<td>MA Travel Grant application deadline</td>
</tr>
<tr>
<td>February 16, Sunday</td>
<td><em>Thesis Title and Supervisor Form and MA Thesis Proposal</em> due to office</td>
</tr>
<tr>
<td></td>
<td>MA Thesis Research Grant application deadline</td>
</tr>
<tr>
<td></td>
<td><em>Mundus MAPP Thesis Report Proposal</em> due to office (students not wishing to be considered for an MA thesis research grant will have a later deadline – see Mundus MAPP Program Guide 2014-2016)</td>
</tr>
<tr>
<td>February 17/18, Tue/Wed</td>
<td>Career Days &amp; Career Fair at CEU</td>
</tr>
<tr>
<td>March 15, Sunday</td>
<td>Hungarian National Holiday, CEU is officially closed</td>
</tr>
<tr>
<td>March 23, Monday</td>
<td>Registration for Spring Term begins (until April 12, Sunday)</td>
</tr>
<tr>
<td>April 3, Friday</td>
<td>Winter Term ends</td>
</tr>
<tr>
<td>April 5, Sunday</td>
<td>Easter Sunday, CEU is officially closed</td>
</tr>
<tr>
<td>April 6, Monday</td>
<td>Easter Monday, CEU is officially closed</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>April 7-11</td>
<td>Winter term Exam week</td>
</tr>
<tr>
<td>April 12, Sunday</td>
<td>Registration for Spring Term ends</td>
</tr>
<tr>
<td>April 13, Monday</td>
<td>Spring Term begins</td>
</tr>
<tr>
<td>April 21-23</td>
<td>Mundus Mapp spring study visit</td>
</tr>
<tr>
<td>April 30, Thursday</td>
<td>End of Spring Term</td>
</tr>
<tr>
<td>May 1, Friday</td>
<td>Labour day, CEU is officially closed</td>
</tr>
<tr>
<td>May 20, Monday</td>
<td><em>Internship Assignment Form</em> needs to be filled in</td>
</tr>
<tr>
<td>May 24, Sunday</td>
<td>Pentecost Sunday, CEU is officially closed</td>
</tr>
<tr>
<td>May 25, Monday</td>
<td>Pentecost Monday, CEU is officially closed</td>
</tr>
<tr>
<td>June 10, Monday</td>
<td>1.00 PM, <em>One year-MA theses</em> due to the office</td>
</tr>
<tr>
<td>June (to be confirmed)</td>
<td>Farewell dinner</td>
</tr>
<tr>
<td>June 17, Wednesday</td>
<td>End of Spring Term</td>
</tr>
<tr>
<td>June 21, Sunday</td>
<td>GRADUATION</td>
</tr>
<tr>
<td>July 31, Friday</td>
<td>Academic year ends</td>
</tr>
<tr>
<td>August 30, Sunday</td>
<td><em>Mundus MAPP 2014 – 2016 thesis report</em> submission deadline</td>
</tr>
<tr>
<td>August 31, Monday</td>
<td>End of 2014-2015 academic year for Mundus MAPP students (2013-2015 cohort) of the Department of Public Policy</td>
</tr>
<tr>
<td>September 11, Friday</td>
<td>Internship requirements must be completed for Mundus MAPP students (2014-2016 cohort)</td>
</tr>
<tr>
<td>November 30, Monday</td>
<td>Internship requirements for 2014-2015 one-year MA students of the Department of Public Policy must be completed</td>
</tr>
</tbody>
</table>
Appendices

Appendix I
Credit Requirements for the Master’s Degree for the One-year MA Program

Appendix II
Credit Requirements for the Master’s Degree for Mundus MAPP

Appendix III
Sample Thesis Title and Supervisor Form (One-year MA)

Appendix IV
Sample Thesis Report Proposal Form (Mundus MAPP)

Appendix V
Sample MA Thesis Cover Page (One-year MA)

Appendix VI
Sample Master’s Thesis Evaluation Form (One-year MA)

Appendix VII
Sample Author’s Declaration Form

Appendix VIII
Sample Internship Exemption Form

Appendix IX
Sample Internship Assignment Form

Appendix X
Sample Internship Report and Assessment Form

Appendix XI
Sample Intern Evaluation Form

Appendix XII
Student photo tabloid
APPENDIX I: Credit Requirements for the Masters Degree for the One-year MA Program

COURSE WORK

Fall Term (15-17 credits)

Mandatory courses (11-13 credits)
- Microeconomics for Public Policy (3 credits)
- Comparative Political Institutions (2 credits)
- The Policy Process and Policy Analysis (2 credits)
- Qualitative Methods (2 credits)
- Ethics and Public Policy (2 credits)
- Academic Writing for Graduate Students (no credits)
- Law and Public Policy (2 credits) (Students must take this or Public Management in the Winter)
- Policy Labs (or Internship) (no credits)

Specialization-specific and other elective courses (4-6 credits or more)

Winter Term (15-17 credits)

Mandatory courses (9-11 credits)
- Quantitative Methods (2 credits)
- Comparative Political Institutions (2 credits)
- The Policy Process and Policy Analysis (2 credits)
- Public Management (2 credits) (Students must take this or Law and Public Policy in the Fall)
- Macroeconomics for Public Policy (3 credits)
- Academic Writing for Graduate Students (no credits)
- Policy Labs (or Internship) (no credits)

Specialization-specific and other elective courses (4-6 credits or more)

Spring Term (0-4 credits)
- Policy Labs (or Internship) (no credits)

Specialization-specific and other elective courses (0-4 credits)

OTHER REQUIREMENTS

MA thesis (6 credits)
Internship/Policy Lab (Mandatory with no credits)

Total: 40 credits

Students need to register for the Policy Lab in all three terms and for the Internship in the Spring Term only.
APPENDIX II: Credit Requirements for the first year of the Masters Degree for Mundus MAPP

COURSE WORK

Fall Term

Mandatory and track-specific courses (7 credits/14 ECTS)

- The Policy Process and Policy Analysis (2 CEU credits/4 ECTS)
- Microeconomics for Public Policy (3 CEU credits/6 ECTS)
- Qualitative Methods (2 credits/4 ECTS)
- Academic Writing for Graduate Students (no credits)

Winter Term

Mandatory and track-specific courses (11 credits/22 ECTS)

- The Policy Process and Policy Analysis (2 CEU credits/4 ECTS)
- Macroeconomics for Public Policy (3 credits/6 ECTS)
- Quantitative Methods (2 credits/4 ECTS)
- Jean Monnet Module on European Integration (4 credits/8 ECTS)
- Academic Writing for Graduate Students (no credits)

Elective courses altogether for Fall, Winter and Spring Terms (minimum 6 credits/12 ECTS)

OTHER REQUIREMENTS

Study visit (1.5 credits/3 ECTS)
Thesis report (5 credits/10 ECTS)
Internship/Policy Lab (3 ECTS – counting towards second year)

Total: 30.5 credits/61 ECTS

---

3 Mundus MAPP should check the Mundus MAPP 2014-2016 Program Guide as well for their degree requirements.
4 Students need to register for the Policy Lab in all three terms and for the Internship in the Spring Term only.
APPENDIX III: Sample Thesis Title and Supervisor Form (One-year MA)

Student last name: _____________________________________________________

Student first name: _____________________________________________________

Thesis title: ___________________________________________________________

Research question: _____________________________________________________

Supervisor: ___________________________________________________________

Signature of the supervisor accepting supervision: ___________________________

Date: __________________________________________________________________

Attachment:

Thesis proposal (600 words), including:

- Provisional title of the thesis
- Research question
- Literature overview
- Empirical strategy
- Expected results
- Reference list (not included in the 600 words limit)

PLEASE SUBMIT TO MA PROGRAM COORDINATOR BY FEBRUARY 16, 2015
APPENDIX IV: Sample Thesis Report Proposal Form (Mundus MAPP)

Student last name: _____________________________________________________

Student first name: _____________________________________________________

Proposed thesis title: ____________________________________________________

Research question: ______________________________________________________

Supervisor at CEU: ______________________________________________________

Signature of the supervisor accepting supervision:

_____________________________________________________________________

Date:

_____________________________________________________________________

Attachment:

Thesis Report Proposal, including:

- Provisional title of the thesis
- Research question
- Literature overview
- Empirical strategy
- Expected results
- Reference list (not included in the 600 words limit)

PLEASE SUBMIT TO MA PROGRAM COORDINATOR BY FEBRUARY 16, 2015
STRATEGIC MANAGEMENT
OF THE PUBLIC SECTOR
IN ROMANIA FROM 1999 TO PRESENT

By
Student Name

Submitted to
Central European University
Department of Public Policy

in partial fulfilment for the degree of Master of Arts in Public Policy

Supervisor: Supervisor Name

Budapest, Hungary
2015
APPENDIX VI: Sample MA Thesis Evaluation Form (One year MA)

Central European University
Department of Public Policy

MA Thesis Assessment Form
2014-2015

<table>
<thead>
<tr>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Evaluator</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Structure</th>
<th>Outstanding</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Needs more work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research question</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>Introduction</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>Structure + method</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>Conclusion</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Analytical Content</th>
<th>Outstanding</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Needs more work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empirical/theoretical accuracy</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>Use of evidence</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>Analysis</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>Interpretation and Evaluation</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Presentation</th>
<th>Outstanding</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Needs more work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argument</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>Coherence/consistency</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>Clarity</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>Style and grammar</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>Referencing of sources</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>

Please continue on next page.
Comments
(Please note that the length of your comments is not restricted to one page.)

Date:

Signature of evaluator:
I, the undersigned ........................................ hereby declare that I am the sole author of this thesis. To the best of my knowledge this thesis contains no material previously published by any other person except where due acknowledgement has been made. This thesis contains no material which has been accepted as part of the requirements of any other academic degree or non-degree program, in English or in any other language.

This is a true copy of the thesis, including final revisions.

Date: ..............................................................

Name (printed letters): ...........................................

Signature: ........................................................
APPENDIX VIII: Sample Internship Exemption Form

Internship Exemption Form

Submission Deadline: October 28, 2014

Please note that exemption from Internship Program is not granted automatically upon submission of this form. The Department will individually consider each case. The students whose prior work and/or research experience proves to be relevant to Public Policy practice, may be granted internship exemption.

The Department of Public Policy will notify the students of the decision taken by November 30th, 2014.

Student name:

Academic year:

MA Program Track: □ One-year MA □ Mundus MAPP

1. Please provide the name and the contact information of the Employer organization that most closely relates to your Public Policy practice experience:

Name of Employer organization:

Address of Employer organization:

Title of your position during employment

Period of employment (DD.MM.YY) From: To:

Total term worked:

Name and contact details of your former Supervisor:

E-mail of the former Supervisor

2. Please provide further information on Employer organization/s and your work statements, role and responsibilities and skills gained that most closely relate to Public Policy practice:

Organization/s type:

□ NGO

□ Public administration organization (local, governmental)

□ Consultancy company

□ International organization

□ Other

Position type:

□ Senior □ Intermediate □ Junior

Please describe responsibilities carried out during the employment:
Please describe tasks and assignments during the term of your employment that most closely relate to Public Policy field:

I, the undersigned, hereby confirm that all of the information above is truthful.

Date (DD.MM.YY):

Signed by student:

Please submit the completed form to Internship Coordinator by October 28th, 2014

__________________________________________________________________________

Section to be filled out by Internship Coordinator:

☐ Exemption granted.

☐ Exemption NOT granted.

Date (DD.MM.YY):

Signature of Internship Coordinator:
APPENDIX IX: Sample Internship Assignment Form 2014

Internship Assignment Form 2014-2015
(Please attach Internship Terms of Reference or Work Statement from the Host organization)

Deadline for submission of Internship Assignment Form to the Internship Coordinator: **May 20th, 2015**

**Intern Name:**

**Internship dates**

From: ____________________ To: ____________________

**Internship involvement term**

(days in total)

- Name of Internship Provider organization: ____________________
- Address of Internship Provider organization: ____________________
- Name and title of Internship Supervisor/Mentor: ____________________
- E-mail of the internship Supervisor/Mentor: ____________________
- Internship scope of work:

  (i) Please describe your main responsibilities and work statements during the Internship period:

  ____________________

  (ii) Please describe particular skills and knowledge you aim to acquire during the Internship period

  ____________________

*Please note that the goals set and tasks carried out as described above will serve as a basis for your Internship evaluation by the Internship provider organization, as well as by the Department of Public Policy.*

**Name and title of responsible person at internship organization (in printed letters):** ____________________

**Signature of responsible person and stamp of internship organization:** ____________________

**Signature of Internship Coordinator:** ____________________

**Date:** ____________________
APPENDIX X: Sample Internship Report and Assessment Form
(available electronically from January, 2015)

Internship Report and Assessment Form
Deadline for submission of Internship Report and Assessment Form to the Internship Coordinator:
Mundus MAPP Student/Intern - September 10th, 2015
One Year MA Student/Intern - November 30th, 2015

Intern Name:

Report (Part One): Please fill in the Internship Report reflecting on your professional development records and skills acquired during your Internship term. Your Internship Report and Assessment Form and Intern Evaluation Form will be considered by DPP to finalize your academic/curriculum requirements and issue the Master of Arts Diploma.

Internship dates From: To:
Total hours worked:

Name of Internship Provider organization:
Address of Internship Provider organization:
Name and title of Internship Supervisor/Mentor:
E-mail of the internship Supervisor/Mentor:
End of Internship Report:
(i) Describe your main responsibilities and tasks during your Internship period. Elaborate on practical training, assignments and tasks that you found most helpful for your professional growth.

(ii) Describe particular skills and knowledge you acquired during the Internship term. Identify most relevant praxis- or academically enriching competencies developed that would enhance your employment opportunities in future.

(iii) (Optional) Please use the space below to describe challenges handled and lessons learned, as well as share what you consider to be the most rewarding experience of your Internship.

Intern Name:

Assessment (Part Two): Please rate and assess your Internship in terms of overall experience, supervision and structured learning quality. Please provide recommendations in order to improve the selected aspects of the particular placement.

Internship Assessment Form:
[The Assessment provided will be treated confidentially by the DPP]

(I) Internship supervision

- Amount of training you received to perform tasks you had no previous preparation for:
  - Comprehensive training
<table>
<thead>
<tr>
<th>(I) Training Experience</th>
<th>(II) Internship Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Instructional quality of training you received was:</td>
<td>- Degree to which your knowledge and skills were utilized:</td>
</tr>
<tr>
<td>- Amount of feedback you received from your Supervisor:</td>
<td>- Degree to which you will apply the gained knowledge and experience in your future career:</td>
</tr>
<tr>
<td>- Type of feedback you received from your Supervisor:</td>
<td></td>
</tr>
<tr>
<td>- Rating your primary Supervisor:</td>
<td></td>
</tr>
<tr>
<td>(II) Internship experience</td>
<td></td>
</tr>
</tbody>
</table>

- Instructional quality of training you received was:
  - Excellent
  - Sufficient
  - Insufficient
  - Poor

- Amount of feedback you received from your Supervisor:
  - A lot of feedback
  - Sufficient amount of feedback
  - Some feedback
  - No feedback

- Type of feedback you received from your Supervisor:
  - Constructive feedback
  - Helpful
  - Somewhat helpful
  - Non-constructive feedback

- Rating your primary Supervisor:
  - Knowledgeable and highly skilled
  - Sufficiently knowledgeable and skilled
  - Somewhat knowledgeable and skilled
  - Unknowledgeable and unskilled

- Degree to which your knowledge and skills were utilized:
  - Well utilized
  - Utilized
  - Not utilized

- Degree to which you will apply the gained knowledge and experience in your future career:
  - Well apply
  - Apply
  - Not apply
Overall satisfaction with your Internship experience:
- Highly satisfactory
- Satisfactory
- Unsatisfactory

Comments:

e-Signature:
Date:

Submission deadline - Mundus MAPP Student/Intern - September 10th, 2015
One Year MA Student/Intern - November 30th, 2015
Internship Report and Assessment Form
Deadline for submission of Internship Evaluation Form to the Internship Coordinator: November 30, 2015
- to be completed by the Supervisor
- to be submitted to the Placements Officer by the DPP student/Intern

Internship Supervisor Name
Name of Internship Provider organization:
Address of Internship Provider organization:
E-mail of the internship Supervisor/Mentor:
A copy of the evaluation will be sent to the intern. The supervisor is encouraged to discuss the evaluation with Intern before sending it in to the Department of Public Policy.

Intern Name:

Please give internship dates and a brief summary of the internships indicating main tasks and responsibilities of the intern.

<table>
<thead>
<tr>
<th>Internship dates</th>
<th>From:</th>
<th>To:</th>
<th>Total hours worked:</th>
</tr>
</thead>
</table>

Internship Summary:

1. Please assess the workplace aptitudes of the Intern supervised. Select one evaluation level that represents the intern’s performance.

<table>
<thead>
<tr>
<th></th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
<th>Does not apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal aptitudes, relationships with others, team working</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiative and interest, tendency to seek new work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attention to details and accuracy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance and punctuality</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maturity, appropriateness of response to circumstances</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethics, observation of workplace policies, safekeeping of information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. Please assess the **personal qualities** of the intern observed during the internship. Select one evaluation level that represents the intern’s performance.

<table>
<thead>
<tr>
<th></th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
<th>Does not apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to perform work independently</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to meet deadlines</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multitasking, ability to adapt to a variety of tasks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resourcefulness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Problem solving</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decision-making, judgments, setting priorities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Please assess the **policy analysis** skills of the intern observed during the internship. Select one evaluation level that represents the intern’s performance.

<table>
<thead>
<tr>
<th></th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
<th>Does not apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research aptitude, ability to investigate and evaluate information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comprehension, ability to analyze and synthesize the information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing aptitude, ability to present complex information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality of work, attention to details, productivity and output</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Supervisor’s remarks in brief:

---

**Submission deadlines:**
- One-year MA and Mundus MAPP I: November 30, 2015
- Mundus MAPP II: September 10, 2015

The Form must be submitted by the deadline to the Internship Coordinator together with the Internship Report and Assessment Form.
APPENDIX XII: Student Tabloid

Afshar Vogl, Shirlene
United States of America
One-year MA
afshar_shirlene@student.ceu.hu

Dilday, Randolph
United States of America
One-year MA
dilday_randolph@student.ceu.hu

Fedorchenko, Lara
Germany
Erasmus Exchange
fedorchenko_lara@student.ceu.hu

Ferencz, Emma
Hungary
One-year MA
ferencz_eniko@student.ceu.hu

Gjonnes, Susanne
Norway
Mundus MAPP
gjonnes_susanne@student.ceu.hu

Hamann, Ines
Germany
Erasmus Exchange
hamann_ines@student.ceu.hu

Hardy, Dora
Hungary
One-year MA
Hardy_Dora@student.ceu.hu

Herrmann, Christina
United States of America
One-year MA
herrmann_christina@student.ceu.hu

Hesterberg, Camille
United States of America
One-year MA
hesterberg_camille@student.ceu.hu

Jacobs, Lena
Ireland
Jakab, Laszlo
Hungary
Kis, Gyorgy Mark
Hungary
Kletskovskyy, Illya
United States of America

Lamphere-Englund, Galen
Unites States of America
One-year MA
Mundus MAPP
Lamphere-Englund_Galen@student.ceu.hu

Macapayag, Neliza
Philippines
One-year MA
macapayag_neliza@student.ceu.hu

Matosek, Marta
Poland
One-year MA
matosek_marta@student.ceu.hu