MA in Public Policy
Student Handbook
2015–2016

(For One-Year MAPP and Mundus MAPP Students)
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CEU Medical Center
The CEU Medical Center is open to all students, faculty, and staff.
Location: Nádor utca 11 Building, Courtyard
Phone: (+36-1) 327-3815

Emergency medical contact
In case of emergency or if the Medical Center is closed, students may receive advice by calling (+36) 30-832-6260.

Counseling
CEU’s student psychological counseling is completely confidential and free of charge and may provide support on a wide range of issues. Students may make an appointment via email.

Berne Weiss, Psychologist
E-mail: weissb@ceu.edu

Vera Várady, Clinical Psychologist
E-mail: varadyv@ceu.edu
In the 2015–2016 academic year the School of Public Policy runs or administers the following academic programs:

1. **MA in Public Policy—One-year MAPP:**
   - 15-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

2. **Master of Public Administration—MPA (two years):**
   - two-year program of three teaching terms per year, including Skills For Impact courses, Passion Project and an internship period
   - registered by the Board of Regents of the New York State Education Department
   More information: [http://spp.ceu.edu/content/mpa-degree](http://spp.ceu.edu/content/mpa-degree)

3. **Mundus MAPP: Erasmus Mundus MA Program in Public Policy—Mundus MAPP (two years):**
   - joint two-year program including a research and an internship period
   - Hungarian-accredited (tracks involving CEU are 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; but CEU first-year university

More information: http://www.mundusmapp.org

4. PhD in Political Science, Public Policy track
• offered by the CEU Doctoral School of Political Science, Public Policy and International Relations
• registered by the New York State Education Department

More information: http://pds.ceu.edu/

In addition, the School also hosts visiting and exchange students from universities across the world. This Handbook applies for all Master’s and exchange students attending Master’s level courses.

Additional documents to consult:
• CEU Student Handbook and Academic Diary
• Student Records Manual https://sro.ceu.edu/useful-resources
• Student policies: http://www.ceu.edu/studentlife/onlineorientation/student-policies
• All CEU policies: http://documents.ceu.edu/
• Online orientation: http://www.ceu.edu/node/9597

Mundus MAPP students also need to follow the requirements specified in the 2015–2017 Program Guide.
One-year MAPP and Mundus MAPP
Primary Contact Information

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SPP professors and staff are available to meet students in their office hours or by appointment.
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Conditions of Acceptance

By enrolling in the School of Public Policy, students agree to abide by the rules and procedures outlined in this document, as well as the general rules and procedures of Central European University. Students must read and understand CEU’s student policies, which can be found at http://documents.ceu.edu/.

School Communication and Student Guidance

Students are informed of important decisions affecting particular courses, their work, or their programs primarily by email postings sent to their CEU email address. Barring technical failure, it will be assumed that students have read all information distributed by electronic means. Students are expected to check their CEU email regularly (at least twice a day). Additionally, students are expected to check their pigeon holes (mail boxes) on a regular basis.

Students are encouraged to approach SPP faculty regarding their course work, and other matters related to their present and future studies. Should students have concerns about a course, and not feel able to approach relevant faculty, they should approach their Program Director or, if appropriate, the one-year MAPP Coordinator or MPA Student Affairs Coordinator, who will mediate on their behalf. For specific administrative issues (such as residence permits, medical insurance, student records, etc.), students may approach the Officers in the Student Life Unit. In case of personal problems, it is recommended that you contact the CEU Counsellors (contact information available above).

Course Evaluations

Students will be asked to evaluate all courses they attend. This feedback is crucial in assessing and improving teaching and course quality. Short and anonymous online surveys will be administered at the end of each course with the target of reaching a response rate of 85%. Please fill out the anonymous online forms when requested to do so. Course instructors may only access the anonymous student evaluations after they have submitted course grades. To prevent conflicts of interests, no grades are published until the course evaluation period has been closed.
SPP Office of Career Services

SPP’s Office of Career Services partners directly with SPP students, offering career support tailored to the policy realm.

SPP Career Services encourages students to take a long-range view of their professional development. The office promotes individual responsibility and resilience throughout the job- and internship-search processes, supporting SPP students as they create and implement the personalized professional development “roadmaps” that will accompany them throughout their academic career at SPP and beyond. Building on an analysis of their strengths and an awareness of the issue areas in which they wish to make a difference, SPP students work with Career Services to identify key organizations, explore career paths that will allow them to bring their unique skills and experiences to bear, expand and manage their personal networks, craft tailored CVs and cover letters, prepare for interviews, and conduct salary negotiations. SPP Career Services also works to cultivate and further develop SPP’s network of employers, articulating the benefits of the SPP degree and the strengths SPP graduates bring with them to the world of policy practice and engagement.

During the 2015–2016 academic year, SPP MPA students will participate in a required professional development course, “Job Search Basics and Beyond.” A similar course will be offered to one-year MAPP and Mundus MAPP students. The course will be taught by the SPP Director of Career Services and will focus on aspects of the job search process that students need to consider as they begin their graduate studies. The interactive course includes an orientation and four sessions that address topics such as self-assessment, career research, the crafting of effective CVs/resumes and cover letters, interview skills, and networking strategies. The required course deliverables are designed to serve as an opportunity for students to create, in a supportive environment, personalized strategies and documents to support their individual job and internship searches. Students must also attend at least one career counseling session in order to complete the course. The course is not for credit. The career course is structured to serve as a prerequisite for individual career counseling and internship advising sessions with SPP Career Services and is intended to help students make the best use of the career services offered by the School.
SPP’s required internship programs (for the MPA, one-year MAPP, and Mundus MAPP programs) are administered by the SPP Office of Career Services. SPP actively supports students in their efforts to secure an internship. The Coordinator working with SPP’s Office of Career Services, who works very closely with the SPP Director of Career Services, is the staff member responsible for overall administration of the internship programs for all three SPP master’s programs and provides students with internship-search guidance and advice. The Coordinator researches policy-relevant internship opportunities and resources to share with students and works directly with students through group trainings and one-on-one consultations.

While the Internship Coordinator provides robust support to students on their internship searches, the ultimate responsibility for securing an internship and making arrangements with internship hosts rests with each individual student. SPP students are advised to carefully consider their personal financial resources and constraints as they make their internship plans. Details about the SPP internship fund, which provides contributions for expenses incurred during unpaid internships, but is not intended to cover all expenses, will be made available early in the Winter term.

Printing Policy

SPP is committed to environmental sustainability and encourages a responsible approach to printing. Full-time one-year MAPP and two-year MPA students are entitled to a generous printing allowance of 2,700 pages per annum; for Mundus MAPP students, the printing allowance is 2,000 pages per annum. Additional printing quota can be purchased from the CEU Finance Office.

Website and Facebook Profile

SPP’s website (http://spp.ceu.edu) describes the objectives of the School, and contains detailed information about the curriculum, current courses, schedules, faculty members, as well as events and other news.
Important information on SPP developments and individual courses are posted on the website throughout the year. Please check the website regularly for current information about the latest events and requirements. Most recent handbooks and some of the forms that will need to be submitted during the academic year are downloadable from the website.

The School also operates a Facebook profile at https://www.facebook.com/ceupublicpolicy. Students are encouraged to add “Ceu Spp Coordinator” as a friend, to like our Facebook page at https://www.facebook.com/CEUSchool, and to join our groups. We actively use this platform to post information about admissions, CEU news and events, student stories, as well as job and internship opportunities.

Students can also join the SPP community on Twitter (@SPPCEU), and Youtube (https://www.youtube.com/user/sppatceu). We regularly post interesting news and stories about the SPP/CEU community as well as videos of public lectures and interviews with guest speakers.

**Student Employment**

Students wishing to undertake employment during the academic year must obtain written approval from their Program Director in advance. According to university policy, the employment of full-time students should not exceed 20 hours/week. Permission is normally granted to students who have already completed their coursework and have excellent results.

**Residence Permit**

Students are responsible for ensuring that they have a valid residence permit while enrolled at CEU. The Student Life Office assists enrolled students to acquire and extend residence permits (http://www.ceu.edu/studentlife/onlineorientation/visa). Hungarian immigration rules are restrictive. Student residence permits are usually granted only up to a couple of days beyond the length of the academic program.

*Staying beyond the expiration date of one’s residence permit is illegal.* It may cause unnecessary difficulties at border control and have consequences for any future entry into
Hungary. If students wish to extend their residence beyond graduation they need to have compelling reasons to do so such as guaranteed employment. Students are personally responsible for applying for an extension at the Immigration Office in advance of any deadlines. CEU is unable to provide any assistance with extending residence permits for purposes that are not required by the official curriculum and/or are beyond its deadlines.

**Conduct Within the SPP Community**

SPP aims to foster an environment in which members of its diverse community study and live productively together, enabling academic and personal growth. For this goal to be achieved, everyone must treat each other with dignity and respect. No form of harassment or discrimination is tolerated including that based on race, color, national origin, ethnicity, religion, gender, sexual orientation, disability, age, or any factors prohibited by law.

The Code of Ethics (http://documents.ceu.edu/documents/p-1009-1v1402-00) and the CEU Policy on Harassment (http://documents.ceu.edu/file/1708/download?token=pUXfeyvMcCeI7rkAZx1FktmmkP_7M3blFokiJG1aEE) set out the guiding values and principles of the CEU community and the procedures that are followed when these values and principles are violated.

**Supporting Students with Disabilities**

CEU is committed to ensuring that the legal rights of students with disabilities are recognized and protected, and that students with disabilities receive appropriate support to fully ensure equal educational opportunities as other CEU students. Please find more information about CEU’s services for disabled students and the Student Disability Policy at http://www.ceu.edu/studentlife/disability.

**Community Service**

The School of Public Policy educates future leaders from around the globe who are committed to the public good. It is integral to this mission that students enrolled in the School’s programs perform service for the (SPP) community during the year.
Community service includes but is not limited to assistance with SPP’s academic or social events, participation in recruitment activities, and administrative assistance with admissions. Students may also propose alternative meaningful types of community service. Besides SPP-specific activities, it is also appreciated when students actively participate in and contribute to CEU-wide events and activities.
Course Materials

Course materials will be available through the CEU e-learning site (http://ceulearning.ceu.hu) and can be accessed by students by logging in using their Novell password. The readings for courses can be printed from on-line sources.

In addition to the e-learning site, course instructors may place books for their courses on reserve at the CEU Library. Students may work with these books in the Library, but cannot check them out.

Course Registration

Students are required to register for courses through the University Information System (Infosys). Please note that the class size of elective courses is limited. Registration for elective courses is competitive and is on a first-come first-served basis. The School reserves the right, however, to grant enrolment priority to certain students.

An elective course can be dropped via Infosys until the end of the registration period or, in the case of courses that start later in the term, until the day after the first class. If applicable, the Student Affairs Coordinator will inform students in advance about the extended drop window for courses that start later in the term. Students are strongly discouraged from oversubscribing for courses, and especially from registering for courses that they do not intend to follow.

Registration deadlines:

Fall term: September 14, 2015–October 4, 2015
Spring term: March 21, 2016–April 10, 2016

Registration deadlines are strictly observed. Students who register late will incur a financial penalty of 5,000 HUF per course. Please consult the Student Records Manual for detailed registration procedures and policy.
Residence in Budapest

One-year MAPP students are required to be in residence in Budapest throughout the period of their academic program (except for the period of their internship which they may spend outside Budapest).

Mundus MAPP students may start their internship, and therefore may leave the country, after completing all of their coursework as their thesis report is due on August 31, 2016. Prior to leaving Budapest, Mundus MAPP students should agree upon a supervision schedule with their CEU supervisor. It is important that they observe 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.

Stipends and Scholarships

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. In addition, students whose scholarship also covers a place in the dormitory, are also entitled to stay for the months of July and August if they do an internship or Policy Lab in Budapest. 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.

Attendance

Regular class attendance is mandatory and recorded. As a professional school, we expect students to arrive punctually for all classes. Students must secure the approval of the course instructor in advance if they need to be absent from a class for any reason. If students need to be absent for short periods (up to a few days) during the academic year, they must secure advance approval from their Program Director. In case of absence for medical reasons, students should inform course instructors as well as the Student Affairs Coordinator as soon as possible. A medical opinion (doctor’s note) must be submitted to the Coordinator who will keep it on file.
spp coursework policies and grading

Normally no more than one excused class absence will be allowed during a 2-credit course, and no more than two excused class absences will be allowed during a 4-credit course. Unexcused class absence(s) may result in a failing grade for the course.

Missed classes must be made up with written assignments, unless the absence occurred for medical reasons (sickness accompanied by a doctor’s note). The make-up assignment is normally a 500-word summary of the readings assigned for the missed class. Course instructors may, however, assign different tasks as appropriate. (Students should consult course instructors if they require clarification of this point.) The make-up assignment is due within a week of the missed class or of the student’s return from an approved absence.

Students are responsible for ensuring that they do not enroll in courses that have conflicting schedules to ensure that they are able to attend all sessions of the courses for which they have registered. Please note that due to the wide selection of courses, there are course overlaps in the schedule.

If students are interested in attending events at CEU that are of academic interest but conflict with a particular course for which they have enrolled, they must consult with their course instructor. Normally, priority is given to SPP classes or to mandatory events organized by the School.

Phone and Laptop Use in Class

The use of mobile phones in class is not allowed. Laptops and tablet use is generally permitted in class only when it is strictly related to the course. The use of all IT related equipment is at the discretion of the course instructor. Faculty can deduct marks from course participation grades if students do not observe this rule.

Course Requirements

The requirements for successful completion of individual courses include regular class participation and completion of course assignments. Other requirements are left to the discretion of the course instructors. It is the responsibility of students to be fully aware of
course requirements and relevant deadlines. If not specified otherwise, late submission will result in the final grade being reduced by a grade step (e.g. an A can become an A–) every 24 hours starting from the deadline.

Participation in voluntary scholarly activities conducted outside the curricular requirements (e.g. conferences or summer schools) is not an excuse for failing to meet school requirements or deadlines.

**Academic Dishonesty**

Academic misconduct includes (but is not limited to) the representation of the work of others as one’s own, including plagiarizing the ideas or words of someone else without proper attribution to the source, whether intentional or not, or submitting work that has been previously submitted for a different course. CEU’s Policy on Plagiarism (http://documents.ceu.edu/documents/p-1405-1) details plagiarism and related penalties.

Other cases of academic dishonesty, including submitting the same or similar course work for different courses, are regulated by the Code of Ethics (http://documents.ceu.edu/documents/p-1009-1v1402-0).

**Auditing a Course**

Students may register for a course without earning a letter grade or credit if the course is not heavily oversubscribed, and if they secure the approval of the course instructor. Auditing students are expected to observe the same attendance rules as other students. In addition, they may have to fulfill the same requirements for the course as those who take it for a grade. The auditing requirements should be clarified with the course instructor at the beginning of the course. When a student audits a course, no credit is earned and the Grade Point Average (GPA) is unaffected.
**Grading System**

CEU uses a system of letter grades and grade points for evaluating student 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. *Failing a core course results in termination from 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)

**Grade Submission**

After each academic term, students receive grades for the courses they took during that term. Once the course evaluation survey period is closed, faculty members submit final grades that are entered into the University Information System (Infosys). Students may check their grades in Infosys (https://infosys.ceu.hu).

Grade corrections may be made when a clerical or computational error resulted in the submission of an incorrect grade. For any other change to a course grade, please consult the appeal procedure below.
Appealing a Grade

Students may appeal the grades they received for courses, exams, or major pieces of written work related to SPP courses. Appeals must be submitted to the appropriate Program Director, in hard copy (written and signed), within seven days of when grades are posted. The written statement must set out the reasons for appealing the grade. The Program Director 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 who did not participate in assigning the grade that is being appealed. The Committee will determine the final grade. In the event that the Program Director 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 professor to revise the grade. If the grading professor 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 right to appeal to the Academic Pro-Rector, as set out in CEU’s Student Rights, Rules, and Academic Regulations:
Student Representation

Students are represented at the School by Student Representatives, and at the university level via a Student Union.

Student Representation at the School of Public Policy

Each SPP master’s program will elect two representatives in September. The Student Representatives are responsible for raising student issues and concerns to the Coordinators, the Program Directors, or the professors concerned. In addition, one representative from each program will be invited to participate in part of the Faculty Council meetings where they can present student concerns in a forum where all faculty members are present.

Student Representation at CEU

The CEU Student Union (SU) is the self-governance body of all students enrolled at Central European University. All enrolled students are members of the SU. Each year, students from different schools, departments, and programs elect representatives to the SU Assembly (SUA). The Assembly is the highest decision-making body of the SU and provides representation on academic, administrative, and/or disciplinary matters. The SU Board (SUB) is responsible for making decisions when the SUA is not in session. The SUB Board is the key executive body of the Student Union.

The purpose of the SU is two-fold. It plays the role of a respected partner of the CEU administration in the decision-making and policy-shaping process. This is achieved through student representation in university structures, including the Academic Senate and its Committees. The SU also prepares position papers on issues of particular concern to students, 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.edu.
Student Representation at the Residence Centers

Students are represented at the CEU Residence Center (dormitory) through their participation in the Residence Center Council, which is established each year. It is composed of Resident Counselors who represent the residents. Resident Counselors (RCs) work closely with the Dormitory Student Services Manager.

In addition, Mundus MAPP students are represented on the Mundus MAPP Academic Board. Mundus MAPP students will be invited to submit feedback to the Mundus MAPP Academic Board in writing to be discussed at board meetings.

Student Initiatives

SPP has allocated funding to support student initiatives including social and academic events that benefit and engage the SPP community. Students wishing to propose an initiative should approach their Program Coordinator and submit a written proposal eight weeks before the planned event. The proposal will be evaluated by an ad hoc committee (usually composed of the one-year MAPP and Mundus Program Coordinators, MPA Student Affairs Coordinator and the Director of Communications).
# List of Students

**One-year MAPP and Mundus MAPP Students**

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## List of Students

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# MPA Students (2015–2017)

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<tr>
<td>Ocskó</td>
<td>Edina</td>
<td>Hungary</td>
<td>2009</td>
<td></td>
</tr>
<tr>
<td>Pakalkaite</td>
<td>Vija</td>
<td>Lithuania</td>
<td>2012</td>
<td></td>
</tr>
<tr>
<td>Rahmann</td>
<td>Kazi Mohammad</td>
<td>Bangladesh</td>
<td>2015</td>
<td></td>
</tr>
<tr>
<td>Roch</td>
<td>Stefan</td>
<td>Germany</td>
<td>2011</td>
<td></td>
</tr>
<tr>
<td>Sabic</td>
<td>Norbert</td>
<td>Serbia</td>
<td>2011</td>
<td>Quantitative Methods</td>
</tr>
<tr>
<td>Siwale</td>
<td>Agatha</td>
<td>Zambia</td>
<td>2014</td>
<td>Comparative Political Institutions, Fall term</td>
</tr>
<tr>
<td>Thaler</td>
<td>Philipp</td>
<td>Germany</td>
<td>2010</td>
<td></td>
</tr>
<tr>
<td>Torotcoi</td>
<td>Simona</td>
<td>Romania</td>
<td>2014</td>
<td>Qualitative Methods</td>
</tr>
<tr>
<td>Ulceluse</td>
<td>Magdalene</td>
<td>Romania</td>
<td>2014</td>
<td>The Policy Process and Policy Analysis, Fall term and Winter term</td>
</tr>
<tr>
<td>Wewerka</td>
<td>Lisa</td>
<td>Austria</td>
<td>2011</td>
<td></td>
</tr>
</tbody>
</table>
### List of Students

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Citizenship</th>
<th>Start Year</th>
<th>Teaching Assistantships in 2015–2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wing</td>
<td>Sarah</td>
<td>UK</td>
<td>2014</td>
<td></td>
</tr>
<tr>
<td>Wyndham</td>
<td>Caitlin</td>
<td>Australia</td>
<td>2012</td>
<td>Ethics and Public Policy</td>
</tr>
<tr>
<td>Zecharia</td>
<td>Leyla-Sefta</td>
<td>Romania</td>
<td>2013</td>
<td></td>
</tr>
<tr>
<td>Zemandl</td>
<td>Eva</td>
<td>US/Hungary</td>
<td>2011</td>
<td></td>
</tr>
<tr>
<td>Zuffova</td>
<td>Maria</td>
<td>Slovakia</td>
<td>2015</td>
<td></td>
</tr>
</tbody>
</table>
All SPP students must consult the SPP Coursework Policies and Grading section (p. 25) of this handbook for general SPP requirements and policies. The following requirements apply to one-year MAPP and Mundus MAPP students only.

**Attendance**

One-year MAPP students are required to be in residence in Budapest throughout the academic year, until they submit their master’s thesis.

If they need to be absent during the master’s thesis research period they must secure approval from their Program Director and their supervisor in advance.

Mundus MAPP students may start their internship, and therefore may leave the country, after completing all of their course work as their thesis report is due by September 1, 2016. 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 for continuation of the payment of their stipend.

Scholarship recipients 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 a Policy Lab. Students staying in the dorm are entitled to stay for the months of July and August while they are doing their internship (in Hungary) or a Policy Lab. Students who are exempted from the internship or do not complete a Policy Lab are not entitled to receive a stipend for the months of July and August.

**Master of Arts Degree in Public Policy (One-year MAPP)**

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, one-year MAPP 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/Policy
Lab component (students must do one or the other or they may do both). 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 MAPP 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.

**Master of Arts Degree in Public Policy (Mundus MAPP)**

Students are required to earn 61 ECTS\(^1\) credits in the first year of their studies at CEU required for completion of the joint Mundus MAPP program. The program also includes a study trip and a mandatory internship. The study trip is organized in April. The internship is to be completed by September 12, 2016 and counts towards the second year of the Mundus MAPP program. For further details on the credit requirements please refer to the *Mundus MAPP 2015–2017 Program Guide*.

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

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1. SPP 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.
Specializations

If they wish, one-year MAPP students may specialize in either one of the seven fields below by completing a minimum of 6 credits in the following courses (also please see page 46 for the full list of courses) as well as writing a thesis (also 6 credits) on a topic related to these fields:

1. European Public Policy Specialization
   - EU Human Rights Law and Policy: Marie-Pierre Granger (Fall term; Cross-listed from IRES; 4 credits)
   - EU Socio-economic Governance: Uwe Puetter (Winter term; 2 credits)
   - Jean Monnet Module on European Integration: Uwe Puetter, Marie-Pierre Granger (Fall term; 4 credits)

2. International Public Policy Specialization
   - Challenge of Simultaneous Triple Transitions: Kalman Mizsei (Spring term; 2 credits)
   - Corruption, Corruption Control and Global Governance: Agnes Batory (Fall term; 2 credits)
   - Earth Governance: Klaus Bosselmann (Fall term; 2 credits)
   - EU Socio-economic Governance: Uwe Puetter (Winter term; 2 credits)
   - Global Energy: Andreas Goldthau (Winter term; 2 credits)
   - International Development and Legal Empowerment: An Introduction to Policy and Practice: Stephen Golub (Spring term; 2 credits)
   - Political Lobbying: Alex Fischer (Spring term; 2 credits)
   - Terrorism and Counter Terrorism: Nick Sitter (Winter term; 4 credits)

3. Decentralized Governance Specialization
   - Comparative Public Budgeting: Károly Jókay (Fall term; 2 credits)
   - Intergovernmental Fiscal Relations and Local Financial Management: Robert Ebel (Spring term; 2 credits)
   - Macroeconomics and Public Finance: Lajos Bokros (Winter term; 4 credits)
   - Public Finance and Emerging Economics: Izabella Barati–Stec (Fall term; 2 credits)
   - Rural Development Policy: Andrew Cartwright (Winter term; 2 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; 4 credits)

5. **Media, Information and Communications Policy Specialization**
   - Fundamentals of Media Policy: Kristina Irion (Winter term; 2 credits)
   - Media and Human Rights: Sejal Parmar (Winter term; 2 credits)
   - Media policy, democratization and EU Enlargement: Amy Brouillette (Fall term; 2 credits)

6. **Equality and Social Justice Specialization**
   - Equality Policy in Comparative Perspective: Andrea Krizsan, Violetta Zentai (Fall term; 2 credits)
   - International Development and Legal Empowerment: Stephen Golub (Spring term; 2 credits)
   - Politics of gender based violence: Andrea Krizsan (Winter term; 2 credits)
   - Roma Inclusion Policy: Andrea Krizsán and Violetta Zentai (Winter term; 2 credits)
   - Rural Development Policy: Andrew Cartwright (Winter term; 2 credits)

7. **Political and Economic Development Specialization**
   - International Development and Legal Empowerment: An Introduction to Policy and Practice: Stephen Golub (Spring term; 2 credits)
   - Rural Development Policy: Andrew Cartwright (Winter term; 2 credits)
   - Terrorism and Counter Terrorism: Nick Sitter (Winter term; 4 credits)
   - The Politics of South-South Development in Africa: Daniel Large (Winter term; 2 credits)

Please note that there may be additional courses offered during the academic year.

For the latest information on courses, please visit the SPP website or Infosys.
Pre-session and Zero Week Requirements
September 7–September 18, 2015

During the Pre-session Week (September 7–11), 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 Week. Attendance is mandatory.

Zero Week (September 14–18) takes place during the week preceding the official beginning of the Fall Term. Detailed syllabi of courses offered throughout the academic year will be available on the SPP website prior to Zero Week. During Zero Week most elective courses for all three terms will be presented by the course instructors during the Course Presentation Session. Students seeking additional information may address their questions to faculty during this session.

Curricular Requirements (One-year MAPP)

During the academic year, both core and elective courses will be offered to all students. One-year MAPP 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 21–December 11, 2015): 15–17 course credits

Students are 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 14–18, 2015
Winter Term  
(January 11–April 1, 2016): 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 4–8, 2016

Spring Term  
(April 11–29, 2016): 0–4 course credits

Students may choose to complete up to 4 credits in the Spring Term. They may select 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.

Curricular Requirements (Mundus MAPP)

Mundus MAPP students must consult the Mundus MAPP 2015–2017 Program Guide for their curricular requirements and Appendix II for a summary.

Final grading for MAPP students

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
Pre-session and Course Presentation Session
September 7–September 18, 2015

During the Pre-Session Week (September 7–11) students are introduced to all important university units. At the same time students also attend Academic Writing classes. During Zero Week (September 14–18) faculty will make short presentations about most of the elective courses being offered.

Course Registration

Students may take courses offered by other departments for up to 2 credits per academic year. Students wishing to take more than 2 credits must secure formal approval from their Program Director via email with a cc to their Program Coordinator. For more information on course registration please see page 25 and the Student Records Manual.

The courses listed below are offered by SPP. Students will also be offered courses which are cross-listed with other departments. Available cross-listed courses will be listed in Infosys. These courses do not count towards the 2 credits mentioned above.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Teacher’s Last Name</th>
<th>Credit</th>
<th>Mand/Opt</th>
<th>Enrollment Priorities</th>
<th>Comments and Other Useful Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Writing</td>
<td>Kumar Tóth, Zs.</td>
<td>0</td>
<td>Mand</td>
<td>Only one-year MAPP</td>
<td>Mandatory for all one-year MAPP and Mundus MAPP students</td>
</tr>
<tr>
<td>Qualitative Methods</td>
<td>Tóth, Á.</td>
<td>2</td>
<td>Mand</td>
<td>Only one-year MAPP</td>
<td>Mandatory for all one-year MAPP and Mundus MAPP students</td>
</tr>
<tr>
<td>Ethics and Public Policy</td>
<td>Svensson</td>
<td>2</td>
<td>Mand</td>
<td>Only one-year MAPP</td>
<td>Mandatory for all one-year MAPP students, elective for Mundus MAPP students</td>
</tr>
<tr>
<td>Microeconomics for Public Policy</td>
<td>Bátyó</td>
<td>3</td>
<td>Mand</td>
<td>Only one-year MAPP</td>
<td>Mandatory for all one-year MAPP students</td>
</tr>
<tr>
<td>The Policy Process and Policy Analysis (3PA)</td>
<td>Hübischer Goldthau</td>
<td>(4) 2 in Fall, 2 in Winter term</td>
<td>Mand</td>
<td>Only one-year MAPP and Mundus MAPP students</td>
<td></td>
</tr>
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</table>

**Fall Term (September 21–December 11, 2015)**
<table>
<thead>
<tr>
<th>Exact Title</th>
<th>Teacher's Last Name</th>
<th>Course Credit</th>
<th>Mand/Opt</th>
<th>Course Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comparative Political Institutions (CPI)</td>
<td>Puettter</td>
<td>4</td>
<td>Mand</td>
<td>Mandatory for all one-year MAPP students, elective for Mundus MAPP students</td>
</tr>
<tr>
<td>Jean Monnet module on European Integration</td>
<td>Chehi</td>
<td>4</td>
<td>Opt</td>
<td>Mandatory for Mundus MAPP students, General Elective Course for one-year MAPP students, European Public Policy Specialization</td>
</tr>
<tr>
<td>Policy Labs</td>
<td>Cartwright</td>
<td>0/2</td>
<td>Opt</td>
<td>Only one-year MAPP students: 1.5 credits—if taken as an alternative to the internship, 0 credits—if taken as an alternative to the internship, 2 credits—if taken in addition to the internship. Mundus MAPP students: 1.5 credits—if taken as an alternative to the internship, 2 credits—if taken in addition to the internship.</td>
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### Curriculum 2015–2016

<table>
<thead>
<tr>
<th>Exact Title</th>
<th>Teacher's Last Name</th>
<th>Course Credit</th>
<th>Enrollment Priorities, If Restricted and If Any</th>
<th>Comments and Other Useful Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corruption, Corruption Control and Global Governance</td>
<td>Batony</td>
<td>2</td>
<td>Opt</td>
<td>General Elective Course, International Public Policy Specialization</td>
</tr>
<tr>
<td>Comparative Public Budgeting</td>
<td>Jokay</td>
<td>2</td>
<td>Opt</td>
<td>General Elective Course, Decentralized Governance Specialization</td>
</tr>
<tr>
<td>Public Finance in emerging economies</td>
<td>Barati-Stec</td>
<td>2</td>
<td>Opt</td>
<td>General Elective Course, Decentralized Governance Specialization</td>
</tr>
<tr>
<td>Higher Education Policy in the Age of the Knowledge Society</td>
<td>Matei</td>
<td>2</td>
<td>Opt</td>
<td>General Elective Course, Higher Education Specialization</td>
</tr>
<tr>
<td>Equality Policy in Comparative Perspective</td>
<td>Zentai Krizsán</td>
<td>2</td>
<td>Opt</td>
<td>General Elective Course, Equality and Social Justice Specialization</td>
</tr>
<tr>
<td>Earth Governance</td>
<td>Bosselmann</td>
<td>2</td>
<td>Opt</td>
<td>General Elective Course, International Public Policy Specialization</td>
</tr>
<tr>
<td>Job Search Basics and Beyond (for One-year MAPP and Mundus MAPP students)</td>
<td>Gagliardi</td>
<td>0</td>
<td>Opt</td>
<td>General Elective Course</td>
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<tr>
<td>Applied Regression Analysis, Part 1</td>
<td>Dorsch</td>
<td>2</td>
<td>Opt</td>
<td>pre-requisite: introductory course in quantitative methods</td>
</tr>
<tr>
<td>Exact Title</td>
<td>Course Credit</td>
<td>Mand/Opt</td>
<td>Area of Concentration (AOC):</td>
<td>Enrollment Priorities, If Restricted and If Any</td>
</tr>
<tr>
<td>-------------</td>
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<td>-----------------------------------------------</td>
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<tr>
<td>The Arab Spring: Democratization in ‘Fragile’ States</td>
<td>2</td>
<td>Opt</td>
<td>Governance</td>
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</tr>
<tr>
<td>War and Peace in the Middle East</td>
<td>2</td>
<td>Opt</td>
<td>AOC: Security</td>
<td></td>
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<tr>
<td>Introduction to Conflict Analysis</td>
<td>2</td>
<td>Opt</td>
<td>AOC: Security</td>
<td></td>
</tr>
<tr>
<td>The Aleppo Project Part 1</td>
<td>2</td>
<td>Opt</td>
<td>AOC: Security</td>
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<tr>
<td>Intervention in Action: Sudan and South Sudan</td>
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<td>Opt</td>
<td>AOC: Development</td>
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<tr>
<td>The International Politics of China</td>
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<td>Opt</td>
<td>AOC: Governance</td>
<td></td>
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<tr>
<td>Transitional Justice</td>
<td>2</td>
<td>Opt</td>
<td>AOC: Development</td>
<td></td>
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<tr>
<td>Critical Reasoning</td>
<td>2</td>
<td>Opt</td>
<td></td>
<td></td>
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<tr>
<td>Media Policy, Democratization and EU Enlargement</td>
<td>2</td>
<td>Opt</td>
<td>AOC: Global Media and Communication</td>
<td></td>
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<tr>
<td>Contentious Politics: Social Movements, Civil Protest and the State</td>
<td>2</td>
<td>Opt</td>
<td>AOC: Governance</td>
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</table>

Teacher's Last Name: Sadowski, Sadowski, Templer, Sooka, Bullock, Brouillette, Dorot
<table>
<thead>
<tr>
<th>Exact Title</th>
<th>Teacher's Last Name</th>
<th>Course Credit</th>
<th>Mand/Opt</th>
<th>Enrollment Priorities, If Restricted and If Any</th>
<th>Comments and Other Useful Info</th>
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</thead>
<tbody>
<tr>
<td>Challenges to Open Societies During Transition</td>
<td>Osiatynski</td>
<td>1</td>
<td>Opt</td>
<td>Only for 2nd year MPA students</td>
<td>AOC: Governance</td>
</tr>
<tr>
<td>Impact Evaluation: Theory and Application</td>
<td>Diamond</td>
<td>2</td>
<td>Opt</td>
<td>2nd year MPA, 1st priority</td>
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</table>
### Winter Term (January 11–April 1, 2016)

<table>
<thead>
<tr>
<th>Exact Title (cannot be changed later)</th>
<th>Teacher’s Last Name</th>
<th>Course Credit</th>
<th>Mand/Opt</th>
<th>Enrollment Priorities, If Restricted and If Any</th>
<th>Comments and Other Useful Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Writing</td>
<td>Kumar Tóth, Zs Tóth, Á</td>
<td>0</td>
<td>Mand</td>
<td>Only One-year MAPP and Mundus MAPP</td>
<td>Mandatory for all one-year MAPP and Mundus MAPP students</td>
</tr>
<tr>
<td>Quantitative Methods</td>
<td>Kemmerling</td>
<td>2</td>
<td>Mand</td>
<td>Only One-year MAPP and Mundus MAPP</td>
<td>Mandatory for all one-year MAPP and Mundus MAPP students</td>
</tr>
<tr>
<td>Macroeconomics for Public Policy</td>
<td>Kahanec</td>
<td>3</td>
<td>Mand</td>
<td>Only One-year MAPP and Mundus MAPP</td>
<td>Mandatory for all one-year MAPP and Mundus MAPP students</td>
</tr>
<tr>
<td>Comparative Political Institutions (CPI)</td>
<td>Puetter Csehi</td>
<td>(4) 2 in Fall, 2 in Winter term</td>
<td>Mand</td>
<td>Priority One-year MAPP students</td>
<td>Mandatory for one-year MAPP students, elective for Mundus MAPP students</td>
</tr>
<tr>
<td>Public Management</td>
<td>Jokay</td>
<td>2</td>
<td>Mand</td>
<td>Priority One-year MAPP students</td>
<td>Mandatory for one-year MAPP students (Students must take this or the Law and Public Policy course)</td>
</tr>
<tr>
<td>Law and Public Policy</td>
<td>Granger Salat</td>
<td>2</td>
<td>Mand</td>
<td>Priority One-year MAPP students</td>
<td>Mandatory for one-year MAPP students (Students must take this or the Public Management course)</td>
</tr>
<tr>
<td>Exact Title (cannot be changed later)</td>
<td>Comments and Other Useful Info</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>The Policy Process and Policy Analysis (3PA)</td>
<td>Mandatory for all one-year MAPP and Mundus MAPP students</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Policy Labs | One-year MAPP students:  
- 0 credits—taken as an alternative to the internship,  
- 2 credits—taken in addition to the internship.  
Mundus MAPP students:  
- 1.5 credits—taken as an alternative to the internship,  
- 2 credits—taken in addition to the internship. |

<table>
<thead>
<tr>
<th>Enrollment Priorities, If Restricted and If Any</th>
<th>Mand/Opt</th>
<th>Course Credit</th>
<th>Teacher’s Last Name</th>
<th>Mand/Opt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority One-year MAPP students</td>
<td>Mand</td>
<td>(4) 2 in Fall, 2 in Winter term</td>
<td>Hübscher</td>
<td>Opt</td>
</tr>
<tr>
<td>Priority One-year MAPP students</td>
<td>Opt</td>
<td>0/2</td>
<td>Cartwright</td>
<td>Opt</td>
</tr>
<tr>
<td>Priority One-year MAPP students</td>
<td>1.5/2</td>
<td>1.5</td>
<td>Goldthau</td>
<td>2</td>
</tr>
</tbody>
</table>

The course runs in the Fall, Winter and Spring terms. Mundus MAPP 1st year students will earn credits in their second year.
<table>
<thead>
<tr>
<th>Teacher's Last Name</th>
<th>Course Title</th>
<th>Mand/Opt</th>
<th>Credit</th>
<th>Enrollment Priorities, If Restricted and If Any</th>
<th>Comments and Other Useful Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Puetter</td>
<td>European socio-economic governance</td>
<td>Opt</td>
<td>2</td>
<td>General Elective Course, European Public Policy Specialization</td>
<td>Enrollment Priorities, If Restricted and If Any</td>
</tr>
<tr>
<td>Goldthau</td>
<td>Global Energy</td>
<td>Opt</td>
<td>2</td>
<td>General Elective Course, International Public Policy Specialization</td>
<td>Comments and Other Useful Info</td>
</tr>
<tr>
<td>Sitter</td>
<td>Terrorism and Counter Terrorism</td>
<td>Opt</td>
<td>4</td>
<td>General Elective Course, International Public Policy Specialization</td>
<td></td>
</tr>
<tr>
<td>Zentai-Krizsan</td>
<td>Roma Inclusion Policy</td>
<td>Opt</td>
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<td>Krizsan</td>
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<tr>
<td>Bokros</td>
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<tr>
<td>Lazerson</td>
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<tr>
<td>Teacher’s Last Name</td>
<td>Course Credit</td>
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<tr>
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<td>Rural Development policy</td>
<td>Decentralized Governance, Equality and Social Justice Specialization</td>
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<tr>
<td>Gagliardi</td>
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<td>Job Search Basics and (for One-year MAPP and Mundus MAPP students)</td>
<td>Only One-year MAPP and Mundus MAPP</td>
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<tr>
<td>Dorsch</td>
<td>2</td>
<td>Applied Regression Analysis, Part 2</td>
<td>Opt</td>
<td></td>
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<tr>
<td>Dorsch</td>
<td>2</td>
<td>Financial Crises in Economic &amp; Historical Perspective</td>
<td>Opt</td>
<td></td>
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<tr>
<td>Sadowski</td>
<td>2</td>
<td>The Political Economy of Oil, Globalization and Beyond</td>
<td>Opt</td>
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<tr>
<td>Sadowski</td>
<td>2</td>
<td>Ethics of Government, Propaganda</td>
<td>Opt</td>
<td></td>
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<tr>
<td>Rippon</td>
<td>2</td>
<td>Policy Failures, The Aleppo Project Part 2</td>
<td>Opt</td>
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<tr>
<td>Templer</td>
<td>2</td>
<td>Security Sector Reform</td>
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<th>Comments and Other Useful Info</th>
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<th>Mand/Opt</th>
<th>Course Credit</th>
<th>Teacher's Last Name</th>
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<tr>
<td>Contemporary Security Debates, Approaches and Toolkits</td>
<td>AOC: Security</td>
<td>2 Opt</td>
<td>2</td>
<td>2</td>
<td>Buxton</td>
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<tr>
<td>Health, Poverty, and Development</td>
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<td>Murugesan</td>
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<td>Murugesan</td>
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<td>Media Freedom and Human Rights</td>
<td>AOC: Development</td>
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<td>Parmar</td>
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<tr>
<td>The Politics of South-South Development in Africa</td>
<td>AOC: Global Media and Communication</td>
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<td>Large</td>
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<tr>
<td>Introduction to International Development</td>
<td>AOC: Development</td>
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<td>Corduneanu-Huci</td>
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<tr>
<td>Politics of Government Transparency</td>
<td>AOC: Development</td>
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<td>Corduneanu-Huci</td>
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<tr>
<td>Advanced Impact Evaluation: Management and Methodology</td>
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<td>Diamond</td>
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<tr>
<td>Public International Law in Argument and Practice</td>
<td>AOC: Governance</td>
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<td>Knoll-Tudor</td>
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Curriculum 2015–2016
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<tr>
<th>Exact Title (cannot be changed later)</th>
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<th>Mand/Opt</th>
<th>Enrollment Priorities, If Restricted and If Any</th>
<th>Comments and Other Useful Info</th>
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<tbody>
<tr>
<td>Failed and Fragile States – some experiences and lessons learned</td>
<td>Fänge</td>
<td>2</td>
<td>Opt</td>
<td>TBC</td>
<td>TBC</td>
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<tr>
<td>Human Resources and Career Development for Public Policy Professionals</td>
<td>Triebel</td>
<td>2</td>
<td>Opt</td>
<td>TBC</td>
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<tr>
<td>From Strategy to Impact: Implementation and Change Management in Public and Social Sector Organizations – Case Discussions</td>
<td>Triebel</td>
<td>2</td>
<td>Opt</td>
<td>TBC</td>
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### Spring Term (April 11–April 29, 2016)

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<th>Exact Title (cannot be changed later)</th>
<th>Teacher’s Last name</th>
<th>Course Credit</th>
<th>Mand/Opt</th>
<th>Enrollment Priorities, If Restricted and If Any</th>
<th>Comments and Other Useful Info</th>
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<tr>
<td>Internship Program</td>
<td>Gagliardi</td>
<td>0</td>
<td>Opt</td>
<td>Only one-year MAPP and Mundus MAPP</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>Policy Labs</td>
<td>Cartwright</td>
<td>0/2 1.5/2</td>
<td>Opt</td>
<td>Only one-year MAPP and Mundus MAPP</td>
<td>One-year MAPP students: • 0 credits—if taken as alternative to the internship, • 2 credits—if taken in addition to the internship</td>
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<td></td>
<td>Mundus MAPP students: • 1.5 credits—if taken as an alternative to the internship, • 2 credits—if taken in addition to the internship.</td>
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<td>The course runs in the Fall, Winter and Spring terms. Mundus MAPP 1st year students will earn credits in their second year</td>
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<tr>
<td>Exact Title (cannot be changed later)</td>
<td>Mand/Opt</td>
<td>Course Credit</td>
<td>Teacher’s Last name</td>
<td>Comments and Other Useful Info</td>
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<tr>
<td>Political Lobbying</td>
<td>Opt</td>
<td>2</td>
<td>Fischer</td>
<td>General Elective Course, International Public Policy Specialization</td>
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</tr>
<tr>
<td>Challenge of Simultaneous Triple Transition</td>
<td>Opt</td>
<td>2</td>
<td>Mizsei</td>
<td>General Elective Course, International Public Policy Specialization</td>
<td></td>
</tr>
<tr>
<td>Intergovernmental Fiscal Relations and Local Financial Management</td>
<td>Opt</td>
<td>2</td>
<td>Ebel</td>
<td>General Elective Course, Decentralized Governance Specialization</td>
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<tr>
<td>Study Visit</td>
<td></td>
<td>1.5 (3 ECTS)</td>
<td></td>
<td>Mandatory for Public Policy Erasmus Mundus MA 1st year.</td>
<td></td>
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</table>

The following Spring term courses may run longer than April 29. Please check them on the website:

- The Arab Spring and Conflict Resolution Theories
- Comparative Cases in Diplomatic Practice and Foreign Policy Formulation
- AOC: Security
- AOC: Governance

The following Spring term courses may run longer than April 29. Please check them on the website:

- Political Lobbying
- Challenge of Simultaneous Triple Transition
- Intergovernmental Fiscal Relations and Local Financial Management
- Thesis Report
- Study Visit

The following Spring term courses may run longer than April 29. Please check them on the website:

- The Arab Spring and Conflict Resolution Theories
- Comparative Cases in Diplomatic Practice and Foreign Policy Formulation
- AOC: Security
- AOC: Governance

The following Spring term courses may run longer than April 29. Please check them on the website:

- Political Lobbying
- Challenge of Simultaneous Triple Transition
- Intergovernmental Fiscal Relations and Local Financial Management
- Thesis Report
- Study Visit

The following Spring term courses may run longer than April 29. Please check them on the website:

- The Arab Spring and Conflict Resolution Theories
- Comparative Cases in Diplomatic Practice and Foreign Policy Formulation
- AOC: Security
- AOC: Governance
<table>
<thead>
<tr>
<th>Exact Title (cannot be changed later)</th>
<th>Teacher's Last name</th>
<th>Course Credit</th>
<th>Mand/Opt</th>
<th>AOC: Development</th>
<th>AOC: Governance</th>
<th>AOC: TBC</th>
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<tr>
<td>Reading Theory TBC</td>
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<td>AOC: TBC</td>
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<td>Global Governance</td>
<td>Reinicke</td>
<td>4</td>
<td>Opt</td>
<td>AOC: Development</td>
<td>AOC: Governance</td>
<td>AOC: TBC</td>
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<tr>
<td>Economic Policy and Practice</td>
<td>Beinhocker</td>
<td>2</td>
<td>Opt</td>
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<td>AOC: TBC</td>
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<tr>
<td>Global Challenges for Gender Rights, Practice and Policy</td>
<td>Dagar</td>
<td>2</td>
<td>Opt</td>
<td>AOC: Development</td>
<td>AOC: Governance</td>
<td>AOC: TBC</td>
<td>AOC: Development</td>
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<tr>
<td>Data Visualization and Dashboard Design for Empirical Analysis and Project Management</td>
<td>Diamond</td>
<td>2</td>
<td>Opt</td>
<td>TBC</td>
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<tr>
<td>Program Monitoring and Results Frameworks TBC</td>
<td>Diamond</td>
<td>2</td>
<td>Opt</td>
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<tr>
<td>Gender and Violence</td>
<td>Jenkins</td>
<td>2</td>
<td>Opt</td>
<td>TBC</td>
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General Overview

One-year MAPP students are required to complete a master’s thesis worth 6 credits. All theses must address an appropriate research topic, which includes a defined 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.

Thesis Requirements

All students enrolled in the One-year MAPP program are required to write a master’s thesis during their studies at CEU. This work will be supervised by a supervisor drawn from MAPP 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 drafts of the thesis, if there is sufficient time to do so.

Students should begin to think about a thesis topic and potential supervisors during the Fall Term. They may approach any MAPP teaching faculty. Students wishing to work with a supervisor from outside SPP must consult the Program Director and secure her prior approval.

All MAPP students (one-year MAPP and Mundus MAPP) must submit their Thesis Topic and Area of Specialization by January 15, 2016 to the MAPP office electronically in Word format (by email to the MAPP Coordinator).
One-year MAPP students must submit:

*Thesis Title and Supervisor Form* with the *MA Thesis Proposal* by February 15, 2016, to the MAPP office electronically in Word format (by email to the MAPP Coordinator) and in hard copy signed by the supervisor.

Mundus MAPP students must submit:

*Thesis Report Proposal Form* in March (deadline TBA), to the Mundus MAPP office electronically in Word format (by email to the MA Coordinator) and in hard copy signed by the supervisor. In addition, they must submit a 600-word *Thesis Proposal*. 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-word limit)

Students must also secure the written approval of their proposed supervisor.

For a sample *Thesis Title and Supervisor Form* and a sample *Thesis Report Proposal Form* see Appendices III–IV.

MA Thesis Research Grants

CEU offers small grants to support master’s thesis research. If interested, students should submit their application to the MAPP Program Office by February 28, 2016. The application must contain the grant application form, a summary of the project, the research timetable (days and location), a summary of advanced preparations undertaken, the supervisor’s recommendation, and a detailed budget. After the completion of their research, grantees must send the empirical raw material (field notes, interview transcripts, etc.) to the MAPP Grant Committee. Applicants also have to submit a travel grant report to the Grants Management Office within 30 days of the completion of their research including the
original invoices. If the master's thesis grant is not used according to the budget that was submitted, the University may insist that the grant be refunded.

For further details please visit: http://www.ceu.edu/admissions/financialaid/other.

You will also receive emails from Grants Management with the latest information on the application requirements and details.

Research Periods Abroad

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

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 the thesis and thesis report requirements in the Mundus MAPP 2015–2017 Program Guide.

Thesis/Thesis Report Deadlines

Please note and observe the following deadlines:

• Thesis (One-year MAPP): June 10, 2016, 1 pm
• Thesis report (Mundus MAPP): August 31, 2016, 1 pm.

The deadlines for submitting the thesis and the thesis report are strictly observed. 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 Program Director. 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>
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</table>
| One-year MAPP   | • 2 copies of the thesis, printed and spiral bound (may be double-sided)  
• 1 single-sided copy of the thesis, printed  
• electronic version of the entire thesis IN ONE WORD DOCUMENT FILE submitted via email to the MAPP Program Coordinator (saved in the following format: student’s family name_MA Thesis)  
• electronic version of the entire thesis entered in the Electronic Thesis Database (ETD)  
• a signed declaration of authorship attached to every printed copy of the thesis and a typed and signed version saved after the title page of each electronic file (for a sample declaration please see Appendix VII) | June 10, 2016  |
| 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 attached 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 31, 2016|

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.edu.

The CEU Copy Shop can copy and bind your thesis. It is located in the Basement of the Faculty Tower. However, due to their heavy workload, they cannot always handle immediate requests. There are also numerous copy services available in Budapest.
One-year MAPP: Thesis Format

The total length of the thesis must be 12,000 words (+/- 10%) and include: 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.edu/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 Academic Writing for Public Policy course. 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.

Dissertations must include footnotes and a full bibliography of sources that were consulted. Arguments and information drawn from books and articles that were consulted must be acknowledged. Direct quotations should be clearly indicated through the use of quotation marks (“ ”), or through the use of indirect quotations; copying another author’s 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 information see: http://www.personal.ceu.hu/comp/endnote.htm


Other cases of academic dishonesty are regulated by the Code of Ethics (http://documents.ceu.edu/documents/p-1009-1v1402-0).

One-year MAPP: Thesis Evaluation and Grading

Theses will be assessed by two SPP faculty members, and the thesis grade will be determined based upon the two written evaluations. There will be no oral defense after thesis submission. The MA Thesis Evaluation Form including the final grade and comments on the dissertation will be provided within six weeks of the submission date for those who submit by the deadline. (For a sample MA Thesis Evaluation Form please see Appendix VI.) For appeals, please see page 30 of this Handbook (Appealing a Grade).
The thesis will be graded in line with the University’s 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 along with 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 at an adequate rather than an 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 maximum grade possible in this circumstance is 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 to fulfill the requirements of another degree at CEU or 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 Fail (F).

In some cases, the thesis may be graded Retake Pass (RP in the value of C+) and the transcript will be flagged for academic dishonesty.
The completion of a mandatory practice component is an integral part of the Master of Public Policy programs and their 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 as a result of their academic courses in a ‘real-world’ environment, and/or to advance their research skills.

  **Credits:** 0

  or

- **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. The course runs in the Fall, Winter, and Spring terms. Policy Labs can also be taken in addition to the Internship Program.

  **Credits:**

  * **One-year MAPP students:**
    - 0 credits—if taken as an alternative to the internship
    - 2 credits—if taken in addition to the internship

  * **Mundus MAPP students:**
    - 1.5 credits—if taken as an alternative to the internship
    - 2 credits—if taken in addition to the internship.

  * **Public Policy Erasmus Mundus MAPP 1st-year students** will earn credits for the Policy Labs in their second year.

### A) Mandatory Practice Component: Internship Program

As part of the practice and professional development component of the one-year MAPP and two-year Mundus MAPP programs, students are required to complete an internship. Students who participate in a Policy Lab, a practice-oriented elective course, may count it as fulfilment of the internship requirement. For further information about Policy Labs, see page 73.
The purpose of the required internship is to provide students with an opportunity to gain insights into the day-to-day operations of an organization in the public, private, NGO, or multilateral sector, thereby gaining practical experience and advancing their understanding of how policies and processes are shaped by context, institutions, and culture. Most one-year MAPP and Mundus MAPP students take advantage of the internship to acquire policy-related professional experience, including knowledge and skills that will help them progress towards their long-term professional goals. Some students choose to do internships dedicated to research within an academic or research-focused institution.

**One-year MAPP and Mundus MAPP Internship Program Requirements**

For students enrolled in the one-year MAPP program, the minimum duration of the required internship is 40 working days or 320 hours. Students enrolled in the one-year MAPP program can only commence their internship after they submit the master’s thesis. They must complete their internship, including all required paperwork, by November 30, 2016. In exceptional cases, one-year MAPP students may request permission to start their internship before completing their thesis. Students who think they may want to do this should consult with the SPP Office of Career Services at the earliest opportunity.

For students enrolled in the Mundus MAPP program, the minimum internship requirement is 20 working days or 160 hours. It is recommended that students consider longer internships in order to gain the maximum possible benefit from the internship requirement. Students in the Mundus MAPP program are allowed to commence their internship upon completion of their courses. They must complete the internship, including all required paperwork, by September 12, 2016.

Interns and host institutions should plan working hours on the assumption that interns will work up to 40 hours per week or what is considered full-time within the organization (whichever is less). This serves as a guideline. Working arrangements may vary depending on the host organization. Students enrolled in the one-year MAPP and Mundus MAPP programs may choose to satisfy the internship requirement (320 hours or 160 hours) on a part-time basis. **In exceptional cases,** students enrolled in the one-year MAPP may intern with more than one institution in order to meet the 320 hours or 40 working days requirement, provided they secure approval from the Coordinator (see below).
Students may pursue internships in their home country, their country of residence, or internationally. Erasmus Mundus scholarship recipients, however, are required to complete their internship in a European Union country. (Self-funded Mundus MAPP students are not subject to this geographic restriction.)

When conducting internship-related research and preparing internship applications, students are advised to become familiar with immigration regulations that may affect whether or not they are able to do an internship in a specific country, and/or how long it may take to secure the necessary authorizations.

In order to fulfill the internship requirement, internships must have a clear learning agenda and be clearly relevant to the practice of public policy. The host organization is expected to provide interns with a substantive, policy-relevant professional development experience. Students are expected to obtain a written agreement from their host institution that specifies their tasks and responsibilities and designates an individual at the host organization to serve as a supervisor or mentor during the entire period of the internship. The written agreement forms the basis of the information communicated to SPP by the student and host organization as part of the internship assignment and approval process (spelled out in detail below). The supervisor/mentor designated by the host institution is expected to provide guidance and instructions to the intern and to serve as the host organization’s contact for the SPP Office of Career Services.

One-year MAPP and Mundus MAPP Internship Program Timing and Deadlines

To facilitate the process of approving student internships and so as not to delay communication of degree requirements, students are expected to submit all required internship assessment documentation within two weeks of completing their internship and no later than the final deadlines listed below.

The final deadline for one-year MAPP students to complete the internship requirements and submit all documentation is Monday, November 30, 2016.

The final deadline for students on the Mundus MAPP program to complete the internship requirements and submit all documentation is Monday, September 12, 2016.
SPP Internship Requirement Approval and Administration Process

The Coordinator working with SPP’s Office of Career Services, who works very closely with the SPP Director of Career Services, is the staff member responsible for overall administration of the internship programs for all three SPP master’s programs and provides students with internship-search guidance and advice. The Coordinator researches policy-relevant internship opportunities and resources to share with students and works directly with students through group trainings and one-on-one consultations. One-year MAPP and Mundus MAPP students are urged to complete the optional professional development course, Job Search Basics and Beyond, which will be offered in the Fall term and covers crucial job search skills. The career course is structured to serve as a prerequisite for individual career counseling and internship advising sessions with SPP Career Services and is intended to help students make the best use of the career services offered by the School. As early as possible after completion of the course requirements, including a required one-on-one career counseling session with the course instructor, students should schedule an individual appointment with the Coordinator in order to set the stage for receiving the best possible support.

I. Internship forms, reports, and deadlines

The internship requirement is not satisfied until the Coordinator receives and approves the three forms listed below:

NOTE:
Students conduct research into potential host organizations, prepare and submit applications and/or letters of inquiry directly to chosen organizations, and work together with their internship host organization to define the timing and scope of work of the internship. The SPP Office of Career Services assists students with their internship searches and provides support throughout the process. It is the responsibility of each student, however, to secure an internship that meets the requirements of his/her academic program and to ensure that these requirements are met. Failure to meet specified deadlines or to comply with requirements could result in failing the academic program.
a) Internship Assignment and Approval Form
–final deadline for submission May 20, 2016

Internships must be approved in advance. The Coordinator manages the approval process. After students agree with a host organization on the terms of an internship, they work with their internship supervisor/mentor within the organization to complete the Internship Assignment and Approval Form. This involves reaching an agreement about internship start and end dates, working hours, and scope of work. Once completed, the form must be signed by a representative of the host organization and submitted in original paper copy to the Coordinator. A document from the organization containing Terms of Reference or other documentation from the organization must be attached to the form. The Coordinator reviews internship approval requests to ensure that the scope of work includes pertinent and applicable tasks and a clear learning agenda relevant to the practice of public policy and to the student’s overall professional development goals. When the internship is formally approved within SPP, the Coordinator signs the form. Both the original hard copy of the signed form and an electronic copy will be kept on file by SPP’s Office of Career Services. A copy of the Internship Assignment Form will be provided to the student for his /her records.

b) Internship Report and Assessment Form
—final deadline for submission September 12, 2016 (Mundus MAPP) / November 30, 2016 (one-year MAPP)

Within two weeks of completing their internship and no later than September 12, 2016 (Mundus MAPP) / November 30, 2016 (one-year MAPP), students must submit the Internship Report and Assessment Form to the SPP Office of Career Services. This form may be submitted electronically.

c) Intern Evaluation Form
—final deadline for submission September 12, 2016 (Mundus MAPP) / November 30, 2016 (one-year MAPP)

Within two weeks of completing their internship and no later than September 12, 2016 (Mundus MAPP) / November 30, 2016 (one-year MAPP), students must ensure that the supervisor / mentor within the internship host organization submits this form directly to the Coordinator. This form may be submitted electronically.
Upon completion of the internship and receipt of all paperwork, the Coordinator reviews the full documentation and confirms that the internship requirement has been met.

One-year MAPP students who meet specific criteria may request an exemption from the internship requirement. The first step in this process is to submit the Internship Exemption Form, which is due by October 30, 2015. For more information about exemptions, see section IV below.

**Summary of deadlines and forms:**

<table>
<thead>
<tr>
<th>Form</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Exemption Form</td>
<td>October 30, 2015</td>
</tr>
<tr>
<td>Internship Assignment and Approval Form</td>
<td>May 20, 2016</td>
</tr>
<tr>
<td>Internship Report and Assessment Form (Mundus MAPP)</td>
<td>September 12, 2016</td>
</tr>
<tr>
<td>Internship Report and Assessment Form (One-year MAPP)</td>
<td>November 30, 2016</td>
</tr>
<tr>
<td>Intern Evaluation Form (Mundus MAPP)</td>
<td>September 12, 2016</td>
</tr>
<tr>
<td>Intern Evaluation Form (One-year MAPP)</td>
<td>November 30, 2016</td>
</tr>
</tbody>
</table>

**NOTE:**

Students are expected to refrain from any activities that might reflect poorly on either the host organization or on CEU and SPP. Students are encouraged to consult with the Coordinator if at any point during their internship they experience difficulties with their host organization. It is recommended that issues be addressed promptly.

II. Special requirements relating to scholarships

Scholarship students need to ensure that they fulfill any internship requirements relating to their scholarship. Scholarship requirements may restrict the choice of location and/or internship host institution. Special arrangements by scholarship granting organizations do not overrule internship program requirements but are intended to provide internship placements in particular professional environments related to the field of study targeted by these organizations.
III. Visa and medical insurance outside Hungary and/or home country

Students undertaking their internship outside of Hungary or their home country are responsible for arranging and covering the costs of their visa and/or valid medical insurance; and also for ensuring that they have the insurance coverage (medical and otherwise) that the host organization may require.

IV. Exemptions

In exceptional cases, one-year MAPP students whose prior professional experience (at least three years full-time employment) is relevant to public policy practice and provides a solid basis for their employment after graduation may be granted permission to waive the mandatory practice component of the MA Program in Public Policy. Students wishing to request an exemption from this requirement must submit the Internship Exemption Form (see Appendix VIII) by October 30, 2015. (Exemption from the internship requirement is not automatically granted upon submission of this form. Each case will be considered individually. Students will be informed whether exemption has been granted by November 30, 2015.)

Deborah Harding Scholarship recipients in the one-year MAPP program are not eligible for an exemption.

Students receiving an exemption from the mandatory practice component will not be entitled to their scholarship for the months of July and August 2016.

V. Internship funding

SPP students are advised to carefully consider their personal financial resources and constraints as they make their internship plans. The School is able to offer limited funding to support student internships. This funding, however, is intended only as a contribution to help defray out-of-pocket expenses. It is not intended, however, to cover all expenses. Detailed guidelines regarding internship funding available during the 2015-2016 academic year will be made available early in the winter term.
B) Mandatory Practice Component: Policy Labs

Policy Labs are part of the mandatory practice component of the one-year MAPP and Mundus MAPP programs, and can be an alternative to the internship requirement.

Policy Labs are run over three terms with mentoring support from the Center for Policy Studies, as well as other CEU faculty. Students work for an external client in teams of three-four to produce a piece of original research that will be used in public policy advocacy, implementation, and development. Clients are drawn from a range of organizations from the public, private, and civic sectors and share a common interest in using social science research to inform and support their work. Past clients have included the International Federation of the Red Cross, the Justice Initiative, Education Support Program, and the Roma Initiatives Office of the Open Society Foundations, Habitat for Humanity, as well as local NGOs and policy research centers from the region.

Policy Labs are designed to provide practical experience on how policy research is commissioned and used. It is based on the assumption that it is more common for teams to work on policy oriented research rather than as individual researchers. Reflecting this, labs offer first-hand experience of group work, client negotiation, and research design and joint presentation. Participants learn how to communicate their research to non-academic audiences from very different backgrounds and interests. They will be expected to show imagination and creativity in presenting and explaining their findings taking into account the real world context in which their research will be used. Research design needs to demonstrate relevance as well as feasibility; participants have to demonstrate confidence that their chosen research design is rigorous and can stand up to scrutiny. Following a series of engagements with the client and invited interested parties, participants make their final recommendations in the form of a written report.

Subjects vary depending on the clients. Past projects have included impact studies of grant programs, briefing papers on latest trends in alternative development indicators, critical evaluations of programs and projects, comparative reports on access to legal services, the strength of trade unions, and the implications of the financial crisis on food security to reviews on current trends in disaster management. Whatever the topic, the purpose is mutual gain, making academic research and researchers more accessible to those working in public policy.
Timeline: Policy Labs run from October 1, 2015–June 2016. Please note that places are limited on this course.

For more information on past projects see the Policy Labs home page at http://cps.ceu.edu/teaching/policy-labs. Alternatively you can contact the Course Leader Andrew Cartwright at Cartwrighta@ceu.edu.
### mapp academic calendar 2015/2016

In black: relevant for all SPP students  
In blue: relevant for MPA students  
In red: relevant for One-year MAPP and Mundus MAPP students  
In purple: relevant for One-year MAPP students  
In green: relevant for Mundus MAPP students

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 31</td>
<td>End of 2014–2015 academic year for Mundus MAPP students (2013–2015 cohort) of the former Department of Public Policy</td>
</tr>
<tr>
<td>September 7–11</td>
<td>Pre-Session for First-Year Students (for the full list of events, see the detailed schedule)</td>
</tr>
<tr>
<td>September 14</td>
<td>Registration for Fall Term begins (until October 4)</td>
</tr>
</tbody>
</table>
| September 14–18 | Zero Week for First-Year Students  
               | (for the full list of events, see the detailed schedule)             |
| September 14–25 | Student Union departmental elections                                 |
| September 21 | Opening Ceremony                                                      |
|             | Fall Term begins                                                      |
| September 30 | SPP Student Meet and Greet, 17:30–19:00                               |
| October 4   | Registration for Fall Term ends                                       |
| Week of Oct 5 or 12 | One-year MAPP and Mundus MAPP excursion (TBC)                  |
| October 23  | Hungarian National Holiday (CEU is officially closed)                |
| October 30 (TBC) | Town Hall                                                        |
| October 30  | Deadline to apply for an exemption from the internship  
<pre><code>           | (MAPP, MPA, Mundus MAPP)                                              |
</code></pre>
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 1</td>
<td>All Saints’ Day, CEU is officially closed</td>
</tr>
<tr>
<td>November 30</td>
<td>Deadline to complete internship requirement for One-year MAPP students from the former Department of Public Policy</td>
</tr>
<tr>
<td></td>
<td>End of 2014–2015 academic year for One-year MAPP students from the former Department of Public Policy</td>
</tr>
<tr>
<td>December 7</td>
<td>Registration for Winter Term begins (until January 17)</td>
</tr>
<tr>
<td>December 4 (TBC)</td>
<td>Fall Term Course Evaluations open</td>
</tr>
<tr>
<td></td>
<td>* closing date to be determined in consultation with</td>
</tr>
<tr>
<td></td>
<td>CEU–Institutional Research Office; aim is to reach a good</td>
</tr>
<tr>
<td></td>
<td>response (about 85%)</td>
</tr>
<tr>
<td>December 11</td>
<td><strong>Fall Term ends</strong></td>
</tr>
<tr>
<td>December 11 (TBC)</td>
<td>End of Term Party</td>
</tr>
<tr>
<td>December 14–18</td>
<td><strong>Fall Term Exam week (One-year MAPP, MPA, Mundus MAPP)</strong></td>
</tr>
<tr>
<td>December 24–26</td>
<td>CEU is officially closed</td>
</tr>
<tr>
<td>December 31</td>
<td>CEU is officially closed</td>
</tr>
<tr>
<td>2016</td>
<td></td>
</tr>
<tr>
<td>January 1</td>
<td>CEU is officially closed</td>
</tr>
<tr>
<td>January 11</td>
<td><strong>Winter Term begins</strong></td>
</tr>
<tr>
<td>January 15</td>
<td>Thesis title and area of specialization due to office (on Google-</td>
</tr>
<tr>
<td></td>
<td>spreadsheet with a proposed supervisor) for One-year MAPP and</td>
</tr>
<tr>
<td></td>
<td>Mundus MAPP students</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>January 17</td>
<td>Registration for Winter Term ends</td>
</tr>
<tr>
<td></td>
<td>Deadline for the submission of Fall Term grades</td>
</tr>
<tr>
<td>February 12</td>
<td>Thesis title and Supervisor Form and MA Thesis Proposal due to office</td>
</tr>
<tr>
<td></td>
<td>(One-year MAPP and Mundus MAPP students)</td>
</tr>
<tr>
<td></td>
<td>MA Travel Grant application deadline</td>
</tr>
<tr>
<td></td>
<td>(Grants Management Office, CEU)</td>
</tr>
<tr>
<td>February 16–17</td>
<td>Career Days &amp; Career Fair at CEU</td>
</tr>
<tr>
<td>February 28</td>
<td>MA Thesis Research Grant application deadline for One-year MAPP and</td>
</tr>
<tr>
<td></td>
<td>Mundus MAPP students</td>
</tr>
<tr>
<td>March</td>
<td>Mundus MAPP students submit thesis report proposal (exact date tba)</td>
</tr>
<tr>
<td>March 14–15</td>
<td>CEU is officially closed</td>
</tr>
<tr>
<td>March 21</td>
<td>Registration for Spring Term begins (until April 10)</td>
</tr>
<tr>
<td>March 25 (TBC)</td>
<td>Winter Term Course Evaluations open</td>
</tr>
<tr>
<td></td>
<td>* closing date tbc as noted above</td>
</tr>
<tr>
<td>March 27–28</td>
<td>CEU is officially closed</td>
</tr>
<tr>
<td>April 1</td>
<td>Winter Term ends</td>
</tr>
<tr>
<td>April 4–8</td>
<td>Winter Term Exam Week (One-year MAPP, MPA, Mundus MAPP)</td>
</tr>
<tr>
<td>April 10</td>
<td>Registration for Spring Term ends</td>
</tr>
<tr>
<td>April 11</td>
<td>Spring term classes start for One-year MAPP, MPA and Mundus MAPP</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>April 22 (TBC)</td>
<td>Town Hall</td>
</tr>
<tr>
<td>April 29</td>
<td>End of Spring Term for One-year and Mundus MAPP</td>
</tr>
<tr>
<td>April/May</td>
<td>Mundus MAPP Spring study visit</td>
</tr>
<tr>
<td>May 1</td>
<td>CEU is officially closed</td>
</tr>
<tr>
<td>May 6</td>
<td>MA Travel Grant application deadline</td>
</tr>
<tr>
<td></td>
<td>(Grants Management Office, CEU)</td>
</tr>
<tr>
<td>May 8</td>
<td>Deadline for submission of Winter Term grades</td>
</tr>
<tr>
<td>May 15–16</td>
<td>CEU is officially closed</td>
</tr>
<tr>
<td>May 19 (TBC)</td>
<td>Spring Term Course Evaluations open</td>
</tr>
<tr>
<td></td>
<td>* closing date tbc as noted above</td>
</tr>
<tr>
<td>May 20</td>
<td>Deadline for submitting the <em>Internship Assignment and Approval Form</em> (One-year MAPP, MPA, Mundus MAPP)</td>
</tr>
<tr>
<td>June 3</td>
<td>Deadline for submission of Spring Term grades for graduating students</td>
</tr>
<tr>
<td>June 9</td>
<td>Deadline for submission of Spring Term grades for non-graduating students</td>
</tr>
<tr>
<td>June 10</td>
<td>One-year-MAPP theses due to office, at 13:00</td>
</tr>
<tr>
<td>June 17 (TBC)</td>
<td>End of Year Reception for all students, staff, and faculty</td>
</tr>
<tr>
<td>June 17</td>
<td>Spring Term ends for MPA students</td>
</tr>
<tr>
<td>June 20 (TBC)</td>
<td>Farewell dinners for graduating students</td>
</tr>
<tr>
<td></td>
<td>(MPA, MAPP, Mundus MAPP)</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>June 25</td>
<td>Commencement</td>
</tr>
<tr>
<td>July 31</td>
<td>Academic year ends for MPA students</td>
</tr>
<tr>
<td>August 31</td>
<td>Mundus MAPP thesis report submission deadline</td>
</tr>
<tr>
<td></td>
<td>End of 2015–2016 academic year for Mundus MAPP students (2015–2017) of the School of Public Policy</td>
</tr>
<tr>
<td>September 12</td>
<td>Final deadline Mundus MAPP students to complete the internship requirement and submit all documentation (Internship Report and Assessment Form &amp; Intern Evaluation Form)</td>
</tr>
<tr>
<td>September 16</td>
<td>Final date by which returning MPA students of the School of Public Policy must complete the internship requirement for the 2015–2016 academic year</td>
</tr>
<tr>
<td>September 19</td>
<td>Fall Term begins for returning MPA students (Academic Year, 2016–2017)</td>
</tr>
<tr>
<td>September 30</td>
<td>Final deadline for submitting the Internship Report and Assessment Form &amp; Intern Evaluation Form (MPA)</td>
</tr>
<tr>
<td>November 30</td>
<td>Final deadline for One-year MAPP students of the School of Public Policy to complete the Internship requirement and submit all documentation (Internship Report and Assessment Form &amp; Intern Evaluation Form)</td>
</tr>
<tr>
<td></td>
<td>End of 2015–2016 academic year for the One-year MAPP students of the School of Public Policy</td>
</tr>
</tbody>
</table>
Appendix I: Credit Requirements for the Master’s Degree for the One-year MAPP Program

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

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

Appendix IV: Sample Thesis Report Proposal Form (Mundus MAPP)

Appendix V: Sample Master’s Thesis Cover Page (One-year MAPP)

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

Appendix VII: Sample Author’s Declaration Form

Appendix VIII: Sample Internship Exemption Form

Appendix IX: Student photo tabloid
Appendix I:  
Credit Requirements for the One-year MAPP 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 (0 credit)
- Policy Labs (0–2 credits at the end of the Spring Term) ²

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

Winter Term (15–17 credits)  
Mandatory courses (11 credits)
- Quantitative Methods (2 credits)
- Comparative Political Institutions (2 credits)
- The Policy Process and Policy Analysis (2 credits)
- Law and Public Policy (2 credits) (Students must take this or Public Management)
- Public Management (2 credits) (Students must take this or Law and Public Policy)
- Macroeconomics for Public Policy (3 credits)
- Academic Writing for Graduate Students (0 credit)
- Policy Labs (0–2 credits at the end of the Spring Term)

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

² Students need to register for the Policy Labs in all three terms and for the Internship in the Spring Term only.
Spring Term (0–6 credits)

• Policy Labs (or Internship) (0–2 credits at the end of the Spring Term)

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

Other Requirements

Master’s thesis (6 credits)
Internship/Policy Labs (Mandatory with 0 credits)³

Total: 40 credits

---

³ Students need to register for the Policy Labs in all three terms and for the Internship in the Spring Term only.
Appendix II: Credit Requirements for the First Year of the Mundus MAPP Program

Course Work

Fall Term
Mandatory and track-specific courses (11 credits/22 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)
- Jean Monnet Module on European Integration (4 credits/8 ECTS)
- Academic Writing for Graduate Students (0 credit)

Winter Term
Mandatory and track-specific courses (7 credits/14 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)
- Academic Writing for Graduate Students (0 credit)

Total elective courses 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 Labs (3 ECTS—counting towards second year)

Total: 30.5 credits/61 ECTS

4. Mundus MAPP should check the Mundus MAPP 2015–2017 Program Guide as well for their degree requirements.
5. Students need to register for the Policy Labs in all three terms and for the Internship in the Spring Term only.
Appendix III:
Sample Thesis Title and Supervisor Form (One-year MAPP)

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-word limit)

PLEASE SUBMIT TO THE MAPP PROGRAM COORDINATOR BY FEBRUARY 15, 2016
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-word limit)

PLEASE SUBMIT TO THE MAPP PROGRAM COORDINATOR BY MARCH 2016
(Exact date TBA)
Appendix V: Sample Master’s Thesis Cover Page (One-year MAPP)

STRATEGIC MANAGEMENT OF THE PUBLIC SECTOR IN ROMANIA FROM 1999 TO PRESENT

By
Student Name

Submitted to
Central European University
School of Public Policy

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

Supervisor: Supervisor Name

Budapest, Hungary

2016
Appendix VI: Sample MA Thesis Evaluation Form (One-year MAPP)

<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>
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<td></td>
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<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>
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<td></td>
</tr>
<tr>
<td>Conclusion</td>
<td></td>
<td></td>
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</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>
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<tr>
<td>Use of evidence</td>
<td></td>
<td></td>
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<tr>
<td>Analysis</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interpretation and evaluation</td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

Central European University
School of Public Policy

MA Thesis Assessment Form
2015–2016
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<tr>
<th>PRESENTATION</th>
<th>Outstanding</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Needs more work</th>
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</tr>
<tr>
<td>Coherence/consistency</td>
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<tr>
<td>Clarity</td>
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<tr>
<td>Style and grammar</td>
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<td>....</td>
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<tr>
<td>Referencing of sources</td>
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</tr>
</tbody>
</table>

COMMENTS

*Please note that the length of your comments is not restricted to one page.*

*Please continue on next page.*
Appendix VII: Sample Author’s Declaration

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 proper 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): ____________________________________________________________

Signature: ________________________________________________________________
Appendix VIII: Sample Internship Exemption Form

Career Services—Internship Exemption Form

Submission Deadline: October 30, 2015

INSTRUCTIONS:
Complete this form, print, and sign it, then submit it with printed copies of all requested attachments to the SPP Director of Career Services.

PLEASE NOTE:
Exemption from the internship requirement is not granted automatically upon submission of this form. The School will individually consider each case and notify the student of the decision taken by November 30, 2015.

Student name: ____________________________

Academic year: ____________________________

SPP Degree Program:  □ One-year MAPP □ Mundus MAPP □ MPA

Please check the reason for the waiver request and provide the additional documentation as instructed:

□ Employment on a full-time basis for a minimum of three (3) years prior to enrolling in SPP in a field relevant to policy and to your career goals [One-year MAPP, Mundus MAPP, and MPA students].

If you are applying for this category of exemption, please attach:

• A current CV or resume including month and year for the start and end dates of each experience.

• A list of the supervisors at your most recent employer and for any other roles you deem particularly relevant from a policy perspective. Please include title and contact information for each supervisor.
• A statement detailing how your previous full-time work experience is relevant a) to public policy and b) to your career goals. Explain also how it will make you competitive for positions you pursue after completion of your SPP degree.

☐ On leave from a job to which you will return after completing your degree [MPA students only]

If you are applying for this category of exemption, please attach:

• A current CV or resume including month and year for the start and end dates of each experience.

• A letter on official letterhead from your current employer stating that you are on leave and that you will be returning to your position after completion of your SPP degree.

I, the undersigned, hereby confirm the truthfulness and accuracy of the information regarding my previous employment contained in this form and in the attached documents.

___________________________________________  ____________________________
Date (DD.MM.YY) Signed by student

Please submit hard copies of the completed form and required additional documents to the SPP Office of Career Services by October 30, 2015

Section to be completed by the Coordinator with the Office of Career Services after consultation with senior Career Services staff and the director of the student’s degree program:

☐ Exemption granted.

☐ Exemption NOT granted.

___________________________________________  ____________________________
Date (DD.MM.YY) Signature of Internship Coordinator
Appendix IX: Student Tabloid

One-year MAPP Students

Abdul Aziz, Rukiya
Afganistan

Adasiunaite, Egle
Lithuania

Antip, Petronela
Romania

Bari, Solomon
Ethiopia

Benas, Christopher Nex
Philippines

Calin, Nicoleta
Romania
Cameron, Calum
United Kingdom

Cara, Ramona
Romania

Chang, Daniel
United States of America

Colodenco, Tamar
Argentina

de Ruiter, Anneloes
The Netherlands

Dukic, Branimir
Croatia

Galeano, Diana
Paraguay

Hosp, Lauren
United States of America
Petrova, Barbora
Czech Republic

Safarzade, Togrul
Azerbaijan

Spies, Benjamin
United States of America

Török, Ildikó
Hungary

Ullman, Ilana
United States of America

Zewdu, Bisrat Mulugeta
Ethiopia
Mundus MAPP Students

Ahmed, Sabrina
Bangladesh

Alexander, Mira
Germany

Beck, Ann-Kathrin
Germany

Bouchkouj, Bouchra
Morocco

Calille, Kristen
United States of America

Catuti, Mihnea
Romania
Chiarapong, Savithar
Thailand

Forber, Colin
Canada

Fraiture, Robin
The Netherlands

Hardt, Anne
Germany

Kenny, Mogue
Ireland

Palotai, Eszter
Hungary

Steuer, Fabian
Germany

Wagner, Alexandra
Canada
White, Michelle
Canada

Zabusova, Anastasia
Russian Federation

Zhou, Naiyuan
China