One-Year MA Program

in Medieval Studies at CEU, Budapest,
in the academic year 2014/2015

This document aims at giving practical information to students in light of the experience of past years.

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Welcome to the CEU Department of Medieval Studies! We are very glad to have you with us to explore the fascinating world of the Middle Ages. It will be a challenging year, but we know you also will succeed just as the students who have gone before you. We take collegiality seriously and urge you to participate fully in the life of the department, sharing the year with other students, faculty, and staff. This guide is a brief introduction concerning the organization and flow of life in the department during the academic year. Please consult it if you need basic information and use it to contact the appropriate office or person if you need more details.

1. Character of the Program

The CEU Medieval Studies one-year MA program is a graduate program; therefore, the department strives to provide guidance in research and the discussion of results. The aim is to help students get acquainted with the international academic scene. Familiarity and experience with basic research skills are expected from all entering students in their key areas. Faculty members of the Department will work with you to supplement and improve on the expertise acquired in former university (undergraduate or graduate) studies. They offer guidance, assistance, and supervision for the students’ own creative work and, naturally, information in fields which students may not have studied earlier, filling in gaps left blank in former studies. Multidisciplinarity, however, does allow for general approaches and involves teaching basic issues sometimes introducing students to new fields.

Since the program is multidisciplinary, students of history, literature, linguistics, art history, philosophy, archaeology and so on are expected to obtain basic training and participate in research discussions in other fields of medieval scholarship besides their own specialization. The core curriculum and examinations reflect the multifaceted design of the courses. Thus, students should be prepared to work on and acquire familiarity with topics, subjects, and approaches that are not immediately or directly connected to their chosen main field – or the subjects of their theses. This program is unique in the sense that it grants an advanced degree, a Master of Arts in Medieval Studies, not in a specialized discipline but in medieval studies as a whole; this means that all students are expected to be trained in more than one special field.

Note: In the academic year 2008-2009, in cooperation with the Department of History, we introduced a “Bologna-style” two-year MA program in Comparative History which includes a second year of specialization in Interdisciplinary Medieval Studies or Modern History after a first year of more general training in history and research methods.

In the academic year 2014-2015, a new two-year MA program in Cultural Heritage Studies will start with strong involvement of Medieval Studies faculty under the direction of Prof. József Laszlovsky. Some courses offered by this program are also open to Medieval Studies MA students as electives. Students are encouraged to participate in the events organized by the Cultural Heritage Program. See more about the program: http://medievalstudies.ceu.hu/Culturalheritagestudies.

The course requirements described below (and possible make-up courses in languages) entail spending 14 to 16 hours a week in the classroom. Formal attendance at and preparation for courses will occupy about 50% of your “working time;” that leaves the other half of your time free for research and the writing the MA thesis. In addition to this, you are expected to attend the workshops and public lectures presented in the department and elsewhere at
CEU. The MA programs demand keeping to a **tight schedule** and you must budget your time carefully.

## 2. Structure and Operation of the Medieval Studies Department

The **Department** consists of a **head**, a number of professors who constitute the **resident faculty**, some regularly returning **visiting professors**, **language instructors**, and **office staff**. (For the members of faculty, see the *Appendix I* or for further details the departmental website: [http://medievalstudies.ceu.hu](http://medievalstudies.ceu.hu))

### Administration

**Daniel Ziemann, Head of Medieval Studies Department**  
Office: Faculty Tower, 4th Floor, Room 407  
Email: ziemannd@ceu.hu  
Tel: (36-1) 327-3046

**Katalin Szende, Director of the One-Year MA program**  
The program director is responsible for working with the Program Coordinator to help MA students manage their lives at CEU, including dealing with academic dilemmas, health issues, and other problems.  
Office: Faculty Tower, 4th Floor, Room 401  
Email: szendek@ceu.hu  
Tel: (36-1) 327-3052  
Mobile (36 30) 5598591 (in urgent cases)

**Annabella Pál, Medieval Studies’ MA Program Coordinator**  
The program coordinator is responsible for the smooth daily running of the program administration, including registering for classes, assisting with research grant applications, organizing student forums, field-trips, and other departmental events.  
Office: Faculty Tower, 4th Floor, Room 404  
Email: palannab@ceu.hu  
Tel: (36-1) 327-3051

**Csilla Dobos, Medieval Studies’ Academic and PhD Program coordinator**  
For MA students, the academic coordinator deals mainly with financial issues.  
Office: Faculty Tower, 4th Floor, Room 405  
Email: dobos@ceu.hu  
Tel: (36-1) 327-3002

The departmental offices handle most everyday student concerns, but matters of finance, health insurance, housing, and administrative issues (residence permits, stipends, registration, etc.) are taken care of by the relevant offices in the **Student Services Center**, CEU Budapest (Location: Nádor u. 9, Ground floor, Office hours: Monday-Friday 10:00 p.m. - 4:00 p.m., E-mail: studentlife@ceu.hu, [http://www.ceu.hu/studentlife/services/student-life-office](http://www.ceu.hu/studentlife/services/student-life-office)).
Student representatives

At the departmental level, students elect three student representatives, one each for the One-Year MA, the Two-Year MA and the PhD programs. Student representatives may attend all departmental meetings and some departmental committee meetings; they are invited to express their opinion and concerns there.

At the university level, a Student Union exists in order to provide student feedback and input to the University’s central administration on academic and non-academic issues. It consists of the departmental student representatives, and it elects a student representative to the Faculty Senate. For further information regarding the Student Council, students should turn to either the Student Services Center or to the website of the Student Union: https://studentunion.ceu.hu/

Forums of internal communication

Student Forums are meetings called by the department to inform students about academic issues such as the availability of grants and other issues. Students can request that a forum be held if there is a topic that they wish to discuss.

General information on electronic devices
You will receive a Novell password from the IT department after a successful basic-computer-skill test in the pre-session. That allows you to access computers, scanners, printers, and other electronic facilities on campus and to log into the protected electronic resources of departments and courses. It is also the initial password for your personal email account.

If you have difficulties with your computer or with the printer, please contact the IT Student Help Desk next to the Computer Labs on the -1 floor in the Faculty Tower (Tel: 327-3030; from a university phone simply dial 3030) or the Help Desk at the Kerepesi Residence Center (Tel: 327-5043; from a dormitory phone simply dial 5043).

If you need a projector or video player for a presentation, please contact the Departmental Staff in advance and they can help to reserve you a projector (reservations must be made at least 24 hours before the date of the presentation. A projector and computer are permanently available in both FT 409 and 508).

Personal electronic devices such as computers and smart phones can distract students if used in the classroom; therefore professors may forbid or limit the use of such devices during their classes. Please check the syllabi of your courses on this issue.

There are several forums where departmental information and course materials are communicated.

1) The Groupwise email system
Email messages from the faculty and coordinators will be distributed via the Groupwise mail system. It is in the interest of students to read their emails often (at least daily), because all departmental and university information (e.g., deadlines for travel grants, dates of events, opening hours of the library, and so on) flow through the Groupwise system.
At CEU we constantly use email to contact each other and share information. We count on each other to read our emails and respond appropriately. That means that if a professor or staff member addresses an individual email to you, he or she expects a response. If you get such an email, send an answer – even if it’s just “Okay,” “Thanks for the information,” or “Will respond later.” If there is no response, the sender doesn’t know whether the message got lost or whether the person it was sent to is just ignoring it. If you receive a group message there is no need to respond unless it asks you for specific information. **Professors try to answer student emails in a timely manner, within 24 hours or on the next workday after a weekend or national holiday.** If you have send a paper or another assignment to a course instructor, it is of your responsibility to make sure that its reception is confirmed. The Department does not consider email problems as an excuse for the late, incomplete or failed submission of assignments. Each written assignment has to be uploaded to the e-learning site as specified by the instructor(s).

It is important to note that **Groupwise must not be used to circulate private messages.** The address discuss@CEU at http://discuss.ceu.hu/ is available for such purposes as passing notices of general interest to students but not official events, buying and selling small electronic items, and so on.

2) **Paper mail**
To meet the administrative requirements of maintaining student records, the departments use a number of forms. These **forms** keep track of the absence from a class, the change of supervisor, as well as other changes and exceptions in the student’s file. To determine what actions require filling out a form, consult the Program Coordinators. The forms listed below are available at: [http://medievalstudies.ceu.hu/programs/master/one-year](http://medievalstudies.ceu.hu/programs/master/one-year)

- change of topic and/or supervisor form
- exemption from a course form
- independent study form
- MA thesis deadline form
- MA thesis submission form

Each student has a pigeonhole at the entrance of room FT 409 where letters, corrected seminar papers and paper messages can be picked up.

3) **CEU e-learning**
Interactive presentations of course syllabi and materials including readings, tests, papers, assignments and presentations are posted on the university’s e-learning site (http://ceulearning.ceu.hu/), structured by department, term, and course. You can find all the relevant information by logging in, using your normal Novell login name and password. The course instructors will provide further information on the regular use of the site. Please attend the short introduction to the e-learning site during the Pre-session.

Contact person for technical matters related to the e-learning: Gábor Ács
Office: Computer and Statistics Center, Nádor 13, Room 507
E-mail: acsg@ceu.hu
Tel: (36-1) 327-3000/2999, Fax: (36-1) 235-6103
4) The departmental homepages
Please consult the homepages of the Medieval Studies and History Departments for upcoming events and information on academic regulations.

In addition to the information shared on the e-learning site, you can also find updated course syllabi on the departmental homepages. This information is publicly accessible on the internet; but for copyright reasons, you can only download the attached readings with the help of a password that your class instructor will give you. The syllabi of classes offered by the Medieval Studies Department can be found at [http://medievalstudies.ceu.hu/courses](http://medievalstudies.ceu.hu/courses); those offered by the History Department are available at [http://history.ceu.hu/courses](http://history.ceu.hu/courses).

Each course instructor may choose the most appropriate way of communicating course information. Please make sure you use the appropriate media for each of your classes.

5) The administrative database "infosys"
The [infosys](https://infosys.ceu.hu) processes and confidentially displays information concerning your course enrolment, credits, and grades. By logging in with your student ID code, you can consult and enter the data that concerns you personally.

6) CEU Medieval Studies on Facebook
The [facebook group](https://www.facebook.com/ceu.med.stud) of the CEU Medieval Studies Department is a medium for academic and social communication among students, alumni, and faculty. By becoming a member, you can receive and share information on grants, scholarships, jobs, conferences, events, and all news of common interest.

7) Channels of Internal Information at CEU
For general information on current CEU events, you can consult the CEU homepage ([http://www.ceu.hu](http://www.ceu.hu)), the online journal "CEU Planet" ([http://www.ceu.hu/category/ceu-planet](http://www.ceu.hu/category/ceu-planet)), and the student journal "CEU Weekly" ([http://ceuweekly.blogspot.hu](http://ceuweekly.blogspot.hu)). The Rector regularly convenes Town Hall Meetings open to the entire CEU community, where you can hear about the most recent plans and ask your questions. The first such meeting of the current academic year will be on September 16, 2014.

Research Facilities

The CEU Main Library
(CEU campus, Vth district, Nádor utca 9, on the first floor of the Faculty Tower)
The CEU Library possesses literature in all fields of the Humanities, including important medievalist periodicals. It provides a range of electronic research resources. [JSTOR](http://www.jstor.org) and [Ebsco](http://www.ebscohost.com) offer complete journal articles and reviews.
See the library website and online catalogue at [http://www.library.ceu.hu/](http://www.library.ceu.hu/).

The CEU-ELTE Medieval Library
(ELTE campus, VIIIth district, Múzeum körút 6, Rooms 149-150)
The Medieval Library is the department’s research library, operated jointly by CEU and ELTE. With presently 29,000 volumes specialized in Medieval Studies, it contains all major source collections and extensive modern literature in English and other languages. WiFi and scanning facilities are available.
See the library website and online catalogue at www.medlib.ceu.hu. All library holdings are also referenced in the CEU Library online catalogue.

For more information consult the librarians:

**Balázs Nagy, Library Curator** (nagybal@ceu.hu)
Office: Faculty Tower, 4th Floor, Room 401, Tel: 327-3052

**Ágnes Havasi, Chief Librarian** (havasia@ceu.hu), and

**Petra Verebics, Librarian** (verebicsp@ceu.hu)
1088 Budapest, Múzeum krt. 6-8. 1st Floor, Room 149, Tel: 485-5200 or 411-6900/5139

**The Visual Information Center (VIC) in the Department of Medieval Studies**

(CEU campus, Nádor utca 9, Faculty Tower, room 408)
The Visual Information Center (also known as the "Visual Lab") is a departmental library of visual and other sources on the European Middle Ages. It provides access to major collections of visual resources on CD-ROM, microfiche, and laser disc. The center monitors new visual publications in all media. An ongoing subscription provides continuous updating of the Marburger Index, the Thesaurus Linguae Graecae, and the Princeton Art Index, for example. It also holds a complete collection of all the miniatures from 6000 manuscripts in the Vatican Library. These resources are mostly used by MA and PhD students of the department; but the VIC, being the only such collection in the East Central European region, also benefits other institutions as well as independent scholars.

In addition, the VIC serves as a research center and provides educational services. Part of its community services are its scanning, CD burning, and microfiche printing facilities. Students in the department can develop their visual projects using special software. A short introduction to this collection is organized during the Pre-Session. If students have questions or queries concerning the materials and programs of the VIC, they can consult the responsible faculty member, Béla Zsolt Szakács (szakacsb@ceu.hu).

**Budapest Research Libraries outside CEU**
A number of major research libraries are located in Budapest. The following three are the most important ones:

- **The National Széchényi Library** (Országos Széchényi Könyvtár, OSZK), is the Hungarian national library, founded in 1802. Its mission is to collect all books printed in Hungary and Hungarian books printed abroad. It is housed in Buda Castle, "F" building. See its English website at http://regi.oszk.hu/index_en.htm.

- **ELTE University Library** (ELTE Egyetemi Könyvtár) goes back to a 1561 foundation and is the oldest library in the country. It is situated in the Vth district, Ferenciek tere 6. See its English website at http://konyvtar.elte.hu/en/

- **Library and Information Center of the Academy of Sciences** (Magyar Tudományos Akadémia Könyvtára, MTAK) is a special national research library founded in 1826 and established in the 5th district, Arany János u. 1. See its English website at http://www.mtak.hu/index_en.php?name=h_1_4.

You will be introduced to these major libraries and databases in the framework of the mandatory “Introduction to Research Resources for Medievalists” course that takes place during Pre-session. Their holdings can be searched in the cumulative catalogue "MOKKA" (Magyar Országos Közös Katalogus), on the website http://www.mokka.hu/. Some of the ancient holdings are not yet included in this online catalog.
**Interlibrary Loan**
Books that are not available in any library of Budapest can be ordered by ILL (Interlibrary Loan) through the CEU main library. For guidelines on using ILL, please see: goya.ceu.hu/screens/ill.html. While the Medieval Studies Department encourages MA students to take advantage of the interlibrary loan service, the number of requests is limited because the costs have to be covered by the departmental library budget. MA students are entitled to request 4 titles per academic year. In exceptional cases, more titles can be ordered if their need is confirmed by the supervisor.

**3. Program Description**

An MA at CEU consists of a combination of formal coursework (classroom hours) and supervised individual research leading to a thesis. As a result of the number of courses to be attended (some mandatory, some elective), this type of degree is often referred to as a version of the “taught MA,” in contrast to MAs that are based primarily on a research thesis and its oral defense. Because of the balance of work between courses and individual research, the MA thesis is relatively short – some 50 to 60 pages (up to 18,000 words) long (without the bibliography and possible appendices). A thesis of this length, with proper academic documentation, provides sufficient proof of a student’s ability to handle primary sources, all the more so as it has to be written in English, which is often not the author’s native tongue. Each student must defend his/her thesis orally in an open defense before a committee of faculty members and external examiners.

**Thesis topics** may change considerably for a number of reasons. A student may discover a new interest and there may also be a lack of primary sources or no supervisor available. In such cases, the student should consult his/her supervisor and the program director. If a new topic is selected, it may require that a different supervisor be appointed. Once a change of topic or supervisor has been agreed upon, a student must notify the MA Program Coordinator (Annabella Pal) and register the change on the appropriate form, which is signed by all the relevant parties. (For more on the role of the supervisor, see page 11.)

**The Academic Year** (please also consult the academic calendar on-line at https://medievalstudies.ceu.hu/programs)

The CEU academic calendar is divided into a Pre-Session and Zero Week (three weeks: late August – September), a Fall term (twelve weeks: late September to December), a holiday break (end of December to early January), a Winter term (twelve weeks: January to March), a Research Break and thesis-writing period (six weeks: April and first half of May), a thesis-submission date, a Field Trip (third or fourth week of May), a Spring Session (two or three weeks: end of May-June), and a defense period (mid-June). The program ends with graduation in mid-June.

The **Pre-Session** and **Zero Week** are designed to acclimatize students to the CEU environment. The program includes introductory sessions for students about academic and student-life resources at CEU and Academic Writing classes. Medieval one-year MAs are required to attend tours to get acquainted with the archival and library resources in Budapest within the framework of the mandatory course “Introduction to Research Resources for Medievalists” and to complete the mandatory course “Academic Latin: An Introduction to Research Methodology.” This is also a suitable time to read the recommended general
literature available in the CEU-ELTE Medieval Library or on the e-learning site. **A two-day excursion to a historical region in Hungary is mandatory for the one-year MA students and their expenses are covered.**

**Zero Week** is the last week before the semester starts. At this time, various faculty members give sample lectures so students see their new professors at work. During the pre-session or immediately after it, each student meets with the program director, his/her supervisor and the academic writing instructor in a planning meeting to discuss his/her thesis topic and plan the academic year in general.

During the **Fall and Winter semesters** each course meets weekly for 100 minutes. The schedule is designed to avoid conflicting times for courses, but conflicts may occur given the number of courses and the limited number of time slots. In this case, take the initiative and discuss the problem with the professor to see whether flexibility is possible. Attendance is mandatory in all classes and is part of the grade assessment of each course. **Most classes allow for missing two sessions, but every absence should be explained beforehand to the instructor by email (with a copy to the office).** See more on page 12. If a class falls on a national holiday the instructor and students are obligated to make up the time lost in a separately scheduled meeting.

The month of April is a **research break** when students pursue research into the topics of their theses and work on writing their theses. **Research grants are available on a competitive basis to fund students’ research outside of Budapest. MA students are not entitled to more than one CEU-sponsored research grant during their MA study period.** (see also page 23)

Towards the middle of May, MA students **finish their theses (after participating in the mandatory thesis writing workshops) and submit** them to the department. The due date, **20 May 2015**, is strictly enforced because each thesis is sent to an outside reader, who submits his or her comments to be read at the defenses in June.

At the end of May, after the thesis submission deadline, Medieval Studies students and faculty take a five or six days’ **field trip** to sites and areas offering insights into the medieval civilization of the region around Hungary. **The field trip is mandatory for one-year MA medievalists and first-year two-year MA medievalists and their expenses are covered.** Students prepare for the trip during the winter semester in the Academic Field Trip Seminar (See more on page 18).

The **Spring session** takes place after the theses are submitted and sent to the outside readers. Three or more one-credit courses are offered during this period of which **students are required to take two.** These classes meet intensively and usually have some written assignments. Instructors are usually visiting professors, well-known, highly regarded academics whose expertise and networks often provide students with useful contacts for their future careers.

In June, students defend their theses and attend graduation. The academic year ends with Graduation on Sunday, 21 June, 2015.

**Absences from Budapest:** It might be the case that for some reason you will have to leave during term time (besides the Winter and Research breaks). To avoid misunderstandings
please make sure that you notify your departmental coordinator (Annabella Pál), and the program director (Katalin Szende), and your supervisor (by e-mail).

In case of absences owing to illness, death in the family, etc. students must inform the departmental MA program coordinator either by phone or via e-mail and bring a medical certificate after their recovery (see also, page 13).

**Program Structure** (discussed in detail below)

Courses are assigned credits to aid in calculating the associated workload. “Credit” means the number of “points” earned for completing a course; this figure serves mainly to calculate the amount of coursework a student completes. **One CEU credit is equivalent to one hour (50 minutes) per week through a twelve-week semester.** Most courses are worth two CEU credits, which means that the class meets weekly for 100 minutes and the course lasts the whole semester (twelve weeks). [1 CEU credit calculated according to the US accreditation equals 2 ECTS credits, for both MA- and PhD-level courses.] It is also possible to audit a class; students may attend a course out of interest without doing out-of-class assignments. This appears on the transcript but earns no credits. Please note that language courses cannot be taken for audit.

In order to graduate, one-year MA students **must earn 40 credits**, out of which **8 are earned for a successfully defended thesis** (which represents supervised individual research, the two mandatory thesis writing seminar, and the thesis writing workshop). The remaining **32 are course credits**. Students are allowed to take a limited number of cross-listed courses from other CEU departments, one course per semester unless otherwise agreed with the supervisor and the Program Director. PhD candidates in the department and other advanced students (research fellows, etc.) may be requested to consult with and assist MA students.

Students have significant latitude in selecting courses although overly heavy class loads should be avoided in the first semester especially. In the planning sessions at the beginning of the academic year, supervisors and other faculty assist them in making a selection that is best suited to both their specific field of research and the program’s aim of multidisciplinary training. A tentative program for the entire year is discussed and designed individually with each student. Naturally, minor changes are possible, due to, for example, new interests on the part of a student.

**Supervisors**

Each student’s thesis work will be directed by a supervisor. Supervisors are experienced scholars who can guide students to critically useful sources, important authors perhaps unknown to the student, and potential pitfalls of the argumentation in the thesis. They constitute important nodes in a student’s network of academic contacts and are the ones who write recommendations when students apply for grants or advanced programs.

Thesis supervisors are assigned by the Department from among the departmental faculty; in some cases two faculty members may share supervision (in which case one of them will be the Principal Supervisor and the other Co-supervisor), and additional external consultants may be assigned as well. The supervisor(s) should be the student’s primary contact during the research and thesis-writing period. Co-supervision will be discussed at the planning meetings during the Pre-session.

Student preference will be taken into account when assigning thesis supervisors and an effort will be made to accommodate student requests to work with a particular person. However,
students should be aware that because of faculty workload distribution not all requests can be granted. In cases where a student wishes to work with another supervisor or with an external supervisor, s/he should first discuss the matter with the Director of the One-year MA Program. Ultimately the Head of Department must approve any changes. PhD candidates in the department and other advanced students (research fellows, etc.) may be requested to consult with and assist MA students.

The role of the student in relation to the supervisor is to keep in regular contact during the school year from the very beginning. E-mail is one of the best ways for students to keep in touch with supervisors, but face-to-face discussions are also necessary. Each party in the relationship should communicate his/her requests and requirements clearly. Of course, students may disagree with their supervisors, but they should persist in discussion until each person understands the other’s point of view. If differences persist, a student may change supervisors; the first step in this case is to discuss the matter with the Director of the One-year MA Program. The Head of Department must approve all proposed changes. After such a decision to change is made, it must be registered with the MA Program Coordinator (Annabella Pal) on the appropriate form, which is signed by all parties (see above, page 9).

Schematic chart showing the outline of the one-year MA program.

<table>
<thead>
<tr>
<th>Fall Term</th>
<th>Credits</th>
<th>Winter Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Academic Latin: An Introduction to Research Methodology <em>(Pre-session)</em></td>
<td>2</td>
<td>Mandatory Academic field trip seminar (+ trip in May)</td>
<td>2</td>
</tr>
<tr>
<td>Mandatory Introduction to Research Resources for Medievalists <em>(Pre-session)</em></td>
<td>2</td>
<td>Mandatory elective: Core class + tutorial</td>
<td>4</td>
</tr>
<tr>
<td>Mandatory Introduction to Interdisciplinary Medieval Studies</td>
<td>2</td>
<td>Mandatory MA Thesis Seminar II</td>
<td>0</td>
</tr>
<tr>
<td>Mandatory MA Thesis Seminar I</td>
<td>0</td>
<td>Source language class(es) II /Textual Skills</td>
<td>Max. 4</td>
</tr>
<tr>
<td>Mandatory Academic Writing (starting in the pre-session)</td>
<td>2</td>
<td>Elective Class II</td>
<td>2</td>
</tr>
<tr>
<td>Mandatory elective: Core class + tutorial</td>
<td>4</td>
<td>Spring session elective classes (each student must take two)</td>
<td>2</td>
</tr>
<tr>
<td>Source language class(es) / Textual Skills</td>
<td>Max. 4</td>
<td>Mandatory MA Thesis Writing workshop <em>(Spring session)</em></td>
<td>0</td>
</tr>
<tr>
<td>Elective Class</td>
<td>2</td>
<td>MA thesis</td>
<td>8</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS</strong></td>
<td><strong>18</strong></td>
<td><strong>TOTAL CREDITS</strong></td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>

General rules for all classes:

Each course has a syllabus that describes the course content, gives a weekly schedule, readings, assignment and dates of exams (if any); it also specifies if the given course is evaluated with Pass/Fail or a Grade and explains the components of the assessment. Syllabi are published on the departmental website and the e-learning site (http://ceulearning.ceu.hu).

Attendance and class participation is mandatory in all classes and counts as a rule 10% toward the final grade. Missing two classes out of twelve without a valid explanation will automatically
result in a failing grade. Every absence should be explained beforehand to the instructor by email, with a copy to the office (see also, page 11).

MA students may attend courses marked as part of the PhD curriculum, except the Medieval Studies Doctoral Colloquia which can be attended by MA students only on an occasional basis and without registration. In other cases, the instructor and the student’s supervisor have to confirm that taking a PhD-level course for grade or for audit serves the student’s interest.

Registration
In the registration procedure (https://infosys.ceu.hu) the courses are listed in alphabetical order. In order to ascertain which courses meet the curriculum requirements for the department, it is necessary to consult the list of courses on the departmental website (http://medievalstudies.ceu.hu/courses).

There is a short add-drop period at the beginning of each semester when you can change your enrollment in a class (drop it or add another one) or change the grading option (between grade and audit). This change can only be carried out if the student is already registered for the course.

Grade Point Average (GPA)
Semester and cumulative grade point averages are calculated for matriculated students and are based only on CEU coursework. Averages appear on the transcript and are identified as “GPA.” The GPA is calculated by multiplying the grade points with the GPAW value (in almost all cases, this is the credit value) and then dividing this number by the sum of the weights of the course taken.

Readings
Texts of the mandatory and most of the optional readings are available in PDF format on the e-learning site (ceulearning.ceu.hu). In some cases files are available on the CEU Library’s E-Reserve system, accessed through the catalog box on the library home page. On the pull-down box of the catalog you can select the course or the professor and you will get a list of which files, books and other items are on reserve. When you click on E-reserve items you will need to enter a password, which your instructor will tell you. Consult the instructor and/or syllabus to find the reserve items for a course.

Course evaluations
Central European University uses an online system, CoursEval, for course and teacher evaluations. Students are asked to evaluate their courses at the end of each semester through a survey. The CoursEval system is entirely independent of all other university systems. It is managed solely by the Institutional Research Office at the Office of the Provost. All surveys are anonymous; neither the numeric nor the text answers can be linked to the individual respondents in any way. Faculty members receive a report on their evaluations after they have uploaded all the grades to Infosys, they do not have access to the names of individual students. CoursEval student evaluations serve as a major source of feedback for both teachers and Departments, and are integral components of curriculum development at the University and individual Departments. CoursEval reports are thoroughly studied by the departments and the Office of the Provost in order to respond to student needs and observations effectively. If you have any questions about CoursEval and the procedures involved do not hesitate to contact Aytalina Azarova at the Institutional Research Office (azarovaa@ceu.hu).
Plagiarism
The offense of academic misconduct includes plagiarizing, that is, representing the ideas or words of another without proper attribution to the source of those ideas or words, independent of whether the omission is intentional or not. It is plagiarism to download and abuse (that is, not acknowledge) internet sources. Students should consult faculty or the Academic Writing Center (http://www.ceu.hu/academics/support) if they are at all unclear about the difference between appropriate citation and plagiarism. Additionally, students may not submit an assignment or part of an assignment for credit in more than one course unless approved by both course instructors. However, course papers or parts of them may be incorporated into the thesis. Acts of academic misconduct will result in serious consequences such as a failing grade on the assignment or the course, or removal from the program.

- P-1405-1 - Central European University's Policy on Plagiarism
  http://documents.ceu.hu/

Deadlines
It is important for students to organize their studies systematically. This will make it possible to submit work on time. It is important to meet deadlines throughout the school year. Deadlines for individual courses, for paper submission or exams, are given in the course syllabi. Professors may deduct grade points for turning in work late. It is also important to submit the thesis on time because many subsequent actions depend on timely submission (sending the thesis to the external reader, scheduling the defense, and so on).

Mandatory MA classes

Academic Latin: An Introduction to Research Methodology (Pre-session)
This course is meant to equip all students enrolled at the Medieval Studies Department with a basic knowledge of Latin as a “technical language” used in academic environments. To this purpose, the course will provide an overview of several types of source publications and secondary literature from various fields and of the Latin terminology attached to these, starting from common phraseology and abbreviations still present in academic parlance, going through practical issues such as identifying and handling relevant bibliographic data of publications issued in Latin (dates, places, names, titles), managing descriptions in Latin of research relevant materials as still used in various research instruments such as source inventories (BHG, BHL, BHO, CPG, CPL etc.) or in manuscript catalogues, and ending with an in-depth discussion of various types of critical apparatus to be found in source editions and the specific language they employ. This course is mandatory for the one-year MA and 1st-year Interdisciplinary Historical Studies students enrolled in the Medieval Studies Department, but it is also open to 1st year PhDs of the Medieval Studies Department and the 1st-year Interdisciplinary Historical Studies students on the Modern History track.

Introduction to Research Resources for Medievalists (Pre-session)
The course introduces new medievalist students to the research resources offered by CEU in general and the Department of Medieval Studies in particular. It incorporates presentations offered by faculty members and visits to the main scholarly libraries in Budapest. Besides this, it provides an overview of the research facilities and main academic journals available to the students in our department.
**Academic Writing** (Fall term)
The aim of this course is to help you develop as a writer within the English speaking academic community by raising awareness of, practicing, and reflecting upon the conventions of written texts. In addition to addressing issues related to academic writing, the course will also focus on the other skills you will need to complete your graduate level work in English.

**Introduction to Interdisciplinary Medieval Studies** (1YMA, Fall Term)
The aim of this course is to provide students with indispensable multidisciplinary tools in historical methodology and theory from Late Antiquity to the Renaissance including East and West, Byzantium and the Islamic world. It covers various disciplines, such as archaeology, art history, theology and philosophy in various periods stretching from Late Antiquity to the Renaissance and to the Ottoman era following the transformation of the Classical heritage. Interdisciplinarity does not mean knowing everything about other disciplines but to be able to cross disciplinary borders while still being rooted in at least one of them. A historian should be able to rely on and process archaeological data, an archaeologist will find it useful to know how to interpret images, within a thesis focussed on literary history it may be helpful to be able to say something about hagiography. The seminar will focus on how such a multidisciplinary approach can be realized from a methodological point of view.

**Core Classes** (Fall and Winter Terms)
Core classes offer a broad but in-depth coverage within a specific area, introducing background knowledge and recent developments in research trends. The goal of these courses is for students to develop an intimate familiarity with the subject, mastering research problems and skills. They have an increased reading load and should be the primary class a student focuses on during any given term. They may be co- or team-taught. In the core class, the teacher will be the more active party (by providing the lecture, answering questions, guiding the discussion). **Students must enroll to one core class and the pertaining tutorial in each term.**

**Tutorial Element of the Core Classes** (Fall and Winter Terms)
Tutorials are discussions informed by the weekly reading assignments. While core classes cover substantial thematic ground in considerable depth, tutorials allow for discussions of historiographic traditions, methodologies, and hands-on approaches (for instance, learning to read a seal or a coin or to analyze primary documentary source materials). Tutorials are a chance for students to discuss and question the contents of the assigned readings. A tutorial may be taught by the same faculty member who runs the core class, by another faculty member, or by a PhD student. Tutorials may consist of a second meeting per week of the whole group, or participants in the core class may meet in smaller interest groups. In the tutorial component of the core class the students will be the more active party (by reporting on their reading and raising difficulties in interpretation for discussion). The goal of the tutorials is to develop close familiarity with the secondary literature, methods of historiography, current approaches and research methodologies, etc. **Students must enroll in the tutorial pertaining to their core class in each term.**

**MA Thesis Seminar I** (One-Year MA, Two-Year MA–second-year, Fall Term)
This class prepares students for writing a thesis and covers discussions of thesis structure. A segment of the class will be devoted to oral presentation skills. Each student presents a critique of a previous thesis. Each One-year MA presents an outline of his/her proposed thesis; each student in the Two-year program presents a draft chapter based on his/her research over the summer.
MA Thesis Seminar II (One-Year MA, Two-Year MA–second-year, Winter Term)
Each student is required to present a draft chapter of the thesis in progress and respond to a critique by other members of the seminar and faculty, and to serve as a critic of another student’s draft chapter. Each student also prepares a poster displaying his/her thesis topic. Discussions of academic writing skills oriented toward thesis preparation are a component of this class.

MA Thesis Writing Workshops (One-Year MA, Two-Year MA–second-year, Spring Session)
Students and faculty members meet in small groups to discuss fine-tuning the final versions of the theses. Besides presenting their own work, students are required to familiarize themselves with, and comment on, each other’s work. Thesis Writing Workshops are held during the thesis-writing period before the thesis submission deadline. Students should be prepared to submit the almost final text of the thesis to the thesis-writing workshop instructor or their supervisor by the last workshop meeting. This is intended to move students smoothly toward timely thesis submission.

Academic Field Trip Seminar
The Spring Field Trip visits historical, archaeological, and cultural monuments of the region (usually for 5-6 days). The Field Trip Seminar, which meets occasionally during the Winter Term, is a preparatory for the field trip. Students select topics pertinent to the field trip itinerary from a list prepared by faculty members. By the end of the Winter Term students will have researched their topics, prepared a supporting bibliography, written a 2-page paper, and identified one image for illustration (map, drawing, ground plan, chart, etc.). During the field trip each student presents a 10- to 15-minute oral report on his/her topic. Instructions for preparing the field trip paper will be available on the CEU e-learning site.

Exceptions to enrolment in mandatory classes
In exceptional cases a student may be excused from a mandatory class. An example of such an exception is a native speaker of English being excused from attending the Academic Writing class. If a student wishes to be excused from a class, he/she should discuss it with the class instructor and his/her supervisor. If there is agreement that the student can be excused, he/she then fills out a form for the MA Program Coordinator (Annabella Pal) and has it signed by the relevant professors (the course instructor and supervisor). Students thus excused need to take an elective course with the same credit value in order to fulfill the mandatory credit requirements.

Other Classes
Elective Classes
These courses, unlike core classes, focus on more restricted topics with increased attention to advanced methodology applied to sensible case studies. Any core class (without tutorials) can be chosen as an elective class by MA students, and also by PhD students with their supervisor’s approval. Tutorial elements of the core classes cannot be taken separately as electives. In the Fall and Winter terms, one-credit courses may be offered occasionally in special disciplines in order to familiarize students with methodology, vocabulary and literature on the topic.

Source Language Training (http://sourcelanguages.ceu.hu/)
A thorough knowledge of medieval source languages is the conditio sine qua non of high-achieving research on historical topics. Future scholars must be able to read source documents in the original, critically and independently. Source language training is therefore
a crucial element of our MA program. Up to eight credits per academic year are reserved for source language acquisition.

Language courses count 3 credits per term, but the program requirement is 4 credits per term. In order to meet the (maximum) 4-credit language requirements in the One-year MA program, students may:

a. Do extra readings/translations in the language of the course and receive an extra credit for the additional work (like writing an extra term paper connected to a thematic course)
b. Take any other language-related course(s) (for example, palaeography or codicology) during the year, including the Spring Session, for 2 credits.

Each student’s degree of proficiency in the source language most relevant for his or her thesis work will be assessed by the relevant language instructor during the Pre-session. The instructor will assign students to a beginner, intermediate or advanced group.

Source language classes in the language most relevant for the students’ thesis work and/or an additional language chosen in agreement with the supervisor are mandatory during both semesters of the academic year for all students, on the level defined by the instructor of the given language. For those MA students whose previous knowledge of a given source language allows them to read texts at a higher level than intermediate, Advanced Source Language Practice Classes are offered (see below).

In addition, the department offers the opportunity (and pays the fee) for students with a very good knowledge of Latin to take the Toronto Latin Exam (Medieval Latin) [http://medieval.utoronto.ca/latin/examinations/]. This exam is organized once a year, in January, and those who pass it successfully earn a certificate accepted worldwide. From January until April a special intensive Medieval Latin reading seminar may be offered to those interested in taking this exam, depending on the number of students and their skill levels.

Advanced Source Language Practice (Text Seminars) and Textual Skills
Every term the department offers Text Seminars, i.e., advanced source reading groups, in the source languages of medieval studies at CEU. See the current offerings in the course lists. The emphasis of these Text Seminars is not on teaching grammar – the students who are eligible to attend will already have sufficient knowledge of grammar and vocabulary – but on content and context. Usually a small group of dedicated students and faculty, members of the seminar, will thoroughly investigate and discuss problems of the original text, line by line, with special emphasis on establishing a common vocabulary in English connected to technical and theoretical terms and concepts.

Additionally, classes teaching source-language-related practical methodological skills, such as codicology, palaeography, and diplomatics are included in this group of advanced source language practice courses and may be chosen to meet the credit requirements in lieu of any source language training class or elective class. Students who can demonstrate sufficient knowledge of the source language most relevant for their thesis work and do not wish to acquire another source language or participate in advanced source reading may meet their credit requirements by enrolling in any other elective or core class (without tutorial), with the agreement of their supervisors.
Independent Study
Those students whose special interests fall outside the scope of the regular course offerings can register for Independent Study instead of one elective course per term and read important works in their area of interest in consultation with their advisors. PhD students with expertise close to the MA student’s thesis topic can be involved in selecting and discussing the readings. **1YMA students may earn a maximum of 2 credits in Independent Study registrations in one of the terms before the submission of their theses.** Students must fill in the relevant form during the registration period of the Fall or Winter term and have them signed by their supervisors. This is the precondition of being registered for these activities by the program coordinator.

Form is available at [http://medievalstudies.ceu.hu/programs/master/one-year](http://medievalstudies.ceu.hu/programs/master/one-year).

*All specific course requirements are described in the syllabi, available on the departmental website*

Second Modern Language
To complete an MA (besides developing a knowledge of source languages), each student must demonstrate that he or she can read a **second modern world language besides English** (other than his or her own). Reading knowledge can be proved by an internationally recognized exam score or by majoring at university in the language or by successfully passing a reading exam in the relevant language in the department; spoken proficiency is **not** required. Attendance at institutes of higher education in a second foreign language for at least one full semester, including examinations, can also be accepted. Languages very close to the student’s native language (e.g., Czech for Slovak students) or totally irrelevant to the thesis work are not acknowledged. Those who need to study modern languages can enroll in courses offered by CEU’s Center for Academic Writing, which offers classes in Hungarian, French, German, Russian, and Spanish. They must fit these classes into their schedules individually and they are also responsible for paying the fees for the courses.

The departmental reading exam consists of 3 to 5 pages excerpted from a text in the test language. Students are allowed to use a dictionary of the test language and English. In English, students answer five questions in writing. This is a test of comprehension, not translation. The minimum passing grade is C+. Contact the program coordinator (Annabella Pal) about details of taking the exam.

Non-Degree Specializations
In addition to the variety of themes that we offer in our instruction and supervision, the Medieval Studies Department has developed several lines of possible specialization: **Urban History** (director: Katalin Szende), **Cultural Heritage Studies and Policy** (director: Jozsef Laszlovszky), **Environmental and Landscape History** (director: Alice Choyke), and **Manuscript Studies** (director: Anna Somfai).

These specializations do not lead to a separate degree, but they will be marked on the transcript. They allow for an additional focus in the selected study field, but require enrolling in elective classes related to these specializations among the current offerings of the department or among cross-listed courses. Specialization programs may or may not be offered every year; check with the director of the Specializations or the relevant web page: [http://medievalstudies.ceu.hu/programs/master/specializations](http://medievalstudies.ceu.hu/programs/master/specializations) to see which ones will be
available. **Students must register for a specialization with the director of the specialization by the end of the fall semester’s registration period** and also indicate to the MA coordinator that they will be undertaking it.

Students must earn 10 elective credits in courses approved by the director of the specialization as part of their over-all selection of electives. In addition, they must enroll in one 2-credit methodology class in the specialization each term (for a total of 4 credits), and the MA thesis must include substantial reference to the area of the specialization. If a course is approved for a specialization it is noted on the list prepared by the specialization directors. During the Pre-session, the director of each specialization makes a presentation at a special meeting dedicated to that specialization.

**Some research centers and programs are also offer specializations:**

- **Center for Religious Studies:** The Specialization in Religious Studies (SRS) [http://religion.ceu.hu/specialization-in-religious-studies](http://religion.ceu.hu/specialization-in-religious-studies)
- **Center for Eastern Mediterranean Studies:** Specialization in Eastern Mediterranean Studies (SEMS) [http://cems.ceu.hu/sems](http://cems.ceu.hu/sems)

### 4. MA Thesis Guidelines

**General Overview**

Every thesis must identify an adequate research topic which includes a manageable field of research and a number of original, researchable questions to investigate. Theses should have an original argument, show a good knowledge of the literature in the field, contribute to the study of the field through original research and by relating the subject studied to the broader academic literature, and demonstrate analytic ability through the careful and critical use of relevant concepts and approaches. Theses must also be written with grammatical accuracy and stylistic clarity; and they must conform to the departmental academic style guidelines. The thesis receives a grade (see below) that is factored into the student’s GPA.

**Important Dates**

The MA Thesis submission **deadline is noon, Wednesday, May 20, 2015.** The MA Thesis submission **deadline is absolutely strict** and must be respected by everyone. If any problem related to submission arises during the thesis-writing period, please consult with the Director of the One-year MA Program and your supervisor in time. Extensions will be granted only in exceptional cases and must be requested from the Head of Department in writing (not from one’s supervisor). See also the section on thesis submission, below.

The MA Thesis Defenses (together with the 2YMA Thesis Defenses) will be held on June 15, 16 and 17, 2015. MA Thesis Defenses are **public**; students are encouraged to attend the defenses of their colleagues.
Thesis Preparation and Advising

All students’ thesis work will be directed by a supervisor (or principal supervisor and co-supervisor), assigned by the Department from among the departmental faculty. The supervisor should be the student’s primary contact during the research and thesis-writing period. (See also page 11, above)

Every student must submit his/her thesis to the Academic Writing instructor for reading and correction to meet departmental and English-language standards. Students must allow enough time for the Academic Writing instructor to check their theses in addition to following the advice of their supervisor(s). This refers to the electronic working version(s) of the thesis and the final printed copy.

Thesis Submission

After the approval of the supervisor(s) and the academic writing instructor, theses (in .pdf format) and separate abstracts (in .doc or .docx format) must be submitted to the e-learning site by noon on the Wednesday, May 20, 2015.

Independently from the departmental deadline, the supervisor (or the Academic Writing instructor for language or formatting issues) might specify an individual deadline before the official submission.

The abstract in .pdf format is used during the upload of the thesis to the ETD system. The abstract in Word (.doc or .docx) format is used for publication in the departmental Annual. How to write an abstract is described in the Academic Writing reader (on the e-learning site).

If the student misses the departmental deadline, the thesis will be downgraded by one third of a grade for each day of delay (for example: instead of A, the thesis grade will be A- after one day, B+ after two days). No thesis that is handed in late can obtain the "A" grade.

If a student is not able to finish the work before the submission deadline the thesis defense must be postponed to the Fall Term of the next Academic Year. If major delays are expected in the thesis submission, the supervisor must inform the Program Director and the Program Coordinator in writing at least one week prior to the submission, which will also result in postponing the thesis defense to the Fall Term of the next Academic Year. Students who are unable – for any reason – to submit a thesis by the deadline, but have otherwise completed the required course credits, receive a Certificate of Attendance and have the right to submit the thesis within two years of completing their coursework for adjudication and defense.

The university requires each candidate for a CEU academic degree to deposit an electronic version of his/her thesis, after it is defended, in the Electronic Theses and Dissertations (ETD) collection. During the Spring Session (April-May) the IT department offers a mandatory tutorial class on the uploading process where you will learn to structure and format your thesis (a Word document) correctly for uploading, and to convert a thesis into a PDF file in the required format. It also provides you with information on the exact process of uploading the final PDF file. The upload interface can be found at: http://etd.ceu.hu. Guidelines about using the site are available at http://e-learning.ceu.hu/course/view.php?id=19 and http://e-learning.ceu.hu/course/view.php?id=21. The
Computer Center offers a non-credit one-week course in the Winter semester in the skills of thesis preparation (table of contents, inserting images, and so on). It is highly recommended by former students as it makes life easier when finalizing the thesis.

It behooves students to write the abstract of the thesis for the ETD system with care because the abstract is the primary public record of the thesis.

Two printed and bound copies of the thesis must be submitted to the office: one paper copy of the defended thesis, identical with the file uploaded to the ETD is deposited in the Departmental Archive, and another is accessible at the CEU-ELTE Medieval Library. This is a pre-condition of receiving the leaving form at the end of one’s studies.

Thesis Format (basic description)

Length, font, and margins
The thesis may not exceed the size of 18,000 words, i.e., 108,000 ‘n’, about 60 pages. Supervisors can grant extensions only in justified cases (for catalogues, appendices, etc.) Appendices are not counted in the main body of the thesis.

Set the margins to 1 inch (or the metric equivalent) on all sides. Set the computer Line Spacing to 2.0; do not use variable line spacing; do not add extra lines between sections. Indentions (0.5 inch or the metric equivalent) and other formatting should be set using the Format-Paragraph commands in Word.

Thesis sections should be arranged in the following order:

1. Title Page
2. Supervisors’ signature page
3. Student disclaimer page (signed)
4. Abstract (max. 1 page)
5. Acknowledgements (optional)
6. Table of Contents
7. List of Figures, Tables or Illustrations (where required)
8. List of Abbreviations (where required)
9. The chapters of the thesis’ main text
10. Bibliography (required)
11. Appendices (where required)

Citations and Bibliography

All theses must include footnotes and a full bibliography of sources cited. Arguments and information drawn from books and articles consulted should be acknowledged in all cases. Direct quotations should be clearly indicated through the use of quotation marks (““”) for quotations less than 3 lines long and for quotations longer than 3 lines by a single-spaced block indented 0.5 in. from each margin (without quotation marks). Indirect quotation (i.e., paraphrasing someone else’s ideas) does not require quotation marks but does require a footnote citation at the end of the sentence or passage. Reproducing another writer’s words or ideas without a proper citation is plagiarism and will be penalized (see above). All items that
appear in footnotes must also appear in the bibliography. The bibliography is divided into two sections, primary sources and secondary sources, and must be formatted correctly according to the departmental standards (following the Chicago Manual of Style. Formatting of footnotes and bibliography items is described at length in the Academic Writing reader, available on the e-learning site.

**Illustrations** are not required in a thesis, but may be needed to explore a research question fully. A map or maps of the study area are always welcome (and sometimes required) to situate the thesis topic geographically for the reader.

After the theses have been reviewed by the supervisor(s) and Academic Writing instructor, each one is sent to an external reader by (one of) the thesis supervisor(s) and, if accepted by that scholar and the department, it is defended orally in June. The external readers’ comments are received by the department and emailed to the students approximately three days before the defenses. Two questions from the external reader connected to the thesis, however, are not given to the student but are reserved for the committee chair to ask during the defense. In this period students are not allowed to contact their outside readers.

**The thesis defense**

may take up to 50 minutes. Each student will have a defense committee consisting minimally of three faculty members (i.e., an exam chairperson who is a scholar from outside CEU, the supervisor, and another faculty member; a further faculty member, and possibly the external reader may join them). The Defense Committee will be announced in advance. The committee chairperson is assigned to each defense by the Department Head in consultation with the Department Coordinator and the One-year MA Program Director. Defense committees typically consist of three members: the Chair (a professor from outside CEU), the supervisor, and one more faculty member. When a student has two supervisors, no additional faculty member is required. Exceptionally, with very complex topics or when the external reader can be present, the committees may have more than three members. Before the beginning of the defense, the external reader submits a written evaluation of the thesis to the chair of the committee which he or she reads aloud. No defense procedure can be opened without this evaluation.

After the student delivers a brief summary of the thesis, the defense focuses on the student’s ability to discuss the thesis in scholarly terms and to address the comments and questions posed by the supervisor and the examination committee member(s), and (optionally), the exam chair or the public. The questions and comments posed by the faculty examiners are expected to focus on problems and strengths and to challenge the student to situate the thesis and her/his own scholarly approach within wider scholarly debates. The defense is intended to give an opportunity for the student to engage in serious academic discourse with experienced scholars and thus demonstrate and develop his/her analytic and verbal acumen. Students receive two grades for the defense: one for the thesis, the second for the viva voce discussion. The performance of the student during the defense may influence the overall grading of the thesis generally by one, exceptionally by two, steps to the positive or the negative. The final grade will be based on these grades, but it might be influenced by the evaluation of the overall work of the student during his/her studies.
5. Life in the Department

Departmental Research Projects

Departmental faculty and doctoral students run a number of international or CEU funded research projects, some examples can be seen at http://medievalstudies.ceu.hu/research/projects. Students interested in joining these projects should contact the relevant faculty members.

Center for Eastern Mediterranean Studies (CEMS)

Founded in 2004 as Center for Hellenic Traditions (CHT), CEMS promotes Late Antique, Byzantine and Ottoman Studies at CEU in Budapest, the region and beyond. The Center focuses on the Eastern Mediterranean, South-eastern Europe, the Caucasus region, and Central Asia to India from (late) ancient to early modern times, placing special emphasis on the "Byzantine Commonwealth," the Ottoman Empire and their respective successor cultures and states. Since the academic year 2010/11, CEMS coordinates a Higher Education Support Project (HESP) on "The Caucasus and Byzantium from Late Antiquity through the Middle Ages."

Benefitting from CEU’s strengths in the social and cultural sciences, CEMS encourages the constant rethinking, and provocative transgression, of existing disciplinary and established or perceived spatial/chronological boundaries and classifications, the questioning of transmitted orthodoxies and heterodoxies, and the privileging of hitherto marginalized texts and source materials. The Center offers students a Specialization in Eastern Mediterranean Studies (SEMS): by cutting through traditional chronological, geographic and disciplinary boundaries, the SEMS presents students with a the opportunity to explore how various classical traditions were appropriated by and adjusted to the realities of medieval and early modern polities in the Eastern Mediterranean. This Specialization provides a framework for a comparative approach to (as well as in-depth individual focus on) the history, religion and culture of the Later Roman and Byzantine Empires, the Arab Caliphate and the Ottoman Empire in all their diversity. For its requirements go to: https://cems.ceu.hu/sems/requirements

The following faculty members (from Departments of History, Medieval Studies, Philosophy, and Sociology and Social Anthropology; Source Language Teaching Group) are currently associated with CEMS: Aziz al-Azmeh, Nadia Al-Bagdadi, Gábor Betegh, István Bodnár, Gábor Buzási, Tolga Esmer, Cristian-Nicolaes Gaspar, Niels Gaul, György Geréby, T?ana Krstić, József Laszlovszy, Volker Menze (Director of CEMS), Vlad Naumescu, István Perczel, Matthias Riedl, Carsten Wilke and Daniel Ziemann. For more information see: http://cems.ceu.hu/ or contact the Center’s Academic Coordinator, Cristian-Nicolaes Daniel (DanielC@ceu.hu), at Nádor 13, room 505.

MA Research Grant

CEU has established student research grants in order to help students undertake concentrated research work on MA theses to be submitted and defended at the end of the Academic Year. Research grants help defray expenses of traveling to libraries to collect sources, consult with prominent scholars in the field, and/or to acquire sources on digital or other media. The grant
procedure is coordinated by the department. The Call for Applications is circulated twice during the year, before the Winter and Spring breaks. Application deadlines will be circulated by the Program Coordinator. Students will be notified about requirements and deadlines by e-mail and through the student forums. Students are responsible for proper documentation of research activities and expenses connected to research grants. If a grant cannot be used the student must inform the department immediately so someone else can use the funding. Proposal writing information is available on the e-learning site in the Academic Writing reader.

**CEU-advertised grants (research, workshop)**

In addition to its comprehensive financial aid packages, CEU offers other types of financial support for students after they have enrolled:

1. **Academic Awards:**
   - The Outstanding Academic Achievement Award
   - The Academic Pro-Rector's Excellence Award
2. **Travel Grant**

Students may receive informational e-mails from various offices and should seek further information about these grants from the website and other offices. These grants are not administered by the department.

More information is available at [http://www.ceu.hu/admissions/financialaid/other](http://www.ceu.hu/admissions/financialaid/other).

**The Zvetlana-Mihaela Tănăsă Memorial Fund**

In the past years a number of colleagues, faculty and alumni/ae alike, have offered a part of their honoraria, fees or fellowships to the Fund, which is kept as separate account by the Central European University Foundation. The Fund is administered by a board, consisting of the head of the department, the head of the PhD program, and Professor Patrick Geary, member of the department’s Academic Advisory Board. **The board awards two prizes annually to graduating MA students for special achievements in the spirit of Zvetlana-Mihaela:** sometimes to those who presented the most innovative work, sometimes to someone who made the most impressive progress during the year or who excelled in collegiality and good fellowship. **In exceptional cases, the Fund also supports MA research expenses; for more information please contact the 1YMA Coordinator.**


**Departmental Events**

**Field Trips** (See more details above. The list of previously visited sites are available at [http://medievalstudies.ceu.hu/about/community/excursions](http://medievalstudies.ceu.hu/about/community/excursions))

1. **Fall Field Trip:** to one historical region in Hungary.
2. **Spring Field Trip:** the historical region where the Spring Field Trip travels is made by departmental decision (previous years: Croatia, Italy, Poland, Romania, Serbia). The Spring
Field Trip is organized by Béla Zsolt Szakács and József Laszlovszky and PhD students of the department.

**Medieval Dinner** (toward the end of the Fall semester) cooked and served by the Daily Life class supervised by Gerhard Jaritz. See pictures from last year on the Department’s Facebook page.

**End of the Year Party** (last week of Fall Term)

**Departmental Closing Party** (the evening of the last day of the MA thesis defenses)

**Possible Museum Tours Organized by the Department**
To Aquincum, the Visegrád Royal Palace, and elsewhere; sometimes tours are connected to conferences, so read the fine print on the announcements.

**Public Lectures**
Public lectures by academic guests throughout the year are announced in the department on posters and by email. Students are expected to attend these lectures in order to broaden their exposure to personalities and topics connected to Medieval Studies. For more information please consult the departmental website: [http://medievalstudies.ceu.hu/events](http://medievalstudies.ceu.hu/events).

The Center for Eastern Mediterranean Studies (CEMS) also sponsors a series of lectures throughout the year, announced on posters and by email.

At the **Faculty Research Seminar** faculty members and guest lecturers present public lectures describing their current research. The regular time slot for these lectures is Wednesdays, 17.30 to 19.00. Everyone is encouraged to attend. Check the time and location at: [http://medievalstudies.ceu.hu/events](http://medievalstudies.ceu.hu/events).

**Workshops and Conferences**
will take place in both the Fall and the Winter Terms, with the participation of internationally renowned scholars. Students at all levels are strongly encouraged to attend. For more information please consult the departmental website: [http://medievalstudies.ceu.hu/events](http://medievalstudies.ceu.hu/events).

**Graduation Ceremony**
Graduation is the culmination of a great deal of work and a celebration of achievement. CEU is committed to making graduation an unforgettable experience. The CEU graduation ceremony takes place each year in June. At the ceremonies the CEU Open Society Prize is also awarded. Recipients include Sir Fazle Hasan Abed, founder and president of BRAC, the world's largest non-governmental development organization, Vaclav Havel, former President of the Czech Republic; Árpád Göncz, former President of Hungary; Ricardo Lagos, former President of Chile, Carla del Ponte, prosecutor of the International Criminal Tribunal for the former Yugoslavia, and Kofi Annan, seventh Secretary-General of the United Nations.

Graduation is an important rite of passage for scholars. Everyone should attend, even if he/she has delayed defending the thesis until the next school year. The university provides the regalia (gowns, hoods, mortarboards [hats]) for free. Each person is guaranteed one ticket for a guest and usually a few more tickets can be arranged through colleagues, the department, and the university. It's good for families to see how successful their sons and daughters are. In May there will be announcements from the central administration about filling out a matriculation form.
Diploma
The preparation of CEU diplomas involves the cooperation of several administrative and academic units of CEU. In different stages, the following units are involved: Academic Departments, Student Records Office (SRO), Publications Office, External Printing Companies, Rector’s office, and the office of George Soros in New York (for signatures). The SRO coordinates the efforts of all contributors during this process to achieve the timely delivery of the diplomas. Normally, the timeframe for preparing diplomas is three months from the time students have satisfied all the academic requirements for their degree.

Diploma Requirements
- Diplomas will be prepared for students only when they have fulfilled the following requirements:
  - They have submitted all required documents regarding their previous education [http://sro.ceu.hu/node/28444](http://sro.ceu.hu/node/28444), [http://www.ceu.hu/sro/academic-records](http://www.ceu.hu/sro/academic-records)
  - They have satisfied all academic requirements
  - They have filled out the Online Graduation Form through Infosys [https://studentinfo.ceu.hu](https://studentinfo.ceu.hu).

Note: All these items are important! Failure to comply with the above requirements may cause a delay in processing your diploma.


Departmental Publications
The Department has a regular publication which appears yearly, the *Annual of Medieval Studies* ([http://www.library.ceu.hu/ams/](http://www.library.ceu.hu/ams/)). The *Annual* serves as a forum for scholarly articles based on research connected to the Department. Chapters of the most successful MA theses, papers presented by our PhD students at international conferences, and articles written by our alumni and visiting faculty are published here, along with the abstracts of all MA theses and PhD dissertations defended in the previous academic year. The “Medieval News” section of the departmental website ([http://medievalstudies.ceu.hu/medieval-news](http://medievalstudies.ceu.hu/medieval-news)) informs students, alumni, and friends of our Department about recent and forthcoming events as well as new achievements and publications of alumni and faculty members.

*CEU Medievalia* ([http://medievalstudies.ceu.hu/research/publications](http://medievalstudies.ceu.hu/research/publications)) aims to be a complex publication series presenting handbooks on the state of various research fields and source collections. These volumes concentrate on medieval studies in or pertaining to Central and Eastern Europe and their influence or impact on studies of the Middle Ages worldwide. They are intended primarily for the attention of scholars of the region, but equally they represent contemporary issues of interest to many study centers in this field. They are built on the work of faculty and students in the framework of research projects, conferences, and workshops and their goal is to influence further research projects and educational programs. These volumes have policy-related implications and may influence decision-making related to medieval heritage. Thus, they are a combination of high-level graduate education, policy-related research projects, and the plan to make available and to publish the medieval heritage of Central and Eastern Europe for an international scholarly audience.

Medieval Radio
In 2012, PhD students in the department started our own radio station. (in conjunction with Civil Radio in Budapest). It is available through the internet (http://medievalradio.org/). They play medieval music and have their own programming: Past Perfect!, which is a Radio show on medieval and early modern history and culture in association with Civil Radio FM98, where Christopher Mielke casually discusses with his guests various issues from the crusades to archeo-zoology to medieval urine sampling. MA students interested in working with them should contact them at medievalradio@ceu.hu.

The “CEU experience”

The “CEU experience” has been described by the vast majority of former students as incomparable to anything they had encountered before in terms of challenges and excitement. It will not only test and improve both your ability to absorb and process a great amount of information in a foreign language, but also your openness towards a whole array of different lifestyles, mindsets, attitudes, customs, and opinions. We hope that the period you spend at CEU will not only contribute to your professional development, but also deepen your commitment to the values of an open, tolerant, and multi-cultural society.

Students are introduced to one another and the faculty and staff soon after they arrive. Shortly thereafter the group will go on an academic field trip to selected sites in Hungary for two days, another opportunity to get to know each other. CEU organizes an orientation period (Pre-session) in early September dealing with issues of student life. As noted above, the Department simultaneously offers classes in Latin and Academic Writing, introductions to the libraries of Budapest, and other matters.

MA students are expected to “be in residence,” in other words, to stay in Budapest and attend classes during the whole academic year, except the Winter and Research breaks. If due to academic or personal constraints you have to be absent from classes and/or from Budapest must be requested via e-mail from the Program Director on an individual basis. (see also above, p.12) One copy of the request should also be sent to the departmental office to the Departmental Coordinator and one to the Director of the One-year MA Program. Unauthorized absence may lead to disciplinary action, possibly even to expulsion from CEU. There is – unfortunately – no budget for holiday travel; those wishing to visit their families during the breaks have to cover the costs themselves. Since MA students from different countries far from home belong to the small community of the Department, any trips abroad should be reported either to the supervisor, departmental staff or to colleagues to avoid misunderstandings and unnecessarily alarming others.

The Department prides itself on its collegiality, which encompasses the faculty, coordinators, research fellows, and students at all levels. This provides support for the times when we feel either happy or sad and allows for the development of interpersonal networks that will stand students in good stead in the future. MA students are encouraged to get to know each other and the PhD students. PhD students are good sources of information about life in Budapest and life in the department as well as good academic resource persons.

Students are encouraged to be responsible about recycling. CEU students themselves began a sustainability movement, which in practice means separating trash and recycling paper, plastic, and metal in the university and dormitory buildings.
6. Continuing Studies

The department encourages its best graduates to continue their scholarly work at CEU or other universities. The MA in Medieval Studies counts as the first step in the PhD program, which normally lasts for an additional three years of funded studies and research. Those wishing to proceed to the doctoral program may apply for acceptance at the beginning of the second term of the One-year MA Program or the beginning of the fourth term of the Two-year MA Program (i.e. in the January before completing their studies); the final decision on this will be made after the thesis defense (for more information, see http://www.hist-medstud.phd.ceu.hu/?q=node/22).

ERASMUS + Internship:

CEU Summer University courses

CEU’s Summer University, a very special postgraduate study-abroad opportunity in Budapest, one of the great capital cities in the heart of Europe. http://www.summer.ceu.hu/. Each year the Medieval Studies Department proposes a two-week Summer University workshop for professionals, including new MAs; the subjects vary depending on the organizers.

7. Useful links:

- Student Rights, Rules, and Academic Regulations: http://documents.ceu.hu/
APPENDIX: DEPARTMENTAL RESIDENT AND VISITING FACULTY
http://medievalstudies.ceu.hu/faculty

János M. Bak, Prof. Emeritus, history of ideas & institutions

Gábor Buzási (Eötvös Loránd University, Budapest), Greek philology

Alice Choyke, Associate Prof., PhD Program Director, research methodology, bioarchaeology, material culture

Cristian Gaspar, Instructor of Ancient Languages, Latin and Greek languages

Niels Gaul, Associate Prof., Byzantine studies – on leave in winter AY 2014/15

Patrick Geary (IAS Princeton) medieval history

György Geréby, Associate Prof., philosophy and theology

Gerhard Jaritz, Prof., Recruitment officer, history of everyday life, visual culture

Gábor Klaniczay, University Prof., religious & cultural history, historical anthropology

Tijana Krstić, Associate Prof., Director of the Source Language Teaching Group, Ottoman studies

József Laszlovszky, Prof., archaeology, monastic culture, director of the Cultural Heritage Program

Volker Menze, Associate Prof., CEMS director, ERASMUS officer, Late Antique studies

Balázs Nagy, Associate Prof., (ELTE), Library Curator, medieval economic history

István Perczel, Prof., patristics, Oriental Christianities

Judith Rasson, Prof., academic writing, cultural anthropology, cultural heritage management

Zsuzsanna Reed, Instructor, academic writing

Marianne Sághy, Associate Prof., Latin late antiquity, political history and Christianization

Marcell Sebők, Assistant Prof., Website officer, Renaissance and Reformation studies

Anna Somfai Senior Research Fellow (CEU), codicology, history of science

Béla Zsolt Szakács, Associate Prof., (Pázmány Péter Catholic University, Piliscsaba), art history

Katalin Szende, Associate Prof., Director of the One-Year MA Program, urban history, archival sources, material culture

Endre György Szönyi, Prof., (University of Szeged), Renaissance studies, iconology, history of magic

Carsten Wilke, Associate Prof., Director of the Two-year MA program, Jewish studies, intellectual history

Daniel Ziemann, Associate Prof., Head of Department, Central and Eastern European history of the Middle Ages