Two-Year MA Program

in Historical Studies with a Specialization in Medieval Studies at CEU, Budapest, in the academic years 2013/2014 and 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 two years, but we are confident that you will succeed, like those before you. We take collegiality seriously and urge you to participate fully in the life of the department, sharing the years with other students, faculty, and staff. This guide is a brief introduction about the organization and flow of each 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 two-year program in the MA program is a common initiative between the Medieval Studies and History Departments. Teaching comprises joint courses that are mandatory for all two-year MA students, mandatory courses of the respective department, and elective classes that may be selected from the course offer of both departments. As part of their research tasks, students prepare and defend a prospectus of their proposed MA thesis during the first year. In the second year students join the MA program of their chosen department and write and defend a thesis on either a medieval or a modern historical topic.

Faculty members of the Department will build and improve on the expertise you have acquired in your former university (undergraduate or graduate) studies. They will offer you guidance, assistance, and supervision for your own creative work, but they will also encourage you to acquire knowledge in fields which you may not have studied earlier.

Indeed the medieval track of your MA program is unique in the sense that it grants advanced degrees not in a specialized discipline but in Medieval Studies as a whole. This means that all students whether they focus on history, literature, religion, linguistics, art history, philosophy, archaeology or other, are expected to be trained in more than their special field. The core curriculum, the design of each course, and the examination topics reflect this multidisciplinary design of the program. Thus, you should be prepared to familiarize yourself with topics, subjects and approaches that are not directly connected to your chosen main field or the subject of your thesis. In the research seminars, students of various approaches will work together. By participating in class discussions and by following your peers' thesis research, you will obtain basic knowledge and an introduction to research discussions in fields of medieval scholarship that at the moment still lie beyond your own specialization. You will be able to elaborate comprehensive approaches of historical questions.

The course requirements described below (and possible make-up courses in languages) preview that you spend 14 to 16 hours a week in the classroom. Formal attendance at and preparation for these courses will occupy about 50% of your working time; that leaves the other half of your time free for research and the writing of your thesis. In addition to this, you are expected to attend the conferences and public lectures presented in the department and elsewhere at CEU. In sum, the MA programs demand 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, professors who constitute the resident faculty, regularly returning visiting professors, language instructors and office staff. (For the members of faculty, see the Appendix 1 or for further details the departmental website: http://medievalstudies.ceu.hu/)

Administration

Daniel Ziemann                       Nadia Al-Bagdadi
Head of the Medieval Studies Department Head of the History Department
Office: Faculty Tower, 4th Floor, Room 407 Office:Nádor 11, 1st Floor, Room 102
E-mail: ziemannnd@ceu.hu                  E-mail: albagdadin@ceu.hu
Tel:   (36-1) 327-3046                  Tel:   (36-1) 327-6146

Carsten Wilke                        Karl Hall
Co-Director of the Two-Year MA program Co-Director of the Two-Year MA program
(Medieval Studies Department)         (History Department)
Office: Nádor u. 11, Room 109          Office: Nádor 11, Room 107
E-mail: wilkec@ceu.hu                  E-mail: hallk@ceu-budapest.edu
Tel:   (36-1) 327-3000/2632           Tel:   (36-1) 327-3000/2256

The program directors will assist you in your academic planning; you can also approach them for the practical issues of managing your life at CEU.

Ágnes Bendik, Two-Year MA Program Coordinator
Office: Faculty Tower, 4th Floor, Room 404 (Thursdays); Nádor u. 11. Room 102 (Monday to Wednesday, Friday)
Email: bendikag@ceu.hu
Tel:   (36-1) 327-3024 except on Thursdays: (36 1) 327 3000/2591

Annabella Pál, Medieval Studies’ MA Program Coordinator
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
Office: Faculty Tower, 4th Floor, Room 405
Email: dobos@ceu.hu
Tel:   (36-1) 327-3002

The three program coordinators are responsible for the smooth daily running of the program. Ágnes Bendik deals with the general administrative issues, including registering for classes and keeping in contact with the Student Life Office. Annabella Pál will assist you with research grant applications, the participation of field-trips and other departmental events, as well as in organizing student forums. For MA students, Csilla Dobos as the academic coordinator deals mainly with financial issues.

For information and administrative assistance concerning classes and extracurricular activities offered by the History Department, please contact Ágnes Bendik or:
Judit Gergely, History Department, Department and PhD Coordinator
Office: Nádor 11, Room 102
Email: gegelyj@ceu.hu
Tel: (36-1) 327-3022

Anikó Molnár, History Department, Department and MA Coordinator
Office: Nádor 11, Room 102
Email: molnara@ceu.hu
Tel: (36-1) 327-3194

The departmental offices handle most everyday student concerns, but matters of finances, health insurance, housing, and administrative issues (residence permits, stipends, registration, etc.) are taken care of by the relevant offices of 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).

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 Council 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: http://www.sc.ceu.hu/.

A separate Student Dormitory Council is elected to provide student input and feedback to the central administration on student dormitory issues. For further information please contact the Residence Center (http://www.ceu.hu/studentlife/facilities/residence).
Forums of internal communication

General information on electronic devices

You will receive a Novell password 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 just dial 3030) or the Help Desk at the Kerepesi Residence Center (Tel: 327-5043; from a dormitory phone just 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. A projector and computer are permanently available in both FT 409 and 508).

Personal electronic devices such as computers and smartphones 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, 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.

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: [https://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) The "Mededit" common drive
The Medieval Studies and History Departments offer internal networks on which students and faculty members can save files and exchange them with others. This is a possible location for posting readings, thesis and seminar papers for sharing, field trip information, and so on.

The common drive of the Medieval Studies Department is called "Mededit on S drive." Mededit is also available from outside the university premises.

The History Department’s common drive is "Offices" and can be found on Jupiter/Home/Students/ (R) – History. Syllabi and other relevant information can be found there.

4) CEU e-learning
Interactive presentations of course syllabi and materials including readings, tests, 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

5) 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; those offered by the History Department are available at 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.
Research Facilities

The CEU Main Library
(CEU campus, V\textsuperscript{th} 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 and Ebsco offer complete journal articles and reviews.  
See the library website and online catalogue at \texttt{http://www.library.ceu.hu/}.

The CEU-ELTE Medieval Library
(ELTE campus, VIII\textsuperscript{th} 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 \texttt{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, 4\textsuperscript{th} Floor, Room 401, Tel: 327-3052

Ágnes Havasi, Chief Librarian (havasia@ceu.hu)  
Borbála Lovas, Librarian (lovasb@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, V\textsuperscript{th} district, 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 of 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 with the mission 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 during the pre-session. Their holdings can be researched in the cumulative catalogue "MOKKA" (Magyar Országos Közös Katalogus), on the website http://www.mokka.hu/. Some of the ancient collections 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: http://www.library.ceu.hu/illending.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. In order to assure a balance of work between courses and individual research, the program requires a relatively short MA thesis of not more than 60 pages. Each student must defend his/her thesis orally in an open defense before a committee of faculty members and external examiners.

Students in the two-year program are expected to arrive with plans for a thesis topic, but these plans do not have to be finalized until the prospectus-writing workshop in the Winter semester of their first year. It is not uncommon that the thesis topic changes considerably during this planning period, in function of your readings and interests, the discovery or lack
of primary sources, the availability of an appropriate supervisor during the given academic year, and the latter's recommendations. Any change of topic must be consulted beforehand with the mentor-supervisor and the program director. If a new topic is selected, this may sometimes require that a different supervisor be appointed. Once a change of topic or supervisor has been agreed upon, the student must notify the MA Program Coordinator (Annabella Pál) and register the change on the appropriate form, which is signed by all the relevant parties.

**The Academic Year**

The CEU academic year starts at the end of August with the reception of incoming students and ends with the graduation ceremony in mid-June of the following year. In addition to the following overview of its structure, please consult the academic calendar on-line at https://medievalstudies.ceu.hu/programs.

**Pre-Session** (two weeks from late August to mid-September)
The Pre-Session is designed to acclimate first-year students to the CEU environment. All students in the Two-year MA Program have individual meetings with the co-directors of their program (Carsten Wilke and Karl Hall). In the course of these meetings, research supervisors and basic curricular preferences are determined.

The teaching program comprises general introductory sessions for students about academic and student-life resources at CEU, as well as classes in Academic Writing. Students in the Medieval Studies track are also required to attend the mandatory courses “Introduction to Research Resources for Medievalists” and “Academic Latin: An Introduction to Research Methodology,” both of which are optional for Two-year MA candidates in the History track. The Pre-session includes a two-day excursion to a historical region in Hungary. It is mandatory for first-year two-year MA students; their expenses are covered.

Two-year MA students in their second year are not required to attend pre-session classes, but they are invited to join the field trip if there is sufficient room and they pay their own expenses.

**Zero Week** (one week in mid-September)
During the last week before the semester starts, various faculty members give sample lectures and short presentations concerning the classes they will offer during the upcoming academic year, in order to allow students to view their new professors at work and to make an appropriate choice among the course offer. During or immediately after Zero Week each student meets with his/her supervisor in a planning meeting to discuss his/her thesis topic and plan the academic year in general.

**Fall Term** (twelve weeks from mid-September to early December)
The courses offered during the Fall and Winter semesters normally meet weekly for 100 minutes. In their first term, students of the Two-year MA program have to take certain mandatory courses and choose from a set number of topical survey courses; in addition, they freely select their elective courses, which are separate for medievalists and modernists.

The course schedule is designed with a precaution to avoid conflicting times for mandatory requirements. However, scheduling conflicts may occur between elective
courès, given the number of courses and the limited number of time slots. In case of such conflicts, feel free to take the initiative and present the problem to the course instructor and your co-students, who may find a solution by moving the class to another slot. If a class falls on a national holiday, the instructor and students are obliged to make up the time lost in a separately scheduled meeting.

Deadlines for paper submission or exams are given in the individual course syllabi. It is important to meet these deadlines throughout the school year; professors may deduct grade points for turning in work late. You will have to organize your studies systematically in order to submit the required work on time.

**Holiday break** (early December to early January)
The CEU campus is closed during the seasonal holidays.

**Winter Term** (twelve weeks from early January until late March)
The second term of the Two year MA program has less mandatory requirements common for Medieval Studies and in History, so that there is room for more elective classes to be taken from the special departmental programs of either Medieval Studies or History. In the framework of the mandatory MA thesis planning seminar, students start to work on the thesis prospectus.

**Research Break / Writing Period** (six weeks from early April to mid-May)
The month of April is a research break when students begin to pursue background research into the availability of sources necessary for their theses. Research grants are available on a competitive basis to fund students’ research outside of Budapest. As you are not entitled to more than one CEU-sponsored research grant during your MA study period, you should discuss with your supervisor the right moment to apply for a grant.

The thesis prospectus is to be finalized in the prospectus-writing workshops during the month of May and submitted to the department by the end of the academic year by a pre-set deadline. The elements of a prospectus are described below.

**Spring Field Trip** (third week of May)
After the submission of their prospectus or thesis, Medieval Studies students leave for a five or six days’ field trip to sites and areas offering insights into the medieval civilization of a selected region beyond Hungary’s borders. The field trip is mandatory for one-year MA and 1st year two-year MA students in Medieval Studies; their expenses are covered. Two-year MA students may participate in the field trip in their second year as well if there is room on the bus, they contribute to the field-trip booklet, and pay their own expenses.

**Spring Session** (two to three weeks from late May to mid-June)
In the interval between the submission and the defense of the prospectuses and theses, at least four one-credit courses (of six sessions each) are offered, of which students are required to take two. These classes meet intensively and have only minimal written assignments. Instructors are usually visiting professors, well-known academics of high standing.

**Defense Period** (two weeks during the first half of June)
First-year students in the Two-year program defend their thesis prospectuses in-house; no outside readers are involved. Approval of the prospectus by a committee of departmental faculty is a condition for continuing in the program. This event marks the end of the regular
academic year for the first-year students. They should devote the summer break plan to specific research tasks in consultation with their supervisors, and work on the thesis chapter that has to be presented in the Fall term MA thesis seminar.

**The second year**
The structure of the second year resembles the first one insofar as the fall and winter terms also contain several mandatory classes. These are, in particular, the departmental core area courses, the MA Thesis Seminars and the Thesis-writing Workshops, which the second-year students attend together with the students of the One-year MA program.

The research and writing period in the spring of the second year had an outstanding importance, as during this time most of the work on the thesis will be done. The department determines a due date in the middle of may by which the finished theses have to be submitted to the department. This deadline 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.

Spring-session requirements for MA students of the second year are similar to those of the first year. Three or more one-credit courses are offered during these three weeks, of which MA students are required to take two.

MA studies are concluded in June with the public defense of the thesis and the subsequent graduation ceremony.

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

The first year of the two-year program offers a teaching program integrated between the Departments of History and Medieval Studies. Classes will ensure training in the methods and the theoretical foundations of historical studies, in source languages and in other skills; in a word, they aim at a knowledge largely independent of the period, discipline and geographical region you have chosen to specialize in. During the second year of the program, students stay mostly inside their respective departments.
Schematic chart showing the elements of the **two-year MA program**.

<table>
<thead>
<tr>
<th>Year 1-Fall Term</th>
<th>Credits</th>
<th>Year 1-Winter Term and Spring Session</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>Source language class(es) II</td>
<td>Max. 4</td>
</tr>
<tr>
<td>Mandatory Introduction to Research Resources for Medievalists (<em>Pre-session</em>)</td>
<td>0</td>
<td>Mandatory MA Thesis Planning Seminar</td>
<td>2</td>
</tr>
<tr>
<td>Source language class(es) I</td>
<td>Max. 4</td>
<td>Mandatory Historiography II: Grand Debates (4 regional options)</td>
<td>2</td>
</tr>
<tr>
<td>Mandatory Academic Writing</td>
<td>2</td>
<td>Core class (2hrs) + tutorials OR two elective classes</td>
<td>4</td>
</tr>
<tr>
<td>Topical Survey 1</td>
<td>2</td>
<td>Elective course</td>
<td>2</td>
</tr>
<tr>
<td>Topical Survey 2</td>
<td>2</td>
<td>Mandatory Intro. to Graduate Studies in History</td>
<td>2</td>
</tr>
<tr>
<td>Mandatory Historiography I</td>
<td>2</td>
<td>Mandatory Academic field trip</td>
<td>2</td>
</tr>
<tr>
<td>Elective course</td>
<td>2</td>
<td>Mandatory MA Thesis Prospectus Seminar (<em>Spring session</em>)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mandatory <em>Spring Session</em> elective classes</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>TOTAL CREDITS first year</td>
<td>38</td>
</tr>
</tbody>
</table>

In the second year two-year MA students are streamed into the one-year MA program

<table>
<thead>
<tr>
<th>Year 2-Fall Term</th>
<th>Credits</th>
<th>Year 2-Winter Term and Spring Session</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source language Class(es)/Textual skills</td>
<td>Max. 2</td>
<td>Source language class(es)/Textual skills</td>
<td>Max. 2</td>
</tr>
<tr>
<td>Mandatory MA Thesis Seminar</td>
<td>0</td>
<td>Mandatory MA Thesis Seminar</td>
<td>0</td>
</tr>
<tr>
<td>Elective Class or Core class (without tutorial)</td>
<td>2</td>
<td>Elective class or Core Class (without tutorial)</td>
<td>2</td>
</tr>
<tr>
<td>Core Class (2hrs) + tutorials</td>
<td>4</td>
<td>Core Class (2hrs) + tutorials</td>
<td>4</td>
</tr>
<tr>
<td>Elective course</td>
<td>2</td>
<td>Mandatory MA Thesis Writing Workshop (<em>Spring Session</em>)</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mandatory <em>Spring Session</em> elective classes</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mandatory MA Thesis</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>TOTAL CREDITS 2nd year</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GRAND TOTAL</td>
<td>66</td>
</tr>
</tbody>
</table>

The “credits” assigned to a course mean the number of “points” that a student earns for completing it in proportion with the associated working load. One CEU credit is equivalent to one hour (50 minutes) of class attendance per week through a twelve-week semester [1 credit
calculated according to the US accreditation equals 2 ECTS credits, both in case of MA and PhD-level courses.] It is also possible to audit a class; students may attend a course out of interest without doing the out-of-class assignments. This appears on the transcript but earns no credits. Please note that language courses and advanced text seminars cannot be taken for audit.

In order to graduate, two-year MA students must earn 66 credits, out of which 8 are earned for a successfully defended thesis (which represents supervised individual research). The remaining 58 are course credits. Medieval Studies students are allowed to take a limited number of cross-listed courses from other CEU departments.

Students have significant latitude in selecting courses. In the planning sessions at the beginning of both academic years, 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. 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 as students are planning their prospectuses. PhD candidates in the department and other advanced students (research fellows, etc.) may be requested to consult with and assist MA students.

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 due to 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, he/she should first discuss the matter with the Director of the Two-year MA Program. Ultimately the Head of Department must approve any changes.

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 grading system. 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 count 10% toward the final grade. Missing two classes out of twelve without a valid explanation will result automatically in a failing grade. Every absence should be explained beforehand to the instructor by email (with a copy to the office). In case of absences owing to sudden illness, students must inform the departmental MA program coordinator either by phone or via e-mail.

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 information

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 drop-add 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 CEU server and can be accessed via the links on the syllabus. Some 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 Anna Galacz at the Institutional Research Office (galacza@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 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.

**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).

**Description of the classes**

**First Year – Pre-session**

**Academic Latin: An Introduction to Research Methodology**
This course is meant to equip all students enrolled at the Medieval Studies Department with a basic knowledge of Latin as a “technical language” still 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 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 incoming two-year MA 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**
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. In addition, it gives an overview of the research facilities and main academic journals available for the students in our department.

**First year - Fall semester**

**Academic Writing**
This course provides a review of the standards and expectations of the History and Medieval Studies Departments as regards the skills of academic writing, the documentation of sources, and oral presentations.

**Historiography - Themes in Its History and Approaches to Its Theory**
This course is an overview of several major themes and approaches in historiography over two and a half millennia. It intends to contribute to your training in various, but related ways. Representing history as a branch of cognition that has been found directly relevant to the human condition since classical antiquity, it highlights a number of influential and controversial ways of engaging with it. At the same time it will challenge you to engage both with these approaches, and in some cases with the ways in which they are presented in the assigned literature. Shortly, it will invite you to think historically in dialogue with some of the most outstanding practitioners of the profession, past and present.

**Topical Survey Courses**

These courses are team-taught by two professors, usually one from each department. They are broadly thematic and cover interrelated historical processes in medieval, early modern, and modern times. The specific content and readings in the courses vary from year to year depending on the teaching team. Two-year MA first-year students must choose two out of these three courses.

(a) People, Places, and Production: Topics in Comparative Economic and Social History.
Class offered in 2013-2014: Urban History (Szende, Gyáni)

(b) Power, Subordination and Negotiation: Topics in the Comparative History of Institutions and Politics.
Class offered in 2013-2014: Ethnogenesis, Nation, Nation-Building. New Developments in Historical Research (Ziemann, Trencsényi)

(c) Beliefs, Practices, Images, and Representations: Topics in Comparative Religious and Cultural History.
Class offered in 2013-2014: Religious and Cultural Transfers Across the Eastern Mediterranean (Wilke, Al-Bagdadi)

**Source Language Training** ([http://sourcelanguages.ceu.hu/](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 in the first academic year and four credits in the second must be devoted to 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, who will assign students to the beginner, intermediate or advanced groups. During the
2013/14 academic year we provide education in Latin, Ancient Greek, Arabic, Armenian, Turkish (modern and Ottoman), Russian, Syriac.

Source language classes in the source language most relevant for their thesis work and/or an additional language chosen in agreement with the supervisor are mandatory during both semesters of both academic years for all students. 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 April, and those who pass it successfully earn a certificate accepted worldwide. From October 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 grammar teaching – those students who are eligible to attend should 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.

First year – Winter semester

MA Thesis Planning Seminar
This course is co-taught by one instructor from the Medieval Studies and one from the History Department. It is designed to help students work towards their prospectuses and ultimately with their theses. The course deals with the development of research questions including issues of methodology and data collection. It continues in the prospectus-writing workshops in the spring.

Introduction to Multi-Disciplinary Graduate Studies in History
This seminar explores historical methods by considering the wide array of levels of analysis and approaches. We will address the relation of facts, sources, and methods, the changing scales from local and national to transnational, comparative and global. Considering the relationship between research problem and its analytical parameters, the
course emphasizes the challenges of multi-disciplinary historical research, cutting across disciplinary, chronological and spatial boundaries. Apart from using and introducing classical and more contemporary methods, debates and theories, the course will also induce students to explore and test methodologies and their heuristic consequences in a practical manner. To this end the seminar combines a mixture of introductory lectures and case studies.
Historiography II: Grand Debates

The continuation of the Historiography course provides a detailed discussion of the historical debates relating the general paradigms of European and world history to the specific problems of four historical regions: Central Europe, Eastern Europe, South-Eastern Europe and the Eastern Mediterranean. The course also discusses cases when the specific interpretations of the history of the regions in question have given rise to the formulation of a more general historical or theoretical problem. Students join the regional group that is the closest to their research interest. The groups mainly meet separately, but have commons sessions as well at nodal points of the course.

Core Areas

In order to enable you to focus better on the period, region or materials you wish to study while at CEU, we have grouped our courses into four Core Areas, organized along topical, thematic, and geographical lines. You will note on the list below that the interests of each faculty member cross-cut single areas. Students may enroll freely in core courses (without the tutorial element) among other elective classes.

I. Western, Central and Eastern European History of the Middle Ages
II. The Eastern Mediterranean from Constantine the Great to Suleiman the Magnificent
III. History of Religion, Philosophy, and Science
IV. Material Culture, Art History, Archaeology, Cultural Anthropology, and Manuscript Studies

Core Area I combines courses on the political, economic, social, and cultural history of the so-called “Latin” Middle Ages from late antiquity through the Middle Ages. At present, the following faculty members are teaching and researching in Core Area I: Gerhard Jaritz, Gábor Klaniczay, József Laszlovszky, Balázs Nagy, Marianne Sághy, Katalin Szende, and Daniel Ziemann.

Core Area II brings together expertise from Late Antique, Byzantine, Islamic, and Ottoman Studies; it complements Core Area I by focusing on the “non-Latin”, i.e., Greek, Syriac, Arabic, Armenian, Georgian, and other traditions. In short, it covers the so-called Byzantine Commonwealth and its fringes from late antiquity into the early Ottoman period. This Core Area works closely with the Center for Eastern Mediterranean Studies, which is a joint faculty enterprise among the Departments of Medieval Studies, Philosophy, History, and Sociology and Social Anthropology. At present, the following faculty members are teaching and researching in Key Area II: György Geréby [on research leave Fall and Spring semesters 2013-14], Cristian Gaspár, Niels Gaul [on research leave Fall and Spring semesters 2013-14], Tijana Krstić, Volker Menze, István Perczel, and Daniel Ziemann.

Core Area III is organized along thematic rather than geographical lines; it combines expertise in medieval theology and philosophy with classes on medieval science and scholarship. At present, the following faculty members are teaching and researching in Core Area III: Niels Gaul [on research leave Fall and Spring semesters 2013-14], György Geréby [on research leave Fall and Spring semesters 2013-14], Gábor Klaniczay, István Perczel, Marianne Sághy, Marcell Sebők, Anna Somfai, György E. Szőnyi, and Carsten Wilke.
Core Area IV offers thematically organized classes oriented towards non-written sources, such as archaeological remains and art historical objects, environmental, and cultural anthropological data, as well as the material history of books (codicology) and writing (palaeography – in contrast to the analysis of the contents of these books and documents conducted in Core Areas I to III). At present, the following faculty members are teaching and researching in Core Area IV: Alice Choyke, Gerhard Jaritz, József Laszlovszky, Niels Gaul [on research leave Fall and Spring semesters 2013-14], Judith Rasson, Anna Somfai, Béla Zsolt Szakács, and Katalin Szende.

Core Classes (Fall and Winter Terms)
Core classes offer a broad but in-depth coverage within an 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 team-taught. In this component of the core class, the teacher will be the more active party (by providing the lecture, answering questions, guiding the discussion).

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.

Elective Courses
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.

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. Students may earn a maximum of 6 credits in Independent Study registrations in the terms before the submission of their theses. Students must fill in the relevant forms during the registration period of each term and get them signed by their
supervisors. This is the precondition of being registered for these activities by the program coordinator.

Source Language classes
See description above.

Academic Field Trip
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.

First year – Spring Session

MA Thesis Prospectus Seminar
As a natural continuation of the Winter term thesis planning seminars, the Spring thesis workshops will focus on the presentation of the sources that students will have collected, pursuing their own outlines, during the research break. It will lead to the finalization of the thesis prospectus in the light of this preliminary research activity.

Elective courses
During the Spring sessions MA students must register for two one-credit elective classes of their choice.

Second Year – Fall Semester

MA Thesis Seminar (One-Year MA, Two-Year MA–second-year)
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 and each 2YMA student gives a detailed report on his/her research activities over the summer and presents an early draft of a thesis chapter.

Core Class with Tutorial
See description above

Elective Courses
See description above

Source Language classes
See description above

Independent Study
See description above
Second Year – Winter Semester

MA Thesis Seminar (One-Year MA, Two-Year MA–second year)
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. At the discretion of the instructor, 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.

Core Class with Tutorial
See description above

Elective Courses
See description above

Source Language classes
See description above

Independent Study
See description above

Second Year – Spring Session

MA Thesis Writing Workshops (One-Year MA, Two-Year MA–second-year)
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 become familiar with, and comment on, each other’s work. Thesis-Writing Workshops are held during the thesis-writing period before the thesis submission deadline. This is intended to move students smoothly toward timely thesis submission.

Elective Courses
See description above.

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

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 Pál) and has it signed by the relevant professors (the course instructor and supervisor). This avoids confusion when student records are checked before graduation. Students thus excused need to take an elective course with the same credit value instead in order to fulfill the mandatory credit requirements.
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 for 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 5 questions in writing. This is a test of comprehension, not translation. The minimum passing grade is C+. Contact the program coordinator (Annabella Pál) 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: Religious Studies (run by the Religious Studies Program - RSP), Eastern Mediterranean Studies (SEMS), Urban History, Cultural Heritage Studies and Policy, Environmental and Landscape History, and Manuscript Studies). 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 MA program coordinators or the relevant web page: (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.
The professors associated with the specializations are (names in italics are the specialization directors):


**Eastern Mediterranean Studies (CEMS)**, Tijana Krstić, Volker Menze, István Perczel and Niels Gaul, Medieval Studies Department

**Environmental and Landscape History**: Alice Choyke, József Laszlovszky and Gerhard Jaritz, Medieval Studies Department. Will not be offered in 2013-2014.

**Urban History**: Katalin Szende, Balázs Nagy, Gerhard Jaritz, Medieval Studies Department. Will not be offered in 2013-2014.

**Cultural Heritage Study and Policy**: József Laszlovszky, Judith Rasson, and Alice Choyke, Medieval Studies Department

**Manuscript Studies**: Anna Somfai, Niels Gaul, Katalin Szende, Medieval Studies Department

**Jewish Studies**: Gerhard Jaritz, Carsten Wilke.

### 4. MA Prospectus Guidelines

#### General Overview

The object of an MA prospectus is to demonstrate that a student has narrowed his or her research field to a particular time, place, and topic. Furthermore, a prospectus shows that a student can formulate a research question and devise a methodology and data collection scheme to address it. The prospectus is assessed based on coherence and feasibility at the oral defense.

Students are expected to consult regularly with their supervisor(s), who will be appointed in September following consultations and negotiations with the active participation of the students concerned. For guidance, students may also consult either of the program directors—Carsten Wilke or Karl Hall/Daniel Ziemann.

#### Important Dates

**The Thesis Prospectus submission deadline is noon, Wednesday, June 4, 2014.**

**Thesis Prospectus Defenses will be on June 13, 2014**: an exact schedule will be announced at the beginning of June. Thesis Prospectus Defenses are public; students are encouraged to attend the defenses of their colleagues.

**Prospectus Format (basic description)**

Prospectus sections should be arranged in the following order:

1. Title Page
2. Abstract (max. 1 page)
3. List of Figures, Tables or Illustrations (where required)
4. List of Abbreviations (where required)
5. Main text of the prospectus
6. Bibliography (required)
7. Appendices (where required)

Length, font, and margins

The prospectus should be between 2,500 and 3,500 words long (prospectus length may sometimes be extended upon consultation with the supervisor.) Appendices are not counted in the main body of the prospectus.
Line Spacing: 2.0
Font: Times New Roman 12pt
Margins: 1 inch left, right, top, and bottom

Citations and Bibliography

All prospectuses 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 a single-spaced block indented 0.5 in. from each margin. Indirect quotation (i.e., paraphrasing someone else’s ideas) does not require quotation marks but does require a 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. 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. Formatting of footnotes and bibliography items is described at length in the Academic Writing reader.

Prospectus Defense and Evaluation

The prospectus defense usually lasts about 40 minutes. Each student will have a defense committee consisting minimally of three faculty members (i.e., an exam chairperson, the supervisor, and another faculty member). The Defense Committee will be announced in advance. The committee chairperson is assigned to each defense by the Department Head in consultation with the Program Directors. At the beginning of the defense, the student delivers a brief summary of the prospectus. The defense focuses on the student’s ability to discuss the prospectus in scholarly terms and to address the comments and questions posed by the supervisor and examination committee member, and (optionally) by the exam chair or the public. The defense is an opportunity for the student to engage in serious academic discourse with three more experienced scholars and thus to demonstrate and develop his/her analytical skills.

The outcome of the defense is the acceptance (or rejection) of the student from the second year of the program (the time of actual thesis writing). Acceptance or rejection may be influenced by the evaluation of the overall work of the student during the first year of his/her MA studies.
A copy of the defended prospectus is put on file in the department he or she will join in the second year. A supervisor is appointed at the prospectus defense as well. After a successful prospectus defense and acceptance into the second year of the program, the student spends the time until the next academic year conducting research for the thesis. This research must be discussed with the supervisor. After having completed the MA Prospectus Planning Seminar students should be competent to devise a methodology and begin collecting data for the thesis itself.

5. MA Thesis Guidelines

General Overview

All theses 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 studies 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.

Important Dates

The MA Thesis submission deadline for the group starting in 2013 will be in middle of May, 2014.

Thesis Defenses will be held in the second full week of June, 2014; an exact schedule will be announced at the beginning of June. Thesis Defenses are public; students are encouraged to attend the defenses of their colleagues.

The Graduation Ceremony will be held in the second full week of June, 2014.

Every deadline concerning prospectus and thesis submission is absolutely strict and must be respected by everyone. If any problem related to submission arises during the thesis-writing period, please consult with your supervisor and the program director 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).

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 16).

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**

Theses (including separate abstracts) must be submitted to the department by 2 p.m. on the date determined (see above), with the prior written approval of the supervisor (concerning the contents) and the Academic Writing instructor (concerning the language). Signed forms must be submitted for these approvals; the forms are available from the departmental MA coordinator. In order to get these approvals, the supervisor(s) may read the thesis in electronic form; to get the Academic Writing approval a paper copy must be submitted to the Academic Writing instructor (double-sided printing is acceptable). The best practice is to submit the paper copy to the Academic Writing instructor well before the final deadline. All theses must be checked by the Academic Writing instructor; therefore, students must be aware that all their theses cannot be checked at the last minute.

If a thesis is approved by the supervisor(s) and Academic Writing instructor, the student should upload the thesis in .pdf format to the Mededit folder on the G drive/02 Programs/1YMA and 2YMA second year/MA thesis/theses/2012-2013/personal folder and to the ETD system (see below) and bring a single-sided paper copy to the department office. Then the thesis can be sent to the external reader. The departmental MA coordinator is responsible for sending the theses to the outside readers.

The abstract in .pdf format is used during the upload of the thesis to the ETD system. The abstract in Word (.doc) 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). The abstract must be saved separately as a Word (.doc) file to the Mededit folder on the G drive/02 Programs/1YMA and 2YMA second year/MA thesis/theses/2012-2013/personal folder.

If a thesis requires minor additional corrections, the supervisor (or the Academic Writing instructor for language issues) specifies a deadline (within the next two days) for resubmission. Missing this deadline by the student results in the postponement of the thesis defense 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. Late submission will also result in the postponement of the thesis defense to the Fall Term of the next Academic Year.

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 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 the use of the site are available at http://etd.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 the Winter semester in the skills of thesis preparation (the table of contents, inserting images, and so on). It is highly recommended to attend this course as it makes life easier when finalizing the thesis.
Thesis Format (basic description)

Thesis sections should be arranged in the following order:
Formatting items 1-11 is described in the Academic Writing reader.
Templates for items 1-3 are made available by the department on the e-learning site under the MA Thesis seminar.
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)

Length, font, and margins
The text and footnote part of the thesis may not exceed the size of 18,000 words, i.e., 108,000 ‘n’, about 60 pages. In justified cases, supervisors can grant extensions for appendices (catalogues, bibliographies, source editions, images, etc.), which will not be 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 extra lines between sections. Indentions (0.5 inch or the metric equivalent) and other formatting should be set using the Format-Paragraph commands.

Thesis sections should be arranged in the following order:
Formatting items 1-11 is described in the Academic Writing reader.
Templates for items 1-3 are made available by the department on the e-learning site under the MA Thesis seminar.
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. Indirect quotation (i.e., paraphrasing someone else’s ideas) does not require quotation marks but does require a 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. 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. 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.

**Final Exam, Thesis Defense and Evaluation**

The final examination assesses the knowledge, skills, and abilities requisite to the award of the degree, as well as the ability to apply these knowledge, skills, and abilities in practice. **Two-year MA students must take a Final Examination** before a Final Examination Board in order to comply with the requirements of the Hungarian-accredited degree besides the US degree. The Final Examination does not refer to the thesis.

The formal requirements are as follows: Students are allowed to take the final examination only if they have satisfactorily completed the coursework for the degree and submitted a written thesis. The Final Examination is a separate part of the thesis defense and is recorded in the defense minutes. The Examination Board must be chaired by a senior faculty member and include one external member. The questions at the examination will be connected to two of the core courses that the student had attended during his/her studies. The student needs to select these courses and submit his/her choice in writing simultaneously with the thesis submission. The instructors of the selected courses will be included as members of the examination board, or if this is not possible, they will be asked to pose two questions in writing and submit them to the chair of the examination board prior to the examination.

After the theses are reviewed by the supervisor and Academic Writing instructor, each one is sent to an external reader 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.

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 Two-year MA Program Director. 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 to 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.

One paper copy of the defended thesis is deposited in the Departmental Archive, and another is accessible at the CEU-ELTE Library; the pdf version of the thesis is available in the Electronic Theses and Dissertations (ETD) collection [see more on page: 29]. 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.

6. Life in the Department

Student Forums

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.

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 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. Erasmus Mobility Scheme Research and Travel Funds:
   http://www.ceu.hu/academics/exchange/erasmus
2. Academic awards (presented during the graduation ceremony):
   The Outstanding Academic Achievement Award
   The Academic Pro-Rector's Excellence Award
3. Travel Grants

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.

The Zvetlana-Mihaela Tănasă 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 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 MA Coordinator (Annabella Pál).

ERASMUS

The EU-organized ERASMUS-program provides the opportunity for students to spend one or two semesters at a university abroad. The Department of Medieval Studies has hosted many international students who came through the ERASMUS-program over the years (and some decided after their ERASMUS-stay to apply for one of our degree-programs and returned to CEU). ERASMUS-students will attend classes together with their peers studying for a degree, and can participate in all departmental activities.

Current CEU-students, studying in the Two-Year MA or the PhD-program are eligible to apply for a ERASMUS-fellowship to study abroad, and they are encouraged to think if attending another university would help them with their studies. [NB: One-year MA students are not entitled as they are only one year in residence anyway.]

If there is interest, please do not hesitate to talk to your supervisor or contact either the departmental ERASMUS-coordinator Volker Menze (menzev@ceu.hu) or the CEU-Coordinator for Erasmus/LLP Programs Erzsébet Rácz (racze@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 both test and improve not only 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. Permission to be absent from classes and/or from Budapest must be requested via e-mail from the Head of the Department on an individual basis. All requests must be sent in a collective email to your program coordinator (Ágnes Bendik), your departmental coordinator (Annabella Pál), the program director (Carsten Wilke), and your supervisor. 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 role of the supervisor is to act as an advisor, discussing a wide range of issues with the student related to the thesis, life at CEU, and academic life in general. 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.

The role of the student in relation to the supervisor is to keep in regular contact during the school year from the very beginning. Email is one of the best ways for students to stay 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 continue, a student may change supervisors; the first step in this case is to discuss the matter with the Director of the Two-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 Pál) on the appropriate form, which is signed by all parties. (see above, p. 9 ).
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.

**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, 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 Lectures** 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 semesters, with the participation of internationally renowned scholars. Students at all levels are strongly
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; Arpad Goncz, 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 3 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.

More available at [http://sro.ceu.hu/diplomas](http://sro.ceu.hu/diplomas)

Medieval Radio

In 2012, PhD students of the department started our own radio station. (in conjunction with Civil Radio in Budapest). It is available through the internet ([http://medievalradio.org/](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 Miélké 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.
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.

Departmental Research Projects (selected examples)

- **The Caucasus and Byzantium from Late Antiquity through the Middle Ages**
  (HESP-funded project)
  Niels Gaul (gauln@ceu.hu), István Perczel (perczeli@ceu.hu)
- **Conflicts, Control, and Concessions – The Central European Records of the Holy Apostolic Penitentiary**
  (CEU-funded group project)
  Gerhard Jaritz (jaritzg@ceu.hu)
- **The Economic History of Medieval Hungary as Reflected by Archaeology and Material Culture**
  Balázs Nagy (nagyal@ceu.hu) - József Laszlovszky(laszloj@ceu.hu)
- **Communicating Sainthood -- Constituting Regions and Nations in East-Central Europe**
  (OTKA-funded group project)
  Gábor Klaniczay (klanicz@ceu.hu)
- **Visual Thinking and Diagrammatic Images in Medieval Manuscripts: Cognitive Science Meets Medieval Studies**
  Anna Somfai (somfaia@ceu.hu)
  (NKTH-funded individual project)
- **The History of Transhumance in the Western Balkans**
  (CEU-funded individual project)
  Judith Rasson (rassonj@ceu.hu)
The Medieval Animal Data-Network (MAD)  
(CEU-funded group project)  
Alice Choyke (choyke@ceu.hu)

The Hungarian Atlas of Historic Towns: Local Variations on a European Theme  
(OTKA-funded group project)  
Katalin Szende (szende@ceu.hu)

“Margins of the Medieval World”-network  
(Department-based network)  
Gerhard Jaritz (jaritzg@ceu.hu)

Transeuropean Diasporas  
DAAD-MOB-funded group project  
Katalin Szende (szende@ceu.hu)

For more information please consult the departmental website:  
http://medievalstudies.ceu.hu/research/projects

**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 has coordinated a Higher Education Support Project (HESP) on "The Caucasus and Byzantium from Late Antiquity through the Middle Ages."

In terms of research, senior members of CEMS are keen to supervise MA and PhD theses thematically set in this chronological, geopolitical, and cultural framework. Benefiting 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.

In terms of teaching, CEMS’s senior members strive to provide innovative access to the histories, philosophies, and religions of the target periods and cultures, with constant reference to their multifaceted cross-relations as well as present-day geopolitical structures. Within the one-year and two-year MA programs in Medieval Studies, CEMS assists administering Core Area II, "The Eastern Mediterranean from Constantine the Great to Suleiman the Magnificent."

The following faculty members (from Departments of History, Medieval Studies, Philosophy, and Sociology and Social Anthropology; Religious Studies, Jewish Studies; Source Language Teaching Group) are currently associated with CEMS: Aziz al-Azmeh, Nadia Al-Bagdadi, Gábor Betegh, István Bodnár, Gábor Buzási, Anna Christidou, Tolga Esmer, Réka Forrai, Cristian-Nicolae Gaspar, Niels Gaul, György Geréby, Tijana Krstic, József Laszlovszky, 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-Nicolae Daniel (DanielC@ceu.hu), at Nádor 15, 5th floor.
7. 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 semester of the One-year MA Program or the beginning of the fourth semester of the Two-year MA Program; 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).

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.
APPENDIX 1. DEPARTMENTAL FACULTY

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

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

Niels Gaul, Associate Prof., Byzantine studies – on leave in AY 2013/14

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

György Geréby, Associate Prof., philosophy and theology on leave in AY 2013/14

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

Tijana Krstić, Associate Prof., Ottoman studies

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

József Laszlovszky, Prof., archaeology, monastic culture

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 – on leave in AY 2012/13

Judith Rasson, Assistant Prof., Director of the One-Year MA Program, academic writing, cultural anthropology, cultural heritage management

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

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

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

Katalin Szende, Associate Prof., Admissions officer, urban history, archival sources, material culture

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

Carsten Wilke, Associate Prof., Co-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
VISITING FACULTY in 2013/2014

Marianna D. Birnbaum (UCLA) Renaissance literature
Gábor Buzási (Eötvös Loránd University, Budapest), Greek philology
Ferenc Csirkés (University of Chicago), Ottoman studies, Persian language
Patrick Geary (IAS Princeton) medieval history
Claudia Rapp (University of Vienna), Byzantine Studies
Anna Somfai Senior Research Fellow (CEU), codicology, history of science
Curie Virág (University of Toronto), pre-modern Chinese intellectual history and thought
Bryan Ward-Perkins (University of Oxford, Centre for Late Antiquity), Late Antique Studies

DEPARTMENTAL RESEARCH FELLOWS in 2013-2014

Ottó Gecser
Ildikó Csepregi
Stanislava Kuzmová
Eszter Spät
APPENDIX 2
ACADEMIC DISHONESTY, PLAGIARISM, AND OTHER OFFENCES

A. Definitions
Academic dishonesty involves acts which may subvert or compromise the integrity of the educational process at CEU. This includes any act by which a student succeeds or attempts to gain an academic advantage for himself or herself or another person by misrepresenting his or her or another person’s work or by interfering with the completion, submission or evaluation of work. These include, but are not limited to, carrying out or attempting any of the following acts:

1. Altering grades or official records.
2. Using any materials that are not authorized by the instructor for use during an examination.
3. Copying from another student’s paper during an examination.
4. Collaborating during an examination with any other person by giving or receiving information without the specific permission of the instructor.
5. Stealing, buying or otherwise obtaining restricted information about an examination to be administered.
6. Collaborating on laboratory work, take-home examinations, homework or other assigned work when instructed to work independently.
7. Substituting for another person or permitting any other person to substitute for oneself in taking an examination.
8. Submitting as one’s own any theme, report, term paper, essay, other written work, speech, totally or in part by another author.
9. Submitting work that has been previously offered for credit in another course, except with prior written permission of the instructors of both courses.
10. Plagiarizing, that is, offering as one’s own work the words, ideas, or arguments of another person without appropriate attribution by quotation, reference or footnote. This also affects downloading and abusing of internet sources. Plagiarism occurs both when the words of another are reproduced without acknowledgment and when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer. It is the responsibility of all university students to understand the methods of proper attribution and to apply those principles in all materials submitted.
11. Sabotaging another student’s work.
12. Falsifying or committing forgery on any university form or document.
13. Submitting altered or falsified data such as experimental data from laboratory projects, survey research, or other field research.
14. Committing any willful act of dishonesty that interferes with the operation of the academic process.
15. Facilitating or aiding in any act of academic dishonesty.

For further information, please refer to the university’s Code of Ethics.