

Department of Medieval Studies
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One-Year MA Program

in Late Antique, Medieval and Early Modern Studies
at CEU, Vienna, in the Academic Year 2020-2021

Practical information to students
in light of the experience of past years



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Abbreviations

1YMA – One-Year MA Program in Late Antique, Medieval and Early Modern Studies

2YMA – Two-Year MA Program in Comparative History: Late Antique, Medieval, and Renaissance Studies

Term – Semester (Fall, Winter, Spring)

CHSP – Cultural Heritage Studies Program

SLTG – Source Language Teaching Group

ATRS – Advanced Text Reading Seminar

CC – Core Class

CTL – Center for Teaching and Learning

HRO – Human Resources Office

QS - Quellenstraße 51-55 (Vienna campus of CEU)

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. You will have a challenging year with us, but we know you will succeed just as the students who have gone before you. We take collegiality seriously and urge you to participate fully in the life of the department, sharing this year with other students, faculty, and staff. As a handy accompaniment to information on the departmental website and the E-learning site, this guide is a brief introduction concerning the organization and flow of life in the department. Please consult it if you need basic information and use it to contact the appropriate office or person if you need more details.

1. The Character of the Program

The one-year MA program in Late Antique, Medieval and Early Modern Studies (1YMA) is a **graduate program** accredited by the Board of Regents of the University of the State of New York (US) on behalf of the New York State Education Department, as well as by the Agency for Quality Assurance and Accreditation in Austria.

The department strives to provide guidance in research and the discussion of results. The aim is to help students get acquainted with the international academic scene. Familiarity and experience with basic research skills in their key areas are expected from all entering students.

Multidisciplinarity

Although 1YMA students are expected to be equipped with research skills in their own respective fields, the program is committed to multidisciplinarity which allows for introducing general approaches and involves teaching a wide range of fundamental issues and discourses, familiarizing students with new fields and methodologies. Since the program is multidisciplinary, students of history, literature, linguistics, art history, philosophy, archaeology and so on are expected to obtain basic training and participate in research discussions in other fields of medieval scholarship besides their own specialization. The core curriculum and examinations reflect the multifaceted design of the courses. Thus, students should be prepared to work on and acquire familiarity with topics, subjects, and approaches that are not immediately or directly connected to their chosen field or thesis topic. This program is unique in the sense that it grants an **advanced degree** not in a specialized discipline but in **Late Antique, Medieval and Early Modern Studies**; this means that all students are expected to be trained in more than their own special field.

The department also offers two other MA programs which share common elements with the 1YMA program. The “Bologna-style” **two-year MA program in Comparative History** (2YMA), taught and administered in cooperation with the Department of History, entails a first year of general training in history and research methods followed by a second year of **specialization either in Late Antique, Medieval, and Renaissance Studies or Comparative History from 1500 till Present Time**.

The 2YMA program in **Cultural Heritage Studies Program (CHSP)** is taught with the involvement of the Medieval Studies faculty under the direction of an interdepartmental committee. CHSP has a separate curriculum, but there are several activities that are open for Medieval Studies students, too. Some courses offered by this program are also open to Medieval Studies MA students as electives. Students are encouraged to participate in the events organized by the Cultural Heritage Studies Program. See more about the program: <https://medievalstudies.ceu.edu/chs>.

Attendance

The course requirements described below entail **spending 14 to 16 hours a week in the classroom. In addition, you are expected to attend the workshops and public lectures presented in the department** and selected other events elsewhere at CEU. The MA programs demand keeping to a **tight schedule** and you must budget your time carefully.

2. Structure and Operation of the Department

The Department consists of a **head, resident faculty, visiting professors, language instructors** and **office staff**. For the members of faculty, see the departmental website: <https://medievalstudies.ceu.edu/faculty> and for the visiting faculty: <https://medievalstudies.ceu.edu/visiting-faculty>

Administration

Gábor Klaniczay, Head of Medieval Studies Department

Office: Budapest, Nádor u. 9, Faculty Tower, 507
Vienna, QS A208

E-mail: Klanicz@ceu.edu

Tel: +36-1-327-2252

The Head of the Department will have to acknowledge your successful completion of your studies at the end of each year. The Head also must approve in all cases in which an exceptional curricular arrangement should be necessary.

Zsuzsanna Reed, Director of the 1YMA Program, Academic Writing Consultant at the Medieval Studies Department

Office: Budapest, Nádor u. 9, Faculty Tower, 505
Vienna, QS A213/B

Email: ReedZs@ceu.edu

Tel: +36-1-327-3045

The Program Director is responsible for working with the Program Coordinator to help MA students manage their lives at CEU, including dealing with academic dilemmas, health issues, and other concerns. As Academic Writing Consultant, Zsuzsanna Reed works as a specialist with Medieval Studies students (in the 1YMA as well as the 2MA program) related to matters concerning academic writing. Besides teaching research methods and academic writing as part of the MA Thesis Seminars, she is available for consultation (some of which is mandatory) to assist with the thesis writing process and advise on medieval studies and history-specific writing issues.

Zsófia Göde, Medieval Studies MA Program Coordinator

Office: QS B214/B

Email: GodeZs@ceu.edu

The Program Coordinator is responsible for the smooth daily running of the program administration, including registering for classes, assisting with research grant applications, organizing student forums, maintaining departmental E-learning sites, etc.

Csilla Dobos, Medieval Studies Academic and PhD Program Coordinator

Office: QS B214/B

Email: Dobos@ceu.edu

For MA students, Academic Coordinator Csilla Dobos deals mainly with financial issues and applications to the PhD program.

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

Location: Vienna, QS C208, C209, C211, C212, D209

Email: studentlife@ceu.edu

<http://www.ceu.edu/studentlife/center>

The **Student Records Office (SRO)** provides a wide array of services related to the academic aspect of studying at CEU. The office is responsible for overseeing enrollment and course registration, the preparation of diplomas, as well as keeping students' academic records. It also monitors the submission of grades and administers the conferring of various academic achievement awards. Furthermore, the SRO coordinates the Apostille procedure, provides assistance regarding course registration procedures, degree verification, and manages the functions of SITS related to academic matters.

Location: Budapest, Nádor u. 11 Building, 3rd floor

Email: registry@ceu.edu

<https://sro.ceu.edu/>

Student Representatives

At the departmental level, students elect five **student representatives**, one for the 1YMA, two for the 2YMA and two for the PhD programs. Student representatives **may attend all departmental meetings and some departmental committee meetings; they are also invited to express their opinion and concerns at any time during the academic year.**

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 either to the Student Services Center or to the website of the Student Union: <https://www.ceu.edu/studentlife/student-union>.

General Information on Electronic Devices

You will receive a username and a password from the IT department, which allow you to access computers, scanners, printers, and other electronic facilities on campus and to log into the protected electronic resources of departments and courses and your personal email account.

If you have difficulties with your computer or with the printer, please contact the **IT Student Help Desk** at QS C206.

Personal electronic devices such as laptops, tablets 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 individual policy and guidance.

Forums of Internal Communication

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

Course instructors choose the most appropriate way of communicating course information. Please, make sure you are aware of and use the preferred channel of communication for all of your classes.

CEU E-learning (Moodle)

Course syllabi and materials including readings, tests, papers, assignments and presentations are posted on the university's E-learning site (<http://ceulearning.ceu.edu/>), searchable by department, term, and course. You can find all the relevant information by logging in with your O365 (Microsoft) username and password. The course instructors will provide further information on the regular use of the site.

Contact person for technical matters related to the CEU E-learning site:

Gábor Ács

E-mail: AcsG@ceu.edu

Tel: (+36-1) 327-3000/2999

CEU Email System

Email messages from the faculty and coordinators are communicated via the **Microsoft Office 365 Outlook** email system, private email addresses are not in use for academic and professional purposes.

It is in the interest of students to read their emails often (at least daily, holidays and research breaks included), because all departmental and university information, such as professors' and supervisors' communication, deadlines for travel grants, dates of events, opening hours of the library, and so on, is communicated via email.

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, they expect a response. If you get such an email, send an answer – even if it is just “OK,” “Thanks for the information,” or “Will respond later.” **Professors try to answer student emails in a timely manner, within 24 hours or on the next workday after a weekend or national holiday.**

Unless otherwise instructed, all written assignments must be uploaded to the E-learning site as specified by the instructor(s). If you email a paper or an assignment directly to a course instructor, it is your responsibility to make sure that its receipt is confirmed. The department does not consider email problems as an excuse for late, incomplete or failed submission of assignments.

It is important to note that **Outlook must not be used to circulate private messages.**

Departmental Homepages

Please consult the homepages of the Departments of Medieval Studies (Cultural Heritage Studies included) and History for upcoming events, news, faculty or research projects. This MA booklet is also available on the departmental homepage (<https://medievalstudies.ceu.edu/program-course-structure-1>).

Information on academic regulations is available at CEU's main homepage (<https://www.ceu.edu/>).

Short descriptions of courses offered by the Department of Medieval Studies can be found online at <https://medievalstudies.ceu.edu/programs/courses> or the course hub at <https://courses.ceu.edu/unit/medievalstudies>.

SITS

SITS (<https://sits.ceu.edu/>), the administrative interface between students and the Registry, processes and confidentially displays information concerning your course enrollment, credits, and grades. By logging in with your O365 account, you can consult and enter data that concerns you personally.

Forms and Paper Mail

To meet the administrative requirements of maintaining student records, the departments use some forms. These **forms** keep track of changes. To determine what actions require filling out a form, consult the Program Coordinator. The forms listed below are available at <https://medievalstudies.ceu.edu/ma-forms-student-rights-regulations>:

- "Exemption from a Course" form
- Independent Study form

Each student, as well as faculty and staff, have a **pigeonhole** outside the departmental offices where letters, corrected seminar papers and paper messages can be picked up. Please make sure not to leave valuables or personal belongings in your pigeonholes.

Student Forums are meetings called by the department to inform students about academic issues such as course registration, field trips, 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.

Social Media

The CEU Medieval Studies Department **Facebook** group (<https://www.facebook.com/ceu.med.stud>) and its **Twitter** account (<https://twitter.com/medstudceu>) are informal channels for academic and social communication among students, alumni, and faculty. Facebook group members can receive and share information on grants, scholarships, jobs, conferences, events, and all news of common interest. You can share posts and photos that are relevant to the life of the department.

University-Wide Communications

For general information on current CEU events, you can consult the CEU homepage (<http://www.ceu.edu/>) and the student journal *The Stand* (<https://issuu.com/ceuweekly>). See all of CEU's social media sites (Facebook, Twitter, Instagram, YouTube, Flickr, LinkedIn) at <https://www.ceu.edu/contact>.

The Rector regularly convenes **Town Hall Meetings** open to the entire CEU community, where you can hear about the most recent plans and ask questions.

Research Facilities

The CEU Main Library

Location: Vienna, QS 1st floor

Budapest, Nádor utca 15, 2nd to 6th floor

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 <https://library.ceu.edu/>.

The CEU-ELTE Medieval Library

Rooms 149-150, ELTE campus, 1088 Budapest, Múzeum krt. 6-8.

The Medieval Library is the department's research library, operated jointly by CEU and ELTE (Eötvös Loránd University) in Budapest. With presently more than 33,000 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 http://medlibteka.ceu.hu/ceu_medlib/. Most library holdings are also referenced in the CEU Library online catalogue. For more information consult the Facebook page (<https://www.facebook.com/CEU-ELTE-Medieval-Library-Középkortudományi-Könyvtár-616232321721394/>) or the librarians:

Balázs Nagy, Library Curator (nagybal@ceu.edu)

Office: 1051 Budapest, Nádor u. 9. Faculty Tower, 504

Ágnes Havasi, Chief Librarian (HavasiA@ceu.edu)

Ildikó Csepregi, Librarian (CsepregiI@ceu.edu)

Office: 1088 Budapest, Múzeum krt. 6-8. 1st floor, Room 149

Tel: +36-1-485-5200 or +36-1-411-6900/5139

Interlibrary Loan

Books that are not available in any Budapest library can be ordered by ILL (Interlibrary Loan) through the CEU Main Library.

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, please consult your supervisor and Balázs Nagy concerning your loan quota.

Submit ILL requests online at <https://library.ceu.edu/using-the-library/interlibrary-loan/>.

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 “taught MA,” in contrast to MAs that are based primarily on a research-based thesis and oral defense. Because of the balance of work between courses and individual research, the **MA thesis is relatively short, consisting of no more than 50 to 60 pages (appr. 18,000 words) not counting the bibliography and appendices**. A thesis of this length, with proper academic documentation, provides sufficient proof of a student’s ability to handle primary sources and producing high-quality academic writing in English.

For more details see the MA Thesis Guideline section below and the department’s Academic Writing Reader, the *Little Gray Book*, available on the E-learning site at <https://ceulearning.ceu.edu/course/index.php?categoryid=51>.

Students **must defend** their thesis **orally** in a public defense before a committee of faculty members and external examiners.

Throughout the academic year, **thesis topics** may change considerably for a number of reasons. A student may discover a new interest and there may also be a lack of primary sources or no supervisor available for the topic proposed during the application procedure. In such cases, the student should consult their supervisor and the program director. If a new topic is selected, it may require that a different supervisor be appointed. Once a change of topic or supervisor has been agreed upon, a **student must notify the Program Director and the Program Coordinator**.

For more on the role of the supervisor, see section “Supervisors” under [4](#). Program Structure below.

The Academic Year

This is an overview of the academic year. For precise dates, please consult the academic calendar online at <https://www.ceu.edu/calendar>.

The **2020 CEU Academic Calendar** is structured as follows:

- Pre-Session and Zero Week: September 7-18 and September 21-25, respectively
- Fall Term: twelve weeks from September 28 to December 18
- Holiday break: from the third week of December to mid-January
- Winter Term: twelve weeks from January 11 to April 2
- Research Break and thesis-writing period: six weeks in April and the first half of May
- Thesis Submission (date TBA)
- Academic Field Trip (for the MEDS 1YMA and first-year 2YMA cohorts): in the third or fourth week of May
- Intensive Spring Term: in May and June (to be specified in the departmental calendar)
- Thesis defense and graduation: in mid/late June

Pre-Session and Zero Week

The Pre-Session is designed to acclimatize incoming students to the CEU environment. The program includes general introductory sessions for students about academic and student life resources at CEU. Medieval 1YMA students are strongly encouraged to attend the **“Introduction to Research Resources for Medievalists,”** a one-credit, Pass/Fail course in the Pre-Session that is meant to familiarize students with various research institutions, their collections and databases, and provide them with practical information regarding their access.

In the third week of September (the so-called Zero Week), various faculty members give short presentations concerning the classes they will offer in the upcoming academic year, to allow students to see their new professors at work and to make informed choices from the course offer.

During this week all incoming 1YMA students meet the Program Director and Head of Department and their prospective supervisors (schedule permitting) in a **planning meeting** to discuss their thesis topic and plan the academic year in general.

Fall Term

The **course schedule** is carefully designed to avoid conflicting times for mandatory requirements. However, scheduling conflicts may occur between elective courses, 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 fellow students, who may be able to move the class to another slot. The schedule is compiled by the Academic and PhD Coordinator (Csilla Dobos) but the decision is in the hand of the course instructor.

During the Fall and Winter Terms most courses meet weekly for 100 minutes.

Attendance is mandatory in all classes and is part of the grade assessment of each course.

Most courses allow for missing two sessions, but every absence should be explained to the instructor by email (with a copy to the office) twenty-four hours prior to the class. Three absences or more, with or without prior notice, may result in a Fail. Possible make-up assignments or other compensation for grade are at the discretion of the instructor. See more below.

If a class falls on a national or public holiday, the instructor and students are obliged to make up for the time lost in a separately scheduled session.

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.

Winter Term

Besides the regular coursework as in the Fall Term, students start to write chapters of their theses and work with the departmental Academic Writing Consultant in the framework of the mandatory MA Thesis Seminar.

Research Break / Writing Period

The month of April is a **research break** when students finish thesis research and develop the argument for their theses.

Research grants are available on a competitive basis to fund students' research outside Vienna. These grants are announced by the Program Coordinator twice: before the Winter Break and before the Research Break.

Thesis Submission

Towards the middle of May, MA students **finish their theses, and submit** them to the department through a dedicated page on the E-learning site.

The so-called [Academic Language Check](#) (see details under 5. MA Thesis Guidelines) and optional thesis-writing workshops will also help the completion of the theses.

The thesis submission deadline is communicated by the Program Coordinator and is announced on the E-learning site. It is strictly enforced under the penalty of downgrading in the event of tardiness, because all theses are sent to external readers, who need time to prepare their comments to be read at the defenses in June.

Spring Field Trip

After the submission of their theses, Medieval Studies students leave for a five-to-six-day field trip to sites and areas offering insights into the late antique and medieval civilization and cultural heritage of a selected region outside Austria. **The field trip is mandatory for 1YMA and first-year 2YMA students in Medieval Studies, and for first-year 2YMA students in Cultural Heritage Studies;** their expenses are covered by the department.

Students prepare for the trip during the Winter Term in the Academic Field Trip Seminar.

Intensive Spring Term

In AY 2020/21, the Medieval Studies Spring Term takes place for six weeks, during which mandatory elective one-credit, Pass/Fail courses will be offered to MA students in Vienna as well as in Budapest. Three or more one-credit courses are offered during this period; **students are required to participate in two even if all credits required for the program have been accumulated.** These courses are meant to broaden the intellectual horizons of students beyond their primary area of research.

MA students can only take Spring Term courses above the 2 mandatory credits required in the curriculum for audit. These classes meet intensively and usually carry some written or oral assignment. Instructors include visiting professors, well-known, highly regarded academics whose expertise and networks often provide students with useful contacts for their future careers.

Please note that similarly to the **thesis submission deadlines, Spring Term dates and curricular requirements are different for every department.** Make sure to consult the Medieval Studies calendar (forthcoming) for the correct dates.

Summer procedures and events

In **June**, students defend their theses and attend graduation. The academic year ends with the **Graduation Ceremony** at the end of June.

The precise dates are available at <https://www.ceu.edu/calendar>.

For more detail see [MA Thesis](#) in Section 5 below.

Absence policy

This is a taught MA program. From September until June (except for the Winter and Research breaks) you are required to reside in Vienna or its vicinity during your studies at CEU and be in touch with the department regularly. It may happen that you will have to leave during term time due to unforeseen circumstances or some other reason. To avoid misunderstanding please make sure that you **notify your Program Coordinator, the Program Director, your supervisor by email, and the instructors of the courses you will miss.**

COVID-19

In the current situation, exceptions from the standard absence policy above will be granted to students who cannot travel due to visa applications delays, COVID-19-related travel problems, certified “at risk” medical condition or quarantine, or government restrictions and curfews.

Illness, bereavement, family emergencies

In cases of absence owing to illness, bereavement, etc. students must inform the Program Coordinator and the instructors of the courses the student misses, either by phone or via email and bring a medical certificate after their recovery. Medical certificates are handled confidentially.

Ongoing medical issues and pre-existing conditions are naturally taken into consideration if the need for extensions, waivers, compensation and other issues arises. Please note, however, that medical certificates, bereavement notices and similar documents must be deposited at the department as soon as they become available because these **cannot be submitted retrospectively** at the time of such requests. This means that an illness that took place in November can be cited as a reason for thesis extension in April only if medical certificates were filed at the department back in November. There may be instances when procuring those certificates takes a longer time than expected for bureaucratic reasons; in those cases, notify your Program Coordinator regarding your situation so the department can respond accordingly.

Absences from classes

Most courses allow for missing two sessions, but every absence should be explained to the instructor by email (with a copy to the office) **twenty-four hours prior to the class**. Three absences or more, with or without prior notice, may result in a Fail. In case of illness, bereavement, family emergencies, follow the instructions above and notify your instructor as soon as possible. Possible make-up assignments or other compensation for grade are at the discretion of the instructor.

Financial repercussions

[Student Rights, Rules, and Academic Regulations](#) 6.2: “More than a week of unjustified absence – meaning absence without notice, or absence without approval – noted by an instructor and the department or program head, may result in the immediate suspension of financial aid. The decision is made by the department or program head. Normal courses of appeal are applicable to this case as well.”

4. Program Structure

Courses are assigned credits to aid in calculating the associated workload. “**Credit**” means the number of “points” earned for completing a course; this figure serves mainly to calculate the amount of coursework a student completes. **One CEU credit is equivalent to one hour (50 minutes) per week through a twelve-week semester.** Most courses carry two CEU credits, which means that the class meets weekly for 100 minutes across a twelve-week-long term.

1 CEU credit calculated according to the US accreditation equals 2 ECTS credits, for both MA- and PhD-level courses. Credit values are given according to the US system in official CEU communications.

In order to graduate, one-year MA students **must earn 30 credits**, out of which **4 are earned by a successfully defended thesis**. The remaining **26 are course credits**. For details see below.

In order to complete their degree students must

- be registered for the duration of the program
- reside in Vienna or the vicinity for the duration of studies
- attend and participate in courses as required by course syllabi
- maintaining regular contact with the supervisor, Program Director and Head of Department
- fulfill the curriculum
- earn min. 30 credits (including 4 credits for the thesis)
- submit the thesis with the consent of the supervisor(s) and the Academic Writing Consultant (Zsuzsanna Reed) to the E-learning site and ETD (Electronic Theses and Dissertations) before the defense (after the defense, students have a few days to re-upload a slightly corrected version of their theses to ETD, if so they wish, as long as corrections are very minor and pertain to presentation rather than content)
- submit all required forms to the Program Coordinator
- meet all financial obligations towards CEU
- pass exams and academic assignments with satisfactory grades – Achieving Grade Point Average (GPA): 2.66
- complete the Leaving Form and Graduation Form

See more in [Student Rights, Rules and Academic Regulations](#) (Section 3.)

The [Student Rights, Rules and Academic Regulations](#) stipulates that all students must make satisfactory academic progress according to their academic department's degree requirements to be eligible for any type of university financial aid. **The acceptable levels of performance at the Department of Medieval Studies is specified as follows:**

- Minimum GPA of 2.66
- Enroll in all mandatory courses and the specified number of electives
- Meeting course requirements in enrolled courses
- Satisfactory thesis progress according to the schedule specified in the program, especially the mandatory MA Thesis Seminars

Students who fail to meet these satisfactory progress requirements may be subject to termination of their studies and discontinuation of financial aid. The decision regarding termination of studies is made by the academic department head.

If the supervisor, course instructors or the departmental academic writing instructor notifies the relevant director of studies about their concern regarding student performance, the case may be forwarded to the department head to examine the individual case and advise the student about the possible consequences of unsatisfactory academic progress.

Students are strongly encouraged to notify the relevant faculty members about their difficulties and seek advice before falling behind irreparably. Students can also turn to the Program Coordinator in such cases and can expect their difficulties to be handled with utmost confidentiality.

It is possible to **audit** a class; students may attend a course out of interest without doing out-of-class assignments. This appears on the transcript but earns no credits. Please note that language courses cannot be taken for. Spring term courses can (and should) be taken for audit in case it is above the required 2 credits.

Courses at other CEU academic units

CEU promotes interdisciplinarity and cross-unit collaboration. Therefore, as an MA student you are allowed to earn up to **4 credits per academic year from courses offered by other academic units (but not academic support units) without any formal approval required by the home department** (see lists at <https://people.ceu.edu/>). This is a university-wide regulation endorsed by the CEU Senate. To learn about courses offered at other departments, please visit: <https://courses.ceu.edu>.

Credits earned in classes that are neither offered nor cross-listed by the Department of Medieval Studies beyond the 4 credits mentioned above will appear on the transcript, **but cannot be counted among the elective credits of the 1YMA program**, unless the respective supervisor and program

director confirm in advance that the attendance of the respective class is of particular importance for the student's research plans. Such exemptions include cases when a student is enrolled in a particular specialization, such Religious Studies or Jewish Studies, and is required by that specialization to fulfill a certain number of credits from a range of courses they recognize, some of which may not be official cross-listed by the Department of Medieval Studies.

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

Supervisors

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

Prospective thesis supervisors are assigned by the department **from among the departmental faculty** based on the proposed topic, interview and supervisor availability. In some cases, two faculty members may share supervision (in which case one of them will be the Primary Supervisor and the other Co-supervisor), and **additional external consultants** may be assigned as well. The supervisor(s) **are the student's primary contact** during the research and thesis-writing period. Co-supervision will be discussed at the planning meetings during the Pre-Session. In case of an external supervisor an official request has to be sent to the external supervisor by the internal supervisor of the student (a form is available at the Program Coordinator). It is the student's responsibility to maintain contact with the supervisor(s). If no contact is established between the student and the assigned supervisor by the end of the first term in the first year, **the student is required to approach the supervisor(s)** in email to re-confirm their participation or consult the program director about other available options.

Student preference will be taken into account when assigning thesis supervisors, and an effort will be made to accommodate student requests to work with a particular person. However, students should be aware that because of faculty workload distribution not all requests can be granted. In cases where a student wishes to work with another supervisor or with an external supervisor (faculty from another CEU unit or another institution), **they should first discuss the matter with the Director of the 1YMA Program**, who can approve any changes. PhD candidates in the department and other advanced students (research fellows, post-docs, etc.) may be requested to consult with and assist MA students.

The role of the student in relation to the supervisor is to keep in regular contact during the academic year from the very beginning. Email is one of the best ways for students to keep in touch with supervisors, but face-to-face discussions are also necessary. Each party in the relationship should **communicate** their requests and requirements clearly. Of course, students may disagree with their supervisors, but they should maintain an active discussion until each person understands the other's point of view. It is recommended that after meetings students summarize the most important points and tasks in a follow-up email to their supervisor, as a means to archive progress and avoid misunderstandings. If differences persist, a student may change supervisors; in this case, the change should be discussed with the Program Director.

Schematic chart showing the outline of the **1YMA Program**, AY 2020/21

Fall Term	Credits	Winter Term	Credits
Pre-Session		Mandatory Academic Field Trip Seminar (+ trip in May) <i>(continuing in the Spring term)</i>	0
		Mandatory elective Core class + tutorial	4
Recommended Introduction to Research Resources for Medievalists	1	Mandatory MA Thesis Seminar II	1
Fall Term		Mandatory elective: Source language class(es) II / ATRS courses (Advanced Text Reading Seminars) / Textual Skills	Min. 2 (Max. 4)
Mandatory Introduction to Interdisciplinary Medieval Studies	2	Elective Class	2
Mandatory MA Thesis Seminar I	1	Spring Term	
Mandatory Academic Writing	2	Optional: MA Thesis Writing Workshop	0
Mandatory elective: Core class + tutorial	4	Mandatory elective Spring Term classes (each student must take two)	2
Mandatory elective: Source language class(es) / ATRS courses (Advanced Text Reading Seminars) / Textual Skills	Min. 2 (Max. 4)	Mandatory Academic Field Trip Seminar (+ trip in May) <i>(starting in the Winter Term)</i>	2
Elective Class	2	MA Thesis and Defense	4
TOTAL CREDITS	13	TOTAL CREDITS	17
		ABSOLUTE TOTAL	30

Each course has a syllabus that describes the course content, gives a weekly schedule, readings, assignments and exam dates (if any); it also specifies if the given course is Pass/Fail or for Grade and explains the method of assessment. Syllabi are published on the E-learning site (<http://ceulearning.ceu.edu>). Syllabi may change during the year, so please consult them regularly.

Attendance and class participation are mandatory in all classes and count toward the final grade. For a precise percentage for each course, see the relevant part in the respective syllabus. **Missing more than two classes out of twelve without a valid explanation will automatically result in Fail.** Instructors should be notified of every absence by email prior to the class, with a copy to the office.

MA students may attend courses marked as part of the PhD curriculum, except the Medieval Studies Doctoral Colloquia and the Advanced Research Methodology, which can be attended by MA students only on an occasional basis and without registration.

Registration

For the registration procedure, please consult the Student Records Manual (at the Student Record's Office website). In order to ascertain which courses meet the curriculum requirements of the department, consult the list of courses on the departmental website (<http://medievalstudies.ceu.edu/courses>).

There is a short **add/drop period after the beginning of each semester** when you can change your enrollment in a class. Consult the academic calendar for exact dates. During this period, you can drop enrolled classes or add new ones and you can change the grading option between grade and audit. **This change can only be carried out if the student is already registered for at least one course.** Changes after the add/drop period are not allowed, only for a fee, exceptional cases need to be discussed with the course instructor, the supervisor and the program director. In case of a late drop, the student has to ask permission from the course instructor, inform the Program Coordinator, pay in the late drop/registration fee (see in the Student Records Manual) at the cash desk, and present a receipt of payment to the Student Records Office. **Late drop can only be requested within the first six weeks of each term.**

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 equals the credit value) and then dividing this number by the sum of the weights of the course taken.

See more in Student Records Manual and Student Rights, Rules, and Academic Regulations.

Readings

Texts of the mandatory and most of the optional readings are available in PDF format on the E-learning site (<https://ceulearning.ceu.edu>). In some cases files are available on the CEU Library's **E-Reserve** system, accessed through the catalog box on the library home page, where you can select the course or the professor in a drop-down menu of the catalog for a list of files, books and other items on reserve. When you click on "E-reserve items" you will need to enter a password specified by your instructor. 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 in a brief survey. The CoursEval system is entirely independent of all other university systems. All surveys are anonymous; neither the numeric nor the text answers can be traced back to the individual respondents in any way. Faculty members receive a report on their evaluations only after they have uploaded all the grades to SITS and have no access to the names of individual students.

It is essential that you provide feedback for the courses you attend. 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 Erika Mathe (MatheE@ceu.edu), responsible for preparing, running and aggregating the results of these surveys.

Plagiarism

One of the most severely penalized offenses of academic misconduct is plagiarism, that is, representing the ideas or words of another person without proper attribution to the source of those ideas or words, **regardless whether the omission is intentional or not.** Students should consult faculty or the Academic Writing Center (<http://caw.ceu.edu/>) if they are at all unclear about the difference between appropriate citation and plagiarism. Additionally, students may not submit an assignment or part of an assignment for credit in more than one course unless approved by both course instructors. However, course papers or parts of them may be incorporated into the thesis. Acts of academic misconduct will result in serious consequences such as a failing grade on the assignment or the course, or removal from the program. This rule applies to any paper submitted to any academic forum, including drafts. It is at every instructor's discretion whether they use Turnitin to check for plagiarism or rely on their own

eye to detect problems but in all cases they alert the competent program director who proceeds as required by CEU policy.

For further details, please consult Central European University's Policy on Plagiarism:

<https://documents.ceu.edu/documents/p-1405-1>

Deadlines

It is important to meet deadlines throughout the academic year. Students need to organize their studies effectively to submit work on time. **Deadlines for individual courses, for paper submission or for exams, are given in the course syllabi or communicated by the instructor at the course.** Professors may deduct grade points for turning in work late.

It is also imperative to submit the thesis on time because a chain of subsequent actions depend on timely submission, such as sending the thesis to the external reader, scheduling the defense, and so on.

Mandatory MA Classes

Academic Writing for Medievalists (Fall Term)

The aim of this course, taught by one of the faculty members of the Center for Academic Writing (<https://caw.ceu.edu/>), is to help you develop as a writer within the English speaking academic community by raising awareness of, practicing, and reflecting upon the conventions of written texts. In addition to addressing issues related to academic writing, the course will also focus on the other skills you will need to complete your graduate level work in English.

The Center for Academic Writing is an independent unit within the university with highly trained staff to support all aspects of student writing throughout the academic year.

Introduction to Interdisciplinary Medieval Studies (Fall Term)

The course aims to provide students with an overview of recent historiographical and methodological discussions around "Interdisciplinary Medieval Studies" which bears relevance not only for medievalists, but also for those working on the periods preceding and following it. The class will consist of a series of six lectures by departmental faculty and renowned guests presenting their own discipline and possibilities of cooperation with other historical disciplines on the example of their recent research. Each lecture will be complemented by a seminar session on the following day. Students are expected to engage critically with the lectures and the assigned readings, and to show how their own research topics relate to these disciplines of historical studies.

Core Classes (Fall and Winter Terms)

Students must enroll in one core class and the pertaining tutorial in each term. In exceptional and justified cases the core class+tutorial can be substituted by two 2-credit elective

courses **with the consent of the supervisor and after submitting the “Exemption from a Course” form**. Additionally, students can also enroll in the lecture part of the core class (without the tutorial) as an elective course but cannot take the tutorial without attending the core class.

Lecture element of the Core Classes

Core classes offer a broad but in-depth coverage within a field, 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

Students must enroll in the tutorial pertaining to their core class in each term.

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. Tutorials may consist of a second meeting per week for the whole group or may be arranged 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 addressing their 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.

MA Thesis Seminar I. (1YMA, and second-year students of the 2YMA; Fall Term)

This class prepares students for writing a thesis and covers discussions of thesis structure. A segment of the class will be devoted to oral presentation skills. Each student presents a critique of a previous thesis as well as the outline of their planned thesis.

MA Thesis Seminar II. (1YMA, and second-year students of the 2YMA; Winter Term)

Each student is required to present a draft chapter of the thesis in progress and respond to a critique by other members of the seminar and faculty and, in turn, to serve as a critic of another student's draft chapter. Discussions of academic writing skills oriented toward thesis preparation are a component of this class. Draft chapters prepared for the class must be submitted to the department's Academic Writing Consultant one week prior to the presentation.

As an optional and more individually tailored continuation of the MA Thesis Seminars, students may sign up for an MA thesis writing workshop on the recommendation of their supervisors or their own initiative after the research break. This elective 0 credit course allows a discussion (or a number of discussions) of thesis work before submission. The course will be arranged in a group format and led by a faculty member.

Academic Field Trip Seminar (Winter and Spring Terms)

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 course for the field trip. Students select topics pertinent to the field trip itinerary from a list prepared by faculty members, who will also act as supervisors for the given topics. By the end of the Winter Term students will have researched their topics, prepared a supporting bibliography, written a paper, and identified images for illustration (map, drawing, ground plan, chart, etc.) as requested by the course instructors. During the field trip each student presents a 10-to-15-minute oral report on their topic. Instructions for preparing the field trip paper will be available on the CEU E-learning site.

Exceptions to Enrollment in Mandatory Classes

In exceptional cases a student may request course waivers for certain mandatory classes. If a student wishes to be excused from a class, they should discuss it with the class instructor and their supervisor(s). If there is an agreement that the student can be excused, they then fill out the “Exemption from a Course” form (<https://medievalstudies.ceu.edu/ma-forms-student-rights-regulations>), have it signed by the relevant professors (the course instructor and supervisor) and submit it to the Program Coordinator. Students thus excused need to take an elective course with the same credit value in order to fulfill the mandatory credit requirements.

Failing Mandatory Courses

Besides receiving a Fail (F) due to **unsatisfactory academic performance** in a mandatory course, **failing to meet attendance or other course requirements** will result in an “AF” grade (administrative failure, see *Student Rights, Rules and Academic Regulations* Section 4.3). Neither allows awarding credits for the given course and contributes to the GPA with 0.00.

According to the [*Students Rights, Rules and Academic Regulations*](#), “students who fail to achieve the minimum pass grade during an examination or for course work are **allowed one retake** in case of mandatory exams or courses. A satisfactory retake means the demonstration of a passing performance. The maximum grade allocated in a retake assessment is “RP” (2.33 grade points). Only one retake is allowed for any given course. A retake failure means failing the course. If a student fails the retake of a mandatory course, **his or her enrolment should be terminated**, since the student will not be able to fulfil the degree requirements without the course in question.” (Section 4.1.6)

If more than one examination or assignment is failed during a given academic course, granting a retake is at the discretion of the head of department.

Other Classes

Recommended optional course

Introduction to Research Resources for Medievalists (Pre-Session)

The course introduces research resources offered by CEU in general and the Department of Medieval Studies in particular. It may incorporate presentations offered by faculty members and visits to the main academic libraries and museums in Vienna. In addition, it provides an overview of the research facilities and main academic journals available to the students in our department.

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 Term courses pertaining to the 2YMA program (Historiography, Topical Survey classes) can be taken as electives or audited by the students of the 1YMA program. Please contact the instructors of the courses in question if you are interested.

Failing elective courses

Besides receiving a Fail (F) due to **unsatisfactory academic performance** in an elective course, **failing to meet attendance or other course requirements** will result in an "AF" grade (administrative failure, see *Student Rights, Rules and Academic Regulations* Section 4.3). Neither allows awarding credits for the given course and contributes to the GPA with 0.00.

In case of failing electives, it is possible to retake the exam once. If the course instructor consents to a retake, the form of retakes should be the same as, or similar to, the form of the original examination/assessment.

Source Language, Advanced Text Reading Seminars, and Textual Skills Training

Out of the 30 credits to be completed throughout the academic year, minimum 3 credits (max. 8) should be selected from the available language- and language practice-related course offerings. These can be selected primarily from the Source Language Training (SLTG) courses, complemented by Advanced Text Reading Seminars (ATRS), or the Textual Skills courses.

Source language classes in the language most relevant for the students' thesis work and/or an additional language, chosen in agreement with the supervisor, are mandatory during the Fall and Winter semesters of the academic year for all students, on the level defined by the instructor of the given language.

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 may meet their credit requirements by enrolling in any advanced text reading seminar or textual skill course.

If the student does not take the required credits of these language- or language-practice-related courses, make up for the missing credits from elective courses to meet the credit requirement of the MA program.

Source Language Training

<http://sourcelanguages.ceu.edu/>

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.

Most language courses count 3 credits per term, but the program cap is 4 credits per term. It is not acceptable to fulfill the required elective credits by enrolling in SLTG courses beyond the necessary four credits, so in order to meet the four-credit language cap in the 1YMA 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 two-credit language-related course(s), for example, palaeography or codicology during the year.

Students need to register for SLTG courses for grade if these courses are to fulfill the curriculum requirements. In case of SLTG courses taken beyond fulfilling the mandatory credit requirements, student can take them for Pass/Fail. Consult your supervisor if you feel that more source language training would indeed be beneficial for your thesis or academic progress.

Advanced Text Reading Seminars (ATRS)

In 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. As the students who are eligible to attend will already have sufficient knowledge of grammar and vocabulary, the emphasis of these seminars is not on teaching grammar 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. In case of ATRS courses taken beyond fulfilling the mandatory

credit requirements, student can take them as elective courses, although students are strongly encouraged to enroll in thematic elective courses beyond language-related courses.

Textual Skills Courses

Additionally, classes teaching source-language-related practical methodological skills, such as codicology, palaeography, and diplomatics are included in the 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.

Independent Study

Those students whose special interests fall outside the scope of the regular course offerings can register for Independent Study instead of an elective course and read important works in their area of interest in consultation with their advisors. PhD students with expertise close to the MA student's thesis topic can be involved in selecting and discussing the readings. **1YMA students may earn a maximum of 2 credits in Independent Study.** Students must fill in the Independent Study form 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. The form can be found at <https://medievalstudies.ceu.edu/ma-forms-student-rights-regulations>. Because it is designed to help the student to deepen her/his research in order to be able to finish her/his thesis, **Independent Study cannot be taken after the thesis submission, in the Spring Term.**

Faculty Research Seminar

At the **Faculty Research Seminar** faculty members and guest lecturers present public lectures describing their current research. The regular time slot for these lectures is Wednesdays, 5:30PM to 7PM. **In the Fall Term, it is mandatory for 1YMA students** to attend these lectures as the discussion thereof is an integral part of the mandatory **“Introduction to Interdisciplinary Medieval Studies”** course.

Non-Degree Specializations

In addition to the variety of themes that we offer in our instruction and supervision, the Medieval Studies and History Departments in collaboration with other CEU units have developed several lines of possible specialization and advanced certificate programs:

Advanced Certificate in Religious Studies: <https://religion.ceu.edu/advanced-certificate-religious-studies>

Advanced Certificate in Eastern Mediterranean Studies:
<https://cems.ceu.edu/advanced-certificate-eastern-mediterranean-studies-ems>

Jewish Studies Specialization (JSS, Jewish Studies Program)
<https://jewishstudies.ceu.edu/>

Specialization in Political Thought (SPT): <https://pasts.ceu.edu/political-thought>

These specializations do not lead to a separate degree but they will be marked in a separate diploma. They allow for an additional focus in these study fields 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; to see which ones will be available check the relevant web page: <http://medievalstudies.ceu.edu/non-degree-specializations>. **Students must register for a specialization with the director of the specialization by the end of the Fall Term registration period and also indicate to the MA Program Coordinator that they will be undertaking it.** Please see more information and read the requirements for each specialization on the relevant websites.

In addition to the wide variety of topics that we offer in our instruction and supervision, the Department of Medieval Studies has developed a **Research Focus Group in Cultural Heritage Studies & Policy (CHSP):** <http://medievalstudies.ceu.edu/node/844>.

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.

Benefitting from CEU’s strengths in the social and cultural sciences, CEMS encourages the constant rethinking, and provocative transgression, of existing disciplinary and established or perceived spatial/chronological boundaries and classifications, the questioning of transmitted orthodoxies and heterodoxies, and the privileging of hitherto marginalized texts and source materials.

The Center offers students a **Specialization in Eastern Mediterranean Studies (SEMS):** by cutting through traditional chronological, geographic and disciplinary boundaries, the SEMS presents students with the opportunity to explore how various classical traditions were appropriated by and adjusted to the realities of medieval and early modern polities in the Eastern Mediterranean. This specialization provides a framework for a comparative approach to (as well as in-depth individual focus on) the history, religion and culture of the Later Roman and Byzantine Empires, the Arab Caliphate and the Ottoman Empire in all their diversity.

For the requirements go to: <https://cems.ceu.edu/sems-requirements>.

For more information on the center see: <https://cems.ceu.edu> or contact the Center's Academic Coordinator, Sona Grigoryan (GrigoryanS@ceu.edu) or the Director, Brett Wilson (WilsonB@ceu.edu).

5. MA Thesis and Graduation

General Overview

Every thesis must identify an adequate research topic which includes a manageable field of research and a number of original, researchable questions to investigate. Theses should have an original argument, show a good knowledge of the literature in the field, contribute to the study of the field through original research and by relating the subject 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. The thesis receives a grade (see below) that is factored into the student's GPA.

The **MA thesis is relatively short – some 50 to 60 pages (up to 18,000 words) not including the bibliography and possible appendices.** Controlling the length of the thesis is a critical skill and the required length has been carefully calibrated to reflect the level of detail and focus required from an eight-credit MA thesis: while a longer thesis is not necessarily a better thesis, an overly concise one may not be sufficient to demonstrate the breadth and depth of your knowledge and research in the field. Consult your supervisor in time if the thesis will foreseeably exceed or remain under this length and make sure that they agree with the projected size of your thesis.

The MA Thesis submission deadline and the dates of the thesis defenses is announced in the departmental calendar (forthcoming) and on the E-learning site. The MA Thesis submission deadline is absolutely strict and must be respected by everyone. See also the section on thesis submission, below. MA Thesis Defenses are **public**; students are encouraged to attend the defenses of their colleagues.

Thesis Preparation and Advising

All students' thesis work will be directed by a **supervisor** (or principal supervisor and co-supervisor), assigned by the department from among the departmental faculty. The supervisor should be the student's primary contact during the research and thesis-writing period.

Academic Language Check

Students must have their thesis checked by the departmental Academic Writing Consultant to meet departmental and English-language standards. In order to stagger the workload, this process starts with the first chapters presented in the MA Thesis Seminars and continues with scheduled chapter submissions from the end of the Winter Term onwards. Based on the first chapters, some students may receive waivers from further language checks. The Academic Writing Consultant keeps records about the progress of each student and the amount of text

submitted for academic language check, which are communicated to the supervisors. It is the students' responsibility to schedule, submit for language check and revise their chapters in a timely manner. If a student fails to submit chapters for academic language checks and the quality of writing, formatting and referencing is found subpar by the supervisor(s), they may consider suggesting grade reduction to the external reader or refuse to forward the thesis to the external reader altogether, which automatically results in a Fail.

Besides the language check requirement, to make sure that all students have ample opportunities for one-to-one consultations during the academic year, the department's Academic Writing Consultant works closely with the Center for Academic Writing (CAW, <https://caw.ceu.edu/>) and students are strongly encouraged to arrange individual consultations with members of the CAW on their own initiative.

Thesis Submission

After the approval of the supervisor(s) and the department's Academic Writing Consultant, theses (in .pdf format) and separate abstracts (in .doc or .docx format) must be submitted to the E-learning site and to the ETD site.

If the student misses the departmental deadline, the thesis will be downgraded by one third of a grade for each day of delay, (for example: instead of A, the thesis grade will be A- if submitted late but before noon the next day, B+ after two days, etc). No thesis that is handed in late can obtain the "A" grade. The minimum passing grade for a thesis is C+ (2.33 grade points) (See more in Student Rights, Rules and Academic Regulations 4.2).

If any problem related to submission arises during the thesis-writing period, please consult with the Director of the 1YMA Program and your supervisor **in time**.

If a student is not able to finish the work before the submission deadline **the thesis defense must be postponed to the Fall Term of the next Academic Year. In case of postponing the thesis submission, the student must inform the Head of Department, the Program Director, the Academic Writing Consultant, the Supervisor(s) and the MA Program Coordinator at the end of the research break the latest** by filling out the "Postponed Thesis Submission" form (requested from the Program Coordinator)

Extensions will be granted only in exceptional cases and must be requested from the Head of Department (not the supervisor) in writing by submitting the "Late Thesis Submission" form administered by the Program Coordinator. The form needs the signature of the Head of Department, the Program Director, the Academic Writing Consultant and the Supervisor(s).

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 (see relevant chapter in the Student Right, Rules, and Academic Regulations: <https://documents.ceu.edu/documents/p-1105-2v1605>).

Thesis Evaluation

After the theses have been reviewed by the supervisor(s) and the department's Academic Writing Consultant, each one **is sent to an external reader** by the Program Coordinator 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 one week but at least three days before the defenses. **Two or three questions** from the external reader connected to the thesis, however, are not given to the student but are reserved for the committee chair to ask during the defense. In this period students are not allowed to contact their external readers but they are allowed to discuss the external reader's report with their supervisor(s) in preparation for their thesis defense.

The procedure after submission is as follows:

- The Program Coordinator forwards the theses and evaluation documentation to the external readers.
- External readers confirm receipt to supervisors.
- External readers send their evaluation to the Program Coordinator and cc the supervisors. Evaluations will be uploaded to the E-learning site accessible only by the student (author) and the professors. Questions will also be submitted on the E-learning site but can be accessed only by professors and committee members of the defense.
- Department provides a hard copy of thesis (as submitted on E-learning) for the committee.

Final Procedure and Deposition

In case of theses where **grades were awarded on condition of revision**, corrections must be implemented by the student upon the committee's recommendations. Students are required to add to their thesis front matter a disclaimer page (template provided by the department) stating that the thesis has been corrected and amended as stipulated by the defense committee.

Students must **upload the thesis finalized for defense also to the ETD before the start of their defense**. In case the work does not require any revision, the file will be made publicly available by the MA Program Coordinator upon graduation.

Students can obtain their degree only after uploading the correct version of their thesis to the ETD and completing the Leaving Form.

The upload interface can be found at: <http://etd.ceu.hu>. Guidelines about using the site are available at <http://ceulearning.ceu.edu/course/index.php?categoryid=21>).

After the Research Break (April-May) the Computer and Statistics Center offers a **mandatory** tutorial class on the uploading process where you will learn to structure and format your thesis (a Word document) correctly for uploading, and to convert the 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. You will receive information from the Computer Center about the ETD sessions and the uploading process by e-mail which you should read carefully.

Hard copies to be deposited in the Library are printed by the Program Coordinator downloading the final version from ETD.

Students are required to check their hard copy at the department with the coordinator and **sign** that it is the same version as the one they submitted electronically. **They accept that it is their responsibility to ensure that there are no discrepancies between the electronically submitted thesis and the hard copy**, which appears on page 5 of the thesis. This is the final requisite before the **department can give a permission to Student Records Office to prepare the diploma for the student.**

Printed theses are deposited in the library by the Program Coordinator.

Thesis Format (summary description)

For a detailed guidance consult the departmental academic writing guide, *The Little Gray Book*, and the templates provided by the department and the Computer and Statistics Center, both available on the e-learning site (<http://ceulearning.ceu.hu/course/index.php?categoryid=21>).

MA Thesis Defense

After the theses have been reviewed by the supervisor(s) and the department's Academic Writing Consultant, each one is sent to an external reader by (one of) the thesis supervisor(s) and, if accepted by that scholar and the department, it is defended orally in June.

The defense may take up to **50 minutes**. Each student will have a defense committee consisting of minimum **three members**: an examination chairperson who is a scholar from outside CEU, the supervisor, and another faculty member. Further faculty members 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 Supervisor and the 1YMA 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 may commence without this evaluation.

Students receive two grades for the defense: one for the thesis, and another for the viva voce discussion. The performance of the student during the defense may increase or decrease the **overall grade** of the thesis by no more than one (in exceptional cases by two) degree(s).

Thesis Grading Criteria

The master's thesis offers students an opportunity for in-depth, critical engagement with a defined question from their specialist field. In the grading process, supervisors and external readers are primarily concerned with the student's demonstrated familiarity with and understanding of their subject, primarily through an extensive knowledge of available primary sources and previous scholarship. In addition to questions of content and the student's knowledge in their field, they will assess whether the student is able to coherently present their research questions, methodology, source selection, interpretation and awareness of secondary literature, and possible conclusions and findings in high-quality, coherent academic prose written in appropriate tone and register in accordance with formal regulations.

The following grading criteria summarize the expected level of performance for each grade. In the unlikely event of a single criterion being exceptionally low or high compared to the rest of the criteria within a selected grade field (e.g. all criteria A, except for a C+ academic prose), the thesis may be considered in a median grade field or may be recommended for the higher grade on condition of mandatory revisions.

The criteria below are for guidance only, depending on the field of study additional criteria may be included in the assessment and grading is wholly at the discretion of the departmental faculty.

A

Outstanding performance which considerably exceeds average requirements,

e.g.

- Especially strong original ideas
- Reference to highly specialized literature
- Utilization of new methodology
- Highly effective presentation and argumentation
- Exceptional academic prose and critical apparatus

A-

Performance which considerably exceeds average requirements

- Evidence of strong original ideas
- Appropriate prioritization of presented literature
- Persuasive discussion of the defined question
- Successful application of existing theoretical knowledge
- High-quality academic prose and critical apparatus

B+

Performance which matches the average requirements, e.g.

- Presents existing literature with some original ideas and insights
- Formal criteria fulfilled entirely
- Research questions have been stated in concrete terms
- Thesis is structured in a manner appropriate to the question
- Good academic prose and critical apparatus

B

Performance which matches average requirements, e.g.

- Presents existing literature with some original ideas
- Formal criteria largely fulfilled
- Questions have been put into largely concrete terms
- Thesis is structured in a manner appropriate to the question
- Satisfactory academic prose and critical apparatus

B-

Performance which matches average requirements with minor shortcomings, e.g.

- Presents existing literature with some limited original ideas
- Formal criteria acceptable
- Questions have been expressed to a limited extent
- Thesis is somewhat descriptive but covers aspects of the questions posed
- Understandable academic prose and reasonable critical apparatus

C+

Performance that meets basic expected requirements despite shortcomings, e.g.

- Largely appropriate consideration of relevant literature
- Formal criteria have been fulfilled to a limited extent
- Recognizable effort to put questions into concrete terms and structure the thesis
- Mainly descriptive, with identifiable basic understanding of the theoretical context
- Understandable academic prose and reasonable critical apparatus

Fail

Performance that does not meet the requirements due to significant shortcomings, e.g.

- Failure to adequately examine the relevant literature, use of predominantly non-academic literature
- Substantial formal shortcomings
- Lack of structure, contradictions in argument's development; erroneous, contradictory or illogical argumentation
- Mainly or almost completely descriptive, demonstrates largely incorrect understanding of theoretical context
- Poor academic prose, insufficient critical apparatus, infringement of the rules of good academic practice
- **Plagiarism results in automatic fail** with no further consideration given to the content and merits of the thesis. See CEU policy on plagiarism at <https://documents.ceu.edu/documents/p-1405-1>.

Defense procedure

- Chair welcomes the Candidate and the public.
- The Candidate summarizes the findings, the work (in about 5 mins)
- Chair reads out the external reader's comments and the questions and gives the questions printed to the candidate.
- The Candidate responds to the comments and the questions raised by the external examiner.
- The Defense Committee examines the Candidate: the Candidate responds individually to each question unless he/she wishes to reply at the end.
- The Chair addresses the public: whether anyone wishes to ask questions or comment on the thesis. If so, the candidate responds.
- If there are no more question and/or the time is over (ca. 40-45 min.) the board retires.
- The Chair (or another member entrusted with the task) announces the result of the defense, namely whether the board intends to recommend to the Senate
 - either that the thesis and defense be accepted and the M.A. degree granted, or
 - that the defense be accepted but the degree granted only after revisions have been made and the supervisor has accepted the changes, or
 - that the thesis and the defense be not accepted,
- then main remarks are summarized: positive and negative points, suggestions for further research.

The overall thesis grades (combining the grades for the written work and for the defense) are finalized at the departmental meeting that customarily takes place the day after defenses conclude. Students will be notified of their overall thesis grade through SITS.

After the defense

Leaving procedure

Before leaving CEU, graduating students are required to ensure that:

- they have returned all borrowed materials to their home departments
 - returning all books to the Medieval Library
 - submitting all academic reports
 - making sure all outstanding fees and monies are paid
- they have returned to the Student Life Office their
 - locker key
 - official residency documents (ONLY for non-Austrian EU citizens)
 - Austrian student card
- they do not have any library items in their possession from the CEU Library
- they do not have any outstanding financial obligations

The leaving procedure is coordinated by the Student Records Office together with the various offices and the department.

The student's deposit is refunded only after full clearance in the leaving form.

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 ceremony, the CEU Open Society Prize is also awarded.

Graduation is an important rite of passage for scholars. Everyone should attend, even if he/she has postponed defending the thesis until the next school year. The university provides the regalia (gowns, hoods, mortarboards [hats]) for free. **Due to limited space, each person is guaranteed one ticket for a guest.** Extra tickets may be made available through colleagues, the department and the university, please ask around well ahead in time.

In May, the central administration will be sending out information about filling out the graduation form.

Diploma

The preparation of CEU diplomas involves the cooperation of several administrative and academic units of CEU. The SRO coordinates the efforts of all contributors during this process to achieve the timely delivery of the diplomas. Normally, the timeframe to prepare diplomas is 3 months from the time students have satisfied all academic requirements towards their degree.

Diploma Requirements

Diplomas will be prepared for students only once they have fulfilled the following requirements:

- have submitted all required documents regarding their previous education to the Student Records Office
- have satisfied all academic requirements (all credits are collected, MA thesis submitted to the ETD, Thesis Defense, required thesis related documents)
- have filled out the Leaving Form
- have filled out the Online Graduation Form.

More information at <https://www.ceu.edu/sro/diploma-preparation-schedule>.

If you need a certificate about your studies before you get the diploma, consult the Student Records Office.

6. Grants, Awards, and Funds

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 Grants Management Office (<https://www.ceu.edu/funding-fees/finaid-enrolled/research-travel-grants>) and overseen by the department.

The Call for Applications is circulated **twice during the academic year**, before the Winter and Research breaks respectively. **Application deadlines and requirements will be circulated via email by the Program Coordinator.** Students must ensure proper documentation of research activities and expenses connected to research grants. All the required documents must to be submitted first to the department, then to the Grants Office in original format, and an academic report should be submitted to the department after the research trip. If for any reason the awarded grant is not used, the student must inform the department immediately so someone else can receive funding. See the procedure below.

Procedure:

1. Internal deadline and required documents is circulated by the Program Coordinator via email.
2. Applications are sent to the Departmental MA Research Grant Committee.
3. Departmental Committee decides on the applications.
4. Students are informed about the Departmental Committee's decision and are asked to fill out the Central MA Research Grant Form (in original format, signed by the supervisor and the Head of Department) according to the modifications decided by the Departmental Committee and submit it to the Program Coordinator. The Form is sent to the Grants Management Office which prepares it for the Grants Committee Meeting.
5. The Grants Committee decides on the application and the Grants Office informs the students about the decision. Students receive the money after the trip as a reimbursement.
6. After the research trip, a research report has to be submitted to the Grants Office (required documents are communicated by them) and a 1-1.5 page long academic report has to be submitted to the department.

Deadlines should be taken seriously, applications sent after the deadline will not be taken into consideration.

Questions concerning the research trip should be addressed directly to the Grants Office.

Central CEU-administered grants and awards

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

Academic Awards: (awarded at graduation)

- The Outstanding Academic Achievement Award
- The Academic Pro-Rector's Excellence Award

Travel Grant: Travel Grants enable CEU students to attend academic conferences for presenting results of their research and building their academic presence.

Students may receive information e- from various offices and are advised to seek further information about these grants from the website and other offices. These grants are not administered by the department, please consult the relevant administrative unit for more details: <https://www.ceu.edu/funding-fees/grants-enrolled> and <https://www.ceu.edu/funding-fees/finaid-enrolled/research-travel-grants>.

The Zvetlana-Mihaela Tănasă Memorial Fund

In the past years a number of colleagues, visiting and resident 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 (IAS Princeton), Chair of the department's Academic Advisory Board. **The board awards two prizes annually to graduating Medieval Studies MA students and one CHSP student for special achievements in the spirit of Zvetlana-Mihaela**, a talented alumna of the department who passed away tragically young. The award is given sometimes to those who presented the most innovative work, sometimes to someone who made the most impressive progress during the year or who excelled in collegiality and good fellowship.

More information is available at <https://medievalstudies.ceu.edu/zvetlana-mihaela-tanasa-memorial-fund>.

7. Departmental Events

Field Trips

1. Fall Field Trip: short excursion to one historical region in Austria. (In AY 2020/21, cancelled due to the coronavirus pandemic.)
2. Spring Field Trip: the historical region students visit in the Spring Field Trip is decided by the department (previous years: Italy, Croatia, Poland, Slovakia, Czech Republic, Romania, Serbia, Germany).

The Field Trips are organized by Béla Zsolt Szakács, József Laszlovszky, Dóra Mérai, the MA Program Coordinator at MEDS (Zsófia Göde) and the MA Program Coordinator of CHSP (Ágnes Drosztmér) with the help of PhD students. The field trip is mandatory and free for 1YMA and first-year 2YMA students.

End-of-the-Year Party

The last week of Fall Term: social event including optional gift-giving.

Departmental Closing Party

Informal social evening event after the MA thesis defenses.

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. For more information please consult the departmental website: <http://medievalstudies.ceu.edu/events>.

The various research centers and the Cultural Heritage Studies also sponsor a series of lectures throughout the year, announced on posters and by email.

Workshops and Conferences

Several workshops and conferences will take place in the Fall and the Winter Terms, with the participation of internationally renowned scholars. Students at all levels are strongly encouraged to attend. For more information please consult the departmental website: <http://medievalstudies.ceu.edu/events>.

8. Departmental Publications

<http://medievalstudies.ceu.edu/publications>

Annual of Medieval Studies

The department has a regular publication the *Annual of Medieval Studies* (<http://bohunk.info/ams/>), published yearly. 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.

CEU Medievalia

<https://medievalstudies.ceu.edu/ceu-mediaevalia>

CEU Medievalia aims to be a complex publication series presenting handbooks on the state of various research fields and source collections. 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 and policy-related research projects.

Central European Medieval Texts

<http://ceupress.com/series/central-european-medieval-texts>

This prestigious series consists of bilingual volumes containing the Latin narrative sources of the medieval history of Central Europe, together with their English translation. Each volume is edited and prefaced by distinguished scholars.

Medieval Radio

In 2012, PhD students in the department started our own radio station in conjunction with Civil Radio Budapest. It is available through the internet (<http://medievalradio.org/>). They play medieval music and have their own programming: Past Perfect!, a radio show on medieval and early modern history and culture in association with Civil Radio FM98.

Departmental Research Projects

Departmental faculty and doctoral students run a number of international or CEU funded research projects, some examples can be seen at <http://medievalstudies.ceu.edu/research-and-publications>.

Students interested in joining these projects should contact the relevant faculty members.

9. 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 or four years of funded studies and research. Those wishing to proceed to the doctoral program may apply at the beginning of the second term of the 1YMA Program, i.e. in the January before completing their studies: <https://medievalstudies.ceu.edu/doctor-philosophy-late-antique-medieval-and-early-modern-studies>

MA students are strongly encouraged to apply during their studies for various reasons, including the availability of expert assistance in building a convincing research proposal, both with regard to content and academic language, as well as the available resources at CEU and beyond. Writing applications and proposals is a highly valued transferable skill, which will be vital in your future career, academic or not and the department recommends using this opportunity to familiarize yourself with application processes and requirements as well as your own strengths and weaknesses.

ERASMUS internship grants

The ERASMUS+ Internship Mobility Program enables CEU students to spend an integrated internship period between 2 to 12 months at an Erasmus partner institution or any organization listed below. Within this framework it is also possible for recent graduates of any program to apply for an internship grant. In this case application must be submitted and internship contract must be signed before graduation. Students are selected for an Erasmus grant by the Scholarship Advisory Committee on the basis of academic ability and the relevance of the proposed internship to their studies at CEU

See more at: <https://www.ceu.edu/non-degree/erasmus>

CEU Summer University courses

CEU's Summer University is a very special postgraduate opportunity. The Medieval Studies Department might propose a one or two-week Summer University workshop for professionals, including new MAs; the subjects vary depending on the organizers. <https://summeruniversity.ceu.edu/>.

The “CEU experience”

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

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 growth 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.

Environmentally conscious community

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.

Drinking water in Vienna is safe, and students are encouraged to use reusable drinking bottles. Drinking fountains are available to fill bottles across the whole campus.