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# Two-Year MA Program

in Comparative History: Late Antique, Medieval, and Renaissance Studies

at CEU, Budapest, in the Academic Years 2019/20 and 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 Resource Office

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 two challenging years 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 these years 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 2YMA program in which you are enrolled was launched in 2008-2009 as a common initiative between the Medieval Studies and History Departments. Its academic degree is registered 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 Hungarian Accreditation Committee.

The program consists of two tracks: Late Antique, Medieval, and Renaissance Studies, and Comparative History: From 1500 to Present Time. Teaching comprises joint courses that are mandatory for students of both tracks, mandatory courses of the respective department, and elective classes that may be selected from the course offer of both departments. As part of their research tasks, students prepare and defend a prospectus of their proposed MA thesis during the first year. In the second year students join the MA program of their chosen department and write and defend a thesis on either a medieval or a modern historical topic.

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

The department also offers two other MA programs which share common elements with the 2YMA program. The **one-year MA program in Medieval Studies (1YMA)** and the **two-year MA program in Cultural Heritage Studies (CHSP)**.

The **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 Medieval Studies 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: Nádor u. 9, Faculty Tower Room 507

E-mail: [Klanicz@ceu.edu](mailto:Klanicz@ceu.edu)

Tel: +36-1-327-2252

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

#### **Daniel Ziemann, Director of the Two-Year MA Program, Medieval Studies track**

Office: Nádor u. 9, Faculty Tower Room 504

E-mail: [ZiemannD@ceu.edu](mailto:ZiemannD@ceu.edu)

Tel: +36-1- 327-3044

The program director is responsible for working with the Program Coordinator to supervise the smooth operation of the program and to help MA students manage their studies at CEU, including dealing with academic dilemmas, problems with the requirements, and other concerns.

### **Zsuzsanna Reed, Departmental Academic Writing Instructor**

Office: Nádor u. 9, Faculty Tower Room 506

E-mail: [reedzs@ceu.edu](mailto:reedzs@ceu.edu)

Tel: +36-1-327-3045

In close cooperation with the instructors at the Centre for Academic Writing, the departmental academic instructor is a specialist working with medieval studies and history students. Besides teaching research methods and academic writing at all levels in both departments, the academic writing instructor 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.

### **Program Coordinators**

The program coordinators are responsible for the smooth daily running of the program.

Ágnes Bendik deals with the general administrative issues, including registering for classes and keeping in contact with the Student Life Office.

Johanna Tóth will assist you with research grant applications, field trips and other departmental events, as well as organizing student forums. She also advises you on curricular issues in the second year of your study.

### **Ágnes Bendik, Coordinator of the Two-Year MA in Comparative History: Late Antique, Medieval and Renaissance Studies**

Office: Nádor u. 11, Room 102/A

Email: [bendikag@ceu.edu](mailto:bendikag@ceu.edu)

Tel: +36-1-327-3000/2591

### **Johanna Tóth, Coordinator of the MA Programs of the Medieval Studies Department**

Office: Nádor u. 9, Faculty Tower Room 501

Email: [tothjo@ceu.edu](mailto:tothjo@ceu.edu)

Tel: +36-1-327-3050

### **Anastasia Theologou, Medieval Studies Event and Research Assistant**

Office: Nádor u. 9, Faculty Tower Room 501

Email: [Theologou\\_Anastasia@phd.ceu.edu](mailto:Theologou_Anastasia@phd.ceu.edu)

Tel: +36-1-327-3051

The research assistant organizes various events at the department (conferences, workshops, public lectures), and assists ongoing research projects.

**Csilla Dobos, Academic and PhD Program Coordinator of the Medieval Studies Department**

Office: Nádor u. 9, Faculty Tower Room 502

Email: [Dobos@ceu.edu](mailto:Dobos@ceu.edu)

Tel: +36-1-327-3002

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

For information and administrative assistance concerning classes and extracurricular activities offered by the Department of History, please contact Ágnes Bendik (contact details above) or:

**Balázs Trencsényi, Head of the History Department**

Office: Nádor u. 11, 1<sup>st</sup> Floor, Room 101

Email: [trencsenyib@ceu.edu](mailto:trencsenyib@ceu.edu)

Tel.: +36-1-327-3000/2302

**Anikó Molnár, Coordinator of the 1YMA Program of the History Department**

Office: Nádor u. 11, 1<sup>st</sup> Floor, Room 102

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Tel: +36-1-327-3194

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

Location: Nádor u. 11, 3rd floor, Room 304/305

Email: [studentlife@ceu.edu](mailto:studentlife@ceu.edu)

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

The **Student Records Office (SRO)** provides a wide array of services related to the academic aspects 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 the University Information System related to academic matters.

Location: Nádor u. 11 Building, 3rd floor

Email: [registry@ceu.edu](mailto:registry@ceu.edu)

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

## Student Representatives

At the departmental level, students elect three **student representatives**, one each for the 1YMA, the 2YMA and the PhD programs. Per request 2YMA students can elect two student representatives, one for the first year and one for the second year program. 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 to either 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 password from the IT department after passing a basic computer proficiency test in the Pre-Session. It allows you to access computers, scanners, printers, and other electronic facilities on campus and to log into the protected electronic resources of departments and courses, and your personal email account.

If you have difficulties with your computer or with the printer, please contact the **IT Student Help Desk** in the CEU Library (N15, Room 405) (Tel: 327-3030; from a university phone simply dial 3030) or the Help Desk at the Kerepesi Residence Center (Tel: 327-5043; from a dormitory phone simply dial 5043). The opening hours are matching the Library's hours, generally IT colleagues are available there between 8am-10pm on weekdays, and 1pm-7pm on weekends.

If you need a **projector or video player for a presentation**, in case it takes place in a classroom that is not equipped already with such facilities, please contact the Departmental Staff at least one day in advance, so that they can help to reserve the needed device (**reservations must be made at least 24 hours before the date of the presentation**).

*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 login 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](mailto: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 mail system,** private e-mail 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, he or she expects 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 have to be uploaded to the e-learning site as specified by the instructor(s). If you e-mail 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-3>).

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 student and registry, processes and confidentially displays information concerning your course enrolment, 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 a number of forms in hard copy. 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
- registration for final exam
- mid-term report

Each student has a **pigeon hole** outside the departmental offices (Nádor u. 9, Faculty Tower 5<sup>th</sup> floor) where letters, corrected seminar papers and paper messages can be picked up. Please make sure not to leave valuables or personal belongings in your pigeon holes.

Faculty and staff members also have pigeon holes which can be found next to the students' pigeon holes.

## **Student Forums**

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

## **Social Media**

The **Facebook group** of the CEU Medieval Studies Department (<https://www.facebook.com/ceu.med.stud>) is a medium for academic and social communication among students, alumni, and faculty. 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 which is 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/>), the online journal *CEU Planet* (<http://www.ceu.edu/category/ceu-planet>), and the student journal *CEU Weekly* (<http://ceuweekly.blogspot.hu>). CEU has an Instagram site: <https://www.instagram.com/ceuhungary/>.

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: CEU campus, Nádor utca 15. 2<sup>nd</sup> to 6<sup>th</sup> 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/>.

### **CEU Library (Vienna)**

This location holds a smaller number of print books and provides access to same electronic journals, e-books and databases from Library's website. CEU Library books located in Budapest can easily be delivered to Vienna.

## **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). With presently more than 30,000 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/](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](mailto:nagybal@ceu.edu))

Office:

1051 Budapest, Nádor u. 9. Faculty Tower Room 401

Tel: +36-1-327-3052

**Ágnes Havasi, Chief Librarian** ([havasias@ceu.edu](mailto:havasias@ceu.edu))

**Ildikó Csepregi, Librarian** ([CsepregiI@ceu.edu](mailto: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

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

(Nádor u. 9, Faculty Tower 408)

The Visual Information Center (also known as the “Visual Lab”) is a departmental library of visual and other sources on the European Middle Ages. It provides access to major collections of visual resources on CD-ROM, microfiche, and laser disc. It holds a complete collection of all the miniatures from 6000 manuscripts in the Vatican Library and the microfiche edition of the Marburger Index, the most complete visual documentation of art in Germany and neighboring regions. These resources are mostly used by MA and PhD students of the department; but the VIC, being the only such collection in the East Central European region, also serves other institutions as well as independent scholars.

In addition, the VIC serves as a research center and provides educational services. Students of the department can develop their visual projects using special software. If students have questions or queries concerning the materials and programs of the VIC, they can consult the responsible faculty member, **Béla Zsolt Szakács** ([szakacsb@ceu.edu](mailto:szakacsb@ceu.edu)).

## Budapest Research Libraries outside CEU

A number of major research libraries are located in Budapest.

The three most important ones are:

- The **National Széchényi Library** (*Országos Széchényi Könyvtár, OSZK*), is the national legal deposit library of Hungary, founded in 1802. Its mission is to collect all books printed in Hungary and Hungarian books printed abroad. It is housed in Building F in the Buda Castle.  
Website in English at <http://www.oszk.hu/en>.
- **ELTE University Library** (*ELTE Egyetemi Könyvtár*) is the oldest library in the country, founded in 1561. It is situated in the 5th district, Ferenciek tere 6.  
Website in English at <http://konyvtar.elte.hu/en/>.
- **Library and Information Center of the Hungarian Academy of Sciences** (*Magyar Tudományos Akadémia Könyvtára, MTA*) is a national research library founded in 1826 and situated at Arany János u. 1.  
Website in English at [http://konyvtar.mta.hu/index\\_en.php](http://konyvtar.mta.hu/index_en.php).

Major Budapest libraries and databases will be introduced in the mandatory “Introduction to Research Resources for Medievalists” course during the Pre-Session. Their holdings can be searched in the cumulative catalogue MOKKA (*Magyar Országos Közös Katalógus*, <http://www.mokka.hu/>). Some of the ancient holdings are not yet included in this online catalog.

## Interlibrary Loan

Books that are not available in any 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

#### Coursework and research

An MA at CEU consists of a combination of formal **coursework** (classroom hours) and supervised **individual research** leading to a thesis. As a result of the number of courses to be attended (some mandatory, some elective), this type of degree is often referred to as a version of the “taught MA,” in contrast to MAs that are based primarily on a research-based thesis and its oral defense. Because of the balance of work between courses and individual research, the **MA thesis is relatively short, consisting of no more than 60 pages (appr. 18,000 words) not counting the bibliography and possible appendices.** A thesis of this length, with proper academic documentation, provides sufficient proof of a student’s ability to handle primary sources 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.

Students in the two-year program are expected to arrive with plans for a thesis topic, but these plans do not have to be finalized until the prospectus-writing workshop in the Winter Term of their first year. 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 the 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 MA 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/sites/default/files/attachment/basic\\_page/173/academiccalendar2019-20final3.pdf](https://www.ceu.edu/sites/default/files/attachment/basic_page/173/academiccalendar2019-20final3.pdf) and the departmental calendar at the departmental homepage under *Events* at <https://medievalstudies.ceu.edu/departmental-calendar-2019-2020>

The **CEU academic calendar** is structured as follows:

- Pre-Session and Zero Week: the first two weeks at the beginning of September
- Fall Term: twelve weeks from mid-September to early December
- Holiday break: from the second week of December to early January
- Winter Term: twelve weeks from January to March
- Research Break and thesis-writing period: six weeks in April and the first half of May
- Thesis Submission
- Field Trip: in the third or fourth week of May
- Intensive Spring Term: two weeks at the end of May-June
- Thesis defense and graduation: in mid/late June

### Pre-Session

The Pre-Session is designed to acclimatize first-year students to the CEU environment. The program includes general introductory sessions for students about academic and student-life resources at CEU and Academic Writing classes. Medieval 2YMA students are required to attend the **mandatory courses** “**Introduction to Research Resources for Medievalists**” and “**Academic Latin: An Introduction to Research Methodology.**”

A **two-day excursion to a historical region** in Hungary is mandatory for the 1YMA students, the first-year students of the 2YMA program, and for first-year CHSP students; travel, accommodation and entrance fees are covered by the department.

2YMA students in their second year are not required to attend Pre-Session classes, but they are invited to join the field trip if there is sufficient room and they pay their own expenses.

### Zero Week

In the second week of the pre-session (the so-called Zero Week), various faculty members give sample lectures and 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. By this time, the second-year students of the program are also required to be in attendance.

Depending on their availability, during the Pre-Session or Zero Week all students meet the Program Director and their prospective supervisors in a **planning meeting** to discuss their thesis topic and plan the academic year in general.

### **Fall Term (Vienna)**

In the first two weeks of the Fall term (September), 2YMA first year students stay in Budapest, and only leave by centrally organized coaches for Vienna on the last weekend of September and spend the whole Fall semester there. During their stay in Vienna, students will get a higher, so-called “Vienna stipend.” Those who are given room in the Kerepesi dorm in Budapest will also be provided accommodation in Vienna, including the Budapest-citizens without a dorm in Budapest. More information related to the stay in Vienna will be communicated by the Vienna Project Office. Any remaining questions should be addressed to them at [ViennaProjectOffice@ceu.edu](mailto:ViennaProjectOffice@ceu.edu).

In their first term, students of the 2YMA program in Medieval Studies have to take certain mandatory courses and choose from a set number of topical survey courses both offered in the integrated teaching program of the Departments of History and Medieval Studies. Classes will provide training in the methods and the theoretical foundations of historical studies, in source languages and in other skills; in other words, they aim at knowledge largely independent of the period, discipline and geographical region you have chosen to specialize in. In addition, students take elective classes, which they may select from the MA program of the Medieval Studies Department or from cross-listed classes of medieval interest offered by other CEU departments.

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 Semesters 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 details in the 4. Program Structure section 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 (Budapest)**

Besides the regular coursework as in the Fall Term, in the framework of the mandatory MA Thesis Planning Seminar, first-year students start to work on the thesis prospectus, second-year students start to write chapters of their theses.

### **Research Break / Writing Period**

The month of April is a research break when first-year students begin to pursue research on the sources and secondary literature necessary for their theses and develop their prospectus; second-year students finish thesis research and develop the argument for their theses.

**Research grants** are available on a competitive basis to fund students' research outside of Budapest. Students become eligible for this grant after successfully defending their prospectus. As you are not entitled to more than one CEU-sponsored research grant during your MA study period, you should discuss with your supervisor the right moment to apply for a grant. These grants are announced by the MA coordinator twice: before the Winter Break and before the Research Break.

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

## Spring Field Trip

After the submission of the prospectus, Medieval Studies students leave for a five or six days' field trip to sites and areas offering insights into the medieval civilization of a selected region outside Hungary. **The field trip is mandatory for 1YMA and first year 2YMA students in Medieval Studies, and for first year students in Cultural Heritage Studies;** their expenses are covered by the department.

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

2YMA students may participate in the field trip in their second year if there is room on the bus. They are required to cover partial participation fee and costs.

## Intensive Spring Term

The Spring Term takes place after the submission of the prospectus or, in the second year, after the theses are submitted and sent to external readers. Three or more one-credit courses are offered during this period, out of which **students are required to participate in two even if all credits required for the program have been accumulated.**

MA students can only take Spring Term courses for audit above the 2 mandatory credits. These classes meet intensively and usually carry some written assignment. Instructors are usually 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 for the correct dates.

## Defense Period

First-year students in the 2YMA program **defend their thesis prospectuses in-house;** no outside readers are involved. Approval of the prospectus by a **committee of departmental faculty** is a condition for continuing in the program. This event marks the end of the regular academic year for the first-year students.

## Summer tasks

Students should devote the **summer break** to specific research tasks in consultation with their supervisors, and **work on the thesis chapter** that has to be presented in the Fall term MA thesis seminar.

As a follow-up of the prospectus defense and in preparation for the MA Thesis seminars to be held in the Fall and Winter terms in the second year, students are required to **develop their prospectus and work on their bibliographical research** over the summer. As students are advised at the prospectus defense, they will primarily have to work on revising and developing their prospectus according to the suggestions and questions raised at the defense and re-submit

the revised version at the end of the summer break. The deadline for electronic submission is announced by the 2YMA Program Coordinator (Ágnes Bendik) and the corrected prospectus needs to be uploaded to the e-learning site.

In addition to the prospectus development, students are required to **prepare an annotated bibliography** prior to the start of the MA Thesis Seminar course in the Fall Term. The annotated bibliography needs to contain at least ten items, out of which the primary sources may be the same that were in the original prospectus bibliography, but the secondary sources need to be new, i.e. not in the original prospectus. Ideally these are works students discovered and consulted over the summer.

Details of the required format and the exact submission date (normally the end of the Pre-Session) will be communicated by e-mail.

These assignments are not graded, but mandatory.

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

## **The Second Year**

The structure of the second year resembles the first one insofar as the fall and winter terms also contain **several mandatory or mandatory elective classes**. These are, in particular, the **departmental core area courses** (core classes) and the **MA Thesis Seminars** which the second-year students attend together with the students of the 1YMA program.

## **Research Break / Writing Period**

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

## **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, because all theses are sent to external readers, who need time to prepare their comments to be read at the defenses in June.

The **Spring Term** takes place after the theses are submitted and sent to external readers.

## **Summer procedures and events**

In **June**, second-year 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>, and <https://medievalstudies.ceu.edu/departmental-calendar-2019-2020>.

For more detail see [MA Thesis Guidelines](#) in Section 6 below.

## **Absence policy**

This is a taught MA program. From the beginning of the Pre-Session until the last weekend of September you are required to reside in Budapest or its vicinity, from the last weekend of September until the end of the Winter term in December in Vienna 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 departmental coordinator, the program director, and your supervisor by e-mail**.

## **Illness, bereavement, family emergencies**

In cases of absence owing to illness, bereavement, etc. students must inform the departmental MA program coordinator either by phone or via e-mail 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.

## **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 are worth two CEU credits, which means that the class meets weekly for 100 minutes and the course lasts the whole semester (twelve weeks).

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

In order to graduate, two-year MA students **must earn 66 credits**, out of which **8 are earned for a successfully defended thesis**. The remaining **58 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 Budapest or in Vienna for the duration of studies (details explained above)
- 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. 66 credits (including 8 credits for the thesis)
- submit the thesis with the consent of the supervisor(s) and the academic writing instructors to the e-learning before the defense and to the ETD after the defense
- 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.)

### **Satisfactory Progress**

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 or US federal government financial aid programs (in the case of US citizens or permanent residents).

**The minimum acceptable level of performance at the Department of Medieval Studies is specified as follows:**

- Minimum GPA of 2.66
- Enroll to 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 Thesis Seminars
- Successful prospectus defense

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.**

It is also possible to **audit** a class; students may attend a course out of interest without doing out-of-class assignments. This appears on the transcript but earns no credits. Please note that language courses cannot be taken for audit. Spring term courses can 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 2YMA 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.

**Students have significant latitude in selecting courses**, although overly heavy class-loads 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.

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 and Zero Week. 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 e-mail 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 2YMA 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. E-mail is one of the best ways for students to keep in

touch with supervisors, but face-to-face discussions are also necessary. Each party in the relationship should **communicate** 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 e-mail** 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 Director of the Two-Year MA Program. All students need to submit a Mid-term report to the MA Program Coordinator in each term signed by the Primary Supervisor (see the form at <https://medievalstudies.ceu.edu/ma-forms-student-rights-regulations>). Do not leave for holiday/research break before submitting the form.

Schematic chart showing the elements of the **2YMA program**.

**Degree title:** MA in Comparative History: Late Antique, Medieval, and Renaissance Studies

<b>Year 1-Fall Term</b>	Credits	<b>Year 1-Winter Term and Spring Term</b>	Credits
<b>Pre-Session</b>		<b>Winter Term</b>	
MANDATORY Academic Latin: An Introduction to Research Methodology	1	MANDATORY Historiography II: Grand Debates ( <i>choose one from 3 regional options</i> )	2
MANDATORY Introduction to Research Resources for Medievalists	1	MANDATORY MA Thesis Planning Seminar	2
<b>Fall Term</b>		MANDATORY Academic Field Trip Seminar (+ trip in May) ( <i>continues in the Spring Term</i> )	0
MANDATORY Academic Writing ( <i>starting in the Pre-Session</i> )	2	Source Language class(es) / Advanced Text Reading Seminars [ATRS] / Textual Skills	Max. 4 (Min. 1)
MANDATORY Historiography I	2		
MANDATORY Interdisciplinary Methods of Comparative History	2		
MANDATORY Topical Survey course [TS] ( <i>Students have to register for 2 TS courses across two academic years</i> )	Min. 2	Core class [CC] + tutorials ( <i>or two elective classes with the supervisor's consent, form: "Exemption from a Course"</i> )	4
Source language class(es) / Advanced Text Reading Seminars [ATRS] / Textual Skills	Max. 4 (Min. 1)	<b>Spring Term</b>	
Elective course (2)	4	MANDATORY MA Thesis Prospectus Seminar	2
		MANDATORY ELECTIVE two Spring Term elective classes	2
		MANDATORY Academic Field Trip Seminar (+ trip in May) ( <i>started in the Winter Term</i> )	2
	<b>16</b>		<b>20</b>
		<b>TOTAL CREDITS first year</b>	<b>36</b>

In the **second year** 2YMA students are streamed into the one-year MA program

<b>Year 2-Fall Term</b>	<b>Credits</b>	<b>Year 2-Winter Term and Spring Term</b>	<b>Credits</b>
MANDATORY MA Thesis Seminar	1	MANDATORY MA Thesis Seminar	1
Topical Survey 2 [TS] <i>Students have to register for 2 TS courses across two academic years</i>	2	Source Language class(es) / Advanced Text Reading Seminars [ATRS] /Textual Skills	Max. 3 (Min. 1)
Source Language class(es) / Advanced Text Reading Seminars [ATRS]/Textual Skills	Max. 3 (Min. 1)	Core class [CC] with tutorial <i>(or two elective classes with the supervisor's consent, form: "Exemption from a Course")</i>	4
Core class [CC] + Tutorials <i>(or two elective classes with the supervisor's consent, form: "Exemption from a Course")</i>	4	<b>Spring Term</b>	
Elective course or Core class (without tutorial)	2	MA Thesis Writing Workshop <i>(optional)</i>	0
		MANDATORY ELECTIVE two Spring Term elective courses	2
		MANDATORY MA Thesis	8
	<b>12</b>		<b>18</b>
		TOTAL CREDITS 2 <sup>nd</sup> year	<b>30</b>
		<b>GRAND TOTAL</b>	<b>66</b>

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** is 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>).

Students can only register\* during the registration period (see under Registration Calendar in this document). After having registered, students can modify their course selection by adding or dropping courses. Add/drop through the e:Vision is possible during the registration period. In case you failed to register, a late registration fee of 5000 HUF must be paid. After the end of the registration period, e:Vision will not allow any further changes to your registration records.

\* At CEU, registration for a course automatically indicates that the student also registered for the examination and paper submission related to that course.

Registration starts at 8:15 A.M. on the first day and ends at midnight on the closing day (the electronic system is programmed accordingly). Students are advised not to postpone registration till the last moment, but rather finalize the course selection well in advance.

	PERIOD	TECHNICAL SIDE
FALL SEMESTER (for the whole academic year)	9-29 September, 2019	All functions in e:Vision are accessible for both registration and add/drop for the whole academic year.
WINTER SEMESTER (with possibility to change the registration for the Winter term)	2 December, 2019 – 12 January, 2020	All functions in e:Vision are accessible for both registration and add/drop for the Winter term
SPRING SEMESTER (with possibility to change the registration for the Spring term)	16 March, 2019 – 5 April, 2020	All functions in e:Vision are accessible for both registration and add/drop for the Spring 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. It is managed solely by the Institutional Research Office at the Office of the Provost. All surveys are anonymous; neither the numeric nor the text answers can be 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 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 the Institutional Research Office.

## 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.

For further details, please consult:

P-1405-1 - 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 Latin: An Introduction to Research Methodology (Pre-Session)**

This course is meant to equip all students enrolled at the Department of Medieval Studies with a basic knowledge of Latin as a “technical language” still used today in academic environments. To this purpose, the course will provide an overview of several types of source publications and secondary literature from various fields and of the Latin terminology attached to these, starting from common phraseology and abbreviations still present in academic parlance (such as i.e., e.g., viz., *alumnus*, *idem*, *ibidem*, *passim*, et al.), going through practical issues such as identifying and handling relevant bibliographic data of publications issued in Latin (dates, places, names, titles of critical editions or scholarly works composed in Latin), managing technical descriptions in Latin as still used in research instruments such as source inventories, manuscript catalogues, or various online bibliographic/textual databases.

This course is mandatory for the 1YMA and first-year 2YMA students enrolled at the Department of Medieval Studies, but it is also open to first-year PhDs of the Medieval Studies Department and first-year 2YMA students on History track. The course consists of six 100-minute classes during the Pre-Session and Zero Week.

### **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 incorporates presentations offered by faculty members and visits to the main academic libraries in Budapest. In addition, it provides an overview of the research facilities and main academic journals available to the students in our department.

### **Academic Writing (starts in the Pre-Session and ends in the 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.

### **Historiography: Themes in Its History and Approaches to Its Theory (First Year, Fall Term)**

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

### **Interdisciplinary Methods of Comparative History (First Year – Fall Term)**

Historians routinely engage in comparisons. But not all history is comparative history. What distinguishes comparative historians is that they make more or less explicit use of comparison as a method traditionally based in the social sciences. This course is designed to give students the opportunity to reflect on the aims, key assumptions, and concepts, of comparison in history, its various applications, its benefits, and the challenges it faces in selected historiographies across the medieval, early modern and modern periods. Its aim is to sensitize students for the variety, importance, and implications, of comparative approaches, without, however, offering a comprehensive catalogue of methods or equipping students with a standard toolbox for comparativists.

### **Topical Survey Courses (First Year, Fall Term)**

These courses are co-taught by two professors, usually one from each department. They are broadly thematic and cover interrelated historical processes in medieval, early modern, and modern times. The specific content and readings in the courses vary from year to year depending on the teaching team. 2YMA students must choose two out of these courses during two academic years. Topical Survey courses are only offered in the Fall Terms. Please consult the course list about the topical survey courses offered in the current academic year at the departmental webpage at <http://medievalstudies.ceu.edu/programs/courses>. The optional Historiography Seminar offered alongside with the Historiography course may substitute one of the Topical Survey courses.

### **MA Thesis Planning Seminar (First Year, Winter Term)**

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

### **Historiography II: Grand Debates (First Year, Winter Term)**

The continuation of the Historiography course provides a detailed discussion of the historical debates relating the general paradigms of European and world history to the specific problems of three historical regions: Central Europe, Russian and Eurasian and the Mediterranean. The course also discusses cases when the specific interpretations of the history of the regions in question have given rise to the formulation of a more general historical or theoretical problem. Students join the regional group that is the closest to their research interest.

### **Core Classes (Fall and Winter Terms)**

**Students must enroll in one core class and the pertaining tutorial in each term from the winter term of their first study year onwards.** In this way, during their studies 2YMA students must complete 3 core classes with the tutorials. In exceptional and justified cases the core class plus tutorial can be substituted by two 2-credit elective courses **with the consent of the supervisor and after submitting the “Exemption form a Course” form.** Students can enroll to 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.

### **Academic Field Trip Seminar (First Year – 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 in the first year, 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 two-page paper, and identified images for illustration (map, drawing, ground plan, chart, etc.). During the field trip each student presents a 10- to 15-minute oral report on his/her topic. Instructions for preparing the field trip paper will be available on the CEU e-learning site.

### **Prospectus Writing Seminar (First Year, Spring Term)**

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

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

This class prepares students for writing a thesis and covers discussions of thesis structure. A segment of the class will be devoted to oral presentation skills. Each student presents a critique of a previous thesis and each 2YMA student gives a detailed report on his/her research activities over the summer and presents an early draft of a thesis chapter. Submitting a revised prospectus and an annotated bibliography at the end of the summer break is an ungraded, mandatory prerequisite for this seminar.

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

Each student is required to present a draft chapter of the thesis in progress and respond to a critique by other members of the seminar and faculty and to serve as a critic of another student's draft chapter. Discussions of academic writing skills in thesis preparation are a component of

this class. Draft chapters prepared for the class must be submitted to the Academic Writing Instructor one week prior to the presentation.

## **Exceptions to Enrolment 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, he/she should discuss it with the class instructor and his/her supervisor. If there is agreement that the student can be excused, he/she then fills out the “Exemption of a Course” form (<https://medievalstudies.ceu.edu/ma-forms-student-rights-regulations>), has it signed by the relevant professors (the course instructor and supervisor) and submits 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**

### **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.

### *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.

### **MA Thesis Writing Workshops (second-year students; Second Year, Spring Term - optional)**

Students may sign up for an MA thesis writing workshop on the recommendation of their supervisors or their own initiative after the research break (mostly in early May). 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.

### **Source Language and Textual Skills Training**

Out of the 66 credits to be completed throughout the academic year, in the first year max. 8 and in the second year max. 6 can be selected from the available language- and language practice-related course offerings. These can be selected primarily from the Source Language Training (SLT) 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 years 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 or participate in advanced source reading may meet their credit requirements by enrolling in any advanced text reading seminar or textual skill course.

If the student does not take the maximum 8 and 6 credits from the language- or language practice-related courses, he/she still needs to collect the remaining 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 requirement is 4 credits in the first year's Winter Term. In order to meet the four-credit language requirements in the 2YMA 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.

It is not acceptable to fulfil the required elective credits by enrolling in SLTG courses beyond the necessary four credits. Consult your supervisor if you feel that more source language training would indeed be beneficial for your thesis or academic progress.

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.

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

### ***Advanced 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 visit thematic elective classes 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 (from first year Winter Term onwards)**

Those students whose special interests fall outside the scope of the regular course offerings can register for Independent Study instead of one elective course per term and read important works in their area of interest in consultation with their advisors. PhD students with expertise close to the MA student's thesis topic can be involved in selecting and discussing the readings. 2YMA students may earn a **maximum of 6 credits** in Independent Study registrations in the terms **before the submission of their theses**. Students must fill in the relevant forms during the registration period of each term and get them signed by their supervisors. This is the precondition of being registered for these activities by the program coordinator. The form can be found at <https://medievalstudies.ceu.edu/ma-forms-student-rights-regulations>. Because it is meant for helping 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 of the second year of study.**

## **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, 5.30 to 7pm. Everyone is **strongly encouraged to attend**.

Check the time and location at: <http://medievalstudies.ceu.edu/events>.

## **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/>

**Advanced Certificate 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 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 and a Specialization 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.

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

The Center offers students an **Advanced Certificate in Eastern Mediterranean Studies** : by cutting through traditional chronological, geographic and disciplinary boundaries, the Certificate 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 ([Grigoryan.Sona@phd.ceu.edu](mailto:Grigoryan.Sona@phd.ceu.edu)), or the Director, Tolga Esmer ([Tuesmer@ceu.edu](mailto:Tuesmer@ceu.edu)).

## **5. MA Prospectus Guidelines**

### **General Overview**

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

Students are expected to consult regularly with their supervisor(s), who will be appointed in September following consultations and negotiations with the active participation of the students concerned. For academic guidance, students may also consult their program director.

### **Prospectus Format (summary description)**

**Prospectus sections should be arranged in the following order:**

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

### **Length, font, and margins**

The prospectus should be between 2,500 and 3,500 words long (prospectus length may sometimes be extended upon consultation with the supervisor.) Appendices are not counted in the main body of the prospectus.

Line Spacing: 2.0

Font: Times New Roman 12pt

Margins: 1 inch left, right, top, and bottom

### **Citations and Bibliography**

Organised and precise referencing factors in the final assessment of the prospectus. All prospectuses must include footnotes and a full bibliography of sources cited in Chicago/Turabian style. Arguments and information drawn from books and articles consulted should be acknowledged in all cases. Direct quotations should be clearly indicated through the use of quotation marks (“”) for quotations less than 3 lines long and for quotations longer than 3 lines a single-spaced block indented 0.5 in. from each margin. Indirect quotation (i.e., paraphrasing someone else’s ideas) does not require quotation marks but *does* require a citation

at the end of the sentence or passage. All items that appear in footnotes must also appear in the bibliography. The bibliography is divided into two sections, primary sources and secondary sources, and must be formatted correctly according to the departmental standards.

Formatting of footnotes and bibliography items is described at length in the Chicago Manual of Style/Turabian Manual supplemented by medieval studies specific advice in the Academic Writing Guide (*The Little Gray Book*) available at the Medieval Studies e-learning site at <http://ceulearning.ceu.hu/course/view.php?id=4406>. The use of reference management tools such as Endnote or Zotero are highly encouraged. For available options of training and support, consult the departmental Academic Writing instructor.

### **Prospectus Defense and Evaluation**

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

The **outcome of the defense** is the acceptance (or rejection) of the student from the second year of the program (the time of actual thesis writing). Acceptance or rejection may be influenced by the evaluation of the overall work of the student during the first year of his/her MA studies. Failing the prospectus defense counts as unsatisfactory academic progress and students may be subject to termination of their studies and discontinuation of financial aid.

A copy of the defended prospectus is put on file in the department. **After a successful prospectus defense** and acceptance into the second year of the program, the student spends the time until the next academic year conducting research for the thesis. This research must be discussed with the supervisor. After having completed the MA Prospectus Planning Seminar students should be competent to devise a methodology and begin collecting data for the thesis itself.

## Prospectus development in the summer

As a follow-up of the prospectus defense and in preparation for second-year MA Thesis seminars to be held in the Fall and Winter terms, students are required to develop their prospectus and submit revised work prior to the start of the seminars. It is an ungraded mandatory pre-requisite for MA Thesis Seminar I in the Fall Term of the second year. See further details in the sections on [Summer tasks](#) and [MA Thesis Seminar I](#) (1YMA, and second-year students of the 2YMA; Second Year, Fall Term)

These assignments are not graded, but mandatory. Feedback may be requested from the academic writing instructor and/or your supervisor.

## 6. MA Thesis Guidelines

### General Overview

Every thesis must identify an adequate research topic which includes a manageable field of research and a number of original, researchable questions to investigate. Theses should have an original argument, show a good knowledge of the literature in the field, contribute to the study of the field through original research and by relating the subject 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 will be announced on the E-learning site (MA Thesis Submission). 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

Every student must submit his/her thesis to the departmental Academic Writing instructor for reading and correction 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. Before this scheduled period, students are kindly requested to submit any final draft of their chapters (seen by supervisor(s) and amended according to their comments) as soon as they are ready. The Academic Writing Instructor 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 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 Instructor works closely with the Centre 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.

The departmental academic writing instructor (Zsuzsa Reed) offers elective academic writing tutorials at the History Department in the Winter and Spring Terms, in which 1YMA and 2YMA students are welcome to enroll.

## Thesis Submission

After the approval of the supervisor(s) and the department's Academic Writing Instructor, theses (in .pdf format) and separate abstracts (in .doc or .docx format) must be submitted to the e-learning site and the ETD site **by noon of the respective day (the exact date is communicated on the e-learning site).**

**If the student misses the departmental deadline, the thesis will be downgraded by one third of a grade for each day of delay, that is 24 hours after the deadline (for example: instead of A, the thesis grade will be A- after one day, B+ after two days).** No thesis that is handed in late can obtain the "A" grade. 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 2YMA 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 Instructor and the Supervisor(s) 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 Instructor 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 Instructor, each one **is sent to an external reader** by (one of) the thesis supervisor(s) and, if accepted by that scholar and the department, it is defended orally in June. The **external readers’ comments are received** by the department and emailed to the students approximately 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.

**The procedure after submission is as follows:**

- Supervisors forward theses and evaluation documentation to the external readers
- External readers confirm receipt to supervisors
- External readers send their evaluation to supervisor and cc to the MA Program Coordinator. Evaluations will be uploaded to the MA Thesis Submission folder on the e-learning site accessible only by the 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
- The 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 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 coordinator upon graduation.

**Students can obtain their degree only after uploading the correct version of their thesis to the ETD and by filling out 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 department downloading the version on ETD in the presence of the student.**

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 sign the leaving procedure forms**.

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>.

### **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 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 present his/her 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>.

## **MA Thesis Defense and Final Exam**

### **MA Thesis Defense**

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

The 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 2YMA 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 influence the **overall grading** of the thesis generally one (in exceptional cases by two) degree(s) higher or lower.

## 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 questions 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.

## Final Exam

**The final examination held immediately before the thesis defense** assesses the knowledge, skills, and abilities requisite to the award of the degree, as well as the student's ability to apply their knowledge, skills, and aptitude in practice. **2YMA students must take a Final Examination** before a Final Examination Board in order to comply with the requirements of the Hungarian-accredited degree besides the US degree.

**The final exam grade is an integral part of the overall grade** of the thesis defense. **Students are required to prepare for these exams to the best of their ability.**

The formal requirements are as follows: Students are allowed to take the final examination only if they have satisfactorily completed the coursework for the degree and submitted a written thesis. The Final Examination is a separate part of the thesis defense and is recorded in the defense minutes. The Examination Board must be chaired by a senior faculty member and include one external member.

The Final Examination does not relate to the thesis. The questions at the examination will be connected to two of the core courses that the student had attended during his/her studies. The student needs to select these courses and **submit his/her choice in writing on the last session of the MA Thesis Seminar.** For this the student needs to submit a **Final Exam Form** which can be found on the e-learning site MA Thesis Submission folder. The **instructors of the**

**selected courses** will attend the final exam, or if this is not possible, they will be asked to pose two questions in writing and submit them to the chair of the examination board prior to the examination.

The exam may take up to **25-30 minutes**.

### **Thesis defense and Final Exam: Overall Grade**

The overall grade reflects the thesis assessment, the quality of defense, the final exam and the student's overall progress during their studies, if relevant. Although the final exam grade is part of the overall grade, the thesis typically carries a stronger weight, proportionately with the work invested in it. Besides the thesis and the exam, the overall grade might also be influenced by the evaluation of the overall work of the student during his/her studies.

### **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-Hungarian EU citizens)
  - Hungarian student card
- they do not have any library items in their possession from the CEU main library
- they do not have any outstanding financial issues

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 ceremonies 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: <https://sro.ceu.edu/academic-records>
- have satisfied all academic requirements (all credits are collected, MA thesis submitted, Thesis Defense)
- 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.

## **7. 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 an academic year**, before the Winter and Spring breaks respectively. **Application deadlines and requirements will be circulated via e-mail by the Program Coordinator.** Students must ensure proper documentation of research activities and expenses connected to research grants. All the required documents must 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 MA students for special achievements in the spirit of Zvetlana-Mihaela, a talented alumna of the department who passed away tragically young: 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>.

## **8. Departmental Events**

### **Field Trips**

See more details above. The list of previously visited sites are available at <https://medievalstudies.ceu.edu/node/730>.

1. Fall Field Trip: short excursion to one historical region in Hungary.
2. Spring Field Trip: the historical region that students visit in the Spring Field Trip is decided by the department (previous years: Italy, Poland, Slovakia, Czech Republic, Romania, Serbia, Germany, Austria).

The Spring Field Trip is organized by Béla Zsolt Szakács, József Laszlovszky, Dóra Mérai, PhD students and Coordinators of the department. The field trip is mandatory and free for 1YMA and first-year 2YMA students.

### **Medieval Dinner**

The dinner recreating original medieval recipes takes place toward the end of the Fall Term, cooked and served by the Daily Life class supervised by Gerhard Jaritz.

### **End of the Year Party**

Last week of Fall Term, social event including optional gift-giving.

### **Departmental Closing Party**

Informal social evening event after the MA thesis defenses.

### **Museum Tours Organized by the Department**

Museum tours may be organized to the National Museum, the Visegrád Royal Palace, and elsewhere; sometimes tours are connected to conferences or events of the Cultural Heritage Program, so read the fine print in the announcements.

### **Public Lectures**

Public lectures by academic guests throughout the year are announced in the department on posters and by email. **Students are expected to attend** these lectures in order to broaden their exposure to personalities and topics. For more information please consult the departmental website: <http://medievalstudies.ceu.edu/events>.

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

## **Workshops and Conferences**

Both 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>.

## **9. 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. These volumes concentrate on medieval studies in or pertaining to Central and Eastern Europe and their influence or impact on studies of the Middle Ages worldwide. They are intended primarily for the attention of scholars of the region and represent contemporary issues of interest to many study centers in this field. They are built on the work of faculty and students in the framework of research projects, conferences, and workshops and their goal is to influence further research projects and educational programs. These volumes have policy-related implications and may influence decision-making related to medieval heritage. Thus, they are a combination of high-level graduate education and policy-related research projects, with the aim to make available and to publish the medieval heritage of Central and Eastern Europe for an international scholarly audience.

### **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.

## **10. 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 for acceptance at the beginning of the second term of the second academic year (i.e. in the January before completing their studies: <https://dsh.ceu.edu/>).

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

## 11. Useful links

Student Rights, Rules, and Academic Regulations

<https://documents.ceu.edu/documents/p-1105-2v1605>

Student Records Manual

Please check it on CEU's homepage

Student Handbook and Academic Diary 2019-2020

Please check it on CEU's homepage

Student Union

<http://documents.ceu.edu/documents/p-1105-4-v1404>

Academic Calendar and Events

[https://www.ceu.edu/sites/default/files/attachment/basic\\_page/173/academiccalendar2019-20final.pdf](https://www.ceu.edu/sites/default/files/attachment/basic_page/173/academiccalendar2019-20final.pdf)

Departmental Academic Calendar

<https://medievalstudies.ceu.edu/departamental-calendar-2019-2020>

CEU Planet

<http://www.ceu.edu/category/ceu-planet>

CEU Discussion

<http://discuss.ceu.hu/>