



**Department
of Public
Policy**

CENTRAL
EUROPEAN
UNIVERSITY

Student Handbook

**Master of Arts in Public
Administration
| MPA |**

ACADEMIC YEAR 2022/23

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DPP directory and contact information

Department Head: Martin KAHANEC

kahanecm@ceu.edu

MPA Program Director: Evelyne Hübscher

HuebscherE@ceu.edu

- MPA academic matters
- Approvals of student employment
- Approvals of leave
- Grade appeals

DPP Staff

Student Affairs Coordinator

- Student-related matters
- Student initiatives and inquiries
- Thesis
- Admissions

Katalin HÁRSKÚTI

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Academic Curriculum Coordinator

- Course scheduling, Course registration, Waiting lists, Course descriptions
- Grades, Exams, Course evaluations

Márton LEISZEN

leiszenm@ceu.edu

Skills and Applied Learning Coordinator

- Administrative matters related to Internship
- Skills for Impact modules and scheduling
- Applied Policy Project
- Policy Lab

Zoltán WÁGNER

wagnerz@ceu.edu

Finance Coordinator

MA thesis research grant

Pál BANDA

bandap@ceu.edu

Mundus MAPP program manager

CEU Medical Center

The on-campus Vienna [Medical Center](#) is available for the whole CEU community (students, faculty, and staff). Access to the Medical Center requires a valid CEU ID card and public or private health insurance in Austria.

The CEU Vienna Medical Center Vienna is located on the 3rd floor, Room A303. Opening hours: Monday to Thursday 10.00 -13.00

Reserve an appointment time exclusively via email: johannakropej@outlook.com or online at www.larapartnernetzwerk.at

General (European emergency number): 112

Ambulance: 144

Counseling

[Student psychological counseling at CEU](#) is completely confidential and free of charge and may provide support on a wide range of issues. Students may make an appointment via email.

Laszlo Biro, Head of Psychological Counselling, student counsellor

Appointment: BiroL@ceu.edu

Julia Jellen

Appointment: JellenJ@ceu.edu

Lea Wiese

Appointment: WieseL@ceu.edu

General CEU and DPP information

Important CEU documents to consult:

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

[Student Records Manual](#)

[Student policies](#)

[All CEU policies](#)

[Online orientation](#)

Conditions of Acceptance

By enrolling in the Department of Public Policy, students agree to abide by the rules and procedures outlined in this document, as well as the general rules and procedures of Central European University. Students are expected to familiarize themselves with CEU's student policies.

MyCEU app, an information guide for CEU students is now available for free download in both Android and iOS stores. The app contains useful information on the Budapest and Vienna CEU Campuses. In addition to **student-related services, resources, and facilities**, this app includes references to **policies and procedures regarding student rights, rules and academic regulations**. It is important that you become familiar with these texts, please take some time to read them. Please note that the content of the app is also available online in a mobile-friendly version at <http://myceu.ceu.edu/>

Conduct Within the DPP Community

DPP is committed to diversity, tolerance and dignity within our Department community. No form of harassment, discrimination or prejudiced behavior is tolerated, including that based on race, color, national origin, ethnicity, religion, gender, sexual orientation, sexual identity, disability, age, or any factors prohibited by law. The Code of Ethics <https://documents.ceu.edu/documents/p-1009-1v2201> and the CEU Policy on Harassment <https://documents.ceu.edu/documents/p-1402-1v2201> set out the guiding values and principles of the CEU community and the procedures that are followed when these are violated.

CEU is committed to ensuring equal educational opportunities and that students with disabilities receive appropriate support. For more information about CEU's services for disabled students and the Student Disability Policy visit <https://documents.ceu.edu/documents/p-1402v2001>

Communication to Students from the Department

Students receive important decisions relating to courses, programs, assessments, and Department/University events and opportunities primarily by email sent to their CEU email address. Barring technical failure, it will be assumed that students have read all information distributed by electronic means.

DPP's [website](#) contains detailed and routinely updated information about the Department, curriculum, current courses, schedules, faculty members, as well as events and other news. Students should check the website regularly, from where they can also download handbooks and forms.

Stay engaged with your department and community and follow the latest DPP news:

DPP is present on Facebook, Instagram, Twitter, LinkedIn and YouTube. Students are encouraged to like our pages and join our groups to stay up-to-date and discover the Department's latest activities and success stories.

On the different platforms, DPP actively posts information about admissions, news and events, publications and achievements, student stories, interviews and public lectures as well as job and internship opportunities.

Follow us on:



[Facebook](#)



[Instagram](#)



[Twitter](#)



[LinkedIn](#)



[Youtube](#)



Department of
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[DPP Website](#)

Student Guidance

Students are encouraged to approach and discuss with DPP faculty problems, concerns, or feedback relating to course work, assessments, or the general learning environment. In the first instance, students should raise course/classroom related issues with the relevant faculty delivering the course. Alternatively, students can meet with their Program Director.

The Coordinators are also available to advise students and direct them to the relevant offices and procedures. In case of personal problems, it is recommended that students contact CEU Counselors. For specific administrative issues (such as residence permits, medical insurance, student records, etc.), students should approach the staff in the CEU Student Center.

Student Employment

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

Residence in Vienna

Students are required to be in residence in Vienna throughout the academic year, until they submit their thesis (except for the period of their internship which they may spend outside Vienna).

Residence Permit

For the entire duration of their studies (i.e. for any period exceeding 3 months) a [residence permit](#) is required for all non-EEA citizens (in German: "Aufenthaltsbewilligung"). For EEA citizens (with the exception of national citizens) a registration certificate (in German:

“Anmeldebescheinigung”) is required. For further information please select the category that applies to you: [Citizens of countries outside the European Economic Area \(EEA\)](#) [Citizens of EEA member states](#)

Extension of residence permits

Community Service

The Department of Public Policy educates those committed to the collective good. Within the Department, this mission is promoted through student service for the (DPP) community during the year. Community service includes but is not limited to assistance with DPP’s academic or social events, participation in recruitment activities, and administrative assistance with admissions. Students may also propose alternative meaningful types of community service. Besides DPP-specific activities, students are encouraged to participate in and contribute to CEU-wide events and activities.

Careers

The [CEU Career Services Office \(CSO\)](#) supports students and alumni in defining their personal professional goals and definitions of future success and assists them in gaining information, skills, and experiences that enhance their personal development, employability, and academic success.

The CSO advises students and alumni on all aspects of the career development process including:

- Conducting self-assessment and career research;
- Adopting a realistic and long-term approach towards career development;
- Expanding and managing professional networks;
- Crafting effective application materials for jobs, internships, and further studies;
- Preparing for interviews and conducting salary negotiations.

There are many ways for students to engage with the office:

- Career education sessions;
- Career events featuring employers and practitioners from various fields;
- [Individual career advising](#);
- [Internship support](#);
- [CareerNext](#): the CEU-exclusive job and internship portal;
- Online resources including the [Career Knowledge Hub](#);
- The [SPARK YOUR CAREER](#) career development certificate.
- For information about graduate employment outcomes, check the [Facts and Figures](#) section of the Career Services Office website

Student Representation

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

Student Representation at DPP

Each cohort in DPP’s four master’s programs elects two representatives. (This means that the

first-year MPA students and second-year MPA students will each elect two representatives.) These eight Student Representatives play an important role in the community and governance of the Department of Public Policy. They serve as a conduit between faculty and students, articulating student issues to faculty and staff, and Department developments to students. Student Representatives engage the diversity of student opinion, including by convening meetings with their cohort and by initiating mechanisms to ensure that they can appropriately and broadly solicit opinions, concerns, and feedback.

Collectively, the eight Student Representatives constitute the DPP Student Council, which meets at the determination of elected representatives to hear Department-wide issues.

Election Process

Student Representatives are elected in September at a student meeting where candidates present themselves and fellow students may ask them questions on their credentials and platform. Students are present in person for the election and vote anonymously for their preferred candidate, with the election process facilitated by the Department Coordinator (MPA, MAIPA and one-year MAPP) / Mundus MAPP Program Coordinator (Mundus MAPP).

Tenure and Conditions of Tenure

- Representatives serve a one-year term.
- Representatives are required to stand down on the instruction of the Head in the event of the following:
 - The Academic Integrity Committee of the Department determines that the student has committed academic misconduct.
 - The Academic Integrity Committee or any relevant University committee deems the student guilty of misconduct or behavior that damages the reputation or institutional interest of the Department or CEU.
 - The student's academic performance falls below passing grades.

Student Representation at CEU

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

The purpose of the SU is two-fold. It plays the role of a respected partner of the CEU administration in the decision-making and policy-shaping process. This is achieved through student representation in university structures, including the Academic Senate and its Committees. The SU also prepares position papers on issues of particular concern to students, which are then sent to and discussed with the leadership of the University.

More information on the CEU Student Union is available at <https://www.ceu.edu/studentlife/student-union>

Printing Policy

DPP is committed to environmental sustainability and encourages a responsible approach to printing. DPP students are entitled to a generous printing allowance of 2,700 pages per annum; Additional printing quota can be purchased through CEU's online payment portal <https://payments.ceu.edu/> (Please select reason for payment: "Printing quota - Vienna campus")

Curricular requirements and grading

Course Materials

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

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

Course Terms

Fall Term	September 19 - December 9	2022
Winter Term	January 9 - March 31	2022
Spring Term	April 3 - June 16	2023

Registration Deadlines

During the registration period, the students can:

- add courses,
- drop courses,
- modify registrations (change from grade to audit and vice versa).

Note: Changes to course registration are not possible AFTER the registration end date.

Courses may be added or dropped, upon request, by the department coordinator or the SRO until the third class and a fee of 15 euro applies. Students who neither take the final exam, nor drop the course or change it to audit in time will receive an Administrative Fail (AF).

Term	Registration begins	Registration ends
Fall	September 12, 2022	October 2, 2022
Winter	December 12, 2022	January 16, 2023
Spring	March 20, 2023	April 11, 2023

DPP Exam weeks

December 12-16

April 3-7

Course Registration

Course registration takes place in the fall term between September 12 and October 2. During

this time students will be required to register for all courses throughout the academic year — including their Winter and Spring term registration. Once the registration closes, changes will no longer be possible for the relevant academic term. The registration will open again for the Winter and Spring terms when students will be able to update their registration.

Students are required to register for courses online through the [e:Vision Portal](#). Class sizes are limited. Registration for elective courses is on a first-come, first-served basis. The Department reserves the right to grant enrolment priority to certain students for some courses (such as courses on their thesis topic etc.).

Students must select their elective courses in line with the program credit requirements and are **strongly discouraged from oversubscribing for courses and especially from registering for courses that they do not intend to follow**. Oversubscribing denies other students the opportunity to take the courses.

A course may be dropped through e:Vision Portal by the end of the day of the first class of the respective course without any charge. In the case of late registration and/or drop managed by the Department, a fee set by CEU PU applies. The Department strongly discourages late registration for and/or late dropping of courses. However, in cases when this is necessary, please send an email to the Student Affairs coordinator.

Please consult the [Student Records Manual](#) for detailed registration procedures and policy.

Attendance

Students are required to be in residence in Vienna throughout the academic year, until they submit their master's thesis.

Regular class attendance is mandatory and recorded. We expect students to arrive punctually for all classes. Late arrivals are disruptive, and faculty have the right to turn late students away from a class.

Class absence(s) that have not been approved may result in a failing grade for the course. Students must secure the approval of the course instructor in advance if they need to be absent from a class for any reason. If students need to be absent for short periods (up to a few days) during the academic year, they must secure advance approval from their Program Director.

In case of **absence for medical reasons**, students should inform course instructors as well as the Department Coordinator as soon as possible. A medical opinion (doctor's note) must be submitted to the Department Coordinator who will keep it on file.

Missed classes must be made up with an assignment, unless the absence occurred for medical reasons (sickness accompanied by a doctor's note). The make-up assignment and submission date are determined by the course instructor.

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

If students are interested in attending events at CEU that are of academic interest but conflict with a particular course for which they have enrolled, they must consult with their course instructor.

Professional etiquette, attendance and punctuality also extend to meetings outside of the classroom with faculty and administration.

Auditing a Course

Students may register for a course without earning a letter grade or credit, if the course is not oversubscribed, and if they secure the approval of the course instructor.

Auditing students are expected to observe the same attendance rules as other students. In addition, they may have to fulfill the same requirements for the course as those who take it for a grade. The auditing requirements should be clarified with the course instructor at the beginning of the course.

When a student audits a course, no credit is earned, and the Grade Point Average (GPA) is not affected. A course scheduled for audit will appear on the student's transcript with the symbol AU if attendance was regular, or W if the attendance was unsatisfactory. Dropping an audit course follows the same rules as dropping a credit course. Changing audit to grade is possible throughout the whole course with the approval of the course instructor.

Course Requirements

The requirements for successful completion of individual courses include attendance and a Pass in course assignments. Other requirements are left to the discretion of the course instructors.

It is the responsibility of students to be fully aware of course requirements and relevant deadlines. If not specified otherwise, late submission will result in the final grade being reduced by a grade step (e.g., an A can become an A-) every 24 hours starting from the deadline.

The default standard length of a final paper for a 2 credit DPP course is 3,000 words.

If a course has a sit-in exam, it is required that the student is present in person, unless the student secures an approval from the course instructor in advance. Unexcused absence from a sit-in exam will result in an administrative fail – AF with no retake option.

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

Grading System

CEU uses a system of letter grades and grade points for evaluating student work, including the thesis (please refer to the grade outline in the CEU Student Records Manual). Major assignments (i.e., term papers or final exams) graded “unsatisfactory” may be retaken once within a given time frame agreed upon between the faculty member(s) and the student.

Students who fail to submit work, or whose work fails to meet the minimum requirements for the assignment, will receive a grade of “F.”

The lowest passing grade is C+. At the end of each course, course instructors distribute a detailed breakdown of the course grade components. Failing any component of the course means failing the course itself (if not specified otherwise by course instructor). Upon retake of the failed component, the maximum grade a student can get for the course is a minimum pass C+ (if not specified otherwise by course instructor).

Failing the retake option of a **mandatory (core) course** results in termination from the program.

The letter grades correspond to the following numerical value bands:

A	3.68 - 4.00	96-100
A-	3.34 - 3.67	88-95
B+	3.01 - 3.33	80-87
B	2.68 - 3.00	71-79
B-	2.34 - 2.67	63-70
C+	2.33 - (minimum pass)	58-62

Grade Submission

After each academic term, students receive grades for the courses they took during that term. Once the course evaluation survey period is closed, faculty members submit final grades that are entered into the university information database, where students will be able to check their results. (<https://sits.ceu.edu/>)

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

Appealing a Grade

In exceptional circumstances students may appeal the grades they received for course work or exams. Appeals must be submitted to the appropriate Program Director and the relevant Department Coordinator via email within seven days of receiving grades and instructors' feedback. If feedback has not been received, the student should notify the Department Coordinator.

The written statement must set out in full the reasons for appealing the grade. The Program Director will assess the student's request for review of the grade, and if a review is merited, convene the Academic Integrity Committee (AIC). As with cases of misconduct, AIC members will be recused if this relates to a grade dispute on one of their courses. The AIC will determine the final grade. If the Program Director is responsible for the disputed grade they are recused from the AIC.

The Academic Integrity Committee will only accept cases for review in which the final grade is based on a judgment error by the grading lecturer. If the Academic Integrity Committee accepts the appeal, it will ask the grading professor to revise the grade. If the grading professor leaves the initial grade unchanged, the Academic Integrity Committee will ask a member of the faculty for a new review. The grade after this review will be final. Please note that the final grade may be worse than the initial grade.

This procedure does not affect the student's right to appeal to the Academic Pro-Rector, as set out in [CEU's Student Rights, Rules, and Academic Regulations](#)

Final Grading

Grades throughout the year will be combined in a Final Grade for the Master of Arts degree based on a cumulative Grade Point Average weighted equally for course work (80%) and for the master's thesis (20%).

The Final Grade will be used to distinguish levels of achievement as follows:

- 3.67 to 4.00 Master of Arts with Distinction
- 3.33 to 3.66 Master of Arts Pass with Merit
- 2.66 to 3.33 Master of Arts Pass
- Below 2.66 Fail

Academic Dishonesty

CEU and the Department of Public Policy, as any other educational institute, takes academic misconduct (plagiarism and dishonesty) very seriously. Plagiarism is not accepted and DPP strictly follows CEU's Policy on Student Plagiarism and its related penalties. **All students have the responsibility to familiarize themselves with this policy.**

Please reach out to course instructors, your Program Director and/or the Centre for Academic Writing for support in understanding what is expected in academic writing.

The offense of academic misconduct includes, but is not limited to, the following:

1. Representation of the work of others as one's own:
 - a. Using the ideas of others (even when fully paraphrased) without proper attribution
 - b. Word for word copying of phrases or paragraphs from someone else's work without proper attribution
2. Submission of identical or largely identical academic work as assignments for two or more courses taken for grade
3. Submission of identical or in part identical assignments by two or more students
4. Submission of a master's (or doctoral) thesis, previously submitted at another university/program, in English or in another language
5. Cheating during an exam:
 - a. Communicating with other students about the content of the exam
 - b. Using materials which are explicitly prohibited during the exam (e.g., textbooks, cheat sheets, SMSs)
 - c. Copying the work of another student

CEU's Policy on Student Plagiarism (<https://documents.ceu.edu/documents/p-1405-1v2201>) details plagiarism and related penalties. It also sets out the procedure that will be followed in cases of suspected plagiarism.

Student work must be submitted through Turnitin, which highlights unattributed materials and their source.

Other cases of academic dishonesty, including submitting the same or similar course work for different courses, is regulated by the Code of Ethics (<https://documents.ceu.edu/documents/p-1009-1v2201>)

Course Evaluations

Students are requested to evaluate all courses they attend. This feedback is crucial in assessing and improving teaching and course quality. Short and anonymous online surveys will be administered at the end of each course with the target of reaching a response rate of

85%. Course evaluations should be restricted to the course content, overall program evaluation etc. should not be included in a course evaluation. Students should fill out the anonymous online forms when requested to do so.

Course instructors and the Head of Department may only access the anonymous student evaluations after they have submitted course grades. To prevent conflicts of interests, no grades are published until the course evaluation period has been closed.

Phone and Laptop Use in Class

The use of mobile phones in class is strictly forbidden. Laptop and tablet use is generally permitted in class only when it is related to the course. The use of all IT-related equipment is at the discretion of the course instructor.

Any individual wanting to film, tweet, record audio or take photographs of a course and any other Department meeting, must first obtain permission from the instructor and all other parties affected. Persistent misuse of IT equipment will be treated as academic misconduct.

Change of Program within DPP programs

In exceptional cases, students may transfer from one program to another, either within the same department or between different academic units. The transfer has to be approved in the first instance by the heads of the relevant academic unit(s). Further approval is needed by the Pro-Rector for Teaching and Learning.

A change between programs shall only be possible if the following minimum conditions are fulfilled: (a) the student meets all admission criteria of the new program; (b) the student can fulfil all requirements of the new program within the normal program duration; (c) the student has demonstrated outstanding academic performance, (d) no additional financial allocation is required. Academic units may define additional requirements. Fulfillment of the above-stated conditions does not in itself mean the transfer will be granted. Decisions are made on a case-by-case basis. For further information please consult with relevant CEU policy via this link: <https://documents.ceu.edu/documents/p-1105-2v1503>

MPA degree program requirements

Program Description

The two-year Master of Public Administration program integrates three components: Knowledge, Skills, and Practice. In addition to taking mandatory courses in public policy analysis, the rule of law, economics, qualitative and quantitative analysis and academic writing, students have the opportunity to develop and apply thematic expertise through specializations within the program. These are: Development; Governance; Social Justice and Human Rights, and Quantitative Policy Analysis.

In the Spring term, MPA students participate in a series of Skills for Impact modules that develop emotional intelligence, awareness, leadership, negotiation, and teambuilding capacities, as well as practical skills such as media training and documentary film making. These are intended to provide students with skills that they will use during their MPA program, as well as in post-graduation employment.

The third program component is the Applied Policy Project, a nine-month engagement between student teams and an external client that enables students to bridge classroom and experiential learning in a consultancy style format that is supported by the Applied Policy Project Director, a Faculty Advisor, and the client organization.

Overall Aim

The MPA program develops graduates with the knowledge base and applied skills to critically engage with policy processes and debates, the methods training to promote and advocate for evidence-based policy, and a practitioner's perspective that enables them to move from 'contemplation to application.' This integrated and experiential approach to teaching and learning positions DPP MPA graduates to make a difference in the world of public policy in a period of rapid change, increased complexity, and heightened contestation.

Learning Outcomes

The principal learning goals of the MPA program are for students to achieve and demonstrate an advanced ability to:

- Understand how issues become 'problematized' and politicized in divergent local, national, and global settings
- Critically understand the policy process from design and implementation to monitoring and evaluation, and the ability to identify options and entry points for engagement and advocacy
- Gather and analyze data and other information sources necessary for evidence-based public policies
- Mainstream gender and conflict sensitivity, rights-based approaches, and 'do no harm' principles that are fundamental to the building of just, fair, and open societies.

Structure of the program

In order to receive the MPA degree, students are required to complete 60 CEU credits structured as follows:

- 16 credits for mandatory core courses (including the mandatory SFI Managing Cultural Diversity Zero week in the first year and the Project Management and Rule of Law courses in the second year)
- 28 credits for elective courses (beyond the cross-listed courses, students may take courses offered by other programs, departments, and schools up to a total of 4 credits per academic year)
- 10 credits for Skills for Impact (SFI) modules (includes the mandatory 1-credit SFI module offered during Zero Week)
- 6 credits for the Applied Policy Project (this is for the project work to be performed from Fall term Year 2 to Spring term Year 2).

To graduate, students must receive passing grades (C+ or above) for all mandatory courses, accumulate the requested number of credits and a final GPA of at least 2.66. Please note that a student will not be awarded a degree until all outstanding financial responsibilities are met and the Leaving Form has been submitted on-line and approved by all appropriate units.

MPA students are discouraged from taking more than 10-12 credits of mandatory and elective courses per term. Students who wish to take more than 12 credits per term must secure approval from the Program Director.

It is the responsibility of students to plan their course workload appropriately. We strongly encourage a balanced spread across the six terms of the two-year program. A significant portion of the mandatory courses are delivered in the Fall and Winter terms of the first year. Students should consider the mandatory load when exploring elective options during these two terms.

For a summary of credit requirements for two-year MPA students please click [here](#).

Specializations:

The program consists of a number of mandatory core courses in public policy analysis, economics, ethics, and methods. In addition to the mandatory core curriculum, students have the opportunity to develop thematic expertise by pursuing one of the following areas of specialization:

- [Development](#)
- [Governance](#)
- [Social Justice and Human Rights](#)
- [Quantitative Policy Analysis](#)

Important note: To complete a specialization two-year MPA students must earn a minimum of 12 course credits **from DPP courses** in the specialization they have selected. If you are considering a specialization, please plan to take the necessary courses as early as possible to ensure you can reach the 12-credit requirement.

See [list of courses](#) that fall under each specialization.

MPA course list in 22/23

		MPA1	MPA2
MANDATORY	FALL	Academic Writing (2)	APP (0)*
		Economic Analysis for Public Policy I (0)**	Project Management - APL (2)
		Policy Analysis (2)	
		Quantitative Methods for Public Policy (2)	
		SFI - Managing Cultural Diversity (1)	
	WINTER	Economic Analysis for Public Policy II (4)**	APP (0)*
		Qualitative Methods for Public Policy (2)	Rule of Law (2)***
	SPRING		APP (4)*
			APP Policy Brief (2)
	MANDATORY ELECTIVE	SFI (3-6)	SFI (3-6)
ELECTIVE	11 - 14	14 - 17	
Total:	30	30	

*APP credits (6) are formally allotted in the Spring Term. Students should consider the ongoing workload in selecting courses in year 2. For workload planning purposes, students should consider this as 2-credit workload per Term.

** Credits for Economic Analysis (4) are spread over 2 terms and allocated in the Winter Term. For workload planning purposes, students should consider this as 2-credit workload per Term.

*** Rule of Law not running in AY22/23

Electives

The Department offers a wide number of electives delivered by resident, adjunct and visiting faculty. Please check the course list [here](#).

CEU also promotes interdisciplinary and cross-unit collaboration. Each academic year CEU allows students to earn up to 4 credits per academic year from courses offered by any other academic units which includes University Wide Courses (non-cross listed category in SITS).

We strongly recommend students to consider the overall workload and specialization plans when registering for elective courses.

As course timetables may overlap, particularly for courses not offered by the Department, it is important that students check course schedules carefully to ensure that there are no clashes. It is the student's responsibility to ensure that the course credit requirements are met, and the suggested course load is considered.

Please note that **language and computer courses** are not part of the program curriculum and hence **will not count towards the degree and in the GPA**.

Please also note that substitution of elective courses with SFIs is not allowed, as SFIs are mandatory elective *practice* components while elective courses are *academic* components of the program.

Practice component

To fulfill the practice and professional development requirements of the MPA program, students complete the Skills For Impact modules and an Applied Policy Project. Additionally, it is strongly recommended that students undertake an internship during the summer between the first and second year of study. Please note however that this is not a required internship for scholarship and funding purposes.

Advanced Certificates

CEU offers a range of **advanced certificates** you may be interested in. If you decide to opt for one, you need to seek first your Program Director's approval, and it is your responsibility to ensure that the advanced certificate requirements are compatible with your MPA program course requirements (including required courses, limits on electives etc.) and theses/capstone, and that you can manage the additional workload. In case of inconsistencies or conflicts between the advanced certificate and the MPA program requirements and demands, the latter prevail. In other words, no adjustment to the MPA degree program requirements can be made to enable you to complete such a certificate.

Credit Transfer Regulations

Transfer of academic credits is the transfer of credits earned at a recognized university or institution of higher education to CEU.

Unless a special credit transfer agreement/regulation applies, students studying for a degree at CEU may apply for a transfer of the specified maximum amount of credits based on their degree level: Master's students in two-year program - up to 15 US credits (30 ECTS credits).

As a general rule, transferred credits must not have been used to satisfy degree requirements for any other degree. However, this rule, as well as the limit of transferred credits, may be modified by (a) special cooperation agreements between CEU and other universities; (b) specific program regulations (if permitted by respective program accreditation).

In Erasmus programs, credits earned at the partner institutions are transferred as described in the respective cooperation agreement. In this case, students should consult the Erasmus coordinator and their department prior to their departure for the completion of the relevant learning agreement document.

All credit transfer cooperation agreements are listed on the CEU website at <https://www.ceu.edu/partnerships/cooperation>.

Please note that mandatory courses still have to be taken and successfully completed even if the student is on an exchange program.

Optional Academic Thesis (For MPA 2nd Year Students)

DPP MPA students may undertake an independent in-depth research project in the Spring term of the second year. This entails a 12,000-word thesis, submitted in June (see below for exact date) and worth 4 credits. The thesis is an optional component of the MPA program and

is a major undertaking. MPA students must, therefore, meet the requirements set out by the Department to proceed to thesis writing.

In short, students must attain the minimum required GPA, and evidence their ability to pursue autonomous, independent research through submission of a quality thesis proposal and evidence of feasibility of completion (including submission of a workplan).

It is important that students have a clear understanding of both why they are doing the thesis, and how it will fit it into their schedule. The thesis is considerable extra work and some students in the past have unfortunately underestimated this, resulting in poorer performance in the capstone APP and/or coursework (with resulting lower graduating GPA) and/or non-completion of the thesis. Priority is required to be given to the APP and students need therefore to give proper consideration to the time needed for the APP in the Winter and Spring Terms when deciding whether to take on the thesis.

It is also important to us that students' work results in a good thesis that can be a basis for their goal of a published academic article and/or a strong PhD application. To produce a thesis of this quality requires time and energy. MPA students are strongly advised to read examples of MAPP and MPA theses (available on the DPP website) so that they fully understand the scale of the undertaking.

It is strongly emphasized that the Applied Policy Project, and not an academic thesis, is the capstone of the MPA, and priority must be given to the work required for the APP.

Eligibility Criteria

Students must have a minimum grade point average of 3.5 (rounded up to the nearest tenth of a decimal) by the thesis title and research question submission deadline (See Appendix A on the webpage) in order to be eligible to submit a proposal to write a master's thesis.

Once they have the minimum GPA, students must then get approval from the MPA Program Director, based on her/his/their assessment of the proposal against the evaluation criteria

All necessary thesis proposal documentation (see Appendix B and C on the website) must be submitted by the deadlines outlined in Appendix A to the Academic Curriculum Coordinator in hard and soft-copy.

Thesis Proposal Review Committee and Evaluation Criteria

The Programme Director will evaluate thesis proposals on the basis of the following operations:

- Quality of the proposal: Thematic and theoretical quality of the undertaking (hypothesis and research questions) including the selection and suitability of research method(s).
- Purpose & feasibility of completion: This should be evidenced by way of separate written note to the Programme Director, in addition to the thesis proposal itself, with

the student's name, and the thesis title, setting out:

- Relevance to the thesis to the Student's future plans (in 1-2 paragraphs, explain why you wish to do the thesis, and for what purpose).
- The submission of an outline work-plan in table format covering January to June. This should set out the timeframe when the thesis will be researched and written. It must include the student's other commitments: your Winter and Spring Term courses, as well as any planned employment/internships, and key dates for major stages of the student's APP (e.g data collection, writing up). The aim of this workplan is to show that students have sufficient time in their schedule to research and write the thesis and have planned when they will undertake the research, data collection, have a draft ready for their supervisor, etc.

The combined assessment of these two considerations, based on the submitted thesis proposal and separate note on relevance and the accompanying work-plan, will determine whether the student is approved to write a master's thesis.

Please note: Materials used for the APP cannot directly be used in the thesis and vice-versa. A student who is allowed to pass to thesis writing must sign a disclaimer to this effect.

Mandatory Coursework

Students who intend to submit a thesis proposal must enroll in the Thesis workshop course scheduled in the Spring Term. This short course helps prepare students to write the thesis proposal and begin the initial stages of research and thesis writing preparation.

Students writing the thesis must also attend the Electronic Theses and Dissertations (ETD) sessions led by the CEU Computer and Statistics Center in Spring. Each session is about 90 minutes and students will learn how to structure and format a thesis in MSWord and upload the final version of the thesis to the ETD database.

Thesis Supervision

The thesis supervisor must be from DPP faculty. Supervisors will be confirmed after the thesis proposal is approved. The role of the thesis supervisor is to be open to students for consultations starting in the Spring Term. She/he provides feedback on the draft if the student provides sufficient time to do so. Given that the MPA optional thesis is an autonomous undertaking, students are expected to write thesis with minimal faculty supervision.

Two DPP faculty members will read and evaluate the thesis. The thesis grade will be determined based upon their two written evaluations. There will be no oral defense after thesis submission. The MA Thesis Evaluation Form including the final grade and comments on the dissertation will be provided within four weeks of the submission date for those who submit by the deadline. (For a sample MA Thesis Evaluation Form please see [here](#).)

The thesis supervisor is the student's primary contact during the research and thesis writing period. Supervisors will provide general guidance, meet the student for consultations, and provide feedback on draft chapters. No strict rules apply as to how often supervisees and supervisors should meet. It is advisable, however, that you arrange to meet your supervisor prior to taking significant decisions about your thesis project. Such decisions may be related to the choice of the final research question, the theoretical perspective you apply and the empirical strategy that you use.

Please bear in mind that supervisors will not read and comment on full drafts prior to submission.

Thesis Submission, Evaluation, and Grading

Students submitting theses must follow the CEU Thesis Guidelines and students need to work with the Center for Academic Writing to ensure submitted theses conform to these guidelines. All students submitting the thesis must submit the [Declaration of Authorship](#) form upon submission.

The student's assigned thesis supervisor is responsible for reviewing and grading the student's final thesis. The Thesis Evaluation form including the final grade and feedback will be provided within 6 weeks of the submission date. The final thesis will be graded in line with the relevant thesis grading rubric, with due regard for CEU's Policy on Plagiarism. Those students successfully submitting and completing the thesis will be awarded four credits and the thesis will be noted on the transcript.

Important notice:

Writing a thesis is not a valid reason for missing any mandatory, gateway or elective Spring Term courses.

Writing a thesis must not detract from the performance of their Applied Policy Project team. All APP faculty advisers will be informed of those students undertaking a thesis. Failure to contribute fully to individual and team work on the APP will impact the individual student's final grade for the APP.

Thesis Funding

No funding is available for students writing the optional academic thesis.

Thesis Submission Deadline: June 2, 2023

All thesis submission related general instructions, tutorials and available templates can be found on the [CEU Thesis Submission](#) intranet site.

The thesis must be submitted to the CEU ETD collection on the following link, accessible from outside of CEU too: <https://etd.ceu.edu/>

The submitted document must be a bookmarked PDF file, where the bookmarks provide a side-navigation tool to the document. This requires having the chapter titles and subtitles formatted with Heading styles in the MS Word document (or any other text editor), then special PDF conversion settings must be applied. Tutorial is available here (accessible from active student or alumni MS accounts): [Converting to a bookmarked PDF](#).

By default, all submitted theses will get publicly available online through the [Library's theses catalogue](#). In case you wish **to restrict** the electronic availability of the thesis based on eligible reasons, your request should be approved in advance by the Pro-rector for SSH, as regulated in the [Student Rights, Rules and Academic Regulations](#) CEU policy.

The deadlines for submitting the thesis are strictly observed. Late submission will result

in a reduction of the final grade of 0.2 points per business day. Note that an extension of the deadline can only be granted in events that are beyond the control of the student. Students must apply for an extension of the deadline to the Thesis Supervisor and the Program Director. Students who submit the thesis/thesis report late because of illness need to provide a medical certificate. **Practical problems that may have been encountered will not be accepted as a valid excuse for failing to meet the deadline.** Please make sure that you submit your thesis well in advance of the deadline in order to avoid potential difficulties.

Submitted theses must follow the [CEU Thesis Guidelines](#). Theses must follow the referencing system of the Chicago Embedded Style, the most important elements of which are addressed in the Academic Writing for Public Policy course. For detailed information on correct citation please consult the 7th Edition of Turabian's book, *A Manual for Writers* (available in the library). For a sample cover page see Appendix V.

Dissertations must include footnotes and a full bibliography of sources that were consulted. Arguments and information drawn from books and articles that were consulted must be acknowledged. Direct quotations should be clearly indicated through the use of quotation marks (“ ”), or through the use of indirect quotations; copying another author's writing in the text without proper citation is plagiarism and will be penalized.

CEU's Policy on Student Plagiarism (<https://documents.ceu.edu/documents/p-1405-1v2201>) details plagiarism and related penalties.

Other cases of academic dishonesty are regulated by CEU's Code of Ethics (<https://documents.ceu.edu/documents/p-1009-1v2201>).

Thesis Evaluation and Grading

Two DPP faculty members will read and evaluate the thesis. The thesis grade will be determined based upon their two written evaluations. There will be no oral defense after thesis submission. The *MA Thesis Evaluation Form* including the final grade and comments on the dissertation will be provided within four weeks of the submission date for those who submit by the deadline. (For a sample *MA Thesis Evaluation Form* please see *Appendix VI*.)

The thesis will be graded in line with the University's thesis grading policy. The following criteria is offered as a guideline for how thesis grades are determined:

'A'

The thesis shows originality and a high degree of conceptual sophistication along with critical examination of theoretical and empirical knowledge.

'A-', 'B+'

The thesis contributes to the existing literature in the field; it shows a complete knowledge of the subject matter and relevant theoretical material, and it demonstrates a clear analytic ability.

'B,' 'B-', 'C+'

The thesis has the attributes of a "Pass with Honors" thesis, but at an adequate rather than an excellent level.

Fail / Resubmit

The thesis lacks a thorough knowledge of the subject matter, and it does not relate to broader academic literature. It neither applies research methods properly, nor demonstrates any analytic ability. The student may be invited to write a new thesis. The maximum grade possible in this circumstance is a Retake Pass (RP in the value of C+).

Fail for academic dishonesty

The thesis work is not original: the thesis (or substantial parts of it) has either been submitted to fulfill the requirements of another degree at CEU or another university or parts of the thesis are plagiarized and are not the original work of the author.

In case of serious offenses, the thesis is graded **Fail (F)**.

In some cases, the thesis may be graded **Retake Pass (RP in the value of C+)** and the transcript will be flagged for academic dishonesty.

Related documents can be found by clicking on the link below:

<https://dpp.ceu.edu/current-students>

DPP academic calendar 2022/23

August 1	Academic Year starts
September 3-4	First-year students arrive
September 5-9	Orientation, Pre-session
September 10-11	Continuing students arrive
September 12	Departmental Orientation
	Registration for Fall Term begins (closes on October 2)
September 12-16	Zero week
September 19	CEU Opening Ceremony
September 19	Fall Term begins (ends on December 9)
September 19	Student Union elections at the department start (end on September 27)
October 2	Registration for Fall Term ends
October 26	Public Holiday in Austria, CEU is officially closed
November 1	All Saints' Day, CEU is officially closed
	Thesis title and supervisor form submission for MAIPA
December 8	Immaculate Conception Day, CEU is officially closed
December 9	Fall term ends
December 12-16	Exam week
December 12	Registration for Winter Term starts (ends on January 17)
December 24-26	Christmas, CEU is officially closed
Dec 27-Jan 31	Offices run with skeleton teams
December 31	New Year's Eve, CEU is officially closed
January 1	New Year's Day, CEU is officially closed
January 5	Research and Travel Grants application for students
January 6	Epiphany Day, CEU is officially closed
January 9	Winter Term begins (ends on March 31)
January 16	Registration for Winter Term ends
	Deadline for submission of Fall Term grades
March 2	Research and Travel Grants application deadline for students
March 2	Registration for Spring Term starts (ends on April 11)
March 31	Winter Term ends
April 3	Spring Term begins (ends on June 16)
April 3-7	Exam week
April 9-10	Easter, Public Holiday, CEU is officially closed
April 11	Registration for Spring Term ends
	Spring Term starts for DPP students
May 1	Labor Day, CEU is officially closed
May 8	Deadline for submission of Winter Term grades
May 18	Ascension Day, Vienna Campus is officially closed
May 28-29	Pentecost, CEU is officially closed
June 1	Research and Travel Grants application deadline for students
June 2	Thesis submission deadline
June 8	Corpus Christi Day, CEU is officially closed
June 9	Deadline for submission of Spring Term grades
June 16	Spring Term ends
June 23	Commencement Ceremony
July 31	Academic Year ends