



**Department  
of Public  
Policy**

CENTRAL  
EUROPEAN  
UNIVERSITY

*Student Handbook*

**Master of Arts in International  
Public Affairs  
| MAIPA |**

ACADEMIC YEAR 2023/24

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## DPP directory and contact information

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*Head of Department*

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**Nick SITTER**  
*MAIPA Program Director*

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

### DPP Administrative Staff

**Natascha ILIC**  
*Student Affairs Coordinator*

[ilicn@ceu.edu](mailto:ilicn@ceu.edu)

- Student-related matters
  - Thesis
  - Course-registration
  - Credit transfers
  - Program-related questions
  - Room reservation for student meetings
  - Absence administration
- Student initiatives and inquiries

**Katalin HÁRSKÚTI**  
*Academic Curriculum Coordinator*

[harskutik@ceu.edu](mailto:harskutik@ceu.edu)

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

**TBA**  
*Skills and Applied Learning Coordinator*

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

**Zoltán WÁGNER**  
*Finance Coordinator*  
MA thesis research grant

[wagnerz@ceu.edu](mailto:wagnerz@ceu.edu)

**Pál BANDA**  
*Program Coordinator, Mundus MAPP*

[bandap@ceu.edu](mailto:bandap@ceu.edu)

## 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](mailto:johannakropej@outlook.com) or online at [www.larapartnernetzwerk.at](http://www.larapartnernetzwerk.at)

General (European emergency number): 112

**Ambulance: 144**

### **National emergency number 144**

In acute medical cases, please call the emergency control center Vienna immediately on the emergency number 144.

### **Health hotline 1450**

The free health number 1450 offers Viennese medical advice - around the clock, seven days a week.

### **Doctor radio service 141**

If you need the help of a general practitioner outside of the office hours, please call the medical service 141.

To find **hospitals** in Vienna please [click here](#).

It is also possible to search for health services like pharmacies or dentists on [this interactive map](#).

## Psychological 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](mailto:BiroL@ceu.edu)

**DENISE RAMA, student counsellor**

**Appointment:** [RamaD@ceu.edu](mailto:RamaD@ceu.edu)

**GABOR SZABO, student counsellor**

**Appointment:** [SzaboG@ceu.edu](mailto:SzaboG@ceu.edu)

## General CEU and DPP information

Useful documents and links:

[SRO Manual and course registration](#)  
[Student Life - information for arriving students](#)  
[SRO orientation for arriving students](#)  
[Student Life - information for current students](#)  
[eVision Portal](#)  
[CEU grading options](#)  
[CEU grading sytem](#)  
[Leaving Procedure](#)  
[All CEU policies](#)

### 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.

### 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:



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**CEU** Department of  
Public Policy

CENTRAL  
EUROPEAN  
UNIVERSITY

[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 should not 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"; in Hungarian: "tartózkodási engedély"). For EEA citizens (with the exception of national citizens) a registration certificate (in German: "Anmeldebescheinigung"; in Hungarian: "regisztrációs igazolás") 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](#)

[Residence Permit Extension | Central European University \(ceu.edu\)](#)

### 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 MAIPA students and second year MAIPA students will each elect two representatives.) These twelve 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 twelve 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 where 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 Senior Program Manager (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 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

### Pre-session and Zero Week Requirements

During the **Orientation week** (September 4-8, 2023), orientation sessions are organized by CEU to help students settle in Vienna and at the University and Program Directors provide program information sessions. Attendance is mandatory.

**Zero Week** (September 11-15, 2023) precedes the official beginning of the Fall term with course and specialization introductions and various other presentations. Students seeking course clarification and additional information may address their questions to faculty during these sessions. Syllabi for the Fall term will be available on Moodle prior to Zero Week.

### Course Materials

Course materials are available through the CEU e-learning site <https://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

<b>Fall Term</b>	September 18 - December 8	2023
<b>Winter Term</b>	January 8 - March 29	2024
<b>Spring Term</b>	April 2 - June 14	2024

### Course Registration Periods

During the registration period, the students can:

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

<b>Term</b>	<b>Registration Begins</b>	<b>Registration Ends</b>
<b>Fall</b>	September 11, 2023	September 25, 2023
<b>Winter</b>	December 11, 2023	January 15, 2024
<b>Spring</b>	March 25, 2024	April 8, 2024

### Course Registration

Course registration takes place in the fall term between September 11-25. 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.

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

### Dropping Courses

A course may be dropped by students through the e:Vision Portal free of charge until the end of the registration period. After the course registration closes, courses may be added or dropped until the third class of each course by the Student Affairs Coordinator or the Student Records Office and a fee of 15 euro applies. Administrative Fail (AF) will be assigned for failure to either drop or complete the course or change it to audit before the registration period ends.

### 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.

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

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.

### 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.

Late submission of final papers or take-home exams is not accepted, unless with the special permission of the Course Instructor and in line with the Academic Calendar. 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 Schools) 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 a 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	100-96
A-	3.34 - 3.67	95-88
B+	3.01 - 3.33	87-80
B	2.68 - 3.00	79-71
B-	2.34 - 2.67	70-63
C+	2.33 - (minimum pass)	62-58

### 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 years 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>



## Academic Integrity and AI

All coursework that you submit during your studies has to be in line with common standards of academic integrity (as outlined in <https://documents.ceu.edu/documents/p-1405-1v2201> and <https://documents.ceu.edu/documents/p-1009-1v2201>). You may use AI tools, such as ChatGPT, to support and assist you to achieve the learning goals defined for each course. However, the maintenance of academic integrity is essential which is why it is absolutely prohibited to submit text generated by an AI.

## 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. Laptops 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 good academic performance (GPA of 3.33 or higher), (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.

In the cases of transfer from two-year to one-year master's programs, the intention for the change of program must be requested in written from the unit head before the 31st of October. Following the request for the change of program within the same unit, the unit has two weeks for reaching a decision which will be delivered to the student in writing. In the case of transfer between different units, the original unit coordinates the process with the receiving unit. If

granted, the student will receive a conditional transfer approval which will become unconditional upon the completion of first term and required GPA performance.

For further information please consult with relevant CEU policy via this link:  
<https://documents.ceu.edu/documents/p-1105-2v1503>



## MAIPA degree program requirements

### Program Description

The MA in International Public Affairs (MAIPA) is an interdisciplinary degree with an international profile intended for students who aspire to work in international organizations, NGOs, public administration, or related fields such as journalism and academia.

International Public Affairs captures two dimensions of study: on the one hand, the international, which includes governance on the regional, global and transnational levels; and on the other hand, the public, which includes interaction among the government, private and the voluntary sector. In the first term, MAIPA students must choose one of two specializations for their MA: (i) Democracy and Rule of Law or (ii) Policy and Governance. The final two terms of the second year are devoted to a mandatory thesis.

The MA in International Public Affairs is open to students with undergraduate degrees in social sciences, humanities, law and related subjects.

### Overall Aim

The overarching aim of the program is to provide students with a solid conceptual grounding in international dimensions of public affairs that will prepare students for their future roles as policymakers, advisors, and analysts in government, international and non-governmental organizations or in journalism, think tanks and academia. Through the courses included in the core curricula, the program is designed to give graduates a broad interdisciplinary base that draws on the disciplines of economics, international relations, politics and public policy.

### Learning Outcomes

- Systematic understanding of theories, concepts and principles behind ‘international public affairs’
- Systematic understanding ‘international public affairs’ at all levels of governance
- Systematic understanding of, and capability to work with, the core research methods of economics, international relations, politics and public policy
- Systematic development of interdisciplinary skills across economics, international relations, politics and public policy
- An ability to navigate disciplinary boundaries and work with interdisciplinary research including a strong humanities/history component

### Structure of the program

The program consists of [seven modules](#):

**The Foundation Module** takes place in the autumn and winter terms of year 1. It consists of four foundations courses (some of which stretch over two terms), totaling 18 credits.

**The Democracy 1 Module** consists of mandatory elective courses of 2 or 4 credits each. Students who take the Democracy and Rule of Law track must complete 6 credits from this pool. These courses are elective courses for students in the Policy and Governance track.

**The Policy 1 Module** consists of mandatory elective courses of 2 or 4 credits each. Students

who take the Policy and Governance track must complete 6 credits from this pool. These courses are elective courses for students in the Democracy and Rule of Law track.

**The Research Methods Module** takes place in the autumn and winter terms of year 1. It consists of mandatory courses worth 4 credits, plus one elective course.

**The Democracy 2 Module** consists of a number of mandatory elective courses. Students who take the Democracy and Rule of Law track must complete 10 credits from this pool. These courses are elective courses for students in the Policy and Governance track.

**The Policy 2 Module** consists of a number of mandatory elective courses. Students who take the Policy and Governance track must complete 10 credits. These courses are elective courses for students in the Democracy and Rule of Law track.

**The Thesis Module** consists of the written master's thesis, worth 12 credits. It is mandatory for all students.

Students take 8 credits in **elective** courses to reach 60 US credits/120 ECTS.

## Tracks

Students choose one of two tracks:

### **The Democracy and Rule of Law track**

Students in the Democracy and Rule of Law track must complete the Foundation Module (18 credits); at least 6 credits from the Democracy 1 module; at least 10 credits from the Democracy 2 module; and as well as the Research Module (at least 4 credits), at least 2 credits from the Policy 1 module and the thesis (12 credits). The remaining 8 credits are to be selected from freely elective courses from the Research Methods module, an optional internship and courses from DPP and/or other departments.

### **The Policy and Governance track**

Students in the Policy and Governance track must complete the Foundation Module (18 credits); at least 6 credits from the Policy 1 module; at least 10 credits from the Policy 2 module; as well as the Research Module (at least 4 credits), at least 2 credits from the Democracy 1 module and the thesis (12 credits). The remaining 8 credits are to be selected from freely elective courses from the Research Methods modules, an optional internship and courses from DPP and/or other departments.

The two tracks have common mandatory courses in the Foundation Module and the Research Methods Module but have different rules for the number of courses that are to be selected from the Policy 1, Policy 2, Democracy 1 and Democracy 2 modules.

## Modules

MODULE	COURSES (OR THESIS WORK)	DEMOCRACY AND RULE OF LAW TRACK	POLICY AND GOVERNANCE TRACK
<b>Fall term, year 1 (all students take min. 12 credits, plus Democracy 1 or Policy 1 courses offered in the fall term)</b>			
Foundation Module	5 foundation courses (10 credits)	Mandatory	Mandatory
Research Method Module	1 research course (2 credits)	Mandatory	Mandatory
<b>Winter and Spring terms, year 1 (students take up to 18 credits in the two terms combined)</b>			
Foundation Module	4 foundation courses (8 credits)	Mandatory	Mandatory
Research Method Module	1 research course (2 credits)	Mandatory	Mandatory
Democracy 1 Module	A set of mandatory elective courses	Mandatory elective: Students take at least 6 credits from this module	Mandatory elective: Students take at least 2 credits
Policy 1 Module	A set of mandatory elective courses	Mandatory elective: Students take at least 2 credits	Mandatory elective: Students take at least 6 credits from this module
<b>Fall and Winter term, year 2 (students take 18 credits)</b>			
Democracy 2 Module	A set of mandatory elective courses*	Mandatory elective: Students take at least 10 credits from this module	
Policy 2 Module	A set of mandatory elective courses*		Mandatory elective: Students take at least 10 credits from this module
	Free Electives**	8 credits	8 credits
<b>Winter and Spring terms, year 2 (students take 12 credits)</b>			
Thesis Module	Thesis, 12 credits	Mandatory	Mandatory

## Notes:

- \*Second year students may also choose courses from the Policy 1 portfolio for their Policy 2 courses; and from the Democracy 1 portfolio for Democracy 2 courses.
- \*\*Free electives include: 1. any MAIPA course, 2. any course offered by DPP, 3. any crosslisted course and 4. any non-crosslisted open course.
- From the **Skills for Impact** (SFI) courses at DPP, a **maximum of 2 credits** are allowed to be taken as electives.
- Students can transfer 2 credits between year 1 to year 2. Eg. If they complete 32 credits in Year 1, the minimum credits required in Year 2 will be reduced from 30 credits to 28 credits.
- An optional Internship can replace one 2-credit course (Elective or Mandatory Elective) in the second year.

## Overview of the program credits

		MAIPA 1		MAIPA 2	
		Democracy and Rule of Law	Policy and Governance	Democracy and Rule of Law	Policy and Governance
<b>MANDATORY</b>	FALL	Academic Writing (2)			
		Microeconomics, behavior and public policy (2)			
		Policy Analysis (2)			
		Quantitative Methods for Public Policy (2)			
		International Relations I (2)			
		Democratic Institutional Design I (2)			
	WINTER	Macroeconomics and Public Policy (2)			
		Qualitative Methods for Public Policy (2)			
		Democratic Institutional Design II: Public Policy and Party Politics (2)			
		Policy Analysis II: Institutions and Actors in the Policy Process (2)			
		International Relations II (2)			
	SPRING			Thesis (12)	

<b>Mandatory Elective</b>	6 credits from Democracy track and 2 credits from Policy track	6 credits from Policy track and 2 credits from Democracy track	10 credits from Democracy track	10 credits from Policy track
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<b>ELECTIVE</b>	0	0	8	8
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<b>Total</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>
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## MAIPA course list in 2023-2024

MAIPA students need to make their track-specific course selection from the specially designed Democracy and Policy Module course pools.

Please check the list of track-specific mandatory elective courses [here](#) or [here](#).

During course registration, you will find these courses in the Mandatory Elective diet in SITS.

## Electives

First year MAIPA students are not required to enroll in any elective courses, therefore you will find no courses in the elective pool during course registration.

You will have a chance to join elective courses in the second year of your studies. The Department offers a wide number of electives delivered by resident, adjunct and visiting faculty. Please check the DPP course list [here](#).

*Please note:*

- The program cap on **non-crosslisted** elective courses is 2 credits in the first year and 4 credits in the second year.
- The program cap on **auditing** is one audit course per term.
- From the **Skills for Impact** (SFI) courses at DPP, a maximum of 2 credits are allowed to be taken as electives.
- **Language and computer courses** are not part of the program curriculum and hence will not count towards the degree and the GPA.
- For GLOBALED and OSUN online courses, DPP approves one elective course (2-3 credits to transfer) to be counted towards the CEU degree. For further information about the credit transfer regulations please consult Annex 1. CEU Credit Transfer Regulations in [Student Rights, Rules, and Academic Regulations](#).

**We strongly recommend** students to consider the overall workload 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.

## STUDY PLAN

<i>Year 1</i>	COURSE	CREDIT	CODE	GROUP
Mandatory courses  (22 credits)	Democratic Institutional Design I	2	DOPP5435	-
	Terrorism and Counter-Terrorism (IR I)	2	DOPP5140	-
	Institutions and Actors (PA II)	2	DOPP5290	-
	International Relations II	2	DOPP5666	-
	Public Policy and Party Politics (DID II)	2	DOPP5307	-
	Academic Writing	2	DOPP5427	Group
	Microeconomics	2	DOPP5664	Group
	Macroeconomics	2	DOPP5665	Group
	Policy Analysis I	2	DOPP5424	Group
	Quantitative Methods	2	DOPP5422	Group
Qualitative Methods	2	DOPP5423	Group	
Mandatory electives - your track (6 credits)	1. 2. 3.			
Mandatory electives - other track (2 credits)	1.			
<i>Year 2</i>				
Mandatory electives - your track  (10 credits)	1. 2. 3. 4. 5.			
Free Electives  (8 credits)	1. 2. 3. 4.			
Thesis (12 credits)	Title:	12	DOPP9107	

## 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: Masters 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).

For GLOBALED and OSUN online courses, DPP approves one elective course (2-3 credits to transfer) to be counted towards the CEU degree.

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. Cooperation agreements regulate credit transfers, learning agreements specify courses.

Two-year programs allow ONE study mobility stay abroad (and not more).

When students go on exchange, they have to submit a **study plan** to the MAIPA Program Director in advance and secure the PD's approval before they proceed with the exchange program.

The study plan should list the courses that the student proposes to take at the other institution and which CEU courses these replace. The student should also indicate whether the CEU courses replaced count as M/E or E courses, and if M/E then also for which track.

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

For further details on exchange programs please visit the website of the [Academic Cooperation and Research Office](#).

For further information about the credit transfer regulations please consult Annex 1. CEU Credit Transfer Regulations in [Student Rights, Rules, and Academic Regulations](#).

## Thesis guidelines

MAIPA students are required to complete a master's thesis. The Thesis Module consists of the written master's thesis, worth 12 US credits (24 ECTS). It is a second-year project, mandatory for all students. It requires at least 4 US credits of research methods as a prerequisite.

Theses should contribute to the study of the field through original research and demonstrate analytic ability through the careful and critical use of relevant theory, concepts, and research methods.

A resident CEU faculty member from one of the participating departments (Public Policy, Economics, International Relations, Political Science or History) will supervise the thesis.

Students should approach potential supervisors during their first year. Students who have not secured commitment from a faculty member by the middle of the Fall term in their second term, will be allocated a supervisor.

The supervisor is the student's primary contact during the research and thesis writing period. Supervisors are expected to read and comment on the thesis proposal, to meet the student minimum three times during the supervision process, and to provide feedback on drafts of the thesis (if there is sufficient time to do so). It is advisable 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.

The maximum total length of the thesis is 10,000 words. The word count includes everything except tables and figures (i.e., the word count includes the title page, copyright notice, table of contents, list of figures, list of abbreviations, acknowledgments, references, abstract (maximum 200 words), footnotes, bibliography, and appendices).

Two CEU 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](#).)

Second year students must submit a scanned copy of the [Thesis Title and Supervisor Form](#) signed by the supervisor together with the [MA Thesis Proposal](#) by email to the Student Affairs Coordinator by **November 2, 2023**.

For a sample Thesis Title and Supervisor Form see <https://dpp.ceu.edu/thesis-1>

**Thesis Submission Deadline: June 3, 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 Teaching and Learning, 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 0.1 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](#). Term papers and 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 <https://dpp.ceu.edu/thesis-1>. 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 <https://dpp.ceu.edu/thesis-1>)

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 the 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.

**Late submission results in 0.1 point grade deduction per business day.**

Related documents to be found at the link below:

[Thesis | Department of Public Policy \(ceu.edu\)](#)

#### MA Thesis Research Grants

CEU offers small grants to support master’s thesis research. Interested students must submit their application to Zoltan Wagner containing the grant application form, a summary of the project, the research timetable (days and location), a summary of advanced preparations undertaken, the supervisor’s recommendation, and a detailed budget. Applicants must also submit a travel grant report and original invoices for all expenses to the Grants Management Office within 30 days of the completion of their research. If the master’s thesis grant is not used according to the budget that was submitted, the University may insist that the grant be refunded. For further details, please click [here](#).

#### Research and Internship Periods Abroad

Students undertaking research for their thesis or their internship outside Austria are responsible for arranging and paying for the costs of their visa and valid medical insurance for that period.

## Internship

For MAIPA students, an optional Internship can replace one 2 US credit course in the second year.

The internship is an opportunity for students to further develop their career profile, to apply insights they have gained as a result of their academic courses in a ‘real-world’ environment, and/or to advance their research skills. The purpose of the internship is to provide students with an opportunity to gain insights into the day-to-day operations of an organization in the public, private, NGO, or multilateral sector, thereby gaining practical experience and advancing their understanding of how policies and processes are shaped by context, institutions, and culture. Most students take advantage of the internship to acquire policy related professional experience, including knowledge and skills that will help them progress towards their long-term professional goals. Some students choose to do internships dedicated to research within an academic or research-focused institution.

Interns and host institutions should plan working hours on the assumption that interns will work up to 40 workdays/320 hours or what is considered full-time within the organization (whichever is less). This serves as a guideline; working arrangements may vary depending on the host organization. Students may choose to structure their internship on a part-time basis.

Students may pursue internships in their home country, their country of residence, or internationally.

Internships must have a clear learning agenda and be clearly relevant to the practice of public policy. The host organization is expected to provide interns with a substantive, policy-relevant professional development experience. Students are required to obtain a document from their host institution that specifies their tasks and responsibilities and designates an individual at the host organization to serve as a supervisor or mentor during the entire period of the internship. The document forms the basis of the information communicated by the student and host organization as part of the internship assignment and approval process (spelled out in detail below). The supervisor/mentor designated by the host institution is expected to provide guidance and instructions to the intern and to serve as the host organization’s contact for DPP.

The internship requirement is not satisfied until submission and approval of the three forms listed below:

To be submitted before the internship:

- Internship Approval and Assignment Form

To be submitted after the internship

- Internship Report and Assessment Form
- Intern Evaluation Form – Within two weeks of completing their internship

**For further information on Internship, click on [this link](#).**

## DPP academic calendar 2023/2024

<b>September 1</b>	<b>Academic Year starts</b>
<b>September 2-3</b>	First-year students arrive
<b>September 4</b>	Departmental Orientation
<b>September 4-8</b>	Orientation week
<b>September 9-10</b>	Continuing students arrive
<b>September 11</b>	Course registration period begins (closes on September 25)
	CEU Opening Ceremony
<b>September 11-15</b>	Zero week
<b>September 18</b>	Fall Term begins (ends on December 8)
	Student Union elections at the department start (end on October 4)
<b>September 25</b>	Course registration period ends
<b>October 5</b>	Research and Travel Grants application deadline for students
<b>October 26</b>	No classes (holiday, Austria)
<b>November 1</b>	No classes (holiday, Austria)
<b>November 2</b>	Thesis title and supervisor form submission, MA thesis Proposal submission
<b>December 8</b>	No classes (holiday, Austria)
	Fall term ends
<b>December 11-15</b>	DPP Exam week
<b>December 11</b>	Course registration period starts (ends on January 15)
<b>December 24-26</b>	Christmas, CEU is officially closed
<b>Dec 27-Jan 31</b>	Offices run with skeleton teams
<b>December 31</b>	New Year's Eve, CEU is officially closed
<b>January 1</b>	New Year's Day, CEU is officially closed
<b>January 5</b>	Research and Travel Grants application deadline for students
<b>January 6</b>	Epiphany Day, CEU is officially closed
<b>January 8</b>	Winter Term begins (ends on March 31 )
<b>January 15</b>	Course registration period ends
<b>March 7</b>	Research and Travel Grants application deadline for students
<b>March 25</b>	Course registration period starts (ends on April 8)
<b>March 29</b>	Winter Term ends
<b>April 2</b>	Spring Term begins (ends on June 14)
<b>March 31-April 1</b>	No classes (holiday, Austria)
<b>April 1-4</b>	DPP Exam week
<b>April 8</b>	Course registration period ends
	Spring Term starts for DPP students
<b>May 1</b>	No classes (holiday, Austria)
<b>May 9</b>	No classes (holiday, Austria)
<b>May 20</b>	No classes (holiday, Austria)
<b>May 30</b>	No classes (holiday, Austria)
<b>May 31</b>	Research and Travel Grants application deadline for students
<b>June 3</b>	Thesis submission deadline
<b>June 16</b>	Spring Term ends
<b>June 21</b>	Commencement Ceremony
<b>August 31</b>	Academic Year ends

Please find the CEU academic calendar [here](#).