



**Department of
International Relations**

CENTRAL
EUROPEAN
UNIVERSITY

CENTRAL EUROPEAN UNIVERSITY

DEPARTMENT OF INTERNATIONAL RELATIONS

MA HANDBOOK

2015/16

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The Department of International Relations is a center of excellence for education, training and research. It integrates international relations research with regional expertise in the European Union and the wider European neighborhood, Central and East Asia, and the Middle East. Attention is paid to the evolving role of the EU, Russia, China, and the US in international affairs, the rise of new powers and the role of non-state actors in world politics and the global economy. The department combines international relations theory, international political economy and security studies with multidisciplinary approaches to the study of transnational, national and sub-national politics.

This program provides an enriching environment that generates research on relevant topics in a globalizing world. A multidisciplinary faculty (including scholars from international relations, history, law, economics, and political science) and a broad scope of course offerings attract top-level graduate students from around the world. The student/faculty ratio for the Department of International Relations is 5:1.

Interest in, and respect for, cultural, national and religious diversity are highly valued at the IR department, which has one of the most diverse faculty and student populations at CEU. We encourage our students to think of IR scholarship as an historically and culturally contingent practice and to enter the classroom prepared to contribute to an ongoing conversation about international relations and public policy. Above all, we are committed to educating a new generation of professionals in the region who will help ensure the peace and stability of Europe and beyond in the 21st century.

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I. BASIC DEPARTMENTAL DATA

Institution Responsible: Central European University

Central European University is a graduate institution in the social sciences, the humanities, law and management. It is accredited in both the United States and Hungary, and offers English-language Master's and doctoral programs.

Name of Department: International Relations

Degree to be Awarded: Master of Arts (MA)

A ten-month program consists of two teaching and one research term. The MA degree was conferred for the first time in June 1993 and since 2001 the program has been registered with the Board of Regents of the University of the State of New York (US). CEU is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.

Eligible students can also acquire a Postgraduate Specialist Degree in Global Politics accredited in Hungary.

Starting Date: September 2015

II. REQUIREMENTS & POLICIES

1. REQUIREMENTS FOR THE MASTER OF ARTS DEGREE

Courses at the Department belong to three different tracks: International Relations and Security, European and Eurasian Studies, and International Political Economy.

In each semester students are required to take courses from at least two tracks, while over the course of the academic year students are required to take courses from all three tracks.

Please note that you may take courses for a maximum of FOUR credits from another department (one FOUR-CREDIT course or two TWO-CREDIT courses) in the academic year subject to permission by the Head of Department.

a) Pre-session Period Requirements

Although attendance is required, performance during the Pre-session Period is not evaluated.

b) Fall Semester Requirements (16 Credits)

The Fall Semester consists of SIXTEEN CREDITS (FOUR credits of mandatory courses and TWELVE credits of elective courses).

Students must take the following two mandatory courses:

Research Design and Methods in IR course for TWO CREDITS

Academic Writing for International Relations for TWO CREDITS.

Students overall must complete SIXTEEN CREDITS in the Fall Semester, as described above, in order to advance to the Winter Semester.

c) Winter Semester Requirements (16 Credits)

The Winter Semester consists of SIXTEEN CREDITS. (TWO credits of mandatory courses and FOURTEEN credits of elective courses)

Students must take the following two mandatory courses:

Research Design and Methods in IR II for TWO CREDITS,

Academic Writing for International Relations NO CREDIT awarded

Please note that Academic Writing for International Relations course is MANDATORY. Although the course carries no credits in the Winter Semester, it is an integral part of the program and must be passed to advance to the Spring Semester.

Students must complete all SIXTEEN CREDITS in the Winter Semester in order to advance to the Spring Semester.

Please note that the number of students in OUR courses – except for mandatory courses – is restricted. Non-degree visiting students are not included in the limit.

d) Spring Semester Requirements: Thesis Research and Writing (8 Credits)

Under faculty supervision, students will prepare an original research paper (thesis) according to the following six criteria:

All theses must identify an adequate research topic, which includes a manageable field of research and a number of researchable questions to investigate.

Theses should show a good knowledge of the literature in the field; contribute to the study of the field through original research and/or by relating the subject studies to the broader academic literature; and demonstrate analytic ability through the careful and critical use of relevant concepts and approaches.

All theses should include footnotes and a full bibliography of sources consulted. A university style sheet is available on preferred methods of footnoting and bibliographic citation at the Academic Writing Center. As specified by the departmental supplement to the thesis writing guidelines, Turabian is the expected style for citation and footnotes.

Arguments and information drawn from books and articles consulted should be acknowledged in all cases. Direct or indirect quotations should be clearly indicated through the use of quotation marks ("");

repetition of other authors' writing in the text without proper citation is plagiarism and will be penalized (see also "Student Rights, Rules, and Academic Regulations" on CEU website: <http://www.ceu.hu/documents/p-1105-2>).

The word limit for the thesis is 15,000 words (+/- 15%) including footnotes but excluding bibliography and annexes; from the beginning of introduction to the end of conclusion. The word count should be indicated on the cover page. Theses that fall outside the range above (12,750 – 17,250) will not be accepted.

Students are encouraged to undertake comparative studies. Those who wish to focus on their own country must justify their proposal to their faculty supervisor in terms of its particular analytical interest.

Grading:

The thesis will be graded according to the grading scheme of the university. A minimum grade of C+ is required in order to receive the MA degree, subject to having completed all other requirements. The Master's thesis grade counts toward the GPA by its credit number.

Submission:

Three spiral-bound hard copies of the thesis and an electronic version (in .doc format as an e-mail attachment to ir_thesis@ceu.edu) should be submitted in person to the Program Coordinator by 2 pm on Wednesday, 1st of June. The hard copies can only be submitted if the .doc version and the eTD copy have already been submitted.

Please note that CEU requires each candidate for a CEU academic degree to deposit an electronic version of his/her submitted thesis/dissertation in the Electronic Theses and Dissertations (ETD) collection, which will be stored in the CEU library thesis/dissertation collection, and will be accessible online on the library's website (according to the distribution option set by the author).

Late submission will result in the downgrading of the thesis. Every two days of delay implies the deduction of one grade (a third of a letter grade). So a thesis worth an A would receive an A- if submitted one to two days late and a B+ if submitted to three to four days late and so on. Therefore the department does not accept any work after 2 pm on Thursday, June 11, 2015.

Thesis defense:

Students are required to give an oral defense of their thesis in the presence of an MA Defense Committee consisting of the supervisor and a second reader of the thesis. Second readers are nominated by the Department. Defense of the MA thesis is public, and the date is announced by the Department (see the Calendar for dates). In case of students eligible for the Hungarian degree, the Defense Committee will consist of three members.

e) Progress toward the Degree

Continuous registration and evidence that satisfactory progress is being made toward the degree are required of all candidates for graduate degrees offered by CEU.

Residency requirement: in residence, full time.

MA candidates are expected to reside in Budapest at all times during the program. They are expected to continuously remain in contact with campus academic life and respond promptly to any communication from the department.

Any exceptions to this must be approved in advance by the Head of Department.

All CEU students must make satisfactory progress in order to retain financial support (when this applies).

More than a week of unjustified absence, and/or irregular attendance noted by the instructor and the department head may result in the loss of a tuition waiver and/or financial aid and/or grade deductions.

f) Absence Policy

The department's policy on attendance is outlined by the Attendance Guidelines for IR students:

1. Attendance at classes and other compulsory elements of a course (simulation, on the spot visit etc.) is obligatory. Exceptionally, absences are justified only in the circumstances described below under points 2 and 3.
2. In case of illness, absences are justified if supported by appropriate medical documentation, to be submitted to the IR office (FT 303).
3. Absences unrelated to medical reasons are justified only if approved by the course instructor who also determines if and how the absence is to be compensated for (e.g by extra assignments). The maximum number of such absences may exceed two per course only if approved by the head of department.
4. Absences not covered by points 2 and 3 are unjustified absences, and they are sanctioned as follows:
 - a. Unjustified absence may lead to a deduction from the overall grade for the course, each unjustifiably missed class entitling the instructor to deduct one third of a grade point (e.g. from A- to B+)
 - b. In accordance with paragraph 6.2. of the CEU's Handbook on Student Rights, Rules, and Academic Regulations „More than a week of unjustified absence – meaning absence without notice, or absence without approval – noted by an instructor and the department or program head, may result in the immediate suspension of financial aid. The decision is made by the department or program head. Normal courses of appeal are applicable to this case as well.”

- c. Unjustified absences amounting to 30% or more of the classes and other obligatory events leads to the dismissal from the Masters program.
5. The total number of justified and unjustified absences must not exceed one third of all the classes.
7. Students register their attendance in class lists circulated by the instructor at the beginning of each class. On request, these registers are accessible to students.

g) Summary

In order to receive the Master of Arts Degree in International Relations, students must fulfill the following four criteria:

Pass the Academic Writing for International Relations courses. Pass the Methods and Research Design in IR courses with a grade C+ or above.

Achieve the required number of credits in the Fall Semester (16 credits) and the Winter Semester (16 credits), in the manner stipulated in the preceding sections;

Pass the Masters thesis with a grade of C+ or above (8 credits);

Accumulate 40 credits over three consecutive terms as stipulated above with a cumulative Grade Point Average of 2.66 or higher.

The requirements for successful completion of individual courses are outlined in the syllabi (posted on the website of the department). Normally, such requirements include active class participation, short writing assignments, research papers, and/or written examinations.

Please note that no student shall receive his/her degree until all outstanding financial responsibilities are met (e.g. tuition) and the Student Services Leaving form is signed by all appropriate units.

2. SPECIALIZATIONS

a) Specialization in Religious Studies

In order for a student from International Relations to receive an SRS Advanced Certificate together with the degree proper, the following requirements need to be fulfilled:

1. Admission to the Department of International Relations
2. Successful attendance of two mandatory courses (4 credits) and obtain 6 further elective credits (from the approved annual list of SRS courses).
3. SRS students must write their thesis on a religion related topic. The student's first or the second supervisor should be a faculty member from the Specialization.

4. Participation in the Annual Specialization Religious Studies Student's Thesis Writing Workshop.
5. Participation in lectures, special seminars, and workshops organized by the Center for Religious Studies is mandatory. Attendance and participation will be considered part of a student's overall performance.

b) Specialization in Political Thought

The Specialization in Political Thought engages in the comparative study of political thought from a variety of perspectives, both within and outside the Western canon. Special attention will be given to the historicity of diverse political traditions but also to recurring themes and questions. Learning to recognize political thought, both past and present, as being time- and place-specific will equip students, regardless of their major field of study, with additional analytical and methodological skills grounded in the appreciation of the contextual and intertextual aspects of diverse intellectual traditions. Beyond contextualization the students will learn about comparative methods, addressing topics of political thought from intercultural and diachronic perspectives.

Students participating in this specialization will receive a Certificate in Political Thought in addition to their MA degrees.

In order to receive the Advanced Certificate in Political Thought (ACPT) together with the degree proper, the following requirements need to be fulfilled:

Requirements:

1. Admission to the Department of International Relations.
2. Based on the required 40 credits to obtain the MA degree, ACPT students must take 4 mandatory credits and obtain 8 further elective credits from the approved annual list of ACPT courses..
3. ACPT students must write their thesis on a topic related to Political Thought. The student's first or second supervisor must be a faculty member participating in the ACPT.
4. Participation in lectures, special seminars, and workshops organized at CEU by the ACPT is required. Attendance and participation will be considered part of the student's overall performance.

3. SYSTEM OF COURSEWORK GRADING

The Department of International Relations uses the CEU system of letter grades and grade points for evaluating students' work, including the thesis, as shown in the table of the Student Records Manual.

The minimum passing grade for a mandatory or an elective course is C+ (worth 2.33).

Failure to drop a course while not attending will result in the assignment of an "AF" (Administrative Failure) grade for the course. This grade earns no credits and affects the GPA with 0.00 points.

Unless otherwise specified in the course's syllabus, late submission of written assignments will result in downgrading by one grade for every second day late (i.e. if students submit their assignments one or two days late, their assignments will be downgraded by one third of a letter grade, for example from a B+ to a B; if the assignment is submitted on the third or fourth day it will be downgraded by two thirds of a letter grade, for example from a B+ to a B-, etc.).

4. PLAGIARISM AND ACADEMIC DISHONESTY

What is Plagiarism?

Plagiarism is a form of academic misconduct. It is a practice that involves taking and using another person's work and claiming it, directly or indirectly, as one's own. Plagiarism occurs both when the words of another are reproduced without acknowledgment and when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer

CEU's Code of Ethics also recognizes as academic dishonesty the submission of work previously submitted for credit to another course without the permission of the lecturer; and the submission of theses or dissertations that have been previously submitted to a university or program in any language. Such submissions will be treated in a similar way to plagiarism and be subject to the procedures and measures outlined in this Policy.

What are the responsibilities of students?

- to ensure that work submitted for purposes of assessment is their own;
- to ensure that the words and arguments of others are appropriately cited and referenced using an accepted referencing system; and
- to ascertain if academic units allow the submission of work that has been previously submitted in whole or in part and, where it is allowed, to gain permission from the relevant faculty member prior to submission.

By enrolling at CEU students agree to the submission of their work to the plagiarism service used by CEU. Further, they agree to the following:

- the transfer of written assignments submitted for assessment at CEU, and data relating to this work, to third parties for the purpose of present and future for originality checking;
- the processing of such work and related data for the purposes of originality checking and the provision of information to CEU relating to this work;
- the future use and storage of this material in the database of the originality checking service.

The above will be carried out only for the purposes of originality checking, and will involve:

1. comparison with other works, published or unpublished, either on the internet or other electronic form;

2. comparison with works previously submitted by students for assessment and maintained on the databases of the third party supplier of originality checking services;
3. adding work submitted by students to the relevant databases used for originality checking by the third party supplier

Please consult the CEU Code of Ethics policy document on academic dishonesty at <http://documents.ceu.edu/documents/p-1405-1>

For further information concerning plagiarism and how to avoid it, see the Center for Academic Writing's web page <http://caw.ceu.hu/node/1804>

5. RETAKE

Students failing a course have the right to one retake examination. If in the course assessment there was no examination component, the retake examination can be substituted by substantial written piece of work.

A satisfactory retake assessment (based on examination or written piece of work) means the demonstration of a passing performance. The maximum grade allocated in a retake assessment is "RP", (worth 2.33 points). A fail in the retake assessment of a compulsory course leads to the automatic termination of the enrollment. A student failing the retake assessment in an elective subject will not be allocated the course's credit numbers and the impact on the GPA will be 0.00 points.

For any course only one retake assessment is allowed. Students must communicate their request for a retake at latest within 5 days after the final grade was posted in the University's Information System.

6. EXEMPTION FROM EXAMINATION

Upon a formal written request from the student, the Head of Department may exceptionally grant temporary exemption from taking examinations on the fixed date. Any student request to be excused from taking an examination may be granted in cases of: a) illness, b) family emergency, c) religious reasons. In each of the above cases the student alone will be responsible for providing adequate documentation in advance for the legitimacy of the request to be properly considered. Any student who has been excused from an examination shall take a special examination at a later date, at the discretion of the Head of Department.

7. THESIS DEFERRAL

Students may submit a petition requesting deferral to the Head of Department with the support letter of the Thesis Supervisor, and send a copy to the Department Coordinator. The petition should outline the reasons for deferral and the student should provide supporting documentation. Any student may be granted deferral in cases such as illness or family emergency. In each of the above cases the student

alone will be responsible for providing adequate documentation for the legitimacy of the request to be properly considered.

In just cases, students should inform the Head of Department at the earliest opportunity, as soon as the adverse circumstances become known, but no later than Tuesday, May 26, 2016.

In case of deferral dates of submission are: December 1 and June 1, and the maximum grade awarded for the thesis is B+. The same late submission rules apply for deferred theses.

The Master's thesis must be submitted by June 1, 2018, with the Head of the Department's prior agreement if this has not been in due course. No deferred theses can be submitted after June 15, 2018.

The submitted thesis will be evaluated within 30 days of the deadline.

8. APPEALS

The Department considers appeals under exceptional circumstances if the appeal is reasonable.

Before filing an appeal the student is required to discuss the complaint with the instructor conducting the course. Appeals must be made in writing at latest within 3 days after the final grade submission deadline posted in the University's Calendar. The Head of Department will refer the written appeal to the consideration of the Appeals Committee which comprises three faculty members.

9. ACCEPTANCE

By matriculating in the International Relations and European Studies Department students have agreed to abide by the general rules and procedures of the Central European University.

III. COURSE MANAGEMENT ARRANGEMENTS

1. CEU ORGANIZATIONAL STRUCTURE

CEU is governed by an international Board of Trustees. All academic policy is governed by the CEU Senate, while all executive decisions are the responsibility of the CEU Rector and President. For additional information on the governance of the Central European University, please consult the Rectorate or the CEU website:

<http://www.ceu.hu/about/organization/governance>

2. INTERNATIONAL RELATIONS

The Department of International Relations is run by a Department Committee of full-time departmental faculty in residence, chaired by the Head of Department. The Committee oversees routine academic and administrative business pertinent to the management of the department and normally meets monthly.

Where appropriate, the Committee invites the student Representatives to attend Committee meetings. The need for a student presence at Committee meetings is determined by the Head of Department.

3. STUDENT REPRESENTATION

a) At the University Level

Students are represented at the University level via a student council, a student dormitory council, and three student representatives to the CEU Senate.

A student council exists to provide student feedback and input to the University's Central Administration on academic and non-academic issues. It usually consists of two student representatives per department or program, and it elects three student representatives to the Senate. The student representatives to the Senate represent all students and report on issues of general student concern. Further info: <http://studentunion.ceu.hu/about-us>

A separate student dormitory council is elected to provide student input and feedback to the central administration on student dormitory issues.

b) At the Department Level

Students are informed of any important decisions affecting particular courses, students' work, or the department in general. Such information is provided by one or more of the following methods: notices posted on the department notice board; notices delivered to each student; or notices placed in students' pigeonholes or electronically. Either the Head of Department or the student representative may call plenary meetings.

c) Course Evaluations

Central European University uses an online system, CourseEval, for course and teacher evaluations. Students are asked to evaluate their courses at the end of each semester through a survey of 14 questions. The CourseEval system is entirely independent of all other university systems. It is managed solely by the Institutional Research Office at the Office of the Provost. All surveys are anonymous; neither the numeric nor the text answers can be linked to the individual respondents in any way. Faculty members receive a report on their evaluations after they have uploaded all the grades to Infosys, they do not have access to the names of individual students. CourseEval student evaluations serve as a major source of feedback for both teachers and Departments, and are integral components of curriculum development at the University and individual Departments. CourseEval reports are thoroughly studied by the departments and the Office of the Provost in order to respond to student needs and observations effectively. If you have any questions about CourseEval and the procedures involved do not hesitate to contact Aytalina Azarova at the Institutional Research Office (azarovaa@ceu.hu).

Students are kept informed by the Student Representatives or by staff of any actions arising from the course evaluations. Additionally, staff welcome informal feedback at any time during the course of study.

d) Advice and Guidance

Should students have concerns about a course and do not feel able to approach the relevant member of staff, they should approach the Head of Department or, if appropriate, the Department or Program Coordinators, who will mediate on their behalf. For personal problems, students should approach whichever member of staff they feel most comfortable with (including those from other departments, programs, or university services). Alternatively, students may approach the Director of Student Services, officers at the Student Life Office or the Student Counseling Service. All staff shall deal with the personal concerns of students in the strictest confidence.

IV. FACULTY BIOGRAPHIES

1. REGULAR FACULTY

EMEL AKÇALI, ASSISTANT PROFESSOR (TURKEY/CYPRUS)

On sabbatical leave in Fall 2015/16

Emel Akçali graduated in International Relations at both the American University (Paris, BA) and at the Université de Galatasaray (Istanbul, MA). She obtained her PhD in Political Geography at Paris IV-Sorbonne in France. She worked at the Political Science and International Studies Department of University of Birmingham as a visiting lecturer and taught at Franklin College, Lugano, Switzerland before joining IR. Her current teaching and research interests cover the state, society and politics in the Middle East and North Africa, social movements, upheavals and (trans-)formation of collective identities in the age of globalization, the limits of neoliberal governmentality outside of the Western realm, critical realist philosophy and non-Western and alternative globalist geopolitical discourses. She was awarded the CEU Institute of Advanced Study fellowship in 2013/2014 and is currently working on a monograph on the challenges of state and societal (trans-)formation in post-revolutionary Tunisia and an edited volume on the Aftermath of Revolutions: Neoliberal Governmentality and the Future of the State in the Middle East and North Africa. Her most recent publications are 'Taming' Arab social movements: Exporting neoliberal governmentality, *Security Dialogue* 44, 2013, Geographical Metanarratives in East-Central Europe: Neo-Turanism in Hungary, *Eurasian Geography and Economics* 53: 5, 2012, Turkey's Bid for European Union Membership: Between "thick" and "thin" conceptions of Europe, *Eurasian Geography and Economics* LII 2012 and Getting Real on Fluctuating National Identities: An Insight from Northern Cyprus, *Antipode* 43/5, 2011.

ALEXANDER ASTROV, ASSOCIATE PROFESSOR (ESTONIA)

Alexander Astrov received his PhD from The department of International Relations at the London School of Economics and Political Science. His research is situated at the intersection of International Relations Theory and Political Theory, focusing mainly on the ideas of order and politics. He published two monographs on the subject and edited a volume exploring the idea of 'great power management' as it appears in the writings of the English School of International Relations and contemporary state-practices.

PÉTER BALÁZS, PROFESSOR (HUNGARY)

Graduated in Budapest at the Faculty of Economics (today Corvinus University), he got his PhD degree and habilitated at the same University. He is a ScD of the Hungarian Academy of Sciences. In parallel with his government and diplomatic career he has been teaching and doing research. He was nominated Professor of the Corvinus University in 2000 and joined the CEU as a full time Professor in 2005. He is regularly lecturing at international conferences and universities in English, French, German and

Hungarian languages. After 1990 Prof. Balázs joined the Government and the diplomatic service of Hungary several times. He was a State Secretary for Industry and Trade (1992-1993) and a State Secretary for European Integration (2002-2003). He was nominated Ambassador of Hungary to Denmark (1994-1996), Germany (1997-2000) and to the EU in Brussels (2003-2004). In 2009-2010 he was Foreign Minister of Hungary. He also acquired experience in various EU positions. He was the Government Representative of Hungary in the European Convention drafting the Constitutional Treaty which has become, after several modifications, the Lisbon Treaty. In 2004 he was nominated the first Hungarian Member of the European Commission responsible for regional policy. On the invitation of the European Commission he coordinates priority projects of the Trans-European Transport Network. Prof. Balázs is holding an Ad Personam Jean Monnet Chair. His research activities are centered on the foreign policy of the EU and problems of the late modernization and European integration of the Eastern part of the continent. He also analyzes questions of European and global governance including the future of European institutions. At the CEU he is teaching two courses: EU Enlargement and Neighborhood Policy (fall semester) and European Governance (winter semester). He established (in 2005) and directs the CEU Center for EU Enlargement Studies (CENS). Prof. Balázs published several books, chapters in books and articles.

LÁSZLÓ CSABA, PROFESSOR (HUNGARY)

László CSABA is a distinguished professor of international political economy at Central European University and Corvinus University of Budapest, honorary professor of economics at Szent István University/Gödöllő, as well as Member of the Hungarian Academy of Sciences, of the social science section of Science Europe/Brussels, and Academia Europea/London. Author of 12 books, editor of 6 volumes, as well as 352 articles and chapters in books published in 22 countries. In 1999-2000 President of the European Association for Comparative Economic Studies. On the editorial board of 9 international and 7 Hungarian academic journals. His academic work invited 139 reviews and over 1450 independent citations internationally. His recent output includes the book: *Európai közgazdaságtan/Economics for Europe/*, Budapest: Akadémiai/W.Kluwer, 2014, as well as the chapters: 'Enlargement of the EU' in: TURLEY,G.- HARE,P.G.eds: *Handbook of the Economics and Political Economy of Transition*. London: Taylor and Francis, 2013 and 'Banking and fiscal union in the EU: a solution or a trap?' in: FEHRMANN,Th.ed: *Nationalstaat und Europaeische Union: eine Bestandaufnahme'*, Baden-Baden: Nomos Verlag, 2015 and 'A new political economy – for development' in: KOLODKO,G.W.ed: *Management and Economic Policy for Development*.New York: Nova Science, 2014,pp239-251. For more info cf his personal web: www.csabal.com

THOMAS FETZER, ASSOCIATE PROFESSOR (GERMANY)

Thomas Fetzer joined the IR department in 2009. He received his PhD from the European University Institute in Florence (Department of History and Civilization) in 2005. Before joining CEU, Thomas held post-doctoral research and teaching positions at the Max-Planck Institut für Gesellschaftsforschung in Cologne (2006), the London School of Economics (2007-2008) and the University of Warwick (2009). His

current research interests are primarily related to the role of ideas in the international political economy, with a specific focus on (economic) nationalism, as well as the impact of economic globalization on socioeconomic inequality and processes of collective interest formation. In a recent project, Thomas has also explored the emergence of various notions of 'economic Europeanness'. Beyond his own research, Thomas is interested in a number of other fields, including the comparative political economy of labour and industrial relations, EU social policy and the European social model, the history and contemporary development of multinational firms, the politics of consumption, as well as the broader area of contemporary European and transnational history, in particular with regard to issues of collective memory and identity. He also has a strong interest in the methodological debates about the relationship between history and the social sciences.

MATTEO FUMAGALLI, ASSOCIATE PROFESSOR, HEAD OF DEPARTMENT (ITALY)

Matteo joined the department in 2007. He was awarded his PhD from the University of Edinburgh in 2005. Before joining CEU, Matteo worked at University College Dublin (Ireland), the University of Edinburgh and St Andrews University in the UK. Matteo's interests include contentious authoritarianism; ethnicity, nationalism and diaspora politics; and the politics of natural resources. His interests cover the post-Soviet space (especially Central Asia) and South-East Asia (especially Myanmar). His recent and forthcoming publications include articles in the *International Political Science Review*, *Electoral Studies*, *East European Politics* (forthcoming), *Europe-Asia Studies*, *Ethnopolitics*, *Central Asian Survey*, *Osteuropa*, and the *Journal of Eurasian Studies* (forthcoming). At CEU Matteo teaches courses on Comparative Authoritarianism, Transnational Environmental Politics, Central Asia, and post-Soviet politics. He is currently involved in projects on research and teaching capacity-building in Myanmar and the China Program, both supported by OSF, and the Ukraine Crisis and Variation in Regional Responses comparing Odessa, Crimea, and Kharkiv. Matteo has been the Director of the CEU Asia Research Initiative (ARI) since 2009.

MARIE-PIERRE GRANGER, ASSOCIATE PROFESSOR (FRANCE)

Marie-Pierre Granger is Associate Professor at CEU. She has a joint appointment between the department of Public Policy, the Department of International Relations and Legal Studies. She joined CEU in 2004, teaching a range of courses in the fields of European integration and governance, European Union law, comparative and international public law, and public administration. Marie-Pierre received her Ph.D. in European Law from Exeter University (UK) in 2001, after having studied both Politics and Law at "Sciences Po" Lyon (Institut d'Etudes Politiques), Lyon III University (France), Aristotle University in Thessaloniki (Greece) and Montpellier I (France). Prior to coming to CEU, she worked at Exeter University and Nottingham Trent University (UK).

BÉLA GRESKOVITS, PROFESSOR (HUNGARY)

Béla Greskovits is University Professor at the Department of International Relations, and Department of Political Science. His research interests are the political economy of East-Central European capitalism, comparative economic development, social movements, and democratization. His articles appeared in *Studies in Comparative and International Development*, *Labor History*, *Orbis*, *West European Politics, Competition and Change*, *Journal of Democracy*, *European Journal of Sociology*, *Global Policy*, and *Transfer: European Review of Labor and Research*. His book *Capitalist Diversity on Europe's Periphery*, written together with Dorothee Bohle, was published by Cornell University Press, and was awarded the prestigious 2013 Stein Rokkan Prize for Comparative Social Science Research. He was winner of the 2014 CEU Award for Outstanding Research (with Dorothee Bohle), and the 2014 Bibó István Prize of the Hungarian Political Science Association.

JULIUS HORVATH, PROFESSOR (SLOVAKIA)

Julius Horvath is Professor at the CEU from 2005, and Hungarian University Professor from 2009. He is a former (2006-2011) and current (2014-) Head of Department of Economics and also former Head of Department of INTERNATIONAL RELATIONS (2002-2006). His main interest lies in international economic policy issues, political economy of monetary relations, and history of economic thought. At CEU he teaches courses on *Global Economy: Emergence and Issues*, *History of Economic Thought*, *International Economic Policy* and *Political Economy of International Money*. He has published in journals as *Journal of Comparative Economics*, *Contemporary Economic Policy*, *Applied Economics*, *Economic Systems*, *Journal of Economic Development*, *Journal of Quantitative Economics*, *Journal of Economic Integration*, *Nationalities Papers*, *Journal of Economic Interaction and Coordination*. He has published also chapters at publishing houses as Palgrave MacMillan, Edgar Elgar, Logos Moscow, Kluwer Academic, Duncker and Humblot Berlin, Social Science Information Centre Berlin. He is a Member of the Slovak and Czech Accreditation Committees, and the Chair of the Slovak Economic Association. Also he is in editorial boards in eleven academic journals.

ERIN JENNE, PROFESSOR (USA)

On sabbatical leave in the academic year 2015/16

Erin K. Jenne is an associate professor at the International Relations and European Studies Department at Central European University in Budapest, where she teaches MA and PhD courses on qualitative and quantitative methods, ethnic conflict management, international relations theory, nationalism and civil war, and international security. Jenne received her PhD in political science from Stanford University with concentrations in comparative politics, international relations, conflict processes, and East European politics. She has received numerous grants and fellowships, including a MacArthur fellowship at Stanford University, a Center for Science and International Affairs (BCSIA) fellowship at Harvard University, a Carnegie Corporation scholarship, and a Fernand Braudel fellowship at European University Institute

(EUI) in Florence. Her recent book, *Ethnic Bargaining: The Paradox of Minority Empowerment* (Cornell University Press, 2007) is the winner of Mershon Center's Edgar S. Furniss Book Award in 2007 and was also named a Choice Outstanding Academic Title by Choice Magazine. The book is based on her dissertation, which won the Seymour Martin Lipset Award for Best Comparativist Dissertation in 2001. She has published numerous book chapters and articles in *International Studies Quarterly*, *Security Studies*, *Regional and Federal Studies*, *Journal of Peace Research*, *Civil Wars*, and *Ethnopolitics* (forthcoming). She is an associate editor for *Foreign Policy Analysis* and has served in several capacities on the Emigration, Ethnicity, Nationalism and Migration Section of the International Studies Association and the Comparative Politics Section of the American Political Science Association.

YOUNGMI KIM, ASSOCIATE PROFESSOR (SOUTH KOREA)

Youngmi received her PhD from the University of Sheffield (UK) in 2007 and joined CEU in 2009. She was previously a Leverhulme Trust Early Career Fellow and an ESRC Post-Doctoral Fellow at the University of Edinburgh, and has also taught at University College Dublin, Ireland. Youngmi has been the recipient of several grants, including from the Economic and Social Research Council, the British Academy, the Leverhulme Trust, the Japan Foundation, the Korea Foundation, and the Academy of Korean Studies. Her main interests are in comparative politics, especially in the study of political parties and party systems in new democracies, online politics, and comparative regionalism. Her current research explores online political participation and its relationship with offline activism, and the evolving urban landscape and policies in global cities and the Global South. Youngmi's recent publications include 'The 2012 Parliamentary and Presidential Elections in South Korea' (*Electoral Studies*, 2014), 'Between Institutions and Culture: The Politics of Coalition and Governability in South Korea' (Routledge, 2011), 'Intra-party politics and minority coalition government in South Korea' (*Japanese Journal of Political Science*, 2008), and 'Confucianism and Coalition Politics' (*Journal of Northeast Asian History*, 2012). Youngmi is the Director of the 'Global E-School in Eurasia', a project focused on online teaching and comprising 18 universities in 14 countries.

XYMENA KUROWSKA, ASSOCIATE PROFESSOR (POLAND)

Xymena Kurowska is an IR theorist interested in interpretive policy analysis. She earned her doctoral degree from the European University Institute in Florence, Italy. Her research and writing concentrate on interdisciplinary approaches to security and international state-building, with the focus on EU's security and border policies in EU's Eastern Neighbourhood. She was a fellow of the European Foreign and Security Policy Studies Programme, conducting fieldwork research on border reform in Ukraine. She is also the CEU principal investigator for "Global Norm Evolution and Responsibility to Protect", a collaborative grant awarded to a consortium led by the Global Public Policy Institute in Berlin in the research framework "Europe and Global Challenges":

http://www.globalnorms.net/approach/research/global_norm_evolution/globalnormevolution/

MICHAEL MERLINGEN, PROFESSOR (AUSTRIA)

On sabbatical leave in Academic Year 2015/16

Michael Merlingen is Professor. His current research interests lie in EU foreign, security and defence policy, historical materialism, Foucauldian IR and global biopolitics. His current teaching portfolio includes courses on IR theory (introductory and advanced) and EU foreign and security policy. Michael has published three books on the EU foreign and security policy. His papers on have appeared in journals such as Millennium; Alternatives: Global, Local, Political; Journal of Common Market Studies; International Political Sociology; Security Dialogue; Zeitschrift für Internationale Beziehungen; and European Foreign Affairs Review. He is currently in charge of CEU's contribution to a big FP-7 project, running from 2011-2013, that examines cultures of governance and conflict resolution in Europe and India. Michael welcomes inquiries from prospective PhD students wishing to work on issues having to do with his research interests.

BOLDIZSÁR NAGY, ASSOCIATE PROFESSOR (HUNGARY)

Boldizsár Nagy read law and philosophy and received his PhD at the Eötvös Loránd University in Budapest and pursued international studies at the Johns Hopkins University SAIS Bologna Center. Besides the uninterrupted academic activity both at the Eötvös Loránd University (since 1977) and the Central European University (since 1992) he has been engaged both in governmental and non-governmental actions. He acted several times as expert for the Hungarian Ministry of Foreign Affairs, the Council of Europe and UNHCR and participated at inter-governmental negotiations. In the Gabcikovo-Nagymaros case before the International Court of Justice he appeared as one of Hungary's counsels. He is a co-founder and former board member of the European Society of International Law and member of the editorial board of the International Journal of Refugee Law and of the European Journal of Migration and Law. He is also co-founder and editor of the on-line Refugee Law Reader. His teaching venues include Beijing, Brussels, Geneva, Moscow, and New York. More than two dozens books were co-authored and/or edited by him. Further details, including a bibliography, are available at his website: www.nagyboldizsar.hu

PAUL ROE, ASSOCIATE PROFESSOR (UK)

Paul Roe has been in the department since 1999; first as a Visiting – and now as an Associate Professor. Paul holds a PhD from the Department of International Politics at the University of Aberystwyth. He has been a Visiting Researcher at the then Copenhagen Peace Research Institute (COPRI) and also at the Peace Research Institute in Oslo (PRIO). More recently, Paul has also been a Visiting Associate Professor in the Department of International Relations at the University of Malta. Paul teaches and researches largely in the field of security theory. His teaching is concerned with the evolution of Security Studies as a discipline; both with Strategic Studies and with more non-traditional and critical approaches. He has previously written on the concepts of the security dilemma, societal security, and securitization, and has

more recently published in the field of gender and security. Paul's book "Ethnic Violence and the Societal Security Dilemma" was published by Routledge in 2005, while also forthcoming is "Positive Security" (Routledge) with Gunhild Hoogensen and "Gender and Security: Research, Teaching, and Learning" (Palgrave MacMillan) with Joanna Renc-Roe.

JOHN SHATTUCK, CEU PRESIDENT AND RECTOR, PROFESSOR OF INTERNATIONAL RELATIONS AND LEGAL STUDIES (USA)

John Shattuck comes to CEU after a distinguished career spanning more than three decades in higher education, international diplomacy, foreign policy and human rights. Before coming to CEU, he was CEO of the John F. Kennedy Library Foundation, a national public affairs center in Boston, and Senior Fellow at Tufts University, where he taught human rights and international relations. President Shattuck served as Assistant Secretary of State for Democracy, Human Rights and Labor under President Clinton, playing a major role in the establishment by the United Nations of the International Criminal Tribunals for Rwanda and the former Yugoslavia; assisting an international coalition under UN authority to restore a democratically-elected government to Haiti; and negotiating the Dayton Peace Agreement and other efforts to end the war in Bosnia. Subsequently he served as US Ambassador to the Czech Republic, working with the Czech government to assist in overhauling the country's legal system, and with Czech educators to support innovative civic education programs in the country's schools and universities. In recognition of his human rights leadership, he has received the International Human Rights Award from the United Nations Association of Boston; the Ambassador's Award from the American Bar Association Central and East European Law Initiative; and the Tufts University Jean Mayer Global Citizenship Award.

2. VISITING FACULTY

AMITAV ACHARYA, VISITING PROFESSOR (CANADA)

Amitav Acharya is the UNESCO Chair in Transnational Challenges and Governance and Chair of the ASEAN Studies Center. Previously, he was Professor of Global Governance at the University of Bristol, Professor at York University, Toronto, and at Nanyang Technological University, Singapore, Fellow of the Harvard University Asia Center, and Fellow of Harvard's John F. Kennedy School of Government. His recent books include *Whose Ideas Matter?* (Cornell, 2009); *Beyond Iraq: The Future of World Order* (co-edited, World Scientific, 2011); *Non-Western International Relations Theory* (co-edited, Routledge, 2010); and *The Making of Southeast Asia* (Cornell, 2011). He has contributed op-eds to *foreignaffairs.com*, *International Herald Tribune*, *Financial Times*, *Japan Times*, *Jakarta Post*, *Indian Express*, and *Times of India* and scholarly articles to *International Organization*, *International Security*, *International Studies Quarterly*, *Journal of Asian Studies*, and *World Politics*. He has been interviewed by CNN International, BBC World Service, CNBC, Channel News Asia, Radio Australia, and Al Jazeera TV on current affairs.

INDRĖ BALČAITĖ, POST-DOCTORAL FELLOW (LITHUANIA)

Indrė Balčaitė joins the department in 2015 as a post-doctoral fellow in Asian Political Thought. Indrė's academic interests lie at the intersection of politics, anthropology and geography. Her research involves comparative political philosophy, studies of migration and borders, ethnicity and power, and interpretive methods of research such as life history interviews and ethnography. Indrė has regional expertise in politics and society of Southeast Asia, especially the mainland. Her interdisciplinary PhD research project built on extended fieldwork in Thailand and Myanmar (Burma) and explored the governmentality of human flows across the state, ethnic, linguistic and religious boundaries. Indrė has work experience in the Lithuanian public and NGO sector, policy research for EU institutions, translation, interpreting and editing. In 2009, she taught a course on Southeast Asian studies at Vilnius University.

HANNES ČERNÝ, VISITING PROFESSOR (AUSTRIA)

Hannes Černý teaches courses on Foreign Policy Analysis and on politics of the Middle East at CEU. His research focuses on ethno-nationalist conflicts, international security, conflict analysis, (critical) international relations theory, and issues of state sovereignty. He has conducted extensive fieldwork in Iraq, Turkey, and Colombia and taught courses at universities in the UK, US, and Portugal. In 2011 he was a Visiting Fellow at the Penn Program in Ethnic Conflict at the University of Pennsylvania (US), and in the following year a Marie Curie Fellow at the University of Coimbra (Portugal). Earlier in his career he worked as a project coordinator for the Carter Center, the NGO of former US President Jimmy Carter in Atlanta (US). He completed his PhD from the University of Exeter (UK) this year with a thesis that deconstructs mainstream IR approaches to ethnic conflict via a case study on relations between the PKK and Iraqi Kurdish ethno-nationalist parties; his latest article on the subject appeared in *Ethnopolitics*.

KRISTIN MAKSZIN, VISITING PROFESSOR (USA)

Kristin Makszin is teaching Research Design and Methods in IR. She has completed her PhD at the Political Science and International Relations departments and specializes in political economy. Kristin's research applies both quantitative and qualitative methods, especially how to use quantitative methods in social science for researching topics with limited available data or limited number of cases. Her dissertation research investigates the characteristics of the political parties in government for determining instances of reform and continuity of welfare states in Central and Eastern Europe. She also teaches statistics and political science at McDaniel College Budapest and has worked as a Research Fellow at the Center for the Study of Imperfections in Democracies (DISC) at CEU.

ANATOLY RESHETNIKOV, PHD CANDIDATE (RUSSIA)

Anatoly received his MA in International Relations and European Studies from Central European University in 2010 after defending his thesis on the problem of political identity and 'great projects' politics in contemporary Russia. Currently, he continues his research at the PhD level in the Doctoral School of Political Science, Public Policy and International Relations (IR track). In his dissertation he is tracing the genealogy of the great power discourse in Russia, the USSR, and the Russian Empire. In addition, Anatoly is writing on the concept of responsibility in IR and the linguistic turn in IR theorizing. Since 2014, Anatoly has been teaching Interpretivist Research Methods at the department. In the fall and winter of 2015, Anatoly is holding the position of affiliate researcher at University College London. Prior to CEU, Anatoly had also studied in Saint-Petersburg and Oslo.

KRISTINA STOECKL, VISITING PROFESSOR (AUSTRIA)

Kristina Stoeckl is assistant professor at the Department of Sociology at the University of Innsbruck (Austria) and director of the FWF START project "Post-Secular Conflicts". She is a CEU alumna (International Relations, 2003) and holds a PhD in Social and Political Sciences from the European University Institute in Florence. Before joining the University of Innsbruck she has held post-doctoral positions at the University of Rome Tor Vergata, University of Vienna and the European University Institute. Her research covers theoretical approaches to politics and religion, church-state relations in Russia, Orthodox Christianity and theology and political philosophy. Her publications include articles in European Journal of Social Theory, Religion, State and Society, and Journal of Contemporary Religion, and the monograph *The Russian Orthodox Church and Human Rights* (2014). Website: www.kristinastoeckl.eu

MATE NIKOLA TOKIĆ, VISITING PROFESSOR (CROATIA/USA)

Mate Nikola Tokić joined IR as a Visiting Humanities Professor in 2015. He received a Ph.D. in History from the University of Pennsylvania after earning an M.A. in International History from the London School of Economics. Prior to coming to IRES, Mate was Assistant Professor of European and East European History at the American University in Cairo (AUC). In addition to the position at the AUC, he

has held research fellowships at the Imre Kertész Kolleg at the Friedrich Schiller Universität Jena, the Institute for Advanced Study at the Central European University, the Freie Universität Berlin and the Robert Schuman Centre for Advanced Study at the European University Institute in Florence.

Mate's current research is on migration and transnational political violence in post-war Europe. Specifically, his work explores the radicalization of certain segments of the émigré Croat population in the three decades following World War II and the processes that led them to adopt terrorism as an acceptable form of political expression. His research examines how both patterns of migration and changes in the realities of the Cold War political landscape directly shaped the strategies of Croatian separatist groups outside of Yugoslavia. More broadly, Mate's academic interests focus on the relationship among international politics, social networks and ethnic and nationalist radicalization

V. FALL SEMESTER COURSE OFFERINGS

Mandatory Courses

Academic Writing for International Relations (CAW) 2 credits, pass/fail

Research Design and Methods in IR I (Kristin Makszin) 2 credits for grade

International Relations and Security Track

Concepts and Theories of World Politics (Xymena Kurowska) 4 credits

Corruption, Corruption Control and Global Governance (Agnes Batory) 2 credits cross listed from the School of Public Policy

Foreign Policy Analysis (Johannes Cerny) 4 credits

Public International Law (Boldizsar Nagy) 4 credits

Security and Strategic Studies (Paul Roe) 4 credits

What is diplomacy? (Alexander Astrov) 4 credits

European/Eurasian Studies Track

Central Asia: Local Politics, Regional Dynamics and the Geopolitics of Energy (Matteo Fumagalli) 4 credits

Colonialism and Post-colonialism (Prem Kumar Rajaram) 4 credits cross-listed from Sociology

Culture and Religion as a Source of Conflict in Contemporary Europe (Kristina Stoeckl) 2 credits

Diaspora Politics and Transnational Terrorism (Mate Nikola Tokic) 2 credits

East Asia in International Relations (Youngmi Kim) 4 credits

EU Enlargement and Neighbourhood Policy (Peter Balazs) 4 credits

EU Law (Marie-Pierre Granger) 4 credits

Jean Monnet module on European Integration (Marie-Pierre Granger and Uwe Puetter) 4 credits cross listed from the School of Public Policy

International Political Economy Track

Crises in Capitalism, Capitalism(s) in Crisis (Dorothee Bohle) 4 credits cross-listed from Political Science

Global Economic Inequalities (Thomas Fetzler) 4 credits

Global Economy: Emergence and Current Issues (Julius Horvath & Gerardo della Paolera) 4 credits cross-listed from Economics, runs throughout both fall and winter semester

States, Classes and Industries in the International Political Economy (Bela Greskovits) 4 credits

The Political Economy of the European Union (Laszlo Csaba) 4 credits cross-listed to Economics

On more information on courses please check the departmental website at:

<http://ir.ceu.edu/courses/year/201516-328>

VI. WINTER SEMESTER COURSE OFFERINGS

Mandatory Courses

Academic Writing for International Relations (CAW) 0 credits, pass/fail

Research Design and Methods in IR II (Kristin Makszin and Anatoly Reshetnikov) 2 credits for grade

International Relations and Security Track

Critical Security Studies (Paul Roe) 4 credits

Global Governance (Amitav Acharya) 2 credits

International Intervention and State building (Xymena Kurowska) 2 credits

Nationalisms and Islamisms of the Contemporary Middle East (Johannes Cerny) 4 credits

The Politics of South-South Development in Africa (Daniel Large) 2 credits cross listed from the School of Public Policy.

Transnational Environmental Politics (Matteo Fumagalli, Laszlo Pinter, Alex Antypas) 4 credits, joint course with Environmental Sciences and Policy

Unwritten IR (Alexander Astrov) 4 credits

US Foreign Policy, Human Rights and the Rule of Law (John Shattuck) 1 credit

European/Eurasian Studies Track

Dark Legacies: Coming to terms with Europe's twentieth century (Thomas Fetzer) 4 credits

European Governance in the Global World (Peter Balazs) 2 credits

International and European Refugee Law (Boldizsar Nagy) 4 credits

Non-western Political Thought (Indre Balcaite) 2 credits

States, Networks, and Power in Post-Soviet Politics (Matteo Fumagalli) 4 credits cross-listed from Political Science

International Political Economy Track

Economic Nationalism (Thomas Fetzer) 4 credits

History of Economic Thought (Julius Horvath) 2 credits cross listed from Economics

Social Movements and Social Contention (Bela Greskovits) 4 credits cross-listed from Political Science

The New Political Economy of Emerging Europe (Laszlo Csaba) 4 credits

The Political Economy of Oil (Yahya Sadowski) 2 credits cross-listed from the School of Public Policy.

On more information on courses please check the departmental website at:

<http://ir.ceu.edu/courses/year/201516-328>

VII. FREQUENTLY ASKED QUESTIONS

CAN I TAKE COURSES FROM OTHER DEPARTMENTS?

You may take courses for a maximum of four credits from another department (one four-credit course or two two-credit courses) during the academic year, subject to permission by the Head of the Department. Please consult with the instructor of the course you want to take and in case there is a mutual agreement, send your request to Matteo Fumagalli and CC Zlata Kharitonova and Dorottya Hoor.

Note: Cross-listed courses do not count towards this limit.

WHAT DOES THE TRACK SYSTEM MEAN? HOW DOES IT WORK?

At the department we have three tracks and all the courses offered or cross-listed from other departments fall into one of the three tracks, namely International Relations and Security track; European/Eurasian Studies track, and International Political Economy track.

It is mandatory to take at least one course from each track during the Academic Year in order to receive your degree.

You can find the list of courses allocated to each track in your MA Handbook.

I AM NOT SURE WHAT COURSES I SHOULD TAKE. WHO CAN I TALK TO?

It is compulsory to attend all the introductory classes during the zero week where you have a chance to get an overview of the courses for both fall and winter semesters, to talk to the professors and to ask specific questions related to the course, its structure and assignments.

In addition, you are advised to discuss your course selection with your academic advisor. In September you will receive a list with the names of the academic advisers and their office hours/office locations.

WHAT IS THE ROLE OF THE TEMPORARY ACADEMIC ADVISOR?

An academic advisor is not the same as your thesis supervisor. His/her role is to help you find your way in the early days of the program with regard to track and course selection.

WHAT ARE THE MOST IMPORTANT DATES I SHOULD BEAR IN MIND WHILE PLANNING MY ACADEMIC YEAR?

For detailed information on important dates and major deadlines please consult the Departmental Student Calendar for the current Academic Year, which you may find either on our website or in your MA Handbook.

Some of the most important dates are:

- Pre-session and zero week: **September 7 - September 18;**
- Fall semester: **September 21 - December 11;**
- Final deadline to submit coursework for the Fall semester: **December 22;** (please note that deadlines may vary across courses)
- Winter semester: **January 11 - April 1;**
- Final deadline to submit coursework for the Winter semester: **April 15;** (please note that deadlines may vary across courses)
- Deadline to submit your thesis: **June 1;**
- Thesis defense: **June 13-15;**
- Graduation: **June 25.**

WHO CAN ASSIST ME WITH EVERYDAY MATTERS SUCH AS VISA, RESIDENCE PERMIT, INSURANCE, LOCKER KEYS, ID CARDS, HUNGARIAN STUDENT ID ETC.?

Please consult the relevant section of your Student Handbook and Academic Diary “Where to go for Answers”

http://www.ceu.edu/sites/default/files/attachment/basic_page/9597/shb2015onlyinfo.pdf

WHERE CAN I GET A TRANSCRIPT OF MY GRADES?

You can download an unofficial copy of your transcript from the Infosys.

For an official copy, please turn to Student Records Office Nador 11, Room 304 or drop a line to Natalia Nagyne Nyikes registry@ceu.edu

WHERE SHOULD I SUBMIT MY MISSING DOCUMENTS ON FROM MY PREVIOUS EDUCATIONAL INSTITUTIONS?

Student Records Office, Nador 11, Room 304.

HOW MANY CLASSES CAN I MISS?

The department’s policy on attendance is outlined by the Attendance Guidelines for IR students:

1. Attendance at classes and other compulsory elements of a course (simulation, on the spot visit etc.) is obligatory. Exceptionally, absences are justified only in the circumstances described below under points 2 and 3.
2. In case of illness, absences are justified if supported by appropriate medical documentation, to be submitted to the IR office.
3. Absences unrelated to medical reasons are justified only if approved by the course instructor who also determines if and how the absence is to be compensated for (e.g by extra

- assignments). The maximum number of such absences may exceed two per course only if approved by the head of department.
4. Absences not covered by points 2 and 3 are unjustified absences, and they are sanctioned as follows:
 - a. Unjustified absence may lead to a deduction from the overall grade for the course, each unjustifiedly missed class entitling the instructor to deduct one third of a grade point (e.g. from A- to B+)
 - b. In accordance with paragraph 6.2. of the CEU's Handbook on Student Rights, Rules, and Academic Regulations
 5. „More than a week of unjustified absence – meaning absence without notice, or absence without approval – noted by an instructor and the department or program head, may result in the immediate suspension of financial aid. The decision is made by the department or program head. Normal courses of appeal are applicable to this case as well.”
 - a. Unjustified absence from 30% or more of the classes and other obligatory events leads to the dismissal from the Masters program.
 6. The total number of justified and unjustified absences must not exceed one third of all the classes.
 7. Students register their attendance in class lists circulated by the instructor at the beginning of each class. On request, these registers are accessible to students

VIII. IMPORANT DATES

Legend:

| | |
|-----------------------------------------------------------------------------------|---------------------------------------|
|  | Department of International Relations |
|  | all CEU |

September

| | |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 Sat – 6 Sun | Students arrive |
| 7 Mon – 11 Fri | Pre-session |
| 7 Mon | 9:30 am: Orientation Meeting (HoD, coords, students) Make e-learning sites available to students |
| 11 Fri | Welcome afternoon for all departments |
| 14 Mon | “Zero week” begins (till September 18 th , Friday) Registration for Fall Term begins (till October 5, Sunday) 10:00 am: Welcome Meeting (IR faculty, staff, students) |
| 14 Mon-15 Tue | Course introductions |
| 15 Tuesday | Registration for Fall Term IR courses begins |
| 17 Thu | IR day trip |
| 18 Fri | Zero week ends |
| 21 Mon | 15:00 Opening ceremony Fall Term begins (till December 11 th , Friday) |

October

| | |
|--------|-------------------------------------------------------|
| 4 Sun | Registration for Fall Term ends |
| 23 Fri | Hungarian National Holiday - CEU is officially closed |

November

| | |
|-------|------------------------------------------|
| 1 Sat | National Holiday - CEU officially closed |
|-------|------------------------------------------|

December

| | |
|--------|----------------------------------------------------------------------------------------------------------------------------------|
| 4 Fri | Thesis info meeting |
| 7 Mon | Registration for Winter Term begins (till January 17 th , Sunday) Registration for IR courses begins – same as CEU |
| 11 Fri | Fall Term ends |
| 22 Tue | Final deadline for Final Papers (please note that deadlines may vary across courses) |
| 21-23 | Offices with skeleton team (Library and Labs: weekend schedule) |
| 24-26 | Christmas - CEU is officially closed |
| 29-30 | Offices with skeleton team (Library and Labs: weekend schedule) |
| 31 Thu | New Year's Eve- CEU is officially closed |

January 2016

| | |
|--------|--------------------------------------------------------------------|
| 1 Fri | New Year - CEU is officially closed |
| 11 Mon | Winter Term begins (until April 1 st , Friday) |
| 17 Sun | Registration for Winter Term ends |
| 22 Fri | MA thesis questionnaire deadline to the department |

February

| | |
|----------------|------------------------------------------------------|
| 5 Fri | MA Travel Grant application deadline |
| 16 -17 Tue-Wed | Career Days & Career Fair at CEU |

March

| | |
|----------------------|-------------------------------------------------------------------------------|
| 4 Fri | MA research proposal to the department |
| 14 Mon | Special Day off |
| 15 Tue | Hungarian National Holiday - CEU is officially closed |
| 21 st Mon | Registration for Spring Session begins (till April 10 th , Sunday) |
| 27 Sun | Easter Sunday - CEU is officially closed |
| 28 Mon | Easter Monday - CEU is officially closed |
| 31 Thu | Town Hall Meeting |

April

| | |
|--------|--------------------------------------------------------------------------------------|
| 1 Fri | Winter Term ends |
| 4 Mon | Spring Session begins |
| 10 Sun | Registration for Spring Session ends |
| 15 Sun | Final deadline for final papers (Please note that deadlines may vary across courses) |
| 29 Fri | MA travel grant application |

May

| | |
|--------|---------------------------------------------|
| 1 Sun | Labor Day - CEU is officially closed |
| 15 Sun | Pentecost Sunday - CEU is officially closed |
| 16 Mon | Pentecost Monday - CEU is officially closed |

June

| | |
|----------------|-------------------|
| 1 Wed | Thesis Submission |
| 13 Mon -15 Wed | Thesis Defense |
| 25 Sat | Graduation |

IX. CONTACT LIST 2015-16

| LAST NAME | POSITION | E-MAIL | EXTENSION | OFFICE | NOTE |
|-----------------------|-----------------------------------------|---------------------------------|-----------|--------------------------------------------------|--------------------|
| Acharya, Amitav | Visiting Professor | acharya.amitav@gmail.com | 3017 | Vigyazo 210 | Visiting Professor |
| Akcali, Emel | Assistant Professor | akcalie@ceu.edu | 2062 | Vigyazo 220 | On sabbatical |
| Astrov, Alexander | Associate Professor | astrova@ceu.edu | 2162 | FT 310 | |
| Balázs, Péter | Professor | balazsp@ceu.edu | 2648 | Nador 11, 604 | |
| Balcaite, Indre | Post-Doc Fellow | Balcaitel@ceu.edu | | Vigyazo 218 | |
| Cerny, Hannes | Visiting Professor | CernyH@ceu.edu | | Vigyazo 210 /219 | Visiting Faculty |
| Csaba, László | University Professor | csabal@ceu.edu | 3080 | FT 304 | |
| Fetzer, Thomas | Associate Professor | fetzert@ceu.edu | 2660 | Vigyazo 207 | |
| Fumagalli, Matteo | Associate Professor, Head of Department | fumagallim@ceu.edu | 2219 | FT 307 | |
| Granger, Marie-Pierre | Associate Professor | grangerm@ceu.edu | 3434 | Oktober6 str 7., Room 230, 2 nd floor | |
| Greskovits, Béla | University Professor | greskovi@ceu.edu | 3079 | FT 602 | |
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| Merlingen, Michael | Professor | merling@ceu.edu | 3247 | FT 306 | On sabbatical |
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| Hoór, Dorottya | Program Coordinator | hoord@ceu.edu | 2563 | FT 303 | Part-time |
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*For incoming calls from outside the university:

The extensions starting with 3 can be dialed directly after the 327- (for example 327-3017 for the department) For the extensions starting with 2 the switchboard operator at 327-3000 should be dialed who then can transfer the call to the extension.

** Department fax: 327 3243 On faxing instructions see pages 38-39.

Who to turn to?

| ARCHANA | ZLATA | DOROTTYA | KATALIN |
|----------------------------------|----------------------------------------------------|---------------------------------------|----------------------------------|
| Budget, finances – travel grants | MA admissions | New degree program accreditation | Everything related to projects |
| PhD students-related issues | MA student files | Program development, IAQA | External grants |
| Guest lectures, workshops, etc. | MA day-to-day life | Recruitment | Research grants, RSS grants |
| IR website, Facebook | Course registration, grades, evaluations (Infosys) | Day-to-day assistance to MA students, | Korea Foundation Global E-school |
| Handbooks, published materials | Theses | Infosys – registration, grades | Event fund grants |
| Contracts and HRO Liaison | Exchange students | Departmental Website, Social media | OSF projects |
| Visiting faculty, fellows | Scheduling, room reservation | MA2 IR and MA1 GER admissions | |
| Office management, supplies | PhD readers | Room booking | |
| | | MA Curriculum, Handbooks | |
| | | E-learning, Readers | |