

CENTRAL EUROPEAN UNIVERSITY

DEPARTMENT OF INTERNATIONAL RELATIONS

MA HANDBOOK (2 YEAR PROGRAM)

ACADEMIC YEAR 2023/24

WELCOME

The Master of Arts in International Relations is a full-time MA program that prepares students for careers in academia, government, international organizations, NGOs, journalism, think tanks or private business. Its ethos may be summarized as “big picture/close focus.” The program provides students with an overview of the field of International Relations—its “big picture”—understood as an interdisciplinary inquiry into the question of just what makes up the global political order. Because the global political order is made up by a multiplicity of historically shaped, socially diverse, and unevenly developed entities and practices, our program also provides a “close focus” of each element of the order, which deserves its own particular attention. Both dispositions are supported by a faculty with diverse educational backgrounds and a multicultural student body drawn from over 20 countries, representing all regions of the world.

Interdisciplinarity is built into the very structure of the program, which is subdivided into three tracks: Global Order and Politics (GOP), International Political Economy and Development (IPE), and Conflict and Security (CONSEC). Students are expected to take courses from all three tracks, while they may specialize in one of them to complete the degree.

Last but not least, the program’s big picture/close focus ethos is reflected in the way our faculty members teach their courses: through seminar

discussions in classes that, as a rule, do not exceed 20 students, and in which students can apply themselves to a variety of written and oral assignments. This small classroom size, versatile assignment approach, and thoroughly diverse academic environment allows every student to be heard and express themselves to the best of their abilities. Regular feedback from faculty enables collaborative and self-reflective learning. This helps students to refine questions for their final projects, theses, as well as make informed choices over supervision.



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BASIC DEPARTMENTAL DATA

Institution Responsible: Central European University

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

Name of Department: Department of International Relations

Degree to be Awarded: Master of Arts (MA) in International Relations

The two-year program consists of five 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 in the US by the Commission on Higher Education of the Middle States Association of Colleges and Schools, and in Austria as Central European University Private University.

Starting Date: September 4, 2023

Head of the Department: [Thomas Fetzer](#)

Program Director: [Paul Roe](#)

GENERAL PROVISIONS

Residency and attendance (overview)

Residency requirement: in residence, full time. MA candidates are expected to reside in Vienna during the program. They are expected to continuously participate in the academic life of the university and respond promptly to any communication from the department. Any exceptions to this must be approved in advance by the Program Director (or the Head of Department).

Continuous registration and evidence that satisfactory progress is being made toward the degree are required of all candidates for graduate degrees offered by CEU. 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 may result in the loss of a tuition waiver and/or financial aid and/or grade deduction.

Credits

The two-year program is accredited in the US and Austria; upon graduation all eligible candidates will receive two diplomas. CEU's registration system (SITS) will display both US credits and ECTS. Students may take courses worth FOUR credits from other CEU departments without permission from the Head of Department. Any course from other departments beyond this limit is subject to permission by the Head of Department.

Optional New York module

This module consists of one mandatory, one elective course and internship offered in the City of New York in cooperation with the [Bard Global International Affairs Program](#). If students choose to take this module, they have the option to do so in the Fall term of the second year of their studies. By taking this module, students will acquire a more 'practical' experience of the field. The centrepiece of this module is internships at various international organizations, think-tanks and NGOs. In the mandatory course, students will learn to relate their experiences with

internships to existing academic literature on international organizations. In the elective course, they will have a chance to better understand the practices of international journalism, advocacy or consulting.

Students can apply for this module by sending a motivation statement, also outlining what type of internship they would be interested in, to the [Programme Coordinator](#).

Optional specializations

Students can specialize in a field of their choice. The conditions for obtaining a specialization are:

- students earn 16 credits in courses related to a specific track, of which 4 credits are gained from the relevant core track course,
- students must have received a B+ or better grade in each course,
- students write their MA thesis on a topic related to this field of specialization.

The following specializations are offered:

- Global Order and Politics (GOP)
- International Political Economy and Development (IPE)
- Conflict and Security (CONSEC)

Optional professional skill development module

Students can participate in this module, overall substituting **up to 6 credits** of elective courses.

Credits can be gained in the following ways:

- One internship (up to 4 credits, depending on work schedule)
- Additional courses in research methods (up to 4 credits)
- Professional skill development courses (up to 2 credits)

The [departmental internship policy](#) contains important further information about securing a placement, credit awards and requirements for successful completion.

Research methods and professional skill development credits can also be gained from courses offered by other CEU units (with prior consent of MA Program Director and within the overall limits outlined above).

Student mobility options

Students enrolled in the two-year Master's program in International Relations at CEU might consider spending the Fall term of their second year studying at a partner university. The Academic Cooperation and Research Support Office ([ACRO](#)) provides further information and support for interested candidates to navigate a broad range of potential universities to choose from.

Erasmus program

Students can take part in [Erasmus exchange programs](#) either in the Winter Term of the 1st year or in the Fall Term of the 2nd year. The program includes a small scholarship, on a competitive basis, as contribution to study abroad semester expenses. Students should consult the Program Director, thesis supervisor, and Program Coordinator prior to submitting their Erasmus applications. Further information is available from the CEU [Erasmus Coordinator](#).

OSUN Graduate Study Mobility

The [Open Society University Network \(OSUN\) Mobility Programs](#) aim to foster new pathways between and among OSUN members, particularly with those outside of North America and Europe. The program is designed to improve access to mobility for graduate students and strengthen the ties between participating institutions. A special emphasis is placed on students who are normally excluded from or have limited access to international mobility.

Students can apply for full funding for a semester abroad at other OSUN Universities. On top of waiving the tuition, students receive funding for housing, travel, insurance, living expenses. The amount depends on the country of destination.

Applications are open for Master's and Doctoral students to apply for Spring 2024. The call for the current academic year closes on September 30, 2023. Further information is available from the [OSUN Graduate Mobilities Office](#).

Advanced Certificate in International Political Economy (ACIPE)

Program Director: [Dora Piroška](#); **Program administrator:** [Kristof Hegedus](#).

Grounded in the exploration of different theoretical approaches to IPE and the analysis of the historical evolution of the global economic order, students pursuing the ACIPE will engage in the study of the global political economy from a variety of disciplinary perspectives and addressing a range of different issues. Special attention will be given to questions relating to the past, present

and future of a globally integrated world economy, in particular with regard to how the overlapping processes of globalization and de-globalization, as well as the changing relations between public authorities and private market actors have reshaped the post-1945 international economic order. The curriculum will introduce students to these questions through the study of international economic institutions and governance, as well as through the analysis of how domestic economic policies are shaped by and respond to international economic pressures and opportunities. Courses range from those with a focus on specific policy areas, to others exploring the role of ideas in underpinning and/or challenging the international economic order. A cluster of courses focuses on the specific questions linked to the relationship between globalization and economic development in peripheral areas of the world economy. Through enrolment in ACIPE, students will also learn to engage with quantitative and qualitative methods to the study of IPE.

Requirements

In order to receive the certificate together with the degree, the following requirements need to be fulfilled:

1. Admission to one of the participating departments.
2. ACIPE students must take 4 mandatory credits in the first year of their studies and obtain 10 further elective credits over the course of both years from the approved list of ACIPE courses.
3. ACIPE students must write their thesis on a topic related to International Political Economy. The student's first or second supervisor must be a faculty member participating in the ACIPE.
4. Participation in lectures, special seminars, and workshops organized at CEU by the ACIPE is required. Attendance and participation will be considered part of the student's overall performance.

CREDIT REQUIREMENTS FIRST YEAR

28 credits; students can earn a maximum of 32 credits if they take additional courses in the Spring Term.

FALL TERM REQUIREMENTS

The Fall Term of the first year consists of

- **2 credits for the mandatory course “Research Design: Tools and Techniques” (Erin Jenne and Krisztina Szabo),**
- **8 credits of mandatory-elective courses,**
- **4 credits of elective courses,**
- the first part of the mandatory course **Academic Writing for International Relations.**

Academic Writing for International Relations is delivered in three mandatory parts: one in the Fall Term, another in the Spring Term of the First Year, and a final part in the Winter Term of the Second Year. After the completion of the third mandatory part students will earn **2 credits** for the course as a whole.

To complete the requirements for the **mandatory-elective core track courses (8 credits)**, students must take two out of the following three courses:

- **International Relations Concepts and Theories** (Global Order and Politics track), 4 credits, Michael Merlingen
- **Introduction to International Political Economy** (International Political Economy and Development track), 4 credits, Dora Pirooska
- **Strategy, Security and Contemporary Warfare** (Conflict and Security Track), 4 credits, Paul Roe

Chosen mandatory-elective courses cannot be dropped after the add-drop period. The remaining course may be taken as an elective. Students are encouraged to make their choices in consultation with instructors and the Program Director, reflecting their academic backgrounds, interests, and goals.

To complete the **4 credits elective course** requirement, students can choose from the list below:

Global Order and Politics (GOP)

- International Relations Concepts and Theories (*), 4 credits, Michael Merlingen
- Foreign policy analysis, 4 credits, Erin Jenne
- Worldly Philosophers of Capitalism, Democracy and Development, 4 credits, Bela Greskovits
- International Law in a Turbulent World, 4 credits, Boldizsar Nagy

- Politics of the Anthropocene, 4 credits, Alexander Etkind
- Border (in)security and social inequalities, 4 credits, Saskia Stachowitsch
- Europe in Crisis: Integration under International and Internal Threat, 4 credits, Daniel Izsak
- The Psychology of Statecraft, 4 credits, Christopher LaRoche
- Inverted Utopia: Nuclear Order in an Uncertain Age, 2 credits, Christopher LaRoche
- The Social shaping of World Order, 4 credits, Mary Kaldor
- Popular culture and world politics, 2 credits, Julian Schmid

International Political Economy and Development (IPE)

- Introduction to International Political Economy (*), 4 credits, Dora Piroška
- The Political Economy of the EU, 4 credits, Laszlo Csaba
- Europe in Crisis: Integration under International and Internal Threat, 4 credits, Daniel Izsák
- Worldly Philosophers of Capitalism, Democracy and Development, 4 credits, Bela Greskovits
- Geoeconomics, 2 credits, Thomas Fetzer

Conflict and Security (CONSEC)

- Strategy, Security and Contemporary Warfare (*), 4 credits, Paul Roe
- Foreign policy analysis, 4 credits, Erin Jenne
- Border (in)security and social inequalities, 4 credits, Saskia Stachowitsch
- Geoeconomics, 2 credits, Thomas Fetzer
- The Psychology of Statecraft, 4 credits, Christopher LaRoche
- The Social shaping of World Order, 4 credits, Mary Kaldor
- Inverted Utopia: Nuclear Order in an Uncertain Age, 2 credits, Christopher LaRoche

Students must complete 14 credits and the first part of the Academic Writing for International Relations course in the Fall Term in order to advance to the Winter Term.

WINTER TERM REQUIREMENTS

The Winter Term of the first year consists of

- **2 credits for one of the mandatory-elective courses ‘Research methods for International Relations’,**
- **12 credits of elective courses.**

To complete the requirements for the **mandatory-elective research method course (2 credits)**, students must take one out of the following three courses:

- Research Methods for International Relations: Quantitative Methods, 2 credits, Krisztina Szabo
- International Relations: Research methods for international relations (II): Qualitative mixed methods, 2 credits, Erin Jenne
- Research Design and Methods for international relations: Critical Qualitative Methods, 2 credits, Erzsebet Strausz

To complete the **12 credits elective course** requirement, students can choose from the list below:

Global Order and Politics (GOP)

- Orders of Inequality: Race, Class, Gender, Sex, 4 credits, Michael Merlingen
- What is Diplomacy? 4 credits Alexander Astrov
- Nationalism, Populism and Ethnic Conflict Management in Eastern Europe, 4 credits, Erin Jenne
- International and European Refugee Policy and Law, 4 credits, Boldizsar Nagy
- Dark Legacies: Politics of the Past and International Relations, 4 credits, Alexander Etkind, Thomas Fetzer
- Global Politics of Health, 4 credits, Christian Haddad, Dagmar Vorlicek
- Technology, Security, and the Future of High-Tech Warfare, 4 credits, Raluca Csernaton
- Political Warfare, 2 credits, Anton Shekhovtsov

International Political Economy and Development (IPE)

- Illiberal Capitalism, 4 credits Laszlo Csaba
- Political Economy of Development, 4 credits Valentin Seidler
- International Political Economy of Digital Everything, 4 credits Dora Pirooska
- Global Political Economy of Eastern Europe, 2 credits, Imre Szabo
- Politics of international money and finance, 2 credits, Dominik Brenner

Conflict and Security (CONSEC)

- Nationalism, Populism and Ethnic Conflict Management in Eastern Europe, 4 credits, Erin Jenne
- Global Politics of Health, 4 credits, Christian Haddad, Dagmar Vorlicek
- Dark Legacies: Politics of the Past and International Relations, 4 credits, Alexander Etkind, Thomas Fetzer
- Technology, Security, and the Future of High-Tech Warfare, 4 credits, Raluca Csernaton
- Political Warfare, 2 credits, Anton Shekhovtsov

- East Asian Conflicts Through Visuals and Popular Culture, 2 credits, Akos Kopper
- European Security, 2 credits Raluca Csernaton, Kateryna Zarembo

Students must complete all 14 credits in the Winter Term to advance to the Spring Term.

SPRING TERM REQUIREMENTS

The Spring Term includes one **mandatory** course:

- Workshops on writing an MA thesis proposal.
(This is the second part of the three-part mandatory course on Academic Writing for International Relations. Completion of all three parts will earn students 2 credits, which will be added to their credit total when they complete the third part in the Winter Term of the Second Year).

Students may take the following elective courses:

- Advanced issues in International Political Economy: Development finance in a turbulent global economy (IPE), 2 credits, Dora Piroska
- Professional skill development course, 1 credit [TBC]
- Professional skill development course, 1 credit [TBC]

Students may also take additional courses from other departments. However, only an overall maximum of 4 credits may be deducted from their credit requirements for the second year, provided this deduction has been approved in advance by the Program Director (this rule applies only for the credits earned during the Spring term).

CREDIT REQUIREMENTS SECOND YEAR

22 credits must be earned in the second year (excluding MA thesis).

If students have earned additional credits in the Spring Term of the First Year, they can ask the Program Director to have up to 4 of these credits deducted from their credit requirements in the Second Year.

FALL TERM REQUIREMENTS

In the Fall Term of the Second Year, students must complete **12 credits** of elective courses in order to advance to the Winter Term.

WINTER TERM REQUIREMENTS

The Winter Term consists of one mandatory course and 8 credits of elective courses (**10 credits**).

Students must take the mandatory workshops on MA thesis chapter writing (these workshops are the third part in the three-part course on Academic Writing for International Relations. By completing all three parts students earn 2 credits in total, which count towards their credit requirements in the winter term).

Departmental Courses offered in the Second Year will be announced during the summer of 2024.

SPRING TERM: THESIS RESEARCH AND WRITING

A separate thesis writing handbook will be circulated at a later stage; further detailed information will be provided at a thesis writing info session during the fall term in 2023 (date TBA). Under faculty supervision, students will prepare an original research paper (thesis) according to certain criteria (10 credits).

- 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.
- Arguments and information drawn from books and articles should be acknowledged in all cases.

- 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.

Students can choose supervisors only among IR department faculty members. Professors from other departments or universities can provide advice and consultations, but the supervisor should always come from the IR department (double supervision is not possible).

Thesis length: 12 000 words (+/- 10%), Chicago style author/date referencing embedded in text.

Evaluation

Theses are evaluated by two faculty members (supervisor and second reader) independently from each other. The criteria for evaluation are:

- Research question and its embeddedness in, and contribution to, existing literature: max 25 points

Does the thesis have a clearly articulated research question, and is this research question formulated on the basis of a comprehensive review of existing scholarly literature in the relevant field of study? Does the thesis articulate clearly how it seeks to contribute to the existing literature?

- Research design: max 20 points

Does the thesis provide a theoretical/conceptual framework to address the research question, and does it include reflections on why this framework is considered well-suited to address this question? Is the theoretical argument explicit about its assumptions and internally consistent? Does the thesis provide appropriate reflections regarding methods and sources of evidence?

- Execution of the research design (content dimension): max 40 points

Does the thesis provide the necessary background context to understand the way in which the argument is unfolded? Does the execution of the research reflect analytical skill in the presentation and discussion of the material? Is the analysis based on appropriate evidence? Does the author relate the findings back to the broader conceptual/theoretical issues raised earlier?

- Execution of the research design (formal dimension): max 15 points

Is the thesis well-structured so that readers can easily follow the flow of argument? Is it well-written? Does it contain formal flaws (e.g. typos, syntax errors)? Is referencing in line with expected standards?

- There are no public defences
- Thesis grading options: pass with distinction, pass, fail.
- Thesis is passed if it receives more than 58 points. Theses that receive more than 94 points are passed with distinction.

Submission

An electronic version (in .doc format as an e-mail attachment to ir_thesis@ceu.edu) should be submitted by **(TBC, May 2025)**. The exact procedure of the thesis submission will be communicated later.

Late submission will result in the downgrading of the thesis.

SUMMARY

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

- ✓ Pass the Academic Writing for International Relations course. Pass the Research Design in IR course and one Research Methods in IR course with a grade C+ or above.
- ✓ Achieve the required number of credits in the Fall Term (14 credits) and the Winter Term (14 credits) in the first year; achieve the required number of credits in the Fall Term (12 credits) and the Winter Term (10 credits) in the second year in the manner stipulated in the preceding sections.
- ✓ Pass the Master's thesis (10 credits).
- ✓ Accumulate 60 credits over six 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 Programs and Courses website: <https://courses.ceu.edu/>. 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.

IMPORTANT POLICIES AND REGULATIONS

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 or family emergency, absences are justified if supported by appropriate (medical) documentation, to be submitted to the IR office. Support documents should not be shared with faculty members, but faculty should be informed about the justified absence.
3. Up to two absences per four credit course (one absence per two credit course) unrelated to medical reasons are justified only if a student notifies the course instructor at least a week in advance, providing appropriate documentation about the reasons for the absence. The maximum number of such absences may exceed two per course only if approved by the Head of Department. Up to two justified absences will not affect the final course grade.
4. As stated in the Senate decision, the on-line participation is reserved only to the students who are not physically present in Vienna due to visa related issues and is restricted until the end of the fall term of the academic year. At the same time, some professors might agree to provide a link for on-line participation in exceptional cases. Should it be an option, a course syllabus will contain a note on that with further details.
5. 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 Master's 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.

AI guidelines for students

- 1. While AI tools provide a great deal of opportunities, they also come with a series of consequences, which are detrimental for the broader goals of learning and studying. It is important that students gain a clear understanding of these problems as early as possible, drawing on expertise and resources provided by CEU's Centre for Academic Writing and Centre for Teaching and Learning.
- 2. All course syllabi will contain specific information about AI-related rules pertaining to this course and its specific learning outcomes and assignment types. Students need to make sure they understand and comply by those rules.
- 3. With regard to MA theses, students may collaborate with AI composition software only in preliminary stages of their research (e.g. idea generation for literature review, planning of thesis structure) and/or for language editing purposes. Moreover, any use of AI systems in the process of MA thesis writing needs to be acknowledged, including a detailed description of the process (documentation of prompts given to AI, documentation of AI-produced text, elaboration on how AI input was subsequently used etc.).
- 4. Passing off work which was written by someone (or 'something') else constitutes academic dishonesty and a serious breach of university principles and policies. In case of a suspected illegitimate use of AI-generated output, faculty members can initiate an authorship probe process, during which a student will be invited for a follow-up interview

under the oversight of the departments' academic integrity committee. The procedure for committee proceedings follows the procedure as laid out in CEU's plagiarism policy (<https://documents.ceu.edu/documents/p-1405-1v2201>).

SYSTEM OF COURSEWORK GRADING

The Department of International Relations uses the CEU system of letter grades and grade points for evaluating students' work, 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.).

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 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 <https://caw.ceu.edu/citation-styles-using-sources>

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 a 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 enrolment. 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.

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.

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 ten days prior to the thesis submission deadline.

The same late submission rules apply for deferred theses.

No deferred theses can be submitted after June 01, 2027. A thesis submitted after a deferral cannot be awarded “pass with distinction”.

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

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 responsible for the relevant piece of work. 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.

ACCEPTANCE

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

OTHER POLICIES

Please note that NOT all documents are visible to the public. CEU community members should login with their Novell ID and password at <https://documents.ceu.edu/> to view all permissible documents.

All policies are currently under review to adjust to Austrian regulations. In the interim, CEU PU students are expected to adhere to KEE policies.

- [Alcohol and Drug Policy](#)
- [Admissions Policy and Procedures](#)
- [Assignment of Credit Hour Policy](#)
- [Central European University's Policy on Plagiarism](#)
- [CEU Bicycle Guidelines](#)
- [CEU Code of Ethics](#)
- [Complaint Form](#)
- [Equal Opportunity Policy](#)
- [Ethical Research Policy](#)
- [Financial Aid and Student Fee Payment Regulations](#)
- [Guidelines for the Use of Network and Computing Resources at Central European University Computer and Network Usage Policy](#)
- [Health and Safety Policy CEU](#)
- [Institutional Assessment and Quality Assurance \(IAQA\) Policy](#)
- [Library Rules and Policies](#)
- [Policy on Student Employment](#)
- [Policy and Procedure on Missing Students](#)
- [Rules of Nostrification](#)
- [Smoking Policy](#)
- [Student Disability Policy](#)
- [**Student Rights, Rules, and Academic Regulations**](#)
- [Student Union Constitution](#)
- [Sustainable Development Policy](#)
- [**The Central European University Policy on Harassment**](#)
- [Transfer of Credit Policy](#)

PROGRAM MANAGEMENT

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: <https://www.ceu.edu/administration>

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 union and student representatives to the CEU Senate.

A student union 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: <https://www.ceu.edu/studentlife/student-union>

b) At the Department Level

Students are informed of any important decisions affecting particular courses, students' work, or the department in general, the information is provided electronically, in e-mail. Either the Head of Department or the student representative may call plenary meetings. Student representatives are invited to the Departmental meetings (except matters of student grading and assessment).

c) Course Evaluations

Central European University uses an online system, CoursEval, for course and teacher evaluations. Students are asked to evaluate their courses at the end of each term through a survey of 14 questions. The CoursEval system is entirely independent of all other university systems. It is managed solely by the Institutional Research Office at the Office of the Provost. All surveys are anonymous; neither the numeric nor the text answers can be linked to the individual respondents in any way. Faculty members receive a report on their evaluations after they have uploaded all the grades to SITS, they do not have access to the names of individual students. CoursEval student evaluations serve as a major source of feedback for both teachers and Departments, and are integral components of curriculum development at the University and individual programs. CoursEval reports are thoroughly studied by the departments and the Office of the Provost in order to respond to student needs and observations effectively. Students are also entitled to give feedback on the process of their thesis supervision. Masters students can evaluate their supervision process after submitting their thesis. Doctoral students are asked to evaluate their supervision process annually until the time of dissertation defence. Supervision evaluations are also anonymous, and access to the evaluation reports is strictly monitored to ensure confidentiality. If you have any questions about CoursEval, do not hesitate to contact Erika Mathe (mathee@ceu.edu). 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. Alternatively, students may approach the Dean of Students office, officers at the Student Life Office or the Student Counselling Service. All staff shall deal with the personal concerns of students in the strictest confidence.

FREQUENTLY ASKED QUESTIONS

CAN I TAKE COURSES FROM OTHER DEPARTMENTS?

You may take courses for four credits from another department (one four-credit course or two two-credit courses) during the academic year, without permission of the Program Director. In case you want to take any course beyond 4 credits, please send your request to [Paul Roe](#) and [Cristof Hegedus](#).

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

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

It is compulsory to attend the introductory meeting during the orientation week where you have a chance to get an overview of the courses and the professors.

WHERE CAN I GET A TRANSCRIPT OF MY GRADES?

For an official copy, please turn to the [Student Records Office](#).

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

At the [Student Records Office](#).

HOW MANY CLASSES CAN I MISS?

The department's policy on attendance is outlined in the Absence Policy for IR students (page 16).

IS IT POSSIBLE TO TAKE MORE CREDITS PER TERM THAN THE MINIMUM CREDIT REQUIREMENTS?

Students should not be registered for more than 20 credits in any given term by the end of the registration period. It's also possible to take additional courses for audit, in this case exact requirements should be discussed with each course instructor individually. Additional credits taken in one term cannot be counted towards credit requirements in another term, unless indicated otherwise (e.g. Spring term of the first year is an exception).

CAN STUDENTS WORK/CONDUCT INTERNSHIPS DURING THEIR STUDIES?

The working hours of students may not conflict with the University-related duties of students and shall not endanger the academic career of the students. For further details, see the departmental [internship policies](#).

- What does the [academic calendar](#) at CEU look like?
- What [emergency services](#) and numbers are there in Vienna and Budapest?
- Which [service units](#) are there at CEU and [where can I go for answers](#)?
- What [student policies](#) are there at CEU?

- Where can I [report a bias incident](#) occurring inside or outside CEU?
- Where can I find information about [student employment](#)?
- How can I get a [locker](#) at CEU?
- Where can I get [discounts with my CEU student ID](#)?
- And other [frequently asked questions](#)

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FACULTY BIOGRAPHIES

Permanent Faculty: <https://ir.ceu.edu/faculty>

Visiting Faculty, Visiting Fellows, and Researchers: <https://ir.ceu.edu/visiting-faculty>