

Nationalism Studies Program

2-year MA Student Handbook

2019 - 2020



Central European University
Nationalism Studies Program
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Web: <https://nationalism.ceu.hu/>

Budapest, September 2019

<i>Nationalism Studies Program</i>	<i>1</i>
A. Basic Academic Information	3
B. Departmental Contact Information	4
I. Contacts	4
Please always copy both coordinators.....	4
List of Professors.....	Error! Bookmark not defined.
II. List of MA Students	2
1-year MA students:.....	6
2-year MA first year students:	7
2-year MA second year students:	8
C. CEU Organizational Structure	9
D. General Program Information	4
I. The MA Program.....	4
II. MA Program Structure	5
III. Communication and Student Guidance.....	11
IV. Student Evaluations	11
V. General requirements and policies	12
E. Course Requirements, Course Materials and Grading Procedures	8
I. Requirements for the Master of Arts Degree	8
II. Course materials	9
III. System of Course Work Grading	10
IV. Course Requirements	10
V. Academic Dishonesty	10
VI. Grade Submission	10
VII. Appealing a Grade	11
F. Tentative Curriculum 2019 - 2020	12
I. Academic Year 2019 - 2020	13
Elective courses:	16
Elective courses:	20
II. Course Descriptions	21
G. MA THESIS GUIDELINES	22
E. Academic Calendar 2019 / 2020	31

A. Basic Academic Information

Institution responsible	Central European University
Name of department	Nationalism Studies Program
Degree to be awarded	Master of Arts (MA)
Administrative approval body	Central European University Senate

Additional documents to consult:

- CEU Student Rights, Rules, and Academic Regulations*
- *Student Records Manual*
- *Welcome Letters*

B. Departmental Contact Information

I. Contacts

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Please always copy both coordinators.

List of Professors

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II. List of MA Students

C. CEU Organizational Structure

CEU is governed by an international Board of Trustees. All academic policy is decided by the CEU Senate, while all executive decisions are the responsibility of the CEU Rector and President.

I. Student Representation at University Level

Students are represented at departments via Student Representatives, and at the university level via a Student Council, a Student Dormitory Council, and a student representative to the Faculty Senate.

Therefore, at the beginning of each academic year MA students elect a Student Representative and a Deputy Student Representative, who will become members of the Student Council.

The Student Council exists to provide student feedback and input to the university's Central Administration on academic and non-academic issues. At the beginning of the academic year each program elects and delegates a representative to the Student Council, where they elect a student representative to the faculty Senate. The student representative to the Senate represents all students and reports on issues of general student concern. For further information regarding the Student Council, students should turn to either the Student Services or the departmental staff.

A separate Student Dormitory Council is elected to provide student input and feedback to the central administration on student dormitory issues. For further information please contact the Residence Center.

D. General Program Information

I. The MA Program

The Nationalism Studies Program (Kisebbségpolitika mesterképzési szak) is a postgraduate degree program registered in Hungary. Enrolled students are expected to earn 60 CEU credits (120 ECTS). On completion, students will receive a Hungarian state certificate conferring on them the title of Okleveles Kisebbségpolitikai Szakember.

The benefits of enrolment include a Hungarian student ID card, easy credit transfer and credit recognition in the European Higher Education Area, possibility to participate in the European Union-sponsored Erasmus+ student exchange programs, travel discounts (cheaper monthly pass, discount on national bus and railroad transport fares), and discounts for movies, theaters, museums, etc.

Credit Requirements

Enrolled students must complete a minimum of 120 taught ECTS credits.

Length of Study

The length of study (120 ECTS) is 2 years.

Final Examination

Students are required to take a final oral examination at the end of their studies.

The exam consists of two parts:

- Oral defense of the thesis;
- Questions on the general field of study.

Nationalism Studies Program was established by Central European University with the aim of engaging students in an empirical and theoretical study of issues of nationalism, self-determination, problems of state-formation, ethnic conflict, minority protection and the related theme of globalization. Drawing upon the uniquely supranational milieu of Central European University, the program encourages a critical and non-sectarian study of nationalism.

Students are encouraged to engage in an interdisciplinary study of nationalism, a subject that is inherently and fundamentally interdisciplinary. For this reason, the international teaching staff has been assembled to represent a wide range of disciplinary expertise relevant to the study of nationalism including history, social theory, economics, legal studies, sociology, anthropology, international relations and political science. The program offers a wide selection of courses that provide a complex theoretical grounding in problems associated with nationhood and nationalism combined with advanced

training in the methodology of applied social science. Additional courses focus on placing problems of nationalism in the context of economic and political transition as well as constitution-building in post-1989 Central and Eastern Europe, with a comparative outlook on regime transitions outside the region.

The Master of Arts degree in Nationalism Studies is registered by the Board of Regents of the University of the State of New York (US) for and on behalf of the New York State Education Department.

II. MA Program Structure

The academic year begins with the Pre-session (orientation) week, the “Zero week” with course presentations by the faculty (more info on page 12). The year is divided into **a Fall semester, a Winter semester** and a **Spring Session**. During the Pre-session, students will be given information about the resources available at the university and in Budapest, and will pass a course in basic computer skills. A readings course (Classics of Nationalism) covering basic texts in theories of nationalism will also be offered in the Orientation. Semesters I and II include courses and seminars. In the Spring Session, students write their MA thesis.

All students are required to maintain a minimum grade point average (GPA), earn a standard number of credits per semester and attend classes as required by the program. **One class from other departments can be selected throughout the academic year. All registration for additional courses from another department should be discussed with and approved by the Department Head.**

Most courses are in seminar format; active participation is required.

III. Communication and Student Guidance

Students are informed of any important decisions affecting particular courses, students’ work, or the department in general. Such information is provided primarily **by email** postings; additionally, some notices will be posted on the departmental notice board, or placed in students’ mailboxes.

Barring technical failure, it will be assumed that students have read all information distributed by electronic means. **We also assume that students check their CEU e-mailboxes at least twice a day.**

Students should not hesitate to approach the faculty of the Nationalism Studies Program regarding their course work, thesis preparation and supervision as well as all other matters related to their present and future studies.

Faculty members of the department are available for consultation on a regular basis.

Staff members of the department do not have specified office hours, but are generally available between 9:00 a.m. – 5:00 p.m. every business day.

Should students have concerns about a course and do not feel able to approach the relevant faculty member, they should approach the Program Director or, if appropriate, the Program Coordinator, who will mediate on their behalf. For personal problems, students should approach whichever member of staff or faculty they feel most comfortable with (including those from other departments, programs, or university services). Alternatively, students may approach the Financial Aid and Residential Life Officers, or the CEU Counselors (contact information available in the *CEU Student Handbook*). All staff shall deal with the personal concerns of students in the strictest confidence.

IV. Student Evaluations

During the last meeting of each course students are asked to fill in a form for evaluation of the course. The evaluations are anonymous. Additionally, the department welcomes informal feedback at any time during the course of study, as well as requesting more formal feedback at the end of the academic year when students will be asked to complete the *Leaving Form*.

V. General requirements and policies

1. Regular **class attendance is a mandatory** precondition of fulfilling the course requirements and thus earn the credits. Missing more than two classes without an immediate valid excuse and a written note to the professor may result in a failing grade or a reduced final grade. Depending on the professors, in some courses students will have to sign **attendance sheets**. All due **explanation is to be submitted to the Faculty member and the program coordinator** at the earliest possible time via e-mail.

2. Laptops and other electronic devices

Laptops and tablets are allowed in the classroom for most courses, but only for displaying course-related materials (e.g. readings, notes, presentations). Use of the internet, social media (Facebook, Instagram, etc,) and e-mail are **strictly forbidden**.

We strongly encourage you to download a website blocker, such as Stay Focused (<https://alternativeto.net/software/stayfocused/>) or Leech Block (<https://addons.mozilla.org/en-US/firefox/addon/leechblock/>). These will enable you to disable specified sites (e.g. Facebook) for the duration of the class.

Use of laptops and tablets is **not** permitted during the thesis workshop (Brubaker week).

Use of cell phones and smart phones is forbidden in the classroom.

3. Students are responsible for ensuring that **courses chosen from other departments do not overlap with the courses chosen from the Nationalism Studies Program** so that regular class attendance is guaranteed. (Please note that due to the wide selection of courses, elective course overlaps cannot always be avoided in the schedule.)

4. Primary communication between Nationalism Studies faculty, staff and students goes via **e-mail** – please check your mailbox regularly (**at least twice a day, morning and evening**) for announcements of deadlines, etc.

5. Final papers, thesis related assignments and thesis submission (for students defending in June 2020*) have to meet the stated **deadlines**. If not specified otherwise, each third day exceeding the deadline will result in a reduction of a grade (e.g. from A- to B+). Lecturers may set up different requirements.

6. Students can earn a **maximum of 4 credits** a year in non-crosslisted courses offered by other departments. Any registration for an additional course from another department must be discussed with and approved by the Department Head. Such requests will be approved only if the course is consistent with the Nationalism Studies program accreditation and is closely related to the thesis of the student.

* Students who fail to submit their thesis on time or are not allowed to defend in June have two years to submit and defend their thesis. If they submit their MA thesis late, within the two year period granted by university rules, the grade will be lowered by one grade point.

E. Course Requirements, Course Materials and Grading Procedures

I. Requirements for the Master of Arts Degree

Pre-session and “Zero Week” Requirements (September 2 – September 13, 2019)

In the pre-session period, orientation sessions are organized for students to help them get settled in Budapest and find their way within the university. **Attendance is mandatory.**

Zero Week (September 9 – September 13, 2019) takes place during the week preceding the official beginning of the Fall Term. Detailed syllabi of courses offered throughout the academic year will be available on the Nationalism website prior to Zero Week. During Zero Week most elective courses for all terms will be presented by the professors. *Introduction to Nationalism Studies* classes will also commence during the pre-session.

Curricular Requirements – General

In both terms mandatory and elective courses will be offered. Students must complete 120 ECTS credits over 2 academic years combined.

Total no. of ECTS credits to be earned: 120

Thesis and defense: 25 ECTS

Number of credits to be earned in the first year: 56 – 68 ECTS credits

Language course credits do not count.

Cross-listed courses are those that are allowed by the Nationalism Studies Program to be taken at other departments or programs without the permission of the program head. (Please note that cross-listed courses also have registration limits. In general, students from the department offering the course have priority to register.) The student information service will introduce you to the add/drop period. Until then, we suggest registering for as many courses of your interest as possible, thus reducing the chance of later disappointment. However, if you apply this strategy, please make sure you drop the courses you do not intend to earn credits from before the drop period ends.

Students can earn a **maximum of 4 credits** a year in non-crosslisted courses offered by other departments. Any registration for an additional course from another department must be discussed with and approved by the Department Head. Such requests will be approved only if the course is consistent with the Nationalism Studies program accreditation and is closely related to the thesis of the student.

Students are responsible for ensuring that **courses chosen from other departments do not overlap with the courses chosen from the Nationalism Studies Program** so that regular class attendance is guaranteed. (Please note that due to the wide selection of courses, elective course overlaps cannot always be avoided in the schedule.)

You are strongly advised to keep all deadlines set by your professors with special attention to thesis related deadlines – late submission of theses, essays and term papers will be penalized and might affect your final grade negatively!

Deadline for thesis submission this year for second year students will be **May 30, 2020 (4:00 PM)**

Students who fail to submit their thesis on time or are not allowed to defend in June have two years to submit and defend their thesis. If they submit their MA thesis late, within the two-year period granted by university rules, the grade will be lowered by one grade point.

By the end of the second year's Spring Term students must have completed 95 ECTS course credits and must have submitted and defended their thesis (25 credits). The minimum GPA required to qualify for a Master's degree at CEU is 2.66.

II. Course materials

Readers

The course materials will be available for each course through the CEU e-learning site (e-learning.ceu.hu) after logging in using your Novell password. If not mentioned otherwise, professors expect you to have these materials present with you in class in electronic or paper format.

Printing Policy

The University has established a system of printing limits for all students. The allowance of 800 pages per annum is judged to be sufficient to amply cover normal printing for papers and theses. Extra allowance can be purchased through the CEU Finance Office, and upon showing the receipt of payment, the Information Technology Support Unit (ITSU) adds the extra allowance to the students' printing quota.

III. System of Course Work Grading

CEU uses a system of letter grades and grade points for evaluating students' work, including the thesis (please refer to the grade outline in the *CEU Student Records Manual*). Major assignments (i.e. term papers or final exams) graded 'unsatisfactory' may be retaken once within a given time frame agreed upon between the faculty member(s) and the student. Students who fail to submit work, or whose work fails to meet the minimum requirements for the assignment, will receive a grade of 'F.'

IV. Course Requirements

The requirements for successful completion of individual courses include **regular class participation** and **written assignments**. Other requirements are left to the discretion of the faculty member(s) concerned. Normally, such requirements may include, in addition, presentations, research papers, and/or written examinations. **Each course syllabus must be consulted carefully for exact course requirements**. Final papers have to meet the stated deadlines. If not specified otherwise, each third day exceeding the deadline will result in a reduction of a grade. Lecturers may set up different requirements.

V. Academic Dishonesty

The offense of academic misconduct includes (not exclusively) the representation of the work of others as one's own, including plagiarizing the ideas or words of another without proper attribution to the source of those ideas or words, whether intentional or not, or submitting any work that have been previously submitted elsewhere. For further details please check CEU's *Policy on Plagiarism* and *Code of Ethics*.

VI. Grade Submission

After each teaching term, students receive the grades for their courses from that term. Once the final grades have been submitted by faculty members, they are entered into the University Information System (UIS). Students may check their grades in the UIS (<https://infosys.ceu.hu>).

Grade correction may be made in instances where a clerical or computational error resulted in the submission of an incorrect grade. For any other objection to students' grades, the appeal procedure below should be consulted.

VII. Appealing a Grade

Students may appeal the grades they are assigned for courses, exams or major pieces of written work that pertain to courses for which the Nationalism Studies Program is responsible.

Appeals must be submitted to the Department, in writing, no more than **seven days** after the grades are posted. The written statement must set out the reasons for the request for review of the grade.

The Program Director will assess the student's request for review of the grade, and, if a review is merited, convene an Ad Hoc Academic Review Committee consisting of two faculty members. The Committee will determine the final grade. In the event that the MA Program Director is responsible for the grade that is being appealed, another faculty member will take his/her place.

The Academic Review Committee will only accept cases for review in which the final grade is based on a judgement error by the grading. If the Academic Review Committee accepts the appeal it will ask the grading lecturer to revise the grade. If the grading lecturer leaves the initial grade unchanged, the Academic Review Committee will ask a member of the faculty for a new review and the grade will be final. In case of judgement error, the final grade may be worse than the initial grade.

This procedure does not affect the student's rights to appeal to the Academic Pro-Rector, as set out in CEU's Student Rights, Rules, and Academic Regulations.

Student Rights, Rules, and Academic Regulations:

http://www.ceu.edu/sites/default/files/attachment/basic_page/132/p-1105-2-v1211-student-rights-policyfinal.pdf

Student policies:

<http://www.ceu.edu/studentlife/onlineorientation/student-policies>

F. Tentative Curriculum 2019 - 2020

Pre-Session and Course Presentation Session

In the first week upon arrival at CEU (September 2 - 6), students are introduced to all important university units. At the same time students already start attending introductory classes (Classics of Nationalism).

On zero week (September 9 - 13), most elective courses on the departmental curriculum will be presented by the professors to the students.

Course Registration

Students are required to complete their course registration through the University Information System (Infosys). Dropping a course also can be made via Infosys. About registration deadlines and late registration penalty please consult the Students Records Manual.

I. Academic Year 2019 - 2020

First Year Tentative Course List

Fall Semester (September 16, 2019 – December 6, 2019)

Course Title	Professor	ECTS	Comments
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Mandatory Courses:

Introduction to the Study of Nationalism, Minorities and Ethnicity	Szabolcs Pogonyi	8	
Workshop: Thesis Proposals and Projects	Mária Kovács Rogers Brubaker	2	
Academic Writing	Sanjay Kumar	0	Crosslisted w/ AWC

Mandatory Elective:

Nationalism and Democracy	Daniel Bochsler	8	
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Elective courses:

Anthropological Approaches to Ethnicity, Racism and Nationalism - With Special Reference to Roms and Romany Peoples	Michael Stewart	4	
Comparative Diasporas	Michael Miller	8	
Legal and Institutional Approaches to Minority Protection	András Pap	8	
Foundations of Citizenship Studies	Rainer Bauböck	4	

Discourse Analysis	Ruth Wodak	4	
Paths to Jewish Emancipation	Michael Miller	8	Jewish Studies course
Jews in East Central European Communist Systems	András Kovács	4	Jewish Studies course
Academic Writing	Andrea Kirchnopf	4	Crosslisted w/ AWC
Transnational Migration	Ayşe Caglar	4	Crosslisted w/ Sociology
Introduction to Modern Central Asia: Mobility, Revolution, and Empire	Charles Shaw	4	Crosslisted w/ History
The Artist as an Agent of History. From Symbolic Politics to Visual Activism	Edit András	4	Crosslisted w/ History
International Law in a turbulent world	Boldizsár Nagy	4	Crosslisted w/ International Relations

Winter Semester

(January 06, 2020 – March 27, 2020)

Mandatory elective Courses

International Norms and their Application: Border Disputes, Self-determination and Minority Protection	Mária Kovács	8	Min. 16 credits are required throughout the academic year from mandatory electives
Nationalism and National Feeling: the Sociological and Social-psychological Approach	András Kovács	8	

Elective courses:

The Global Challenge of Migration in Europe	Antal Örkény	4	
Understanding Ethnic Prejudice: Sociological and Social Psychological Approaches	Luca Váradi	8	
Institutional and Legal Approaches to Religious Diversity	András Pap	8	
Nationalism, Populism and Conflict Management in Eastern Europe	Erin Jenne	4	Crosslisted w/ International Relations
Jews in the Habsburg Empire	Michael Miller	8	Jewish Studies course

Comparative Genocide	Gábor Kádár	4	Jewish Studies course
Statistics Primer		4	Crosslisted w/ CSS
SPSS		4	Crosslisted w/ CSS

Spring Semester

(March 30, 2020– June 12, 2020)

Elective courses:

Ethnic Quotas and Affirmative Action in Higher Education	Mária Kovács	8	
Refugees and Migration in Hungary: Field Visits	Antal Örkény	4	
SPSS		4	Crosslisted w/ CSS

Tentative Course List for second year students

Fall Semester (September 16, 2019 – December 6, 2019)

Main deadlines:

- 9:00 AM, January 13, 2020 **Thesis Title and Preferred Supervisor**

Course Title	Professor	ECTS	Comments
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Mandatory Courses:

Practical Thesis Planning Seminar	Luca Váradi, Szabolcs Pogonyi	CNT	Continued in the Winter Semester
Workshop: Thesis Proposals and Projects	Rogers Brubaker Mária Kovács	2	
Introduction to the Study of Nationalism, Minorities and Ethnicity	Szabolcs Pogonyi	8	

Mandatory elective Courses:

Nationalism and Democracy	Daniel Bochsler	8	Min. 16 credits are required throughout the academic year from mandatory electives
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Elective courses:

Anthropological Approaches to Ethnicity, Racism and Nationalism - With Special Reference to Roms and Romany Peoples	Michael Stewart	4	
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Comparative Diasporas	Michael Miller	8	
Legal and Institutional Approaches to Minority Protection	András Pap	8	
Foundations of Citizenship Studies	Rainer Bauböck	4	
Discourse Analysis	Ruth Wodak	4	
Paths to Jewish Emancipation	Michael Miller	8	Jewish Studies course
Jews in East Central European Communist Systems	András Kovács	4	Jewish Studies course
Academic Writing	Andrea Kirchnopf	4	Crosslisted w/ AWC
Transnational Migration	Ayse Caglar	4	Crosslisted w/ Sociology
Introduction to Modern Central Asia: Mobility, Revolution, and Empire	Charles Shaw	4	Crosslisted w/ History
The Artist as an Agent of History. From Symbolic Politics to Visual Activism	Edit András	4	Crosslisted w/ History
International Law in a turbulent world	Boldizsár Nagy	4	Crosslisted w/ International Relations

Winter Semester (January 06, 2020 – March 27, 2020)

Main deadlines:

January 31, 2020 **Thesis Proposal & Outline**

March 28, 2020 **Final Thesis Proposal & Outline**

Course Title	Professor	ECTS	Comments
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Mandatory Courses:

Practical Thesis Planning Seminar II.	Luca Váradi, Szabolcs Pogonyi	4	
Developing Research Proposals and Projects	Szabolcs Pogonyi	4	

Mandatory-elective Courses:

International Norms and their Application: Border Disputes, Self-determination and Minority Protection	Mária Kovács	8	Min. 16 credits are required throughout the academic year from mandatory electives
Nationalism and National Feeling: the Sociological and Social-psychological Approach	András Kovács	8	

Elective Courses:

The Global Challenge of Migration in Europe	Antal Örkény	4	
Understanding Ethnic Prejudice: Sociological and	Luca Váradi	8	

Social Psychological Approaches			
Institutional and Legal Approaches to Religious Diversity	András Pap	8	
Nationalism, Populism and Conflict Management in Eastern Europe	Erin Jenne	4	Crosslisted w/ International Relations
Jews in the Habsburg Empire	Michael Miller	8	Jewish Studies course
Comparative Genocide	Gábor Kádár	4	Jewish Studies course
Nationalism, Populism and Ethnic Conflict Management in Eastern Europe	Erin Jenne	8	Crosslisted w/ International Relations
Statistics Primer		4	Crosslisted w/ CSS
SPSS		4	Crosslisted w/ CSS

Spring Semester (March 30, 2020 – June 12, 2020)

Main deadlines:

April 11, 2020 **First Chapter of the Thesis**

May 4, 2020 **First Part of the Thesis**

Thesis Submission: May 29, 2020 (4:00 PM)

Elective courses:

Ethnic Quotas and Affirmative Action in Higher Education	Mária Kovács	8	
Refugees and Migration in Hungary: Field Visits	Antal Örkény	4	

SPSS		4	Crosslisted w/ CSS
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II. Course Descriptions

For course descriptions and course syllabi please consult our website:
<https://nationalism.ceu.edu/courses>

G. MA THESIS GUIDELINES

This guide provides information concerning the thesis project. It includes important deadlines, formatting and construction of your thesis project established by the Nationalism Studies Program at Central European University.

Important Deadlines

Throughout the year, the Nationalism Studies Program has several deadlines to assist you in conceptualizing and finishing your thesis in a timely manner. The procedure for completing these tasks is to submit them to the Academic Writing Instructor for review and possible revision, then to your advisor. Some items must be submitted to the Program Coordinator as well.

Department Deadlines

Assignment	Due Date
Thesis Title and Preferred Supervisor (The Department's decision and allocation will be posted on the website)	Monday, January 13, 2020 (4:00 PM)
Thesis Proposal & Outline (proposal should include methods and preliminary annotated bibliography)	Tuesday, January 31, 2020*
Final thesis proposal & outline	Monday, March 28, 2020
First Chapter of the Thesis (introduction including research proposal, literature review and methods):	Monday, April 11, 2020
First part of the thesis (introduction + min. 20 pages)	Monday, May 4, 2020 (4:00 PM)
Thesis Submission	Monday, May 29, 2020 (4:00 PM)

**This must be accompanied by Thesis Title, Proposal and Advisor Form (see appendix)*

Thesis Title and Preferred Supervisor

Student must submit (via email) to the Program Coordinator information designating a thesis title and a preferred advisor.

Thesis Title, Proposal and Advisor

The student must submit to the Program Coordinator information designating an advisor and a thesis title. *This form must be signed by the advisor.*

In selecting your advisor you are advised to consult the list of professors and their specializations on the program's website. You are welcome to select any of the program's professors. In case the professor is only teaching for us in the second term, you may contact the professor by e-mail with the help of the Program Coordinator. We suggest that you start thinking about selecting your advisor early in the academic year as each professor will only take a limited number of students for supervision. Once you have an idea about whom you would like to turn to, please contact the professor either in class or via email.

Students may choose a second advisor as well, but one of the advisors always has to be a faculty member of the Nationalism Studies Program.

Thesis Proposal

This is a two or three page paper describing your thesis project. It should include the focus of your thesis and the anticipated results of the project. This is to be submitted to the Program Coordinator by the designated date.

Thesis Outline

This is an outline of your thesis project that details the anticipated content of your thesis, chapter by chapter. The purpose of this assignment is to provide you with “talking points” when discussing the details of your thesis project with your advisor.

Annotated Bibliography of Sources

This is a preliminary list of literature you plan to consult when conducting your research on your thesis. The purpose is to provide your advisor with a potential list of sources and allow your advisor to recommend further sources and/or comment on the sources presented in the bibliography. This is to be submitted to your Academic Writing Instructor for review and then discussed in a meeting with your advisor. The Annotated Bibliography is a list of possible sources and their expected contribution to your thesis project.

Literature Review

This is a review of the scholarly literature on your topic, organized thematically, chronologically, methodologically or according to a guiding concept. The Literature Review demonstrates not only your knowledge of the existing literature, but also your understanding and evaluation of it. *The 6-10-page Literature Review is a vital part of the thesis-writing process. Ideally, it will be incorporated into the introduction of your thesis.*

Workshop: Thesis Proposals and Projects

During the Winter Semester all MA students will have the opportunity to present their thesis proposal to their colleagues and faculty at the MA Thesis Workshop. Normally, students circulate a copy of their proposals to the other students prior to their presentation, so that workshop participants may discuss each others' work. *Before the Thesis Workshop, the thesis proposal draft must be submitted to the supervisor for comments.*

Thesis Submission

Two bound copies must be delivered to the Program Coordinators of the Nationalism Studies Program by the required date of submission. The thesis must also be sent to the Coordinators and the Supervisor via email in PDF and DOC formats before the deadline.

Thesis Defense

The oral Thesis Defense is scheduled during the last two weeks of the third term. The defense includes the primary advisor, a second reader, and the student. The approximate length of the defense is 30 minutes.

THESIS FORMAT

Language of the Thesis

The thesis must be written in English. All quotations must be in English. The original language may be included in a footnote. The only exceptions to this are the following: short quotations in Latin or French, book titles, magazine titles, and newspaper titles may appear in their original language as long as English translations are given in parenthesis.

Cyrillic, Arabic and other non-Latin scripts must use their Latin equivalent. Consult with your academic writing instructor or advisor concerning proper transliteration procedures.

Length of Thesis

The text of the thesis (not including charts, diagrams, footnotes and bibliography) should be no shorter than 50 pages (12,500 words). It should be no longer than 80 pages (20,000 words), unless otherwise negotiated with your supervisor.

Fonts

The thesis must be submitted in 12-point Times New Roman font.

Margins

All margins must be 2.5 cm on the top, bottom, left and right.

Spacing

Double-spacing must be used in the abstract and text of the thesis. Single spacing must be used in long tables, quotations separated from the text, footnotes, and bibliographical entries.

Subheadings at the bottom of the page must have at least two full lines of text below them. Otherwise, the subheadings should begin on the next page.

See the Turabian Manual for specific instructions regarding spacing of other materials.

Page Numbering

Page numbers are required on all main body text of the thesis. Page number placement may be on the top or bottom of the page. However, the location must be consistent throughout the thesis.

All page numbers in the Main body of the thesis must be in Arabic script. Page number placement begins on the acknowledgment page.

Footnotes

Either footnotes or endnotes may be used in the thesis project. Embedded notation is not permitted. Footnotes must conform to the margins of the paper. They must use the same font and font size as used in the thesis.

Footnotes must follow the *Chicago Manual of Style*. (See Kate L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*) For citation of material not included in these manuals, consult with the Academic Writing Instructor.

Students are encouraged to use reference management softwares (Zotero, Endnote, etc.).

Tables, Graphs and Figures

Tables, graphs, illustrations, figures, and related materials must be numbered and titled by such a system that they are uniquely identifiable. The source must be stated at the bottom of the table, graph, illustration, figure or related materials. There is no requirement to list these separately in the Table of Contents page, but it is recommended.

The Components of the Thesis

The optional and required components of the thesis are listed below.

Component	Optional/Required
Title Page	Required
Abstract	Required
Acknowledgments	Optional
Table of Contents	Required
List of Tables	Optional
Introduction	Required
Body of Thesis	Required
Appendices	Optional
Bibliography	Required

Title Page

The Title Page must contain the following information:

The full title of the thesis

The candidate's name

The year of submission

The department and name of the university

The place of submission (Budapest, Hungary)

The supervisors' names

The statement: "In partial fulfillment of the requirements for the degree of Masters of Arts"

The Abstract

The abstract should be between 100 and 250 words. The abstract should include a statement of the problem the research sets out to resolve, the methodology used, and the major findings.

Acknowledgment Page

This is an optional page that acknowledges those that provided the author with assistance in the thesis project.

Table of Contents

This page includes a listing of Chapter Titles, Headings and Sub-headings of Chapters, Appendices and References as well as their corresponding page number. This page may also include a separate list of tables, figures, illustrations, and related materials.

It is recommended that a separate list of Tables, Figures, Illustrations, etc. be include on a separate and immediately following the Table of Contents page.

Introduction

The introduction must contain a brief statement of the issue under discussion, outline the scope of the issue, and include the general character of the thesis.

Main Body

These pages contain the body of your thesis divided into chapters. Each chapter must begin on a new page. The first page of each chapter contains the title of the chapter.

Appendices

This is not a required component but may be included for some theses. Its purpose is to include supplementary information, original data, and other such relevant material.

Bibliography

These pages contain a list of sources cited and consulted during the thesis project. There are several techniques for the division of sources. Consult Turabian' *Manual for Writers* for appropriate techniques for the division of sources.

Students are encouraged to use reference management softwares (Zotero, Endnote, etc.).

Thesis or dissertation grading criteria; other grading criteria, if applicable.

The purpose of the thesis is to give evidence of the student's theoretical and analytical abilities. In their theses, students synthesize and evaluate the foundational assumptions in the relevant scholarship and demonstrate their ability to present research results concisely and in a scholarly form. The research should constitute original scholarship in which students identify and critically apply the scholarly literature and relevant methodologies. The thesis should make a distinct contribution to the knowledge of the subject.

As a result of the inherently interdisciplinary nature of nationalism studies scholarship, students are encouraged to creatively combine the research apparatus of several

disciplines and also to design inventive methodological frameworks which help to capture the peculiarities of nationalism related issues.

Throughout the process of researching for the thesis and writing the dissertation students are closely supervised both individually and in groups. They have a chance to present their work at least twice in front of their professors and colleagues and thus gain experience in presenting arguments. Thereby the process of planning and writing the theses significantly contributes to the further professional development of students as well as to their mastery of communication skills in English.

MA theses are evaluated by a committee of three professors including the supervisors. Readers are asked to evaluate the thesis according to a number of criteria including the

- a, scholarly relevance of the research;
- b, depth and breadth of the research focus;
- c, the relevance and adequacy of the research methodology;
- d, critical use of a wide range of literature and theories;
- e, originality of the argument;
- f, consistency and coherence of the argument;
- g, logic and structure of the presentation;
- h, form and language of the presentation.

During the thesis defense students summarize the main findings and original contributions of their theses and answer the questions of the committee. Committee members are asked to present their comments in the form of suggestions as to how to revise the thesis in case the student wishes to proceed with publication as many of our theses end up being published. Those producing outstanding theses are advised to publish a shortened version of their theses in peer-reviewed international journals for which they receive support from their supervisors and the thesis committee. A large part of the theses by students of the Nationalism Studies Program are eventually published in journals and edited volumes.

(Sample title page)

A HISTORY OF THE NATION

By

Robert H. Student

Submitted to
Central European University
Nationalism Studies Program

In partial fulfillment of the requirements for the degree of

Master of Arts

Advisor: Professor Maria Kovacs

Budapest, Hungary

2019

Thesis Title and Advisor Form

Student Name: _____

Thesis Title: _____

Advisor: _____

Thesis Proposal:

The above mentioned topic has been worked out in consultation with the student and myself, and I undertake to supervise the student.

Advisor's Signature: _____

E. Academic Calendar 2019 / 2020

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