



Department  
of Sociology  
and Social  
Anthropology

CENTRAL  
EUROPEAN  
UNIVERSITY

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CENTRAL EUROPEAN UNIVERSITY  
Department of Sociology and Social Anthropology

## **M.A. HANDBOOK (Two-Year MA)**

Academic Year  
2019/2020

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## 1. BASIC DEPARTMENT INFORMATION

<b>Institution Responsible</b>	Central European University
<b>Name of Department</b> Department	Sociology and Social Anthropology
<b>Degree to be Awarded</b>	<b>Master of Arts in Sociology and Social Anthropology (Two-Year MA program)</b> A ten-month program of two terms of course work and one of research and writing. The MA degree in Sociology and Social Anthropology was conferred for the first time in June 2004. The program is registered with the Board of Regents of the University of the State of New York.
<b>Starting Date</b>	September 2, 2019
<b>Location</b> <b>Mailing Address</b>	Zrinyi 14, 1051 Budapest, 4 <sup>th</sup> floor <b>Nador u. 9, 1051 Budapest, Hungary</b>
<b>Head of Department</b> <b>Director of MA Program</b>	Judit Bodnar (bodnarj@ceu.edu) Alexandra Kowalski (kowalskia@ceu.edu)
<b>Program Coordinator</b>	Kriszta Fogarasi, fogarasik@ceu.edu

Sociology and Social Anthropology Department, MA student manual, AY 2019/2020

**Program Assistant**

Ildiko Chikan, [chikani@ceu.edu](mailto:chikani@ceu.edu)

## 2. THE PROGRAM

Our program in Sociology and Social Anthropology emphasizes interdisciplinary and critical approaches to social issues. The integrated study of the two disciplines fosters an environment that is admittedly conscious of the historicity of social science categories and theories, their meaning in different cultures, and engagement in the practical world. The primary goal of the program is to enable students to deepen and broaden their knowledge of theoretical and methodological approaches to the study of social phenomena, structures and processes. The Two-Year MA Program has a strong research component as one entire term is devoted to research for the thesis and two terms to designing and writing it. Students in the program acquire the required research skills through courses and training in various methodologies including ethnography, interviews, discourse analysis, survey research, quantitative methods, and historical methods. Part of the program focuses specifically on globalization and of urban studies. Local sites offer strategic windows onto larger-scale processes of globalization. Historically, 'global' phenomena are outcomes of the interplay between various scales, with cities as key geographic and material nodes. Students in the two-year program thus have the option to specialize in Global and Urban Studies. This track is an innovative and interdisciplinary course of studies that focuses on the relation between global processes in general, and cities more particularly, and on the ways in which political, economic and social structures interact on the local, urban and global scales.

## 3. Course Requirements for the Master of Arts degree

**Starting from ("ZERO WEEK"), September 9, 2019** professors both the department and from other departments will introduce the elective courses they will teach during the academic year. (*See* curriculum, course list *and the* 2019-20 academic year schedules)

The Two-Year MA Program requires that students take a **total of 48 credits through coursework**. In some exceptional cases and for technical reasons the total might exceed 48 credits. This issue needs to be discussed with the program director.

**A minimum of 30 credits should be obtained in the first year.** A further 8 course credits may be taken in the Fall semester of the second year. All coursework (except for the thesis writing workshop) must be completed before undertaking research for the thesis in the Winter Semester of the second year.

Students who consider specialization are invited to consult with the Director of the MA Program both at the beginning of the program and again at the beginning of year two, to receive advice and ensure that requirements are met.

Students who choose not to specialize will obtain 20 course credits

from mandatory courses and 20 from elective courses.

Students specializing in Global and Urban Studies will receive 28 course credits from mandatory courses and 12 from elective courses of which six have to be chosen from the Urban and Global Studies Electives Cluster of courses, offered in both Fall and Winter. Please check the MA one-year electives for other options.

Course syllabi and course readings are available on the CEU learning site. Each student upon receiving a CEU email login and password is automatically granted access to this site. <http://ceulearning.ceu.edu/course/>. If you encounter any problems with the logon contact [acsg@ceu.edu](mailto:acsg@ceu.edu).

Note that

- Classes might be capped to limit the number of students so make sure you register early
- Per CEU regulations students may take 4 credits of not cross-listed courses outside the department

<b>2 Year MA program</b>	<b>Without specialization</b>	<b>With specialization</b>
<b>First year: 30 credits.</b>  <i>(28 credits of coursework + 2 credits research proposal workshop)</i>	Mandatory credits: 16 <i>(Fall 8, Winter 8)</i>  Elective credits: 12 <i>(Ideally 6, Winter 6)</i>  Research Proposal workshop: 2 <i>(Spring)</i>	Mandatory credits: 16 (Fall 8, Winter 8)  Core electives*: 0-8 Elective credits: 4-12 <i>(Electives to total 12 credits)</i>  Research Proposal workshop: 2 <i>(Spring)</i>
<b>Second year: 18 credits.</b> <i>(8 credits coursework, 8 credits research, 2 credits thesis writing workshop)</i>	Elective credits: 8 <i>(Fall term only)</i>  Research: 8 <i>(Winter term)</i>  Thesis writing workshop: 2 <i>(Spring Term)</i>	Core electives*: 0-8 Elective credits: 0-8 <i>(Electives to total 8 - Fall term only)</i> Research: 8 <i>(Winter Term)</i> Thesis writing workshop: 2 <i>(Spring Term)</i>
<b>Thesis (writing, consultation, defense)</b>	14	14
<b>Total</b>	<b>62</b>	<b>62</b>

\*) depending on the choice of courses students in year one students with specialization need to take 8 credits during the 2 years from the cluster of courses specifically labelled “Urban and Global Studies\*Core Electives”

### **Postgraduate Certificate Program (Hungarian Postgraduate Specialization Program)**

The Comparative Social Science Research Postgraduate Specialisation Programme is a postgraduate non-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 Comparative Social Science Research Specialist (*qualification*).

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 46 CEU taught credits. The mandatory thesis consultation courses are worth 14 CEU credits.

#### **Length of Study**

The length of study for the Hungarian Postgraduate Specialisation Programme (120 ECTS for the Two-Year MA students) is 20 months.

#### **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.

## **4. System of Coursework Grading**

The Sociology and Social Anthropology Department uses the CEU system of letter grades and grade points for evaluating students' work, including the thesis, as shown above and in the *Student Handbook*. Under the Department's moderating system, selected samples of major assignments



are second read by other faculty members to ensure program-wide consistency in grading.

Grades throughout the year will be combined to a Final Grade for the Master of Arts Degree. The Final Grade will be used to distinguish levels of achievement in the course of study as outlined in the current university rules.

All grades are submitted to the Registrar's office on official CEU rosters.

## 5. Thesis and defense

In consultation with (a) potential supervisor(s) students need to have an adequate research project, which includes a reasonable research, relevant research questions (including one main problematique) and a set of adequate methods.

### Schedule of Completion for Thesis

#### 1<sup>st</sup> year students

**First drafts of project proposals** are produced as assignments for the Logic of Social Inquiry course.

**Submission of title, proposal abstract and supervisor's name** by the last day of classes for the Fall, Friday, December 6 (by email to [sociology@ceu.edu](mailto:sociology@ceu.edu))

**Research Proposal (final)** - as reworked and finalized through winter and spring terms, esp. through the Proposal Writing Workshops between March and May. Proposal writing training for 2Y MA students consist of: Two sessions with Academic Writing teachers focusing on literature review in March; two additional sessions with AW teachers on the general requirements of a proposal in April/early May; and four writing sessions with Department faculty in May. (all dates TBA) April is devoted to drafting the proposal (often this means expanding and improving the version submitted mid-December as a requirement for the Logic of Social Inquiry course), based on preliminary research and secondary source reading. 2 printed copies to be submitted by Tuesday, June 9, 2020 (by email to [sociology@ceu.edu](mailto:sociology@ceu.edu)).

**Research proposal defenses:** June 15-17, 2020 (schedule TBA).

#### 2<sup>nd</sup> year students

**The Field Work** is normally carried out in the winter term of the second year.

**Thesis submission:** Friday, June 5, 2020 (Hard copies at the department office by 4 pm, and upload to the ETD system.)

**Thesis Defenses:** Between June 9-10-11-12, 2020 (Schedule TBA.)

**Graduation Ceremony:** Friday, June 19, 2020

All deadlines will be strictly enforced. Extensions might be granted for medical reasons only (see [Student Rights, Rules, and Academic Regulations](#)). Delays with submissions in particular will be penalized through down-grading (one grade per day, e.g. A becomes A- if work is one day late) If any problem related to submission should arise during the thesis-writing period, students are expected to consult with their supervisor and the Head of the department ahead of time and as soon as issues surface.

### **Thesis Preparation and Advising**

The student`s thesis work is supervised by a supervisor and a second reader. The thesis supervisors should be chosen among the department`s faculty. The second reader is usually from the department as well, or may exceptionally be drawn from the larger CEU community of scholars. **The supervisor is the student`s primary contact and source of advice during the research and thesis writing period. The second reader is expected to be familiar with the student`s work as well, and may be solicited for advice too, but the faculty primarily responsible for academic support during the academic year is the supervisor.** The supervisor and the second reader provide a written evaluation of the student`s thesis after it is submitted. Students receive a copy of the evaluations after the defense.

**Students start making decisions about their thesis subject and potential supervisor in the course of the first semester. By the end of the first semester students are expected to know which one or two subject(s) they can and want to work on (general topic, intersection of issues, and 1-2 possible research sites). They should have consulted about their options and preferences with faculty most likely and able to help them. By the second term of study students make decisions about their site, the areas of focus, and advisor/reader. They identify some of the specific questions, debates, and problematiques they are considering to foreground in the research proposal which they will be working on in the months of April and May. Progress and difficulties are discussed regularly with advisor(s).**

Students who specialize in Global and Urban Studies should note that the thesis topic must be on a subject related with the specialization in order to earn a certificate. In order to conform with this requirement, thesis proposals have to be approved by the Head of Department.

Although thesis topic and methods are the main factors in supervisor allocation, note that, owing to faculty workload distributions, there is a possibility that your first choice for an advisor might not be available. **Feel free to consult with the M.A. Director at any point of your search for a suitable advisor.**

### **Proposal requirements**

For the proposal defense students should prepare and submit 2 hard copies and an electronic copy by email. Proposal requirements:

- Should be between 3000 and 5000-word long
- Identify a theme
- Formulate a problem, question, puzzle
- Explain what's interesting about the question, both empirically (background knowledge on the case) and theoretically (background literature/framework). This aspect mobilizes knowledge acquired during the school year (theory) and preliminary research and readings they have completed this past month.
- Explain the research methods, their fit with the question
- Provide a schedule of completion over next year

**Thesis/field research and grant application:** During the winter semester (January - end of April) the 2<sup>nd</sup> year MA students conduct their thesis research. Students who carry out research outside Hungary may apply for a field research grant. The department coordinator will inform students about the application criteria and deadlines well ahead before the research period starts. The field research grant application deadline is at the beginning of November, with a possibility in some cases to submit applications during the December grant application period.

Please note that certain restrictions apply on eligible spending. Also, voice recorders may be rented from the department coordinator.

### **Thesis length, font and margins**

- The thesis should be approximately 15000-word long. (17000-word long is the maximum allowed.)
- Line Spacing: 2.0
- Font: Times New Roman/Garamond/Arial 12pt
- Margins: 2.5 cm on all sides

### **Thesis Submission**

By the due date (**June 5, 2020, 4 pm.**) the following must be submitted:

- **2 copies of the thesis, printed and spiral bound (one copy is for the supervisor, one for the second reader. The copy of the second reader will be returned to the main office after the exam and sent to the Library)**

- **The thesis must be uploaded on the ETD system of the CEU as well. Training courses of how to do this, will be held in the spring semester. (See the appendix about how to convert)**

Please check [Annex 2](#) for formatting requirements and guidelines. For fulfilment of graduate degree requirements, theses and dissertations must also be submitted in electronic format utilizing the [Electronic Theses and Dissertations \(ETD\) Guide](#)

*(For copying and binding your thesis, the services of the [CEU Copy Shop](#) - located at Oktober 6. street 12, ground floor - may be used. Another good alternative is the use of Copy General, located at various places in the city).*

### **Thesis Defense**

Each MA student is required to defend her/his thesis through an oral examination before a committee composed of the Head of Department, the thesis supervisor, the second reader and an external examiner designated by the department. The defense lasts about an hour. The written comments of the committee members become available after the defense.

Both first and second readers are expected to be physically present at the defense. Under exceptional circumstances, with the agreement of the MA Director and Department Chair, one reader may request to join the defense virtually.

The defense opens with the candidate's five-minute introduction. This brief introduction briefly summarizes the thesis' main research question, its findings, and context. Use of PowerPoint is not permitted.

### **Thesis Evaluation and Grading**

The thesis will be graded according to the department's grading system for course work and in line with the university thesis grading policy.

The following criteria apply:

**Pass with High Honours 'A'**

**Pass with Honours 'A-', 'B+'**

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

**Pass 'B', 'B-', 'C+'**

The thesis has all the attributes of an 'A' thesis, with the exception of analytic ability.

**Does Not Pass** 'C', 'C-', 'D', 'F'

The thesis lacks a thorough knowledge of the subject matter and theoretical material.

**Pass After Revision** no grade

The student should implement some minor, but imperative changes in the thesis. There is no need for a second defense; the defense committee will decide about the grade on the basis of the resubmitted thesis, but then lower the grade by one notch (eg. 'B' instead of 'B+').

**Resubmit** no grade

The student should implement major revisions and rewrite the whole thesis. The defense committee will decide whether a second defense is necessary and will assign the grade on the basis of the resubmitted thesis. The grade cannot be higher than B but has to be at least C+ in order to pass.

**Fail**

The thesis lacks a thorough knowledge of the subject matter, and it does not relate to the broader academic literature. It neither applies research methods properly, nor demonstrates any analytic ability. No grade can be given, and the student is not invited to rewrite the thesis.

Try to avoid this.

## 6. Overview of the requirements for the MA degree

In order to receive the Master of Arts Degree in Sociology and Social Anthropology, students must fulfill the following criteria:

- a) Pass the *Academic Writing* course;
- b) Pass the Masters thesis with a grade of C+ or above;
- c) Accumulate 40 course credits over four consecutive terms as stipulated in the curriculum.

The requirements for successful completion of individual courses are left to the discretion of the faculty members concerned. Such requirements always include active class participation, short writing assignments, research papers, and/or written examinations. Please refer to the individual syllabi for further information.

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

## 7. Financial aid and satisfactory progress

Students who don't meet satisfactory progress requirements may be subject to the discontinuation of their stipend and/or exclusion from the program. In addition, **students on stipend need to have a GPA of 3.35** at the end of first year in the Two-Year Program. Incompletes at the beginning

of the thesis-writing workshop, and at the time of graduation for the first year of the Two-Year Program also constitute unsatisfactory progress, in which case the Department may choose to discontinue financial aid.

## 8. Acceptance

By matriculating in the Sociology and Social Anthropology Department students agree to abide by the general rules and procedures of the Central European University.

## 9. Student representation and departmental governance

### Student Representation

Students are represented at the level of the Department, the University administration, the CEU Senate and the Student Dormitory.

- a) The *departmental student representation* consists of six elected representatives, two for each of the Ph.D. and MA programs, who represent students' concerns with the head of department and the program directors. In addition to their Student Union functions, representatives are expected to attend departmental meetings.
- b) The *CEU Student Union*, which brings together the student representatives of all departments and programs, provides student feedback and input to the University's Central Administration on academic and non-academic issues.
- c) The Student Union elects one *student representative to the Faculty Senate*. This student representative represents all students and reports on issues of general student concern.
- d) A separate *Student Dormitory Council* is elected to provide student input and feedback to the central administration on student dormitory issues. For further information regarding student representation, please turn to either the departmental staff, Student Services, or the Residence Center

### Town hall and departmental meetings

The department holds one **general ("town hall") meeting** per term, which involves all faculty, students, and staff. This is a forum where general questions, content and discontent about the programs, are discussed openly - as in fact any matter of general concern. These meetings will be scheduled

so as to facilitate the collection of both requests and feedback/follow upon requests.

The *departmental faculty* also meets regularly to discuss and oversee routine academic and administrative business relating to the management of the department.

Administrative and academic decisions made by the head of department are discussed. The elected Student Representatives are invited -and expected- to attend department meetings.

## 10. Communication within the department

The main channel of communication between students, faculty, and department staff is **email**. Students are responsible for reading all information distributed to their CEU email address. Please use your CEU-email for correspondence with faculty and administration. It is your responsibility to read your e-mails **at least daily**. If you use two addresses, set the “forward” function for all your CEU mail to your personal address. It can be assumed that faculty and staff will reply to e-mail within one to two working days. It is *not* impolite for students to send them a reminder when this time elapses.

Each student is assigned an **individual mailbox** in the hallway outside the department office. Please check it regularly. This is where professors may return written work and where you receive internal mail and other paper documents. You may also have personal mail delivered to the department’s address. Faculty’s mailboxes are located inside the coordinators’ office.

Departmental seminars and other events, class schedules, contact information, and announcements are posted on the **department’s website** ([sociology.ceu.edu](http://sociology.ceu.edu)) as well as on the board in the main hallway (Zrinyi 4<sup>th</sup> floor). Events are announced through general CEU mail and flyers are posted on the school’s boards.

Students should not hesitate to approach faculty regarding course work, thesis preparation and supervision, as well as all any other matter related to their present and future studies. The MA director is the first point of call for any question regarding program requirements. She is available to discuss any concern, academic or personal, students might have during the academic year as well.

Student should expect faculty members to be available for consultation on a regular basis. During terms in which they teach, they hold two regular **office hours** (2) specified on the syllabi and online. During non-teaching periods, members of the faculty are available by appointment or email. The main office of the department generally operates between 9:00 a.m. - 5:00 p.m. outside of the semester as well.

If students have concerns about a course or supervision but are not comfortable discussing them with the relevant faculty member, they should approach the program director or, alternatively, the Head of Department. Personal problems sometimes affect students' progress during their MA years. Don't hesitate to approach any faculty you feel comfortable with if you face challenges during your time in the Department. You may turn to the M. A. Director, Student Services, the Financial Aid and Residential Life Officers, or also to the Psychological Counseling center.

## 11. 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 some 14 questions. The CourseEval system is entirely independent of all other university systems. It is managed by the Institutional Research Office located in the Office of the Provost. Surveys are anonymous; neither the numeric nor the text answers may be linked with individual respondents. Faculty members receive a report on their evaluations after they have uploaded all the grades to SiTS and do not have access to the names of individual students. CourseEval student evaluations are an important source of feedback for both teachers and Departments, and are components of curriculum development at the University and individual Departments. Please make a special effort to fill them in. CourseEval reports are studied by the departments and the Office of the Provost in order to respond to student needs and observations effectively.

**The most important avenue for feedback in an academic environment, however, remains direct communication and dialogue. All faculty will be happy to discuss and explain issues you might encounter dealing with courses and other aspects of learning.**

## 12. Printing Policy

The University has established a system of printing limits for all students. The allowance of **1000 pages per year** 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.

## 13. The CEU Career Services Office

The CEU Career Services Office provides advice, support and information to students and alumni from all CEU departments and schools, partnering with them as they develop and pursue personal visions for impact and success.



Career Services team members advise students and alumni on all aspects of the career development process including:

- Conducting self-assessment and career-related research to expand and deepen their knowledge of possible professional futures and paths;
- Adopting a realistic and long-term approach towards their career development;
- Expanding and managing their personal professional networks;
- Crafting unique, tailored CVs and cover letters for job and internship searches;
- Crafting academic CVs to use in academic and research career development;
- Preparing for interviews and conducting salary negotiations.

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

- Career development workshops, information sessions and the annual Career Camp;
- The annual *Careers in ...* series of career education events featuring employer representatives and practitioners (including alumni) working in specific fields;
- One-on-one career advising sessions with a [dedicated career advisor](#);
- The [SPARK YOUR CAREER](#) career development certificate (for Master's students);
- Support for experiential learning through the [Internship Support Program \(ISP\)](#);
- CEU's exclusive [career>next](#) careers platform;
- The [Careers Newsletter](#), which arrives in student in-boxes once a month during the academic year;
- Employer events (in-person and virtual) thanks to the office's strong and expanding network of regional and global employer relationships.

Learn more about our work with [master's](#) students.

## 14. Department Faculty

### Permanent Faculty

Judit Bodnar, Professor, PhD director, room 306, [bodnarj@ceu.edu](mailto:bodnarj@ceu.edu)

Andreas Dafinger, Associate Professor, room 401, [dafingera@ceu.edu](mailto:dafingera@ceu.edu)

Jean-Louis Fabiani, Professor, room 414, [fabianij@ceu.edu](mailto:fabianij@ceu.edu)

Dorit Geva, Associate Professor, Head of Department, room 406, [gevad@ceu.edu](mailto:gevad@ceu.edu)

Alexandra Kowalski, Assistant Professor, MA director, room 308, [kowalskia@ceu.edu](mailto:kowalskia@ceu.edu)

Daniel Monterescu, Associate Professor, room 408/a, [monterescud@ceu.edu](mailto:monterescud@ceu.edu)

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Vlad Naumescu, Associate Professor, room 401, [naumescuv@ceu.edu](mailto:naumescuv@ceu.edu)

Prem Kumar Rajaram, Professor, room 404, [rajaramp@ceu.edu](mailto:rajaramp@ceu.edu)

Claudio Sopranzetti, Assistant Professor, room 408, [sopranzettic@ceu.edu](mailto:sopranzettic@ceu.edu)

Balazs Vedres, Associate Professor, [vedresb@ceu.edu](mailto:vedresb@ceu.edu), on leave in 2019/2020 Academic Year

Miranda Wu, Assistant Professor, room 407 , [wum@ceu.edu](mailto:wum@ceu.edu)

### **Visiting Faculty**

Ayse Caglar, University of Vienna, room 403, Winter 2019, [caglara@ceu.edu](mailto:caglara@ceu.edu)

Gaspar Miklos Tamas, Hungarian Academy of Sciences, room 409, [gmtamas@gmail.com](mailto:gmtamas@gmail.com)

Violetta Zentai, Director, Center for Policy Studies, [Zentaiv@ceu.edu](mailto:Zentaiv@ceu.edu)

## ANNEX 1

### Electronic Theses and Dissertations (ETD)

For fulfilment of graduate degree requirements, theses and dissertations must also be submitted in electronic format utilizing the Electronic Theses and Dissertations (ETD) Guide. Theses and dissertation stored in the ETD collection will be made available on the Web through the Library catalogue in full compliance with pertinent copyright laws. Information about ETD publishing is available in the CEU Thesis Writing and ETD Submission Guidelines.

The Computer and Statistics Center offers 1 hour long elective ETD training sessions on formatting and uploading process in May and June since it is essential to have proper MS Word document formatting and PDF conversion settings to be able to upload your thesis to the ETD collection.

The University may - as an exception - decide not to publish in electronic form a master's thesis or a doctoral dissertation for a period not exceeding two academic years - or not to publish such thesis in integral, rather in a redacted form if (1) there are well documented and convincing reasons to believe that such publication would actually or potentially result in threatening the life, health or well-being of the author or another individual or (2) if the author proves to the satisfaction of the Provost that publishing the master's thesis or the doctoral dissertation in electronic form by the University would prevent its publication with a leading academic publisher. Redaction shall be preferred in the first of the above two cases over non-publication. The author of the thesis or dissertation shall submit a written application for non-publication or redaction to the Provost, setting out reasons for the above. The Provost shall decide on the question of the (non-)publication/redaction based on a written recommendation of the thesis supervisor and of the doctoral committee in case of doctoral dissertations.

Detailed information on how to create and upload a PDF to the ETD collection is available on the ETD Guidelines page of the Computer and Statistics Center's webpage: <http://www.personal.ceu.edu/comp/thesis.htm>

#### 1. Formatting an ETD

Students should plan for formatting their thesis from the very beginning. It is important to submit an ETD that has a consistent appearance.

1. Use tabs, page breaks and section breaks in formatting your text. Use MS Word tools for creating cross-references and tables of contents to forego inconsistent pagination.
2. Except for the title page and abstract, number all pages in your thesis.

3. Use standard fonts such as Times New Roman or Arial for normal body text.
4. Use only the following picture formats: JPEG, GIF, TIF and PNG. For onscreen viewing use a resolution of 72 or 75 dpi (dots per inch).
5. Use Heading styles (Heading 1 through 9) for your chapter titles and subtitles. These will later serve as internal navigational aids into your ETD as PDF-Xchange automatically generates bookmarks for MS Word Headings. All submitted PDF documents MUST have bookmark links.

## **2. Creating an ETD**

To convert the word document into PDF, use the **PDF Xchange software** available from Novell Delivered Applications and follow the ETD Creation [Guidelines](#) at either of the above mentioned websites. Please make sure that pagination is consistent and all hyperlinks and headings are fully functional. The ETD file must display clearly and properly on a monitor screen. Files submitted in unacceptable or corrupted formats will be refused.

## **3. Uploading an ETD**

After converting the thesis from MS Word document into PDF format, [upload](#) your ETD to the CEU Electronic Theses and Dissertations Collection at <http://etd.ceu.edu> . Each ETD will be made available through the Library catalogue in compliance with pertinent copyright laws.

## **4. ETD Electronic License Agreement**

Upon submission of the ETD, students will be asked to accept the terms of the ETD Electronic License Agreement.

## ANNEX 2

### The structure of the MA Thesis

The structure of an MA thesis should be close to that of a scholarly article and proceed through the following basic steps.

Two Year MA students' theses should stay within the customary 15000-word limit. They should in no event exceed 17000 words.

#### Preliminaries

1. Cover page (name, thesis title, program, names of readers etc.)
2. Abstract (about 200 words should be plenty). The abstract 1. States the topic or presents the case; 2. Formulates the problem, question, puzzle, issue tackled by the thesis. This is distinct from a topic or theme or case. It can be more than one question provided all questions are aspects of one main question. 3. Explains which research methods were mobilized to answer the question. 4. States the answers brought by the research. NB: The abstract is not only a useful guide for your reader. It's also a very useful writing tool. You can rewrite it periodically as you write your thesis, and use it as a test of your thesis project: if it's not clear, if it's too long, if one of the items above is missing, it probably means there's something you should fix about the thesis.
3. Acknowledgments (optional): If you want to thank key-individuals/ institutions who have helped you in your research (informants, parents, kindergarten teachers...) this could be the place. This can come on a page after the abstract or you could put it in a first footnote or just before the bibliography.

#### The thesis

1. Introduction: The introduction is an invitation for your reader to ... read your thesis. It should be ... inviting! It tells your reader why they actually should be reading your work. The introduction can restate and expand the following items from the abstract: 1) the context or general area of inquiry and/or disciplinary debate within which your research makes sense and is important or interesting; 2) the specific question you want to answer, and is important to answer (stating reasons for interest); 3) your response/solution to the problem framed within the relevant theoretical literature.

Writers are generally well advised to abstain from justifying research through some idiosyncratic biographical reference ("When I was five I often observed...") even in the context of an ethnography. A better strategy most of the time is to state an intellectual puzzle, or an observation that might be personal, but most likely shared by an audience of educated, critical readers curious about the why's and how's of social life.

It is a good idea to end the introduction with a step-by-step guide to the structure of your paper and argument. A scholarly article is no detective novel: do not make the reader wait for the last page to learn what your argument is.

Introductions may be of different lengths but are never too long. About 10% of the thesis is a recommended maximum. Clarity is a valuable quality. Make simple sentences that you and others understand. Complexity should also be expressed plainly and understandably. Abstain from using jargon, unless this is about one or a small number of concepts that has/have been deliberately elaborated and/or explained.

2. The body of the thesis should be divided into sections (typically two, three, or a maximum of four; think of three including the background section as a good number).

2.1. The first section will typically be a “background” section that gives your readers basic information they will have to have in order to read the main (following 2-3) sections (analytical parts). The background section will typically be a review of literature relevant to understand the case and your analysis of it. It will provide: historical context or ethnographic embedding of the project; relevant description (or construction) of the case; as well as details about the approach or theoretical framework you will mobilize to analyze the case. Although this first section is often called “literature review,” make sure your review is not a catalogue of random references but is actively constructing your theoretical position and approach to the case.

The first section might also contain a description of the methods you have mobilized in research (or the part that ends up being relevant in writing the thesis). Alternatively, methods may also be described at the beginning of the following analytical section(s).

2.2. Analytical section(s) (one or two, typically no more than three)  
The sections following the background chapter are organized and ordered in a way that progresses toward answers. Sections may proceed logically, moving from one argument to another. They may proceed from the simple to the complex. Sections may be organized chronologically. They may focus on distinct aspects of a theoretical debate. They may follow methodological lines (although this is probably a rare organizing solution for short works of the MA kind). They may also describe themes or aspects of an object in order to describe it as completely as possible. Each thesis may be organized in any of these ways, but there has to be a principle directing the choice, and the whole should contribute answer(s) to the main question(s) formulated in the abstract, introduction and at other stages of writing. Also, the connections between chapters and segments of chapters should be explicit and clear. Section and subsection titles may help.

3. Conclusion: Also known as “summary and conclusions” or “summary and discussion”. The purpose here is to wrap up your analysis (summary) and bring it to bear on larger questions/theories (or, also possible, vice-versa:

have larger theories bear on your case analysis). Revisit the “so what?” questions you deployed in the introduction. Once you have established your argument you can either point to interesting future research or make a bolder theoretical argument. Here, as in the original formulation, you may indicate the real-life stakes of the problem. For the conclusion and throughout the text, remember that the main point in this thesis is to demonstrate your analytical skills, not your citizenship or good morals. Unless they write reports or policy papers, social scientists generally abstain from passing normative judgements or recommendations.

4. Bibliography: There is no preferred format for the bibliography. The only requirement is that you be consistent. Choose one of the three main ones presented to you by the Writing Center (APA, Chicago, or MLA) and stick to it.

### **Thesis format**

The complete CEU Thesis Writing Standards can be found in the “THESIS WRITING AND ETD SUBMISSION GUIDELINES FOR CEU MA/MSC THESES AND PHD DISSERTATIONS” online at <https://documents.ceu.edu/documents/g-0712-1v1408>, which apply to all theses submitted to the Sociology and Social Anthropology Department.

The following additional requirements are defined by the department:

#### **a) Thesis sections should be placed in the following order:**

1. **Cover Page** including both supervisors
2. **Abstract** (max. 1 page)
3. Acknowledgements (optional)
4. **Table of Contents**
5. List of Figures, Tables or Illustrations (where required)
6. List of Abbreviations (where required)
7. **Body of the thesis**
8. Appendices (where required)
9. Glossary (where required)
10. **Bibliography/Reference list** (required)

#### **b) Page Numbers**

- Sections 2-6 of the thesis (as outlined above) should be numbered with Roman numerals, while starting with the first page of the thesis proper Arabic numerals should be used. Pages should be numbered at the bottom of the center.

#### **c) Length, font and margins**

- The thesis should be **between 35 and 45 pages, ca 12,000 -15,000 words** long)
- Line Spacing: 2.0

- Font: Times New Roman/Garamond/Arial 12pt
- Margins: 2.5 cm on all sides
- Can be double sided
- Has to be printed on white paper