



Department  
of Sociology  
and Social  
Anthropology

CENTRAL  
EUROPEAN  
UNIVERSITY

CENTRAL EUROPEAN UNIVERSITY  
Department of Sociology and Social Anthropology

**M.A. HANDBOOK  
(One Year MA)**

Academic Year  
2017/2018

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## Table Of Contents

<b>1</b>	<b>BASIC DEPARTMENTAL DATA.....</b>	<b>4</b>
<b>2</b>	<b>THE PROGRAM .....</b>	<b>5</b>
<b>3</b>	<b>COURSE REQUIREMENTS FOR THE MASTER OF ARTS DEGREE.....</b>	<b>5</b>
<b>4</b>	<b>SYSTEM OF COURSEWORK GRADING .....</b>	<b>6</b>
<b>5</b>	<b>THESIS AND DEFENSE.....</b>	<b>6</b>
	Important Dates.....	6
	Thesis Preparation and Advising .....	7
	Thesis Submission .....	7
	Thesis Defense .....	8
	Thesis Evaluation and Grading .....	8
<b>6</b>	<b>OVERVIEW OF THE REQUIREMENTS FOR THE MA DEGREE.....</b>	<b>9</b>
<b>7</b>	<b>FINANCIAL AID AND SATISFACTORY PROGRESS.....</b>	<b>9</b>
<b>8</b>	<b>ACCEPTANCE .....</b>	<b>10</b>
<b>9</b>	<b>STUDENT REPRESENTATION AND DEPARTMENTAL GOVERNANCE.....</b>	<b>10</b>
	Student Representation .....	10
	Town hall and departmental meetings .....	10
<b>10</b>	<b>COMMUNICATION WITHIN THE DEPARTMENT .....</b>	<b>11</b>
	Course Evaluations.....	12
	Printing Policy .....	12
<b>11</b>	<b>DEPARTMENTAL FACULTY.....</b>	<b>13</b>
	Permanent Faculty.....	13
	Visiting Faculty.....	13
	<b>ANNEX 1 .....</b>	<b>14</b>
	<b>ANNEX 2 .....</b>	<b>16</b>

## 1 BASIC DEPARTMENTAL DATA

<b>Institution Responsible</b>	Central European University
<b>Name of Department</b>	Sociology and Social Anthropology Department
<b>Degree to be Awarded</b>	<b>Master of Arts in Sociology and Social Anthropology (1 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 11, 2017
<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>MA Program Director</b>	Dorit Geva (gevad@ceu.edu) Alexandra Kowalski (kowalskia@ceu.edu)
<b>Program Coordinator</b> <b>Program Assistant</b>	Annamaria Preisz, preisza@ceu.edu Ildiko Chikan, 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 one-year 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. Through a wide range of courses on social theory, migration, religion, ethnicity, culture and cultural policies, economic sociology, globalization, dynamics of modernity, institutional change, urban processes and gender relations, students are encouraged to elaborate a personal position with regard to the connection between the two disciplines in the topics they study. The program also offers its students courses and training in several social science methodologies, including ethnography, interviews, discourse analysis, survey research, quantitative methods, and/or historical methods.

## 3 Course Requirements for the Master of Arts degree

**Starting September 11, 2017 (“ZERO WEEK”)**, some professors both from the department (and from other departments for cross listed courses) will introduce the elective courses they will teach during the academic year. (See [curriculum](#), [course list](#) and the [2017-18 academic year schedules](#))

The one-year MA program requires that students take a **total of 34 course credits**: 16 in the first semester, 16 in the second semester, and 2 in Spring. (1 credit = 1 x 50 minutes x 12 weeks = 600 minutes). In addition, 8 credits are allocated for thesis and defense (not included in the requested 34 credits).

The relevant course syllabi are made available at the beginning of each academic term by the instructors on the CEU learning site: <http://ceulearning.ceu.edu/course/>. Each student upon receiving a CEU email login and password is automatically granted access to this site. Should there be any problem with the logon, please contact [acsg@ceu.edu](mailto:acsg@ceu.edu).

Please note that

- the number of students in Sociology/Anthropology courses – except for mandatory courses can be restricted;
- Per CEU regulations students may take 4 credits of courses outside the department (not cross-listed) per AY;
- Students are able to take more than the required credits with the approval of the Head of Department.

## 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. For further information consult the [Student Records Manual](#).

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 in 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 Research Design, Proposal and Writing (deadlines)

Thesis topics and workplans should be discussed during the Fall term with the MA director and potential supervisor(s). A thesis needs to have an adequate research project, which includes a manageable object of research, a number of relevant research questions, and a feasible design mobilizing methods specifically suited to answer the main research question. The issues should be discussed regularly with advisors throughout the AY. A first version of the proposal should be arrived at by the end of the first term. A final version has to be submitted by the end of February. Students' theses are expected to demonstrate solid knowledge of the relevant literature in both sociology and anthropology; to contribute to this literature through original research ; and to demonstrate analytic ability through careful, critical use of relevant concepts and approaches.

### Important Dates

**Meet with MA director:** make an appointment with Prof. Kowalski during the first few weeks of the Fall term. [Appointment here](#)

**Meet with potential supervisor:** by week 7 (October 31<sup>st</sup>)

**Draft research proposal** assignment for Logic of Social Inquiry course, see **course syllabus for deadline**.

**Thesis proposal** (a version of the above edited based on Instructor and Advisor(s) feedback) to be sent to the supervisor and to the Academic Writing instructor by **Wednesday, February 28, 2018** (send a copy by email to [sociology@ceu.edu](mailto:sociology@ceu.edu)).

**Research Schedule, Research Grant application** to be sent to advisor for discussion and follow up by **Thursday, March 5, 2018** (Please send a copy by email to [sociology@ceu.edu](mailto:sociology@ceu.edu)).

**Thesis submission: Wednesday, June 13, 2018** (hard copies at the departmental office by 4 pm, by email to [sociology@ceu.edu](mailto:sociology@ceu.edu) and upload onto the ETD system).

**Thesis Defenses: Monday-Wednesday, June 18-20, 2018** (schedule TBA).

**Graduation Ceremony: Friday, June 22, 2018**

**All deadlines will be strictly** reinforced and must be respected by everyone. Extensions might be granted for medical reasons only (see [Student Rights, Rules, and Academic Regulations](#)). Delays 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**.

### **Thesis Preparation and Advising**

Students' 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 are allowed access to these evaluations after the defense.

Students should start thinking as early as possible about a thesis topic and their potential supervisor. Consider that by **early November** you should have approached the faculty member(s) you consider working with as a supervisor. Although students' preference is the main factor 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. **You will have to consult with the M.A. Director at several points of your search for a suitable advisor.**

### **Thesis Submission**

By the due date (**June 13, 2018 by 4.00 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 defense 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](#) – Október 6. u. 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 in the form of an oral exam before a defence committee to be composed by the Head of Department, and including the thesis supervisor and the second reader. A thesis defense is usually half an hour long but it may take up to 50 minutes. The written comments of the committee members become available after the defense. The questions included in the evaluation are usually asked during 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, findings, and context. It offers thoughts on what the candidate would do differently had she been given more time and resources. It is not meant to be a "lecture" and should really not take up much of the discussion time. Use of powerpoint is not permitted.

### **Thesis Evaluation and Grading**

The thesis will be graded according to the department's system of course work grading and in line with the university thesis grading policy, however, the following criteria may be viewed as a guideline of how grades for theses are determined:

**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 34 course credits (including the Thesis Writing Workshop) over three consecutive terms as stipulated in the curriculum with a cumulative Grade Point Average of 2.5 or higher (for further details, see the official CEU grading scheme in the CEU Student Handbook).

The requirements for successful completion of individual courses are left to the discretion of the faculty members concerned. Normally, such requirements may 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 are expected to meet satisfactory progress requirements. Those who do not and receive a stipend (partial or full) may be subject to the discontinuation of their stipend. In addition to what constitutes satisfactory progress for all students, **students on stipend need to have a GPA of 3.35** at the end of the first semester in the One-

Year Program, or 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 have agreed 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 each from 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 up on 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 here. 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 pigeonhole** (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 pigeonholes 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 any faculty regarding their 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 at least two regular **office hours** which are listed on their syllabus. 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. every day with specific hours for students which will be emailed and posted at the beginning of each term.

If students have concerns about a course or supervision but are not comfortable approaching 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. Alternatively, you may turn to the M.A. Director, Student Services, the Financial Aid and Residential Life Officers, or to the Psychological Counseling center.

### **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 semester through a survey of some 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. Faculty members receive a report on their evaluations after they have uploaded all the grades to Infosys, they do not have access to the names of individual students. CoursEval student evaluations serve as one important source of feedback for both teachers and Departments, and are components of curriculum development at the University and individual Departments. CoursEval 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 courses and other aspects of learning.

### **Printing Policy**

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

## 11 Departmental Faculty

### Permanent Faculty

**Judit Bodnar**, Associate Professor, room 306, [bodnarj@ceu.edu](mailto:bodnarj@ceu.edu) (on leave Jan. 1 – July 31, 2018)

**Andreas Dafinger**, Associate Professor, room 401, [dafingera@ceu.edu](mailto:dafingera@ceu.edu) (on leave Jan. 1 – December 31, 2018)

**Jean-Louis Fabiani**, Professor, room 414, [fabianij@ceu.edu](mailto:fabianij@ceu.edu) (Aug 1, 2017 – Jul 31, 2018)

**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)

**Ju Li**, Assistant Professor, room 407, [lij@ceu.edu](mailto:lij@ceu.edu)

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

**Vlad Naumescu**, Assistant Professor, room 401, [naumescuv@ceu.edu](mailto:naumescuv@ceu.edu) (on leave Jan. 1 – July 31, 2018)

**Dan Rabinowitz**, Professor, room 408/b, [visrabinowitz@ceu.edu](mailto:visrabinowitz@ceu.edu) (on leave Aug 1, 2017 – Jul 31, 2018)

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

**Balazs Vedres**, Associate Professor, room 408, [vedresb@ceu.edu](mailto:vedresb@ceu.edu)

### Visiting Faculty

**Ayse Caglar**, University of Vienna, room 403, Winter 2018, [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)

**Martha Lampland**, University of California, San Diego, room TBA, Winter 2018

## **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 the MA Thesis should be the following (For more information see, ***The Craft of Research*, Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, Chicago: University of Chicago Press, 1995. Location 808./0663 BOO Multimedia Library**):

#### Preliminaries

1. Cover page (name, thesis title, program, names of readers etc.)
2. Abstract (half a page). This is highly recommended. It will help you summarize and sharpen your argument. The abstract should include a sentence of two on the context of previous research (your readers' assumptions), the problem you address, and your main point. See *Craft of Research* (p.212-214) and look at the abstracts in articles in your field.
3. Acknowledgments (optional): If you want to thank key-individuals/institutions who have helped you in your research 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.

#### Body

1. Introduction: The purpose here is to lure the reader into your discussion and let us know where you are taking them. Tell us why we are reading your paper. Give us: 1) the context in which your research makes sense and is important, 2) the problem, and 3) your response/solution to the problem framed within the relevant theoretical literature.

It is a good idea to end the introduction with a step-by-step guide to the structure of your paper and argument. Always think of the critical reader who would eventually evaluate your paper, and remember: 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. Between 3 and 5 pages is probably about right. Note that in the introduction you want to give us a sense of the practical and theoretical background, enough so that we understand your research problem, but you should defer a lengthy discussion of both to a separate section.

2. The Core: The body of the paper should be divided into sections. Each section should deal with a discreet topic that is linked to the overall argument. Normally these include a section on the historical context or ethnographic embedding of the project and a separate section on the theoretical framework (which you should NOT reduce to a list-like "literature review" but use it as actively constructing your theoretical position).



Think about why you have organized the sections in the way you have. Do you move from the simple to the complex? Are you organizing sections chronologically? Do you move through aspects of a theoretical debate systematically? Are themes presented in a recognizable manner? Each paper could be organized in multiple ways, but be sure there is some logic behind it. Don't assume that your reader knows why you are presenting the information in the order and way that you do. Make the linkages explicit.

3. Conclusions: Also known as summary and conclusions or summary and discussion. The purpose here is to wrap up your analysis (summary) and to relate to larger questions/theories. Revisit the larger "so what?" questions you hinted at 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 analytic skills, not your citizenship or good morals. Throughout the text, you should avoid normative statements (about how the world should be) or policy suggestions to rid the world of its misery.

### Bibliography

6. Bibliography. Even if you chose to refer to quoted-items in footnotes don't forget to include a bibliographical list in the end. Your citations must be consistent and follow one of the major styles as detailed in Chicago Manual of Style or other bibliographic guide. See, [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

### **Thesis format**

The complete *CEU Thesis Writing Standards*, which apply to all theses submitted to the Sociology and Social Anthropology Department for defense are downloadable from [http://www.ceu.edu/downloads/ceu\\_thesis\\_guidelines.doc](http://www.ceu.edu/downloads/ceu_thesis_guidelines.doc). The following additional requirements are defined by the department:

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

1. **Cover Page**
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**

**1 year MA:**

- The thesis should be **between 35 and 45 pages, ca 12,000 –15,000 words** long (Thesis length might be extended upon consultation with the supervisor.)
- Line Spacing: 2.0
- Font: Times New Roman/Garamond/Arial 12pt
- Margins: 2.5 cm on all sides