

Welcome to the Department of Sociology and Social Anthropology



Contact information

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- PhD Program Director: Vlad Naumescu, naumescuv@ceu.edu
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Quellenstrasse campus directory

- <https://www.ceu.edu/vienna/ceu/floors>
- Department of Sociology and Social Anthropology on 3rd floor section A

Regulations

on documents.ceu.edu webpage or click on link in Handbook

For MA students:

- Student Rights, Rules, and Academic Regulations

For PhD Students:

- Student Rights, Rules, and Academic Regulations
- Doctoral Regulations



Pre-Session

September 7 – 25

Prepare for the semester:

- settle down in Vienna
- get to know CEU facilities like the computer system and the library
- attend orientation sessions
- log into SITS and select classes for the whole year
- Online Opening Ceremony September 25, Friday 3 pm

Course registration for the fall term



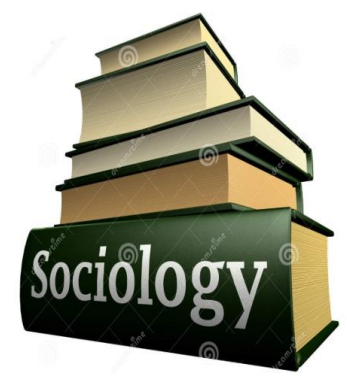
- Course Registration: **September 28 - October 11**
During this time students can freely add or drop courses.
- Waiting list: If you get on the waiting list, you need to get the **written permission** of the professor to be able to enroll to the course. If you have the permission, please **contact your coordinator** (They will have you enrolled)
- Late registration: payment of the late registration fee, written permission from the professor, registration can be changed by the Student Records Office

Required credits



- Follow the basic study plan described in the handbook
- Mandatory courses: no change is possible
- Elective courses: fulfill all the required elective credits by the end of the academic year, it is suggested to follow the study plan but the distribution of elective credits between the fall and the winter term is flexible. *Cross-listed* courses are also elective courses.
- Students may take 4 credits/term of **non cross-listed** courses (i.e. not listed in the curriculum). Please always turn to your program director for advice.

Syllabi and readings



- The short course descriptions and syllabi – on “course hub” (<https://courses.ceu.edu/unit/sociology>)
- Syllabi and readings - on e-learning site (<http://ceulearning.ceu.edu/>) – also called “Moodle”
 - You can log in with your Outlook login name and password.
 - under the ‘Syllabi’ folder you find syllabi from previous years.
 - To access current syllabi and readings you need to be registered for the course (waiting list won’t allow you to see course materials).

Grants

Department MA Short Research grants – We will send you detailed information when you have to start your research grant preparations



Non-departmental research/travel/conference grants – you are responsible for checking deadlines and submitting applications to Grants Management directly

Application deadlines: <https://www.ceu.edu/funding-fees/finaid-enrolled/research-travel-grants>

Grants Management e-mails you the call for grant applications – keep an eye on their notifications if you have any intention to apply. Deadlines are strictly enforced.

Please note: any type of research/travel/conference grant for MA and PhD students

- Apply prior to travelling – *retrospective applications are not permitted* – check deadlines in advance
- Please make sure you request your *recommendation letter(s)* well in advance of your application.
- If you need a voice recorder, you can rent one for free from the department for travel and research.

Student Union



- ▶ The CEU Student Union (SU) is the self-government of all students enrolled at CEU.
- ▶ **Every year the students of various programs elect their representatives to the SU Assembly (SUA).**
- ▶ The Assembly is the highest decision-making body of the SU and it provides representation in matters of academic, administrative and/or disciplinary nature.
- ▶ Nine members of the Assembly are elected by the SUA to be the SU Board (SUB), which is the main decision-making body between Assembly meetings and is the key executive body of the Union.

More information:

▶ <http://www.ceu.edu/studentlife/student-union>

- Students elect **2 representatives from each program**. Representatives are not elected per year but per program.
- 1-year MA program: 2 representatives;
- 2-year MA program: 2 representatives
 - (ideally one from the 1st year, one from the 2nd year)
- PhD program: 2 representatives
- **The departmental elections take place in September**

Thank you for your attention!

