

Cultural Heritage Studies
Central European University
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<https://culturalheritagestudies.ceu.edu/>

**Two-Year MA Program
at CEU
in Cultural Heritage Studies:
Academic Research, Policy and
Management**

Class 2022-2024

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Welcome to the CEU Cultural Heritage Studies Program! We are very glad to have you with us in this two-year master program. It will be a challenging period, but we know you also will succeed just as the students who have gone before you. We take collegiality seriously and urge you to participate fully in the life of the Program, sharing the experience with other students, faculty, and staff. This guide is a brief introduction about the organization and flow of the two years. Please consult it if you need basic information and use it to contact the appropriate office or person if you need more details.

Please, read carefully the *Student Rights, Rules and Academic Regulations* (<http://documents.ceu.edu/documents/p-1105-2v1503>) as well as the *Student Records Office's Manual* (https://www.ceu.edu/sites/default/files/attachment/basic_page/22183/studentrecordsmanual2223.pdf) which contain other pieces of essential information complementing this booklet.

1. About the Program

The Cultural Heritage Studies Program (CHSP) is an **inter-departmental and inter-school program** of CEU. It is organized, developed and administered by a program committee formed by faculty members from different academic disciplines and units. This form of organization has been created in order to achieve the main goal of the program: a multi-disciplinary character with the active involvement of various fields related to cultural heritage (historical studies, cultural anthropology and sociology, humanities, environmental studies and policy, public policy, business and management studies, etc.).

The establishment of the CHSP was initiated by the faculty of the Department of Medieval Studies (MEDS), and the life of the Program is connected to the MEDS Department in many respect. There are courses taught by faculty members of the MEDS where students of both the CHSP and the Medieval Studies MA programs participate. The MA programs share space in the CEU building, and also have joint field trips and other events during the academic year. At the same time, many CHSP courses are taught by faculty members of other CEU departments and units, such as the Department of History, Environmental Science and Policy, Sociology and Social Anthropology, etc. Courses are taught also by heritage experts invited from other universities and heritage institutions. Because of the policy and management aspect we also invite practitioners in the field from non-academic background (management specialists, business practitioners, etc.).

The CHSP is a graduate program accredited in the US by the New York State Education Department (NYSED) and in Austria by the [Agency for Quality Assurance and Accreditation Austria](#).

This MA program is unique in the sense that its curriculum covers various aspects of Cultural Heritage Studies as a whole. This means that all students, whether they focus on academic research, policy or management aspects of cultural heritage, are expected to be trained in more than their one special field. The core curriculum, the design of each course reflect this

multidisciplinary character of the program. Thus, you should be prepared to familiarize yourself with topics, subjects and approaches that are not directly connected to your chosen main field or the subject of your thesis. In the seminars, students with different fields of interests will work together, particularly in the project management courses. By participating in class discussions and by following your peers' thesis research, you will obtain basic knowledge and an introduction to research discussions in fields of cultural heritage that at the moment still lie beyond your own specialization. You will be able to elaborate comprehensive approaches of different (historical, social, management, etc.) questions.

Faculty members of the Program will build and improve on the expertise you have acquired in your former university (undergraduate or graduate) studies or work experience. They will offer you guidance, assistance, and supervision for your own creative work, but they will also encourage you to acquire knowledge in fields which you may not have studied earlier. Every student will work under the special supervision of one or two faculty members. The role of the **supervisor** is to act as an advisor, discussing a wide range of issues with the student related to the thesis, life at CEU, and academic life in general. Supervisors are experienced scholars who can guide students to critically useful sources, important authors perhaps unknown to the student, and potential pitfalls of the argumentation in the thesis. They constitute important nodes in a student's network of academic contacts and are the ones who write recommendations when students apply for grants or advanced programs.

As part of their research tasks, students prepare and defend a prospectus of their proposed MA thesis during the first year. In the second year, students join one of the two streams of the program (*Academic Research and Protection of Cultural Heritage*; *Cultural Heritage Management and Policy*) and write a **thesis**. Each student must defend his/her thesis orally in an open defense before a committee of faculty members and external examiners.

An MA at CEU consists of a combination of formal coursework (classroom hours) and supervised individual research leading to a thesis. Due to the number of **courses** to be attended (some mandatory, some elective), this type of degree is often referred to as a version of the "taught MA," in contrast to MAs that are based primarily on a research thesis and its oral defense. The course requirements described below imply that you spend 16 to 36 hours a week in the classroom. Formal attendance at and preparation for these courses will occupy about 50% of your working time; that leaves the other half of your time free for research and the writing of your thesis. In addition to this, you are expected to attend the conferences and public lectures presented in the program and elsewhere at CEU. In sum, the MA program demands a **tight schedule** and you must budget your time carefully.

Structure and Operation of the Cultural Heritage Studies Program

The Program consists of the program committee with its head, professors who constitute the resident faculty, regularly returning visiting professors, instructors and a program coordinator. The program committee will assist you in your academic planning; you can also approach them for the practical issues of managing your life at CEU.

Director of the Cultural Heritage Program:

József Laszlovszky (Department of Medieval Studies)
E-mail: laszlovj@ceu.edu

Members of Faculty:

See the program website: <https://culturalheritagestudies.ceu.edu/people>

Program Coordinator:

Ágnes Drosztmér
E-mail: culther@ceu.edu

The program coordinator is responsible for the smooth daily running of the program. She handles most everyday student concerns, but matters of finances, health insurance, housing, and administrative issues (residence permits, stipends, registration, etc.) are taken care of by the relevant offices of the **Student Center**, CEU Vienna <http://www.ceu.edu/studentlife>.

Forums of Internal Communication

You will receive a password that allows you to access computers, scanners, printers, and other electronic facilities on campus and to log into the protected electronic resources of departments and courses. It is also the initial password for your personal e-mail account.

If you have difficulties with your computer or with the printer, please consult the IT Department's website: <https://ceuedu.sharepoint.com/sites/itservices>.

Personal electronic devices such as computers and smartphones can distract students if used in the classroom; therefore, professors may forbid or limit the use of such devices during their classes. Please check the syllabi of your courses on this issue.

There are several forums where program information and course materials are communicated.

1) The Microsoft Office Outlook E-mail System

E-mail messages from the faculty and coordinators as well as from the various central units of CEU will be distributed via the **Office Portal** mail system. It is in the interest of students to read their e-mails often, because all program and university information (e.g., deadlines for travel grants, dates of events, opening hours of the library, and so on) flows through the Portal system.

At CEU we constantly use e-mail to contact each other and share information. We count on each other to read our e-mails and respond appropriately. That means that if a professor or staff member addresses an individual e-mail to you, he or she expects a response. If you get such an e-mail, send an answer – even if it's just "Okay," "Thanks for the information," or "Will respond

later.” If there is no response, the sender doesn’t know whether the message got lost or whether the person it was sent to is just ignoring it. If you receive a group message, there is no need to respond unless it asks you for specific information. Professors try to answer student e-mails in a timely manner, within 24 hours or on the next workday after a weekend or national holiday.

2) Paper Mail

To meet the administrative requirements of maintaining student records, the Program uses a number of forms. These forms keep track of the absence from a class, the change of supervisor, as well as other changes and exceptions in the student’s file. To determine what actions require filling out a form, consult the Program Coordinator.

3) CEU E-learning

Interactive presentations of course syllabi and materials including readings, tests, and presentations are posted on the university’s e-learning site (<http://ceulearning.ceu.edu/>), structured by department/program, term, and course. You can find all the relevant information by logging in, using your regular login name and password. Course assignments are also generally required to be submitted on the e-learning site, as well as the MA thesis. The course instructors will provide further information on the regular use of the site.

Contact person for technical matters related to the e-learning:

Gábor Ács

E-mail: acsg@ceu.edu

4) The Homepage of the Program

Please consult the homepage of the Cultural Heritage Studies Program for upcoming events and general information on CHSP. This MA booklet is also uploaded to the program homepage. Information on academic regulations are available at CEU’s main homepage: documents.ceu.edu. The syllabi of classes offered by the CHSP and the other academic programs of CEU can be found at ceulearning.ceu.edu, short course descriptions are available on-line at the departmental and program websites.

Each course instructor may choose the most appropriate way of communicating course information. Please make sure you use the appropriate media for each of your classes.

5) The Administrative Database "SITS"

The SITS (<https://sits.ceu.edu>) processes and confidentially displays information concerning your course enrolment, credits, and grades. By logging in with your student ID code, you can consult and enter the data that concerns you personally. On how to use the SITS, see the [Student Records Office’s Manual](#).

6) CEU CHSP on Facebook

The [Facebook group of the CEU CHSP](#) is a medium for academic and social communication among students, alumni, and faculty. By becoming a member, you can receive and share information on grants, scholarships, jobs, conferences, events, and all news of common interest.

2. Two Academic Years at the CHSP

Please consult also the CEU academic calendar on-line at <http://www.ceu.edu/calendar>.

The CHSP academic year is divided into

- a Pre-Session and Zero Week – first half of September
- a Fall Term – Vienna, twelve weeks: late September to December
- a holiday break – end of December to early January
- a Winter Term – Vienna, twelve weeks: January to end of March
- a Research Break: April
- a Spring Term: May – mid-June
 - o Prospectus and thesis-writing period, with Prospectus and Thesis writing workshops: May, ending with a prospectus and thesis-submission dates
 - o Field Trip for first-year students (May)
 - o Spring term courses: before and after the Field trip
- Defense period (prospectus and thesis defense) – in mid-June.

The program ends with the graduation in the second year in June.

MA students are expected to “be in residence,” in other words, to stay in Vienna and attend classes during the whole academic year, except the winter and research breaks. If due to academic or personal constraints you have to be absent from classes and/or from Vienna, permission must be requested via e-mail from the program director on an individual basis. All requests must be sent in a collective e-mail to your program coordinator (culther@ceu.edu) and your supervisor. Unauthorized absence may lead to disciplinary action, possibly even to expulsion from CEU.

There is – unfortunately – no budget for holiday travel; those wishing to visit their families during the breaks have to cover the costs themselves. Since MA students from different countries far from home belong to the small community of the Department, any trips abroad should be reported to the supervisor and the program coordinator to avoid misunderstandings and unnecessarily alarming others. In cases of absence owing to illness, family issues, etc. students must inform the MA program coordinator either by phone or via e-mail and bring a medical certificate if relevant.

First Academic Year (2022/2023)

Pre-Session and Zero Week (5 to 16 September 2022)

The **Pre-Session** is designed to acclimatize first-year students to the CEU environment. Students are introduced to one another and the faculty and staff soon after they arrive. The program includes introductory sessions for students about academic and student-life resources at CEU. All students in the Cultural Heritage Program have individual meetings with the program director and members of the program committee and the potential supervisors during or immediately after the Pre-Session to discuss their thesis topics and to plan the course selection and academic year in general.

During the **Zero Week**, the last week before the semester starts, some faculty members give sample lectures and short presentations concerning the classes they will offer during the upcoming academic year, in order to allow students to view their new professors at work and to make an appropriate choice among the course offer. These lectures and meetings are particularly relevant for selecting the mandatory elective and elective courses offered by other departments and programs.

Fall and Winter Term

In the Fall and Winter Term, students take courses following the Program Schedule and consulting with the program director, the supervisor and the coordinator. There are courses that meet weekly for 100 minutes and there are intensive block courses organized in two to four weeks. The courses to be taken each semester consist of mandatory, mandatory elective and elective classes, for this, see page 17 of this booklet.

The course schedule is designed with a precaution to avoid conflicting times for mandatory requirements. However, scheduling conflicts may occur between elective courses, given the number of courses and the limited number of time slots. In case of such conflicts, feel free to take the initiative and present the problem to the course instructor and your co-students, who may find a solution by moving the class to another slot.

The courses offered by CEU can be consulted at <https://courses.ceu.edu/>. Each course has a syllabus that describes the course content, gives a weekly schedule, readings, assignment and dates of exams (if any); it also specifies if the given course is evaluated with Pass/Fail or a Grade and explains the grading system. Syllabi are published on the e-learning site (<http://ceulearning.ceu.edu>).

Deadlines for paper submission or exams are also given in the individual course syllabi. All papers are required to submit to the e-learning site. It is important to meet the deadlines throughout the school year; professors may deduct grade points for turning in work late. You will have to organize your studies systematically in order to submit the required work on time.

The CHSP organizes public lectures, workshops and heritage site visits too for the students during the academic year. The attendance of these is highly encouraged or mandatory in case the event is connected to a course.

Fall Term (19 September to 9 December 2022)

Students in the first year of their studies continue in the Fall Term the *Academic Writing*, as well as those additional courses which are advertised as mandatory in that given semester. The rest of their credits they earn from mandatory elective and elective courses.

Holiday Break

The CEU campus is closed during the seasonal holidays (24-26 December, 31 December, 1 January, 6 January).

Winter Term (9 January to 31 March 2023)

In the framework of the mandatory *Research Methodology and Thesis Planning Seminar*, students start to work on the thesis prospectus. By 15 February, parallel with the thesis planning process, students should decide on the basic character of their thesis (whether more focused on research or on policy and management). This means also the selection of one of the streams offered in the second year (*Academic Research and Protection versus Policy and Management*). They are required to send their choice of stream to the program coordinator by the same date. The *Field Trip Seminar*, which meets occasionally during the Winter Term, is a preparatory for the Spring Field Trip (see below). Students select topics pertinent to the field trip itinerary from a list prepared by faculty members. By the end of the Winter Term, students will have written a two-page paper on that. During the field trip, each student presents a 10- to-15-minute oral report on his/her topic. Instructions for preparing for the field trip paper will be available on the CEU e-learning site.

Research Break and Thesis/Prospectus Writing Period (1 April to 1 May 2023)

The month of April is a research break when students pursue background research into their thesis. Research grants are available on a competitive basis to fund students' research. You should discuss with your supervisor the right moment to apply for a grant. In the Spring term, 1st year CHSP students will spend a part of the semester at the Budapest campus of CEU (depending on the approval of the senior leadership), where mandatory courses will be offered.

Spring Field Trip (May 2023)

Students of the Cultural Heritage Program leave for a five- or six-day field trip to sites and areas offering insights into the heritage and history of a selected region. The field trip is mandatory for first-year MA students in Cultural Heritage Studies; their expenses are covered.

Spring Session (May-June 2023)

Students are working on their prospectus and attend in the framework of the *Prospectus Writing workshop*.

Defense Period (31 May to 16 June 2023)

First-year students defend their thesis prospectuses in-house. Approval of the prospectus by a committee of program faculty is a condition for continuing in the program. This event marks the end of the regular academic year for the first-year students, though they are highly encouraged to attend the MA thesis defenses of their graduating peers.

Summer Break

In case the Prospectus Defense Committee required the student to modify the prospectus, the revised version should be submitted by 15 August. Students should also devote the summer break to planning specific research tasks in consultation with their supervisors, and start to work on the thesis chapter that has to be presented in the fall-term MA thesis seminar. They are highly encouraged to do their Internship during the summer period.

Internship: Students of the Cultural Heritage Program fulfill a 100-hour-long internship either sometime between April and August of the first year, or in the Winter Term of the second year. This internship (with field work, in some cases) – can take place at any heritage institution (museum, archive, monument protection institution, NGO, etc.). Those in the academic branch will work in closer contact with the archaeologists, museologists, archivists working in the institution and those in the policy and management branch it is rather important to co-operate with the management of the institutions or organizations. The place, date, and schedule of the internship is coordinated by the supervisor in consultation with the student and officially arranged by the program director.

The Second Academic Year (2023/24)

Students come back for the Zero Week, but they can be called back for the Pre-Session if there is some special program organized by the CHSP.

Students continue their studies in the second year in one of the two streams – *Academic Research and Protection of Cultural Heritage* and *Cultural Heritage Management and Policy* – according to their choice submitted by 15 February 2023.

During the **Zero Week**, various faculty members give sample lectures and short presentations concerning the classes they will offer during the upcoming academic year, in order to allow students to make an appropriate choice among the course offer.

Fall and Winter Term

The structure of the second year resembles the first one insofar as the fall and winter terms also contain mandatory, mandatory elective and elective classes. The two streams of the Program offer two distinct sets of classes, but some courses are common classes for the two streams, see the curriculum on page 19.

Research Break / Writing Period (six weeks from early April to mid-May)

The research and writing period in the spring of the second year has an outstanding importance concerning the final work on the thesis. The department determines a due date in the middle of May by which the finished theses have to be submitted to the department. This deadline is strictly enforced, because each thesis is sent to an external reader, who submits his or her comments to be read at the defenses in June.

Defense Period (two weeks in mid-June)

MA studies are concluded in June with the public defense of the thesis and the subsequent graduation ceremony.

Graduation Ceremony (second half of June).

Graduation is the culmination of a great deal of work and a celebration of achievement. CEU is committed to making graduation an unforgettable experience. At the ceremonies, the CEU Open Society Prize is also awarded.

Graduation is an important rite of passage for scholars. Everyone should attend, even if he/she has delayed defending the thesis until the next school year. The university provides the regalia (gowns, hoods, mortarboards [hats]) for free. Each person is guaranteed one ticket for a guest and usually a few more tickets can be arranged through colleagues, the department, and the university. In May, there will be announcements from the central administration about filling out a matriculation form.

Diploma

The preparation of CEU diplomas involves the cooperation of several administrative and academic units of CEU. In different stages, the following units are involved: Academic Departments, Student Records Office (SRO), Publications Office, External Printing Companies, Rector's office, and the office of George Soros in New York (for signatures). The SRO coordinates the efforts of all contributors during this process to achieve the timely delivery of the diplomas. Normally, the timeframe to prepare diplomas is three months from the time students have satisfied all academic requirements towards their degree.

Diploma requirements:

Diplomas will be prepared for students only when they have fulfilled the following requirements:

- have submitted all required documents regarding their previous education;
- have satisfied all academic requirements;
- have filled out the Online Graduation Form through Infosys.

See also <http://sro.ceu.edu/diploma-preparation-schedule>

3. Program and Course Structure

Students of the CHSP have to fulfil a prescribed set of courses listed in the **Program Schedule** (or curriculum; see the tables below).

The Program Schedule is composed of three main parts:

1) General courses

2) Courses in the two streams:

- a) Academic Research and Protection of Cultural Heritage
- b) Cultural Heritage Management and Policy

3) Further requirements for both streams:

- Internship
- MA thesis

The Program Schedule contains mandatory, mandatory elective, and elective courses.

The title of a specific course offered in a specific semester does not always correspond exactly to the title of the module in the general Program Schedule; this is why every item in the Program Schedule got a simple Arabic number (ranging from 1 to 34) which is indicated at the relevant course offered in a given semester. (E.g. the course *Advanced course in policy* (No. 30 in the curriculum) is advertised this year with the title *State and Culture* also marked with No. 30).

Mandatory courses are organized and advertised by the CHSP and have to be taken by each student in the Program. You can see in the curriculum that some of the mandatory courses are advertised in a specific semester during your studies. As these are courses built on one another, you always have to take them in the prescribed order. Some mandatory courses are, however, offered only in every second year, these are called “rotating courses” in the curriculum. Please, make sure that you take all these courses advertised in each semester, as you will have no other chance to fulfil them! In these cases, students in both the first and the second year of their studies attend the same class. (This means that the order of fulfilling the courses will not always correspond to the order in which they are listed in the Program Schedule.)

Mandatory elective and elective courses are defined with a topic in the Program Schedule (e.g. *mandatory elective course on cultural anthropology; elective course on history*). In case of **mandatory elective** classes, students have to choose from the options suggested by the CHSP on its “Courses” website and marked with numbers that correspond to the numbers in the Program Schedule. Courses suggested as mandatory elective are either organized by the CHSP or by other CEU departments. In some cases, CHSP offers only one course that is a general introduction into the topic of a certain mandatory elective course, and students with a previous educational background in that specific topic can choose a more specialized course from another department, based on individual agreement with the supervisor and the program director. (E.g. CHSP offers *The Anthropology of Heritage*, but if a student graduated previously in cultural anthropology, he/she can pick a more specialized course from the Department of Sociology and Social Anthropology).

If a course is **elective**, students can choose any course offered by any department of CEU that corresponds to the given topic, though they might find some suggestions on the CHSP “Courses” website. Students can check the course offer of various departments on the websites of those. The choice of elective courses has to be discussed individually with the program director and the supervisor. MA students may attend courses marked as part of the PhD curriculum. The instructor and the student’s supervisor have to confirm that taking a PhD-level course for grade or for audit serves the student’s interest. After selecting the elective courses, the program coordinator is to be informed, who will organize the administrative background necessary for the registration.

General Information on Course Selection

One course offered in a given semester can be marked as corresponding to more than one element in the general Program Schedule (that is, with two or more numbers). One student can, however, have it accepted only for one element. (E.g. the course bearing the title *Local History, Local Heritage* will be marked with No. 26 and 17, so students can decide whether they take it as a course on “skills and research fields in cultural heritage studies” or one in “historical studies”.) Students have significant latitude in selecting courses, although overly heavy class-loads should be avoided, especially in the first semester. In the planning sessions at the beginning of both academic years, supervisors and other faculty assist them in making a selection that is best suited to both their specific field of research and the program’s aim of multidisciplinary training. A tentative program for the entire year is discussed and designed individually with each student. Naturally, minor changes are possible, due to, for example, new interests on the part of a student.

Credits

In order to graduate, two-year MA students must earn 62 credits, out of which 8 are earned for a successfully defended thesis (which represents supervised individual research), and 4 for internship. The remaining 50 are course credits.

The **credits** assigned to a course mean the number of “points” that a student earns for completing it in proportion with the associated working load. The credit value of every course is marked in the Program Schedule table. One CEU credit is equivalent to one hour (50 minutes) of class attendance per week through a twelve-week semester (1 credit calculated according to the US accreditation equals 2 ECTS credits, both in case of MA and PhD-level courses.) Students have zero-credit mandatory courses as well in both academic years of their studies: for example, the *Research Methodology and Thesis Planning Seminar* in the first year and the *Thesis writing seminar* in the second. These courses are designed to develop the thesis, so the coursework is rewarded in the 8 credits for the thesis. It is also possible to **audit** a class; students may attend a course out of interest without doing the out-of-class assignments. This appears on the transcript but earns no credits. Please note that language courses, project management seminars and internships cannot be taken for audit. For more information on credits, please, see p. 8-9 of the *Student Rights, Rules and Academic Regulations* and the *Student Record Office’s Manual*.

Student Progress in Numbers:

Total credit requirement: 62 credits

Suggested distribution of the course workload:

Year 1, Pre-Session: 1 credit

Year 1, Fall term: 14-16 credits

Year 1, Winter term: 14-16 credits

Year 1, Spring term: 1 credit

Year 2, Fall term: 10 credits

Year 2, Winter term: 8 credits

Year 2, Spring term: 0 credit

Total: 50 credits

Internship: 4 credits

MA thesis: 8 credits

There can be variations in the individual progress as compared to the above numbers, but students should generally follow this scheme so as to have an even workload. Any individual exemptions should be discussed with the supervisor and the program director.

Program Schedule

1) General Courses

Schedule	Course title	No.	requirement	credit
Year 1 Pre-Session + Spring Term	Introduction to research resources for Cultural Heritage Studies	1	mandatory	2
Year 1 Fall Term	Presenting cultural heritage	2	mandatory	2
Year 1 Pre-Session + Fall Term	Academic writing	33	mandatory	2
Year 1 Winter Term	Cultural heritage project management 1	3	mandatory	2
Year 1 Spring Term	Cultural heritage project management 2	32	mandatory	2
Year 1 Winter Term	Research methodology and thesis planning seminar	4	mandatory	0
rotating	Crowdsourcing projects and social media management in CH studies	34	mandatory	2
Year 1 Winter Term	Academic field trip seminar	6	mandatory	2
Year 1- Spring Term	Prospectus writing workshop	7	mandatory	0
Year 1	Legal and institutional protection of CH	8	mandatory	2
rotating	Institutional framework of cultural heritage protection	5	mandatory	2

rotating	Cultural heritage policy	9	mandatory	2
rotating	Institutional history of cultural heritage: archives, libraries, museums	10	mandatory	2
rotating	History of monument protection	11	mandatory	2
rotating	Introduction to cultural heritage management and policy. Public and non-profit management	12	mandatory	2
rotating	UNESCO World Heritage	21	mandatory	2
rotating	Environmental heritage and landscape: protection, policy and management	22	mandatory elective	2
Year 1	Cultural anthropology	13	mandatory elective	2
Year 1/Year 2	Intangible cultural heritage or memory	14	mandatory elective	2
Year 1/Year 2	Visual culture or art history	15	mandatory elective	2
Year 1/Year 2	Religious aspects of Cultural Heritage	16	elective	2
Year 1/Year 2	Historical studies	17	elective	2
Year 1	Critical approaches to the concept of cultural heritage (tangible and intangible)	18	mandatory	2
TOTAL				42

2) Courses for the Two Streams in addition to the General Courses

a) Academic Research and Protection of Cultural Heritage (ARP)

Schedule	Course title	No.	requirement	credit
Year 2 Fall Term	Thesis writing seminar	19	mandatory	0
Year 2 Winter Term	Advanced thesis writing seminar	20	mandatory	0
Year 2 Spring term	Thesis writing workshop	31	mandatory	0
Year 2	Written culture	23	mandatory elective	2
Year 2	History and philosophy of culture or historiography of cultural heritage	24	mandatory elective	2
Year 2	Skills & research fields related to cultural heritage (a: written culture – paleography, codicology, MSS studies; b: material and visual culture – archaeology, anthropology, art history, GIS; c. presentation in various media to target audience)	25	elective	2
Year 2	Legal protection or management of cultural heritage (from the management stream)	26	elective	2
TOTAL				8

b) Cultural Heritage Management and Policy (MP)

Schedule	Course title	No.	requirement	credit
Year 2 Fall Term	Thesis writing seminar	19	mandatory	0
Year 2 Winter Term	Advanced thesis writing seminar	20	mandatory	0
Year 2 Spring term	Thesis writing workshop	31	mandatory	0
Year 2	Advanced course on legal protection of cultural heritage	27	mandatory	2
Year 2	Operations management / strategy development /marketing / HR management	28	mandatory	2
Year 2	Advanced course in policy	29	mandatory	2
Year 2	Ethical issues, intellectual property, privacy	30	elective	2
TOTAL				8

3) Further Requirements for Both Streams

Year 1-2	Internship		mandatory	4
Year 2	MA thesis		mandatory	8

TOTAL CREDITS FOR BOTH STREAMS				62
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4. Course Attendance and Evaluation

Attendance and class participation is mandatory in all classes and counts as a rule toward the final grade (for a precise percentage, see the relevant part in the syllabus). In the case of some courses an online version is available for students who are not able to be in Vienna (mostly due to visa and residence permit issues). Online attendance at the course sessions is permitted only with a special permission.

Most classes allow for missing two sessions, but every absence should be explained to the instructor by email, if possible before the class (with a copy to the coordinator). Please, keep in mind that in the case of block courses, one week of absence may mean skipping three or four sessions.

If a class falls on a national holiday, the instructor and students are obliged to make up the time lost in a separately scheduled meeting.

Registration for Courses

Students can only register for courses during the **registration period** at the beginning of each semester, followed by a **late registration and add/drop** period. For the registration procedure, please, consult the Student Records Office's Manual. In order to ascertain which courses meet the curriculum requirements for the department, it is necessary to consult the list of courses provided by CHSP. Students are advised to consult their supervisor and the program director about their course selection at the beginning of each term.

There is a short drop-add period at the beginning of each semester when you can change your enrollment in a class (drop it or add another one) or change the grading option (between grade and audit). This change can only be carried out if the student is already registered for the course.

Requirements

All specific course requirements are described in the syllabi, available on the e-learning site and are presented at the beginning of each semester in details through the communication forums (see page 6 of this booklet). It is the responsibility of the student to consult the e-learning site regularly.

Course assignments have to be submitted in the requested format to the e-learning site. The requirements presented at the Presenting Cultural Heritage course apply for the assignments for each course unless the course instructor specifies otherwise.

Readings

Texts of the mandatory and most of the optional readings are available through the e-learning system or in the CEU Library.

Deadlines

It is important for students to organize their studies systematically. This will make it possible to submit work on time. It is important to meet deadlines throughout the school year. Major deadlines are published on the CHSP website in the Academic Calendar of the CHSP. Deadlines for individual courses, for paper submission or exams, are given in the course syllabi. Professors may deduct grade points for turning in work late. It is also important to submit the thesis on time

because many subsequent actions depend on timely submission (sending the thesis to the external reader, scheduling the defense, and so on).

Grade Point Average (GPA)

Semester and cumulative grade point averages are calculated for matriculated students and are based only on CEU coursework. Averages appear on the transcript and are identified as GPA. On the calculation of the GPA, see the *Student Rights, Rules and Academic Regulations*.

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. The CoursEval system is entirely independent of all other university systems. It is managed solely by the Institutional Research Office at the Office of the Provost. All surveys are anonymous; neither the numeric nor the text answers can be linked to the individual respondents in any way. Faculty members receive a report on their evaluations after they have uploaded all the grades to Infosys, they do not have access to the names of individual students. Students are also entitled to give feedback on the process of their thesis supervision. Masters students can evaluate their supervision process after submitting their thesis. Supervision evaluations are also anonymous, and access to the evaluation reports is strictly monitored to ensure confidentiality. CoursEval student evaluations serve as a major source of feedback for both teachers and Departments, and are integral components of curriculum development at the University and individual Departments. Aggregated CoursEval reports are reviewed by the academic unit heads and the Office of the Provost in order to respond to student needs and observations effectively. For more information, see the Student Records Office's Manual.

Plagiarism, Copyrights

The offense of academic misconduct includes plagiarizing, that is, representing the ideas or words of another without proper attribution to the source of those ideas or words, independent of whether the omission is intentional or not. It is plagiarism to download and abuse (that is, not acknowledge) internet sources. Students should consult faculty or the Academic Writing Center (<http://caw.ceu.edu/>) if they are at all unclear about the difference between appropriate citation and plagiarism. Additionally, students may not submit an assignment or part of an assignment for credit in more than one course unless approved by both course instructors. However, course papers may be incorporated into the thesis. Acts of academic misconduct will result in serious consequences such as a failing grade on the assignment or the course, or removal from the program.

- Central European University's Policy on Plagiarism

<http://documents.ceu.edu/>

Cultural Heritage Students should pay special attention to copyright issues concerning visual materials. When using any images, videos, music on the internet or any media the copyright has to be clarified.

5. Thesis, Supervision

About Deadlines

Every deadline concerning prospectus and thesis submission is absolutely strict and must be respected by everyone (submission is accepted exclusively through the e-learning site which registers automatically the submission date). If any problem related to submission arises during the thesis-writing period, please consult your supervisor and the program director in time. Extensions will be granted only in exceptional cases and must be requested from the program director in writing (not from one's supervisor).

Research Project, Thesis Topic

Students in the two-year program are expected to arrive with plans for a thesis topic, but these plans do not have to be finalized until the prospectus-writing seminar in the Winter Term of their first year. It is not uncommon that the thesis topic changes considerably during this planning period, based on the readings and interests, the discovery or lack of primary sources, the availability of an appropriate supervisor during the given academic year, and the latter's recommendations. Any change of topic must be consulted beforehand with the supervisor and the program director. If a new topic is selected, this may sometimes require that a different supervisor be appointed after the prospectus submission but before the prospectus defense. Once a change of topic or supervisor has been agreed upon, the student must notify the Cultural Heritage Program coordinator and register the change on the appropriate form, which is signed by all the relevant parties.

Supervisors

Each student's thesis work will be directed by a **supervisor**. For the first year of the program, faculty members with an interest of the field of the proposed thesis will act as mentors for the students. They can help to develop the thesis topic, connect students with other faculty members or units of CEU, and offer help in administrative issues (recommendations for grant applications, contacting organizations outside CEU, etc.). Mentors/thesis supervisors are assigned by the Program from among the CEU faculty. Mentors can continue their work as supervisors after the prospectus defense. In case of a new thesis topic or other relevant issues (e.g. too many students working with one faculty member), another faculty member will be assigned as supervisor after the prospectus defense. In some cases, two faculty members may share supervision (in which case one of them will be the principal supervisor and the other co-supervisor), and additional external consultants may be assigned as well. The supervisor(s) should be the student's primary contact during the research and thesis-writing period. Co-supervision will be discussed as students are planning their prospectuses, and students are encouraged to consult any faculty member of the CHSP concerning various issues in their work.

Student preference will be taken into account when assigning mentors/thesis supervisors and an effort will be made to accommodate student requests to work with a particular person. However, students should be aware that due to faculty workload distribution, not all requests can be granted. In cases where a student wishes to work with another supervisor or with an external consultant, he/she should first discuss the matter with the program director.

The **role of the student** in relation to the supervisor is to keep regular contact during the school year from the very beginning. E-mail is one of the best ways for students to stay in touch with supervisors, but face-to-face discussions are also necessary. Each party in the relationship should communicate his/her requests and requirements clearly. Of course, students may disagree with their supervisors, but they should persist in discussion until each person understands the other's point of view. If differences continue, a student may change supervisors; the first step in this case is to discuss the matter with the program director. The program director must approve all proposed changes. After such a decision to change is made, it must be registered with the program coordinator on the appropriate form, which is signed by all parties.

Academic Writing and English Language Standards

Every student must submit his/her thesis to faculty member of the CEU Center for Academic Writing (CAW) for reading and correction to meet departmental and English-language standards. In order to stagger the workload, this process starts with one written work in the Pre-Session and continues with the topic proposal and thesis outline in the Fall Term. In the Winter Term of the first year, the methodology part of the thesis proposal and the Prospectus Draft should be discussed in a similar way. During the second year, the work starts with the first chapters presented in the MA Thesis Seminars, and continues with scheduled chapter submissions from the end of the Winter Term onwards. Before this scheduled period, students are kindly requested to submit any final draft of their chapters – seen by supervisor(s) and amended according to their comments – as soon as they are ready. A faculty member of the CAW keeps records about the progress of each student and the amount of text submitted for academic language check which are communicated to the supervisors. It is the students' responsibility to schedule, submit for language check and revise their chapters in a timely manner. If a student fails to submit chapters for academic language checks and the quality of writing, formatting and referencing is found insufficient by the supervisor(s), they may consider suggesting grade reduction to the external reader or refuse to forward the thesis to the external reader altogether. In this case, the student has to revise the thesis and re-submit it for later defense.

The Presenting CH Instructor also works closely with further faculty members assigned by the program and the Centre for Academic Writing (CAW) and students are strongly encouraged to arrange individual consultations with members of the CAW on their own initiative.

It is mandatory for each student to submit the following papers to a faculty member of the CEU Center for Academic Writing (CAW) for reading and correction:

	COURSEWORK OR THESIS WRITING PROCESS	DUE DATE
First year, Pre-Session and Fall	Introduction to Research Resources course: Relevance of one research resource or cultural heritage institution to the proposed thesis topic	25 September 2022
First year, Fall	Presenting CH course: summaries of the proposed thesis topic	As indicated in the course description
First year, Winter	Thesis planning seminar: methodological paper related to the thesis	As indicated in the course description
First year, Winter	Draft prospectus	mid-April
First year, Spring	Prospectus	As pre-scheduled with CAW
First year	A chosen paper written for any mandatory, mandatory elective or elective course. In addition to this, course instructors may as for the revision of any paper by the CAW.	As specified by the instructor
Second year, Fall	Thesis writing seminar: a chapter of the thesis	As indicated in the course description
Second year, Winter	Thesis writing consultation: the second chapter of the thesis	
Second year, Thesis Writing Period	The draft of each chapter	
Second year	A chosen paper written for any mandatory, mandatory elective or elective course. In addition to this, course instructors may ask for the revision of any paper by the CAW.	As specified by the instructor

First Year: Writing and Defending a Prospectus

General Overview

The object of an MA prospectus is to demonstrate that a student has narrowed his or her topic to a particular time, place, and problem. Furthermore, a prospectus shows that a student can formulate a research question and thesis plan and devise a methodology and data collection scheme to address it. The prospectus is assessed based on coherence and feasibility at the oral defense.

Students are expected to consult regularly with their mentor(s), who will be appointed in the first semester following consultations and negotiations, with the active participation of the students concerned. For guidance, students may also consult the program director.

First Year Fall Term

In the Fall Term, students are also working with the Presenting CH Instructor on solidifying their background in basic research methods and academic writing necessary for prospectus and thesis development. As the first step in their prospectus development, they are working towards a clear statement of thesis topics.

First Year Winter Term

In the framework of the *Research methodology and thesis planning seminar*, students are working on the prospectus draft. It should specify the genre and format of the future thesis, the research questions, present a well-thought-out description of methodology, a consideration of potential primary and secondary sources, and a carefully prepared bibliography. They submit by the end of the term.

First Year Research Break

Students develop their prospectus taking specific steps discussed during the Winter Term.

First Year Spring Term

Students present their prospectus during the Prospectus Writing Workshop. Prospectuses are read by fellow-students, commented and discussed. Every student has to read every prospectus and participate in the discussion. Suggested changes are to be included in the prospectus before submission.

Prospectus Defense and Evaluation

Thesis Prospectus Defenses will be in mid-June. Thesis Prospectus Defenses are **public**; students are encouraged to attend the defenses of their colleagues.

The prospectus defense usually lasts about forty-five minutes. Each student will have a defense committee consisting minimally of three faculty members (an exam chairperson, the supervisor, and another faculty member). The Defense Committee will be announced in advance. The committee chairperson is assigned to each defense by program director in consultation with the Program Committee members. At the beginning of the defense, the student delivers a brief summary of the prospectus. The defense focuses on the student's ability to discuss the prospectus in scholarly terms and to address the comments and questions posed by the

supervisor and examination committee member, and (optionally) by the exam chair or the public. The discussion should also focus on the feasibility of the project. The defense is an opportunity for the student to engage in serious academic discourse with three more experienced scholars and thus to demonstrate and develop his/her analytical skills.

The outcome of the defense is the acceptance (or rejection) of the student from the second year of the program (the time of actual thesis writing). Acceptance or rejection may be influenced by the evaluation of the overall work of the student during the first year of his/her MA studies. Even if the prospectus is accepted, the student might be asked to modify it in a certain extent. This modified version should be submitted by 15 August 2023. In case the prospectus is rejected, the student has to re-write and re-submit it (also by 15 August 2023) and a new prospectus defense is organized at the beginning of September 2023. In case the repeated defense attempt is unsuccessful, the student is not allowed to continue his or her studies.

A copy of the defended prospectus is put on file on the e-learning site of the program. The supervisor is officially confirmed at the prospectus defense as well. After a successful prospectus defense and acceptance into the second year of the program, the student spends the time until the next academic year conducting research for the thesis.

Summer Break between the first and second year

Students start to work on their thesis based on the defended prospectus with special emphasis on fieldwork. This research must be discussed with the supervisor.

Second Year – Writing and Defending the Thesis

General Thesis Requirements

All theses must identify an adequate research topic, which includes a manageable field of research and a number of original, researchable questions to investigate. Theses should have an original argument, show a good knowledge of the literature in the field, contribute to the study of the field through original research and by relating the subject studies to the broader academic literature, and demonstrate analytic ability through the careful and critical use of relevant concepts and approaches. Theses must also be written with grammatical accuracy and stylistic clarity; and they must conform to the departmental academic style guidelines. The structure and form of the thesis must be accommodated to the standards applied generally in the field of Cultural Heritage Studies (e.g. academic thesis, management plan, risk assessment, financial and budget plan, etc.). In order to assure a balance of work between courses and individual work, the program requires a relatively short MA thesis. The recommended length is 18,000 words, that is, roughly 60 pages excluding footnotes and appendices.

Second Year Fall Term

At the beginning of the Fall Term, students present the detailed outline of their thesis at the *Thesis Writing Seminar*. During the second half of the term students submit an analytical chapter in written form and present it at the seminar. Ready chapters have to be sent to the relevant faculty member of the CAW.

Second Year Winter Term

Students are working on the second chapter of their thesis in the framework of *Advanced Thesis Writing Seminar*. This should be submitted by a specified date in late February or early March to the e-learning system. Before this, the text has to be checked by the relevant faculty member of the CAW.

Second Year Research Break

Students work on their thesis chapters. Each chapter has to be sent to the supervisor. When approved by the supervisor, every chapter has to be sent to the relevant faculty member of the CAW in a pre-arranged order (based on on-line registration) for a mandatory language check, after which students should not modify the chapter any more.

Thesis Submission

The finalized thesis (in pdf format) must be submitted to the e-learning site after the approval of the supervisor(s) and the Presenting CH instructor **by a specified date in mid-May 2024, in the required format, together with** a separate abstract (in doc or docx format).

If the student misses the departmental deadline, the thesis will be downgraded by one third of a grade for each day of delay (for example: instead of A, the thesis grade will be A- after one day, B+ after two days). No thesis that is handed in late can obtain the "A" grade.

If a student is not able to finish the work before the submission deadline, the thesis defense must be postponed to the Fall Term of the next Academic Year. If major delays are expected in the thesis submission, the supervisor must inform the program director and the program coordinator in writing at least one week prior to the submission, which will also result in postponing the thesis defense to the Fall Term of the next Academic Year. Students who are unable – for any reason – to submit a thesis by the deadline, but have otherwise completed the required course credits, receive a Certificate of Attendance and have the right to submit the thesis within two years of completing their coursework for adjudication and defense.

Evaluation of the Thesis

The theses will be evaluated by at least one external reader. The external readers are internationally acknowledged experts of the field or specialists related to the topic appointed by the Program Committee. Students have the right to ask to change the external reader in justified cases.

Thesis Defense

The final examination assesses the knowledge, skills, and abilities requisite to the award of the degree, as well as the ability to apply these connected to the submitted thesis.

The defense may take up to fifty minutes to one hour. Each student will have a defense committee consisting minimally of three faculty members (an exam chairperson who is an expert from outside CEU, the supervisor, and another faculty member; a further faculty member, and possibly the external reader may join them). When a student has two supervisors, no additional faculty member is required. Exceptionally, with very complex topics or when the external reader can be present, the committees may have more than three members. The Defense Committee will be announced in advance. Before the beginning of the defense, the external reader submits a written evaluation of the thesis to the chair of the committee which he or she reads aloud. The student is presented with this evaluation prior to the defense. The external reader prepares also some questions related to the thesis which are presented to the student only at the exam.

After the student delivers a brief summary of the thesis, the defense focuses on the student's ability to discuss the thesis and to address the comments and questions posed by the external reader, the supervisor and the examination committee member(s), and (optionally), the exam chair or the public. The questions and comments posed by the faculty examiners are expected to focus on problems and strengths and to challenge the student to situate the thesis and her/his own approach.

Students receive two grades for the defense: one for the thesis, the second for the discussion. The overall grade is calculated by assessing these two grades on a 60 (thesis) – 40 (discussion and oral exam) % basis.

Final Procedure and Deposition

If the Defense Committee accepts the thesis but requires the student to make some revisions, the revised thesis should be submitted by the deadline defined by the program. In case the student misses this deadline, his or her diploma will not be handed over.

The university requires each candidate for a CEU academic degree to deposit an electronic version of his/her thesis (in the final form accepted by the Defense Committee and the program), after it is defended, in the Electronic Theses and Dissertations (ETD) collection. During the Spring Session (April-May) the IT department offers a mandatory tutorial class on the uploading process.

6. Life in the Program

The CEU Experience

The “CEU experience” has been described by the vast majority of former students as incomparable to anything they had encountered before in terms of challenges and excitement. It will both test and improve not only your ability to absorb and process a great amount of information in a foreign language, but also your openness towards a whole array of different lifestyles, mindsets, attitudes, customs, and opinions. We hope that the period you spend at CEU will not only contribute to your professional development, but also deepen your commitment to the values of an open, tolerant, and multi-cultural society.

The Program prides itself on its collegiality, which encompasses the faculty, coordinators, research fellows, and students at all levels. This provides support for the times when we feel either happy or sad and allows for the development of interpersonal networks that will stand students in good stead in the future. Students are encouraged to get to know each other and the PhD students.

Students are encouraged to be responsible about recycling. CEU students themselves began a sustainability movement, which in practice means separating trash and recycling paper, plastic, and metal in the university and dormitory buildings.

Student Forums

Student forums are meetings called by the program to inform students about academic issues such as the availability of grants and other issues. Students can request that a forum be held if there is a topic that they wish to discuss.

Student Representative

Students of the CHSP elect one student representative per class who may attend the program committee meetings; they are also invited to express their opinion and concerns at any time during the academic year.

At the university level, a **Student Union** exists in order to provide student feedback and input to the University’s central administration on academic and non-academic issues. It consists of the departmental student representatives, and it elects a student representative to the Faculty Senate. For further information regarding the Student Council, students should turn to either the Student Services Center or to the website of the Student Union: <http://studentunion.ceu.edu/>

Research Facilities – Vienna

The CEU Main Library

(CEU campus)

The CEU Library possesses literature in all fields of the Humanities. It provides a range of electronic research resources. *JSTOR* and *Ebsco* offer complete journal articles and reviews. See the library website and online catalogue at <http://www.library.ceu.edu/>.

Interlibrary Loan

Books that are not available in the CEU library or in Vienna, can be ordered by ILL (Interlibrary Loan) through the CEU main library. For guidelines on using ILL, please see: <http://goya.ceu.hu/screens/ill.html>. While the Cultural Heritage Studies Program encourages MA students to take advantage of the interlibrary loan service, the number of requests is limited because the costs have to be covered by the library budget of the program. MA students are entitled to request four titles per academic year. In exceptional cases, more titles can be ordered if their need is confirmed by the supervisor.

Additional Grant Opportunities

MA Research Grant

CEU has established student research grants in order to help students undertake concentrated research work on MA theses to be submitted and defended at the end of the Academic Year. Research grants help defray expenses of fieldwork, traveling to libraries to collect sources, consult with prominent scholars in the field, and/or to acquire sources on digital or other media. The grant procedure is coordinated by the CHSP. The Call for Applications is circulated twice during the year, before the Winter and Spring breaks. Application deadlines will be circulated by the program coordinator. Students will be notified about requirements and deadlines by e-mail and through the student forums. Students are responsible for proper documentation of research activities and expenses connected to research grants. If a grant cannot be used, the student must inform the department immediately so someone else can use the funding. Proposal writing information is available on the e-learning site in the Academic Writing reader.

Internship Grant

The Cultural Heritage Studies Program cannot offer a paid internship for the students. There is, however, a grant possibility for the students they can apply for. The grant works on a competitive basis and it is aimed to support that students spend their internship period in an institution that is the most beneficial for their work. The call is circulated by the Career Service Office.

CEU Grants (Research, Workshops)

In addition to its comprehensive financial aid packages, CEU offers other types of financial support for students after they have enrolled:

1. Erasmus Mobility Scheme Research and Travel Funds:
<https://acro.ceu.edu/erasmus-for-ceu-students>
2. Academic awards (presented during the graduation ceremony):
<http://www.ceu.edu/admissions/financialaid/other>
3. Travel Grants
<http://www.ceu.edu/admissions/financialaid/other>

Students may receive informational e-mails from various offices and should seek further information about these grants from the website and other offices. These grants are not administered by the department.

ERASMUS

The EU-organized ERASMUS-program provides the opportunity for students to spend one or two semesters at a university abroad. The departments connected to the Cultural Heritage Studies Program have hosted many international students who came through the ERASMUS-program over the years (and some decided after their ERASMUS-stay to apply for one of our degree-programs and returned to CEU). ERASMUS-students will attend classes together with their peers studying for a degree, and can participate in all departmental activities.

Current CEU-students, studying in the Two-Year MA are eligible to apply for an ERASMUS-fellowship to study abroad, and they are encouraged to think if attending another university would help them with their studies. If there is interest, please do not hesitate to talk to your supervisor or contact either the program coordinator or the CEU-Coordinator for Erasmus Programs (for the contact, see <https://acro.ceu.edu/contact-erasmus-office>)

CEU Summer University courses

<http://www.summer.ceu.edu/>

CEU's Summer University, a very special postgraduate study-abroad opportunity. Each year, a broad range of CEU departments propose two-week Summer University workshops for professionals, including new MAs; the subjects vary depending on the organizers.