

**ERASMUS MUNDUS**

**MASTERS PROGRAM IN PUBLIC POLICY**

**MUNDUS MAPP**

**PROGRAM GUIDE**

**2010-2012**

Published: October 5, 2010  
May be subject to change.

Also available electronically at  
[www.mundusmapp.org](http://www.mundusmapp.org)

## TABLE OF CONTENTS

1. INTRODUCTION TO THE PROGRAM GUIDE .....	3
2. INTRODUCTION TO MUNDUS MAPP .....	4
3. BASIC PROGRAM INFORMATION .....	5
4. MUNDUS MAPP CONSORTIUM ADMINISTRATION AND COMMUNICATION.....	6
5. ACADEMIC PROCEDURES AND REQUIREMENTS.....	8
5.1 Progression from Year 1 to Year 2 .....	8
5.2 The Summer School.....	8
5.3 Internships.....	9
6. MUNDUS MAPP STUDENT REPRESENTATIVES, FEEDBACK AND PROGRAM EVALUATION.....	11
6.1 Student representatives .....	11
6.2 Student feedback and program evaluation .....	11
7. GRADUATION .....	12
8. TRAVELING SCHEDULES.....	13
9. FINANCIAL INFORMATION .....	15
9.1 Erasmus Mundus scholarships .....	15
9.2 Self-financing students.....	17
9.3 Tuition fee.....	17
9.4 Other charges .....	17
9.5 Estimated costs of living.....	18
APPENDICES .....	19
Appendix I: Academic calendars .....	20
Appendix II: Internship Assignment Form.....	25
Appendix III: Internship Completion Form.....	26
Appendix IV: Sample Program Evaluation Form.....	27
Appendix V: List of Mundus students in 2010-2011.....	<b>Error! Bookmark not defined.</b>

## 1. INTRODUCTION TO THE PROGRAM GUIDE

The present program guide has been compiled to assist students of the Erasmus Mundus Masters Program in Public Policy, to complement the program's central website at

[www.mundusmapp.org](http://www.mundusmapp.org)

Students are asked to regularly consult the websites of the consortium universities and mundusmapp.org for up-to-date information.

CEU: [www.publicpolicy.ceu.hu/](http://www.publicpolicy.ceu.hu/)

IBEI: [www.ibej.org](http://www.ibej.org)

ISS: [www.iss.nl](http://www.iss.nl)

YORK: <http://www.york.ac.uk/depts/poli/prospective/pgt/courses/mundus/index.html>

In case of questions or issues not included here or found on the website please do not hesitate to contact

with general queries:

Henriett Griecs, Mundus MAPP Administrative Coordinator

email: mundusadmin@ceu.hu

Tel: +36-1 328-3451

and about academic matters:

Dr Agnes Batory, Mundus MAPP Academic Coordinator

email: batorya@ceu.hu

A more general Erasmus Mundus Student Handbook published by the Erasmus Mundus Students and Alumni Association is downloadable from:

[http://www.em-a.eu/fileadmin/content/Student\\_Handbook\\_Final.pdf](http://www.em-a.eu/fileadmin/content/Student_Handbook_Final.pdf)

Wishing you all a successful and productive time at the consortium institutions,

*the Mundus MAPP team in Barcelona, Budapest, The Hague and York.*

## 2. INTRODUCTION TO MUNDUS MAPP

The European Commission's Erasmus Mundus program provides scholarships to outstanding students from countries outside the European Union to attend Mundus MAPP and to visiting scholars to participate in teaching and research.

Mundus MAPP was selected for funding by the European Commission in 2007 following a competitive application process and is currently the only Erasmus Mundus program offered in the field of public policy.

Mundus MAPP provides a detailed and systematic understanding of how political institutions, processes and public policies operate and interact from the global political economy through to national and local levels with a direct focus on European engagements at these levels of governance. The multidisciplinary curriculum is conceptually grounded in public policy, international relations, development studies, public administration and public management. The program also provides practical work experience and transferable skills gained through an internship programme. Mundus MAPP prepares graduates for international professional careers as policy-makers, policy-analysts and advisors in either politics, the civil service, international organisations or the corporate and non-governmental sectors.

The Mundus MAPP study program lasts for two years. The first or foundation year is spent either at the Institute of Social Studies in The Hague, the Netherlands, or at the University of York in the UK. Having completed their courses and a thesis students participate in a Summer School, and move for a second academic year either at the Barcelona Institute of International Studies in Spain or to the Central European University in Budapest, Hungary. Students undertake an internship typically after the second academic year (but the internship requirement may be waived).

Mundus MAPP graduates receive double degrees (two of the following MA degrees) as well as a diploma supplement at the end of their studies:

- MA in Development Studies from the Institute of Social Studies;
- OR**
- MA in Public Administration and Public Policy from the University of York.

**In combination with:**

- MA in Public Policy from Central European University;
- OR**
- MA in International Relations from the Barcelona Institute of International Studies.

A guide to studies at the consortium institutions is available at <http://www.mundusmapp.org/studies/mas.htm>.

### 3. BASIC PROGRAM INFORMATION

Mundus MAPP institutions	Central European University (coordinator) International Institute of Social Studies, Erasmus University Rotterdam University of York Institut Barcelona d'Estudis Internacionals
Study structure	two academic years with a Summer School course after year 1 and an internship (see internship section)
Degrees to be awarded	Depending on study track, two of the following degrees and a diploma supplement: <ul style="list-style-type: none"><li>– ISS Master of Arts (MA) in Development Studies accredited by the Dutch Ministry of Education.</li><li>– York Master of Arts (MA) in Public Administration and Public Policy awarded on the basis of the York University charter.</li><li>– CEU Master of Arts (MA) in Public Policy registered by the Board of Regents of the New York State Education Department.</li><li>– IBEI Master of Arts (MA) in International Relations awarded jointly by Universitat de Barcelona, Universitat Autònoma de Barcelona and Universitat Pompeu Fabra.</li></ul>
Duration of studies:	September 2010 – September 2012 (depending on study track) Minimum internship requirements must be completed by the end of November 2012.  /For the 2010-2011 academic calendars of the four universities please see <i>Appendix I</i> on p.20./

#### **4. MUNDUS MAPP CONSORTIUM ADMINISTRATION AND COMMUNICATION**

The following documents form the legal basis of the operation of the Mundus MAPP consortium:

- a Framework Agreement concluded between the European Audiovisual, Cultural and Education Executive Agency (administering the Erasmus Mundus programme of the European Commission; the Agency) and the Central European University as the coordinating institution of the consortium. The Framework Agreement was concluded in 2007 for five rounds of the program (that is, altogether 6 academic years). On the basis of the Framework Agreement the Agency and the Consortium concludes annual Specific Agreements specifying the number of Erasmus Mundus scholarships made available to Mundus MAPP.
- a Partnership Agreement concluded by the consortium universities and signed by the respective directors/rectors of the universities in October 2007 and since then amended to comply the second phase of Erasmus Mundus. The Partnership Agreement regulates the cooperation, rights and responsibilities of the partner universities in offering Mundus MAPP.

According to the Partnership Agreement, the principal decision making body of the Consortium is the Mundus MAPP Academic Board. Each partner university has equal representation in the Board, which is responsible for, among others, deciding on admissions and examinations, distributing scholarships and setting tuition fees, hearing complaints and overseeing curriculum development and quality assurance.

The members of the Academic Board are currently:

- Dr Agnes Batory (CEU, Academic Coordinator)
- Dr Karim Knio (ISS)
- Dr Nicole Lindstrom (YORK)
- Dr Pablo Pareja (IBEL)
- Dr Nick Sitter (CEU)

Members of the Board may be substituted at meetings by another member of faculty if the relevant consortium university so decides.

The day to day management of consortium matters takes place in Budapest. Agnes Batory, the Academic Coordinator and Henriett Griecs, the Administrative Coordinator of Mundus MAPP are based at Central European University.

With queries related to studies at the specific partner institutions you may contact the persons below:

**At Central European University:**

Agnes Batory  
[batorya@ceu.hu](mailto:batorya@ceu.hu)

Henriett Griecs  
[mundusadmin@ceu.hu](mailto:mundusadmin@ceu.hu)

**At the International Institute of Social Studies, Erasmus University Rotterdam:**

Karim Knio

[knio@iss.nl](mailto:knio@iss.nl)

Vlada Tchirikova

[tchirikova@iss.nl](mailto:tchirikova@iss.nl)

**At the University of York:**

Nicole Lindstrom

[nl518@york.ac.uk](mailto:nl518@york.ac.uk)

Caroline Carfrae

[cc525@york.ac.uk](mailto:cc525@york.ac.uk)

**At the Institut Barcelona d'Estudis Internacionals:**

Pablo Pareja

[ppareja@ibei.org](mailto:ppareja@ibei.org)

Rebecca Niethammer

[rniethammer@ibei.org](mailto:rniethammer@ibei.org)

**Communication with the consortium and fellow students**

The Consortium mainly communicates via email. Once enrolled, students are expected to check their institutional email address regularly.



Mundus MAPP also has a group of prospective and present students and alumni on Facebook at

<http://www.facebook.com/home.php?#!/group.php?gid=178829665988&ref=ts>.

You are welcome to join!

## **5. ACADEMIC PROCEDURES AND REQUIREMENTS**

Mundus MAPP students are required to fulfil all requirements the partner universities stipulate for the award of the MA degrees as described in the Students Charter/Student Handbook of each institute. These will be handed over to the students when arriving at their university. In addition, Mundus MAPP policies regulate the following areas:

- Progression from Year 1 to Year 2
- Summer School
- Internship

### **5.1 Progression from Year 1 to Year 2**

The basic condition of moving on to Year 2 of Mundus MAPP is successful completion of academic requirements in Year 1 institutions, including completion of all coursework at ISS and York, and submission of the thesis by September 1, 2011. The thesis requirement needs to be fully completed (including potential resubmission or retake) by December 1 of Year 2. In case of failure of Year 1 requirements, students' enrollment will be terminated in Mundus MAPP.

The consortium ensures continuity and consistency of research across Years 1 and 2 by both consortium universities in which the student will study assessing each thesis. In practice, the assessment will be provided by a member of faculty of one of the universities other than the one in which the thesis is submitted, acting in a capacity as second- or third reader/examiner (depending on the internal examination requirements of each university).

### **5.2 The Summer School**

Objective

Mundus MAPP offers an annual Summer School, jointly taught by consortium faculty, Erasmus Mundus visiting scholars, and noted experts in the field of public policy, political science, development studies and international relations. The Summer School takes place at the end of the first academic year, and is designed to enhance program integration and interaction between Mundus MAPP students and faculty at all institutions. Participation is obligatory for all Mundus MAPP students. The Summer School is assessed and carries 4 ECTS, counting towards the completion of required credits at Year 2 institutions.

The venue and theme of the Summer Schools will vary over the years, focusing on a relevant part of the Mundus MAPP curriculum each time. The Summer Schools may take place in conjunction with academic events at the consortium institutions, for instance academic conferences and workshops.

Summer School in 2011

The 2011 Mundus MAPP Summer School will be held at ISS and the dates will be announced later.

### 5.3 Internships

The internship is focused on hands-on work in an organisation to get work experience and for networking. The exact task description depends on the request from the hosting organisation. Work that could typically be done by an intern is a baseline survey, an inventory and first analysis of data, a comparative analysis of findings of different evaluations, a literature study for policy preparation, or preparatory study for lobby and advocacy. The internships are to last at least one month.

Internship related matters are dealt with the regular Mundus MAPP representative of the university of study, apart from CEU, where the Internship Coordinator is Dr Kristina Irion ([irionk@ceu.hu](mailto:irionk@ceu.hu)).

Prior to the internships students are requested to submit the *Internship Assignment Form (Appendix II* on p. 25) by May 11, 2012. At the end of the internship they must write a short report to be submitted as part of the *Internship Completion Form (Appendix III* on p. 26) by November 30, 2012 at the latest. Both forms and the report is to be submitted to the Mundus MAPP academic representative consortium at the respective university in which the student is enrolled during the time of the internship.

#### Learning objectives

- To combine and apply the knowledge obtained in previous work and during the study undertaken at the consortium institutions
- Obtain insights in the mission and policy of the hosting organization
- Obtain hands-on practical work experience
- Learn to report about the internship in a concise report.

#### The place of internships within the program

Internships will normally take place in Year 2 after courses end (end of May at IBEL, end of June at CEU) and during the summer. Students are strongly encouraged to complete their theses first.

In special circumstances (such as thesis topic or existing contacts) justify it, the students may diverge from this pattern. York may allow students to undertake internships in the spring or summer of the first year; this can be requested from the Mundus MAPP representative of the institution.

#### Exemption from the internship requirement

Students may request an exemption from the internship requirement from the institutional internship coordinator. The condition of the exemption is significant relevant previous work experience, which should be detailed in the request. The requests should be made no later than May 11, 2012, and sent to the institutional Internship Coordinator.

#### Consortium support for internships

The consortium universities will support internship placements by providing advice on suitable internship opportunities. CEU and IBEL have existing internship programs, and the latter also has contacts with organizations that provide paid internships (distributed on a competitive basis). However, please note that students need to secure internship placements themselves, and there is no financial support for the internship period in addition to the Erasmus Mundus scholarships.

In 2010-2012, internships in the Netherlands are not available. (ISS is unable to facilitate internships because of visa and residence reasons after Year 2.)

#### Assessment

The internships are not assessed and carry no credit. The internship is concluded when the student submits the Internship Completion Form and a one page-report on the internship, and these are approved by the institutional internship coordinator.

## **6. MUNDUS MAPP STUDENT REPRESENTATIVES, FEEDBACK AND PROGRAM EVALUATION**

### **6.1 Student representatives**

Mundus MAPP students elect student representatives at each consortium partner at the beginning of the academic year, for the duration of the respective year.

The student representatives in the academic year 2009-2010 have been:

- Dragan Mihajlovic at ISS ([ba5144@iss.nl](mailto:ba5144@iss.nl))
- Alberto Guevara Castro at York ([agc506@york.ac.uk](mailto:agc506@york.ac.uk))
- Philip Thompson at CEU ([Thompson\\_Philip@student.ceu.hu](mailto:Thompson_Philip@student.ceu.hu))
- Monica Cepak at IBEI ([mcepak@campus.ibeio.org](mailto:mcepak@campus.ibeio.org))

The existing student representatives may be contacted until the 2010-12 student body elects their own representatives.

The role of the student representatives is to gather feedback from the student body about the program, raise any issues and concerns the students may voice, and help communicate important information to the consortium institutions from their colleagues. They also act as delegates at the meetings of the Mundus MAPP Academic Board and, upon an invitation from the Agency, attend the meetings of the Erasmus Mundus programme and the Erasmus Mundus student and alumni organisations. When attending the Mundus MAPP meetings, the travel, accommodation, and visa costs of the representatives are covered by the consortium.

### **6.2 Student feedback and program evaluation**

The consortium greatly values feedback from the Mundus MAPP student body. Comments, questions and issues can be communicated directly by each student to the Mundus MAPP representative of his/her institution or to the academic or administrative coordinator of the program in Budapest. In addition, Mundus MAPP Board meetings include a meeting with the student representatives once a year.

The academic content and management of the program is assessed by the students through:

- the regular course evaluations each partner university carries out,
- the evaluation of the Summer School (by way of a questionnaire),
- an institutional evaluation form to be filled out at the end of each academic year  
(For a sample *Program Evaluation Form* see *Appendix IV* on p. 27),

## **7. GRADUATION**

Mundus MAPP students are entitled to participate in graduation ceremonies at the universities they attended. However, in case they wish to attend a ceremony at their Year 1 institution (as well), they will not receive a degree certificate until they completed the studies (both academic years and all Mundus MAPP academic requirements) and they will be required to cover the costs associated with returning to Holland/the UK.

Regarding graduation after year 2, the regular procedures of IBEI and CEU apply. Degree certificates will be mailed to students not taking them in person after the completion of their studies at the end of the second year. Besides the degree certificates, graduates will also receive a Mundus MAPP diploma supplement issued by CEU.

Due to the legal validation requirements of the countries where the consortium institutions are located, the diplomas can only be issued after a lengthy administrative process.

## 8. TRAVELING SCHEDULES

The first year students start in either ISS or York. Students are responsible for their travel and visa costs, including when relocating from Year 1 to Year 2 institutions. To arrange the visa please contact the student offices in ISS and York.

Contact Persons:

**YORK:**

Ms Caroline Carfrae, Graduate Administrator, Department of Politics

Email: [cc525@york.ac.uk](mailto:cc525@york.ac.uk)

Phone: +44-1904/433-561

**ISS:**

Ms Ank van den Berg, Head of Student Office

Email: [vdberg@iss.nl](mailto:vdberg@iss.nl)

Phone: +31-70/4260-0516

On the websites of those institutes you will find more information on travelling, settling in and how to find your way around.

Orientation information for ISS: <http://www.iss.nl/Prospective-students/Step-4-Settling-In>.

Orientation information for YORK: <http://www.york.ac.uk/graduatestudy/>.

**Students moving from the Hague or York to Budapest** will receive a complete information package from CEU's Admissions Office by June 2010. This will include information on visa procedures, the necessary letter of invitation for visa purposes, and practical information for arriving and settling in Budapest.

The CEU Apartment Search Office offers to help students find accommodation, usually in rented apartments upon arrival in Budapest.

Queries related to the Hungarian visa should be addressed to:

Ms Zsuzsanna Jaszberenyi, Admissions Officer

Email: [jaszberz@ceu.hu](mailto:jaszberz@ceu.hu)

Orientation information for CEU: <http://www.ceu.hu/studentlife/current/onlineorientation>

**Students moving from the Hague or York to Barcelona** will receive general information on visa procedures and the necessary letter of invitation for visa purposes. They will receive an information package containing practical information for arriving in Barcelona from IBEI's Admissions Office in June 2010.

IBEI's Housing Service offers to help students find accommodation, usually in shared, furnished student flats.

Queries related to the Spanish visa should be addressed to:  
Ms Rebecca Niethammer, Admissions Officer  
Email: [admissions@ibei.org](mailto:admissions@ibei.org)

Orientation information for IBEI: [http://www.ibei.org/web\\_new/eng/contacte.asp](http://www.ibei.org/web_new/eng/contacte.asp)

## 9. FINANCIAL INFORMATION

The most important document detailing financial information, scholarship and tuition fee conditions is the Acceptance Letter and Confirmation Form (essentially, a study contract with the consortium) each Erasmus Mundus Scholarship Recipient signed when he or she accepted a place in the program. Please keep and study carefully this letter as it contains the legal and financial conditions of your studies.

### 9.1 Erasmus Mundus scholarships

In the 2010-12 study period, the Erasmus Mundus Category A scholarship is EUR 24,000 for one year and EUR 48,000 in total, and the Category B scholarship is EUR 10,000 for one year and EUR 20,000 in total. The scholarship is intended to cover tuition fees and living costs while students are enrolled in Mundus MAPP.

Please note that, as the Acceptance Letter states,

- the Consortium is unable to provide financial assistance in addition to the Erasmus Mundus scholarships;
- the Erasmus Mundus scholarships are tied to Mundus MAPP; consequently if a student drops out or for whatever reason discontinues his/her studies, the scholarship is no longer paid. Moreover students are required to return to the Consortium any scholarship received for a period during which they no longer studied in Mundus MAPP. The Consortium is in turn legally responsible for returning this 'unused' scholarship amount to the Education, Audiovisual and Culture Executive Agency of the European Commission.

### Monthly stipend payment schedule

#### Category A

#### Monthly stipend payment schedule in Year 1 (2010-2011)

For students studying at ISS		For students studying at YORK	
September 2010	1,600 EUR	September 2010	
October 2010	1,600 EUR	October 2010	1,600 EUR
November 2010	1,600 EUR	November 2010	1,600 EUR
December 2010	1,600 EUR	December 2010	1,600 EUR
January 2011	1,600 EUR	January 2011	1,600 EUR
February 2011	1,600 EUR	February 2011	1,600 EUR
March 2011	1,600 EUR	March 2011	1,600 EUR
April 2011	1,600 EUR	April 2011	1,600 EUR
May 2011	1,600 EUR	May 2011	1,600 EUR
June 2011	1,600 EUR	June 2011	1,600 EUR
July 2011		July 2011	1,600 EUR
<b>Total:</b>	<b>16,000 EUR</b>	<b>Total:</b>	<b>16,000 EUR</b>

#### Monthly stipend payment schedule in Year 2 (2011-2012)

For students studying at CEU		For students studying at IBEI	
September 2011	1,600 EUR	September 2011	1,600 EUR

October 2011	1,600 EUR	October 2011	1,600 EUR
November 2011	1,600 EUR	November 2011	1,600 EUR
December 2011	1,600 EUR	December 2011	1,600 EUR
January 2012	1,600 EUR	January 2012	1,600 EUR
February 2012	1,600 EUR	February 2012	1,600 EUR
March 2012	1,600 EUR	March 2012	1,600 EUR
April 2012	1,600 EUR	April 2012	1,600 EUR
May 2012	1,600 EUR	May 2012	1,600 EUR
June 2012	1,600 EUR	June 2012	1,600 EUR
<b>Total:</b>	<b>16,000 EUR</b>	<b>Total:</b>	<b>16,000 EUR</b>

Total stipend for the two academic years/student: 32,000 EUR.

### Category B

#### Monthly stipend payment schedule in Year 1 (2010-2011)

For students studying at ISS		For students studying at YORK	
September 2010	600 EUR	September 2010	
October 2010	600 EUR	October 2010	600 EUR
November 2010	600 EUR	November 2010	600 EUR
December 2010	600 EUR	December 2010	600 EUR
January 2011	600 EUR	January 2011	600 EUR
February 2011	600 EUR	February 2011	600 EUR
March 2011	600 EUR	March 2011	600 EUR
April 2011	600 EUR	April 2011	600 EUR
May 2011	600 EUR	May 2011	600 EUR
June 2011	600 EUR	June 2011	600 EUR
July 2011		July 2011	600 EUR
<b>Total:</b>	<b>6,000 EUR</b>	<b>Total:</b>	<b>6,000 EUR</b>

#### Monthly stipend payment schedule in Year 2 (2011-2012)

For students studying at CEU		For students studying at IBEI	
September 2011	600 EUR	September 2011	600 EUR
October 2011	600 EUR	October 2011	600 EUR
November 2011	600 EUR	November 2011	600 EUR
December 2011	600 EUR	December 2011	600 EUR
January 2012	600 EUR	January 2012	600 EUR
February 2012	600 EUR	February 2012	600 EUR
March 2012	600 EUR	March 2012	600 EUR
April 2012	600 EUR	April 2012	600 EUR
May 2012	600 EUR	May 2012	600 EUR
June 2012	600 EUR	June 2012	600 EUR
<b>Total:</b>	<b>6,000 EUR</b>	<b>Total:</b>	<b>6,000 EUR</b>

Total stipend for the two academic years/student: 12,000 EUR.

## **9.2 Self-financing students**

Mundus MAPP also accepts students on a self-financing basis, that is students who pay their tuition fees and cover living costs from private sources or other scholarships. The academic conditions for admissions are the same for all students regardless of sources of funding, therefore the general conditions of eligibility apply to self-financing students as well.

## **9.3 Tuition fee**

In the 2010-12 study period the Mundus MAPP tuition fee is EUR 11,000 per year or EUR 22,000 in total for the whole duration of the program. The tuition fee is independent from the student's nationality or the mobility path followed – that is, it applies across the board for each Mundus MAPP student regardless of which consortium university they are studying at, or what is the source of their funding (Erasmus Mundus scholarship recipient or self-financing student).

For Erasmus Mundus scholarship recipients, part of this fee is waived by the consortium universities. The payable tuition fees will be:

- 8,000 EUR per academic year (16,000 total for two years) for Category A Erasmus Mundus scholarship recipients; and
- 4,000 EUR per academic year (8,000 total for two years) for Category B Erasmus Mundus scholarship recipients.

The payment schedule of the tuition fee is regulated in the Acceptance Letter and Confirmation Form, and currently stipulates the payment of fees twice a year, one around the time of enrolment and the other in January, in two equal instalments.

Students who receive Erasmus Mundus scholarships authorised the Consortium in their Acceptance Letter and Confirmation Forms to automatically deduct tuition fee payments from their scholarships.

Students not receiving an Erasmus Mundus scholarship are responsible for transferring the tuition fee according to the time schedule below:

- 11,000 EUR/year (in two instalments: 5,500 EUR by September 15, and 5,500 EUR by January 15 each year)
- Total for 2 academic years: 22,000 EUR

Information on payment methods will be distributed at the time when each installment is due.

## **9.4 Other charges**

In addition to tuition fees, partner universities may make other charges or collect fees to pay national authorities' charges such as visas and permits for which students are responsible. The charges are subject to change from year to year therefore students are advised to consult the relevant university's website/student services directly to confirm them. Currently the following fees apply:

## YORK

No additional university charges

Visa/residence permit: No information available

## ISS

Visa and/or residence permit: 438 EUR

Study visit: 250 EUR

Study materials: 140 EUR

## CEU

Deposit 200 EUR (refunded at the end of the academic year if no deductions are necessary, for example, to cover damage caused by the student)

Visa and residence permit: 120-175 EUR

Study materials: 100 EUR

## IBEI (tbc)

Visa/residence permit: No information available

Enrollment prolongation fee: 40 EUR (optional)

### 9.5 Estimated costs of living

Please note that the following figures are estimates only, subject to minor changes from year to year, and do not take into account the special needs a student may have. Students are strongly advised to consult the respective partner university's webpages or admissions office if they require more detailed information. Students are responsible for covering their costs of living; no additional funding is available from the Consortium universities.

University	Estimated costs of living per month (Moderate standard of living – excluding accommodation)	Type and costs of month
YORK	325 GBP	In college: 380 GBP
ISS	565 EUR	In dormitory: 405 EUR
CEU	80,000 HUF	In rented apartments: 300 EUR
IBEI	350 EUR	In rented apartments 350-400 EUR

## **APPENDICES**

*Appendix I: Academic calendars*

*Appendix II: Internship Assignment Form*

*Appendix III: Internship Completion Form*

*Appendix IV: Program Evaluation Form*

*Appendix V: List of Mundus MAPP students in 2010-2011 (to be added later)*

*Appendix I: Academic calendars*

**Institute of Social Studies  
2010-2011**

<b>Term</b>	<b>Activity</b>	<b>Date (on/from)</b>	<b>(till)</b>
1	Introductory period	06 September 2010	13 September 2010
1	Opening Ceremony MA Programme 2010-2011	10 September 2010	
1	Subscription to Foundation courses	10 September 2010	
1	Classes Term 1A	14 September 2010	25 October 2010
1	Dies Natalis	14 October 2010	
1	Final date for registration for Courses Term 1B	18 October 2010	
1	Study Recess	26 October 2010	28 October 2010
1	Examinations for Foundation Courses	29 October 2010	2 November 2010
1	Classes Term 1B	04 November 2010	22 December 2010
1	Orientation Session on T2/T3 courses	19 November 2010	
1	Marks for Foundation Courses available for students	24 November 2010	
1	Final date for registration for Courses Term 2 and 3	26 November 2010	
1	Convocation (Degree Ceremony) MA 2009-2010	17 December 2010	
1	Study Recess	23 December 2010	02 January 2011
1	Term IB Examinations	03 January 2011	07 January 2011
1	Final date for submission of essays for Term 1	11 January 2011	12.00 hrs!
1	Term IB marks available for students	02 February 2011	
1	Final date Registrations Re-examinations Term 1A/1B	04 February 2011	
1	Term 1A/1B re-examinations	17 February 2011	18 February 2011
1	Term 1A/1B Re-examination marks available for students	07 March 2011	
2	Classes Term 2	12 January 2011	15 March 2011
2	Mid-term examinations Term 2	17 February 2011	18 February 2011
2	Study Recess for examinations	16 March 2011	21 March 2011
2	Term 2 examinations	22 March 2011	25 March 2011
2	Final date for submission of essays for Term 2	29 March 2011	12.00 hrs!
2	Term 2 marks available for students	20 April 2011	

<b>Term</b>	<b>Activity</b>	<b>Date (on/from)</b>	<b>(till)</b>
2	Final date for registrations for Re-examinations Term 2	30 May 2011	
2	Re-examinations Term 2	23 June 2011	24 June 2011
2	Term 2 re-examination marks available for students	15 July 2011	
3	Classes Term 3	30 March 2011	10 June 2011
3	Final Date of Submission Research Paper Design*	18 April 2011	09.00 hrs!
3	Research Paper Design Seminars*	19 April 2011	21 April 2011
3	Study Visits (unless announced otherwise in the Specialization)	9 May 2011	13 May 2011
3	Study Recess for Examinations Term 3	14 June 2011	17 June 2011
3	Term 3 examinations	20 June 2011	22 July 2011
3	Final date for submission of essays for Term 3	28 June 2011	12.00 hrs!
3	Term 3 marks available for students	20 July 2011	
3	Final date for all registrations for Re-examinations Term 3	5 August 2011	
3	Re-examinations Term 3 (1 <sup>st</sup> possibility)	15 August 2011	18 August 2011
3	Term 3 re-examination marks available for students	29 August 2011	
3	Re-examinations Term 3 (2 <sup>nd</sup> possibility)	06 October 2011	07 October 2011
3	Term 3 re-examination marks available for students	17 October 2011	
4	Final date of submission Full Draft Research Paper*	18 July 2011	12.00!
4	Research Paper Seminars*	19 July 2011	29 July 2011
4	Final date for submission of Research Paper*	1 September 2011	12.00 hrs!
	<b>HOLIDAYS</b>		
1	Christmas	25 December 2010	26 December 2010
1	New year	01 January 2011	
2	Good Friday	22 April 2011	
2	Easter	24 April 2011	25 April 2011
3	Queen's Day	30 April 2011	
3	Liberation day	5 May 2011	
3	Ascension Day	2 June 2011	
3	Whit Monday	13 June 2011	

\* May be subject to change, the convenor will confirm these dates during the Academic Year.

**University of York**  
**2010-2011**

**2010**

October 11	Autumn Term begins
October 11	Introductory week for all postgraduate students
October 8-9	University Orientation for New Overseas Students
October 18	Teaching begins
November 3	Graduate Committee Meeting
December 17	Autumn Term ends
December 25-31	Christmas vacation - Office Closed

**2011**

January 1-4	Christmas vacation - Office Closed
January 10	Spring Term begins
January 7	Autumn Term assessments deadline
January 17	Teaching begins
February 2	Graduate Committee Meeting
March 4	Internal marks for Autumn Term assessments announced
March 18	Spring Term ends
April 22-25	Easter vacation - Office Closed
April 27	Summer Term begins
April 29	Spring Term assessments deadline
May 2	Office Closed – UK May Bank Holiday
May 18	Graduate Committee Meeting
May 30	Bank Holiday - Office Closed – UK Spring
June 3	Internal marks for Spring Term assessments announced
August 29	Office Closed – UK Summer Bank Holiday
July 1	Summer Term ends
September 1	Dissertation submission deadline (tbc)
December	MA in Public Administration & Public Policy Exam Board

**Central European University  
2010-2011**

**2010**

September 4/5, Sat/Sun	Students arrive:
September 6, Monday	Short pre-session begins (till Sep. 10, Friday)
September 13, Monday	“Zero week” begins
September 17, Friday 14:00	Opening ceremony
“Zero week” ends	
September 20, Monday	Fall Term begins (till December 10, Friday)
October 23, Saturday	Hungarian National Holiday / CEU is officially closed
November 1, Monday	National Holiday / CEU officially closed
December 10, Friday	Fall Term ends
December 24, Friday	Special day-off /no offices CEU is officially closed
December 25, Saturday	Christmas CEU is officially closed
December 26, Sunday	Christmas CEU is officially closed
December 31, Friday	Special day-off /no offices CEU is officially closed

**2011**

January 1, Saturday	New Year’s Day / CEU officially closed
January 10, Monday	Winter Term begins (till April 1, Friday)
March 14, Monday	Special day off /no offices CEU is officially closed
March 15, Tuesday	Hungarian National Holiday / CEU is officially closed
April 1, Friday	Winter Term ends
April 4, Monday	Spring Session begins
April 24, Sunday	Easter Sunday / CEU is officially closed
April 25, Monday	Easter Monday / CEU is officially closed
May 1, Sunday	Hungarian National Holiday / CEU is officially closed
June 12, Sunday	Pentecost Sunday, CEU is officially closed
June 13, Monday	Pentecost Monday, CEU is officially closed
June 16, Thursday	GRADUATION

**Institut Barcelona d'Estudis Internacionals  
2010-2011**

	<b>From</b>	<b>To</b>
Pre-sessional courses	13 September 2010	23 September 2010
Welcome Day for new students	27 September 2010	
<b>1st semester</b>	27 September 2010	28 January 2011
Teaching 1st semester	28 September 2010	14 January 2011
Course registration	28 September 2010	5 October 2010
Christmas holidays	24 December 2010	9 January 2011
Study week	17 January 2011	21 January 2011
Exam week	24 January 2011	28 January 2011
Vacation	31 January 2011	11 February 2011
<b>2nd semester</b>	14 February 2011	10 June 2011
Teaching 2nd semester	14 February 2011	27 May 2011
Course registration	14 February 2011	21 February 2011
Easter holidays	18 April 2011	25 April 2011
Study week	30 May 2011	3 June 2011
Exam week	6 June 2011	10 June 2011
Deadline submission final research project	30 Sept 2011	

**Public holidays 2010-2011 (IBEI closes)**

1 January	New Year (S)
6 January	Epiphany (S)
22 April	Good Friday (S)
25 April	Easter Monday (C)
1 May	Labour Day (S)
13 June	Pentecost (B)
24 June	“Sant Joan” (C)
15 August	Assumption (S)
11 September	National Day of Catalonia “La Diada” (C)
24 September	Day of Barcelona Patron Saint “La Mercè” (B)
12 October	Hispanic Day (S)
1 November	All Saints (S)
6 December	Constitution Day (S)
8 December	“La Inmaculada” (S)
25 December	Christmas (S)
26 December	“Sant Esteban” (C)

(S) Spanish bank holiday

(C) Catalan bank holiday

(B) Local bank Holiday in Barcelona

*Appendix II: Internship Assignment Form*

**Internship Assignment Form**

Student name: \_\_\_\_\_

Name and place (city and country) of organization:

\_\_\_\_\_

Website of internship organization (if applicable):

\_\_\_\_\_

Period of internship: \_\_\_\_\_

Name of responsible person at internship organization (in printed letters):

\_\_\_\_\_

Signature of responsible person and stamp of internship organization:

\_\_\_\_\_

Description of planned internship activities

***PLEASE SUBMIT TO THE MUNDUS MAPP REPRESENTATIVE/INTERNSHIP COORDINATOR OF YOUR UNIVERSITY PRIOR TO STARTING THE INTERNSHIP PERIOD, BY MAY 11, 2012 AT THE LATEST.***

*Appendix III: Internship Completion Form*

**Internship Completion Form**

Student name: \_\_\_\_\_

Name and place (city and country) of organization:

\_\_\_\_\_

Period of internship: \_\_\_\_\_

Signature of DPP Internship Coordinator:

\_\_\_\_\_

Name of responsible person at internship organization (in printed letters):

\_\_\_\_\_

Signature of responsible person and stamp of internship organization:

\_\_\_\_\_

Attachment: One-page report on internship

***PLEASE SUBMIT TO MUNDUS MAPP REPRESENTATIVE/INTERNSHIP COORDINATOR  
OF YOUR UNIVERSITY AT THE CONCLUSION OF THE INTERNSHIP, BY NOVEMBER 30,  
2012 AT THE LATEST.***

**Appendix IV: Sample Program Evaluation Form**

<b>Question 1:</b> Please choose the university where you have been enrolled in 2009-2010.				
ISS	YORK	CEU	IBEI	
<b>Question 2:</b> This question concerns the university where you have been enrolled in 2009-2010. ADMINISTRATIVE SUPPORT: How would you evaluate the administrative support provided by your university during your studies with regard to visa and residence permit issues?				
1 - not satisfactory	2	3	4	5 - excellent
<b>Question 3:</b> This question concerns the university where you have been enrolled in 2009-2010. ADMINISTRATIVE SUPPORT: How would you evaluate the administrative support provided by your university during your studies with regard to accommodation issues?				
1 - not satisfactory	2	3	4	5 - excellent
<b>Question 4:</b> This question concerns the university where you have been enrolled in 2009-2010. ADMINISTRATIVE SUPPORT: How would you evaluate the administrative support provided by your university during your studies with regard to financial issues, such as arrangement for bank accounts and scholarship disbursement?				
1 - not satisfactory	2	3	4	5 - excellent
<b>Question 5:</b> This question concerns the university where you have been enrolled in 2009-2010. ACADEMIC ASPECTS/Workload and courses: The learning objectives of the program have been met.				
1 - strongly disagree	2	3	4	5 - strongly agree
<b>Question 6:</b> This question concerns the university where you have been enrolled in 2009-2010. ACADEMIC ASPECTS/Workload and courses: The workload is reasonable.				
1 - strongly disagree	2	3	4	5 - strongly agree
<b>Question 7:</b> This question concerns the university where you have been enrolled in 2009-2010. ACADEMIC ASPECTS/Workload and courses: The contributions of the various lecturers were well integrated.				
1 - strongly disagree	2	3	4	5 - strongly agree
<b>Question 8:</b> This question concerns the university where you have been enrolled in 2009-2010. ACADEMIC ASPECTS/Workload and courses: There was a good mix of teaching methods and approaches.				
1 - strongly disagree	2	3	4	5 - strongly agree

disagree				
<b>Question 9:</b> This question concerns the university where you have been enrolled in 2009-2010. ACADEMIC ASPECTS/Workload and courses: Students had adequate opportunity to ask questions in class and to participate in class discussions.				
1 - strongly disagree	2	3	4	5 - strongly agree
<b>Question 10:</b> This question concerns the university where you have been enrolled in 2009-2010. ACADEMIC ASPECTS/Workload and courses: I improved my critical thinking and my independent problem-solving skills.				
1 - strongly disagree	2	3	4	5 - strongly agree
<b>Question 11:</b> This question concerns the university where you have been enrolled in 2009-2010. ACADEMIC ASPECTS/Workload and courses: The courses were interesting and challenging.				
1 - strongly disagree	2	3	4	5 - strongly agree
<b>Question 12:</b> This question concerns the university where you have been enrolled in 2009-2010. ACADEMIC ASPECTS/Workload and courses: Course requirements were clear, and I understood the main themes and objectives of the courses.				
1 - strongly disagree	2	3	4	5 - strongly agree
<b>Question 13:</b> This question concerns the university where you have been enrolled in 2009-2010. ACADEMIC ASPECTS/Workload and courses: The contents of the program were valuable for my professional development.				
1 - strongly disagree	2	3	4	5 - strongly agree
<b>Question 14:</b> This question concerns the university where you have been enrolled in 2009-2010. ACADEMIC ASPECTS/Workload and courses: I could relate my work experience to the contents of the program.				
1 - strongly disagree	2	3	4	5 - strongly agree
<b>Question 15:</b> This question concerns the university where you have been enrolled in 2009-2010. ACADEMIC ASPECTS/Organization: Courses were systematic and well organized and instructors were well prepared for classes.				
1 - strongly disagree	2	3	4	5 - strongly agree
<b>Question 16:</b> This question concerns the university where you have been enrolled in 2009-2010. ACADEMIC ASPECTS/Organization: Course materials were clear and timely distributed.				
1 - strongly disagree	2	3	4	5 - strongly agree

**Question 17:** This question concerns the university where you have been enrolled in 2009-2010. ACADEMIC ASPECTS/Organization: Courses were scheduled in such a way that sufficient time could be spent on the subject.

1 - strongly disagree	2	3	4	5 - strongly agree
-----------------------	---	---	---	--------------------

**Question 18:** This question concerns the university where you have been enrolled in 2009-2010. ACADEMIC ASPECTS/Organization: There is adequate time dedicated to thesis research.

1 - strongly disagree	2	3	4	5 - strongly agree
-----------------------	---	---	---	--------------------

**Question 19:** This question concerns the coordinating institution, CEU. SUPPORT FROM THE COORDINATING INSTITUTION, CEU: I received sufficient and efficient administrative support during my studies.

1 - strongly disagree	2	3	4	5 - strongly agree
-----------------------	---	---	---	--------------------

**Question 20:** This question concerns the coordinating institution, CEU. SUPPORT FROM THE COORDINATING INSTITUTION, CEU: The coordinating institution is responsive to issues and problems raised by the students.

1 - strongly disagree	2	3	4	5 - strongly agree
-----------------------	---	---	---	--------------------

**Question 21: OVERALL:** In general I am satisfied with Mundus MAPP.

1 - strongly disagree	2	3	4	5 - strongly agree
-----------------------	---	---	---	--------------------

**Question 22: OVERALL:** Mundus MAPP will contribute to my career objectives.

1 - strongly disagree	2	3	4	5 - strongly agree
-----------------------	---	---	---	--------------------

**Question 23: OVERALL:** I would recommend Mundus MAPP to others if they had the possibility of applying.

1 - strongly disagree	2	3	4	5 - strongly agree
-----------------------	---	---	---	--------------------

**Question 24: OVERALL:** Do you have any suggestions for improving Mundus MAPP? Please list them.

--

**Question 25: OVERALL:** Any other comments?

--