

ERASMUS MUNDUS

MASTERS PROGRAM IN PUBLIC POLICY

MUNDUS MAPP

PROGRAM GUIDE

2011-2013

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www.mundusmapp.org

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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

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/

IBEI: www.ibeio.org

ISS: www.iss.nl

YORK: <http://www.york.ac.uk/politics/prospective/postgraduates/pg-courses/mundas-mapp/>

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

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. The 2011-2013 cycle of the program is the last one in the five-year grant period. The Mundus MAPP Consortium has resubmitted an application for another grant, which would cover additional five cycles of the program.

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 program. 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).

A guide to studies at the consortium institutions

CEU

is a young, dynamic university. Founded in 1991, and accredited in both the USA and Hungary, it offers a wide range of highly-rated graduate programs predominantly in the social sciences and humanities in a uniquely international atmosphere. CEU students come from over 110 countries, faculty from over 30, and there is no dominant national majority at the university. The campus is located in downtown Budapest, a bustling capital city of over two million in Central Europe.

Mundus MAPP students coming to CEU will be awarded an MA in Public Policy upon successful completion of this second year of the program. The curriculum focuses on the analysis, design and implementation of public policy at the national, regional and international level, taking a multi-disciplinary approach. Faculty members hold degrees in public policy, politics, economics, law and international relations from a range of European and US universities. The academic year consists of three terms, the first two spent with course work, and the last one devoted to policy relevant, applied research and the writing of a thesis. Teaching is generally discussion-based and focuses on problem-oriented learning through case studies. Currently the student body numbers 50 in the Masters program, and the

student-faculty ratio is around 5:1. The majority of the department's graduates find jobs with international organisations, government agencies, NGOs or the private sector, but continuing studies towards a PhD is also common. The department has a doctoral programme run jointly with two other CEU departments.

Mobility tracks involving CEU are recommended to students interested in acquiring the skills, analytical methods and practical tools for the study of contemporary societal problems on the national and international level. Current specialisations open to Mundus MAPP students are international public policy; decentralized governance; media and communications policy; and higher education policy.

IBEI

is a dynamic centre of academic excellence specialized in the field of International Studies, combining and complementing first-class research with postgraduate teaching. IBEI was established in 2004 as a postgraduate research and teaching inter-university institute by five distinguished universities of Barcelona -the University of Barcelona, the Autonomous University of Barcelona, the UPC Barcelona Tech, the University Pompeu Fabra, and the Open University of Barcelona- and the Fundació CIDOB. The founder and President of IBEI is Narcís Serra, former Defence Minister and Vice-Prime Minister of Spain's Government (1982-1995). The Institute is located in a beautiful, state-of-the-art building in the centre of Barcelona in the Raval, one of the city's most lively and fashionable neighbourhoods. It is within easy walking distance of universities, museums, theatres and shops.

Mundus MAPP students coming to IBEI from York will be awarded an MA in International Relations upon successful completion of this second year of the program. Mundus MAPP students coming to IBEI from ISS will be awarded an MA in Public Policy-International Development (joint degree) upon successful completion of this second year of the program. The curriculum comprises a combination of compulsory courses and a broad range of electives that reflect the students' individual interests. All compulsory courses include seminars that involve discussion of practical cases and are organized in small groups (10-15 students). Elective courses combine practical activities and theory sessions alike. The class format is based on on-site training sessions geared to prompting the active participation of students. Building on the acquired knowledge of the first semester, students select in their second semester a specialization pathway: Global Governance, Security and Conflict Resolution, and Political Economy and Development. The Institute provides tutorial help to make their choice. The student body numbers 80 and the faculty-student ratio is around 2:1. Mobility tracks involving IBEI are recommended to students willing to develop a professional career in different areas of international affairs, both in the public and private realms. Former Mundus MAPP students at IBEI are currently working for international non-governmental organizations, think tanks and research centres both inside and outside of Europe.

ISS

is an international postgraduate school and one of the oldest and largest centres for the comparative study and research of social, political and economic development and change. ISS is part of Erasmus University Rotterdam. The ISS provides top-quality education in the social sciences to postgraduate professionals, mostly from developing countries and countries in transition. The courses all taught in English provide knowledge and insights acquired in a number of fields including development economics, sociology, politics, public

policy and management, governance, gender, employment, population, social security, children and youth, and human rights. ISS degrees are nationally and internationally recognised.

Every year, the ISS is host to hundreds of students participating in its Doctoral, Masters and Diploma programmes. Over 10,000 students from more than 160 countries have participated in the Institute's programmes. The staff is drawn from around thirty countries from all over the world. The multicultural community at the ISS offers an excellent learning environment both inside and outside the classroom, in which students can gain from each others' diverse experiences.

Students enrolled within the Erasmus Mundus Mapp program will be based within the Governance and Democracy (G&D) Masters specialisation at ISS. This specialisation examines key concepts of governance and democracy in the context of globalisation, giving students a greater comprehension of how the processes of governance, markets and democracy interact with those of participation, accountability, representation, and of civil and human rights. It equips students with the necessary analytical skills enabling them to study more closely a wider spectrum of issues, including institutional reform, capacity building, inclusive democracy, combating corruption, enforcement of the rule of law, and power. Particular attention is paid to World Bank agendas for reform and change, and how these are incorporated into development policies in a range of countries through the mechanisms of global governance. Furthermore it looks at the role of the private sector, middle classes and organised labour during national reform processes. In this way, the specialisation analyses the various responses to the problems of globalisation, from attempts to establish global governance to the rise of anti-globalisation movements. Students will be able to critically analyse current reform efforts, and become familiar with different theories on how reform and change take place.

The University of York

is a world-class university with a reputation for excellence in teaching and research. York consistently ranks among the top ten departments in the United Kingdom, and among the top 100 universities in the world. With 11,000 undergraduate and postgraduate students studying across 30 academic departments and research centres, the University of York provides a dynamic academic and social environment. Built around a series of lakes and gardens, the campus provides a friendly and peaceful environment in which to study. The University is located on the edge of the beautiful historic city of York, and is well-connected to London (two-hour direct trains), Edinburgh and other UK cities.

Mundus MAPP students coming to York will be awarded an MA in Public Administration and Public Policy upon successful completion of the first year of the program. The curriculum aims to provide students with an understanding of the complex issues surrounding the formation, implementation and evaluation of public policy across local, national and global levels. The academic year consists of two compulsory courses, 'Understanding Governance' and 'Policy Analysis', and two electives selected from a wide range of offerings. All compulsory courses include weekly lectures and small-group seminars (10-15 students). Students must also write a dissertation, which is supported by close supervision and a series of dissertation workshops, which comprises one half of the credits towards the final degree.

Mobility tracks involving York is recommended for students seeking a solid foundation in public policy analysis and public administration, combined with an interest in any one of our

streams open to Mundus MAPP students: public management, applied human rights, post-war reconstruction and development, or international political economy. Our graduates in public policy have gone of to pursue outstanding careers in government, international NGOs, the private sector, and academia.

3. BASIC PROGRAM INFORMATION

Mundus MAPP institutions	Central European University (coordinator) (CEU) International Institute of Social Studies, Erasmus University Rotterdam (ISS) University of York (YORK) Institut Barcelona d'Estudis Internacionals (IBEI)
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">– ISS Master of Arts (MA) in Development Studies accredited by the Dutch Ministry of Education.– York Master of Arts (MA) in Public Administration and Public Policy awarded on the basis of the York University charter.– CEU Master of Arts (MA) in Public Policy registered by the Board of Regents of the New York State Education Department.– IBEI Master of Arts (MA) in International Relations awarded jointly by Universitat de Barcelona, Universitat Autònoma de Barcelona and Universitat Pompeu Fabra.

As of the 2011-13 study period, Mundus MAPP graduates in the **ISS-IBEI track** receive a **joint degree of MA in Public Policy-International Development** recognized by the Spanish Accreditation Agency ANECA which will indicate completion of the two year program.

Duration of studies:	September 2011 – September 2013 (depending on study track) Minimum internship requirements must be completed by the end of November 2013.
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/For the 2011-2012 academic calendars of the four universities please see *Appendix I* on p.23/

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 program 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 Felicity Matthews (YORK)
- Dr Pablo Pareja (IBEL)
- Dr Andreas Goldthau (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

Henriett Griecs
mundusadmin@ceu.hu

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

Karim Knio

knio@iss.nl

Vlada Tchirikova

tchirikova@iss.nl

At the University of York:

Felicity Matthews

felicity.matthews@york.ac.uk

Caroline Carfrae

caroline.carfrae@york.ac.uk

At the Institut Barcelona d'Estudis Internacionals:

Pablo Pareja

ppareja@ibei.org

Rebecca Niethammer

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 fulfill 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

ISS-CEU, YORK-CEU, YORK-IBEI tracks

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, 2012. 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).

ISS-IBEI tracks

Different progression rules apply under the joint degree.

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 2012 Mundus MAPP Summer School will be held at IBEI 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 Evelyne Huebscher (huebschere@ceu.hu).

Prior to the internships students are requested to submit the *Internship Assignment Form (Appendix II* on p. 29) by May, 2013 (exact deadline to be specified later). 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. 30) by November 30, 2013 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 IBEI, 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 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 IBEI 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 2011-2013, 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 2010-2011 have been:

- Dragan Mihajlovic at CEU (Mihajlovic_Dragan@student.ceu.hu)
- Alberto Guevara Castro at York IBEI (aguevara@campus.ibeio.org)
- Malinda Wink at ISS (bb1078@iss.nl)
- Chau Nguyen at York (bn529@york.ac.uk)

The existing student representatives may be contacted until the 2011-13 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.

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,
- a survey of the alumni in terms of their career advancement.

(For a sample *Program Evaluation Form* see *Appendix IV* on p. 31)

6.3 Student concerns and complaints

Should students like to raise any concerns they should first approach their student representative and the Mundus MAPP academic and administrative contact persons in their home institution (listed on p 8). If the problem cannot be resolved locally they may turn to the coordinators of the Consortium.

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, normally, not earlier than end of the summer of 2014. The four institutions provide transcripts after all course requirements have been met. In addition, upon request, the coordinating institution issues letters certifying the completion of Mundus MAPP and specifying the degrees earned.

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: caroline.carfrae@york.ac.uk

Phone: +44-1904/433-561

ISS:

Ms Ank van den Berg, Head of Student Office

Email: 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 May 2012. 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

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 May 2012.

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

Orientation information for IBEI:

http://www.ibei.org/index.php?option=com_content&task=category§ionid=4&id=22&Itemid=87&lang=en

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 2011-13 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

Year 1

Students studying at ISS		Students studying at YORK	
September 2011	4,000 EUR (travel and installation costs) + 1,000 EUR (stipend)		
October 2011	1,000 EUR	October 2011	4,000 EUR (travel and installation costs) + 1,000 EUR (stipend)
November 2011	1,000 EUR	November 2011	1,100 EUR
December 2011	1,000 EUR	December 2011	1,100 EUR
January 2012	1,000 EUR	January 2012	1,100 EUR
February 2012	1,000 EUR	February 2012	1,100 EUR
March 2012	1,000 EUR	March 2012	1,100 EUR
April 2012	1,000 EUR	April 2012	1,100 EUR
May 2012	1,000 EUR	May 2012	1,100 EUR
June 2012	1,000 EUR	June 2012	1,100 EUR
July 2012	1,000 EUR	July 2012	1,100 EUR
August 2012	1,000 EUR	August 2012	1,100 EUR
Total	16,000 EUR	Total	16,000 EUR

Year 2

Students studying at CEU		Students studying at IBEI	
September 2012	4,000 EUR (travel and installation costs) + 1,000 EUR (stipend)	September 2012	4,000 EUR (travel and installation costs) + 1,000 EUR (stipend)
October 2012	1,000 EUR	October 2012	1,000 EUR
November 2012	1,000 EUR	November 2012	1,000 EUR
December 2012	1,000 EUR	December 2012	1,000 EUR
January 2013	1,000 EUR	January 2013	1,000 EUR
February 2013	1,000 EUR	February 2013	1,000 EUR
March 2013	1,000 EUR	March 2013	1,000 EUR
April 2013	1,000 EUR	April 2013	1,000 EUR
May 2013	1,000 EUR	May 2013	1,000 EUR
June 2013	1,000 EUR	June 2013	1,000 EUR
July 2013	1,000 EUR	July 2013	1,000 EUR
August 2013	1,000 EUR	August 2013	1,000 EUR
Total	16,000 EUR	Total	16,000 EUR

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

Category B**Year 1**

Students studying at ISS		Students studying at YORK	
September 2011	500 EUR		
October 2011	500 EUR	October 2011	550 EUR
November 2011	500 EUR	November 2011	545 EUR
December 2011	500 EUR	December 2011	545 EUR
January 2012	500 EUR	January 2012	545 EUR
February 2012	500 EUR	February 2012	545 EUR
March 2012	500 EUR	March 2012	545 EUR
April 2012	500 EUR	April 2012	545 EUR
May 2012	500 EUR	May 2012	545 EUR
June 2012	500 EUR	June 2012	545 EUR
July 2012	500 EUR	July 2012	545 EUR
August 2012	500 EUR	August 2012	545 EUR
Total	6,000 EUR	Total	6,000 EUR

Year 2

Students studying at CEU		Students studying at IBEI	
September 2012	500 EUR	September 2012	500 EUR
October 2012	500 EUR	October 2012	500 EUR
November 2012	500 EUR	November 2012	500 EUR
December 2012	500 EUR	December 2012	500 EUR
January 2013	500 EUR	January 2013	500 EUR
February 2013	500 EUR	February 2013	500 EUR
March 2013	500 EUR	March 2013	500 EUR

April 2013	500 EUR	April 2013	500 EUR
May 2013	500 EUR	May 2013	500 EUR
June 2013	500 EUR	June 2013	500 EUR
July 2013	500 EUR	July 2013	500 EUR
August 2013	500 EUR	August 2013	500 EUR
Total	6,000 EUR	Total	6,000 EUR

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 2011-13 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 installments.

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 installments: 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 estimated costs/fees apply:

YORK

No additional university charges

ISS

Study visit: 250 EUR

Study materials: 310 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)

Study materials: 100 EUR

IBEI

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)	Accommodation costs per 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 I: Academic calendars

**Institute of Social Studies
2011-2012**

Term	Activity	Date (on/from)	(till)
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	
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

Term	Activity	Date (on/from)	(till)
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 st 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 nd 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!
	HOLIDAYS		
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
2011-2012

2011

October 10 Autumn Term begins
October 10 Introductory week for all postgraduate students
October 7-8 University Orientation for New Overseas Students
October 17 Teaching begins
November 2 Graduate Committee Meeting
December 16 Autumn Term ends
December 25-31 Christmas vacation - Office Closed

2012

January 1-4 Christmas vacation - Office Closed
January 10 Spring Term begins
January 5 Autumn Term assessments deadline
January 16 Teaching begins
February 1 Graduate Committee Meeting
March 5 Internal marks for Autumn Term assessments announced
March 16 Spring Term ends
April 5-10 Easter vacation - Office Closed
April 23 Summer Term begins
April 26 Spring Term assessments deadline
May 7 Office Closed – UK May Bank Holiday
May 17 Graduate Committee Meeting
May 28 Bank Holiday - Office Closed – UK Spring
June 4 Internal marks for Spring Term assessments announced
August 27 Office Closed – UK Summer Bank Holiday
June 29 Summer Term ends
September 1 Dissertation submission deadline (tbc)
December MA in Public Administration & Public Policy Exam Board

**Central European University
2011-2012**

2011

September 3/4 Sat/Sun	Students arrive:
September 5, Monday	Short pre-session begins (till Sep. 9, Friday)
September 12, Monday	“Zero week” begins (till September 16, Friday) Registration for Fall Term begins (till October 2, Sunday)
September 16, Friday	OPENING CEREMONY (3:00 pm) “Zero week” ends
September 19, Monday	Fall Term begins (till December 9, Friday)
October 2, Sunday	Registration for Fall Term ends
October 23, Sunday	Hungarian National Holiday / CEU is officially closed
October 31, Monday	Special day off /no offices CEU is officially closed
November 1, Tuesday	National Holiday / CEU officially closed
November 11, Friday	Town Hall meeting
December 5, Monday	Registration for Winter Term begins (till January 15, Sunday)
December 9, Friday	Fall Term ends
December 24, Saturday	Christmas Eve CEU is officially closed
December 25, Sunday	Christmas CEU is officially closed
December 26, Monday	Christmas CEU is officially closed
December 27, Tuesday	Offices w/ skeleton team Library and Labs: weekend schedule
December 28, Wednesday	Offices w/ skeleton team Library and Labs: weekend schedule
December 29, Thursday	Offices w/ skeleton team Library and Labs: weekend schedule
December 30, Friday	Offices w/ skeleton team Library and Labs: weekend schedule
December 31, Saturday	New Year’s Eve CEU is officially closed

2012

January 1, Sunday	New Year’s Day CEU officially closed
January 9, Monday	Winter Term begins (till March 30, Friday)
January 15, Sunday	Registration for Winter Term ends
March 15, Thursday	Hungarian National Holiday / CEU is officially closed
March 16, Friday	Special day off /no offices CEU is officially closed

March 19, Monday	Registration for Spring Session begins (till April 8, Sunday)
March 30, Friday	Winter Term ends
April 2, Monday	Spring Session begins
April 6, Friday	Town Hall meeting
April 8, Sunday April 9, Monday	Easter Sunday / CEU is officially closed Easter Monday / CEU is officially closed Registration for Spring Session ends
April 30, Monday	Special day off /no offices CEU is officially closed
May 1, Tuesday	Hungarian National Holiday / CEU is officially closed
May 27, Sunday May 28, Monday	Pentecost Sunday, CEU is officially closed Pentecost Monday, CEU is officially closed
June 14, Thursday	GRADUATION
August 31, Friday	End of academic year for DPP
November 30, Friday	Internship requirements must be completed for DPP students

**Institut Barcelona d'Estudis Internacionals
2011-2012**

To be added later.

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, 2013 AT THE LATEST. (EXACT DEADLINE TO BE ANNOUNCED LATER.)

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,
2013 AT THE LATEST.***

Appendix IV: Sample Program Evaluation Form

Question 1: Please choose the university where you have been enrolled in 2009-2010.				
ISS	YORK	CEU	IBEI	
Question 2: 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
Question 3: 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
Question 4: 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
Question 5: 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
Question 6: 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
Question 7: 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
Question 8: 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				
Question 9: 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
Question 10: 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
Question 11: 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
Question 12: 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
Question 13: 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
Question 14: 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
Question 15: 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
Question 16: 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?				