

ERASMUS MUNDUS

MASTERS PROGRAM IN PUBLIC POLICY

MUNDUS MAPP

PROGRAM GUIDE 2012-2014

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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](http://www.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

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Mundus MAPP institutions:

- Central European University (coordinator) (CEU)
- Institut Barcelona d'Estudis Internacionals (IBEI)
- International Institute of Social Studies, Erasmus University Rotterdam (ISS)
- University of York (YORK)

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 THE CONSORTIUM INSTITUTIONS

CEU

is a young, dynamic English-speaking university. Founded in 1991, and accredited both in the USA and Hungary, it offers a wide range of highly-rated graduate programs predominantly in the social sciences and humanities. CEU has a uniquely international atmosphere with students coming from over 100 countries of five continents, 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. The Department of Public Policy currently attracts students from 29 countries and is home to faculty from a dozen nations, with doctorates in political science, international relations, economics, law and sociology. The department offers US-accredited graduate programs in public policy at the Master's and the doctoral levels and the Mundus MAPP program accredited in Hungary, the Netherlands, the United Kingdom and Spain.

www.ceu.hu <http://publicpolicy.ceu.hu/>

IBEI

is a dynamic center 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 Defense 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 neighborhoods. It is within easy walking distance of universities, museums, theatres and shops.

www.ibe.org

ISS

is an international postgraduate school and one of the oldest and largest centers for the comparative study and research of social, political and economic development and change. The ISS provides top-quality education in the social sciences to postgraduate professionals, mostly from developing countries and countries in transition. ISS is part of Erasmus University Rotterdam. ISS itself is based in The Hague. The Hague is a cosmopolitan city, with many international organizations like the International Court of Justice and the International Criminal Court. It is a genuine multicultural city offering many cultural events and shops specializing in goods from all over the world. English is very widely understood.

www.iss.nl

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 centers, 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.

www.york.ac.uk

3. INTRODUCTION TO MUNDUS MAPP

The Erasmus Mundus Masters Program in Public Policy (Mundus MAPP) is a 2-year-long joint degree program. The program is offered by four consortium partners: Central European University in Budapest (CEU, Hungary), Institut Barcelona d'Estudis Internacionals (IBEI, Spain), the International Institute of Social Studies of Erasmus University Rotterdam in The Hague (ISS, Netherlands), and the University of York (York, UK).

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 a study visit and 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 organizations or the corporate and non-governmental sectors.

There are four mobility tracks or specializations in the two-year program:

Year 1	Year 2	Track name and focus:
CEU	IBEI	Global Public Policy
CEU	York	European Public Policy
ISS	IBEI	Political Economy and Development
ISS	York	Governance and Development

Upon completion of the program students receive a joint degree in Public Policy from the two institutions at which they studied, and a diploma supplement.

The European Commission's Erasmus Mundus program provides scholarships to outstanding students to attend Mundus MAPP and to visiting scholars to participate in teaching and research. In 2011, Mundus MAPP was selected by the Commission for a second 5-year funding cycle as one of 30 successful consortia out of 180 that applied. Mundus MAPP is also open to self-financing students.

4. CORE PROGRAM AND THE MOBILITY TRACKS

The core of the Mundus MAPP program

The overall objective of the Erasmus Mundus MA Program in Public Policy is to provide scholarly education and practical training for future academic and policy leaders in the public, private and non-profit sectors. It aims to provide 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 design of the program is based on the belief that future leaders need training in problem situating and problem solving approaches, and in order to situate and understand policy problems, experiences with concrete policy interventions. The Erasmus Mundus MAPP consortium comprises four different institutions, with different historical trajectories, disciplinary strengths and areas of expertise that is able to achieve this ambition.

The overall program is structured around a core of common subjects and skills, but also offers the opportunity for individual students to tailor their learning experiences to their own needs and interests by choosing different mobility tracks. Approximately 60% of the curriculum is common to all students regardless of mobility track, while 40% of the curriculum is delivered in track-specific modules (i.e. with content that differs across consortium institutions). The credit loads of all major curriculum components are harmonized across the four institutions, and the four institutions' contribution is equal and symmetrical. In addition to joint admissions, over a quarter of the curriculum is jointly delivered by the consortium, most notably through the joint delivery and/or assessment of study trips; internships, and research work in year one and year two.

As compared to other programs in Public Policy that exist in Europe, the uniqueness of Mundus MAPP is related to the richness of the overall offering, in combination with the flexibility offered by the different mobility tracks. Mobility tracks in the new joint degree each allow for a different balance between problem situating and problem solving approaches, and, related to that, for a different substantive focus. Mundus MAPP also contrasts with other public policy programs in its focus on international and transnational policy issues: while most existing MA programs are empirically focused on the experience of one country, most commonly an OECD country, Mundus MAPP does not privilege any national context over another. Students are exposed to a variety of European academic traditions and policy contexts through the study visits and internships – the latter being an additional distinctive feature. Moreover, all mobility tracks include exposure to either development studies or to a careful consideration of the impact of economic and democratic transition, rather than merely the experience of Western European or North American countries.

The four mobility tracks

The ISS-IBEI track seeks to deepen applicants' knowledge in problem situating approaches of public policy. The logic of this track essentially revolves around the topic of Political Economy and Development. It aims to understand how different modes of governance, production and trade regimes, financial institutions, knowledge structures, identity constructions, international

organizations, and cross cutting processes (such as regionalism, regionalization, globalization and capitalism and democratization among others) influence the setting and application of policies at global, regional and national levels of interaction. Accordingly, the ISS' situational analysis of governance in development, which draws on approaches in policy sciences, international relations and international political economy, is complemented with IBEI's situational and extensive case study based approach drawing on the fields of International Relations and Development Economics. Applicants wishing to study public policy with the objective to work for international organizations/think tanks or NGOs and/or applicants wishing to have a career in research related fields (PhD for example) may well be attracted to this specific track.

The ISS-York track specializes in topics revolving around Governance and Development. If 'Governance' entails a process which goes beyond the realm of nation states in policy making, then thinking about formal and informal 'institutions' and the manner in which they are formed, defined, changed, maintained and /or evolved allows applicants to situate and understand better the various logics of political and economic reforms operating across the implementation of various good governance related policies in the developing world. Similarly, analyzing how public policies are designed, formulated, implemented and evaluated across a variety of development related fields such as environmental governance and fiscal decentralization enables applicants to acquire the necessary policy analysis skills needed in these domains. As such, the ISS' situational analysis of governance in development, which draws on approaches in policy studies, international relations and international political economy, is combined with York's problem solving analysis of governance related policies in development drawing on the interdisciplinary linkages between public administration, governance and organizational studies. From this perspective, an applicant wishing to study public policy in the context of developing countries with the objective to work for an international organization in the future may well be attracted to this specific track.

The CEU-York track specializes in European Public Policy, with an emphasis on policy analysis, policy making and problem solving in the European Union. The central focus is on the policy process in the EU and its member states, from agenda-setting and policy making, through policy design, implementation and evaluation. The track is designed to provide students with thorough understanding of the EU as a supranational institutional system, and thus of the dynamics of public policy in a multi-level context. Students will gain knowledge of the politics and economics of European integration, as well as policy making and implementation in the EU and its member states. The central analytical tools include quantitative and qualitative analysis (including macro-economic policy analysis), and comparative public policy tools such as policy design, policy instruments, organizational arrangements, implementation and evaluation. Applicants who wish to pursue a career in the civil service, think tanks or regulated private sectors such as utilities, in the EU, its member states or its neighborhood, or use the European experience in other countries may be attracted to this track.

The CEU-IBEI track specializes in Global Public Policy, with an emphasis on policy making and problem solving in a range of international contexts (from the strongly institutionalized European policy regimes to the broader and less institutionalized global regimes). The central focus is on the policy process at the international and global level, including the design and operation of international organizations and global policy regimes. The track is designed to provide students with thorough understanding of public policy in anarchic,

semi-anarchic and institutionalized international contexts. This includes analysis of policy networks, international organizations and global policy regimes. Students will gain knowledge of international relations and international political economy, as well as policy making, implementation and enforcement. The central analytical tools include quantitative and qualitative analysis (including macro-economics), and comparative international public policy tools such as the organization, resources and policy instruments of global policy regimes. Applicants who wish to pursue a career in international civil service, voluntary organization or global industries, may be attracted to this track.

5. PROGRAM STRUCTURE AND REQUIREMENTS FOR THE JOINT PROGRAM COMPONENTS

This section provides a general overview of the different components of the program. The academic calendar of the program is provided in Annex 1. The specific list of courses for each track is provided in Annex 2, the course descriptions are provided in Annex 3.

The workload in Mundus MAPP is roughly 60 ECTS credits (EC) per year, with students earning at least 120 EC over the two years of the program. Every track of the Mundus MAPP program encompasses the following components:

Course Work

1. Core courses
2. Track-specific core courses
3. Elective courses

Practical components

4. Study visit
5. Internship

Research components

6. Thesis report
7. Thesis workshop
8. Thesis

Course Work

The core courses, track-specific core courses, and the elective courses are delivered and assessed by one of the consortium institutions individually. Concerning these program components, the other institution of the student's mobility track plays relatively limited role, and the general academic rules and requirements of the 'home institution' apply. Mundus MAPP students will attend courses with students following the given institution's other MA programs. The total number of credits for coursework is 81 ECTS.

1. Core courses

All students take core courses in Research Methods, Policy Analysis/Comparative Public Policy, Economics for Public Policy, Public Management and Governance (course names may vary slightly across the consortium – see Annex 2). These mandatory courses form the backbone of the joint program. The perspective towards these subjects will be somewhat different for each institution. In the first year students will take the core courses in Research methods, Policy Analysis/Comparative Public Policy and Economics at either CEU or at ISS. In the second year students will take the core courses in Public Management and Governance as well as a thesis workshop at the University of York or at IBEI. In total the core courses encompass between 30 – 36 EC depending on mobility track.

2. Track-specific core courses

Track specific core courses are obligatory for the students in a certain track and form the backbone of the specialization. In the second year the track specific courses are different for students coming from CEU or from ISS, to

meet the track specific learning objectives. In total the track-specific courses encompass between 21 – 32 EC depending on mobility track.

3. Elective courses

In both years students have to choose elective courses. This offers the opportunity to attune the program to the students' own interests. In principle all courses on offer at the four institutions (or the Department of Politics in the case of the University of York and the DPP at CEU) are open for Mundus MAPP students as an elective course. Annex 2 provides a list of all elective courses on offer.¹ In total the elective courses encompass between 18 – 24 EC depending on mobility track.

Practical Components

To strengthen the practical training components of the Mundus MAPP program each student has to participate in the study visit and take up an internship adding up to 6 ECTS of the study program.

4. Study visit (3 ECTS)

The study visit is a mandatory component of the first year of Mundus MAPP. It is designed to expose Mundus MAPP students to the world of policy practice. It takes place in April/May in the first academic year, and it is organized by ISS for students in all tracks, with the participation of Erasmus Mundus visiting scholars (if a scholar with a relevant profile is in residence).

The study visit consists of two days of meetings with officials from a range of organizations from the public, private and non-profit sectors such as international organizations, national and international non-governmental organizations, government agencies, think tanks and policy centers. During each meeting, a representative of the host organization will deliver a short presentation about their activities, followed by an informal exchange when students will be able (and expected) to comment and ask relevant questions.

5. Internship (3 ECTS)

Internships are a mandatory component of Mundus MAPP, and are designed to provide hands-on experience in public policy research, analysis and practice. The aim of the internship component is to facilitate the students' (re)integration into the international job market upon graduation, build networks and professional contacts at hosting organizations, and allow students to apply and re-examine theoretical knowledge gained through the coursework in light of actual experience.

Internships will take place in a relevant organization of the students' choice, such as think tanks, international organizations, national and international NGOs, professional bodies, government agencies and embassies, or research organizations. Internships are arranged by the students themselves; the Consortium institutions however offer support and advice. The tasks students undertake during the internship will vary greatly depending on the host institution's profile and expectations, but must involve substantive work such as drafting policy documents, collecting, processing and analyzing relevant data, interacting with stakeholders, or research. 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

¹ The availability of courses may vary from year to year.

literature study for policy preparation, or preparatory study for lobby and advocacy.

Research Components

Mundus MAPP includes a significant research training and independent research component, preparing students for further studies and/or jobs requiring research skills following graduation. This includes quantitative and qualitative methods among the core courses, thesis workshops, academic writing for graduate students, and two major research papers – the thesis report and thesis – students write using the acquired skills. The thesis report, thesis workshop and thesis account for approximately one quarter of the credit load in the program (33 ECTS). The thesis report and thesis will be supervised by a member of faculty each from the two institutions in the student's mobility track.

6. Thesis report (10 ECTS)

Work on the student's research project starts with a short statement of thesis topic, submitted to ISS/CEU by February 1 of year one, stating a preference for a supervisor at the first year institution, who will act as primary supervisor in academic year one. In the following month, a second supervisor from York/IBEI will be allocated to the student, with this faculty member taking over primary supervisory responsibilities from the ISS/CEU supervisors when students progress from year 1 to 2. The two supervisors will collaborate and jointly advise the student during the two years of the program until the thesis is submitted.

The thesis report should be written after coursework finishes in the first academic year. The report serves as an advanced thesis proposal which already covers considerable ground for the thesis itself, to be written in year two. The report will be a paper of 6,000 words, which includes a problem specification (research question/ rationale), initial literature review, methods and, where appropriate, hypotheses and case study selection; as well as work plan detailing deadlines the student intends to observe for writing up the different parts of the thesis. The topic of the thesis report (and by extension the thesis) should be relevant to the student's mobility track/specialization.

7. Thesis Workshop (3 ECTS)

The thesis workshop in year 2 aims to support the development of the thesis through academic and peer support. In participating in the thesis workshop, students will have the opportunity to receive important developmental feedback on their planned thesis; and in turn will be able to critically engage with, and support, the work of their peers.

The thesis workshop is intended to be developmental and therefore will be graded on a pass/fail basis only, with students receiving a pass by presenting in the workshop. Students will receive oral feedback from their thesis supervisor, workshop convenor and peers.

8. Thesis (20 ECTS)

Building on the thesis report, students continue their project in year two and submit a thesis at the end of the academic year. The thesis is individually supervised; is supported by the workshop that is assessed through an oral presentation; and is designed to assess more advanced skills of independent research.

The thesis is a 12,000 word long paper (including all references, footnotes, bibliography, appendices, and abstract) with all the attributes of scholarly work presented in accordance with IBEI or York thesis guidelines (depending on student track). If a significant change in the topic occurs in the course of the work (as compared to the thesis report), the student needs to secure approval from both supervisors. If the changed topic falls outside the expertise of the original supervisors it will not be approved.

Students will be supported throughout the process of undertaking their thesis by supervisors from their year 1 and year 2 institution. Both supervisors will be involved in shaping the thesis report, with communication between supervisors occurring in advance to ensure that there is broad coherency.

The thesis is due by June 7 (York tracks)/ July 1 (IBEI tracks). In order to complete the thesis requirement, students also need to pass an oral final examination (defense). The defense will take place in the days following the thesis submission. The defense will provide the opportunity to students to summarize their core argument, and for members of the defense committee to ask questions, thereby testing student's oral presentation and argumentation skills. The defense is graded with Pass or Fail only, which will be communicated to the student on the day of the defense.

The thesis will be jointly examined by the two institutions the student studies in with their chosen mobility track and jointly graded by the two supervisors each contributing half the final grade. Students receive detailed comments from the graders, and a single grade allocated in the York/IBEI grading scheme. A passing grade is required both in the oral defense and for the thesis itself for fulfilling the thesis requirement as a whole.

For students whose mobility track involves CEU the electronic version of the entire thesis must also be uploaded into the CEU Electronic Thesis Database (ETD). Upon submission, students will be asked to accept the terms of the ETD Electronic License Agreement. For more information please see: http://compwiki.ceu.hu/mediawiki/index.php/What_is_ETD_and_why_should_I_bother%3F.

6. RULES AND REGULATIONS

Introduction to the rules and regulations governing the Mundus MAPP program

The Mundus MAPP Academic Board is responsible for the daily management of the program and it is the principal decision making body of the Consortium.

The quality assurance of the program and the issuing of the joint degrees is the responsibility of the Joint Examinations Board, which comprises members of the Mundus MAPP Academic Board and an External Examiner.

The Mundus MAPP program consists of Coursework, Practical Components and Research Components. For those components of the program that take place entirely at one institution (the Coursework) the rules and regulations of that institution apply. For the joint components of the program (the Practical Components and the Research Components) decisions rest with the Joint Examination Board. If there is no specific rule for the joint components of the program, the general rules and regulations of the institution where the student is enrolled when undertaking the program component apply.

Course/module assessment rules

The Program comprises courses (CEU/ISS/IBEI) or modules (YORK), which are allocated a certain credit value based on notional student workload and are assigned to Masters credit level based on their academic content and objectives. Every course/module is summatively assessed in order to obtain an indication of a student's success in meeting the assessment criteria used to gauge the intended learning objectives of the course/module.

Language of assessment

The language of assessment for all program components is English. At IBEI, some elective courses are available in Spanish; in case the student chooses to take such a course, the language of assessment is Spanish.

Form of assessment

The form of assessment for a course/module, and any associated rules (e.g. for essay presentation or conduct of examinations), are determined by the institution that offers the course/module.

Institution	Summary of forms of assessment for the Course work. Full details are provided in the module descriptions.
CEU	Courses are assessed by a final paper, in combination with presentations delivered by students (graded), and/or short written assignments, and/or exams (in the case of quantitative courses). Active and informed participation may contribute part of the final grade (not more than 10-20%). http://publicpolicy.ceu.hu/programs-in-public-policy/ma-program/forms-policies
IBEI	Courses are assessed by a final paper or exam, in combination with participation in debates and practical sessions, short papers, and exercises. The specific form of assessment of each course can be found in the corresponding syllabus (at IBEI's virtual campus). General rules regarding

	the Master's assessment policy can be accessed at: http://www.ibei.org/index.php?option=com_content&task=view&id=69&Itemid=93&lang=en
ISS	Assessments are based on identifiable individual input and evidence verifiable by the Mundus MAPP external examiner. The assessment can exist of a written examination, assignment like essays and to a maximum of 15 % of group work. http://moodle.iss.nl/course/view.php?id=637
YORK	Most modules are assessed by means of an essay of 4000 words. http://www.york.ac.uk/politics/current-students/postgraduate-study/pgwr/ttenstate/

The jointly taught and examined program components are jointly assessed.

Study visit (3 ECTS)	<p>The study visit is assessed by a paper of 3,000 words. The paper will identify challenges a chosen visited organization faces, assess its operation, and provide recommendations for changes the organization should implement. Students are advised to think in advance about the topic of the paper so that they can use the occasion of the visit itself to gather relevant information. The paper is to be submitted within two weeks after the end of the study visit.</p> <p>The paper is graded by faculty from the four consortium institutions using the ISS grading scheme, double grading as required by ISS regulations (lowest and highest grades) and reassessment is possible following ISS regulations.</p> <p>In the case of CEU track students, the grade is converted to CEU grades as per the grading equivalencies table below.</p>
Internships (3 ECTS)	<p>Internships are assessed on the basis of a 1,000 word report submitted by the student and a short report from the host organization, and are graded with Pass or Fail. In case of a Fail the student will be required to resubmit a revised report within two weeks after the assessment.</p> <p>The student's report should provide a detailed description of the tasks performed, making clear the relevance of the activity for his/her studies in Mundus MAPP (e.g., making the link with a body of literature, one or several courses in year 1, or the thesis report). The report from the host organization, ideally from the student's direct supervisor, will give a brief assessment of the student's performance. Obtaining this report is the student's responsibility. Both reports are due within two weeks of completing the internship, and are to be submitted to the first year institution in their mobility tracks.</p> <p>For CEU track students, internships may be substituted with 'Policy labs', whereby teams of students work on a consulting project for a specific client under faculty supervision during the academic year. The credit value of Policy Labs will be the same as internships, but assessment methods and the timing will differ. CEU track students will be provided with further information on Policy Labs by CEU upon enrollment. CEU-track students may complete an internship as well as Policy Lab, in which case the latter will count as an elective course taken for Pass or Fail, therefore not affecting the final GPA.</p>
Thesis Report (10 ECTS)	<p>Work on the student's research project starts with a short statement of thesis topic, submitted to ISS/CEU by February 1 of year one. . In the following month, two academic supervisors will be allocated to the student (one from each track). The ISS/CEU supervisors will take over primary supervisory responsibilities in the first year, while York/IBEI supervisors fulfill this role in year two. The two supervisors will collaborate and jointly advise the student during the two years of the program until the thesis is submitted.</p> <p>The thesis report should be written after coursework finishes in the first academic year. The report serves as an advanced thesis proposal which</p>

	<p>already covers considerable ground for the thesis itself, to be written in year two. The report will be a paper of 6,000 words (including all references, footnotes, bibliography, appendices, and abstract), which includes a problem specification (research question/ rationale), initial literature review, methods and, where appropriate, hypotheses and case study selection; as well as work plan detailing deadlines the student intends to observe for writing up the different parts of the thesis. The topic of the thesis report (and by extension the thesis) should be relevant to the student's mobility track.</p> <p>The report is due by September 1 of year two, and is jointly graded by the two supervisors, each contributing half the final grade. Students receive detailed comments from the graders, and a single grade allocated in the ISS/CEU grading scheme.</p> <p>A third institution from the Consortium will be called in if the discrepancy between two supervisors is too large, as defined by the institution's rules where the thesis report is submitted (because that is the grading system used). For CEU that would be 1 point difference, for ISS that would be 10 points difference. If a third institution has to be brought in the final grade will be determined 1/3 – 1/3 – 1/3 each from the three graders. The student will receive a single final grade and all the comments from the examiners.</p>
<p>Thesis Workshop (3 ECTS)</p>	<p>The thesis workshop in Year 2 is intended to be developmental and therefore will be graded on a pass/resubmit basis only by the workshop convener, with students receiving a pass by successfully presenting in the workshop.</p> <p>During the workshop students will receive oral feedback from their thesis supervisor, workshop convener and peers. After the workshop students will receive written feedback provided by the supervisor of York/IBEI.</p>
<p>Thesis (20 ECTS)</p>	<p>The thesis is due by June 7 (York tracks)/ July 1 (IBEI tracks) and is jointly graded by the two supervisors each contributing half the final grade. Students receive detailed comments from the graders, and a single grade allocated in the York/IBEI grading scheme.</p> <p>The second supervisor from York/IBEI will take over primary supervisory responsibilities from the ISS/CEU supervisors when students progress from year 1 to 2. The two supervisors will collaborate and jointly advise the student during the two years of the program until the thesis is submitted.</p> <p>In order to complete the thesis requirement, students need to pass an oral final examination (defense). The defense will take place in the days (or week) following thesis submission. The defense will provide the opportunity to students to summarize their core argument, and for members of the defense committee to ask questions, thereby testing student's oral presentation and argumentation skills. In the case of CEU track students, the defense committee consists of a member of faculty from York/IBEI, a member of faculty from CEU, and an external member (i.e., an academic not affiliated with York/IBEI or CEU); the latter two may participate through video or phone conference. A member of the committee who is of senior academic rank chairs the committee. In the case of ISS track students, the committee consists of two members of faculty from IBEI/York. The defense is graded with Pass or Fail only, which will be communicated to the student on the day of the defense. A passing grade is required both in the oral defense and for the thesis itself for fulfilling the thesis requirement as a whole.</p> <p>When the thesis is graded, a third institution will be called in if the discrepancy between two supervisors is too large, as defined by institution's rules where the thesis is submitted (because that is the grading system used): for IBEI a 2 points difference and for York if the</p>

	degree classification would be affected (qualitative criteria). If a third institution has to be brought in the final grade will be determined 1/3 – 1/3 – 1/3 each from the three graders. The student will receive a single final grade and all the reports from the examiners.
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Penalties for late submission and over-length assignments

Penalties for year 1 courses/modules, the study visit, the internship, and the thesis report are determined by the regulations of the relevant year 1 institution. Penalties for year 2 courses/modules, the thesis workshop and the thesis are determined by the regulations of the relevant year 2 institution.

Institution	Summary of penalties
CEU	<p>If not specified otherwise, each business day exceeding the deadline will result in a reduction of 0.2 points (CEU grading scheme) from the final grade. Lecturers may set up different requirements. In case the grade reductions result in a failing grade students are allowed one retake, and the procedure for retakes applies.</p> <p>https://publicpolicy.ceu.hu/programs-in-public-policy/ma-program/forms-policies</p> <p>Penalties, if any, for over-length assignments are determined by the individual course instructors.</p>
IBEI	<p>Unless valid mitigating circumstances or otherwise specified by the course instructors, late submission is not accepted at IBEI and results in a Fail. Penalties, if any, for late submission and over-length assignments are determined by the individual course instructors and are indicated in the course's syllabus.</p>
ISS	<p>When an assignment is submitted after a deadline set without an extension approved by the ISS Board of Examiners points are subtracted according to a schedule in Art. 17.8 of the ISS regulations on Teaching and Assessments</p> <p>http://moodle.iss.nl/course/view.php?id=637</p>
YORK	<p>All work submitted late, without valid mitigating circumstances, will have ten percent of the available marks deducted for each day (or part of each day) that the work is late, up to a total of five days, including weekends and bank holidays. After five days, the work is marked at zero. The penalty for submitting late on a pass/fail module is a fail. There are no penalties for over-length assignments, but markers are not obliged to read any more than 4,000 words.</p> <p>http://www.york.ac.uk/about/departments/support-and-admin/registry-services/guide/</p> <p>http://www.york.ac.uk/politics/current-students/postgraduate-study/pgwrittenstate/</p>

Grading scale

The four Consortium institutions use four different grading schemes for course/module assessments. All year 1 courses/modules (including the thesis report) are graded using the relevant year 1 institution's grading scheme (with the exception of the study visit assessment which is graded using ISS' grading scheme, with the translation of grades to CEU's grading scale in the case of students studying at CEU). All year 2 courses/modules are graded using the relevant year 2 institution's grading scheme (with the exception of the internship, graded with Pass/Fail, based on the requirements in Section 6 above). Grading equivalencies across the four institutions are indicated in the table below:

Mundus MAPP grading equivalencies

	ISS		CEU		York	IBEI	ECTS	
Description	Grade	Point	Grade	Point	Point	Point	Grade	%
Excellent	A	90-100	A	3.68-4.00	70-100	90-100	A	10
Very Good	B+	80-89	A-/B+	3.17-3.67		70-89.99	B	25
Good					60-69	60-69.99	C	30
Satisfactory	B	70-79	B+/B	2.84-3.16		55-59.99	D	25
	C	60-69	B/B-	2.34-2.83	50-59			
Pass	-	-	C+	2.33		50-54.99	E	10
Fail	F	0-59	F	0	0-49	0-49.99	F	-

When determining the final overall grade for degree award purposes, a different scheme, the Mundus MAPP final results ECTS conversion table is used (see table below in the section on Award regulations). Only the overall grade for the first year and the overall grade for the second year are translated into the scheme leading to a final overall grade where both years account for 50% of the grade.

Grading procedure

The grading procedure for a course/module is determined by the institution that offers the course/module (see below) with the exception of the jointly taught and examined courses/modules (see previous section on program structure on the assessment of joint program components).

Institution	Summary of grading procedures for modules (not including the study visit, thesis report, internship, thesis workshop, and thesis)
CEU	Work is single-graded by the course instructor and is not anonymously submitted. http://www.ceu.hu/sites/default/files/Student_Rights.pdf
IBEI	Work is single-graded by the course instructor(s) and is not anonymously submitted. http://www.ibei.org/index.php?option=com_content&task=view&id=69&Itemid=93&lang=en
ISS	Work is single-graded by the course leader and is anonymously submitted. All assignments (or parts thereof) involved in the calculation of a grade need to be graded by a second member of the staff if the grade is 62 or lower, or 90 or higher. http://moodle.iss.nl/course/category.php?id=21
YORK	Work is marked anonymously by two examiners (a third examiner may be appointed if the two examiners cannot agree on a mark http://www.york.ac.uk/politics/current-students/postgraduate-study/pqwrittenstate/

Feedback to students on their work

All the institutions will ensure that students receive prompt and constructive feedback on submitted work.

Institution	Summary of feedback procedures
CEU	Grades are released to students as soon as they are available, and communicated to the Students Records Office within one month of the examination or assignment deadline. Individual grades are entered into the

	<p>University Information System; an online platform where each student has an account showing his/her transcript. Written feedback is provided on every written work submitted, normally on feedback forms (the format of the forms may differ slightly between courses). Students also get feedback on oral presentations; upon request this feedback takes a written form.</p> <p>https://publicpolicy.ceu.hu/sites/default/files/field_attachment/page/node-2540/student-handbook-2011.pdf; http://www.ceu.hu/sites/default/files/Student_Rights.pdf (4.1.4)</p>
IBEI	<p>Grades are released to students as soon as they are available, and communicated to the Students Office within one month of the examination or assignment deadline. Written feedback is provided on every written work submitted. Non-final oral presentations, papers and exercises submitted throughout the term are graded in accordance with the criteria specified in each syllabus; corresponding grades are released to students as soon as they are available.</p> <p>Individual final grades are entered into IBEI's Virtual Campus, an online platform where each student has an account showing his/her transcript.</p>
ISS	<p>The grades shall be issued to the students on behalf of the ISS Board of Examiners within 20 working days after the exam date or the assignment deadline. These dates are announced in the Academic Calendar. In exceptional circumstances the ISS Board of Examiners may decide otherwise. The ISS Board of Examiners shall inform the students of any delay occurring in relation to the issuance of grades and feedback stating the reason for the delay. In the case of exams, feedback will take the form of either a 'model answer' or individual comments per exam script.</p> <p>In the case of essays, feedback will be provided on an assessment form provided by the ISS Board of Examiners, supplemented by more detailed comments on the essay content.</p> <p>http://moodle.iss.nl/course/category.php?id=21</p>
YORK	<p>Marks are released to students as soon as they are available, and always within 6 weeks of submission of the relevant piece of assessed work. Individual marks are emailed directly to students and the full run of marks is made available on the graduate notice board.</p> <p>Written feedback is provided on at least one piece of formative work per module per term. It is at the discretion of module tutors to decide what form this work should take; examples include procedural essays, seminar presentations, and assessed essay plans.</p> <p>Feedback will also be given on assessed essays on a feedback form which is released after internal marks have been agreed and students notified of them; its aim is constructive and oriented towards helping candidates to improve their written work in the future.</p> <p>http://www.york.ac.uk/politics/current-students/postgraduate-study/pg-writtenstate/</p>

Reassessment opportunities

The timing and nature of reassessment opportunities for a course/module are determined by the regulations of the institution that offers the course/module or, in case of a joint program component, where the student is enrolled when undertaking the component, the two relevant Consortium institutions coordinate this decision.

Institution	Timing and nature of reassessment opportunities for Course work
CEU	<p>Students who fail to achieve the minimum pass grade during an examination or for course work are allowed one retake. The form of retakes should be the same as, or similar to, the form of the original examination/assessment. If more than one examination or assignment is failed during a given academic course, granting a retake is at the discretion of the Head of Department. A satisfactory retake means the demonstration of a passing performance. The maximum grade allocated in a retake assessment is "RP" (2.33 grade points). Within 14 days of receiving course grades,</p>

	<p>students can contact their departmental coordinator or the Student Records Office for any observed administrative error.</p> <p>http://www.ceu.hu/sites/default/files/Student_Rights.pdf (9.4)</p>
IBEI	<p>Students who fail to achieve the minimum pass grade in a compulsory or pathway core course are allowed one retake. The form of retakes should be the same as, or similar to, the form of the original examination/assessment.</p> <p>Unless otherwise specified by the course instructor, students who fail to achieve the minimum pass grade in an elective course are not allowed to retake, but can compensate for that course in the following term.</p>
ISS	<p>Students who have obtained an overall grade of less than 60 for a course are given the opportunity of one reassessment of their work for that course. A re-assessment applies to the whole course, not to separate course components. The re-assessment is graded on a scale from 0 – 100, but the final grade for the course as a whole is capped at 60. In case of a re-assessment the grade of the re-assessment is the final grade (even if this grade is lower than the original grade).</p>
YORK	<p>Students who fail to achieve the minimum pass mark in a core, track-specific or elective module (other than joint components, see below) are allowed one retake. Reassessment takes the form of a resubmission of a revised version of the original piece of work.</p>

Reassessment opportunities for joint assessed program components

Study visit (3 ECTS)	<p>Reassessment is possible following ISS regulations. Students who have obtained an overall grade of less than 60 for a course are given the opportunity of one reassessment of their work for that course. The re-assessment is graded on a scale from 0 – 100, but the final grade for the course is capped at 60. In case of a re-assessment the grade of the re-assessment is the final grade (even if this grade is lower than the original grade).</p>
Internships (3 ECTS)	<p>Internships are graded with Pass or Fail. In case of a Fail, the student will be required to resubmit an improved report within two weeks after the assessment.</p>
Thesis Report (10 ECTS)	<p>If the final grade for the Thesis Report is below the pass threshold (CEU: 2.33, ISS: 60), the student can resubmit a revised Thesis Report by a date determined by the Joint Examination Board, but no later than October 31 of the second year. A re-submitted Thesis Report cannot be graded higher than the minimum pass grade. Consortium institutions, depending on their own regulations, may not provide supervision for the re-submission of the Thesis Report.</p>
Thesis Workshop (3 ECTS)	<p>Thesis Workshops are graded with Pass or Fail. In case of a Fail the student will be required to resubmit an improved report within two weeks after the assessment.</p>
Thesis (20 ECTS)	<p>If the final grade for the Thesis is below the pass threshold (York \pm 50, IBEI: 50), the student can resubmit a revised Thesis by a date determined by the Joint Examination Board, but no later than November 15 of the second year. A re-submitted Thesis cannot be graded higher than the minimum pass grade. Consortium institutions, depending on their own regulations, may not provide supervision for the re-submission of the Thesis Report.</p>

Mitigating circumstances

Mitigating circumstances for year 1 courses/modules (including the study visit, the thesis report and the internship) are dealt with by the relevant year 1 institution in accordance with its general regulations, in consultation with the year 2 institution. Mitigating circumstances for year 2 courses/modules (including the thesis) are dealt with by the relevant year 2 institution in accordance with its general regulations, in consultation with the year 1 institution. All actions taken in relation to mitigating circumstances are

reported to the Joint Examinations Board to ensure that, as far as possible, there is a consistency of approach.

Institution	Summary of mitigating circumstances procedures
CEU	Mitigating circumstances issues are dealt with by the Head of Department. https://publicpolicy.ceu.hu/programs-in-public-policy/ma-program/forms-policies http://www.ceu.hu/sites/default/files/Student_Rights.pdf
IBEI	Mitigating circumstances issues are dealt with by the course instructor and IBEI's Director.
ISS	Mitigating circumstances are dealt with by the ISS Board of Examiners. http://moodle.iss.nl/course/category.php?id=21
YORK	Mitigating circumstances are dealt with by the Mitigating Circumstances Committee within the Department of Politics. https://www.york.ac.uk/students/support/academic/mitigation/

Academic misconduct

Issues of potential academic misconduct for year 1 courses/modules (including the study visit, the thesis report and the internship) are dealt with by the relevant year 1 institution in accordance with its general regulations, in consultation with the year 2 institution. Issues of potential academic misconduct for year 2 courses/modules are dealt with by the relevant year 2 institution in accordance with its general regulations, in consultation with the year 1 institution. All actions taken in relation to academic misconduct are reported to the Joint Examinations Board to ensure that, as far as possible, there is a consistency of approach.

Institution	Academic misconduct procedures
CEU	CEU Department of Public Policy documents: https://publicpolicy.ceu.hu/programs-in-public-policy/ma-program/forms-policies CEU Student Rights, Rules and Academic Regulations: http://www.ceu.hu/sites/default/files/Student_Rights.pdf CEU Code of Ethics: http://www.ceu.hu/sites/default/files/P-1009-1%20Code%20of%20Ethics%20amended%20signed.pdf
IBEI	IBEI's Student Guidelines specify the procedures dealing with academic misconduct: http://www.ibeio.org/index.php?option=com_content&task=view&id=69&Itemid=93&lang=en
ISS	ISS rules are explained in annex 3 of the students charter http://moodle.iss.nl/course/category.php?id=21
YORK	Students are required to take and pass a VLE-based Academic Integrity tutorial. http://www.york.ac.uk/about/departments/support-and-admin/registry-services/guide/ http://www.york.ac.uk/about/departments/support-and-admin/registry-services/guide/

Appeals against a course/module grade

Appeals against a course/module grade delivered by one consortium institution only are dealt with in accordance with that institution's general regulations as per the table below. For joint program components specific rules apply (see below).

Institution	Appeals against a course/module grade
CEU	Students may appeal the grades they are assigned for courses, exams or major pieces of written work that pertain to courses for which

	<p>the department is responsible. Appeals must be submitted to the Head of Department, in writing, no more than seven days after the grades are posted. The written statement must set out the reasons for the request for review of the grade. The HoD will assess the student's request for review of the grade, and, if a review is merited, convene an Ad Hoc Academic Review Committee consisting of two faculty members. The Committee will determine the final grade. In the event that the HoD is responsible for the grade that is being appealed, another faculty member will take his/her place. The Academic Review Committee will only accept cases for review in which the final grade is based on a judgment error by the grading lecturer or in cases in which discrimination has occurred. If the Academic Review Committee accepts the appeal it will ask the grading lecturer to revise the grade. If the grading lecturer leaves the initial grade unchanged, the Academic Review Committee will ask a member of the faculty for a new assessment and the grade will be final. In case of judgment error the final grade may be worse than the initial grade. In case of discrimination the final grade cannot be worse than the initial grade. This procedure does not affect the student's general rights to appeal as set out in CEU's Student Rights, Rules, and Academic Regulations.</p>
IBEI	<p>There is no right to appeal against the academic judgement of examiners. Appeals against individual module grades are only permitted on the grounds that a procedural irregularity has occurred, OR that the assessment was conducted unfairly or improperly, OR that relevant mitigating circumstances exist and there was a good reason why these could not have been presented at the appropriate time or the examiners made aware of them before a decision on academic performance was made.</p>
ISS	<p>Students may appeal against any grade awarded for a course. The appeal must be made in writing via the Students' One-Stop-Shop in Moodle within four weeks after the publication of the grades by, or on behalf of, the ISS Board of Examiners. Neither illness, nor holidays shall be regarded as valid reasons for late submission of appeals. The ISS Board of Examiners shall only consider appeals that have been properly substantiated by the student, who must clearly indicate why the grade given is considered to be unfair. The ISS Board of Examiners shall decide on the admissibility of the appeal within two weeks from the day the appeal was received. If the ISS Board of Examiners considers the appeal admissible, it shall make a decision within six weeks from the day the appeal was received. Therefore the ISS Board of Examiners shall submit the assignment and/or the examination to an additional (internal or external) examiner. The additional examiner shall receive the letter of appeal accompanied by the assessment, the work done by the student, the original grade(s) and the accompanying comments. The additional examiner shall be asked to judge both the student's work and the grade and comments given originally, and shall set out his or her judgment in a written report to the ISS Board of Examiners. When the Board of Examiners accepts the appeal to be valid, it shall determine the final grade and inform the student and staff concerned of its decision.</p>
YORK	<p>There is no right to appeal against the academic judgement of examiners. Appeals against individual module marks are only permitted on the grounds that a procedural irregularity has occurred, OR that the assessment was conducted unfairly or improperly, OR that relevant mitigating circumstances exist and there was a good reason why these could not have been presented at the appropriate time or the examiners made aware of them before a decision on academic performance was made.</p> <p>https://www.york.ac.uk/students/help/appeals/</p>

Appeals in the case of joint program components

Appeals against the grade for the study visit, internship, thesis report, thesis workshop or the thesis must be made in writing, within two weeks of receiving the grade, to the administrative coordinator of the program (CEU) within two weeks of receiving the decision. The administrative coordinator will forward it to the Mundus MAPP Academic Board

Appeals against individual course/module grades, that are joint program components, are only permitted on the grounds that (i) a procedural irregularity has occurred, OR (ii) that the assessment was conducted unfairly or improperly, OR (iii) that relevant mitigating circumstances exist and there was a very good reason why these could not have been presented at the appropriate time or the examiners made aware of them before a decision on academic performance was made.

The Mundus MAPP Academic Board will decide if the appeal is permissible and if so, in the case of (i) and (ii) will ask one or both of the institutions grading the work to appoint a new examiner(s). The grade(s) of the new examiner(s) will replace those of the original examiner(s). In the case of (iii) the student will be given a resubmission opportunity without penalty.

If a member of the Board could be perceived as having a conflict of interest in any case (e.g. through his/her involvement in the assessment process which is being challenged), s/he will be replaced by a nominated alternate from the same institution.

7. AWARD REGULATIONS

Summary

To be eligible for the award of the Erasmus Mundus Masters in Public Policy, a student must undertake the program of study as approved by the Mundus MAPP Academic Board, and obtain at least 120 ECTS at Masters level (with at least 60 ECTS in year 1 at either ISS or CEU and 60 ECTS in year 2 at either IBEI or York). Successful students receive a joint award from the two institutions that they have attended i.e. CEU and York, or CEU and IBEI, or ISS and IBEI, or ISS and York.

The assessment of the program is overseen by the Joint Examinations Board, which comprises members of all the Consortium institutions and an External Examiner.

The Consortium reserves the right not to issue the Degree if the student has not fulfilled all obligations to the Consortium, financial and/or otherwise.

The coordinating institution (CEU) keeps a register of the certificates issued. No detailed information of the transcript shall be disclosed without the explicit consent of the student concerned.

The Mundus MAPP Degree certificate shall be accompanied by academic transcripts of records, issued by the authorities of the institutions the student attended in his/her mobility track, as well as a Diploma Supplement. The transcript is a list which specifies all the components of the MA Program and the grades obtained in assessments.

Course/module grades

The program comprises courses (CEU/ISS/IBEI) or modules (YORK), which are allocated a certain credit value based on notional student workload and are assigned to Masters credit level based on their academic content and objectives. Every course/module is summatively assessed in order to obtain an indication of a student's success in meeting the assessment criteria used to gauge the intended learning objectives of the course/module. Credit is awarded upon passing a course's/module's assessment. All courses/modules taken count towards the calculation of final grade point averages and degree awards (class of degree) (i.e., bad grades cannot be substituted by taking extra courses/modules), but students may take courses over and above the required 60 ECTS credits to be earned at CEU, ISS, and IBEI during their enrollment period in the given institutions. Each course/module carries one numerical grade (and may in addition carry a letter grade) except for the internship, the thesis workshop and the oral thesis defense, which are designated as pass/fail. All course/module grades are provisional until ratified by the Joint Examination Board.

Progression

Progression to year 2 of the program is dependent on obtaining 60 ECTS from either ISS or CEU in year 1, with a minimum GPA of 2.66 at CEU and 60 at ISS. This must include all year 1 core and track-specific courses/modules, (including the study visit and the thesis report), and may be following

reassessment (see below). In the absence of 60 ECTS credits or the above minimally required GPA, a student's enrollment is terminated; this decision is communicated by the first year institution the student attended. Progression decisions are ratified by the Joint Examinations Board prior to the start of year 2.

The duration of validity of the assessments

The assessment of courses that have been completed successfully have a restricted validity. Results of partly completed programs shall not be valid after 3 years from when a student started the Program.

Reassessment

Reassessment is an opportunity for students to redeem failure for the award of credit to meet progression and award requirements. A student is entitled to reassessment in year 1 and year 2 courses/modules (including the thesis) in accordance with the section on 'Reassessment opportunities' detailed above. A student may only be reassessed in a particular course/module on one occasion. Grades obtained following reassessment are capped at the bare pass grade.

Termination

A student who cannot meet the award requirements specified below, due for instance to failing a mandatory course component and having exhausted his/her reassessment opportunities during his/her studies, will have his/her registration terminated immediately. This decision is communicated by the first year institution in the case of failure in year 1 and the second year institution in the case of failure in year 2. Termination decisions are ratified by the Joint Examinations Board.

Award requirements

The Erasmus Mundus Masters in Public Policy will only be awarded on the basis of credits accumulated as part of the approved program of study. Students must obtain at least 120 ECTS at Masters level with at least 60 ECTS in year 1 at either CEU or ISS with a minimum GPA of 2.66 at CEU and 60 at ISS, and 60 ECTS in year 2 at either IBEI or York with a minimum GPA of 50.

Merit and distinction

Students shall receive the Degree 'with distinction' if their overall average grade falls within the distinction band of the Mundus MAPP award scale (see conversion table below) AND the grade for their thesis falls within the distinction band of the Mundus MAPP award scale.

Students shall receive the Degree 'with merit' if they have obtained their overall average grade falls within the merit band of the Mundus MAPP award scale AND the grade for their thesis falls within the merit or distinction band in the Mundus MAPP award scale

The overall average grade is calculated as follows:

1. the credit-weighted mean (average grades) of year 1 courses/modules (with any resit grades capped at a bare pass) is calculated (these grades are on the year 1 institution's grading scale)

2. the credit-weighted mean (average grades) of year 2 courses/modules (with any resit grades capped at a bare pass and the pass/fail internship course/module discarded from the calculation) is calculated (these grades are on the year 2 institution's grading scale)
3. the means (average grades) for years 1 and 2 are translated into grades on the Mundus MAPP award scale
4. the mean (average grades) of the two converted figures is calculated

Students who are not eligible to receive the Masters award will not receive a lower degree award. Students who do not receive the Masters award do, however, have the right to obtain a transcript showing the courses/modules and grades received. Individual consortium institutions may also issue a certificate of attendance in line with their internal regulations.

Mundus MAPP award scale conversion table

ECTS		Mundus MAPP award scale		ISS	CEU	York	IBEL
Grade	%	Grade	Point	Point	Point	Point	Point
A	10	Distinction	100	100-98	3.98-4.00	98-100	100
A		Distinction	99	96-97	3.95-3.97	95-97	99
A		Distinction	98	95	3.92-3.94	92-94	98
A		Distinction	97	94	3.89-3.91	89-91	97
A		Distinction	96	93	3.86-3.88	86-88	96
A		Distinction	95	92	3.82-3.85	83-85	95
A		Distinction	94	91	3.79-3.81	80-82	94
A		Distinction	93	90	3.76-3.78	77-79	93
A		Distinction	92	89	3.73-3.75	74-76	92
A		Distinction	91	88	3.70-3.72	71-73	91
A		Distinction	90	87	3.67-3.69	70	90
B	25	Merit	89	86	3.63-3.66	69	89
B		Merit	88	85	3.60-3.62	68	
B		Merit	87		3.57-3.59	67	88
B		Merit	86	84	3.53-3.56	66	
B		Merit	85		3.50-3.52	65	
B		Merit	84	83	3.47-3.49	64	87
B		Merit	83		3.43-3.46	63	
B		Merit	82	82	3.40-3.42	62	
B		Merit	81	81	3.37-3.39	61	85
B		Merit	80	80	3.33-3.36	60	
C	30	Satisfactory	79		3.29-3.32	59	84
C		Satisfactory	78	79	3.26-3.28		
C		Satisfactory	77		3.23-3.25		83
C		Satisfactory	76	78	3.19-3.22	58	
C		Satisfactory	75		3.16-3.18		82
C		Satisfactory	74	77	3.13-3.15		
C		Satisfactory	73		3.09-3.12	57	81
C		Satisfactory	72	76	3.06-3.08		80
C		Satisfactory	71		3.03-3.05		79
C		Satisfactory	70	75	3.00-3.02	56	78
D	25	Pass	69	74	2,99	55	76-77
D		Pass	68		2.97-2.98		74-75
D		Pass	67	73	2,96		72-73
D		Pass	66	72	2.94-2.95	54	71
D		Pass	65		2.92-2.93		70

D	Pass	64	71	2.90-2.91		68-69	
D	Pass	63	70	2.89	53	67	
D	Pass	62		2.87-2.88		66	
D	Pass	61	69	2.85-2.86		65	
D	Pass	60	68	2.83-2.84	52	64	
E	10	Pass	59	67	2.82	51	63
E		Pass	58		2.80-2.81		62
E		Pass	57	66	2.79		61
E		Pass	56	65	2.77-2.78		60
E		Pass	55		2.75-2.76		58-59
E		Pass	54	64	2.73-2.74		56-57
E		Pass	53	63	2.72		54-55
E		Pass	52	62	2.70-2.71		52-53
E		Pass	51	61	2.68-2.69		51
E		Pass	50	60	2.66-2.67	50	50
F		Fail	49	59	2.65		49
F		Fail	48	58			48

Appeals regarding termination of enrollment or degree award

The procedures for appeal against individual course/module grades and joint program components are described above.

Appeals regarding termination of enrollment or the award of the degree or the class of the degree will normally only be permitted on the grounds that a procedural irregularity has occurred.

If a student wishes to appeal a consortium decision as above, s/he must file the appeal in writing to the administrative coordinator of the program (CEU) within two weeks of receiving the decision. The administrative coordinator will forward it to the Mundus MAPP Board. The Board will consider the case and take a decision within 6 weeks of receiving the case.

If a member of the Board could be perceived as having a conflict of interest in any case (i.e. s/he has been involved in taking decisions relevant to the student's appeal case), s/he will be replaced by a nominated alternate from the same institution who has an understanding of the Program but has not been involved in taking decisions relevant to the student's appeal case.

Graduation ceremonies

Successful Mundus MAPP graduates will be invited to the graduation ceremonies of the two institutions they attended at the end of their studies, after both academic years have been completed. The Consortium is unable to provide financial support for covering travel costs.

8. MUNDUS MAPP STUDENT REPRESENTATIVES, FEEDBACK AND PROGRAM EVALUATION

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 2011-2012 have been:

- Malinda Wink, CEU: Wink_Malinda@student.ceu.hu
- Ariel Gomez Fuentes, IBEI: agomez@campus.ibei.org
- Jesse Harber, ISS: 364673jh@student.eur.nl
- Karolina Kroliczek, YORK: kk652@york.ac.uk

The existing student representatives may be contacted until the 2012-14 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.

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, the resident student representative will be invited to the Mundus MAPP Board meetings 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 study visit (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.

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. 28). If the problem cannot be resolved locally they may turn to the coordinators of the Consortium.

9. MUNDUS MAPP CONSORTIUM ADMINISTRATION AND COMMUNICATION

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 Neil Carter (YORK)
- Dr Pablo Pareja (IBEI)
- 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.

The quality assurance of the program and the issuing of the joint degrees is the responsibility of the Joint Examinations Board, which comprises members of the Mundus MAPP Academic Board and an External Examiner.

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

At Central European University:

Agnes Batory
batorya@ceu.hu

Henriett Griecs
griecsk@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:

Neil Carter
neil.carter@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/groups/mundusmappgroup/>.

You are welcome to join!

10. TRAVELING SCHEDULES

The first year students start in either CEU or ISS. 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 CEU and ISS. On the websites of those institutions more information is available on traveling, settling in and how to find your way around.

Contact Persons:

CEU:

Ms Andrea Horvath, Admissions Coordinator

email: horvatha@ceu.hu

Tel: +36-1/327-3272

Orientation information for CEU:

<http://www.ceu.hu/studentlife/onlineorientation>

ISS:

Ms Ank van den Berg, Head of Student Office

Email: vdberg@iss.nl

Phone: +31-70/4260-0516

Orientation information for ISS:

http://www.iss.nl/prospective_students/accommodation_and_student_life/

Students moving from year 1 institutions to year 2 institutions will be contacted about general information and visa procedures by year 2 institutions by the spring of the first year.

Students moving from The Hague or Budapest to York:

Queries related to the British visa should be addressed to:

Ms Caroline Carfrae, Graduate Administrator, Department of Politics

Email: caroline.carfrae@york.ac.uk

Phone: +44-1904/323-561

Orientation information for YORK:

<http://www.york.ac.uk/study/student-life>

Students moving from The Hague or Budapest to Barcelona:

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

Housing

CEU, Budapest

Since the CEU Residence Center cannot house the entire student body, students need to find rented accommodation in Budapest. Experience shows that with the help of the Student Life Office, it does not take longer than two weeks to find appropriate rented accommodation.

At the beginning of the academic year the Student Life Office offers access to a database of apartments and helps students finding a flat to rent. In addition, from August 15 to October 7 there will be an assistant in the Apartment-search Office helping students to find apartments.

Contact: apartmentsearch@ceu.hu

More information:

<http://www.ceu.hu/studentlife/onlineorientation/accommodation>

IBEI, Barcelona

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

More

information:

http://www.ibei.org/images/stories/documentos/IBEIguiastudiant11%28GB%29_03.pdf page 35

ISS, The Hague

ISS has its own housing facilities. Many of the ISS' students residences are situated on the purpose-built campus adjacent to the ISS building. As a rule, ISS tries to allocate to all ISS students a room in one of its hostels. Although living 'off-campus' is possible, most students choose to live in one of the ISS Student Hostels.

More

information:

http://www.iss.nl/prospective_students/accommodation_and_student_life/

York

The University of York provides both catered and self-catered on-campus accommodation.

More

information

<http://www.york.ac.uk/colleges/derwent/accommodation/>

11. FINANCIAL INFORMATION

The most important document detailing financial information, scholarship and tuition fee conditions is the Acceptance Letter and Enrollment 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. Students should keep and study carefully this letter as it contains the legal and financial conditions of studies.

Erasmus Mundus scholarships

In the 2012-14 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 or to offer financial assistance to students enrolled on a self-financing basis;
- 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 CEU		Students studying at ISS	
September	4,000 EUR (travel and installation costs) + 1,000 EUR (stipend)	September	4,000 EUR (travel and installation costs) + 1,000 EUR (stipend)
October	1,000 EUR	October	1,000 EUR
November	1,000 EUR	November	1,000 EUR
December	1,000 EUR	December	1,000 EUR
January	1,000 EUR	January	1,000 EUR
February	1,000 EUR	February	1,000 EUR
March	1,000 EUR	March	1,000 EUR
April	1,000 EUR	April	1,000 EUR
May	1,000 EUR	May	1,000 EUR
June	1,000 EUR	June	1,000 EUR
July	1,000 EUR	July	1,000 EUR
August	1,000 EUR	August	1,000 EUR
Total	16,000 EUR	Total	16,000 EUR

Year 2

Students studying at IBEI		Students studying at YORK	
September	4,000 EUR (travel and installation costs) + 1,000 EUR (stipend)	August	1,000 EUR (stipend advance for September paid out by CEU/ISS)
October	1,000 EUR	October	4,000 EUR (travel and installation costs) + 1,000 EUR (stipend)
November	1,000 EUR	November	1,000 EUR
December	1,000 EUR	December	1,000 EUR
January	1,000 EUR	January	1,000 EUR
February	1,000 EUR	February	1,000 EUR
March	1,000 EUR	March	1,000 EUR
April	1,000 EUR	April	1,000 EUR
May	1,000 EUR	May	1,000 EUR
June	1,000 EUR	June	1,000 EUR
July	1,000 EUR	July	1,000 EUR
August	1,000 EUR	August	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 CEU	
September 2012	500 EUR	September 2013	500 EUR
October 2012	500 EUR	October 2013	500 EUR
November 2012	500 EUR	November 2013	500 EUR
December 2012	500 EUR	December 2013	500 EUR
January 2013	500 EUR	January 2014	500 EUR
February 2013	500 EUR	February 2014	500 EUR
March 2013	500 EUR	March 2014	500 EUR
April 2013	500 EUR	April 2014	500 EUR
May 2013	500 EUR	May 2014	500 EUR
June 2013	500 EUR	June 2014	500 EUR
July 2013	500 EUR	July 2014	500 EUR
August 2013	500 EUR	August 2014	500 EUR
Total	6,000 EUR	Total	6,000 EUR

Year 2

Students studying at York		Students studying at IBEI	
		September 2013	500 EUR
October 2012	550 EUR	October 2013	500 EUR
November 2012	545 EUR	November 2013	500 EUR
December 2012	545 EUR	December 2013	500 EUR
January 2013	545 EUR	January 2014	500 EUR
February 2013	545 EUR	February 2014	500 EUR
March 2013	545 EUR	March 2014	500 EUR
April 2013	545 EUR	April 2014	500 EUR
May 2013	545 EUR	May 2014	500 EUR

June 2013	545 EUR	June 2014	500 EUR
July 2013	545 EUR	July 2014	500 EUR
August 2013	545 EUR	August 2014	500 EUR
Total	6,000 EUR	Total	6,000 EUR

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

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 admission are the same for all students regardless of source of funding, therefore the general conditions of eligibility apply to self-financing students as well.

Tuition fee

In the 2012-14 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.

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 Enrollment Confirmation Form, and currently stipulates the payment of fees twice a year, one around the time of enrollment 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.

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

No additional university charges

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)

The costs of the study visit (normally a two or three-day trip to another European city from Budapest or The Hague) are also to be borne by the students.

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	500 EUR	In dormitory: 405 EUR
CEU	80,000 HUF	In rented apartments: 300 EUR
IBEI	350 EUR	In rented apartments: 350-400 EUR

ANNEXES

ANNEX I: Mundus MAPP academic calendar

ANNEX II: Overview of track-specific curriculum

OVERVIEW OF DATES AND DEADLINES IN THE MUNDUS MAPP PROGRAM*

For details on the time schedule in the different institutes contact the consortium partner involved

Year 1 (2012-2013)

September 2012	Students start in Budapest/The Hague
February 1, 2013	Students submit Thesis Report proposal
March 1, 2013	Supervisors of year 1 and 2 institute decide on thesis supervisors for both years and inform the students
March 2013	Students to be informed on the logistics and course requirements for the study visit by ISS
April 1, 2013	Students submit internship proposal to CEU
May 1, 2013	Students submit internship proposal to ISS
April/May 2013	Study visit – report due within two weeks after the study visit
June - September 2013	Internships – reports due within two weeks after completion of the internship
September 1, 2013	Thesis report submission deadline
October 7, 2013	Thesis report results to students
October 31, 2013	Resubmission deadline for failed Thesis Reports
November 30, 2013	Results for resubmitted Thesis Reports (failure results in immediate termination of registration)

Year 2 (2013-2014)

September/October 2013	Students move to York/Barcelona
April 2014	Thesis Workshop
June 7, 2014	Thesis submission deadline at York, oral defense in the week after the submission
July 1, 2014	Thesis submission deadline at IBEI, oral defense in the week after the submission
September 7, 2014	Joint Examinations Board decides on final grades of Thesis, results communicated to students
October 15, 2014	Final date for appeal against grade
November 15, 2014	Resubmission deadline for failed theses
December 1, 2014	Joint evaluation of resubmitted Theses
January 2015	Graduation

*Please note that deadlines may vary over the various institutions, this is related to the planning of the course work and the end of terms that vary over the various institutions.

ANNEX II: Overview of track-specific curriculum

European Public Policy

Year 1 at CEU

	ECTS	Term
Core Courses	22	
Quantitative Methods	4	1
Qualitative Methods	4	1
Policy Process and Policy Analysis	8	1
Microeconomics for Public Policies	6	1
Track Specific Courses	14	
Jean Monnet Module in European Integration	8	1
Macroeconomics for Public Policy	6	2
Elective Courses	12	2
Study Visit	3	3
Thesis Report	10	3
Total year 1	61	

Year 2 at York

	ECTS	Term
Core Courses	14	
Public Management and Delivery	7	Spring
Global Governance	7	t.b.a.
Track Specific Courses	10	
Public Policy in the European Union	10	Autumn
Elective Courses	10	A/S
Internship²	3	
Thesis Workshop	3	
Thesis	20	
Total year 2	60	

² Internships normally take place in the first academic year.

Global Public Policy

Year 1 at CEU

	ECTS	Term
Core Courses	22	
Quantitative Methods	4	1
Qualitative Methods	4	1
Policy Process and Policy Analysis	8	1
Microeconomics for Public Policies	6	1
Track Specific Courses	14	
Jean Monnet Module in European Integration	8	1
Macroeconomics for Public Policy	6	2
Elective Courses	12	2
Study Visit	3	3
Thesis Report	10	3
Total year 1	61	

Year 2 at IBEI

	ECTS	Term
Core Courses	12	
Public Management	6	1
Global Governance	6	2
Track Specific Courses	12	
International Relations	8	1
International Political Economy	4	2
Elective Courses	10	1/2
Internship³	3	
Thesis Workshop	3	
Thesis	20	
Total year 2	60	

³ Internships normally take place in the first academic year.

Governance and Development

Year 1 at ISS

	ECTS	Term
Core Courses	18	
Comparative Public Policy	5	1
Development Economics and Public Policy	5	1
Research Methods	8	2/3
Track Specific Courses	21	
Thinking about Governance and Institutions	5	1
Contemporary Capitalism and Governance: neo-liberalism and beyond	8	2
Global Governance and Development: debating liberal internationalism	8	3
Elective Courses	8	2/3
Study Visit	3	3
Thesis Report	10	3
Total year 1	60	

Year 2 at York

	ECTS	Term
Core Courses	14	
Public Management and Delivery	7	Spring
Global Governance	7	t.b.a.
Track Specific Courses	10	
Theories and Policies of Development Governance	10	Autumn
Elective Courses	10	A/S
Internship⁴	3	
Thesis Workshop	3	
Thesis	20	
Total year 2	60	

⁴ Internships normally take place in the first academic year.

Political Economy and Development

Year 1 at ISS

	ECTS	Term
Core Courses	18	
Comparative Public Policy	5	1
Development Economics and Public Policy	5	1
Research Methods*	8	2/3
Track Specific Courses	21	
Thinking about Governance and Institutions	5	1
Contemporary Capitalism and Governance: neo-liberalism and beyond	8	2
Global Governance and Development: debating liberal internationalism	8	3
Elective Courses	8	2/3
Study Visit	3	
Thesis Report	10	
Total year 1	60	

Year 2 at IBEI

	ECTS	Term
Core Courses	12	
Public Management	6	1
Global Governance	6	2
Track Specific Courses	12	
International Relations	8	1
Development Economics	4	2
Elective Courses	10	1/2
Internship⁵	3	
Thesis Workshop	3	
Thesis	20	
Total year 2	60	

⁵ Internships normally take place in the first academic year.