

Departmental Policy on Erasmus Exchanges for Students
*Adopted by the Department of Political Science on February 4, 2010;
revised January 16, 2014*

The department is proud to have a high number of study agreements with various institutions across Europe to enable Erasmus Exchanges for students. The list of these agreements is available at the departmental secretariat and on the website of the Academic Cooperation and Research Office (ACRO).

Conditions:

- Students in the two-year MA program should apply for Erasmus Exchange only upon completion of their second semester and prior to the winter semester of their graduation year. Those students who intend to participate in the Erasmus Program must adjust their study plan at CEU accordingly, thus they must successfully pass all the mandatory and mandatory elective courses prior to the semester spent abroad – i.e. in their first year of study. Students on an Erasmus scholarship are also required to pre-arrange an individual study plan as early as possible to ensure they complete the “Thesis Writing” course while abroad, as well as submit all pertaining MA thesis drafts by the deadlines set in the program.
- Students on an Erasmus scholarship must also make arrangements with the foreign institution if the timing of the teaching semesters differ in order to ensure they are back on campus for their final teaching semester.
- Students in the one-year MA program should apply for Erasmus Exchange only in exceptional cases, only with prior departmental approval.
- Doctoral students should apply for Erasmus Exchange only after passing the comprehensive exam and the prospectus defense.

Procedure:

- Students that intend to apply for an Erasmus Exchange should seek out the departmental coordinator and the faculty member in charge of administering the Erasmus program as soon as they decide to apply for an exchange arrangement in order to agree on a detailed individual study plan to complete all degree requirements.
- Applicants should prepare their application package based on the ACRO requirements and they have to indicate the courses they intended to register for at the receiving institution and provide detailed information on these in order to assess whether these

would satisfy credit requirements for their degree at CEU. Only those applications will be endorsed by the department that meet the above criteria.

- The Erasmus program of the CEU is coordinated by the Academic Cooperation and Research Office (ACRO). ACRO announces several calls for applications per year; students must follow the deadlines for these calls. Applicants that have been endorsed by the department have to submit a completed application form, a template for the learning agreement, the acknowledgment of the receiving institution, and two letters of recommendation. These forms are available at the ACRO office.

Applicants should also study the Erasmus Student Charter as well as the Mobility Principles that provide additional information on the Erasmus Exchange program.