Guide to the Master’s Program in European and Mediterranean Studies (Updated: July 15, 2019)

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Introduction: Guide to Progressing Through the MA Program in European and Mediterranean Studies

Note: The Center for European and Mediterranean Studies is also referred to as CEMS or the Center.

This Guide provides a detailed explanation of requirements and procedures to assist master’s students in European and Mediterranean Studies to navigate the program successfully. This guide includes two kinds of requirements: a) those determined by the department, and b) those determined by NYU’s GSAS (Graduate School of Arts and Sciences). The GSAS Policies and Procedures Manual supersedes all CEMS forms and guidelines, except in cases where CEMS has imposed additional requirements and/or stricter standards.

Program Contact Information, Advisors, and Administrators

General Advisement and Inquiries
The CEMS Assistant Director (Mikhala Stein Kotlyar: ms7357@nyu.edu) can be contacted to clarify any program requirements, procedures, and policies, including for approval of courses outside of the Center.

CEMS Administrative Aide (Anastasia Skoybedo: as8551@nyu.edu) may also be contacted for general inquiries and questions regarding course registration.

Academic Advisement and Inquiries
Graduate Students are assigned to an academic advisor upon entry into the program. Generally, the graduate advisor is the faculty instructor of the Graduate Research Seminar course, who will be introduced to students during the CEMS new student orientation (last week of August). For 2019-2020, the Graduate student advisor is Professor Jasmine Samara.

The CEMS Director (Professor Stephen Gross: stephengross@nyu.edu) can be contacted for any academic questions, concerns, or advising.

CEMS Faculty
View faculty bios, including affiliated faculty, who are members of different departments but teach courses or provide programming under CEMS.

M.A. in European and Mediterranean Studies: Coursework and Program Requirements

To graduate from the CEMS Master’s Program in European and Mediterranean Studies, students must complete a total of 32 credits, with 12 required credits, and 20 elective credits.

Typical Course Plan
Below is a general guide to complete the degree within 12 months with 4-point courses across 3 semesters of study (fall, spring, and summer). Variations, while not common, are possible – e.g., taking 14 credits in fall and spring by enrolling in a 2-credit course each
semester, or up to 16 credits in any given semester. Please consult the assistant director if you wish to customize your course plan.

- Three (3) 4-credit courses in the fall semester, including the required What is Europe? seminar;
- Three (3) 4-credit courses in the spring semester, including the required Graduate Research Seminar;
- Two (2) 4-credit courses during the summer term, including the Independent Study course, through which students work on completing their thesis projects in close coordination with the Graduate Research Seminar instructor. The second 4-credit course can be completed in a variety of ways – students can either take an NYU summer course totaling 4-credits or complete an internship for 4-credits.

In addition to taking courses that are offered by CEMS, students are encouraged to take elective courses at various departments at NYU, such History, International Relations, French Studies, Italian Studies, German Studies, etc.

CEMS students are also eligible to take a total of two (2) courses at Columbia University through the Consortium program. Please refer to the Consortium section below for detailed instructions.

**Required Courses (12 points total)**

Students must pass all required courses with a C- or better.

**What is Europe? (EURO-GA 2301)**
Fall Semester, 4 points
This course is a comprehensive introduction to foundational ideas of European Studies, with an emphasis on providing a broad overview of current political, economic, social and cultural issues in Europe. The course is also envisioned as an aide to students in exploring potential ideas for their Master’s theses, with the goal of each student having an established thesis topic by the end of the course.

**Graduate Research Seminar (EURO-GA 3000)**
Spring Semester, 4 points
This course is designed to help students make significant progress towards their final M.A. thesis. It will explore a wide range of methodological and theoretical approaches to topics in European and Mediterranean Studies for students to consider as they decide how to structure, research and write their thesis. Each session will be divided into two parts. The first part will consist of a discussion of assigned scholarly articles and book chapters. Students will be expected to make comments about the strengths and weaknesses of each assigned reading as they assess how effectively the authors use sources to make specific arguments. The presentations and activities will help students refine their topics, frame a set of relevant research questions, and determine the most suitable approach for answering these questions with compelling arguments. They will also allow each student to become more effective (and comfortable) at speaking about their projects’ contributions to the scholarly literature on the subject, while also preparing students to explain their works’ significance to people with no
Independent Study: MA Thesis (EURO-GA 3900)
Students must register for the EURO-GA 3900 course over the summer, as this is an indicator that they are completing their thesis research. Students may travel abroad to complete their research. Students generally submit the first draft of their thesis during the last week of July, and a final draft of their thesis during the last week of August. Defenses generally take place during the first and second week of September.

Elective Requirement (20 points)
Electives can be taken at various department across NYU—as long as the course has a significant focus on Europe (more than 50% of class time), it will be counted as fulfilling the program requirements. If you are unsure if the course is eligible to satisfy the elective requirement, please e-mail the syllabus to CEMS (european.studies@nyu.edu).

The MA Thesis
Overview
The Master's in European & Mediterranean Studies program culminates with the MA thesis, an independent research project that students carry out under the direction of a CEMS-appointed primary thesis advisor (generally, the professor instructing the Graduate Research Seminar course) and a second reader, whom the student selects with the help of the primary thesis advisor and/or CEMS director. The second reader can be a faculty member at CEMS or at another department at NYU.

Students begin meeting with the Graduate Research Seminar instructor during the fall semester to refine their research topic and to complete a few initial assignments in preparation of their research. These initial steps during the fall are not related to any course. Students then formally begin work on their thesis paper in the spring semester in conjunction with the 4-credit Graduate Research Seminar (EURO-GA 3000). This Seminar provides students with the necessary support and structure to research and write their thesis. The bulk of the research and writing is completed during the summer semester as independent supervised research in conjunction with the 4-credit Independent Study (EURO-GA 3900).

The final project takes the form of a paper that could potentially be appropriate for submission to a scholarly journal in the social sciences. The thesis should be approximately 15,000 words in length with either 1.5 or double spacing for the main text (approximately 50-60 pages), and include a bibliography following a recognized style (preferably Harvard). Thesis projects are allowed to be 10% higher or lower than the approximate length. The

background in European and Mediterranean Studies and academia more broadly. Students should be prepared to provide and receive constructive criticism about their writing style, the methodology they have chosen, and their strategies for completing a thesis-length project. Students are to undertake a number of relatively small projects throughout the course. These projects will serve as building blocks that will contribute to a final research project. They are intended to help students think through the different steps of researching and writing their thesis, and to make progress towards completing it. Students will make their final presentations during a simulation of an academic conference, where they will present their work, receive comments from a discussant and answer questions from the audience.
reference list/bibliography and appendices are NOT included in this word limit. Pages must be numbered. A high standard of presentation, grammar and spelling is expected.

Each thesis must be read and approved by the primary thesis advisor and a second reader. As a final step, students give an oral defense of their thesis with their primary and secondary readers.

The thesis provides students with an opportunity to write a substantial piece of scholarship on a topic of interest using the research skills and knowledge they developed during their master’s course work and the Graduate Research Seminar. The thesis will demonstrate the following skills:

- Defining and outlining a research topic
- Defining a clear research question
- Identifying the salient issues
- Finding or generating the relevant information
- Evaluating its reliability and validity
- Weighing up the evidence on all sides of a debate
- Arriving at a well-argued conclusion
- Organizing and presenting the results of the project critically, cogently, and coherently – as well as orally during the thesis defense

**Choice of Thesis Topic & Question**

The thesis component of the degree allows students to pursue topics of interest without the restrictions of a taught course with a specific content. The thesis only requires a fit with the general themes and concerns of the MA program. Students should pursue the topic(s) that truly interest them and, ideally, that allow them to take advantage of the research specialties available at CEMS and related departments at NYU such as History, International Relations, Politics, Economics, Sociology, Anthropology, Middle East & Islamic Studies, Russian & Slavic Studies, French Studies, German Studies, Portuguese & Spanish Studies, Italian Studies, and Irish Studies. Students need to find a manageable topic – one that has not been researched excessively nor so under-researched that there is no literature available for the student to build on.

Students should select their thesis topic in consultation with the instructor of the Graduate Research Seminar (who will be announced to the students during the CEMS MA Orientation). If preferred by the student and approved by the Seminar instructor, an alternative faculty member with whom the student wishes to work and who is a subject specialist of the potential topic can serve in place of the Seminar instructor as the primary reader.

The MA thesis is an original research project or may develop from a previous seminar paper. If the thesis develops from an existing research paper, it must be distinct enough and expanded, in terms of scope and depth, from the original paper.

Students should first read relevant literature on the topic of interest to them, and then focus more specifically on a research question. This is of fundamental importance as it will ensure
that the thesis has a clear focus. It is not the same as the research topic; it is a specific question that you want to try and answer. The research question needs to be defined with care. The student’s thesis supervisor/primary reader will help with this. The research question is integral to the structuring of the dissertation.

**The Thesis Supervisors – Primary Reader and Secondary Reader**

Students will meet with the CEMS Graduate Research Seminar instructor midway through the fall semester of the program to discuss their proposed thesis topic and to identify a secondary reader. The Seminar instructor will, by default, serve as the primary reader for all thesis projects. When appropriate, and with the approval of the Seminar instructor, students may choose another CEMS professor to serve as the primary reader, particularly if this alternative faculty member has the knowledge and/or subject expertise that makes more sense for the student’s topic – in which case the Seminar instructor will serve as the secondary reader. Once a thesis topic and the primary and secondary readers are designated, the CEMS director must approve any changes.

A faculty member’s acceptance to serve as the student’s secondary reader – or to serve in place of the Seminar instructor as the primary reader – is at the discretion of the faculty member. Faculty members with a heavy teaching load or external commitments may not take on students every semester. It is best to reach out to potential thesis readers as early as possible to avoid disappointment.

If students arrange for an alternative faculty member to serve in place of the Seminar instructor as the primary reader, students should arrange to meet regularly with that faculty member during the academic year – and to coordinate for their primary reader to review the work the student completes for the thesis during the Graduate Research Seminar. Although the Seminar instructor will be monitoring student progress in meeting draft deadlines set for the summer, it is the student’s responsibility to coordinate reviews of the drafts with the alternative primary reader.

NYU faculty hold regular office hours in the fall and spring semesters. In January Term and Summer Sessions I & II, students should book appointments with their primary reader by email. It is recommended that students continue to meet on a regular basis with their primary reader in person or virtually during J-Term and Summer Sessions.

On the rare occasion the supervisory relationship with the primary reader does not work and breaks down, immediately contact the CEMS director to address the issue. Students should not attempt to write their thesis alone – all thesis projects must have two readers, one of which is the primary reader. The MA thesis requires the approval of two faculty members – ONE faculty member must be a full-time faculty member at NYU. Students cannot submit their thesis for graduation without two readers.

**Methodology**

As the student chooses a topic and defines a research question, he/she will also have to decide upon the conceptual approach, or ‘methodology’, to adopt. Methodology concerns the relationship between the theoretical stance and the manner in which the student conducts
the investigation. Students will learn more deeply about the various conceptual approaches they can adopt during the Graduate Research Seminar.

**Research**
The summer sessions are used to perform research that will support the thesis project. Students often travel to Europe during the summer and incorporate the field work into their projects. Less commonly, some students manage to do field research during the January term or spring recess.

**Thesis Length and Components**
The thesis should be approximately 15,000 words (approximately 60 pages if double spaced with 1-inch margins, Time New Roman font). The bibliography and appendices are not included in this word limit.

Components of the thesis generally include:

- **Introduction** (2-3 pages): a clear statement of the problem/question researched, a thorough discussion of the background or context which defines the issues at stake, and a brief statement of the argument (i.e., thesis/major findings).
- **Literature Review** (i.e., discussion of the conceptual frameworks. 6-8 pages): discussion of how this research relates to the work of other scholars who studied the topic and addressed similar issues. This section – which involves grouping the existing research into different ‘schools,’ ‘types,’ or ‘debates’ – will include the different ways in which previous and current researchers have addressed the topic and the conclusions they have drawn. The literature review situates the research topic and approach in relation to different debates. It also defines/discusses the theoretical underpinnings of the main concepts used to discuss the research topic and findings.
- **Research design** (2 pages): a brief description of the way in which the research was conducted, the types of sources consulted, and the methodology followed to collect and analyze the data. This section may also require a brief discussion of the validity of the evidence presented to back up the argument.
- **Main body – description, discussion, and analysis of findings** (45-50 pages)
- **Conclusion** (3-6 pages): a summary of your findings that includes a well-elaborated statement of your argument and a brief description of the significance or contribution of your research.

The **thesis cover page** must follow the below format:

[Thesis title]
by
[Student name]
A thesis submitted in partial fulfillment of the requirements for the degree of Master of Arts in European and Mediterranean Studies
New York University
[Month] [Year]
Primary Reader’s name printed [Primary Reader’s signature]
Secondary Reader’s name printed [Secondary Reader’s signature]

**Thesis Completion Dates, Defense, and Grading**

Students complete their thesis research and write their thesis during the summer terms (May – August) in conjunction with the Independent Study (EURO-GA 3900). The first draft of the thesis is generally due at the end of July, with the final copy due at the end of August. The department will email students the exact dates during the spring semester.

The Graduate Research Seminar instructor (who is either the primary or secondary reader) provides a letter grade for the Independent Study, based on the student’s work during the summer towards meeting deadlines for drafts of the thesis and for the quality of the final copy.

The thesis defense take place during the first week of September. Students are responsible for finding a faculty member to serve as their second reader and for reporting the readers’ names and contact information to the CEMS administrative aide. The CEMS administrative aide will set up the thesis defense date/time with the primary and second readers.

Defenses last approximately an hour and can take place either in person or via Skype. Defenses are not graded, but are required in order to complete the MA degree program.

**Immediately following the defense, students must submit the Master’s Thesis Reader Sheet (one for each reader) and title page (one copy signed by each reader) to the CEMS administrative aide. Students must also submit a PDF of their final paper on the day of their defense.** *(If the student or one of the readers are attending via Skype, the CEMS admin aide will assist in getting the signature.)*

*Students will have a chance to edit their final thesis copy based on feedback provided during the defense. Students will have one week to make the edits, and re-submit their final copy to the CEMS administrative aide. CEMS will retain a copy of the thesis for its records.*

**Human Subjects Research**

Students whose research meets the criteria for human subjects research must file a protocol with the University Committee on Activities Involving Human Subjects. Because students are not permitted to submit human subject protocols to the UCAIHS, advisors will be asked to serve as Principal Investigators on student UCAIHS submissions. However, students will be expected to complete the submission as “primary contact” and provide the submission to advisors to review and submit on their behalf. Guidelines for completing an UCAIHS protocol are available [online](#).

**Internships for Credit**

Students may receive 4 elective credits for paid or unpaid out-of-class internships. Students may work up to 20 hours per week at credit-bearing during the academic year, and longer if internship is taken in the summer semester. Summer semester internships must be for a
minimum of 180 hours between May – August in order to earn 4-credits.

Securing an internship is the responsibility of the student. Internships in the United States are an open, competitive process and the Program does not have any special arrangements to place students into specific internships. However, CEMS students continually excel at securing internships at leading institutions in NYC and beyond. Please refer to the Wasseran Center for Career Development for resources.

Students are encouraged to evaluate internships carefully, and consult the resources prepared by the Wasserman Center as they consider whether to pursue a particular internship. Additionally, students must review the GSAS Policy on Internships for Academic Credit.

Students will receive academic credit for an internship by registering for EURO-GA 3902, for four credits.

Before registering for EURO-GA 3902, visit the CEMS Graduate Students Internship page to review internship policies, requirements and instructions. If you have any questions, please contact the CEMS assistant director (Mikhala Stein Kotlyar: ms7357@nyu.edu).

Required internship registration: Students taking internship for credit must report it to the Wasserman Center prior to starting the internship. The process is as follows:

- Log in to NYU CareerNet with your username and password, or register for a new account at https://nyu-csm.symplicity.com/students/.
- Click your cursor on “My Account” and select “Career Outcomes.” If you are unable to select “Career Outcomes,” please contact the Wasserman Center in order activate this resource.
- Select “Add New.” Please note that the “Add New” button will only be visible if you already have profile content included under the “Personal” and “Academic” tabs.
- Fill out the required information regarding your placement and select “Submit.”

International students: Foreign students with questions about whether an internship qualifies as Curricular Practical Training (CPT) or otherwise confirms to their visa’s work authorization standards are advised to consult the Office of Global Services.

Language Requirement
Students must demonstrate proficiency in one language other than English. Students demonstrate proficiency in a foreign language by completing one of the following:

1. Passing the GSAS foreign language proficiency examination. See Foreign Language Proficiency Exam (FLPE) for dates and registration for the language placement exams. At the latest, the student should register for the exam the semester prior to their graduation. Please note if the student does not pass the exam prior to graduation, they will need to postpone graduation.
2. Completing an advanced-level foreign language course with a grade of B or better at NYU or another accredited institution (student must submit official transcript as proof of completion); or
(3) completing secondary education or undergraduate degree in an institution where language of instruction is not English.

**Additional Requirements Related to Coursework**

*Required course grades:* Students must complete required coursework with a B (3.0) or better to complete the MA.

*Academic Probation:* Students may be put on academic probation if their GPA is less than 3.0, if they have several incompletes, or if the department deems their progress inadequate. If the terms of probation are not met, students may be dropped from the program.

*Incompletes:* If a student receives an incomplete, it turns to an F if it is not made up by the beginning of the second semester following the semester in which it was given. For example, an incomplete received at the end of fall semester must have the grade submitted before the beginning of the fall semester of the following year; an incomplete received at the end of spring semester must have the grade submitted before the beginning of the next spring semester. This deadline can be extended for up to a year if the professor of the course agrees and the student submits a request for extension to GSAS.

**Dual Degree Programs**

**Dual Degree (MA/MSLS) in European & Mediterranean Studies and Library & Information Science**

This program allows students to earn an M.A. degree in European and Mediterranean Studies, from NYU’s [Graduate School of Arts and Science](https://www.gss.nyu.edu/), and a Master of Science in Library and Information Science (M.S.L.I.S.) from Long Island University's Palmer School of Library and Information Science. It is designed for students interested in careers as subject specialists or scholar librarians in academic, research, or cultural institutions. The Palmer School’s Manhattan location is housed in NYU's Bobst Library, where all classes are held. To learn more about the program and how to apply, visit the [Palmer School's website](https://www.palmer.nyu.edu/).

**Advanced Certificate in Museum Studies**

The M.A. degree in European and Mediterranean Studies may be combined with an Advanced Certificate in Museum Studies for those interested in pursuing a museum career. This joint option requires completion of 48 points: 24 in CEMS and 24 in Museum Studies. Eight points from Museum Studies may be counted toward the 32 points normally required for the M.A. in European and Mediterranean Studies. For Advanced Certificate in Museum Studies requirements, please contact the program at museum.studies@nyu.edu.

**Registration, Maintenance of Matriculation, and Graduation**

GSAS expects students to be enrolled in courses in all Fall and Spring semesters until the degree requirements are fulfilled. Students who are not taking courses, but still working to complete other requirements, such as thesis, internship or language, must be enrolled in Maintenance of Matriculation (see MM section below).
Students who have a hold on their account blocking them from registration should review the hold message and contact the correct office to resolve the hold. Typically, these are due to arrears in the payment of tuition, fees, loans, or other charges (including housing, dining, library fines, and other activities or services). Please visit the University Bursar website for all pertinent tuition and payment information.

Some courses have a waitlist function for students to waitlist for the course and be enrolled if a spot opens up. We encourage students to use the swap function when waitlisting for courses especially if students are enrolling in a full course load for the said semester. If you are already enrolled in a full course load, even if a spot opens for your waitlisted course, the system will bypass you and enroll the next student on the waitlist. Please review Albert help guide on the waitlist and swap functions (page 10).

Students must be aware of the registration calendar and withdrawal/refund schedule deadlines. If students drop or withdraw from courses, W grades and tuition and registration fee charges are subject to university policies. Please review the NYU Student Information and Resources in detail.

**Electives and Approval for Out of Department Electives**

Most CEMS courses are open for enrollment, meaning that they do not require special permission from the instructor or Center before a student may register.

Students are allowed to take electives outside of CEMS, as long as the courses they wish to take have a significant focus on Europe and/or Mediterranean. **In order to ensure that a non-CEMS course is eligible to satisfy the elective requirement, please e-mail the syllabus to CEMS (european.studies@nyu.edu).**

Non-CEMS course offerings taken towards elective points may require permission of the instructor and/or the program offering the course. Students should contact the program offering the course to make sure they will be able to enroll in the course when registration begins.

**Permission codes**: Generally, students wishing to take electives in GSAS only need to contact the professor for permission. For courses that require a permission code to register, students must contact the respective department to request it. CEMS cannot provide permission codes for courses offered by other departments.

**Cross-School Registration**

Students may take courses in other schools at NYU to complete their elective requirements. Students should confirm with CEMS (European.studies@nyu.edu) that the course they hope to take apply towards their degree (i.e., the course has a significant focus on Europe).

Enrollment in courses at other schools at NYU typically requires completion of a registration form. Cross-School registration instructions are provided on the NYU Student Information and Resources site. For example, Stern Graduate course enrollment requires submission of
their cross-school registration form by the student’s academic advisor (CEMS assistant director, on behalf of the CEMS director). Likewise, Law School course enrollment requires submission of their cross-school registration form. Please note that other schools may have different academic and registration schedules, but CEMS MA students must abide by the Graduate School’s registration appointments and drop/add deadlines outlined here. If you have questions, please contact European.studies@nyu.edu.

**Graduate students may not enroll in undergraduate courses for course credit.**

**Taking courses through the Consortium at Columbia University**

There is a special Consortium agreement between CEMS and the Center for European Studies at Columbia University that allows students in these two departments to take courses at NYU or Columbia. CEMS students are encouraged to browse the Columbia University course listing page to see if there are any courses of interest. CEMS students are allowed to take a maximum of 2 courses at Columbia.

When a student has found a course that they would like to take it is their responsibility to reach out to the professor to ask for their permission to take the course. When that permission has been granted, the student needs to ask CEMS Administrative Aide for a special Consortium form that they will need to fill out and take to Columbia University for signatures. The form remains with the Columbia University administrator for grade entry upon completion of the course. The student will also need to register for the GSAS-GA 2000 “dummy” course.

Please note that most courses at Columbia University are 3-credit courses. CEMS students taking a course through the Consortium may need to enroll in a 1-credit Independent Study course (EURO-GA 3900) during their course of studies in order to complete the 32-credits required for the MA in European and Mediterranean Studies. EURO-GA 3900 may be for one (1) credit only. The EURO-3900 course must be sponsored by a CEMS professor and requires a written proposal of study prepared by the student and signed by the faculty prior to the start of the semester for which the Independent Study credit is requested. The proposal will be presented to the CEMS director and require his/her written approval. A grade should be assigned at the completion of the study. Independent studies may not be used to give credit for work experience, including paid or unpaid internships. The written proposal must include a research subject, research question(s), reading list, and writing assignment with a 5-page minimum (double-spaced with a 1” margin). (EURO-GA 3900 Independent Study is voluntary for faculty and does not involve course credit for the volunteer instructor.)

**Add/Drop Periods and procedure**

Students should familiarize themselves with pertinent dates and deadlines for the add/drop period in a given semester, which can be found on the [NYU Student Information and Resources site](#). Courses may be dropped after the drop/add period (with a grade of W) by utilizing the Class Withdrawal Request Feature in Albert.

**Maintenance of Matriculation**

Students must maintain continuous enrollment in the CEMS MA program from the time of
matriculation to graduation. To maintain enrollment, a student must enroll in courses each fall, spring, and summer semester until that degree is granted. (As per the GSAS Policies and Procedures Manual, section 5.1). If a student is not registered for coursework in a given semester, they must register for Maintenance of Matriculation (MAINT-GE 4747). If a student is not taking any courses in the summer semester but is receiving a travel research grant, they must register for Maintenance of Matriculation.

Note regarding fees: Students who have completed their coursework may register for MAINT-GA 4747 and pay the matriculation fee and the registration and services fee through the semester of their graduation. Payment of the fees entitles students to use the libraries and other research facilities, consult faculty members, and participate in University activities. There are no fees for summer maintenance of matriculation, unless the student was not registered in the spring semester.

Students who remain enrolled in the program for longer than 12 months are responsible for paying 100% of the associated MM, registration and services, and health insurance fees. Non-registration of MM for two consecutive semesters will result in the student being dropped from the MA program for non-payment at the beginning of the next MM period.

**Full-Time Equivalency (FTE)**

The University designates full-time coursework automatically to students enrolled in a minimum of 12 points in one semester (the two summer sessions combined are regarded as one semester). Half-time status is defined as enrollment in at least 6 points in one semester.

Equivalency may be granted only for purposes of insurance, student loans, scholarships or visa status. To qualify for full-time equivalency (FTE) you are expected to spend no less than 40 hours per week on a combination of coursework and/or appropriate activity required by the program. 20 hours per week is required for half-time equivalency (HTE). Graduate students may request to be certified as having full-time or half-time equivalency for an academic semester without enrolling in the minimum required points if a student is working full time on the thesis and registered for the EURO-GA Independent Study for completing the MA thesis.

Students who wish to apply for equivalency must contact the CEMS assistant director (Mikhala Stein Kotlyar: ms7357@nyu.edu) before the first day of classes in the semester for which equivalency is needed. Students must be registered for courses before equivalency can be posted on their record. Equivalency is updated every semester and must be requested every semester that it is needed. The program and school will not be held liable for any loans returned to the lender as a result of late processing of the equivalency application; students are fully responsible for investigating the terms, conditions, and deadlines related to their loans.

You are not eligible for equivalency if you are not registered for any credit-bearing coursework; therefore, students registered for a leave of absence or zero credit courses will not be considered for equivalency.
Applying for Graduation

When students are in their final semester of the program, they must apply for graduation in the Student Center in Albert. Please note that you should select “Summer” as your graduation term. The application procedure, along with a list of graduation deadlines, can be found in the NYU Student Information and Resources site.

MA students are responsible for reviewing the transcript prior to graduation and ensuring they have enough credits to graduate, as well as that any incomplete grades have been resolved.

Other University Requirements, Resources and Guidelines

Academic Integrity

In the European and Mediterranean Studies MA Program, and at NYU more broadly, students are expected and required to adhere to the highest standards of scholarship, research, and academic conduct. Students who engage in academic dishonesty will be subject to review and the possible imposition of penalties in accordance with the standards, practices, and procedures of NYU and its college and schools. Violations may result in a failure on a particular assignment, a lower course grade, failure in a course, suspension or expulsion from the University, or other penalties.

Students are often encouraged to seek outside assistance from tutors, writing coaches, and online resources. Such behavior is permitted when the intellectual contribution of completed work is that of the student, and when outside assistance is appropriately acknowledged.

However, outside assistance must never contribute to intellectual content. Assignments, research papers, and other materials submitted for evaluation or review must be the student’s own in its entirety if the work is attributed to one student. Group assignments must be the work of all students in the group.

Following are examples of behaviors that compromise the academic and intellectual community of NYU. This list is not exhaustive. Students requiring clarification on acceptable and forbidden behavior should consult relevant faculty members and University resources (including, but not limited to, the academic integrity statement online):

- Plagiarism: presenting others’ work without adequate acknowledgement of its source, as though it were one’s own.
- Cheating: deceiving a faculty member or other individual who assesses student performance into believing that one’s mastery of a subject or discipline is greater than it is by a range of dishonest methods.
- Any behavior that violates the academic policies set forth by the Center for European and Mediterranean Studies and the Graduate School of Arts and Sciences.

Tuition and Fees

The NYU Office of the Bursar is the central billing and collection point for New York
University. Students are advised to contact the Bursar’s office for assistance with matters related to tuition and fees. Information is available online.

**Immunization**

Before the first semester that students are enrolled, they must submit documentation to the Student Health Center verifying that they have been immunized for measles, mumps, rubella and meningitis. Failure to provide this information can result in de-enrollment from classes and being prohibited from entering University facilities. More information is available here.

**Time Limit**

Master’s students must complete all requirements for the degree within 5 calendar years of first enrollment in that master’s program (as per the GSAS Policies and Procedures Manual, section 5.6.1).

**Resources for International Students**

The resource at NYU for immigration and visa questions is the Office of Global Services (OGS). Questions related to visas, work eligibility, and Curricular Practical Training (CPT) and Optional Practical Training (OPT) should be directed to OGS. OGS may be reached through their website: http://www.nyu.edu/global/visa-and-immigration.html

**Guidelines on Accommodation for Students with Disabilities**

Students may have a disability that requires some accommodation such as extra time on exams. Any NYU student needing an accommodation for a disability is required to register with the Moses Center for Students with Disabilities. This must be done in advance of requesting and being granted an accommodation. The Moses Center will explain the required process. The Moses Center may be reached through their website: https://www.nyu.edu/life/safety-health-wellness/students-with-disabilities.html

**Guidelines on Accommodation for Religious Holidays**

NYU policy on student observance of religious holidays

**Other Student Resources**

The Graduate School of Arts and Sciences provides a comprehensive array of services to GSAS students, ranging from admissions and financial aid counseling to wellness services. A complete list of resources is available through the Graduate School of Arts and Sciences.