MA Course Handbook  2003-2004

University of Lancaster

MA in Society and Politics,
MA in Economy and Society
MA in Society and Culture

at the

Centre for Social Studies
Warsaw

IFiS PAN, Pałac Staszica, 72 Nowy Świat
00-330 Warsaw
Course handbook contents

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The Permanent Faculty of the Centre for Social Studies

Chairman    Professor Andrzej Rychard
Lecturers    Professor Sven Eliaeson
             Associate Professor Sławomir Kapralski
             Assistant Professor Henryk Banaszak

Academic Director   Dr John Fells

English language teaching    Holly Bouma

Visiting Lecturers

Daniel Bertaux    Annamaria Orla-Bukowska
Michał Federowicz   Wiktor Osiątyński
Mirosława Grabowska    Piotr Płoszajski
Leslie Holmes         Piotr Przytuła
Jan Kubik            Joanna Regulska
Zdzisław Mach         Tamas Rudás
Mirosława Marody      Jacek Wasilewski
Jiří Musil

All staff, permanent and visiting, have visiting hours when they will be available to see students. Students should arrange to see staff at those times or by special appointment. Visiting hours will be posted on staff doors and on the Departmental noticeboard.

Advisory Board

An Advisory Board of internationally known scholars gives advice on the academic strategy of the Centre for Social Studies.

Board members are as follows:

Chris Bryant (University of Salford)    Steven Lukes (NYU)
Zsuzsa Ferge (ELTE Budapest)    Claus Offe (Humboldt University, Berlin)
George Kolankiewicz (SSEES/UCL London)    John Urry (Lancaster University)
**Aims of the MA Programme**

The taught MA programme may be followed on an intensive basis over 12 months, or (particularly for those in full time employment) as a programme in which courses are followed over 18 months. The programme aims to provide a basic foundation in social theories and in research methodologies, with a particular focus on Eastern and Central Europe. Students may choose one of three ‘tracks’ focusing on the political, economic or cultural aspects of social life. Within each ‘track’ students are encouraged to develop their own ideas using the theoretical and methodological tools to which they will be introduced. The most important part of the programme is the research project which students undertake throughout their time at the Centre and which must be presented in a dissertation at the end of the programme [ie September 4th 2004 for intensive study students and September 9th 2005 for other students]. Students can themselves choose the subject of their project, but are encouraged to explore some aspect of their own society or environment, preferably in comparative perspective. By providing a variety of optional elements, the course aims to encourage students to develop their own interests and skills in the way most appropriate for them.

The programme is supplemented by a series of guest lectures by distinguished visitors and experts throughout the year. An opportunity is also provided for students to meet guest lecturers on a less formal basis.

**Links with other institutions**

The MA degree is validated by Lancaster University, UK. Lancaster is among the top rated research universities in Britain and has one of the leading social science faculties in Britain, with a large postgraduate community and active research culture. The Centre for Social Studies, the Institute of Philosophy and Sociology and Lancaster University are committed to developing and extending research and teaching links. Students should note that degrees with similar titles but awarded in different countries cannot be automatically treated as direct equivalents. For example a British MA is different from a Polish “magisterium” (please see the web site [www.css.edu.pl](http://www.css.edu.pl) MA programmes “why a British MA” for more information.)

The Centre for Social Studies also has links with a number of other institutions. We cooperate closely with the Graduate School for Social Research (also in the Staszic Palace) which organizes doctoral studies. This is just one element in a local academic environment comprising the Polish Academy of Sciences, the University of Warsaw and the College of Europe. The Universities of Bremen (Germany) and Michigan (Ann Arbor, USA) have also taken part in joint initiatives with the Centre for Social Studies.
Course Structure

The 2003-2004 MA teaching Programme has several components

- The induction period
- Courses: lectures, tutorials/additional contact hours
- MA Seminars

In addition to attending taught courses, tutorials and seminars, students also carry out their own research for an MA dissertation.

The Induction Period (September 15th-26th 2003)

Students opting for the intensive (12 month) form of study who lack sufficient formal training in essential language and computing skills or in statistical and research methods will have an opportunity during September 2003 to spend 2 weeks bringing their skills and knowledge to the required levels. In particular students will be assisted in their efforts to gain an appropriate level of competence in English and to gain requisite study skills before courses commence.

English

Each morning Monday-Friday from 9:00 am

In the pre-session, students learn about writing essays, formalities of referencing and avoiding plagiarism, achieving good tone (or ‘sounding’ good), as well as having some lessons on using English to discuss sociological topics. Facilities for improvement of English skills by self-study methods are available for all students throughout the year.

Exemption policy: native speakers or students with native-speaker-standard English do not have to attend the pre-session AW course. In the past, some students who have previously studied in an English-language environment have been exempted on this basis. The final decision rests with the English teaching staff.

Computing and Statistics

Each afternoon from Monday to Friday

Introduction to Computing: A two-week intensive course on operation of MS office and SPSS packages in a Windows NT environment, word-processing, spreadsheet calculations and graphics, statistical data analysis and internet use.

Introduction to Statistics: Introduction to theory and practice of classic statistical methods widely used in sociological data analysis; preparation of individual data files and analysis on SPSS.

Introduction to Research Methods: introduction to quantitative and qualitative approaches to research; relationship between theory and data; course aims to provide students with a range of techniques useful for their own work; purpose, design and analysis of surveys for sociological research.
Courses

Formal teaching is divided into three teaching periods with shorter more intensive, courses are held predominantly in teaching period 3.

English language programme

As part of their academic course of study, students are required to achieve a level of English-language proficiency as defined by the Language Teaching Centre in consultation with faculty. To this end, all non-native English speaking students must take an English placement examination at the beginning of the first week and attend subsequent courses designed to introduce them to western-style academic writing and strengthen general English language skills for use in the Master’s programme and beyond.

Lectures

The large number of optional courses is intended to allow students, with the assistance of their tutors, to construct programmes to suit their individual interests within the overall theme of the MA Degree. Each course comprises at least 20 hours of formal teaching whether delivered as two weekly 50 minute classes over the 12 weeks of a whole semester or, for example, over one or two weeks in teaching period 3. Normally a minimum attendance of ten students will be required for any optional course to take place. Under-subscribed courses (i.e. those in which less than 5 students have shown prior interest) are liable to cancellation before commencement. In the event of such cancellation students will be advised which alternative course most nearly suits their interests. Students are required to register for courses at the beginning of each teaching period. Courses are to be chosen according to the instructions given on page 8-9. Students may attend additional courses which will NOT count towards the final degree mark, but a record will be made in the student’s transcript that the student attended the course for ‘audit’ (see below p7).

Tutorials/additional contact hours

In additional to formal teaching hours, teaching staff will meet with students during individual tutorials.

Attendance of classes for chosen courses is mandatory. Up to 10% of the overall mark for any course may be awarded as recognition of students’ active participation in the course
**Course credit**

Marks for coursework will be weighted as follows:

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Weight of Overall Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dissertation</td>
<td>40%</td>
</tr>
<tr>
<td>Each of 4 courses in period I</td>
<td>4%</td>
</tr>
<tr>
<td>Each of 3 courses in period II</td>
<td>8%</td>
</tr>
<tr>
<td>Each of 2 intensive courses in period III</td>
<td>10%</td>
</tr>
</tbody>
</table>

**Audit**

Students wishing to ‘broaden their horizons’ are normally welcome to attend courses in addition to those for which they have registered ‘for credit’ (the courses chosen according to the instructions on page 8). Students should ask the teacher of the course at the beginning of the course for permission to attend for audit, and whenever possible signal their intention on their registration form. **Students attending course for audit are expected to participate as for any other class**, but need not write the final assessed essay.

**MA Seminars**

Students will attend an MA seminar at least once a week, starting at the beginning of the second semester and continuing through the summer, meeting in very small groups for regular 3-hour intensive discussion of dissertation work. Seminar convenors include: H. Banaszak, S. Eliaeson, S. Kapralski, A. Rychard.
MA Programme Structure

The Centre offers its post-graduate MA programme in three tracks: MA in Society and Politics; MA in Economy and Society; and MA in Society and culture. The programme may be followed on an intensive basis over 12 months, or (particularly for those in full time employment) as an 18 month “regular” programme.

Each academic year divided into a pre-sessional period, three teaching periods and a research period. While each part is self-contained, together they form the basis of a study programme that begins with an intensive, in part compulsory, course load (teaching period 1), moves into more advanced option tracks while gradually introducing students to independent research (teaching period 2) and finally concentrates on completion of the Master’s dissertation (teaching period 3 and research period). Intensive tutorial contact throughout the year is an important part of the programme in all three tracks.

Each MA Programme comprises 9 twenty hour courses, of which one is compulsory and 8 are chosen from among a list of options. Each course is assessed on the basis of one 3000 word essay. The MA programmes are completed by presentation of a 15000 word dissertation.

When choosing their 8 optional courses to complete the MA programme, students will:

**EITHER**

choose a minimum of one track-specific course per teaching period (and a maximum of 5 in total) from track 1 and a total of not more than one track-specific course from track 2 or 3* to be awarded an MA in Society and Politics on successful completion of the programme.

**OR**

choose a minimum of one track-specific course teaching period (and a maximum of 5 in total) from track 2, and a total of not more than one track-specific course from track 1 or 3* to be awarded an MA in Economy and Society on successful completion of the programme.

**OR**

choose a minimum of one track-specific course per teaching period (and a maximum of 5 in total) from track 3, and a total of not more than one track-specific course from track 1 or 2* to be awarded an MA in Society and Culture on successful completion of the programme.

It is expected that MA dissertations will address subjects within the area of their chosen MA track.

* These are given in bold in the table on the next page
Instructions on how to plan your degree programme

**MA in Society and Politics**

- **TEACHING PERIOD 1**
  - You must take the course on Social Theory (compulsory course) plus three courses chosen from ONE of the three columns on the right.
  - Intensive programme students take all three in the first session, regular students 2 in the first session and the remaining 2 at the beginning of the next academic year.
  - At least one of which should be specific to your chosen degree track (in bold).
  - And one of which will normally be a methods course.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Instructor/Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>5015 Social &amp; Political Theory</td>
<td>Sven Eliaeson CSS</td>
</tr>
<tr>
<td>5020 Research methods</td>
<td>H Banaszak CSS, M Grabowska UW</td>
</tr>
<tr>
<td>5410 Social psychology</td>
<td>M Marody University of Warsaw</td>
</tr>
<tr>
<td>5060 Political sociology</td>
<td>J Wasilewski, UJ Kraków</td>
</tr>
<tr>
<td>5430 The Holocaust and its cultural meaning</td>
<td>A Orla Bukowska UJ Kraków</td>
</tr>
</tbody>
</table>

**MA in Economy and Society**

- **TEACHING PERIOD 1**
  - Students choose 3 courses from the same column as in semester one.
  - At least one of which must be chosen from among the courses specific (in bold) to the degree track.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Instructor/Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>5015 Social &amp; Political Theory</td>
<td>Sven Eliaeson CSS</td>
</tr>
<tr>
<td>5020 Research methods</td>
<td>H Banaszak CSS, M Grabowska UW</td>
</tr>
<tr>
<td>5410 Social psychology</td>
<td>M Marody University of Warsaw</td>
</tr>
<tr>
<td>5060 Political sociology</td>
<td>J Wasilewski, UJ Kraków</td>
</tr>
<tr>
<td>5080 Economy &amp; society 1</td>
<td>A Rychard CSS, M Federowicz Polish Academy of Sciences</td>
</tr>
<tr>
<td>5090 Political economy of policy reform</td>
<td>(M Federowicz Polish Academy of Sciences)</td>
</tr>
</tbody>
</table>

**MA in Culture and Society**

- **TEACHING PERIOD 1**
  - Students choose 2 courses, from the same column as in semester one.
  - At least one of which must be chosen from among the courses specific (in bold) to the degree track.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Instructor/Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>5015 Social &amp; Political Theory</td>
<td>Sven Eliaeson CSS</td>
</tr>
<tr>
<td>5020 Research methods</td>
<td>H Banaszak CSS, M Grabowska UW</td>
</tr>
<tr>
<td>5410 Social psychology</td>
<td>M Marody University of Warsaw</td>
</tr>
<tr>
<td>5060 Political sociology</td>
<td>J Wasilewski, UJ Kraków</td>
</tr>
<tr>
<td>5420 Theories of culture</td>
<td>S Kapralski CSS</td>
</tr>
</tbody>
</table>

*In TOTAL you may not choose more than one course from outside your chosen degree track.*
Calendar for the academic year 2003-2004

The following division of the year is planned:

**MA Induction Period:** September 15 – September 26 (2 weeks)

**Teaching period 1**
- teaching period September 29 – December 20 (12 weeks)

**Teaching period 2**
- teaching period January 5 – March 28 (12 weeks)

**Research Break**
- March 30 – April 10

**Teaching period 3**
- teaching period April 13 – June 27 (11 weeks)

**Research period**
- tutorials June 29 – September 4

Public holidays in Poland

During the academic year 2003-2004, public holidays fall as follows:

2003
- November 1st, 11th
- December 25th, 26th

2004
- January 1st
- April 12th
- May 1st, 3rd
- June 10th
- August 15th
Essays and Assessment

During each teaching period students are required to submit for each course one essay of about 3,000 words. These will count towards the final mark in the way shown in the table given on page 6. Up to 10% of the overall mark for any course may be awarded as recognition of students’ active participation in the course. Such recognition is based upon the quality of presentations and reaction papers given by students during the course.

Essay titles are normally chosen from a selection provided by the course lecturer. Only in exceptional cases may a student with the agreement of the course lecturer write on a topic other than one proposed by the lecturer.

Deadline for essays for courses in:

- Teaching period 1 - 13:00 on Saturday December 20, 2003
- Teaching period 2 - 13:00 on Saturday March 28, 2004
- Teaching period 3 - 13:00 on Saturday June 27, 2004

- You should hand in TWO copies of each essay at the office (room 276) before the deadline. Only essays brought to the office before the deadline (ie not those given to anyone else in the Department and not those brought to the office later) count as handed in on time.
- All essays should be handed in with half page abstract (2 copies)

If a student is unable to hand in a piece of work on time or will miss an examination, then s/he should supply good reasons in advance to the Academic Director to obtain the permission of the Chairman of the Department. In the case of absence or delay due to sickness, medical certificates should be provided.(see also code of practice p23 §5). Failure to submit work on time may mean either that the work will not be marked, or that it will be penalized by the award of lower grades (“Fail” or “D”).

Dissertations

The dissertation will be on a topic chosen by the individual student. Each dissertation must be typed. It should be submitted in two copies, only one of which should bear the student's name on the first page along with the title of the dissertation, and the other the title only (see p 40). Each student will be assigned a supervisor for their dissertation, whom they should consult regularly. The dissertation will count for 40% of the final degree mark and should be submitted by September 4th 2004 (intensive programme) /September 9th 2005 (regular programme).

Dissertations should be 15,000 to 20,000 words long. Students are strongly encouraged to suggest a topic as soon as possible to the Faculty committee so that supervision can be arranged and work begin without delay. It is expected that MA dissertations will address subjects within the area of the chosen MA track (see pp 8/9).
Students frequently ask whether all or part of an essay may be included in a dissertation. The policy of the Centre is that a piece of work already presented during the year may not be incorporated into a longer piece of work also to be submitted for marking. However, it is acceptable to include in the dissertation a development of a theme already explored during the term’s courses as long as this does not involve extensive repetition of an existing piece of coursework/essay.

<table>
<thead>
<tr>
<th>Dissertation deadlines:</th>
<th>September 4th, 2004 (intensive study)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>September 9th, 2005 (regular study)</td>
</tr>
</tbody>
</table>

In order to meet the above deadline students should work to the following timetable:

A draft dissertation plan (probably five or so typed pages) should be submitted to tutors by early December (intensive study only). Please submit a second copy to the main office (room 276). Students should aim to agree with their tutors the main topic of research, the main issues to be discussed and/or theoretical approach to be adopted, and key items of the literature to be consulted. The final theme of the dissertation should be decided by the end of the teaching period 2 (intensive and regular study). Normally students will not change the agreed theme of their dissertation to any significant extent after this date.

In co-operation with their tutors students should produce a rough working plan agreeing key deadlines such as those for:

- Production of a first draft of the introduction with an outline of the project and the student’s own dissertation enabling
  a) presentation of a more complete table of contents
  b) a more comprehensive bibliography

- Presentation of outlines of the main chapters in 1a)

- Completion of the main chapters, first draft of conclusion

- Production of a first draft for comment.

NB By the end of teaching period 3 intensive study students should have made significant progress in the writing of their dissertations if they are to be completed and handed in by the deadline of 13:00 on September 4th 2004.
In order to ensure that sufficient progress has been made, students should submit a draft of their dissertation to supervisors at the beginning of the Research period (Research period 2004 for Intensive Study students, Research period 2005 for Regular Study students). Supervisors will give their comments on the work within two weeks. At this time students will be informed whether they have made sufficient progress to continue toward completion of the degree.

After that date “duty supervisors” will be available to assist students at times to be shown on the main noticeboard. Your “own” supervisor who has helped you previously may not be available during the summer months.

Before you hand in your completed dissertation you should collect a completion form and make sure that the relevant signatures have been collected (see also Code of Practice p25 §6).

**WITHOUT THE COMPLETION FORM YOUR DISSERTATION WILL NOT BE ACCEPTED.**

Please note too that once you have handed in your dissertation, you have completed the Programme. One consequence of this is that students receiving a stipend cease to be eligible for further payments- stipends are of course only payable to people participating in one of the Centre’s programme.

**All students receiving financial aid in any form (eg partial fee waiver) who plan to be away from Warsaw during teaching period 1, 2 or 3 or at any time during the Research period before their dissertation is handed in should first seek in writing the permission of the Centre’s Chairman.**
Examining

The examination procedures and marks will be scrutinised by an external examiner from a second university, who is not otherwise connected with Lancaster University, nor with the Centre.

Each dissertation will first be independently marked by two faculty members. To ensure fairness, each piece of work will be identified by a number so that the markers, who will not confer with each other until after marking has finished, will not know the authors’ names. In the event of a disagreement, the work will be passed to a third marker for adjudication. Final marks will be decided at an Examination Board after the Programme has ended. Coursework (essay) marks will also be taken into consideration at this meeting.

NB. All aspects of the course are monitored by a committee from the University of Lancaster, which validates the MA programme.

Marking Scheme

Marks are given as follows:

<table>
<thead>
<tr>
<th>Grade level</th>
<th>Grade points</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Distinction</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Merit</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Pass</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>FAIL</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
Criteria for grading

In order to ensure consistency of marking between courses, faculty are asked to observe the following guidelines.

Grade A

The key requirement for the award of an ‘A’ is originality. The work should contain, in addition to an adequate and critical review of relevant literature and/or data, a well written, well structured, and coherent argument which brings new insights to the topic under discussion. This mark should be given sparingly.

Grade B

Essential requirements for award of grade ‘B’ are an adequate and critical review of relevant literature and/or data, a very well written, well structured, and coherent argument persuasively supporting a clear conclusion.

Grade C

Work awarded a grade of ‘C’ typically contains little more than accurate recapitulation of the content and argument of the appropriate lectures and essential reading.

Grade D

Awarded for poor work which nevertheless does not quite deserve to fail.

FAIL

A piece of work merits this grade when it is seriously flawed. Typically it will not take account of essential literature concerning the issue under discussion, will often lack structure / coherent argument, and conclusions (where drawn) will lack adequate support. This grade is automatically given in all cases of plagiarism.

Failure to submit work on time may mean either that the work will not be marked, or that it will be penalized by the award of lower grades (“Fail” or “D”).

Award of the Degree

Those who pass the coursework and related requirements are eligible to be awarded the degree of MA. Any failures will be condoned at the discretion of the Chairman of the Centre and will be taken into account by the Examination Board (a student who fails more than one course is not normally permitted to complete the MA programme).

Students will receive a graded diploma and a transcript of their marks. This transcript may be used in assessing students for entry to other courses.
Appeals

Students have a right to appeal if they disagree with the marks awarded for examinations or other assessed work, or if they disagree with decisions made by the Centre related to academic work.

In the first instance you should arrange to discuss your mark with the course lecturer who might wish to revise the essay mark in the light of your comments. The correct way to arrange such a meeting is to write to the Academic Director referring to the feedback given on your essay and giving your reasons for believing the mark as justified by the lecturer’s comments does not correspond to the academic value of the essay.

He will forward a copy of this letter to the lecturer concerned. If you are dissatisfied with the outcome of the subsequent discussion with the lecturer, the essay can be referred to the external examiner who will decide the final mark for the essay at the examinations board meeting held at the end of the year. The Academic Director will arrange for such referral on receipt of a written request from you.

If you are in doubt about whether the essay should be referred to the external examiner the Chairman can ask a second faculty member to look at the essay and let him know whether s/he feels that there is a case for requesting revision of the mark given.

Please note that when an essay is reassessed either by the original marker or by the external examiner the final decision about the mark always lies with the external examiner at the end of the year. Please note too that when a mark is reassessed the outcome need not necessarily be a higher mark than that originally awarded ie reassessment could involve the award of a mark lower than that first received.

For other matters (pastoral or personal problems) students may approach their tutors, the Academic Director or Office Manager.

Failure to submit work on time may mean either that the work will not be marked, or that it will be penalized. LATE WORK MAY FAIL OR RECEIVE THE LOWEST PASSING GRADE
**Plagiarism**

Plagiarism consists in copying other people’s work and passing it off as your own. YOU SHOULD NOT DO THIS UNDER ANY CIRCUMSTANCES. Naturally, in presenting your own case, you will refer to the ideas, findings and explanations of others, but when doing so you are expected to conform to the recognized standards of good academic practice, i.e. ideas, findings, phrases and sentences taken from the work of others must be acknowledged in the standard form. There are, broadly speaking, two ways of doing this. One is to summarize an author’s argument without direct quotation, for example:

Gellner (1983) argues that nationalism assumes the national unit is also a unit of political organization.

The second is a direct quotation of a short passage, for example:

“Nationalism is primarily a political principle, which holds that the political and the national unit be congruent” Gellner (1983, p.1).

While you are encouraged to discuss work with one another, you are not permitted to copy one another’s work. If you wish to undertake a joint project with someone else you will need to discuss this with the Chairman of the Centre

**PLAGIARIZED WORK WILL FAIL. STUDENTS GUILTY OF PLAGIARISM WILL BE ASKED TO LEAVE THE COURSE**

NB. Issues surrounding plagiarism are dealt with in detail in the pre-session English writing course. If you still have doubts, consult the English language tutors, who will always be available to give advice.
Helpful hints

Essays

1. Tutors must be able to read your essays if they are to give helpful comments; it is up to you to present the essay carefully.

2. At the top of the first page write your name and the title of the assignment.

3. Number each sheet.

4. Leave a margin at least 3cm wide for comments (full comments will be provided on a feedback sheet returned to you with your essay after marking)

5. List at the end of the essay the books and articles which you have consulted, giving titles and authors’ names accurately.

6. When you refer to books and articles these must be listed at the end of the essay in your bibliography.

You should aim to produce a well laid-out essay with a clear structure and a well documented argument. An understanding of different arguments and positions attracts higher marks, as does evidence of an effort to give a critical assessment of each of them. Long strings of unsubstantiated assertions are not acceptable.

Think carefully about the title of the assignment, what lies behind it, and hence what may be required to give a satisfactory answer. Key words in the title may require definition or special attention. Help the reader (the marker!) by giving a clear framework to your argument and refer back from time to time to the initial question or to the framework you have constructed.

When you are collecting material try to note book titles in full with page numbers of material you might wish to quote.

REMEMBER lectures are intended only as a framework for your studies of a topic. Do not rewrite your lecture notes and hand it in as a course essay. You should expect to conduct much of your work independently, but do not be afraid to approach lecturers to ask questions about anything you do not understand. Discussion in groups during workshops and seminars will help you to learn from one another as well as from course material.

NB. an entire document has been written to help successfully complete your written coursework. It is called ‘Help in Successful Writing: A Student Guide’ and should be available in hard copy and on the intranet. This should answer many of your questions.
**Giving References**

There is a number of different ways of referencing, but the general rule is that you must attribute ideas used in your work by referring in a bibliography to source books and articles. Quotations should have page numbers next to them. Here the Harvard system is recommended, but it is only one method among many.

**Books**


**Articles in books**


**Articles in journals should be referenced as follows**


You may wish to reference official documents and sources in which case the full reference must be included at the end.

In the text, books are referred to by the date of publication given in brackets e.g.

…as Gellner (1983) argues…

or with a list of references including dates and authors at the end of the sentence, e.g.:

…nationalism is therefore a political issue (Gellner 1983, Hall 1987).

**Fees**

Fees for study in the academic year 2003/2004 are as follows:

One-year MA studies (12 month-intensive mode) – 10000 PLN for the whole course (payable in four quarterly payments of 2500 PLN or in 12 monthly instalments of 900 PLN).

One and a half year MA studies (18 month-regular mode which makes it possible to work and study) - 12000 PLN for the whole course (payable in six quarterly payments of 2000 PLN or in 18 monthly instalments of 730 PLN).

**There is no registration fee.**

When accepting the offer of a place at the Centre applicants are asked to pay a deposit of 500 PLN. Applicants who subsequently fail to attend the programme forfeit the deposit. The deposit will be RETURNED IN FULL to students (graduates!) when they complete the programme.
Payments

Monthly Payments should be made on or before the first day of the calendar month for which payment is due.
Quarterly payments should be made on or before the first day of the relevant teaching period.
Late payments are charged interest as prescribed by Polish law.
A student who is more than one month in arrears with payments will be considered to have left the programme.

Withdrawal

Students paying quarterly or monthly who withdraw from the programme will receive no refund of their last payment. Students who have paid the annual fee in full will be refunded the fee for the remaining FULL quarters of the academic year.

Scholarship opportunities for further study

There are opportunities for students to continue their studies at the Graduate School for Social Research in Warsaw, or elsewhere. Information about scholarships is posted on the notice board. Students requiring additional information about the possibility of further study should also consult the Academic Director for details of study advice centres in Warsaw.

Useful web sites

The following web sites may also be of interest for students seeking advice about academic writing, or in search of scholarship information:

http://sara.natcorp.ox.ac.uk/lookup.html
This concordance is an extremely useful site. Just type in a word or phrase and it will give you up to 50 random sentences, taken from spoken and written natural language, to show you how it is used. * Top Ten Site

http://www.mve.dcccd.edu/artscien/engl/instruct/grimes/1302/Unit3.htm
Good general advice on composition and rhetoric. Briefly covers some of the themes that are encountered in the pre-session. Not worth checking out the other chapters.

http://angli02.kgw.tu-berlin.de/discourse&grammar/
Incredibly detailed descriptions of different kinds of sentences; best avoided unless you have a strong background in linguistics. Possibly useful as reference.
http://www.eslplanet.com/teachertools/argueweb/frntpage.htm
Excellent advice on writing argumentative essays. Definitely worth reading at the beginning of the year while you are still finding your feet. *Top Ten Site*

http://www.uky.edu/ArtsSciences/Classics/Harris/rhetform.html
Glossary of literary terms and handbook of rhetoric. Not easy reading but may possibly come in useful, so it’s worth knowing about it.

http://comp9.psych.cornell.edu/dbem/writing_article.html#Ending
Writing the empirical journal article. Mostly intended for psychologists, but useful if you have an empirical essay to write. Discusses the psychological format and well as some questions of style. You might experience some problems loading it but just hit the refresh button a few times.

http://www.rbs0.com/tw.htm#anchor1000
Technical writing. Quite a nice discussion of a few important points, such as punctuation and style.

http://www.uottawa.ca/academic/arts/writcent/hypergrammar/grammar.html
A useful on-line grammar for the sentence level.

http://quarles.unbc.edu/lsc/rplagia.html
Excellent plain advice for avoiding plagiarism.. *Top Ten Site*

http://www.kent.wednet.edu/KSD/KR/WRITE GEN/para-develop.html
Good advice on developing effective paragraphs. It’s worth reading the short text and memorising the important points.

http://www.researchpaper.com/
Well, what do you expect from a web site with this name? Good for general browsing at any time of the year.

http://www.norcomtraining.enta.net/faw/
A very good general AW site. The clear contents page makes it easy to choose the topic you are looking for. Headings include Principles, The Sentence, Paragraphing, Refining Style and Incorporating the Work of Others.

http://www.soton.ac.uk/~svs1/helpsheets/writing.htm
This very thoughtful site concentrates on the thinking and individual processes of writing, leading into a very interesting and readable discussion of writing style. *Top Ten Site*

Ostensibly advice for Bachelor’s theses, there is nonetheless some good general advice for thesis or dissertation writers.

http://www.wisc.edu/writing/Handbook/AcademicWriting.html
The most useful thing on this site is the list of sources for proposal writing.

http://www.utoronto.ca/writing/advise.html
This University of Toronto site is one of the most comprehensive sites on the web. Use it to get you out of trouble on any occasion (if the academic writing tutor is not available).
*Top Ten Site

http://leo.stcloudstate.edu/catalogue.html
The strength of this site is that it addresses a number of different types of writing: correspondence, research papers, applications, covering letters, and much more.

http://andromeda.rutgers.edu/~jlynch/Writing/
A guide to grammar and style. Very readable, good for browsing, always seems to manage to find the answer to whichever problem you have. Also some very good links. A great site. *Top Ten Site

http://eserver.org/
Basically, a site of links to essays on different subjects. Sociology not included, but cultural studies, media studies, and philosophy, among others, are there.

http://www.awlonline.com/englishpages/sguide.htm
A good site from the famous publisher with lots of self-study material in composition.

http://www.iso.gmu.edu/~montecin/multi-dis.htm
Multi-disciplinary resources. A centre of links to whichever subject you are researching. One of the first places to visit.

http://www.socresonline.org.uk/
On-line sociological research journal.

http://sosig.esrc.bris.ac.uk/roads/subject-listing/World-cat/ethno.html
Very comprehensive anthropology, ethnology and ethnography materials. *Top Ten Site

http://home.freeuk.net/ethos/
“Thinking Politica”: interesting and eclectic site for discussion, political archives and materials, and links.

http://www.vandruff.com/art_converse.html
Something a bit different: strategies for debating.
http://www.prospects.csu.ac.uk/
Excellent careers site, intended for Brits but with good content for anybody. Interesting and useful sections on finding funding, how to find research degrees in Britain, planning a career and what you can do with degrees in specific subjects.

*Top Ten Site*

http://www.whitman.edu/offices_departments/rhetoric/39inform.htm
Comprehensive site on how to prepare and present a speech.

http://www.jobpilot.co.uk/
“Europe’s job market on the Internet.”

http://www.gazeta.pl/alfa/home.jsp
The home page of famous Polish newspaper Gazeta Wyborcza.

http://www.guardianunlimited.co.uk/Archive/
This site allows you to search for articles or keywords in the Guardian, one of Britain’s best quality newspapers. *Top Ten Site*

http://www.thetimes.co.uk/section/0,,103,00.html
The Times archive. Search for articles by the best journalists. Slower than the Guardian equivalent.

http://www.europeaninternet.com/poland/
Get daily news on Poland, Russia, Central Europe, or any regional country of your choice. Unfortunately no longer possible to get bulletins sent by email, but well worth checking out daily. Links to all kinds of things, making it useful for planning travel.

http://www.bartleby.com/
A site of on-line reference books. Essential. *Top Ten Site*

http://www.caorc.org/

http://www.eastchance.com/
The creation of a former CEU student, this excellent site has information about scholarships and further study and opportunities for people from the region.

http://www.studyweb.com/
Huge amount of essential resources. You can spend days surfing here without even reading anything.

“An Introduction to Social Policy”, formerly at Dundee.ac.uk, can now be found at http://www.rgu.ac.uk/publicpolicy/socialpolicy.htm.
Code of Practice

1. Attendance (see also pp 6, 13)
Students are expected to attend all sessions for their courses. If a student is unable to attend, s/he should contact the lecturer concerned, or the Academic Director, before the session wherever possible to explain why.

If students are persistently absent from classes without prior arrangement with teaching staff, the matter will be referred to the Centre’s Chairman. Students are also reminded that financial aid is awarded in order that holders may attend courses on a full-time basis for the entire Programme. Any absence from Warsaw for any reason by such students during the Programme should be agreed with the Academic Director, and the permission of the Centre’s Chairman should be obtained BEFORE DEPARTURE.

In general if a student is absent from more than four meetings for any one course, they will be considered to have failed the course by default. A student who fails more than one course is not normally permitted to complete the MA programme.

2. Absence of Staff
If a lecturer or tutor is unable to take a class for any reason, or if a class needs to be rescheduled, the lecturer or tutor concerned should give the students ample notice. Normally this will be a matter of verbal communication followed by a notice on the Departmental board. Where changes at short notice cannot be avoided, due to sickness for example, it is the responsibility of the lecturer to notify the Academic Director who will inform the students concerned. When timetable changes do occur at short notice, messages will be placed on the Centre’s notice board, on the door of the lecturer’s office and on the door of the classroom.

3. Timekeeping
Staff and students should be ready to begin sessions on time. Sessions should also end promptly to allow other classes to begin on time.

4. Course work requirements
Course outlines will specify details of course content, lecture titles, and topics for each week of the course. Details of how the course will be assessed, including the required length of essays and deadlines for their submission will also be given. Changes will be communicated to the students in writing.

5. Extensions to coursework deadlines
Extensions can only be granted for good reason. Applications for extension should be submitted in writing (in good time before the relevant essay deadline) to the Academic Director, giving reasons for the request. Unauthorized extensions will not be condoned. Coursework submitted late without prior agreement may at the discretion of the Centre’s Chairman fail or receive a significantly lower grade (normally the lowest passing grade is the highest grade awarded in such cases).
6. Marking of coursework

Essays and any examinations set will be marked by the lecturer or tutor responsible for the course. Work to be marked should be submitted to the main office. Marks for essays will be made available to individual students as they become available, along with markers’ comments.

The dissertation should be submitted to the main office. Students should submit two copies of their dissertation: one bearing a title and the student’s name and the other bearing the title alone. Students must not include their name anywhere in the text of the work or in any other way impair the anonymity of the marking process. All dissertations (which account for 40% of a student’s final mark) will be blind marked by two members of staff neither of whom will normally be the supervisor of the student in question.

Where two sets of marks differ, the piece of work will be passed to a third marker who will adjudicate. All marked work will be passed to the external examiner.

Students should familiarize themselves with the notes on plagiarism in this Course Handbook (p17). Plagiarism is a serious offence. In proven cases students will be asked to leave the course. The Department reserves the right to re-examine any work previously passed if later evidence appears to suggest that work has been plagiarized. In particular students are reminded that material taken from a student’s own essay and reused in his/her dissertation is considered to be self-plagiarism and lead to the dissertation being given mark of ‘fail’

All marks will be discussed in the Examination Board and will be available to students after the board meets (usually in December).

YOU ARE WARNED THAT LATE WORK MAY FAIL OR RECEIVE THE LOWEST PASSING GRADE.

7. Appeals procedure

Any student who is dissatisfied with the marking of his/her work may make representations to the Academic Director who will explain the current procedure for making such appeals. In general, grade changes will be considered only in exceptional circumstances. The use of an external assessor and a standardized grading system is designed as a safeguard against unjust marking (see pp 13-14).

If a student is unable to submit a piece of work on time, good reasons must be given in writing to the Academic Director in advance. Medical certificates must be submitted when illness is given as a reason for such delays.

General problems should be raised first with the course lecturer before bringing them to the attention of the Centre.
8. Course Evaluation
At the end of each course, students will be asked to complete an evaluation form. These forms will be anonymous and will be distributed and collected by the student representative for the course.

The Academic Director will use student responses to produce a report for the Chairman of the Centre
In addition to the course evaluation, informal feedback is welcome at any time during the academic year.

9. Advice and Guidance
For general academic advice students should feel free to approach any member of the faculty. For details of course organization, coursework requirements, deadlines, and other administrative matters, students should consult the Academic Director.

If students have any concerns about a course and do not feel able to approach the relevant member of the faculty, they should approach the Academic Director who will mediate on their behalf.

If problems of a personal nature arise, students may approach the Office Manager or other member of staff, all of whom will deal with students’ personal concerns in the strictest confidence.

10. Student Representation
Students are responsible for selecting their own representative and deputy representative at the beginning of and again during the academic year. The Academic Director assists in this process by arranging a ballot of student opinion. The student representative thus elected is invited to attend weekly joint Faculty and Staff Committee Meetings and is responsible for conveying students’ views to faculty/staff and vice versa.

Students will always be informed of any important decisions affecting the course, their work or the department in general. This will normally take the form of notices on the general notice board, a written notice to each student, or verbally in an open meeting.

Faculty and staff will take seriously and will address promptly any concerns presented by students.

11. Return of essays
Every effort (postal services allowing) will be made to ensure that marked essays will be available for collection from the main office two weeks after the closing date for submission.
12. Availability of reading lists
Reading lists for course will be posted on the Departmental intranet as soon as they become available.

13. Changes in availability of courses
Students will normally be informed of unavoidable changes to Programmes before the registration period. If any courses are cancelled as a result of below the minimum number of students registering for the course, students affected will be notified immediately after the close of the registration period, and alternative courses will be suggested.

14. Other Arrangements
It is Departmental policy that the fax machine be used for essential Departmental business only. Neither employees nor students may use the machine for more personal matters. In some cases of course the question of which category a document fall into is a matter of judgement. Where this is the case the Office Manager seeks to decide the issue in a way which is fair and consistent with previous practice.
The Centre for Social Studies: Who does what?

**Chairman of the Centre:**

Professor Andrzej Rychard  
Responsible for the academic organization of the Centre  
Director of Economy and Society MA Track

**Permanent teaching staff**

Professor Sven Eliaeson  
Director of Society and Politics MA Track  
Library Committee  

Assoc. Professor S’awomir Kapralski  
Director of PhD Programme, Director of Culture and Society MA track, Budget Committee, Library Committee  

Asst. Professor Henryk Banaszak  
Budget Committee  

Information Technology Manager

**Visiting Lecturers**

Daniel Bertaux  
Michał Federowicz  
Mirosława Grabowska  
Leslie Holmes  
Jan Kubik  
Zdzisław Mach  
Mirosława Marody  
Jiří Musil  

Annamaria Orla-Bukowska  
Wiktor Osiałyński  
Piotr Płosząński  
Piotr Przytula  
Joanna Regulska  
Tamas Rudás  
Jacek Wasilewski  

Duties as for permanent staff: responsible for teaching, marking coursework, and setting and marking examinations for their courses.

**Academic Director**

Dr John Fells  
Responsible for day to day management of academic affairs within the Centre

**Academic writing tutor**

Holly Bouma
**Funding Director**  
Paweł Jordan  
Responsible for fund-raising, marketing and budget management.

**Office Manager**  
**Student Welfare Coordinator**  
Joanna Poszajska  
Responsible for student welfare issues and for practical matters related to the Centre’s premises etc.

**Head Librarian**  
Lidia Wójcicka  
Responsible for running of Centre’s library, purchase of books etc.

**Librarian**  
Beata Piechota

**Finance Manager**  
Edyta Gulkiewicz  
Responsible for book keeping and accountancy, payments (including stipends) etc. and also for budget management.

**Computing Systems Administrator**  
Jakub Lengiewicz

**Recruitment Co-ordinator**  
Marketa Rulikova  
Coordinates recruitment in Poland (also for CEU including SUN and CRC)

**Useful telephone numbers**

Centre for Social Studies main office  
(48 22) 828 8009

**Emergency numbers**

Police  
997

Fire Brigade  
998

Ambulance  
999