

MA APPLICATION SEMINAR

OLive-UP 2020

Seminar Leader: Dr. Gorana Misić

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Dates: August 31, 2020 - January 31, 2021

Seminar Times: Tuesday, 10:45 - 12:15 (check the schedule for details)

Location: SR2 Platanstr. 98 or online

<https://bard.zoom.us/j/5047751286?pwd=ZjRCeHRnWjJoNzF1MEFad0d0MElwZz09>

Individual Consultations: check the schedule for details. In addition, individual consultations will be held by appointment on Tuesdays when we do not have a class.

Course Description

The purpose of this seminar is to prepare OLive-UP students for making their applications to CEU MA programs. The goal of the course is to familiarise students with the requirements of CEU MA applications and to assist students in making competitive applications.

Requirements

Attendance is mandatory. Before the first session, students should identify MA programs at CEU that they may wish to apply to and their entry requirements. These can change over the course of the program, in the first step please identify everything that you are interested in.

Academic Integrity

Bard College Berlin maintains the staunchest regard for academic integrity and expects good academic practice from students in their studies. Instances in which students fail to meet the expected standards of academic integrity will be dealt with under the Code of Student Conduct, Section III Academic Misconduct.

Attendance

You are expected to attend ALL classes. In cases of absence caused by illness, students must inform their instructor in advance of the scheduled class. Students are expected to make up for any work missed in arrangement with their instructor.




Assessment








This is a pass/fail course. To get a passing grade, you will need to attend all seminars and complete all assignments (which will be drafts of the different items required for your MA applications).



Writing Assignments

Writing assignments will vary. If you are applying for a program that requires a longer essay or research proposal as part of the application, you will be expected to produce a draft of this by the end of the seminar. All students will draft a motivation letter/statement of purpose and CV.

Schedule

SESSION	DATE	TOPIC
0	31 August - 7 September	Before the first session, students should identify MA programs at CEU or elsewhere that they may wish to apply to and their entry requirements. These can change over the course of the program, in the first step please identify everything that you are interested in.
1	8 September	<p>Introduction to MA applications at CEU</p> <p>What makes a good MA application? In this seminar we will review key points that graduate programs look for when assessing applications. Students will receive a general introduction to MA studies at CEU and of the requirements of each degree program that they are interested in studying and an overview of the CEU online applications system.</p> <p>Do you have all the documents needed to make an application? Typically, these are copies of degrees and transcripts from previous study. Will you have difficulties getting academic references in English? What are the standardised exams that you will need to take? (TOEFL, GRE/GMAT).</p> <p>Resources:</p> <ol style="list-style-type: none"> 1. MA programs at CEU: https://www.ceu.edu/academics/degrees/masters 2. Admissions at CEU: https://www.ceu.edu/apply <p> TASK: Prepare an application plan with deadlines, required documents, check and confirm 'technical' items required - translation of degrees, transcripts, TOEFL and other standardised exam and all other documents. Prepare any questions that you want clarified. (deadline: Monday, 14 September)</p>
2	15 September	<p>What is a good statement of purpose and an academic CV?</p> <p>In this session we will analyse samples of SoPs and CVs to understand what makes for a good statement of purpose and an academic CV.</p> <p> TASK 1: Use the Worksheet 1 to answer the questions about your motivation to study at CEU/in a particular program (deadline: Monday, 21 September)</p> <p> TASK 2: Prepare your academic CV (deadline: Monday, 21 September)</p>

3	22 September	<p>Writing your Statement of Purpose</p> <p>What do CEU Departments look for in a motivation letter or statement of purpose? How should you present yourself succinctly as a candidate the Department should be interested in?</p> <p> TASK: Draft your Statement of Purpose based on the Worksheet 1 and seminar discussions so far. The draft should be between 300 and 400 words. (deadline: Wednesday, 7 October)</p>
4	October 12-14	<p>Individual Consultation with instructor</p> <p> TASK 1: Submit a revised version of your motivation letter by November 4, end of the day</p> <p> TASK 2: Submit a revised version of your CV by November 4, end of the day</p>
5	November 10	<p>Second drafts of statements of purpose/letters of motivation are reviewed during this class by the instructor and one peer reviewer based on the provided criteria. By this time you should confirm which MA programs you are going to apply to.</p> <p>In class:</p> <p> TASK 1: Give peer feedback following the guidelines received by the instructor</p> <p>At home:</p> <p> TASK 2: Incorporate peer and instructor feedback. IMPORTANT: It is your responsibility to work on it and submit an improved version by December 28 the latest.</p> <p> TASK 3: Before the next session (23 November, end of the day), identify questions that you would like to ask representatives of CEU Departments. Write the questions here.</p> <p> TASK for those who have an essay to write for the application: a draft idea should be submitted by Friday, 20 November. This can be connected to any other writing assignment in the Program: you are not expected to write a separate paper for this purpose – but you need to ensure that it fits the requirements of the program</p>

		you are applying to. The writing sample should be consulted with the tutor, English Composition instructor, as well as with the Academic Writing instructor.
6	24 November	<p>Sample of writing and questions for CEU departments</p> <p>We will first go through the questions for CEU departments. For applications that require an essay we will check in to see the progress and discuss any difficulties.</p>
7	dates vary	<p>Making a competitive application: meeting CEU representatives</p> <p>You will have the opportunity to speak to members of Departments to which you are going to apply to enquire about what, in their eyes, makes a competitive application, as well as any other questions of an academic nature, as discussed in the previous session.</p> <p>30.11., 11am: PolSci (with Zoltan Miklosi) 30.11., 1pm: Public Policy (with Martin Kahanec) 1.12., 11am: Business (with Peter Szilagy) 4.12., 12 noon: Sociology (with Andreas Dafinger) 11.1., 11am: Human Rights (with Mathias Moschel)</p>
<p style="text-align: center;">Monday, 28 December</p> <div>  <p>TASK 1: Checking the status of your application plan/package: Send the progress report to the instructor. This will be the updated document that you created after the session 1 (September 8).</p> </div> <div>  <p>TASK 2: Send the latest version of your CV and motivation letter to the instructor (this means including all the feedback you got so far), as well as the financial aid statement.</p> </div>		
8	January 18-20	<ul style="list-style-type: none"> • Final individual consultations on your CV, motivation, financial aid statement • Sign up here