

European Union Studies

**MA Handbook
2018-2019**

**European Union Center
University of Illinois at Urbana-Champaign
328 International Studies Building, MC-429
910 S. Fifth Street
Champaign, IL 61820**

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CONTENTS

	Page
CONTENTS.....	2
PREFACE	4
INTRODUCTION.....	5
THE EUROPEAN UNION CENTER	6
History	6
Mission	6
EUROPEAN UNION CENTER STAFF	8
ADMISSION REQUIREMENTS	9
Traditional Options	9
Deadlines	9
Application Materials.....	9
PROGRAM REQUIREMENTS.....	10
Coursework	10
Course Offerings of the EU Center	10
Other Requirements.....	12
Master’s Thesis.....	12
The Thesis Committee	14
The Thesis Defense and Deposit.....	14
Non-Thesis Option	16
Grade Point Average.....	17
GRADUATE DEGREE REQUIREMENTS	18
Registration	18
Changing Departments or Programs	18
Residence Credit.....	18
Research Credit and 599	18
Credit/No-Credit Courses	19
Graduate Student Petitions	19
Graduate Minors	19
EXPENSES AND FINANCIAL RESOURCES.....	21
Tuition & Fees.....	21
Financial Aid.....	21
General Funding Information for MAEUS Students.....	21
Fellowships	21
Assistantships	23
Loans, Grants, and Awards	24
Summer Automatic Waivers	24
UNIVERSITY AND DEPARTMENTAL POLICIES.....	25
Academic Integrity.....	25
Grievance Procedures.....	25

Non-Discrimination Statement	26
International Student SEVIS Requirements	26
5 YEAR BA/MA	28
Why a 5 Year BA/MA?	28
Admittance:.....	28
Requirements:	29
Degree Awarding:.....	30
APPENDIX I: SAMPLE TRACKS	31
APPENDIX II: LIST OF APPROVED COURSES	33
APPENDIX III: ADVISING FORMS	39
APPENDIX IV: FAQ FOR THESIS ADVISORS AND STUDENTS	48

PREFACE

This handbook provides information for graduate students in the Master of Arts program in European Union Studies. It is a supplement to the Graduate College Handbook of Policy and Requirements for Students, Faculty and Staff (<http://www.grad.illinois.edu/gradhandbook>); the University of Illinois Programs of Study and Course Catalog (<https://courses.illinois.edu/>); and other applicable University of Illinois policies and regulations. These publications take precedence and are available on-line.

For further information, contact:

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Champaign, IL 61820

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International Students

The Office of International Student and Scholar Services (ISSS) provides services and advising to international students throughout the year: New Student Services, Individual Advising, Group Advising and Workshops, and more. International students should contact the ISSS prior to arrival on campus and are required to report to ISSS upon arrival.

Office of International Student and Scholar Services
400 Fred H. Turner Student Services Building
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Champaign, IL 61820
Phone: 217-333-1303 ext.1
Fax: 217-244-0530
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INTRODUCTION

The growth of the European Union represents one of the most significant developments in global politics and economics in recent decades. Today, the European Union is comprised of over 500 million people, 28 countries, and 24 official languages.

The call for specialized knowledge of the European Union has never been greater. The growing union encompasses 30 percent of the world's economy. Governments, businesses, and non-profit organizations worldwide are recognizing the need to understand and collaborate with this diverse and complex community.

The Master of Arts in European Union Studies at the University of Illinois is designed to meet the needs of three constituencies of students: those seeking to combine area expertise with professional training; those proceeding to disciplinary-based doctoral work; and those seeking a stand-alone, professional degree.

The program provides broad, interdisciplinary training for further doctoral study, while also preparing students to respond to the growing opportunities and challenges presented by the European Union, which is ideal for careers in government, NGOs, international business, law, not-for-profit associations, or education, journalism, and think tanks.

Illinois offers instruction in fourteen European languages: Arabic, Bulgarian, Catalan, Czech, French, German, Greek (modern), Italian, Polish, Portuguese, Serbo-Bosnian-Croatian, Spanish, Swedish, and Turkish.

The European Union Center makes education its central mission, and seeks to foster a lively intellectual life among area scholars through conferences, lectures, colloquia, visiting scholars, study groups, exhibits, films, and social activities. These and other events are announced in the Center's *E-Weekly Newsletter*, which also includes notices about fellowship opportunities and deadlines, calls for papers and proposals, upcoming conferences, and other information of interest to students and faculty. MA students receive the newsletter electronically through the Center's listserv, to which students are automatically subscribed.

THE EUROPEAN UNION CENTER

History

The University of Illinois European Union Center (EUC) was established in 1998 with support from the European Commission, as one of the ten original EU Centers in the United States. In 2003, the US Department of Education designated the EUC as a Title VI National Resource Center, a status it has maintained continuously since then. In 2011-15, the European Union recognized the EUC as a European Union Center of Excellence, and in 2015-18 as a Jean Monnet Center of Excellence. The EUC's status as a Jean Monnet Center of Excellence was renewed in 2018 and will be valid until 2021.

Since its inception, the European Union Center has become the focal point on campus for teaching, research, and outreach programs on the European Union. The EUC brings together faculty and students from diverse disciplines across campus to promote the study of the EU and transatlantic relations, making it one of the most comprehensive EU centers in the US. The EUC is privileged to work with Center-affiliated faculty, many of whom are internationally-renowned experts in their fields. The EUC also works closely with many other institutions to provide high quality programs to a variety of audiences.

Mission

- To promote scholarly research on the EU and transatlantic relations by serving as a national resource center
- To strengthen the undergraduate, graduate, and professional curricula on the EU across all colleges at the University of Illinois
- To educate and train a new generation of experts on EU policies and EU-US relations
- To deepen the understanding between the peoples of the US and the EU through an extensive outreach program to K-12 educators and students, businesses, government leaders, the media, and the general public

To meet our mission, the European Union Center provides diverse programs and support, including:

- Graduate interdisciplinary seminars on the EU
- Grants for faculty and students
- Foreign Language and Area Studies (FLAS) Fellowships for graduate students
- Support for instruction of less commonly taught languages of the region
- EU Day
- EUC brown bag lecture series, Professionalism in Europe workshops, and other campus events

- Model European Union
- Support for EU-related conferences and events
- Visiting scholars and linkages with European institutions
- EU Online Library*
- Curriculum Development Workshops for K-12 Educators
- Other outreach activities for diverse constituents

* Throughout a student's coursework and research activities, he or she will likely utilize a variety of literature and documentary resources available through the University of Illinois library system and the web portal of the European Union. The EU is diligent in archiving its thousands of documents and publications online, which can be found at: https://europa.eu/european-union/documents-publications_en. In partnership with the European Union Center, the University of Illinois library has developed its own web portal for EU Studies, which can be found at: <http://www.library.illinois.edu/eu/>. Finally, the University of Illinois library is a depository library for official EU documents, which can be searched and accessed through the [online catalogue](#). Students who require assistance with library resources related to EU Studies may contact Lynne Rudasill (Professor of Library Administration and the Center for Global Studies Librarian) at rudasill@illinois.edu (website: <http://cgs.illinois.edu/content/lynne-rudasill>).

EUROPEAN UNION CENTER STAFF

European Union Center Director and Director of Graduate Studies



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ADMISSION REQUIREMENTS

Traditional Options

Deadlines

Admission is ordinarily limited to the fall (August) semester, but exceptions are made for spring (January) and summer (June) admission.

For Fall Admission

- International Students—1 January
- U.S. Citizens and Permanent Residents—15 January

For Spring Admission

- International Students—1 July
- U.S. Citizens and Permanent Residents—1 September

For Summer Admission

- U.S. Citizens and Permanent Residents—15 January

Application Materials

Applicants for admission to the Master of Arts program should have completed at least two years of a language of the European Union and hold a bachelor's degree from an accredited institution of higher education. Test scores from at least one standardized test for graduate or professional school entry are required; the Graduate Record Examination (GRE) is normally preferred, but the EU Center will accept results from the Graduate Management Admission Test (GMAT), Law School Admission Test (LSAT), or Medical College Admission Test (MCAT). The minimum paper-based Test of English as a Foreign Language (TOEFL) score is 550 (213 on the computer-based test or 79 on the iBT). Candidates must write a statement of purpose showing how the MA degree in European Union Studies fits into their educational and career plans. They must also submit a writing sample that demonstrates capacity to conduct graduate level research, which includes analytical abilities and superior communication skills. Three letters of recommendation and original, certified transcripts are required. International students must also submit a Declaration and Certification of finances form to demonstrate sufficient financial support for the duration of the program. Consult the EUC and Graduate College web sites for the most up-to-date information on application procedures.

PROGRAM REQUIREMENTS

Coursework

Required Courses	Thesis Option Required Hours	Non-Thesis Option Required Hours
EURO 501 and EURO 502	8	8
Language Requirement	Max 7	Max 7
Thesis Hours Required (EURO 599)	0-8	N/A
EURO 580	1	N/A
EURO 500 (Recommended)	1-4*	1-4*
Minimum 500-Level	12	12
Required Overall Total Hours	36	36

Course Offerings of the EU Center

EURO 500: This 1 credit-hour “Dialogue on Europe” course provides MAEUS students the ability to come together, in close contact with Center staff, to discuss current events and the state of their research. It also encourages student participation in EU Center events. MAEUS students are expected to enroll in “Dialogue on Europe” every semester that they are in the program. *However, an exemption is given if a student is off-campus during a given semester (e.g., for study abroad or to pursue an approved internship).

EURO 501: A graduate-level introduction to the European Union, its history, decision-making processes, legal framework and economic effects. This course is offered in the fall semester of every academic year and is required for all EUC FLAS students, graduate minor students, and MAEUS students. Upon completion of the course, students will be conversant in the institutions and workings of the European Union, and will have produced a research paper on an EU-relevant topic in line with

their research interests. The research paper requirement is a good opportunity for MAEUS students to begin developing possible thesis topics.

EURO 502: An in-depth look at European Union approaches to foreign policy and international affairs. This course is offered in the spring semester of every academic year and is required for all EUC FLAS students, graduate minor students, and MAEUS students. The research paper requirement provides a further opportunity to develop thesis topics.

EURO 580: Provides background guidance and direction to students in the European Union Studies program on thesis requirements and research strategies. The course is offered each year during the spring semester, and MAEUS students must complete it during their first year in the program. Topics covered include: *What is a thesis?*; *What is a thesis defense?*; *MAEUS specific requirements*; *Selecting a faculty adviser and forming a committee*. The course also provides an introduction to various research methodologies that MAEUS students can utilize. Students develop thesis proposals throughout the course and present them during the final session. These presentations may be to an off-campus audience.

EURO 590: Directed independent study enables MAEUS students to pursue individual research projects under the supervision of a university faculty member. Consent to enroll in EURO 590 is generally given only to those students who have completed EURO 501 or EURO 502.

EURO 596: Offers graduate-level instruction on various special topics in European Union studies. EURO 596 may be repeated in the same or separate terms if the topics vary.

EURO 599: This course is required for students carrying out thesis research for the MA in European Union Studies. The course is approved for S/U grading only, and may be repeated in separate terms to a maximum of 8 hours. To register for EURO 599, MAEUS students must first identify a faculty thesis advisor and request consent from the EU Center to sign up for thesis credits.

Additional courses that fulfill the requirements of the MAEUS, EUS graduate minor, and EUC FLAS fellowships are offered through many different departments, including Political Science, History, Economics, and various foreign language departments. Please see Appendix II (List of Approved Courses) for a comprehensive overview of course offerings.

In addition to the required courses, regular attendance at all European Union Center events is expected.

Other Requirements

For all students, coursework must come from at least three different academic units. Only 400 and 500 level courses can be counted towards the degree requirements. Up to twelve hours may be credited for MA-equivalent study abroad courses or eight hours for internship placement. The EU Center encourages students to go abroad during the course of their MAEUS degree program. Study abroad during the academic year is normally limited to one semester only for the duration of the program. In rare circumstances, a second semester abroad during the academic year may be approved. Students considering study abroad should familiarize themselves with Graduate College policy regarding residence credit requirements and transfer of credit from institutions abroad.

All students will be expected to meet with the Academic Programs Coordinator each semester to discuss which classes they are taking and their suitability regarding the student's academic trajectory and goals.

A candidate must also demonstrate proficiency in a language of the European Union, other than English, at the third-year level in one of the following ways: (1) by having satisfactorily completed coursework in an EU language at the sixth-semester level in a previous degree program. The sixth-semester level course must have been completed no more than two years prior to enrollment in the MAEUS degree program; (2) by performing satisfactorily at the sixth-semester level in an EU language proficiency examination approved by the European Union Center and the appropriate University language department; or (3) by satisfactorily completing language coursework through the sixth-semester level while enrolled in the MAEUS degree program. Up to seven hours of advanced language (third or fourth-year) course work during the MAEUS period of study may be used toward the MA total required hours. All courses applied toward the language requirement must be taken for a letter grade: the credit/no credit option cannot be used for any part of this requirement. Only 400 and 500 level courses can count towards the 36 credit hour requirement for this program. Students may find, however, that there are positive benefits to acquiring a second European language and using study of that language at the beginning or intermediate level to make themselves competitive for FLAS fellowships.

Master's Thesis

A thesis is an original, significant contribution to the scholarly literature of an academic discipline. All University of Illinois graduate students whose programs require the completion of a thesis or dissertation must deposit their manuscript electronically in the Graduate College. Department approval and review of the thesis is required before it can be deposited.

Deposit: A thesis will not be accepted for deposit until all required materials have been submitted and all corrections requested by the Graduate College Thesis Office have been made. Deposit must be made by the appropriate master's or doctoral [deposit deadlines](#) set for each term. There are no exceptions. Upon deposit, the thesis becomes part of the student's academic record. No changes may be made to a thesis or dissertation after it has been deposited at the Graduate College.

Formatting: The Graduate College will *only* accept theses and dissertations that meet the formatting requirements set forth in the [Thesis Requirements](#). Although each thesis will undergo review for formatting by the departmental thesis format reviewer, it is the student's responsibility to implement Graduate College Thesis Requirements prior to submitting to departmental review.

Dissemination: Theses that are deposited as a requirement for the awarding of a degree are considered to be publications. Copyrightable works prepared by students as part of the requirements for a University degree program are deemed to be the property of the student.

As a condition of degree award, the University has the royalty-free right to retain, use and distribute a limited number of copies of the thesis, together with the right to require its publication for archival use (see [University of Illinois Board of Trustees' General Rules](#)).

In order to best disseminate and archive the significant work of University of Illinois graduates, the Graduate College requires that every thesis or dissertation and abstract be published. The Graduate College will determine the method of publication that most effectively secures the existence of the thesis/dissertation in perpetuity. The thesis will be available to the public through the University Library.

Permissions for Previously Published Work Included in the Thesis: Prior publication of parts of the thesis is increasingly common. Students should secure written permission from the publisher (or whoever holds the copyright to the published work) for the thesis to be submitted. Students should bring two copies of these copyright permissions with them to their deposit.

Patent Review: If a student's thesis contains potentially patentable information, a student may wish to have the thesis held by the Thesis Office while patentability is assessed. Holding a thesis does not postpone degree conferral or graduation. A student wishing to have a thesis held during the patent review process must contact the Office of Technology Management (OTM) prior to deposit. OTM will review

the student's request and notify the Graduate College if a thesis is to be held. Intellectual property is an important aspect of thesis research.

For more information about the University of Illinois Thesis requirements, please visit the Graduate College's Handbook of Policy and Requirements for Students, Faculty, and Staff.

The Thesis Committee

The thesis committee consists of a faculty advisor and at least one other individual. When the student has identified a suitable advisor, the EUC Director and Director of Graduate Studies will send a formal letter to the individual with details about the MAEUS program and requirements and expectations for the thesis.

The committee guides the student through the research and writing process and confers final approval of the thesis after successful defense of the work. MAEUS-specific guidelines include:

- The Thesis Committee must consist of at least two individuals
- The Thesis Advisor (Committee Chair) must be a member of the Graduate College Faculty
- At least one member of the Thesis Committee must be a member of the EU Center Executive Staff (i.e., Director, Associate Director, Outreach Coordinator, Academic Coordinator)
- Students will conduct an oral thesis defense before the Committee
- The Defense will be open to the public and announced to the EUC listservs.

MAEUS students will receive more detailed information about how to form a committee during the EURO 580 course, including the role of the committee, what to look for in potential committee members, and how to approach faculty members about serving on the committee. They can also field these questions to the Academic Coordinator. To learn more about departmental requirements and procedures associated with the MAEUS thesis, students should consult the document, "Frequently Asked Questions (FAQ) for Thesis Advisors and Students," available from the EU Center and included in this Handbook as Appendix IV.

The Thesis Defense and Deposit

To schedule the thesis defense, students should work with the EU Center office to set a date and time that will work for the student, the committee members, and EUC executive staff (Director, Associate Director, Outreach Coordinator, and Academic Coordinator). The EU Center office staff will reserve a venue for the defense and issue a confirmation to the student, committee, and EUC staff.

The EU Center maintains a strict timeline for the defense and deposit of students' theses. This ensures the timely and successful exit of students from our program. The following deadlines will be held for each semester:

<u>Days Prior to Semester Deposit Deadline</u>	<u>Task to be completed</u>
30	Defense must have been scheduled
20	Defense must have taken place
10	Final document must be submitted to EUC front office for departmental review
0	Final document must be submitted to the Graduate College.

The following is the EU Center's oral thesis defense format. The times given for each portion of the defense are approximate:

- The defense will be open to the public. All MAEUS students will be strongly encouraged to attend their peers' defenses. Defenses will be announced to the EUC Faculty and Student listservs.
- Introductions (5 mins.). An EUC executive staff member will call the meeting to order at the appointed time and briefly introduce the Committee Chair (main faculty advisor). The Committee Chair will introduce the student, giving the student's name and title of the thesis/presentation.
- Student presentation (20 mins.). The presentation normally includes elements such as statement of the research question, a summary of the student's literature review and how the study is situated in the literature, methods, analysis, major findings, and recommendations for future research. Students may use PowerPoint or other media during their presentation. If a student plans to use presentation media for the defense, please notify EU Center office staff at least one day in advance so that the technology can be set up ahead of time.
- Q&A (20-30 mins.) with committee members and the public audience. The Q&A will conclude the public portion of the defense. In all, the entire public defense proceedings can last up to one hour.
- Once the audience has left, the Committee Chair will then ask the student to leave the room. The committee will have up to 10-20 mins. to discuss the thesis, though need not take the full time. Discussion might include whether to recommend any changes, and the committee should arrive at a decision as to whether to pass the student on the defense and thesis.
- The committee will then invite the student to re-enter the room for up to 10-20 mins. of discussion about the thesis and any recommended changes. At this time, the committee members may sign the Thesis/Dissertation Approval (TDA) form. More information about this form is given below.

Departmental format approval is required before a student can deposit their thesis with the Graduate College. Kim Rice is EUC's departmental format reviewer and she will need to review the final version of each student's thesis and submit departmental approval to the Graduate College. Students should read the guideline and requirements for formatting and submitting a master's thesis on the Graduate College website: <http://www.grad.illinois.edu/thesis>. Also on their web site are PDFs of sample pages with margin and spacing requirements, and successfully submitted theses.

Students must also submit a Thesis/Dissertation Approval (TDA) form, which is available from the Graduate College website. **It is the student's responsibility to prepare and carefully proofread the following content before obtaining signatures on the document:**

- The student's UIN
- The student's name (must match *exactly* with the student name found on the thesis/dissertation title page and the University's official record of the student's name)
- The title of the thesis (wording and spelling must match those of the title found on the title page. Capitalization does not have to match.)
- The correct degree for which the thesis is being submitted (Master of Arts)
- At a minimum, the committee chair and the Director of the EU Center are required to sign on a student's TDA form. The signature of the department head (or authorized signatory) must be original, and all signatures must be on the same form. Signatures of off-site committee members may be obtained through faxing or scanning and emailing the form prior to the department head signing it. Note: though not a formal requirement, EUC has adopted the custom of having all committee members sign the TDA.

Non-Thesis Option

Although the European Union Center strongly encourages all students to complete a Master's Thesis, students pursuing a dual-degree or seeking to finish their studies on a compressed time schedule may consider a non-thesis option for the MA program. In lieu of a thesis, students must complete two substantial research papers in conjunction with two separate 500-level courses. A research paper associated with an approved, off-campus internship may substitute for one of the required papers. A student must indicate to the EUC which courses are being used for the non-thesis option before the end of the first week of the semester.

Each research paper must be a minimum of fifty pages. Students must secure a signature from the course instructor indicating agreement to supervise the research paper, as well as the EUC Director of Graduate Studies, on the Non-Thesis Option Research Paper Approval Form (see Appendix III). This should be done within the first week of the semester. Copies of completed non-thesis option papers must be submitted to EUC. Students must obtain a minimum grade for each paper of a B. The instructor must email the EUC Director of Graduate Studies signifying satisfactory completion of the requirement.

Dissemination: Non-thesis option research papers that are submitted as a requirement for the awarding of a degree are considered by the European Union Center to be publications. Copyrightable works prepared by students as part of the requirements for a University degree program are deemed to be the property of the student.

As a condition of degree award, the European Union Center and the University has the royalty-free right to retain, use and distribute a limited number of copies of the non-thesis option research papers, together with the right to require its publication for archival use (see [University of Illinois Board of Trustees' General Rules](#)).

Grade Point Average

Students must maintain a minimum overall graduate GPA of at least 2.75 on a 4.0 scale. Students who have an overall graduate GPA below the degree program's minimum at the end of any semester of enrollment will be placed on probation. Probation procedures can be detailed on the Graduate College website: <http://www.grad.illinois.edu/gradhandbook/2/chapter3/academic-standing>.

GRADUATE DEGREE REQUIREMENTS

Registration

In order to receive a graduate degree a student must be admitted to the degree program and enrolled in the program for at least one term after admission, which could be spring, summer or fall. To be counted toward the graduate degree, hours must be at the 400-level or greater and approved for graduate credit.

For a list of approved courses, please see Appendix II.

Changing Departments or Programs

Graduate College policy allows students to transfer from one academic program to another, provided that both departments agree to the transfer. Students wishing to transfer, either as a permanent transfer, or in order to obtain a degree from both programs, joint or dual degree programs, should use the petition process to request the transfer. With transfer by petition, students are not required to complete a new application, pay an application fee or provide copies of transcripts already on file.

For more information on Changing Departments or Programs, please visit the Graduate College website:

<http://www.grad.illinois.edu/gradhandbook/2/chapter4/degree-requirements-topic3>.

Residence Credit

At least half of the hours required for a master's degree must be earned in courses meeting on the Urbana-Champaign or Chicago or Springfield campus, or in courses meeting in other locations that have been approved by the Graduate College.

For more information, please see Article III of the University of Illinois' Academic Policies and Regulations website:

http://admin.illinois.edu/policy/code/article3_part8_3-801.html.

Research Credit and 599

A student cannot deposit a thesis without record of registration in research credit courses. Likewise, students with a record of registration in research credit will be required to deposit a thesis to complete their degree. Most departments use the course designation "599" to indicate research registration for both masters and doctoral students. Graduate students should register for research credit during semesters when they are working on the thesis.

For more information about Research Credit, please see the Graduate College website: [http://www.grad.illinois.edu/gradhandbook/2/chapter4/degree-requirements - topic6](http://www.grad.illinois.edu/gradhandbook/2/chapter4/degree-requirements-topic6).

Credit/No-Credit Courses

Most students will be better served by having graded rather than non-graded courses on their academic record. This is especially important for students who plan to apply either for financial aid or for admission to academic programs beyond the master's degree. However, MAEUS students may take one class (4 hours) on a Credit/No-Credit basis. The Graduate College requires that a grade of at least "C-" be obtained in order to receive credit toward a graduate degree. This option may not be used for the two required core courses – EURO 501 and 502. Students on limited status may not use this option until they achieve full graduate standing. Students may choose the Credit/No-Credit option by filling out the required paper form, obtaining the academic advisor signature and submitting the form to the admissions and records office by the deadline date for dropping a course. **Students are not required to inform their professors that they are taking a class as credit/no credit. Some students may find this non-disclosure as a helpful way to prevent grading biases.** Students who elect this option may change to a grade basis according to the instructions in the Timetable.

Graduate Student Petitions

Petitions are used to request an exception to published Graduate College policies or deadlines.

Students complete the petition in consultation with their advisor. After the advisor and department have made their recommendations and the appropriate signatures have been obtained, the petition will be submitted electronically by the department to the Graduate College for final review and official decision. Be sure to provide **complete and thorough explanation and documentation of the reasons for your request** to ensure speedy consideration. Lack of information may result in delays or denials of the request. For full instructions on filing Graduate Student Petitions and for the petition form, go to: <http://www.grad.illinois.edu/gsas/gradpetition>

Graduate Minors

A graduate minor is an approved program in a secondary area of study that relates closely to a student's chosen major and may be included on an academic transcript. A list of campus-approved graduate minors is available online. As noted in the Policy for Graduate Minors, students majoring in an area of study may not pursue a minor in the same area.

Each program has different procedures for applying to and completing their minor, and students should contact the minor department for details. **Not all departments**

will agree to count credit-hours towards both one's major and minor degrees. Students should consult their major department before applying to the minor to clarify what units will be counted to what degree. Students who wish to add or drop a graduate minor from their academic record must submit a graduate petition to make the change to their academic program. An academic program change alters the requirements needed for graduation, and therefore changes should be made carefully and in consultation with the graduate program advisor.

For more information on Graduate Minors, please visit the Graduate College website: [http://www.grad.illinois.edu/gradhandbook/2/chapter4/degree-requirements - Minors](http://www.grad.illinois.edu/gradhandbook/2/chapter4/degree-requirements-Minors).

EXPENSES AND FINANCIAL RESOURCES

Tuition & Fees

Tuition and fee assessments are based on the student's Illinois residency status, the college and curriculum of enrollment, and the amount of credit for which the student registers. In addition to tuition, certain courses carry a fee to cover instructional costs. These fees may apply to computer equipment and usage, laboratory equipment and supplies, musical instruments for practice, and similar instructional costs. Complete information about tuition and fees assessment, current fee structures, and which services are supported by specific fees can be found at the Office of the Registrar's website: <https://registrar.illinois.edu/tuition-fees/>.

Financial Aid

Financial aid for graduate students at the University of Illinois at Urbana-Champaign is available in the form of fellowships, assistantships, loans, grants and awards.

General Funding Information for MAEUS Students

Students pursuing the MAEUS have several funding options for which they may apply, which are detailed in the sections below. Many of these are awarded on a competitive basis. Because funding for Master's level students is normally limited to (but not guaranteed for) two years of study, students are encouraged to be proactive in seeking funding from other sources when possible, particularly if they will exceed two years.

The EU Center is aware of student preferences for financial aid as cited on their applications for admission, and these are taken into consideration as decisions are made about how to distribute available graduate fellowship and assistantship funding. The final decisions are contingent on many factors, but the EUC staff makes every effort to recognize the financial needs and accommodate the stated preferences of all continuing and newly admitted students. Funding decisions are communicated at the earliest possible opportunity.

All MAEUS applicants and continuing students are encouraged to apply for academic year FLAS fellowships. Summer funding is limited but available, and often takes the form of summer FLAS fellowships (see below). The EUC may also have summer graduate assistantships available, but these are dependent upon external funding to the Center and therefore subject to change.

Fellowships

Fellowships are awarded only to full-time degree-seeking students. All awards are contingent upon sufficient funding being available. Most fellowships of \$6,000 or more per semester provide full coverage of tuition and several fees. In addition, Fellows receive dental and vision insurance paid by the University.

The below list provides information about some grants of interest to graduate students in European Union studies. The European Union Center maintains a more extensive listing of fellowships and other student funding opportunities on its web site, at <http://europe.illinois.edu/graduate/maeus/funding/>. While some of these awards are used to fund students for coursework or language study at the University of Illinois, others are used to fund overseas study and/or research.

Foreign Language and Area Studies Fellowships (FLAS): FLAS grants are available to U.S. citizens or permanent residents for foreign language training and area studies, including the study of the European Union. The European Union Center, the Russian, East European, and Eurasian Center, and the Center for Global Studies may offer fellowships for EU languages.

EUC FLAS graduate student fellowships may be used for the study of Arabic, Bulgarian, Catalan, Czech, French, German, Greek (modern), Italian, Polish, Portuguese, Serbo-Bosnian-Croatian, Spanish, Swedish, or Turkish. Priority is given to the study of less commonly taught languages. FLAS grants can only be used to fund the study of languages at a second year level or higher, with the exception of students already fluent in a European language. Because other area studies centers at University of Illinois also offer FLAS Fellowships, applications are submitted through a shared portal. Hence, students may be eligible to apply to multiple centers, depending on the foreign language they intend to study. See <http://www.flas.illinois.edu> for more information.

Awards provide a stipend (\$15,000 for the academic-year; \$2,500 for the summer) and a tuition and fee waiver <http://www.flas.illinois.edu>. *Support for these fellowships comes from the U.S. Department of Education Title VI program.*

National Security Education Program (NSEP) - David L. Boren Graduate Fellowships: Boren Fellowships provide up to \$30,000 to U.S. graduate students to add an important international and language component to their graduate education through specialization in area study, language study, or increased language proficiency. Boren Fellowships support study and research in areas of the world that are critical to U.S. interests, including Africa, Asia, Central & Eastern Europe, Eurasia, Latin American, and the Middle East. The countries of Western Europe, Canada, Australia, and New Zealand are excluded. For a complete list of countries, see: http://www.borenawards.org/boren_fellowship/where_study.html.

International Research Exchange Board (IREX): The individual advanced research opportunities (IARO) program provides short-term grants to master's level students from the United States to conduct research on policy relevant topics in Eastern Europe and Eurasia. <https://www.irex.org/projects/short-term-travel-grants-stg>.

Big Ten Academic Alliance (BTAA): The BTAA is an academic consortium of twelve major teaching and research universities in the Midwest (the Big Ten plus the University of Chicago). Their CourseShare database allows graduate students take advantage of language offerings not available at their home university, but available at another CIC member university. See the following webpage for more information: <http://www.btaa.org/resources-for/students/shared-courses/traveling-scholar-program/introduction>.

Institute for International Education Fulbright Grants: Sponsored by the U.S. Department of State, the Fulbright U.S. Student Program offers a variety of grant opportunities, including comprehensive Fulbright grants, travel grants, teaching, and business opportunities. IIE also conducts, simultaneously with the competition under the Fulbright Program, the competitions for various programs supported by foreign governments and private donors <http://www.iie.org/fulbright>.

German Academic Exchange Service (DAAD) German Studies Research Grant: This specialized DAAD program offers up to ten German Studies Research Grants to highly qualified undergraduate and graduate students who are nominated by their department/program chairs. The grant may be used for short-term research (one to two months) in either Germany or North America. For information on how to apply: <https://www.daad.org.il/en/study-research-in-germany/>.

Additional opportunities of all types (fellowships, assistantships, etc.) are described at the Graduate College Fellowship Office website: <http://www.grad.uiuc.edu/funding-jobs>, or contact them at GradFellowship@illinois.edu. Students should also consult GrantForward (formerly the IRIS database) at: <https://www.grantforward.com>.

Assistantships

Teaching, research, graduate, and pre-professional graduate assistants receive stipends for services rendered to the University. Most assistantship appointments between 25% and 67%, inclusive, for three-quarters of the academic term provide waivers of either the full tuition or the base-rate tuition, depending on the graduate program of enrollment. Such appointments also carry coverage of several fees, along with dental and vision insurance at no charge. More information is available at the Graduate College website: <https://grad.illinois.edu/financial-aid>.

For a listing of available assistantships, please visit the Assistantship Clearinghouse website: <http://www.grad.uiuc.edu/clearinghouse/>.

Loans, Grants, and Awards

Please visit the Graduate College Funding & Employment website:
<http://www.grad.uiuc.edu/funding-jobs>.

Summer Automatic Waivers

Students without summer waiver-generating appointments who held waiver-generating appointments for the previous spring semester are eligible to receive summer automatic tuition waivers if they choose to enroll in the summer semester. The summer automatic waiver provides the same tuition waiver as that granted during the previous spring.

However, it does not provide a waiver of the same fees as a waiver-generating appointment. Only the service fee, AFMFA fee and the Library/Technology fee are included. The health service fee and health insurance fee are not covered.

Students with dental and vision insurance coverage from a waiver-generating appointment in the spring term continue to have dental and vision coverage through August 31. Authorized disciplinary colleges may request reimbursement for summer automatic waivers from an appointing unit if that unit was billed for the waiver in the spring semester.

Academic Integrity

The University of Illinois has formulated a policy that defines academic dishonesty, explains penalties that may be imposed on students, and details hearing procedures for appeals.

Academic dishonesty includes the following behaviors: cheating; fabrication; facilitating infractions of academic integrity; plagiarism; bribes, favors, and threats; academic interference; unauthorized use of University resources; failure to comply with research regulations; and computer-related infractions.

All students should refrain from conduct that is academically dishonest or behavior that assists others in academically dishonest activities. Academic Integrity is thoroughly discussed in the Student Code: <http://studentcode.illinois.edu/>. It is the student's responsibility to familiarize himself or herself with the University's policies on Academic Integrity and the Student Code. For additional guidance or clarification on specific matters associated with Academic Integrity, students should consult their instructors, advisor, or Center executive staff.

The university's Policy and Procedures on Integrity in Research and Publication can be found at:

<https://www.vpaa.uillinois.edu/cms/one.aspx?portalId=420456&pageId=440887>.

Grievance Procedures

The purpose of this policy is to protect the interests of graduate students by providing informal and formal means of seeking resolution in case of an inappropriate action of a member of the faculty or administrative staff or an inappropriate application of a departmental/unit policy.

Any graduate student may informally pursue or formally file a grievance when s/he believes that a decision or behavior adversely affects his/her status as a graduate student. As specified by the Graduate College policy expressed in the Guiding Standards for Faculty Supervision of Graduate Students (March 31, 1997), all members of the University community are expected to observe high standards of professional conduct and ethical behavior in graduate education and in the supervision of graduate research and teaching. However, in a large and heterogeneous scholarly community, problems may emerge. In the event that a student of the EUC experiences a problem, they are encouraged to bring their grievance to the director of the center first. If the director is unable to resolve the problem, the student should then consult the appropriate contacts at the Graduate College according to their prescribed procedure. The University articulates its policies and provides effective informal and formal procedures for resolving these problems involving graduate students. The policies and procedures described in this document do not override or supersede any other policies as established in the University Statutes and campus policies.

For more information, see the Graduate College Handbook:
<http://www.grad.illinois.edu/gradhandbook/2/chapter9/academic-conflict> .

Non-Discrimination Statement

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Members of the public should direct their inquiries or complaints to the appropriate equal opportunity office.

For the Urbana-Champaign campus:

Mike DeLorenzo, Associate Chancellor
320 Swanlund Administration Building,
601 East John Street
MC-304
Champaign, Illinois 61820-5796
(217) 333-4238
michaeld@illinois.edu

Heidi Johnson, Director of the Office of Diversity, Equity, and Access
Police Training Institute
1004 South Fourth Street
MC-523
Champaign, Illinois 61820-5796
(217) 333-1676
johnso19@illinois.edu

International Student SEVIS Requirements

On January 1, 2003, new regulations impacting international students on F-1 and J-1 visas took effect. These regulations govern the retention and reporting of information regarding those students on F and J visas and implements an internet - based

reporting system called SEVIS (Student and Exchange Visitor Information System). Following are some of the salient changes in these regulations.

Admission into the U.S.: All new students will be allowed to enter the U.S. no more than 30 days before the program start date listed on the student's visa document. The program start date coincides with the official reporting date to ISSS, usually 10 days before classes begin. New students may engage in on-campus employment no more than 30 days before the beginning of classes. When a new student enters the US the immigration inspector will record that entry into the student's SEVIS record.

Full Course of Study: To be considered full-time, students must be enrolled for 12 hours during the academic year (Fall and Spring terms) and 6 hours in the Summer term. In some circumstances a student may enroll for fewer hours and still be considered as a full-time student for SEVIS reporting purposes.

Reporting Current Name and Address: Students are now required to report their change of address and any legal name change to the University within 10 days of the change. The address should be updated in Banner. Legal name changes must be reported to Registration Services (OAR, 911 West Illinois, Urbana). The address must be a physical address where the student resides; office and P.O. box addresses are not acceptable. ISSS is then required to report this change to SEVIS within 21 days.

For more information of SEVIS Requirements, please visit the International Student and Scholar Servicehandbook:

http://iss.illinois.edu/download_forms/handbooks/j1_prog_handbook.pdf.

5 YEAR BA/MA

The College of Liberal Arts and Sciences and European Union Center are proud to offer the option of a 5-year program for a Bachelor of Arts degree in the College of Liberal Arts and Science (120 hours) and a Master of Arts degree in European Union Studies (36 hours). This opportunity offers current undergraduate students interested in pursuing an MA in European Union Studies (MAEUS) an accelerated path, with the opportunity to complete both programs of study quickly while still meeting the same requirements as students who pursue a traditional two-year course of study.

In consultation with a student's department undergraduate advisor and EUC graduate advisor, this accelerated path program can be paired with a BALAS degree in the College of Liberal Arts and Sciences.

The 5-Year BA/MA program has initially begun with the following majors:

- Political Science
- Global Studies
- French and Italian
- Germanic Languages and Literatures
- Spanish and Portuguese
- Slavic Studies
- Anthropology

Why a 5 Year BA/MA?

This program has been set up to be beneficial for students who pursue this accelerated pathway. By beginning to satisfy the requirements for a Master's degree as undergraduate students, those enrolled in this five year program will be able to receive their MA with one additional year of education (instead of two with a more traditional program). Other benefits include broadened opportunities for advanced language and international learning, as well as study abroad opportunities during undergraduate and graduate degrees.

Admittance:

Students can apply for this program when they have 60 hours of credit. For students, this usually means applying in their sophomore or junior year.

Additionally, to be eligible for enrollment, all student must have:

- A cumulative GPA of 3.0 or greater
- A major GPA of 3.0 or greater

European Union Center staff, working in consultation with the undergraduate adviser of the student's BA department, will determine if a student is in good academic standing and has made sufficient progress towards their undergraduate

degree. An application essay will also be required before admittance. Students will be expected to keep their GPA at or above these minimum levels up until they begin as MA students, after which they will be subject to the expectations of the graduate school.

The earliest opportunity to be admitted into the graduate portion of the degree program is the first semester of the fourth year.

The latest opportunity to be admitted into the graduate portion of the degree program would be the first semester of the fifth year.

Admitted students will need to have completed nearly all of their undergraduate level courses by the end of their third year. In the fall semester of the fourth year, students will start core courses for the MA in EU Studies. The maximum guaranteed amount of graduate credits that can be transferred from undergraduate credits is twelve.

Requirements:

Requirements for this degree program are identical to those for the stand-alone BA and for the stand-alone MAEUS. This program does not alter any credit-based requirements for any existing degree. Students must have at least 120 hours of credit for their undergraduate BA program. And students will need at least 36 hours of credit for their MAEUS. Students are allowed to transfer less than twelve credit hours, but those who do so cannot be guaranteed that their M.A. degree will be completed in one year.

The 5-Year BA/MA requirements for the European Union Center are:

- Students must take EURO 501 and 502
- Students must meet a language requirement by demonstrating proficiency in a language of the European Union (not English), at the third-year level. 7 of these third-year, or advanced, languages can be used in completing the MA hours requirement
- At least two substantial research papers on European Union topics during courses that are relevant to the student's professional orientation
- Coursework must come from at least three different academic units
- No more than 12 hours may be credited for MA-equivalent study abroad courses
- No more than 8 hours for internship placement may be credited
- Minimum GPA for MAEUS related courses must be: 2.75

The MAEUS is a flexible degree that can be completed with or without a thesis. If a student decides to complete a thesis, the student must complete EURO 599: Thesis Research. The minimum of hours is 0 and the maximum of hours is 8. The number of hours for this course is counted towards the degree.

Degree Awarding:

Students will receive their degrees when their individual requirements are met. The BA and MA degrees associated with this program will be conferred separately and independently.

APPENDIX I: SAMPLE TRACKS

Sample Track: Two year MAEUS – Political Focus

<u>Year 1</u>	<u>Year 2</u>
<u>Semester 1</u>	<u>Semester 3</u>
EURO 500: Dialogue on Europe	EURO 500: Dialogue on Europe
EURO 501: Introduction to the EU	EURO 599: Thesis Research
PS 583: International Organizations	GLBL 480: Energy and Security
PS 548: Political Economy	ECON 523: Business Intl. Econ.
GER 101: Beginning German 1	GER 103: Interm. German 1
Total Eligible Units Completed: 13	Total Eligible Units Completed: 36
<u>Semester 2</u>	<u>Semester 4</u>
EURO 500: Dialogue on Europe	EURO 500: Dialogue on Europe
EURO 502: EU Foreign Policy	EURO 599: Thesis Research
EURO 580: Thesis Design	Law 656: International Law
SOC 473: Social Movements	MBA 580: Corp and Global Strat.
GER 102: Beginning German 2	GER 104: Interm. German 2
Total Eligible Units Completed: 23	Total Eligible Units Completed: 49

Sample Track: Two year MAEUS – French Focus

<u>Year 1</u>	<u>Year 2</u>
<u>Semester 1</u>	<u>Semester 3</u>
EURO 500: Dialogue on Europe	EURO 500: Dialogue on Europe
EURO 501: Introduction to the EU	EURO 599: Thesis Research
FR 435: French Civilization I	FR 574: 19 th Cent. French Literature
FR 101: Beginning French 1	MACS 408: TV Studies
	FR 103: Interm. French 1
Total Eligible Units Completed: 9	Total Eligible Units Completed: 32
<u>Semester 2</u>	<u>Semester 4</u>
EURO 500: Dialogue on Europe	EURO 500: Dialogue on Europe
EURO 502: EU Foreign Policy	EURO 599: Thesis Research
EURO 580: Thesis Design	HIST 502: Problems in Comp. History
EPS 530: Western Global Classics	FR 104: Interm. French 2
FR 102: Beginning French 2	
Total Eligible Units Completed: 19	Total Eligible Units Completed: 41

APPENDIX II: LIST OF APPROVED COURSES

The courses listed below are pre-approved towards satisfying the requirements of the graduate major or minor in EU Studies. Some courses listed here may not be available for graduate credit. Please note, not all courses are offered every semester or every year, and some courses may have prerequisites. Some courses offered in professional schools may have restricted enrollment.

We will make every effort to update this list periodically. **Students should consult the online university class schedule and course explorer for current course availability.** Students who are interested in courses not listed in this appendix may petition the EUC for such courses to be accepted for credit. These students must submit a "Petition for Course Credit" (see Appendix III) to the Coordinator for Academic Programs within the first ten days of the semester. Please consult the EU Center staff regarding specific questions about applying the below courses to your degree major or minor program.

Agricultural and Consumer Economics

ACE 431: Agri-food Strategic Management (cl BADM 438)

ACE 435: Global Agribusiness Management

ACE 436: Intl Business Immersion

ACE 451: Agriculture in Intl Dev

ACE 455: Intl Trade in Food and Agr

ACE 556: Agr Policy and Political Econ

Anthropology

ANTH 402: Transnational Islam, Europe-US

ANTH 423: Economic Anthropology

ANTH 515: Seminar in Anthropology

Art History

ARTH 491: Topics in Art

Basque

BASQ 402: Readings in Basque Studies

Business Administration

BADM 438: Agri-food Strategic Management (cl ACE 431)

BADM 582: Multinational Management

BADM 583: Current Topics in Intl Bus

BADM 584: Global Marketing

BADM 586: Intl Comparative Management

BADM 590: Seminar in Business Admin

Catalan

CATL 401: Intensive Catalan Language
CATL 402: Studies in Catalan Literature

Community Health

CHCL 407: Disability, Culture, and Society
CHCL 494: Special Topics

Curriculum and Instruction

CI 415: Language Varieties, Culture and Learning

Comparative & World Literature

CWL 441: Themes in Narrative
CWL 471: International Lit. Relations
CWL 502: Methods of Comparative Lit.
CWL 561: Seminar in Genres – Forms
CWL 571: Seminar in Literary Relations

Economics

ECON 420: International Economics
ECON 440: Econ of Labor Markets
ECON 450: Development Economics
ECON 540: Labor Economics I
ECON 541: Labor Economics II
ECON 550: Econ of Development and Growth

Education Policy Studies

EPS 512: Western Educational Classics
EPS 530: Education and Globalization
EPS 590: Advanced Graduate Seminar

European Union Studies

EURO 415: Europe and the Mediterranean
EURO 478: African Immigrants in Europe
EURO 490: Special Topics in EU Studies
EURO 500: Dialogue on Europe
EURO 501: EU Institutions and Governance
EURO 502: The EU in a Global Context
EURO 580: Research Design & Techniques
EURO 590: Directed Ind Study
EURO 596: Special Topics in EU Studies
EURO 599: Thesis Research

Finance

FIN 422: Cases in Corporate Finance
FIN 551: International Finance

French

FR 417: History of the French Language
FR 418: Languages and Minorities in Europe
FR 443: Paris, a Soc and Cult History
FR 485: Commercial & Econ French I
FR 552: Studies in French Cinema
FR 559: Seminar in Romance Linguistics
FR 578: Seminar 20th C. French Lit
FR 579: Seminar in French Lit

Geography

GEOG 438: Geography of Health Care
GEOG 465: Transp and Sustainability
GEOG 466: Environmental Policy
GEOG 471: Recent Trends in Geographic Thought
GEOG 483: Urban Geography

German

GER 401: Global Issues in German
GER 418: Language & Minorities in Europe
GER 420: German Cultural History
GER 465: Ling Structures of German
GER 473: 1920s to Today
GER 494: German Cinema II (1945 – present)
GER 496: Special Topics in German Studies
GER 575: 20th C. German Studies

Global Studies

GLBL 480: Energy and Security
GLBL 483: Seminar on Security
GLBL 499: Special Topics

Gender and Women's Studies

GWS 459: Gender, Sex, and Postcoloniality

History

HIST 400: War, Soc, Politics, & Culture
HIST 401: History of Terrorism
HIST 433: History of Jews in Diaspora
HIST 439: The Ottoman Empire
HIST 441: The Roman Empire
HIST 446: Early Modern British Isles
HIST 450: European Working Class History
HIST 456: 20th Century Germany
HIST 466: The Balkans
HIST 467: Eastern Europe
HIST 502: Prob in Comparative History

HIST 504: Seminar in History of Science
HIST 551: Problems in European History Since 1789

Information Studies

LIS 490: Advanced Topics Info Studies
LIS 525: Government Information
LIS 590: Advanced Problems in LIS

Italian

ITAL 406: Italian Culture
ITAL 415: Europe & the Mediterranean
ITAL 418: Language & Minorities in Europe
ITAL 470: Topics in Italian Cinema
ITAL 510: Seminar in Italian Studies
ITAL 595: Special Topics in Italian

Landscape Architecture

LA 513: History of World Landscapes

Labor and Employment Relations

LER 450: European Working Class Hist
LER 545: Econ of Human Resources
LER 564: HR Training and Devel
LER 565: HR Management & Strategy
LER 566: International HR Management
LER 590: Individual Topics
LER 595: Managing Diversity Globally

Law

LAW 653: Intl Business Trans.
LAW 654: International Trade Policy
LAW 656: International Law
LAW 657: Intl Human Rights Law
LAW 792: Current Legal Problems
LAW 796: Comparative Law Topics
LAW 798: Seminars

Media and Cinema Studies

MDIA 575: Cult Studies & Crit Interp
MACS 470: Topics in Italian Cinema
MACS 492: New Scandinavian Cinema
MACS 494: German Cinema II

MBA Program

MBA 531: Special Projects

Music

MUS 518: Topics in Opera History

Nuclear, Plasma, & Radiological Engineering

NPRE 480: Energy & Security

NPRE 483: Seminar on Security

Natural Resources & Environmental Science

NRES 499: Special Topics

Polish

POL 446: Problems of Polish Literature

Portuguese

PORT 595: Special Topics Port & Braz Lit

Political Science

PS 408: Islam and Modern Society

PS 415: Europe and the Mediterranean

PS 418: Languages and Minorities in Europe

PS 456: Democracy and Identity

PS 457: Dem Gov in a Global Setting

PS 480: Energy and Security

PS 540: Proseminar Comp Politics I

PS 548: Political Economy

PS 549: Topics in Comparative Politics

PS 580: Proseminar in Intl Relations

PS 582: Intl Political Economy

PS 589: Topics in Intl Relations

Religion

REL 434: History of Jews in Diaspora

Russian and East European Studies

REES 477: Postcommunist Fiction

REES 496: Topics in REEE Studies

REES 550: Seminar in REEE Studies

REES 596: Topics in REEE Studies

Scandinavian

SCAN 463: Modern Scandinavian Drama

SCAN 492: Scandinavian Cinema

SCAN 494: Topics in Scan Languages

SCAN 496: Special Topics in Scan Studies

SCAN 593: Research in Special Topics

Slavic

SLAV 418: Languages & Minorities in Europe
SLAV 452: Slavic Cultural Studies
SLAV 477: Post-Communist Fiction
SLAV 525: Problems in Slavic Literature

Sociology

SOC 447: Environmental Sociology
SOC 470: Social Movements
SOC 473: Immigration, Health & Society
SOC 562: Sem in Transnational Studies

Spanish

SPAN 418: Language & Minorities in Europe
SPAN 435: Intro Romance Ling
SPAN 465: 20-21st C Spanish Studies
SPAN 590: Topics in Hispanic Studies
SPAN 595: Special Topics in Spanish

Theatre

THEA 560: Seminar in Theatre History

Turkish

TURK 405: Advanced Turkish I

Urban and Regional Planning

UP 423: Intro International Planning
UP 494: Special Topics in Planning
UP 501: Planning History and Theory
UP 504: Urban History and Theory
UP 521: International Planning Seminar

Yiddish

YDSH 420: Jewish Life-Writing

APPENDIX III: ADVISING FORMS

ADVISING FORM Non-Thesis Option

Master's in European Union Studies (MAEUS)
University of Illinois at Urbana-Champaign

NON-THESIS OPTION RESEARCH PAPER APPROVAL FORM

*Although the European Union Center strongly encourages all students to complete a Master's Thesis, students pursuing a dual-degree or seeking to finish their studies on a compressed time schedule may consider a non-thesis option for the MA program. In lieu of a thesis, **students must complete two substantial research papers (50-page minimum) in conjunction with two separate 500-level courses.** A research paper associated with an approved, off-campus internship may substitute for one of the required papers. Copies of completed non-thesis option papers must be submitted to EUC.*

Student _____

UIN _____

Instructor _____

Course # _____

Term _____

Paper #: 1 2

Paper Topic _____

Brief description of expected content:

Student's Signature _____ Date _____

Instructor's Signature _____ Date _____

EUC Advisor's Signature _____ Date _____

Action by Department: ☐ Approved
 ☐ Denied

PETITION FOR COURSE CREDIT

Please fill out this form and turn it in to the EUC Department before registering for a course not listed in Appendix II. All credit requests are subject to departmental approval.

Student _____

UIN _____

Instructor _____

Course # _____

Term _____

Credit-hours _____

Instructor's CRN _____

Why should this course be counted for credit? :

Action by Department: ☐ Approved

☐ Denied

Student's Signature _____ Date _____

EUC Adviser's Signature _____ Date _____

ADVISING FORM
Independent Study

Master's in European Union Studies (MAEUS)
University of Illinois at Urbana-Champaign

REQUEST FOR APPROVAL OF INDEPENDENT STUDY

Please fill out this form and turn it in to the EUC Department before registering for I.S. course. All I.S. requests are subject to departmental approval.

Student _____

UIN _____

Instructor _____

Course # _____

Term _____

Credit-hours _____

Instructor's CRN _____

Action by Department: ☐ Approved
 ☐ Denied

Student's Signature _____ Date _____

Instructor's Signature _____ Date _____

EUC Adviser's Signature _____ Date _____

(OVER)

1) General content of Independent Study (provide a brief overview of what is to be studied):

2) Reason for request (explain why independent study is necessary):

3) Method of evaluation of student (i.e., paper, exam, annotated bibliography):

4) Number of proposed meetings and duration (i.e., How often do the student and professor plan to meet, and for how long per meeting?)

5) Please attach a detailed reading list to this form, if required by instructor.

STUDENT SELF-REPORT
for Annual Review

Master's in European Union Studies (MAEUS)
University of Illinois at Urbana-Champaign

Student _____

UIN _____

Anticipated Graduation Date _____

Courses	Semester	Course Name (Dept + Number) 400 & 500 level courses <u>ONLY</u>	Instructor	Credit hours	Grade
EURO 501		EURO 501			
EURO 502		EURO 502			
EURO 580		EURO 580			
EURO 599		EURO 599			
Language Course #1*					
Language Course #2*					
Elective #1**					
Elective #2**					
Elective #3**					
Elective #4**					
Elective #5**					
Elective #6**					
Elective #7**					
EURO 500 (Circle all semesters that apply)	Fall 1 Spring 1 Fall 2 Spring 2	EURO 500	EU Center Staff		
Total Credits: (Needed: 36)					
Academic Units? (List at least 3)					

* = The maximum credits we can accept from these courses IN TOTAL are seven

** = At least three of these must be 500 level courses together totaling 12 units

Indicate courses planned towards fulfilling remaining MAEUS requirements:

Thesis Option (if applicable)

Topic _____

Thesis Adviser _____

Committee Members

Semester(s) for Thesis credit _____

Non-Thesis Option* (if applicable)

	Topic	Semester	Course #	Instructor	Completed?
Paper 1					
Paper 2					

**Although the European Union Center strongly encourages all students to complete a Master's Thesis, students pursuing a dual-degree or seeking to finish their studies on a compressed time schedule may consider a non-thesis option for the MA program. In lieu of a thesis, students must complete two substantial research papers in conjunction with two separate 500-level courses. A research paper associated with an approved, off-campus internship may substitute for one of the required papers.*

Each research paper must be a minimum of fifty pages. Students must secure a signature from the course instructor indicating agreement to supervise the research paper, as well as the EUC Director of Graduate Programs, on the Non-Thesis Option Research Paper Approval Form

Please respond to each question below. You may attach additional pages if needed.

1. Describe progress on your thesis or non-thesis project over the past year and goals for the coming year.

2. Describe any relevant additional activities, including presentations, publications, job experiences, fellowships, assistantships, or recognitions during the past year.

3. What would you like to do after obtaining your degree and what do you think you need to do to get there?

4. What was the most surprising thing you learned this year and why was it surprising to you?

5. Is the EU *sui generis* ("one of a kind")? Why or why not? Be specific.

Please attach a current CV or resume. This document should contain additional information of academic and professional activity and accomplishments previous to the past academic year.

**Department Review
for Annual Review**

Master's in European Union Studies (MAEUS)
University of Illinois at Urbana-Champaign

Student:
UIN:

(to be completed by the EUC Director of Graduate Studies and Academic Coordinator)

1. Areas of Strength (examples from areas such as courses, research, professional development activities)

2. Areas for Growth and Development for the next year (examples: development of research, writing, public speaking skills, improved course performance)

3. Requirements to complete/plans for the next year (examples: courses and credit hours to complete, expected progress on the thesis or non-thesis papers, foreign language proficiency, optional study abroad or internships)

4. Anticipated Graduation Date:

5. Current cumulative Grade Point Average:

Date of meeting with student:

Student comments after the meeting:

Student signature and date _____

Director of Graduate Studies comments after the meeting:

DGS signature and date _____

EUC Academic Coordinator comments after the meeting:

EUC Academic Coordinator signature and date _____

APPENDIX IV: FAQ FOR THESIS ADVISORS AND STUDENTS

What is the MA in EU Studies degree program, and where can I find more information about it?

The Master of Arts in European Union Studies (MAEUS) is a 36-credit hour interdisciplinary degree offered by the European Union Center (EUC). The degree is designed to prepare students for professional or academic careers in European Union affairs.

To complete the degree, students must take two core graduate seminars in EU studies offered through EUC; demonstrate proficiency at the advanced level of a European language other than English; complete coursework from at least three different academic units; and, if they select the thesis option, complete an MA thesis, among other requirements. You can find more information about the degree program on the EUC web site at <http://europe.illinois.edu/graduate/maeus/>.

What are my duties as a thesis advisor to a MAEUS student?

EUC asks MAEUS thesis advisors to fulfill seven primary formal responsibilities: (1) serve as the instructor for your advisee's thesis research course credits; (2) review and approve the student's written thesis proposal prior to the main research and writing phase of the project; (3) upon reviewing an acceptable completed version of the thesis, give written authorization for the student to proceed with arranging an oral thesis defense; (4) serve as the chair of the thesis committee at the oral defense; (5) work with the student to ensure timely academic progress; (6) work with the student to ensure the thesis complies with the thesis formatting rules of the graduate college; and (7) work with the student to ensure that the thesis meets EU Center thesis quality controls and graduate standards (70 pg. minimum in length, proper citations, standard research paper components, e.g. literature review, methodology, results, etc.)

In addition, the thesis advisor will be expected to assist his/her advisee in honing the research question, selecting an appropriate methodology, identifying relevant literature, and other tasks associated with conducting graduate level research and managing a thesis project.

How do I formally communicate to the student and EUC staff my approval of the thesis proposal and, later, my approval for setting up a thesis defense?

Please send an email message to the student with cc to the EUC Academic Coordinator Neil Vander Most (vanderm1@illinois.edu), indicating your approval at each of these stages.

How will the student register for thesis research credits?

Up to 8 thesis research credit hours can be applied towards a MAEUS student's overall 36 required credit hours. Students will sign up for these credits using the rubric and course number EURO 599. When you and your advisee have agreed to

thesis research in advance of a given semester, the student will notify the EUC Academic Coordinator, who will in turn submit a request to the Office of the Registrar to set up a Course Registration Number (CRN) associated with your name that is unique to EURO 599 thesis credits that semester. EUC staff will communicate the CRN to you and the student to enable thesis credit registration.

How frequently should I meet with my advisee?

This is a mutual decision between you and your advisee. It is strongly suggested that you meet with your advisee weekly during the semester when he or she is registered for EURO 599 thesis credits to ensure adequate progress. MAEUS students have been informed that it is **their** responsibility to come to each advisory meeting prepared to discuss questions or substantive concerns about their research, and to demonstrate regular progress.

What requirements are there for thesis committee composition?

The EUC has established the following departmental requirements for MA thesis committee composition: (1) the thesis committee must consist of at least two individuals; (2) the thesis advisor (committee chair) must be a member of the Graduate College; and, (3) at least one member of the thesis committee must be a member of the EU Center Executive Staff (i.e., Director, Associate Director, Director of Graduate Studies, Outreach Coordinator, or Academic Coordinator).

How long should the student's completed thesis be?

The European Union Center expects all Master's theses to be no shorter than 70 pages in length, bibliography excluded. There is no maximum page limit.

What deadlines do I need to be aware of?

Your advisee is on track for **May 20xx (exact date depended on student)** The Graduate College deadline for thesis deposit to meet that graduation date is **April xx, 20xx (exact date to be announced by the University)**. The EUC expects students to adhere to a sequence of deadlines as their graduation approaches. 30 days prior to the Graduate College deadline, the EU Center expects a thesis defense to be scheduled. 20 days prior to this deadline, the defense will be expected to have taken place. And 10 days prior to the deadline, the EU Center will expect a final, fully reviewed version of the thesis to be submitted to its front office for departmental review.

Given these deadlines, what is a suggested timeline for the student's thesis project?

The EUC suggests that the student submits his/her written thesis proposal for review and approval by the advisor no later than one year preceding graduation (i.e., no later than May of the year prior to their graduation). Portions of the project such as development of the literature review and data collection should be completed the semester prior to graduation (i.e., fall semester for a spring semester graduation).

Whom should I contact if I have further questions?

EUC staff will be happy to discuss with you any questions or concerns that you might have about your advisee's thesis project or the MAEUS program in general. We especially welcome feedback about ways to improve the thesis project experience for both our students and affiliated faculty. Please feel free to contact Dr. Carla Santos, EUC Director and acting Director of Graduate Studies (csantos@illinois.edu; 244-3874) or Neil Vander Most, EUC Visiting Coordinator of Academic Programs (vanderm1@illinois.edu; 300-4386)