BMW Center for
German and European Studies

MAGES
Policies and Procedures
2018 – 2019
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PART A: Introduction

Welcome to Georgetown University and the BMW Center for German and European Studies (CGES). This handbook contains information regarding the MAGES curriculum, policies of the BMW Center, rules of the Graduate school, and other useful background material. Please review it carefully, particularly the sections covering academic policies and curriculum and discuss any concerns or questions with your faculty advisor or the Supervisor of Academic Programs.

Administration

Director of the BMW Center: Katrin Sieg oversees the entire range of Center academic and research programs. Professor Sieg is also responsible for representing the Center in its relationships within and outside the University.

MAGES Director: Anna von der Goltz oversees the MAGES curriculum and coordinates academic policy issues with the School of Foreign Service, other University departments and with the Graduate School.

Assistant Director, Finance and Administration: Christina Ruby oversees the full range of Center operations. In addition to supervising program staff, she handles all financial, human resources, development, partnerships, and office management.

Supervisor of Academic Programs: Zoe Ziliak Michel is responsible for recruitment and admissions, academic and career counseling, curriculum and academic policies, and alumni relations for the MAGES program.

Events & Communications Coordinator: Robyn Selsor coordinates the Center’s events, non-academic event programs, publications, and public relations.

Program Assistant: Adrienne Thompson provides general administrative support and manages operations of the front office. She assists faculty and students, and serves as the Center’s first point of contact.
### Class of 2019

<table>
<thead>
<tr>
<th>Name</th>
<th>Country</th>
<th>Institution</th>
<th>Major(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eric Anderson</strong></td>
<td>USA</td>
<td>United States Air Force Academy</td>
<td>International Relations</td>
</tr>
<tr>
<td><strong>Kevin Caler</strong></td>
<td>USA</td>
<td>Allegheny College</td>
<td>International Relations</td>
</tr>
<tr>
<td><strong>Tessa Coggio</strong></td>
<td>USA</td>
<td>University of Wisconsin</td>
<td>International Relations, History</td>
</tr>
<tr>
<td><strong>Brian Craft</strong></td>
<td>USA</td>
<td>University of Michigan</td>
<td>History, Minors in German &amp; Political Science</td>
</tr>
<tr>
<td><strong>Thomas Flanagan</strong></td>
<td>USA</td>
<td>Pacific Lutheran University</td>
<td>Political Science, German</td>
</tr>
<tr>
<td><strong>Sarah Gallagher</strong></td>
<td>USA</td>
<td>Boston College</td>
<td>German, Political Science</td>
</tr>
<tr>
<td><strong>Ioseb Jorjoliani</strong></td>
<td>Georgia</td>
<td>Washington &amp; Jefferson College</td>
<td>Communications Arts, German</td>
</tr>
<tr>
<td><strong>Sarah Lawton</strong></td>
<td>USA</td>
<td>Tufts University</td>
<td>German, International Studies</td>
</tr>
<tr>
<td><strong>Anne-Sophie Mahle</strong></td>
<td>Germany</td>
<td>University of Bayreuth</td>
<td>Philosophy, Economics</td>
</tr>
<tr>
<td><strong>Rebecca Martin</strong></td>
<td>USA</td>
<td>Eastern Mennonite University</td>
<td>History</td>
</tr>
<tr>
<td><strong>Strahinja Matejic</strong></td>
<td>Serbia</td>
<td>Grinnell College</td>
<td>Political Science, German</td>
</tr>
<tr>
<td><strong>Colin Milner</strong></td>
<td>USA</td>
<td>American University</td>
<td>International Studies</td>
</tr>
<tr>
<td><strong>Maddie Mitchell</strong></td>
<td>USA</td>
<td>Indiana University</td>
<td>Political Science, Germanic Studies</td>
</tr>
<tr>
<td><strong>Nate Moulton</strong></td>
<td>USA</td>
<td>Georgetown University</td>
<td>Science, Technology, &amp; International Affairs</td>
</tr>
<tr>
<td><strong>Julian Müller-Kaler</strong></td>
<td>Germany</td>
<td>Zeppelin University</td>
<td>Politics, International Relations</td>
</tr>
<tr>
<td><strong>Liam Mullins</strong></td>
<td>Ireland</td>
<td>University College Cork</td>
<td>Law (International)</td>
</tr>
<tr>
<td><strong>Anthony Osman</strong></td>
<td>USA</td>
<td>Wright State University</td>
<td>Economics</td>
</tr>
<tr>
<td><strong>Alexander Roberds</strong></td>
<td>USA</td>
<td>Georgetown University</td>
<td>Regional and Comparative Studies</td>
</tr>
<tr>
<td><strong>Bryan Witmore</strong></td>
<td>USA</td>
<td>University of South Carolina</td>
<td>German</td>
</tr>
<tr>
<td>Name</td>
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</tr>
<tr>
<td>Elise Anderson</td>
<td>USA/Germany</td>
<td>University of Bremen</td>
<td>History</td>
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<tr>
<td>Charlotte Carstens</td>
<td>USA</td>
<td>Hamilton College</td>
<td>International Relations, German Studies</td>
</tr>
<tr>
<td>Anna Casals Fernandez</td>
<td>Spain</td>
<td>Soka University of America</td>
<td>International Relations, Liberal Arts, International Relations</td>
</tr>
<tr>
<td>Delphi Cleaveland</td>
<td>USA</td>
<td>Cornell University</td>
<td>German Studies, Women’s Studies</td>
</tr>
<tr>
<td>Daniel Connell</td>
<td>USA</td>
<td>Georgetown University</td>
<td>International Politics</td>
</tr>
<tr>
<td>Charles Fritz</td>
<td>USA</td>
<td>Georgetown University</td>
<td>Foreign Service</td>
</tr>
<tr>
<td>Emma Fox</td>
<td>USA</td>
<td>Rutgers University</td>
<td>French English</td>
</tr>
<tr>
<td>Sam Gibson</td>
<td>USA</td>
<td>Washington &amp; Lee University</td>
<td>History</td>
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<tr>
<td>Rani Gold</td>
<td>USA</td>
<td>Vassar College</td>
<td>Medieval/Early Modern European Studies</td>
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<tr>
<td>Scott Haviland</td>
<td>USA</td>
<td>Boston University</td>
<td>International Relations, French</td>
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<tr>
<td>Kyra Howe</td>
<td>USA</td>
<td>University of Hawaii at Manoa</td>
<td>German Anthropology</td>
</tr>
<tr>
<td>Ashleigh Jones</td>
<td>USA</td>
<td>Scripps College</td>
<td>European Studies</td>
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<tr>
<td>Mark Luth</td>
<td>USA</td>
<td>Macalester College</td>
<td>German Studies</td>
</tr>
<tr>
<td>Nils Martin</td>
<td>USA/Germany</td>
<td>Eastern Mennonite University</td>
<td>History</td>
</tr>
<tr>
<td>Maria Rodriguez</td>
<td>USA/Venezuela</td>
<td>Florida International University</td>
<td>History</td>
</tr>
<tr>
<td>Alistair Somerville</td>
<td>United Kingdom</td>
<td>Oxford University</td>
<td>History</td>
</tr>
<tr>
<td>Ian Stout</td>
<td>USA</td>
<td>Grinnell College</td>
<td>German Political Science</td>
</tr>
<tr>
<td>Brennan Thorpe</td>
<td>USA</td>
<td>Portland State University</td>
<td>Applied Linguistics, Spanish</td>
</tr>
<tr>
<td>Annika van Galder</td>
<td>USA</td>
<td>University of California, Berkeley</td>
<td>Peace and Conflict Studies</td>
</tr>
<tr>
<td>Zhijiang Zhao</td>
<td>China</td>
<td>Sarah Lawrence College</td>
<td>History</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>German</td>
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</tbody>
</table>
Continuing Ph.D. Students

These students are in the Ph.D. portion of the MAGES/Ph.D. dual degree programs.

Ph.D. in German
Joshua Seale

Former MAGES Students Now Pursuing Georgetown Ph.D.s

Ph.D. in German
Douglas McKnight
Emily Sieg

Ph.D. in History
Brent McDonnell
**The Faculty**

The BMW Center is home to six Georgetown University faculty members drawn from the disciplines of political science (comparative politics and international relations), history, economics, and cultural studies. This core faculty is augmented each semester by adjunct professors and visiting faculty from other institutions in the United States and around the world.

**Core Faculty**

Jeffrey Anderson, SFS/Government  
Charlotte Cavaillé, SFS  
Abraham Newman, SFS/Government  
Katrin Sieg, SFS/German  
Anna von der Goltz, SFS/History  
Holger Wolf, SFS

**Visiting Faculty**

Mario Daniels, Visiting DAAD Professor  
Natividad Fernandez Sola, Prince of Asturias Distinguished Visiting Professor of Spanish Studies

**Adjunct Faculty (Fall 2018)**

Spencer Boyer, International Affairs  
Dieter Dettke, Security Studies  
Richard Kuisel, History  
Gale Mattox, Security Studies

**Adjunct Faculty (Spring 2019)**

Will be announced prior to course registration.
Important Contact Information

BMW Center for German and European Studies
Georgetown University
Intercultural Center 501
Washington, DC 20057-1022

Katrin Sieg  Director and Graf Goltz Professor  687-8902
Anna von der Goltz  MAGES Director  687-8012
Christina Ruby  Assistant Director  687-8078
Zoe Ziliak Michel  Supervisor of Academic Programs  687-8076
Robyn Selsor  Events/Publications  687-8067
Adrienne Thompson  Program Assistant  687-8077

Administrative Extensions
Campus Safety (DPS)  687-4343
Registrar  687-4020
University Information Services (UIS)  687-4577
Student Accounts  687-7100
Office of Student Financial Services  687-4547
Student Health Insurance  687-4883
GU Transportation Service (GUTS) bus  687-4372
Lauinger Library  687-7452
Yates Memorial Field House  687-2400
Counseling and Psychiatric Service (CAPS)  687-6985

Departmental Extensions
Graduate Career Center (GCC)  687-1899
Graduate School  687-5974
School of Foreign Service Dean’s Office  687-5696
Asian Studies Program  687-6636
Center for Contemporary Arab Studies (CCAS)  687-5793
Center for Eurasian, Russian & E European Studies (CERES)  687-6080
Center for Global and Human Development (GHD)  687-5060
Center for Latin American Studies (CLAS)  687-0140
Department of Economics  687-5601
Department of German  687-6051
Department of Government  687-6130
Department of History  687-6061
Institute for the Study of International Migration (ISIM)  687-2258
Institute for the Study of Diplomacy  965-5735
International Business Diplomacy (IBD)  687-5854
Master of Science in Foreign Service (MSFS)  687-5763
Security Studies Program (SSP)  687-5679
## Commonly Used Abbreviations/Terms

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>CGES:</td>
<td>BMW Center for German and European Studies</td>
</tr>
<tr>
<td>MAGES:</td>
<td>Master of Arts in German and European Studies</td>
</tr>
<tr>
<td>MAGI:</td>
<td>MAGES students</td>
</tr>
<tr>
<td>CGESAA:</td>
<td>CGES Alumni Association</td>
</tr>
<tr>
<td>FE:</td>
<td>Free Elective</td>
</tr>
<tr>
<td>IE:</td>
<td>Interdisciplinary Elective</td>
</tr>
<tr>
<td>SFS:</td>
<td>Edmund A. Walsh School of Foreign Service</td>
</tr>
<tr>
<td>GSFS:</td>
<td>Graduate School of Foreign Service</td>
</tr>
<tr>
<td>ICC:</td>
<td>Intercultural Center</td>
</tr>
<tr>
<td>GCC:</td>
<td>Graduate Career Center (for the School of Foreign Service)</td>
</tr>
<tr>
<td>GU:</td>
<td>Georgetown University</td>
</tr>
<tr>
<td>ExCo:</td>
<td>CGES Executive Committee</td>
</tr>
<tr>
<td>GSO:</td>
<td>Graduate Student Organization</td>
</tr>
<tr>
<td>GUTS:</td>
<td>Georgetown University Transportation Shuttle</td>
</tr>
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</table>
PART B: MAGES Curriculum and Requirements

B.1 MAGES Curriculum

During the two years of the MAGES program, MAGES students widen their understanding of contemporary Europe and deepen their expertise in a personally chosen academic concentration. Widening introduces students to multiple disciplinary perspectives on Europe – Political Science, History, Economics, and Culture – through required core courses. Deepening entails the development of tailored concentrations that express students’ individual areas of interest and expertise. The MAGES curriculum consists of 16 courses, divided into 6 required courses, 2 interdisciplinary electives and 8 free electives in the student’s concentration. The total number of credits required for the degree is 48.

Required Courses (Core)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>GEST-590</td>
<td>Politics in Europe and the European Union</td>
</tr>
<tr>
<td>GEST-547</td>
<td>The European Economy</td>
</tr>
<tr>
<td>GEST-541</td>
<td>Modern German &amp; European History</td>
</tr>
<tr>
<td>GERM-510</td>
<td>Theorizing Culture</td>
</tr>
<tr>
<td>GEST-545</td>
<td>International Relations in Europe</td>
</tr>
<tr>
<td>GEST-980</td>
<td>MAGES Master’s Project Seminar</td>
</tr>
</tbody>
</table>

Interdisciplinary Electives (IE)

Interdisciplinary Electives (IEs) are courses that are outside of the student’s primary chosen discipline of concentration. IEs contribute to the breadth of the program while also helping to develop the student’s area of specialization. Students are required to take one IE in two CGES disciplines (cultural studies, economics, history, international business, political science) other than their primary discipline of concentration.

Tool courses, such as accounting, forecasting or quantitative methods, can be counted as fulfilling one IE requirement. The requirement can be fulfilled by either a single three-credit course or by two 1.5 credit modules.

Courses in disciplines not represented in CGES but linked to the student’s area of concentration (examples might be courses in international law, the sciences or sociology) can be counted towards fulfilling the IE requirement.

Students must secure the approval of the Supervisor of Academic Programs for any class that is to count as an interdisciplinary elective. Requests must be submitted via the IE Approval Form.
If your concentration is in:

| IR or Government (migration studies, humanitarian and refugee issues, etc.) | · Economics (course prefix ECON, FINC)  
| · History (course prefix HIST)  
| · Culture (course prefix GERM, CCTP, ANTH, AMUS, ARTH)  

| Culture | · History (course prefix HIST)  
| · Economics (course prefix ECON, FINC)  
| · Government (course prefix GOVT) or International Relations  

| Economics (including the certificate in International Business Diplomacy) | · History (course prefix HIST)  
| · Government (course prefix GOVT) or International Relations  
| · Culture (course prefix GERM, CCTP, ANTH, AMUS, ARTH)  

| History | · Economics (course prefix ECON, FINC)  
| · Government (course prefix GOVT)  
| · Culture (course prefix GERM, CCTP, ANTH, AMUS, ARTH)  

** In addition to the courses listed in the table, other courses (in INAF and SEST for example) can count as an IE if the syllabus is related to one of the 4 disciplines outlined about (Gov/IR, History, Econ, Culture).

**Free Electives (FE)**

The six required courses and two interdisciplinary electives are combined with eight free electives that form a coherent individual concentration. There is more information on forming your individual concentration below.

**Language Courses**

See B.2.

**A Typical MAGES Curriculum**

**Year One- Fall**

Course 1  GEST-590  The Politics of Europe and the European Union  
Course 2  GEST-547  The European Economy  
Course 3  GEST-541  Modern German & European History  
Course 4  Interdisciplinary Elective  
Course 5  Language course (Optional)

**Year One- Spring**

Course 1  GERM-510 Theorizing Culture  
Course 2  GEST-545 International Relations in Europe  
Course 3  Interdisciplinary Elective  
Course 4  Free Elective  
Course 5  Language Course (Optional)

**Year Two- Fall**

Course 1  Free Elective  
Course 2  Free Elective  
Course 3  Free Elective
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course 4</td>
<td>Free Elective</td>
</tr>
</tbody>
</table>

**Year Two - Spring**

| Course 1 | GEST-980 MAGES Master’s Project Seminar                   |
| Course 2 | Free Elective                                             |
| Course 3 | Free Elective                                             |
| Course 4 | Internship for Credit (Counts as a Free Elective)         |
Choosing the First Semester Elective

Beginning a new program of study involves a learning curve, especially during the first term. Our experience has shown that most students have a more precise sense of their preferred area of concentration (see below) and of the opportunities offered by Georgetown at the end of the first term rather than at the beginning. Therefore, we recommend that you think about choosing an interdisciplinary elective in the first term, which will provide you with greater flexibility during later terms.

Over/Under Courses

MAGES students are permitted to take up to a total of four courses in the 400-499 range throughout their two years. Language courses do not count towards the four courses. Students can appeal to the MAGES Director to take a fifth course in the 400-499 range if that course is required for a certificate or if special circumstances apply.

MAGES students are not permitted to take courses in the 350-399 range. In special circumstances, students can appeal to the MAGES Director to take a maximum of one course in the 350-399 range if that course is closely linked to their concentration.

BSFS/MAGES students are exempted from this rule.

Constructing the Concentration

While students may enter the program with fairly firm ideas about their desired areas of specialization, you may find that the first semester of MAGES will reshape your preferences. Students are therefore asked to declare a concentration at the beginning of the second semester. The objective of the concentration is to give you (and your faculty advisor) an opportunity to step back and reflect about what you would like to accomplish and focus on in the remaining three terms at CGES, with the benefit of having spent a term at the Center. Concentrations are more general than the MAGES project topics, but tend to be closely related to your research interest. For example, a concentration might be “Agriculture and Food Safety,” with a subsequent MAGES project on “EU Food Safety Rules and International Trade in Agricultural Products.” The concentration is intended to act as a guidepost; it is not a binding commitment. If your interests change over time and you wish to change your concentration, please consult with your faculty advisor and with the Supervisor of Academic Programs.

B.2 MAGES Degree Requirements

In addition to 48 credits (4 semesters x 4 courses per semester) of coursework, each MAGES student must complete the following requirements in order to receive the MAGES degree:

1. MAGES Foreign Language Requirements

By the end of the program, all MAGES students must have proven (1) oral proficiency in a European language other than English, and (2) reading ability in a second European language.
other than English. Oral proficiency in a second European language other than English is counted as fulfilling the reading ability requirement.

**Students can take language courses during the MAGES program to prepare for the exams. Details are given in a later section of the handbook; please read these carefully.**

All students must pass both exams prior to spring break of your final semester. Please notify the Supervisor of Academic Programs if a language exam is scheduled after spring break.

**Typical procedures for both foreign language examinations are outlined below. However, language test exam rules are set by the respective language departments. Please always check with the Supervisor of Academic Programs and the relevant language department.**

**Oral Foreign Language Examinations**

Proficiency is adequate (i.e. “good”) if the student can show acceptable grammatical and idiomatic usage, despite some inaccuracies, on levels pertinent to professional international service. The student will show some signs of fluency and style with adequate pronunciation. Proficiency is not adequate (i.e. “fair”) if the student shows limited grammatical and idiomatic usage, with flaws in pronunciation, but is generally understandable. A “fair” student uses Anglicisms and has the ability to satisfy minimal routine needs for social conversation and very limited professional requirements.

As an example, the German department exam is structured as follows: “The German language examination evaluates the proficiency of students’ use of German in academic contexts, and in particular students’ ability to converse about their own academic interests in German. Proficiency is, therefore, examined in two parts: first, based on the discussion of a text given to the student immediately before the exam; and second, in a discussion of a topic chosen and prepared by the student before the examination.”

**Specific information can be obtained from the appropriate language department.** Exam results are to be reported from the department directly to the Supervisor of Academic Programs. Language examination results will appear on MAGES students’ transcripts.

On occasion, students may need to find someone from outside the university to administer a language exam. In this case, the BMW Center will provide the examiner with a small stipend for the first attempt. A student who fails this first attempt will be responsible for paying the examiner's stipend for subsequent attempts. (This only applies to exams administered by people outside of Georgetown.)

**Reading Proficiency Examinations**

The second foreign language examination is used to determine reading capability in a second foreign language for use in research.

**Again, specific rules vary across language departments. The description below is for a typical exam but students should check with the Supervisor of Academic Programs and the relevant language Department.**
Typically, exams will be offered two times per academic year. Students should watch for information from the Supervisor of Academic Programs, who administers these examinations. Students will be provided with a two-page journal article or book review pertaining to current issues in European politics and society. Students are allowed 90 minutes for the exam, during which they must answer four to five questions, formulated in English, addressing specific points covered in the text. All answers will be written in English. A dictionary may be used.

The exams are written and graded by faculty members of the appropriate language departments. Exams for languages not offered at Georgetown will be written by faculty members in other departments, embassy personnel or outside language teachers who are fluent in the language. Exams will be graded pass or fail. Exam results are to be reported from the department directly to the Supervisor of Academic Programs. Language examination results will appear on MAGES students’ transcripts.

Dual MAGES/Ph.D. students should consult their respective departments for complete information regarding language requirements for the Ph.D., as these may differ from the MAGES requirements outlined above.

**Native Speaker Status**

Students who are native speakers of a European language other than English are exempt from the oral exam requirement. (MAGES students must still demonstrate language proficiency in one other European language other than English.) Native speaker status is judged according to rules set forth by the School of Foreign Service and Georgetown University language departments.

Georgetown considers a student a native-speaker of a language if the student graduated from a secondary school that used the student’s language as the primary language of instruction. All students who would like to be certified as native-speakers must meet with the Supervisor of Academic Programs during their first semester at MAGES for instructions on becoming certified.

Academic records will indicate native speaker status and, upon successful completion of other MAGES language exams, command of multiple languages.
2. Foreign Language Courses

Graduate School students can take foreign language courses under conditions specified in the Graduate School Bulletin. The text below is from the Graduate School Bulletin 2017-2018; please consult the Bulletin for any changes.

The Graduate School will provide tuition scholarships to graduate students in Main Campus programs on the recommendation of their Director of Graduate Studies. The scholarship will cover enrollment in one approved language course per semester.

Award of Language Study Scholarships will be subject to the following conditions:

a. During Fall and Spring semesters

(1) Ph.D. students may register for courses at any level that are taken for the purpose of developing research abilities.

(2) Master's students may register for courses designed to improve their language skills. Normally, these are courses at the 350 level or below as the intention of the scholarship is for basic language instruction. Exceptions must be requested in writing by the Director of Graduate Studies and accompanied by a justification. In the rare case than an exception is made, the course will not count toward the degree requirements.

(3) The language course must be taken for a grade, either a letter grade or, if permitted, S/U grading. Some graduate programs may require their students to enroll in language courses on a letter-grade basis, and some language instructors may require all students in their course to enroll for a letter grade.

(4) The student must complete the course, and must do so with a passing grade.

If a student withdraws from a language course, the scholarship will be revoked and the student will be responsible for any charges remaining after the tuition refund policy has been applied.

If the student receives a failing grade (a grade of “F” or “U”), the scholarship will be revoked retroactively and the student will be responsible for the entire tuition charge due for the course. This provision will apply whether the failing grade is the result of poor academic performance or from failure to attend class and to participate as required, and whether or not the student has continued to enroll in the Graduate School. The student will also forfeit eligibility for any future Language Study Scholarship support.

Note that under the per-credit tuition policy effective Fall 2010, students will be responsible for the specified tuition charges even if their remaining enrollment is 12 or more credits.

(5) Main Campus graduate programs will recommend language course scholarships each semester by supplying the Graduate School with a list of the names and ID numbers of nominees, as well as the specific course in which each student has been approved to enroll. Letters of
recommendation will not be required, but all awards are subject to review by the Dean of the Graduate School, and in some cases additional information may be requested.

(6) The Graduate School will post Language Study Scholarships as recommendations are received from the graduate programs, with the goal of having them appear on the student’s account before the payment due date. Scholarships will continue to be posted up to seven (7) calendar days after the end of the Add/Drop period.

Please note in particular that

(I) Courses must be numbered at or below 350

(II) Courses must be taken for a grade or pass/fail; they cannot be audited

(III) If a student

(a) withdraws from a course after the add/drop deadline or

(b) receives a failing grade

the entire scholarship is removed and the student becomes responsible for the balance resulting from their withdrawal.

Undergraduate level language course grades will not be considered when tabulating a student’s MAGES GPA. Graduate level courses in language departments that are approved as MAGES electives will count toward GPAs (literature or culture classes, for example) and will be listed on graduate transcripts.

Language courses outside of Georgetown University may be taken at any time; see the Supervisor of Academic Programs for course suggestions. Language courses may also be taken at the USDA Graduate School or other language programs, but students are responsible for paying for these courses.

MAGES Oral Examinations

The MAGES Oral Examinations are an opportunity for students to demonstrate their mastery and critical understanding of knowledge acquired in courses or through independent research. They are also an opportunity for students to reflect on central problems in their course of study in an interdisciplinary fashion. The MAGES Orals are not a “test” in the sense of Q&A like on a written exam or a comprehensive Ph.D. exam, but are rather more like having a conversation with two professionals representing different fields of study on a topic that you suggest in your statement. Specific instructions for the oral exams will be distributed by the end of September.

MAGES oral examinations are a requirement for all MAGES students. Students must take the exam in the fall of their second year in the MAGES program.
**Oral Presentation**
The exam begins with a five-minute oral presentation connected to the event theme of the previous year. During the statement, students should present a question, an argument about the question, and explain/extrapolate on how the topic relates to the core themes explored in their interdisciplinary study.

**Oral Exam**
The examination panel will consist of two CGES faculty members, one of whom the student may request. The exam will last approximately 30 minutes. The Oral Exam will build on the question and argument raised in the student’s oral presentation. Notes may **not** be used during the exam, but you may bring along a pen and paper to jot down questions that are asked.

**Assessment**
Oral examinations will be evaluated based on the following criteria:

**ORAL BRIEFING**
- Does the student properly outline a question and argument on a topic related to the previous year’s event theme?
- Does the student demonstrate knowledge of a wide range of German & European Issues?
- Does the student discuss these issues from an interdisciplinary (historical, economic, political, cultural) perspective?

**DISCUSSION**
- Can the student field questions and present good analytical responses when necessary?
- Can the student relate various dimensions of a problem (social, political, economic, etc.) to each other when questioned beyond their oral statement?
- Does he/she respond effectively to challenges or questions from the interviewers?

**ORAL PRESENTATION SKILLS**
- Is the student’s oral presentation effective?
- Can the student explain issues and problems articulately?
- Do you have recommendations to help the student improve his/her oral presentation skills (e.g., use of “junk words,” hand gestures, etc.)?

Exam results will appear on the student’s transcript.

A student failing the examination may have one retake.

**Pre-Requirements**
All students are required to:
1. Submit an e-mail to the Supervisor of Academic Programs by the specified deadline (early in the fall term) requesting one CGES faculty member to sit on their examining panel.
2. Submit a one-page topic statement to the Supervisor of Academic Programs by the specified deadline (in early October), which will guide the exam. The statement should contain a discussion of the topic, highlight the student’s argument, and connect the theme to broader questions in European studies. If the topic is considered too narrow in scope, the examiners may, prior to the exam, request that additional subject areas be incorporated into the exam.
MAGES Master’s Project

Master’s Project

All students complete a Master’s Project during their second year of study. The project is based on the premise that each student should have a sustained research experience as part of a graduate education. The most appropriate form of this experience, as well as the scope of the project, will be determined by the student’s area of concentration. It may take the traditional form of a written thesis – typically either a traditional research paper or a policy memo with supporting background paper – or it may be presented in an alternative media format, such as a Web site or documentary film.

Master’s projects, particularly those employing alternative media, often require technical expertise, such as quantitative methods or web page design. The faculty cannot overemphasize how important it is for students to acquire the necessary expertise before beginning work on the project in the final semester of the program. Students must discuss the project with faculty and obtain permission from their GEST-980 course professor before doing an M.A. project using alternative media.

MAGES students using human subjects for M.A. projects (in interviews or surveys, for example) must follow proper procedure for working with human subjects. Students whose research will involve human subjects must contact the University’s Institutional Review Board, IRB-C, at (202) 687-5594 before beginning their research. Additional information and copies of the forms are available on the Web site for the IRB-C at: http://ora.georgetown.edu/irb/. You should tell your faculty advisor by the beginning of the spring semester your first year if you plan to conduct research over the summer.

Students have two M.A. project advisors. One project advisor is the professor of the GEST-980 course; the second project advisor is an expert in the student’s area of research. This advisor may be from any department at Georgetown University. In those instances when a student’s GEST-980 professor is the substantive expert for the research topic, the student needs to select a second reader from amongst the MAGES faculty to assess the thesis. Students should discuss topics with both advisors during fall of their second year and complete a project proposal and literature review in the fall semester of their second year. Students MUST meet regularly with their second advisor throughout the spring semester.

During the spring semester of their final year, MAGES students enroll in the Master’s Project Seminar (GEST-980) to develop the final form of their projects (History students, see additional information for dual MAGES/Ph.D. in History students below). If the project takes the form of a research paper, it is to be 7,500-12,500 words (30-40 pages) plus footnotes and bibliography. The policy memo format entails a policy memo (3-4 pages) plus an accompanying background paper (25-35 pp.).

GEST-980 is the capstone course of the MAGES Program. The seminar is designed to achieve two goals: (1) The first goal is the completion of the original research that will constitute a student’s Master’s Project. The Master’s Project is an article-length essay of publishable quality
with an original theme, thesis and argument supported by strong and judiciously chosen evidence. (2) The second goal is to act as a critic of other projects in the seminar by participating in interdisciplinary dialogue. Students will be graded on both elements of the MAGES capstone course.

To assist students in the formulation of their projects, the Supervisor of Academic Programs has several copies of M.A. Projects from previous years. Please see the Supervisor if you would like to review these copies.

**Colloquium**

Each spring the Center sponsors the MAGES Final Colloquium to prepare MAGES students for participation in academic and professional conferences. Second year students present their Master's Projects to faculty and fellow students, while first year students serve as commentators. The Final Colloquium provides a valuable opportunity for creative interaction between students and faculty. It showcases the diversity of student academic interests and highlights the interdisciplinary nature of the MAGES program. First and Second year students are required to attend the MAGES Colloquium.

**Jill A. Hopper Award**

The Jill A. Hopper Award was created by MAGES alumni in memory of their classmate Jill Hopper (MAGES/Ph.D. Government) to recognize dedication to academic service and scholarship. Throughout her time at Georgetown, Jill maintained the highest standards for herself both inside and outside the classroom. Her commitment to academic excellence earned her the admiration of classmates as well as recognition within the broader academic community of scholars. Her talent for inspiring others to excel indelibly marked her class; her enthusiasm and optimism enlivened the Center. The Jill A. Hopper Award celebrates her example and encourages others to aspire to the same exacting standards.

The winner of the Jill A. Hopper award is announced at the conclusion of the MAGES Final Colloquium. Students must be taking four courses (12 credits) in the semester of the Colloquium to be considered for the award.

**Masters Project Seminar (MAGES/Ph.D. in History)**

During their second year in the dual degree program, dual MAGES/Ph.D. in History students normally take their two-semester Modern Europe Research Seminar (HIST-830/831). The paper submitted for this seminar has also regularly been submitted as the MAGES Master’s Project. However, given that no single paper can receive 9 course credits, the following will be required of dual degree candidates: During the fourth semester of the program, dual degree candidates will register for four courses for credit, including HIST-831, and in addition will audit GEST-980. The credits they would normally receive for taking GEST-980 will instead be earned in the fourth course taken during the spring semester of the second year.
MAGES Student Professional Development Requirements

All MAGES students are required to take part in professional development activities throughout their graduate career. The Supervisor of Academic Programs will distribute Professional Development requirements at the start of every semester, which will outline semester expectations. Requirements will vary each semester.

Students should obtain proof of completion of these requirements and submit the form at the end of each semester to the Supervisor of Academic Programs. Each student should consider these requirements the bare minimum effort needed to obtain a job in his/her desired field after graduation. We encourage students to work with the Graduate Career Center and the Supervisor of Academic Programs throughout the two years of the MAGES program to develop strong job search skills and a network in your chosen field.

B.3 MAGES Advising

Student Resources

The BMW Center attaches great importance to the interaction between students and faculty.

(1) All students have a Faculty Advisor within the BMW Center to assist in selection of coursework and in the development of a coherent concentration of courses. All students must develop a concentration, complete with a list of prospective courses, by the beginning of the second semester in the first year of study. The faculty advisor’s most basic role is to guide the student in the development of this plan of study, with an eye toward academic growth and career goals.

Initially, each student is assigned a faculty advisor. As a student’s interests evolve, he/she might find that there is a better fit with a different faculty member. If students wish to change faculty advisors at any time, they merely need to obtain the consent of the new advisor and submit the “Faculty Advisor Change Form” to the Supervisor of Academic Programs. The form can be downloaded at the following URL: https://cges.georgetown.edu/academics/handbook.

(2) The Supervisor of Academic Programs is available to students for assistance with academic and personal issues, course selection and scheduling, scholarships, fellowships, questions about the curriculum, program requirements, and career development. The Supervisor of Academic Programs approves students’ course selections each semester. In addition, she handles all official academic matters with university units for MAGES students, including the departments and the Graduate School. Academic matters for which she can provide advice, assistance and guidance include courses, grades, leaves of absence, incompletes, research projects and standards, grant proposals, internship proposals, concentration construction, graduation requirements, professional academic conduct, and relationships with faculty and administrators, in consultation with the CGES Director.
All students will meet with Supervisor of Academic Programs during the first few weeks of class, at which time they may discuss their individual study plans. The Center faculty members encourage all students to make use of the first semester at the Center to get to know the faculty and to learn which professors have interests closest to their own. Students will need to develop concentrations by January, and it is important that they feel comfortable working with their advisors in this process.

Office of Global Services (OGS)

OGS serves international students and scholars by providing visa and immigration assistance, personal and intercultural counseling, assistance with housing, and other logistical concerns. It is very important that international students keep in touch with OGS regarding any visa questions, including questions regarding Optional Practical Training (OPT). The MAGES contact for international student in the OGS Office is Danielle Valles (Danielle.valles@georgetown.edu).

Additionally, OGS works with American students going abroad for academic reasons, such as for MAGES’s Hertie exchange. The OGS contact for American MAGES students going abroad is Catey Williams (Catey.Williams@georgetown.edu).

B.4 MAGES Academic Policies and Procedures

A small program such as ours derives tremendous benefits from a collegial atmosphere. Professional behavior is fundamental to maintaining this atmosphere and the efficient functioning that we are so fortunate to have at the Center and the MAGES program. Professional behavior in particular includes attending core events and meeting deadlines specified in the weekly announcements.

MAGES is governed by regulations set forth both in the Graduate Academic Bulletin, http://grad.georgetown.edu/pages/bulletin.cfm, and in the MAGES Policies and Procedures. Students enrolled in the MAGES degree programs are required to follow all the regulations set forth in both guides. The Graduate School of Arts and Sciences (GSAS) establishes minimum requirements but encourages departments and programs to set higher standards. Ignorance of the rules of either the school or the program will not be accepted as an excuse for failure to act in accordance with them. MAGES regulations are more stringent than those of the GSAS in the following instances: academic standards, full-time status, summer course enrollment, Pass/Fail or audit options, probation, degree termination, incomplete policy, transfer of credits, and periodic review.

Regulations covering these areas are explained in the following pages and elsewhere in the MAGES Handbook. Students with questions regarding academic regulations, their academic standing, or progress toward the degree should speak with the Supervisor of Academic Programs. MAGES and the GSAS constantly explore ways to revise and reform the academic program in order to provide the best possible curriculum. MAGES reserves the right to alter academic or financial regulations pertaining to the program. This includes arrangement of
courses, requirements for graduation, and academic rules and procedures for entering and current students. All changes are published on the CGES website.

**Full-Time Status/Special Student Status**

MAGES is a full-time program. Full-time status for MAGES is defined as 12 graduate credits (4 three-credit courses) per semester. MAGES does not permit part-time status (this applies to dual degree students as well).

**Course Enrollment**

MAGES students must enroll in four courses each semester. Course selection is made with the advice of the Supervisor of Academic Programs and your MAGES faculty advisor. Students may register for a fifth class if it is a language course. MAGES students seeking to take more than four non-language courses can petition the Supervisor of Academic Programs for permission to "overload." Permissions for overloads are based on previous performance in MAGES coursework and the activities of the student for the semester, and cannot result in the reduction of course enrollment in subsequent semesters. Overloading will result in a higher number of credits earned, which increases tuition costs.

**Registering for Courses in Other Schools/Departments**

Students who wish to take courses at the McCourt School of Public Policy, the McDonough School of Business, the Georgetown Law Center, or the Communications, Culture and Technology (CCT) program should submit a request to the Supervisor of Academic Programs. Additionally, students may request a seat in some Security Studies courses (as long as they are not marked as core classes) that are not open to MAGES students by submitting a request to the Supervisor of Academic Programs.

**Module Courses (1 or 1.5 credit courses)**

Module courses meet for only part of the semester and thus count for fewer than three credit hours. MAGES students may enroll in up to three credits’ worth of course modules over the course of the MAGES program without the permission of the Supervisor of Academic Programs. However, students must remain enrolled in 12 credits overall each semester. Students who wish to use course modules to count for Interdisciplinary Electives (IE) towards the MAGES degree requirements must have 3 credits’ worth of modules to equal one IE course. Other modules would count as Free Elective (FE) courses. (Thus, two 1.5-hour module courses could combine to count as either one IE or two FEs.) Students who wish to have module courses count as IE courses should seek permission from the Supervisor of Academic Programs.
**Graduate Credit for Undergraduate Courses**

MAGES students may not take undergraduate courses (100-350) other than language courses, except in unusual cases. Students wishing to take such a course must have the approval of the Supervisor of Academic Programs and the Graduate School Dean and will likely need to complete additional assignments. No graduate credit will be given without proper approval.

**Pass/Fail Options**

MAGES students may not take classes for graduate credit on a P/F basis. Students may register for language courses on a pass/fail basis with instructor permission during the add/drop period. Some language departments do not allow students to take courses on a P/F basis as an overall policy. CGES is not able to override the academic policies of language departments. Please see the Graduate School of Arts and Sciences Bulletin for full details on registering for pass/fail classes.

**Consortium Classes**

Please see the Graduate Bulletin (section II.G.3) for background on the Consortium.

Consortium courses are intended to supplement (not replace) the course offerings at Georgetown University. If a course is offered at Georgetown, students may not take the class through the consortium. Any requests to take a class through the consortium must be directed to the Supervisor of Academic Programs. Credits must be approved in advance; they will not be approved retroactively. Please see the Graduate School of Arts and Sciences Bulletin for the rules and process for taking courses through the consortium. MAGES students are limited to twelve credits taken through the consortium, and summer course rules also apply (below).

**Summer Courses**

Students may not take courses for MAGES credit over the summer except under special circumstances and with advance permission from the Supervisor of Academic Programs. Special circumstances include students who have been admitted as U.S. Army Foreign Area Officers who are completing the program in a condensed timeframe. All summer course enrollments must be pre-approved by the Supervisor of Academic Programs as part of the summer funding application process. Students can take summer language classes that are arranged independently and do not count towards the MAGES degree. The Language Scholarship does not apply to summer language courses.

**Withdrawals**

Students may withdraw from a course until late November for fall semester and late April for spring, as designated by the Registrar’s Office. There are, however, consequences that need to be taken into consideration before withdrawing from a course:
• The effort, the credit and the tuition for that course is lost.
• Merit aid must be repaid for that class.
• The course will be displayed on the student’s transcript as a Withdrawal.

Probation

MAGES degree candidates must maintain a cumulative 3.0 grade point average (GPA) in order to be approved for a degree. (To determine how GPAs are computed, see the GSAS website.) If in any semester a student does not maintain a 3.0 minimum GPA or receives an “F”, s/he is placed on academic probation and notified in writing by the Supervisor of Academic Programs and the Dean of the Graduate School of Arts and Sciences. Upon notification, the student must consult with the Supervisor of Academic Programs.

In such cases, specific standards that the student must meet are outlined in a letter from the Dean of the Graduate School and/or from the Supervisor of Academic Programs. In many if not all cases, the terms of probation require the student to demonstrate in unequivocal terms his or her ability to meet the program’s requirements before the termination of the probationary period. In the case where a student’s first semester average is lower than a B and/or if a student receives a grade below a B in a MAGES core course, he or she will be placed on academic probation and be allowed one semester to reach an overall GPA of a B or better in the spring.

Please note that the MAGES policy is that with receipt of an F in any course, a student will immediately forfeit any merit aid being received from the Center as well as subsequent eligibility for merit aid.

Terminations

Failure to achieve a cumulative GPA of 3.0 out of a 4.0 at the end of a semester when a student is on probation will result in termination as a degree candidate in the MAGES program. If a student receives a grade lower than a B in two or more core MAGES courses, the student may also be recommended for termination to the Graduate School of Arts and Sciences by the Supervisor of Academic Programs. As outlined in the Georgetown University Graduate School of Arts and Sciences Bulletin, students with 48 credit hours who do not have a minimum 3.0 GPA cannot graduate. Finally, students will be recommended for termination when the student has accumulated two failing grades (grades of "F" or "U"), regardless of the number of credits assigned to those two courses, or when it is no longer possible for the student to graduate with a 3.0 grade point average (GPA) before graduation.

Students may not repeat courses for credit. The sole exception is that a student is permitted to repeat a course in which a grade of "F" is received. If such a course is repeated, all registrations for the course and their respective grades, including the original grade of "F," will remain on the transcript record. Both the original grade of "F" and the grade for the repeated registration will be included in calculating the QPI/GPA used to evaluate the student's academic standing and eligibility to graduate.
Students are notified in writing of decisions on termination of degree candidacy by the GSAS Dean. Once the student has been so notified, the GSAS will not permit withdrawal. Termination can be appealed as outlined on the GSAS website.

**Academic Integrity**

The GSAS Bulletin’s Academic Integrity: Policies and Procedures section on infringement of academic integrity details the offenses of dishonesty that are considered serious breaches of academic standards and will be subject to disciplinary action. The following areas are highlighted below: plagiarism, cheating, fabrication, and misuse of academic work. Please read carefully the abbreviated definitions below taken from the aforementioned Bulletin; sometimes what an individual does not consider to be a violation is in fact a violation according to the University’s standards. Students are responsible for knowing the GSAS Bulletin’s full policies on academic integrity.

Plagiarism is defined as the act of passing off as one’s own, the ideas, writings, or statements of another. Any quote from another source, whether written, spoken, or electronic, must be bound by quotation marks and cited. Any paraphrase (a recapitulation of another source’s statement or idea in one’s own words) or summary (a more concise restatement of another’s ideas) must be cited.

Cheating is defined as the use or attempted use of unauthorized materials, information, or study aids in in-class examinations, take-home examinations, or other academic exercises.

Fabrication is defined as the falsification or invention of data, research results, citations, or any other information used in examinations, papers, experiments, or other academic exercises.

Misuse of Academic Work means, for example, using papers submitted for one course to satisfy requirements for a second course without explicit permission of both professors.

Disciplinary Action – Charges of academic dishonesty against a graduate student must be presented in writing to the Dean of GSAS; all relevant materials must be included. If a student is found to be in breach of the academic integrity policy by the Graduate School, the student will be put on probation and will no longer be eligible to receive CGES merit-based aid.

**Incompletes**

Any student expecting to receive an incomplete must immediately inform the Supervisor of Academic Programs of the reasons for the incomplete and the intended resolution.

The BMW Center has established the following internal policy for incompletes (Graduate School rules still apply):

- All work on incompletes must be completed and handed in by the deadlines laid out in the Graduate School Bulletin.
- Failure to complete work within the time specified will result in an automatic F grade for the course.
Additionally, the MAGES program expects students to complete all work on incompletes within one month of the final day of the exam period in which the incomplete was taken, unless there is a valid medical excuse. Turning in work on incompletes later may disqualify a student for renewal of merit aid for the subsequent year.

Exceptions will only be considered upon formal petition to the MAGES Director. The petition must include (a) a statement by the student explaining the grounds for requesting an incomplete and the deadline for completing the course work and (b) a statement from the faculty member teaching the course agreeing to the extension and the proposed deadline. Exceptions will only be granted under truly unusual circumstances.

Two (2) incompletes at the end of a semester will disqualify a student for renewal of merit aid for the subsequent year.

No MAGES student is permitted to have more than two (2) incompletes on their transcript at any time. A student’s status will be reviewed by ExCo should this occur.

Transfer of Credits

The MAGES Program does not accept transfer credits from other graduate institutions. It also does not accept credit for work done prior to the program. The program will accept credits completed at member universities of the Consortium of Universities of the Washington Metropolitan Area, as long as they are pre-approved by the Supervisor of Academic Programs, are completed during the MAGES program, and follow the Graduate School guidelines.

Internships for Credit

MAGES students may pursue an internship for credit. The Internship Tutorial counts as a free elective. A student may only take one internship tutorial for credit during the MAGES program.

Setting up an Internship Tutorial for credit involves three steps:

1) First, the student must secure an internship that relates to her/his long-term goals and MAGES coursework.

2) Second, the student must find a tenure-line faculty member at Georgetown, preferably a CGES core faculty member, who can serve as Faculty Mentor. The Faculty Mentor must accept the responsibility of evaluating a significant research paper on academic grounds, assigning a grade for the paper/course, and meeting with the student periodically during the semester to discuss the paper. The Faculty Mentor must sign a form accepting this responsibility, and the arrangement must then be approved by the Supervisor of Academic Programs.

3) Third, the student must register for the MAGES Internship Tutorial (GEST-907) in order to receive academic credit. Please follow the directions explained on the CGES website to register for the course.

The internship must include a major paper related to the work accomplished. For the 3-credit course, to be taken during the academic year, the paper must be 25-30 pages (6,250 - 7,500
words). For the 1-credit course, the paper must be 10 pages (2,500 words). Be aware that some employers may not permit the release of written work to the University or permit their interns to use work they have done for the internship in other papers they write, on the grounds of confidentiality. Under these circumstances, students will not be permitted to count the work of such an internship for credit. The student is responsible for clarifying this ahead of time. No exceptions to the requirement for the submission of a paper will be made.

The grade for the internship tutorial will be exclusively based on the academic research paper and the student’s initiative in meeting with the faculty advisor throughout the semester to review progress on the research paper. The internship tutorial grade is not related to the student’s performance in the internship or the amount of hours worked.

**Letters of Recommendation**

Faculty and staff at the BMW Center are always happy to support students’ initiatives and applications for internship programs, scholarships and fellowships. To make the process smooth, students requesting a letter should provide a description of what they are applying for, copies of their transcript and résumé, and any other pertinent information that would help the advisor write an effective recommendation. Please ask for the letter as soon as you know it is required, as last minute requests may not be feasible, leading to missed deadlines.

Please remind the faculty member(s) to give a copy of the recommendation to the Supervisor of Academic Programs for the BMW Center files. This way, the Center can serve as a resource for you after graduation.

**Periodic Review**

The Supervisor of Academic Programs will periodically review student progress, taking into account both academic performance and other relevant issues, including adherence to the standards of professional conduct, and will provide individual feedback to students as deemed necessary.

**B.5 Funding Policies**

**Merit Scholarships**

MAGES students are automatically reviewed for merit tuition scholarships as part of the admissions process and after each semester of the program (based on students’ academic performance), conditional on available funding. Merit scholarships require that students remain in good standing and maintain a 3.5 GPA average. Merit aid is reviewed and can be revoked if a student is placed on academic probation. As noted above, with receipt of an F in any course, a student will immediately forfeit any merit aid being received from the Center as well as subsequent eligibility for merit aid. Students must be enrolled in 12 credits to receive merit aid.

**Research Grant**
The BMW Center has created a fund to support ongoing student research. MAGES, MAGES/J.D., MAGES/MPP and MAGES/Ph.D. students can apply for two grants of up to $500.00 each to cover the costs of research for master’s projects/doctoral theses or presenting papers at scholarly conferences during the semesters they are enrolled in courses. The monies in this fund may only be used for these two purposes and should not be confused with the Flynn Summer Grants Program (see following section). Only one $500.00 research grant may be applied for per academic year. The $500 for the first academic year may be used during the summer between the first and second years. Applications to the Student Research Fund can be made at any time during the academic year. Grants are awarded competitively based on the quality of the project, the quality of the research plan, and the project’s relevance to the student’s course of study.

For the best chances of receiving funding, students should apply to the Student Research Fund before embarking on the project. This does not, however, preclude a student from applying for the grant after the activity has ended. Even if the funding proposal is approved ahead of time, the money will only be issued on a reimbursement basis. The grantee will have to submit receipts from the project for all expenses before a check will be issued. Please speak to the Assistant Director of Finance and Administration for all reimbursement questions.

The policies that will govern application for and distribution of funds are as follows:

1. Students in the BMW Center for German and European Studies are eligible to apply for grants of up to $500 per event/research trip for support of their research and scholarship. Eligible expenses are costs relevant or incidental to research, such as travel to archives, as well as expenses related to presenting papers at scholarly conferences, such as registration fees, travel and accommodation. Over the course of study, two such applications may be made, each for a separate event or research trip.

2. Applications must include a cover letter, research/paper prospectus, a budget that includes a justification of the costs, and a letter of support from a faculty member and should be submitted to the Supervisor of Academic Programs.

3. Decisions are made by the MAGES Director of the BMW Center and the Supervisor of Academic Programs.

4. All receipts should be submitted to the Assistant Director of Finance and Administration for reimbursement.

**Gregory Flynn Summer Grant**

The BMW Center has established a fund to support summer research and professional development opportunities for enrolled students. This fund is named to remember a founding faculty member of the Center, Professor Gregory Flynn, in recognition of his passionate devotion to teaching and to his students. The Flynn Program is intended to enable students to pursue summer activities such as internships, language study, research projects or a combination thereof that might otherwise be financially unfeasible.
The funds should be viewed as a complement to other sources of financing rather than a primary source of money. Most summer activities exceed the amount CGES is able to grant to students.

Current students may apply for summer grants, which are granted on a competitive basis. Students should first apply to the SFS dean’s office, which offers a limited number of larger grants. Students who do not receive dean’s office funding may instead receive up to $1,500 for domestic-based grants and $2,000 for international-based grants from CGES. Actual amounts granted are based on quality of proposals, availability of outside funding and number of projects the Center elects to support in that application cycle.

The Supervisor of Academic Programs calls for summer grant applications in spring of each year. Applications must include all elements outlined in the instruction sheet that is distributed well before the due date. Students should discuss their proposals with their faculty advisors to obtain feedback before submitting them to the grants committee. Students are required to complete a short report on their summer internship or research project by the beginning of the fall semester. The Supervisor of Academic Programs will provide information on this requirement when you accept the grant award.

MAGES/Ph.D. students are only eligible for Flynn Grant or Dean’s Office funding for the summer after their first year of the MAGES program; no MAGES/Ph.D. student will be eligible to receive funding after the completion of year two. MAGES/J.D. and MAGES/MPP students may apply for any summer, but are limited to one summer total of Flynn Grant and Dean’s Office funding. MAGES-only students may only apply for Flynn Grants for the summer after their first year of coursework, not after graduation.

Other Student Funding

It is highly recommended that students actively seek outside sources of funding besides need-based funds (loans and the like) or Graduate School Tuition Scholarships. Please consult with the Supervisor of Academic Programs or faculty advisors before applying for outside funding, as they can assist you with your applications.

For information on need-based funding, please contact the Office of Student Financial Services. Counselors are assigned by last name: https://finaid.georgetown.edu/graduate.

U.S. citizens and international students may be eligible for loans, depending on their circumstances. International students should consult the International Student Loan Center Web site at http://www.internationalstudentloan.com/ for information on loan eligibility.

Please visit the Graduate School’s Web site for more information on other resources for research and general funding: http://grad.georgetown.edu/pages/student_research.cfm.

Research Assistantships (RA)

1. Supervisor of Academic Programs makes RA assignments at the start of each semester after consulting with the core faculty.
2. Full-time Research Assistants are expected to work 12 hours per week over 14 weeks in a given semester. All work should be completed before exam period.
3. Faculty should be precise in setting tasks and timeframes for their completion. Open communication and clear instructions are important.
4. Core faculty and RAs should feel free to approach the Supervisor of Academic Programs at any time with questions or concerns about their assignments.

If the BMW Center has funds available for additional RA positions, a call for applications will be sent to all MAGES students with details on the assignment (wage, expertise required, hours of work, etc.). The RAs will be chosen on a competitive basis and matched with CGES Faculty.

Teaching Assistantships (TA)

The BMW Center does not offer Teaching Assistantships; however, there may be some available at the Department of Government. Please check with the Supervisor of Academic Programs.

B.6 Student Involvement

Student Organizations and Activities

Student participation is vital to the Center’s activities. MAGES students are also active in the wider campus community and often hold offices in the Graduate Student Organization at Georgetown University in collaboration with the School of Foreign Service. Elections are held at the beginning of each year for student representatives to the following:

**BMW Center Executive Committee (ExCo):** Meets once per month. Consists of CGES faculty, faculty representatives from each of the five disciplines who teach outside of CGES, a dean from SFS, two CGES staff members, and one MAGES student. This position is best filled by a second-year MAGES student. This representative participates on behalf of the students in curricular and programmatic decision-making, and helps facilitate communication between MAGES faculty, staff and students.

**SFS School Council:** Includes two student representatives from two of the eight GSFS programs, chosen on a rotating basis. Students meet with SFS deans and administrators to discuss issues important to the School.

**Graduate Student Organization (GSO):** Every graduate department/program has a representative that sits on the GSO, graduate student government at Georgetown University. MAGES students elect one representative per year to represent MAGES at GSO meetings. CGES often has students on the GSO Board. This group represents Georgetown’s graduate students in their dealings with the university’s administration. Together with the Graduate School, they administer individual travel grants for research and presenting papers at conferences. CGES students have also been able to get funding from them for the Graduate Student Conference (see below). They also plan social events such as coffee hours and happy hours to bring students from all graduate programs together. For more information about the GSO, visit their Web page at [https://blogs.commons.georgetown.edu/georgetowngso/](https://blogs.commons.georgetown.edu/georgetowngso/).
Other organizations in which MAGES students participate include Georgetown Women in International Affairs (GWIA), the Georgetown Consulting Club, and the Georgetown Journal of International Affairs. Graduate Students are free to participate in clubs and organizations on campus, including those run by undergraduates. See https://hoyalink.georgetown.edu/organizations for a full listing of activities on campus.

**MAGES Graduate Student Conference**

MAGES students organize a graduate student conference each year. Reflecting the interdisciplinary nature of MAGES, the conference brings together graduate students from many different academic fields – history, economics, international relations and cultural studies, among others – and several countries focused on a current and salient issue facing Europe. The second-year students are responsible for all aspects of the conference, including choice of topic, advertising, fundraising, forming expert panels, planning of events, and budgeting. Center staff, interested first-year students and the Supervisor of Academic Programs assist in the planning and execution of the conference. The conference both has an intellectual payoff and provides an experience in the mechanics and details of planning and running a conference.

In spring of each year, two students are elected by the rising second-years to be the official organizers of the Graduate Student Conference. The organizers are responsible for the central planning of the conference, and for assigning all of the necessary duties to other interested students. All MAGES students are expected to assist the Conference Co-Chairs with this event.

**B.7 Professional Development Resources**

The Center maintains files with information about scholarships, fellowships, employment and internship possibilities in the U.S. and abroad. In addition, the Center receives publications that regularly advertise scholarships and internships related to European affairs, and our library contains a number of books that focus on career development and research funding.

The Center tries to inform students of professional opportunities and make recommendations where possible. *The Center does not, however, provide direct placement services to its students; in fact, no program in SFS offers such services.* The program has been and will continue to be designed to give students the necessary skills to obtain unique positions. Therefore, each student should take responsibility for his or her own development, and take advantage of the resources available.

**MAGES Signature Internship Program**

MAGES Signature Internships differ from typical internships in several important ways. First, the BMW Center guarantees high-quality, motivated, reliable graduate student interns to employers that participate in the program. The Center reviews applications before they are sent to employers.

Second, in exchange for guaranteed quality interns, employers agree to give MAGES students the first opportunity to apply for internships that are relevant to their fields of study and/or future
careers. Finally, employers guarantee that interns will have an enriching experience at the company/organization and will see that interns are adequately challenged in the work environment. MAGES students participating in the program are therefore guaranteed quality positions.

In order to be considered for a MAGES Signature Internship, MAGES students must be in good academic standing (achieve a 3.0 GPA or better), have no outstanding incompletes at the time of application and have received no disciplinary action at the University.

Applications for MAGES Signature Internships should be directed to the Supervisor of Academic Programs whenever positions are advertised. Positions will be announced via email.

Students holding MAGES Signature Internships are expected to represent the BMW Center and MAGES program professionally and with utmost integrity. Employers have the right to cancel an internship at any time in the event that a student does not meet the employers’ standards.

Students may receive academic credit for MAGES Signature Internships according to the guidelines for “Internships for Credit” listed previously in this handbook.

MAGES Signature Internships may be held in fall, spring or summer terms. No academic credit is awarded for summer internships.

MAGES Alumni Contacts

MAGES alumni are active in the life of the Center. Students may meet with alumni to discuss practical issues such as the nature of their chosen career field, locating important contacts in the field, internship and job possibilities, how to structure their job searches, resume reviews, salary ranges, etc.

Information about the current career fields of MAGES graduates and how to contact alumni is available from the Supervisor of Academic Programs.

GSFS Graduate Career Center

In addition to Center resources, MAGES students have access to the SFS Graduate Career Center. Besides offering workshops in such areas as résumé preparation, organizing the job search, self-assessment, effective networking, interviewing, and negotiating compensation, the Career Center offers a wealth of resources such as:

- Alumni panels and networks
- Employer information sessions and résumé drops
- Extensive reference library
- Internship and job listings
- Job fairs and on-campus recruitment
The GCC is a valuable resource that we encourage all MAGES students to actively take advantage of during your time at Georgetown. Please review the GCC’s Code of Conduct below before attending professional development events:

**GCC Code of Conduct**
The School of Foreign Service Graduate Career Center is dedicated to supporting its stakeholders, which include students, alumni, employers, and School of Foreign Service faculty and staff. We commit to partnering with each of these groups to further career opportunities and advance the brand of the GU School of Foreign Service. This partnership is governed by the following Code of Conduct, to be used in conjunction with the Georgetown University’s Student Code of Conduct (http://studentconduct.georgetown.edu/).

**The Graduate Career Center’s Pledge to Students and Alumni**
We pledge to support and assist you with all aspects of your career search throughout your tenure at the Georgetown School of Foreign Service and beyond, to the best of our abilities. While we cannot place you into a job directly, we will provide advice on job search strategies, résumé and cover letter preparation, effective networking, interview preparation, and salary negotiations. We strive to demonstrate knowledge of all steps in the job search process and of many employment sectors and functions. We promise to create meaningful relationships with employers with the goal of creating employer events and job opportunities for our students and alumni. We pledge to treat all clients fairly and respectfully in all dealings.

**Expectations of Students and Alumni**
As a representative of the Georgetown School of Foreign Service, each student or alumnus must:
1. Represent him/herself with factual data. This includes but is not limited to job application materials and interactions with alumni, employers, and members of the Georgetown community.
2. Adhere to commitments. You are expected to show up to scheduled On-Campus Interviews, scheduled meetings during Employer Office Hours, scheduled career coaching sessions, and events to which you RSVP’d.
3. Be prepared. Come to meetings at the School of Foreign Service Graduate Career Development Center with an agenda; do your homework before any interaction with employers or networking contacts.
4. Dress professionally and appropriately for all Georgetown events. Business attire is required at all on-campus interviews and most employer events.
5. Treat all Georgetown faculty, staff, students, alumni, and employers with respect.

Career services are one of the many benefits you have earned by joining the Georgetown School of Foreign Service community. Failure to uphold these expectations will be followed by discussion, and, where necessary, an official warning in writing. The School of Foreign Service Graduate Career Center reserves the right to revoke career services following any official warning.

Please see their website for further information: https://sfsgcc.georgetown.edu/.
PART C: Certificate Programs

C.1 International Business Diplomacy Certificate (IBD)

The International Business Diplomacy (IBD) program is an academic honors program of the Edmund A. Walsh School of Foreign Service. Students who want to be considered for the IBD Program should be enrolled in a full-time degree program within the School of Foreign Service.

Honors students who choose to participate in the program link their studies in international relations and political economy with, for example, basic training in finance, accounting, management, studies in corporate strategy, corporate social responsibility or business-government relations. Classes combine an intensive case method approach to global corporate operations with an analysis of key economic and political issues in international trade, finance, and investment.

For more information on this certificate, please refer to the following website: http://ibd.georgetown.edu/

C.2 Refugees and Humanitarian Emergencies Certificate (ISIM)

The Institute for the Study of International Migration focuses on all aspects of international migration, including the causes of and potential responses to population movements, immigration and refugee law and policy, comparative migration studies, the integration of immigrants into their host societies, and the effects of international migration on social, economic, demographic, foreign policy and national security concerns. ISIM also studies internal displacement, with particular attention to the forced movements of people for reasons that would make them refugees if they crossed an international border.

For more information on this certificate, please refer to the following website: http://isim.georgetown.edu/academics/refugees/

C.3 Eurasian, Russian and East European Studies Certificate

Currently enrolled students in the graduate programs of the School of Foreign Service (SFS) and the McDonough School of Business may earn a certificate in Eurasian, Russian and East European Studies. The curriculum for the certificate is individually designed in consultation with the student's home program. The certificate requires 15 credits and evidence of proficiency in an appropriate language of the region.

For more information on this certificate, please refer to the following site:
C.4  Asian Studies Certificate
Currently enrolled students in the graduate programs of the School of Foreign Service (SFS) may earn a certificate in Asian Studies. The certificate requires 15 credits of approved coursework related to the region, including one gateway course, and evidence of proficiency in an appropriate language of the region.

For more information on this certificate, please refer to the following site: http://asianstudies.georgetown.edu/academics/graduate/

C.5  Certificate in Diplomatic Studies
Currently enrolled students in the graduate programs of the School of Foreign Service (SFS) may apply for the Certificate in Diplomatic Studies with the Institute for the Study of Diplomacy. The certificate is designed to prepare students to work effectively and successfully in an interdisciplinary, interagency and multilateral context on evolving global issues. It is not limited to those seeking careers in diplomacy, but encompasses those whose careers will require an understanding of the processes, players and core principles and competencies within which diplomatic strategy and policy are formulated and diplomacy is conducted. The certificate is not about tradecraft but the theory and practice of diplomacy as an element of statecraft in furtherance of national interests. It draws on an understanding of the inter-related roles of history, economics, culture/religion, domestic political actors, development and security, law and science, and demands core skills of quantitative, as well as qualitative, analysis, negotiation, mediation and policy entrepreneurship. Together with the ISD certificate director, certificate candidates will plan a directed, coherent course of study that includes one foundation course in the first year of their graduate work, with a grade of A- or A, four electives, at least two of which are outside their degree concentration, plus one ISD-directed capstone in the second year of their graduate work. This capstone course is in addition to, not in place of, the MAGES capstone requirement. Certificate candidates must also do at least one internship with a governmental or international organization that deals directly with diplomatic practice, and must fulfill the SFS language competency requirement.

For more information on this certificate, please refer to the following site: https://isd.georgetown.edu/certificate

C.6  African Studies Certificate
Currently enrolled students in the graduate programs of the School of Foreign Service (SFS) may earn a certificate in African Studies. The Graduate Certificate in African Studies is designed to facilitate a fuller understanding of the continent, beyond narrow disciplinary lenses and various “crisis narratives.” The Graduate Certificate in African Studies enables graduate students interested in specializing in Africa to demonstrate a regional or functional specialization in Africa, both to pursue intellectual interests and to attain qualifications for post-graduate careers or study. The certificate requires 15 credits of approved coursework related to the region and evidence of proficiency in an appropriate language of the region.

For more information on this certificate, please refer to the following site:
C.7 Latin American Studies Certificate
Any student already enrolled in a Georgetown University graduate program is eligible to pursue the graduate certificate in Latin American Studies. Students must declare candidacy for the graduate certificate as soon as possible, and no later than the end of the first year of their graduate program.

The Graduate Certificate aims to meet the needs of a broad, multi-disciplinary constituency. Earning the graduate certificate requires a total of 15 credits, including two foundation courses and three electives. Demonstration of proficiency in a language from the region (Spanish or Portuguese) is also a requirement for the graduate certificate.

This curricular structure allows students to individualize their study and pursue their specific interests while ensuring that their knowledge of the Latin American region is marked by disciplinary and thematic breadth.

For more information on this certificate, please refer to the following site:
https://clas.georgetown.edu/academics/certificates

C.8 Global Human Development Certificate
The graduate Certificate in Global Human Development (GHD) has been designed in response to widespread interest from students in advanced degree programs across the University for training in global development, as a complement to their primary regional or functional degree. Across a range of disciplines including international law, business, security, and regional studies, there is a demand for professionals with parallel training in global development. This demand arises from the recognition that in our increasingly inter-connected world, addressing the concerns of the world’s poor is of paramount importance not only to poor nations themselves, but also to successful outcomes in global economic stability and growth, diplomacy, and security.

For more information about this certificate, please refer to the following website:
https://ghd.georgetown.edu/Graduate%20Certificate%20in%20Global%20Human%20Development

PART D: Dual Degree Programs
CGES offers six dual degree options for MAGES students:

- MAGES/Ph.D. in German
- MAGES/Ph.D. in Government
- MAGES/Ph.D. in History
- MAGES/J.D.
- MAGES/M.P.P.
- BSFS/MAGES
In general, the MAGES rules reviewed above also apply to students enrolled in a dual degree program. The following sections cover the areas in which different or additional rules apply. All dual degree students are responsible for establishing contact with both departments (MAGES and the other home department) and for monitoring degree progress with faculty advisors from each program. Any changes to a dual degree student’s MOU must be cleared with the Assistant Director for Finance and Administration and the Supervisor of Academic Programs.

### D.1. MAGES/Ph.D. Guidelines

#### Merit Scholarship Awards

Dual MAGES/Ph.D. students may receive a joint tuition scholarship package from the BMW Center and their Ph.D. department. If funding is to come from each unit, a document called a Memorandum of Understanding (MOU) is signed by each department that outlines the terms of the student’s funding. All dual degree students with Memoranda of Understanding are entitled to have copies of the documents and to be notified immediately if any funding conditions change during their studies. Although provided by the department and/or the Center, all funding is administered by the Graduate School. Aid letters from the Graduate School will not indicate where funding originates.

#### Registration after Coursework

The Graduate School establishes different registration categories for Ph.D. students when they finish their coursework. Please see the Graduate School Bulletin for information on student registration status after coursework.

#### Assistantships

Each MOU notes when a particular student will TA/RA for which department. Please refer to the Graduate School Guidelines for more information.

#### MAGES Comprehensive Examinations (MAGES/Ph.D.)

Some departments may require MAGES/Ph.D. students to take a MAGES Comprehensive Examination. MAGES Comprehensive Exams (Comps) are typically offered three times a year: January, May, and September. Before taking the MAGES Comps, all other MAGES degree requirements (i.e., MAGES coursework, language exams, Master’s Project) must be fulfilled.

For the exam, students must choose three of the five MAGES disciplines (comparative politics, cultural studies, economics, history, or international relations) in which they wish to be examined. Students may not choose their own fields for this examination (e.g., a MAGES/Ph.D. in History student may not choose history as one of the three disciplines in his/her Comp). Students do choose which professors should formulate questions in each of the three disciplines.
This written exam will consist of two or three questions from each of the three disciplines, and students will be required to answer one question in each discipline. There is a six-hour time limit in which to complete the exam.

Exams will be graded fail, pass, high pass, and pass with distinction. If a student fails any portion of the exam, he/she may retake that portion one time, with a minimum of a two-month interval between exams. Exam results will appear on students’ transcripts.

The exam answers shall be written on a computer in the BMW Center. Exams are arranged, scheduled, and administered by the Supervisor of Academic Programs.

MAGES Comps are a formal part of Ph.D. Comps. Their specific function differs from department to department.

D.2 MAGES/Ph.D. Programs

Changes may be made to the program guidelines that are provided below. MAGES/Ph.D. students are required to follow their individual program requirements as detailed in their MOU.

MAGES/Ph.D. in German

Curriculum: 66 credit hours

Program entrance: Students may matriculate simultaneously into both programs, or into the Ph.D. program after Year One of MAGES.
Coursework: Students complete MAGES coursework only in Years One and Two, combined with Ph.D. coursework; Ph.D. coursework continues into Year Three.

MAGES Requirements: Candidates for the MAGES/Ph.D. in German must complete all requirements for the MAGES degree with the following variations:
   (1) MAGES free elective course work must be comprised of required courses from the Department of German.
   (2) The MAGES oral examination requirement will be fulfilled through departmental comprehensive examinations/ the MAGES Comprehensive Exam.

Ph.D. Requirements: Candidates must also complete all requirements for the Ph.D. in German as outlined below:
   (1) Passage of a Ph.D. qualifying appraisal, to be initiated by the student during the beginning of the fall semester of the second year of study in the MAGES program.
   (2) Six German Department courses taken beyond the MAGES level, including Fundamentals of German Language Instruction, which is taken during MAGES coursework. (18 credit hours).
   (3) Submission of an Intellectual Development Statement, due two weeks after completion of course work.
   (4) Submission of an Annotated Bibliography, due three months after completion of course work.
(5) Submission of a 25-35 page Synthetic Essay and a subsequent oral Ph.D. comprehensive examination, during the semester following course completion.
(6) Preparation and successful defense of the dissertation.

MAGES/Ph.D. in Government

Curriculum: 60 credit hours

Program entrance: Students may matriculate simultaneously into both programs, or into the Ph.D. program after Year One of MAGES.

MAGES Requirements: Candidates for the MAGES/Ph.D. in Government must complete all requirements for the MAGES degree with the following variations:

(1) MAGES free elective course work must be comprised of required courses from the Department of Government.
(2) The MAGES oral examination requirement will be fulfilled through departmental comprehensive examinations/ the MAGES Comprehensive Exam.

Ph.D. Requirements: Candidates must also complete all requirements for the Ph.D. in Government as follows:

(1) The Theory and Methods requirement comprised of five related courses (21 credit hours).
(2) A major in either Comparative Government, comprised of a minimum of six related courses (18 credit hours) or a major in International Relations, comprised of a minimum of six International Relations courses (18 credit hours).
(3) A special field minor comprised of the remaining eight courses from the interdisciplinary core curriculum of the MAGES program (24 credit hours).
(4) Passage of a Ph.D. Qualifying Appraisal, to be initiated by the student during the spring semester of the first year in the MAGES program.
(5) Passage of Ph.D. Comprehensive Examinations in the MAGES minor field, as well as both a written and oral examination in the major field. Comprehensive examinations can be taken upon completion of all relevant course work.
(6) Preparation and successful defense of the dissertation according to the guidelines set out by the Department of Government.

Notes: MAGES/Government students complete a Ph.D. in Comparative Government or International Relations, not in American Government or Political Theory. Please consult with the Government Department to receive updates on Ph.D. requirements.

MAGES/Ph.D. in History

Curriculum: 60 credit hours

Program entrance: Students may matriculate simultaneously into both programs, or into the Ph.D. program after Year One of MAGES.
MAGES Requirements: Candidates for the MAGES/Ph.D. in History must complete all requirements for the MAGES degree with the following variations:

1. MAGES free elective course work must be comprised of required courses from the Department of History.
2. The MAGES oral examination requirement will be fulfilled through departmental comprehensive examinations/ the MAGES Comprehensive Exam.

Ph.D. Requirements: Candidates must also complete all requirements for the Ph.D. in History as outlined below:

1. All students must complete the Core Colloquium (HIST-501), normally in the fall semester of the first year.
2. All students complete a two-semester seminar in the Major field; in this course the student writes a major seminar paper, based on primary research and informed by the historical literature, developed over two semesters, with the guidance of the faculty mentor.
3. The remaining course work is selected to prepare fields and develop analytical skills, within history and related disciplines, with the guidance of the mentor and advisory committee. There is no mandatory allocation of courses to fields.
4. Passage of first and second foreign language exams.
5. Passage of written and oral departmental comprehensive exams.
6. Preparation and successful defense of the dissertation according to the guidelines set by the Department of History.

Notes:

1. History Ph.D. students have four fields for their History Department Comprehensive Exams: Major, two Minor, and Research. The MAGES Comprehensive Exam counts as an exam in a minor field.

2. During their second year in the degree program, MAGES/Ph.D. History students normally take their two-semester History Seminar, HIST-830/831. The paper submitted for this seminar has also regularly been submitted as the MAGES Masters Project. However, given that no single paper can receive nine course credits, the following will be required of degree candidates:

   During the fourth semester of the program, degree candidates will register for four courses for credit, including HIST 831, and in addition will register to audit GEST 980. The credits they would normally receive for taking GEST 980 will instead be earned in the fourth course taken during the spring semester of the second year.

### D.3 MAGES/M.P.P.

**Program Entrance:** Students must apply to both programs simultaneously and be admitted to both in the same year to enter this joint program.

The BMW Center for German and European Studies (CGES), the McCourt School of Public Policy and the Hertie School of Governance in Berlin offer a three-year dual degree program...
leading to a Master of Arts in German and European Studies (MAGES) and Master of Public Policy (M.P.P.). Students have the option of spending either their second year, or the spring term of their second year, at the Hertie School of Governance in Berlin.

**Program Summary:**

The dual degree program requires three years of full time study. Successful completion requires achieving 72 credits, comprised of 36 McCourt credit hours and 36 MAGES credit hours. In order to achieve the MAGES/M.P.P. degree, students must (a) achieve a 3.0 GPA on a 4.0 scale (b) write a thesis in the M.P.P. Thesis Workshop, subject to the conditions listed below and (c) pass the MAGES oral exam in the fall of their second year (d) satisfy the MAGES language requirements consisting of (i) oral proficiency in a European language other than English and (ii) written proficiency in a second European language other than English. The dual degree combines M.P.P. and the MAGES degree requirements.

**Interdisciplinary Electives (MAGES):**

To maintain an adequate number of electives, two required M.P.P. courses count towards the MAGES interdisciplinary elective requirements:

- the M.P.P. Microeconomics course (PPOL 506) satisfies the first MAGES interdisciplinary elective requirement
- the M.P.P. Comparative Policy Process course (PPOL 511) satisfies the second MAGES interdisciplinary elective requirement

**Three Course Track in Policy Field (M.P.P.):**

For the M.P.P., the MAGES dual degree fulfills the requirement for a three-course track in a specific policy field.

**MAGES Master’s Project and M.P.P. Thesis Workshop:**

Students in the dual degree program will take the two-term M.P.P. Thesis Workshop staffed by M.P.P. faculty and resulting in a thesis submitted to the Graduate School. The workshop will count towards satisfying the MAGES project seminar requirement. Students in the dual degree program are required to (a) write on a topic related to Europe approved by the Supervisor of Academic Programs and (b) present their thesis at the MAGES Colloquium. Although the MPP allows students to choose between the Thesis Workshop or a Client-Based Policy Analysis project (also two-semesters and six credits), MAGES/M.P.P students must complete the Thesis Workshop because of the requirement that the project be on a topic related to Europe.

**M.P.P. Required Courses:**

For M.P.P./MAGES dual degree students, McCourt will accept the Hertie equivalent of two core M.P.P. courses, “Comparative Public Management” and “Comparative Policy Process”.
Electives:

Electives must be approved by MAGES and McCourt advisors.

Admission and Financial Aid:

Applicants to the dual MAGES/M.P.P. programs must apply independently to both programs and will be admitted to the individual programs based on the recommendations of each program’s admissions committee. Applicants must complete all application procedures and fulfill all entrance requirements for the MAGES program. Students will pay tuition for all three years to Georgetown University (regardless of whether the second year of study is spent at Hertie or at Georgetown). Dual MAGES/M.P.P. students will be eligible to apply for the same additional financial support as other MAGES students, including the Student Research Fund (a maximum of two grants of up to $500 each, to cover the costs of research for Master’s Projects or presenting papers at scholarly conferences during the semesters they are enrolled in courses); and the Flynn Summer Grant for one summer.

D.4 MAGES/J.D.

The University Law Center, the Graduate School, and the School of Foreign Service offer a four-year dual degree program of international studies leading to the Juris Doctor (J.D.) and Master of Arts in German and European Studies (MAGES). This professionally oriented course of study is designed to integrate advanced work in area studies with a professional legal education.

MAGES/J.D. Requirements:

Curriculum: 115 credit hours (76 Law, 39 MAGES)

Program entrance: Students may matriculate simultaneously into both programs.

MAGES Requirements: Candidates for the MAGES/J.D. dual degree must complete the following MAGES requirements:

(1) MAGES/J.D. students complete 18 hours of core coursework, plus 6 credits of Interdisciplinary Electives, and 15 credits of Free Electives.

(2) Students must pass both MAGES language examinations prior to graduation and pass the MAGES Oral Exam at the end of their final year of MAGES coursework.

J.D. Requirements: Candidates must also complete requirements for the J.D. as outlined below:

(1) 31 credits of first year required J.D. coursework
(2) Residency requirement (see Law Center Bulletin)
(3) 16 credits in International Law and related courses, including
   a. International Law I: Introduction to International Law
   b. 4 additional credit hours in the international law “core”
   c. 9 additional credit hours from the international law “core” or international law “related” courses
(4) 29 credit hours in additional J.D. courses, including Professional Responsibility and the legal writing requirement in the 3rd or 4th year.

Notes:

(1) MAGES/J.D. students are free to choose from the Law Center’s wide range of International Law courses to meet the remaining 13-credit requirement in this field. The Law Center’s range of course offerings in the areas of comparative law, international trade and business, and national security allow MAGES/J.D. students substantial flexibility in fulfilling this distributional requirement.

(2) Students may take up to 6 credits in the LL.M program in International and Comparative Law with special permission from the Law Center deans.

(3) Important Domestic Law Courses: Students are advised to take at least some of the traditional upperclass courses in the online curriculum guide, such as Constitutional Law II, Corporations, Evidence or Tax I.

(4) The MAGES/J.D. program is 4 years in duration, the first year being solely devoted to Law Center coursework and the second year being devoted primarily to MAGES coursework.

(5) In the first year of MAGES coursework, MAGES/J.D. students are required to identify an area of concentration in consultation with their MAGES advisors.

MAGES Graduation and Conferment of Degrees:

MAGES/J.D. students may participate in graduation festivities with their MAGES class should they choose to do so. The MAGES degree is not conferred until after completion of all MAGES requirements, including the oral examination and the MAGES project.

It is the responsibility of the student to file an application for graduate degree in a timely manner with the Graduate School following passage of their MAGES requirements. If a student does not file the application after passage of the exam and waits to obtain the MAGES degree, the degree cannot be backdated. The date on the MAGES degree and transcript reflects when the application for degree was filed by the student and approved by CGES and the Graduate School.

D.5 BSFS/MAGES

Program Entrance: Undergraduate juniors in Georgetown's BSFS program may apply for entrance to the BSFS/MAGES dual degree. Before applying, students must seek approval from both SFS's Associate Dean for the Undergraduate Program (STIA) and the MAGES SAP.

Applications for the BSFS/MAGES program are reviewed by the MAGES admissions committee along with all other applications to the MAGES program.

Program summary: The combined degree program takes five years to complete. BSFS/MAGES students complete their senior (fourth) year of the BSFS program and first year of the MAGES program simultaneously. Students are expected to complete their BSFS at the end of this combined year of study and complete the MAGES degree the following year.
Course requirements: Students must complete the full 48 credit hours for the MAGES degree as well as the requirements for the BSFS. A maximum of 4 courses (12 hours) may double-count toward BSFS and MAGES degree requirements. These double-counting courses must be pre-approved by both the BSFS and MAGES administration.

Financial information: BSFS/MAGES students pay undergraduate tuition rates for the first year of the dual degree and graduate tuition rates for the second.

Part E: BMW Center Operations and Policies

Center Events

The Center makes a great effort to present interesting and relevant lecture events with respected academics, ambassadors and other government officials, and international affairs experts. An RSVP is required for most events both as a courtesy to the speakers who travel to Washington for the lecture and for logistical planning purposes. CGES event announcements with RSVP information are emailed to georgetown.edu addresses via cgesevents@georgetown.edu and EventBrite, the registration website used by most departments in SFS. If you RSVP for an event and find that you have a conflict, please email cgesevents@georgetown.edu with your cancelation.

You will be notified of MAGES academic-related events and deadlines through the Weekly Announcements as well as on the MAGES Calendar of Events. The Supervisor of Academic Programs will let you know if your attendance is mandatory or if an RSVP is required.

BMW Center Access

The Center is staffed from 9:00 a.m. to 5:00 p.m. Monday through Friday during the academic year when the University is open. If the University is closed, the Center is also closed. If “liberal leave” is in effect (https://www.georgetown.edu/operating-status/definitions), day classes will begin at their normal time; however, Center staff may not be available to assist you in the office. Students may call 687-SNOW to find out if the University is open on any given day or check online at http://preparedness.georgetown.edu/

MAGES students will have after-hours access to the Center by scanning their University GoCards in the card reader to the left of the Center’s main door. Please observe the following rules when using the Center after-hours:

- Only MAGES students are permitted in the Center after hours. No student may bring guests to the Center from outside the University, other departments, etc.
- If you would like to have a group meeting or a social gathering after-hours you must ask a staff member for permission.
- Other than the main suite and the copying/student computer area, students are not allowed to use other areas of the 5th floor.
• Students may only use furniture in the main suite. Do not remove any furniture or equipment from other areas on the 5th floor.
• Students may not enter faculty or staff offices/workspaces. This includes the Event Planner workspace and the front desk/reception area workspace.
• Students will not be permitted to use any office equipment besides the student computers, coffee machine/microwave and the copier after hours.
• Students may not use the fax machine or staff telephones.
• Students should not view materials in any mailbox other than their own.
• Students must keep the lounge clean, orderly and free of trash.

After-hours access is a privilege. Since the BMW Center shares the 5th floor with other offices, it is extremely important that all rules are observed and that everything is kept clean. If other departments, housekeeping and facilities management, or adjunct professors notice any problems, they have the right to deny MAGES students after-hours access to the floor. If there are issues, access may be revoked or restricted.

If you enter the Center outside of regular business hours and you notice something out of the ordinary (i.e. something is missing, broken, etc.) please call the Department of Public Safety (DPS) immediately at 687-4343. It is critical that anything out of the ordinary is documented immediately by DPS.

Student Lounge Area

The Center has a common area, known to many as the “Eurolounge,” to give MAGES students a place to research, study, or simply relax while on campus.

A collection of current periodicals and other materials relating to European affairs is available for student use in the Center. The most recent issues of major newspapers and magazines, including Financial Times, The New York Times, Die Zeit, Der Spiegel, The Economist and The Chronicle of Higher Education, are kept in the common area. Since these materials are intended for all students to use, please do not remove them from the Center.

While faculty and staff support students having a place to study and socialize, please be mindful that it is a working environment as well. Be respectful of common space by keeping walkways clear of obstructions (laptop cords, backpacks, etc.) and picking up after yourselves and others. Please do not leave any personal belongings in common areas.

The area behind the front reception desk and the cube next to office 501 are workspaces for Center staff and may not be used by students without permission. Students are asked not to use any items (chairs, phones, supplies) in these workspaces.

BMW Center Library

The BMW Center Library is a unique resource for MAGES students to take advantage of, which houses various collections of books, journals, films and periodicals pertaining to Europe. Recent Faculty publications are displayed along the back window, and one copy of each book for current core courses is available on the shelves labeled ‘CGES Reserves.’ Dictionaries are available in
several languages and may be used during some language exams. Please do not remove any books from the Center and be mindful that others might need the same book you are reading, copying, or scanning. If you wish to check out any books, please see the Program Assistant at the front desk.

The library is open on business days from 9:00 a.m. until 5:00 p.m. It is frequently used to host meetings, small events and classes. Faculty or staff may ask you to leave unexpectedly, so please do not leave any belongings unattended.

When using the BMW Center Library:

- Work quietly. The library is a silent study area—please use the common area for any group projects you may be working on.
- Keep your headphones at a reasonable volume when listening to any audio.
- Please keep mobile phones on silent. Please leave the library if you need to have a telephone conversation.
- Be respectful of space. Keep your belongings within a reasonable distance of your seat.
- You may have water, coffee, or tea in the library, but please keep the area clean and free of trash or spills. Please do not bring any food into the library.
- Return any books you may have removed back to their shelves.
- Use of the library audiovisual equipment is strictly prohibited. The television, computer, and conference technology are for use by BMW Center staff only.

Please be mindful of the library guidelines listed above. Misuse of the library may result in new restrictions or closure.

**Computer Workstations**

The BMW Center has three password-protected computer workstations located in the main lounge for students, researchers, faculty, and staff to use. While using any computer on campus, students must be in compliance with the Georgetown University Computer Systems Acceptable Use Policy. When using Center workstations, please also keep in mind the following security guidelines:

- Do not share passwords with anyone who is not directly affiliated with CGES.
- If someone not affiliated with the BMW Center would like to use a computer, please direct them to a member of the staff.
- Students are not permitted to download any additional programs to the computers.
- Please save any important documents to a USB stick to avoid cluttering the hard drive.
- Computers will be re-imaged or cleaned periodically, and all saved items will be lost.
- Log out of any browser-supported programs (email, etc.) when you are finished.
- Log out of the computer after each use.

Failure to comply with these guidelines may result in password resets and/or new restrictions.
Center computers are for MAGES use only. Sharing passwords with anyone outside of the MAGES program is strictly prohibited. Please be considerate of other students who may need to use the computers for an imminent class.

University Information Services (UIS) provides computer terminals for student use in ICC 100 and ICC 218 (graduate students only), St. Mary’s Hall, Lauinger Library and the Leavey Student Center. For a full listing of all locations and equipment, visit [https://uis.georgetown.edu/computer-labs](https://uis.georgetown.edu/computer-labs). Students may call the student help desk at 687-4577 to ask about computers, whether on campus or at home. There is a repair depot for any repair work that needs to be done ([https://uis.georgetown.edu/tech-support](https://uis.georgetown.edu/tech-support)). There are also free computer courses offered several times a year in word processing applications, spreadsheets, statistical programs, web development, and operating systems. Upcoming courses are listed at [https://uis.georgetown.edu/training/](https://uis.georgetown.edu/training/).

**Printing, Copying, and Scanning**

MAGES Students have permission to print to the Xerox machine wirelessly or from any of the three Center student computers and to copy or scan materials (observing copyright laws) on the machine. Please be mindful of the following guidelines when using the machine:

- Printing and scanning are currently free of charge for MAGES students up to 1,000 copies a year. Once the limit is reached, it will cost an additional $0.05 per sheet to make a copy.
- Each student will be issued a copy code as well as the wireless address for the printer during orientation. Students should not share codes with each other and it is prohibited to allow non-MAGES students to print, copy or scan using Center resources. The scanner only sends to Georgetown University email addresses.
- Please be considerate of the environment while at CGES. Print documents double-sided where possible, and consider scanning in copies instead of printing them.
- Please retrieve your document from the tray immediately after printing. Unretrieved documents create clutter and may be placed in the recycling bin. Please keep the copy room clean.
- All excess paper should be recycled in the large blue bin next to the copier – please do not throw paper into the trash bins.
- The printer may jam or go out of service periodically. Do not attempt to fix jams or errors, as it may cause harm to the printer or yourself. Instead, consult the Program Assistant or work-study staff.
- Students are encouraged to print out time-sensitive materials well in advance. Printer availability at the center is not guaranteed. When the printer is out of service, you may use other campus resources. The Program Assistant will announce any extended outages.
• If your job does not print, please do not hit “print” again. You may check the status of your job by pressing the “job status” button on the Xerox machine to check if there is a jam or if the printer needs resources.
• If the printer needs paper, please ask a staff member or a work-study to help reload the trays.
• Many electronic documents from Europe use A4 sized paper, which will cause the printer to jam. Please be sure to fit all print jobs to 8.5” x 11” paper (US Letter). If you require a different resource, please ask a staff member for assistance.
• PDF documents are slow to print at times. The copier is not the issue; any delays are caused by the method in which the document was scanned.
• Please install the correct drivers to use for wireless printing. Drivers for our machine (Xerox WorkCentre 5955) may be found online.
• Students are only permitted to print from the Xerox WorkCentre in the copy room. Students are not permitted to connect to or use printers in other locations, including workspaces in the front office. If there is an urgent situation requiring printed material, a staff member may be able to assist you.

• Printing/copying is restricted to academic purposes only. Using CGES equipment for personal reasons may result in your privileges being revoked.

Failure to adhere to the guidelines above may result in new restrictions. Repeated misuse of copying or printing privileges may result in a discontinuation of the service for students.

Other copiers on campus:

All photocopiers, print stations, and microform readers use the university-wide GoCard. Non-Georgetown users must purchase a guest card in order to print from computer workstations, but can use change/bills to make copies. Value can be added to GoCards and guest cards, and guest cards can be purchased at value transfer stations (VTS machines), located in Lauinger Library’s 3rd floor lobby area and in the Gelardin New Media Center located on the first floor. The guest cards cost $1, and values of $5, $10, $20 can be added at the VTS machines. You can also add value on-line. For more information, please see: https://uis.georgetown.edu/printing/student-printing. Both copies and printouts will cost additional amounts and are not reimbursable by the Center.

E-mail and Internet

E-mail accounts and Internet access are provided to all registered students through University Information Systems. Students receive an account on Georgetown’s webmail system. Additional information on computer resources is available from the Hoya Computing office located in St. Mary’s Hall G-36 (Phone: 202-687-0640, Web: uis.georgetown.edu).

Students are expected to check their Georgetown University email addresses. Faculty and staff regularly use these addresses to communicate with students regarding classes, events, and other important items.
Student Mailboxes

Each student has a mailbox in the main suite for the receipt of on or off-campus mail. Students should check mailboxes at least once a week for notices on upcoming lectures, events, departmental concerns, etc. It is important to check mail as it contains information about Center events and deadlines, as well as internship and employment opportunities. Please do not place any valuable items in your mailboxes, as they are not secure. Do not keep any perishable items in your boxes. Center staff reserve the right to remove inappropriate items from your mailboxes. If an item is removed, you will be sent a notification.

Use of Office Equipment

Coffee Machine

The coffee machine is for use by students, faculty, staff, and official visitors only. Please carefully follow the instructions posted beside the machine for proper use and keep the area surrounding the coffee machine clean and dry at all times.

We ask that students use the machine responsibly and in moderation. Abuse or overuse may result in restricted access. A selection of tea is available in the cabinet next to the coffee cartridges. Additionally, coffee and snacks are also available for purchase in the ICC atrium at More Uncommon Grounds (MUG).

Microwave

The microwave is for use by students, faculty, staff, and official visitors only. Please follow the guidelines posted on the wall beside the microwave regarding appropriate use. Stay with the microwave while it is in use, and avoid heating up malodorous foods. Please be respectful of the workspace by keeping the microwave clean and cleaning up any spills. Please dispose of unwanted food using the trashcans located outside of the Center.

Clean up any messes in the microwave. Failure to do so may result in restrictions.

Television

The main suite television is for general use. Students may request to watch TV at any time by asking the Program Assistant for the remote control. Staff request that students keep the TV at a reasonable volume since it is a work environment, and that the content be limited to news and educational shows during office hours. A list of channels is available at the front desk. Students may be asked to mute the TV (watch closed-captioned) if a show is disturbing a meeting or other student or staff work.

Students may not use the TV in the Center Library (see “BMW Center Library” section for details).
Telephones

Should a student need to make an urgent local call, they may do so with the permission of a faculty or staff member. Students may not make calls or answer phones at the front desk line or from faculty or staff offices unless given permission by faculty or staff. No outgoing international calls are permitted. In the event of an emergency, you may dial DPS at 7-4343 from the nearest telephone.

Fax Machine

The fax machine in the department is for use by faculty and staff only. Students who are research assistants may use it for tasks related to their position; please see the Program Assistant for your RA fax code. Faxes may be sent and received by students in the Leavey Center Book Store or at the UPS Store and FedEx Kinkos on M Street.

Any domestic internship or job-related faxing may be done free-of-charge at the Graduate Career Center on the 2nd floor of ICC. (There is a small fee for international faxes.) Please consult Career Center staff prior to using their fax machine.

Office Supplies

Students may request basic office supplies for use in class, for Center related items, and for research assistantships by speaking to the Program Assistant. Please do not use any office supplies without first asking.

Refrigerator

The Center refrigerator is for staff and faculty use only.

Mailings

An outgoing mailbox is located on top of the Faculty and Staff mailboxes in the copy room. The Center does not pay postage for personal mail. Unstamped personal mail left in the outgoing box will be returned to the sender for postage. Any mail received for students will be placed in the students’ mailboxes.

Personal Belongings

The Center is a public space, so it is strongly suggested that students avoid leaving any personal belongings in the main suite unattended. Theft does take place at Georgetown University, and the Center and University are not responsible for any stolen items. Laptops especially should not be left unattended—either during or after business hours when the front door is locked. Many people have access to the 5th floor. Please make sure all doors are properly closed after-hours.
At no point should students ask Center staff or faculty to hold personal belongings for them. Center staff and faculty are not permitted to hold onto students’ belongings and are not held responsible for them if students leave them in the Center.

**Emergency Preparedness**

The Georgetown University Department of Public Safety (DPS) provides guidelines for emergency preparedness online: [http://www.georgetown.edu/campus-life/safety-and-emergency-preparedness/](http://www.georgetown.edu/campus-life/safety-and-emergency-preparedness/). In the event of an emergency, please do not hesitate to dial 7-4343 from any office phone, or 202-687-4343 from your mobile phone. Due to the location of Main Campus, Calling 911 can result in longer response times as some calls are routed to emergency response centers whose jurisdiction lies in Virginia. In addition to the guidelines listed by DPS, we encourage all MAGES students to be aware of the following:

**HOYAAlert**

MAGES students are strongly encouraged to sign up for HOYAAlert, the campus-wide emergency notification system. In the event of an emergency, participating students will receive text or voice notifications on their mobile phones with relevant information. Test alerts are sent out once or twice a year—a minor inconvenience for a potentially life-saving tool.

**Building Evacuation**

During an event where the building must be evacuated (fire, earthquake, etc.), please proceed to Red Square or Healy Lawn until given the all clear. Quickly exit the building in a calm and orderly fashion. Do not use the elevators. Building marshals will be present to assist with the evacuation process and to keep you informed with regard to the situation.

**Shelter-in-Place**

During an event where it is best to seek shelter (severe weather, security incident, etc.) building marshals or campus alerts may ask that you shelter-in-place in a location far from windows or roofing. Steam whistles located on campus will also sound, alerting those who are outdoors to take shelter immediately in the nearest building. In the ICC, please proceed to a lower level (ICC 200 or 100) by using the stairwells and await further instruction. Please listen to and read all alerts carefully, as they may contain potentially life-saving information.

**Fire Extinguishers**

Fire Extinguishers are located underneath the microwave in the copy room, and across from office 510 in the back hallway.

**Part F: Instructional Continuity**
Maintaining instructional activities is central to Georgetown’s ability to fulfill its fundamental mission of teaching and research. Technological advancements in learning delivery methods have improved our ability to maintain academic continuity during unforeseen closures. Except in very rare situations, classes will not be officially canceled in the event of a campus “closure.” The provost recommends that faculty members prepare for the possibility of an interruption of face-to-face instruction by establishing a policy within the course syllabus to maintain instructional continuity in the case of an unforeseen disruption. Please make sure to read your course syllabi carefully and check in with your instructor during unforeseen university closures. Usually, the official university operating status at preparedness.georgetown.edu will indicate if instructional continuity is in effect. It is at the discretion of the instructor to reschedule class, or assign reading in lieu of instructional continuity. For more information, please refer to http://instructionalcontinuity.georgetown.edu/.

**Part G: Graduate School Bulletin**

The Graduate School of Arts and Sciences establishes minimum requirements for admission and the award of degrees; departments and programs are encouraged to set higher standards. Students should therefore familiarize themselves with all the rules, regulations, and procedures relevant to their pursuit of a Graduate School degree, including those published in the online Graduate School Catalog, this Graduate School Bulletin, and the graduate student handbook or other document published by their departments or programs.

Other University regulations, such as the registration schedule and withdrawal deadlines published each semester by the University Registrar, must also be observed. In addition, recipients of Graduate School financial aid must abide by the terms of their obligation statement.

To access the Graduate School Bulletin, go to https://sites.google.com/a/georgetown.edu/gsas-graduate-bulletin/.