



OLive UP Curriculum 2021/2022

Central European University

Curriculum OLIve-UP 2021/22

Summary of Program

OLive-UP is a study program that runs over eight months with the goal of preparing students for Masters degrees at Central European University. This is done through courses that raise students' Academic English skills and disciplinary knowledge of a specific subject to a level appropriate for studying in and succeeding in an English-language Masters program.

The Program offers:

- Academic preparation: discipline-specific tutoring and academic writing
- Academic English
- Assistance in identifying Masters programs and in applying to them
- Training in study skills
- Individualised academic supervision

The OLIve-UP program comprises (1) Module 1 - the Winter Term (10 January to 1 April 2022), (2) Module 2 - the Spring Term (4 April to 17 June 2022) and (3) the Summer Module (4 July to 26 August 2022).

Applications to CEU Masters programs will be due at the end of May 2022.

At the end of the first module, corresponding to the end of the Winter Term, students will gain key foundational knowledge of concepts, ideas and theories of the academic subject they wish to study. They will also consolidate their academic English at B2 level.

By the end of the second module, corresponding to the end of the Spring Term, students will be expected to demonstrate academic knowledge of a subject and Academic English that is equivalent to that of a pre-Masters student. In the Summer Module students will reinforce academic and language skills through individually tailored study plans.

OLive-UP is student-centered and focused on creating classroom environments conducive to effective and engaged learning. We aim to cultivate an environment that is inclusive and welcoming to all students.

Program Goals

1. Prepare students to make competitive applications to Masters programs. The UP program focuses on preparing students to make applications to CEU Masters programs, but the academic and related skills are transferable to applications for other Masters programs..
2. Prepare students for study in Masters programs, meaning to develop academic knowledge, academic English skills and confidence in themselves as critical and inquisitive learners.

Program Learning Objectives

Learning Objectives are the skills and knowledge that are required to meet the Program Goals.

- 1. Ensure students meet the formal entry requirements for Masters programs by:**
 - a. Activating and consolidating the oral and written language skills required to meet the formal entry requirements for Masters programs.
 - b. Gaining knowledge of specific discipline(s) to a level approximately that of a final year BA student in the subject,
 - c. Gaining skills and knowledge required to meet program-specific requirements
- 2. Ensure students are ready to succeed in Masters programs by:**
 - a. Developing analytical and critical thinking skills appropriate to entry-level Masters study
 - b. Developing appropriate study skills: identifying and using discipline-appropriate academic resources, independent reading, time-management and to be self-motivated learners taking initiative and responsibility for academic development.
 - c. Becoming an active classroom learner - gaining skills on communication and collaborative skills in classroom settings
 - d. Understanding key foundational theories, approaches, questions and concepts of the Masters program identified
 - e. Developing written and oral Academic English knowledge to a level appropriate to MA entry.

- f. Developing critical and independent minded modes of learning.

Program Outline & Structure

The OLIve-UP curriculum aims to develop the academic knowledge, study skills and English language skills to reach the Program Learning Objectives, outlined above.

OLive-UP incorporates two core teaching modules and an individual study Summer Module.

Activity	Goal	Courses
Module 1 CEU Winter Semester (10 January to 8 April 2022)	Build foundational knowledge in a discipline	<ul style="list-style-type: none"> ● Academic Tutoring ● Academic Writing ● Study Skills ● English for Academic Purposes ● Auditing ● Individual study ● Capstone Project ● Introduction to the Social Sciences (optional)
Module 2 CEU Spring Semester (11 April to 1 July 2022)	Submit a competitive application to Masters program(s) Prepare students to be successful Masters students	<ul style="list-style-type: none"> ● Academic Tutoring ● Academic Writing ● English for Academic Purposes - Pathways to Proficiency ● Individual Study ● Capstone Project ● Masters Application Seminar
Summer Module (4 July to 26 August 2022) ONLINE	Build strengths and address weaknesses in academic and language skills	<ul style="list-style-type: none"> ● Individual study ● Online academic and language support

The OLIve-UP program is non-degree and does not have 'credits' as such. However the program is arranged and organised in terms of CEU credits where 1 credit is equivalent to 12 hours of classroom time per 12-week term. CEU calculates 1 CEU Credit as equivalent to 2 ECTS credits.

The following is a list of courses and credits and should be seen as a guide to help understand the number of hours and work expected.

	Credits Winter	ECTS Winter	Credits Spring	ECTS Spring
Tutoring	4	8	4	8
Auditing	4	8		
Capstone project	1	2	1	2
Study skills	1	2		
Individual study	2	4	2	4
Academic Writing	2	4	2	4
English for Academic Purposes	6	12	6	12
MA applications seminar			1	2
Intro to Social Sciences (optional)	(2)	(4)		
Totals	20 (2)	40 (4)	16	32

Course Descriptions

Academic tutoring (Modules 1 and 2)

Course Description

Academic Tutoring classes offer small group training in a specific subject. Academic Tutoring will aim to foster inquisitiveness about and critical reflection on the discipline while gaining knowledge of core ideas and concepts. Knowledge will be gained through active study, meaning participation and engagement in classroom settings, critical and reflective reading and writing and independent learning. Academic Tutoring will teach subjects as they are taught at Central European University, the knowledge gained through is transferable to other university programs.

The overall goal of Module 1 is for students to meet the formal entry requirements of the Masters program to which they are applying. Academic Tutoring syllabi will assist this goal by building a systematic

familiarity with key issues, concepts and ideas of the discipline over the course of the module. Learning will be conducted through reading assignments, lectures, seminars and writing assignments

In Module 2, Academic Tutoring builds on the introductory knowledge and fostering inquisitive inquiry offered in Module 1 and introduces elements of the Masters syllabus as it is taught at CEU.

In addition, in Module 2 tutors should assist students in identifying programs to apply to and in advising them on discipline-specific application requirements (e.g. sample essays, research proposals etc) and the preparation of these should be integrated into the syllabus.

The overall goal of Module 2 is to ensure that students will be successful as Masters students by building on introductory knowledge of the subject developed during Module 1, systematically incorporating issues, methods, concepts and knowledge so that, by the end of Module 1, students are working at a Masters level. A key part of the Academic Tutoring syllabus in Module 2 is to assist students develop a Capstone Project - a research assignment in which students should be able to apply different elements of the Academic Tutoring syllabus to a research problem of their choosing. In module 2, the Tutoring syllabus will include core research methods to prepare students to undertake the Capstone Project, and to enable them to imagine and conceive of a fuller-fledged research project at Masters level, such as a thesis.

Learning Objectives - Module 1

- Students become familiar enough with the key issues, concepts and ideas of a specific subject and the career or further education paths opened by it to be able to make an informed decision about which CEU Masters program to apply for
- Students gain sufficient familiarity with and competence in key issues, theories and approaches of a specific discipline to make a convincing application to a Masters program in that discipline.
- Students gain sufficient familiarity with and competence in a subject to be able to identify a research topic that fits within the discipline and is of interest and relevant to the CEU Masters program being applied to.
- Students develop study skills as independent and active learners
- Students develop critical and analytical skills to a level appropriate to make a convincing application to Masters program

Learning Objectives Module 2

- Students gain more advanced knowledge of a specific discipline that enables them to have a reflexive and well-established grasp of core concepts and ideas, as well as more sophisticated knowledge of key areas of study or of a sub-discipline
- Students develop study skills as independent and active learners to a degree appropriate for Masters study, meaning the ability to engage critically in classroom settings, to learn with and from peers, and to develop an inquisitiveness about the discipline that fosters independent study

- Students gain specific disciplinary skills, including research methods appropriate for conducting a capstone project
- Students become familiar with the subject-specific modes of assessing learning and knowledge, including written assignments particular to a discipline.

Masters Application Seminar (Module 2)

Course Description

The Masters Application Seminar aims to assist students to understand and complete the individual components of a good Masters application that then builds up into a holistic and well-rounded application package effectively showcasing the student's fit for the Masters program(s) being applied to. The Masters Application Seminar will specifically prepare the student to make an application to CEU Masters programs, though the skills are transferable, and can assist in applications to other university programs.

Course Rationale

Applying to Masters programs require particular sets of skills in writing and self-presentation. A dedicated seminar will enable students to gain these skills with an UP Director of Studies and through peer-to-peer learning.

Learning Objectives

- Students understand how to search for and understand the requirements of different MA programs.
- Students understand the core requirements of an application package, including:
 - a. The nature and purpose of an Academic CV
 - b. The nature and purpose of a statement of purpose, letter of motivation and other related essays
 - c. The structure and requirements of subject-specific requirements, such as essays or research proposals
- Students understand the difference between minimum requirements of a Masters application and what sets an application apart
- Students become familiar with online application portals

Academic Writing (Modules 1 and 2)

Course Description

The course introduces and develops academic skills necessary within a graduate level English-speaking academic community. The main focus is on academic writing and reading. It will do this by raising awareness of, practicing, and reflecting upon the conventions of written texts. As well as an introduction to reading strategies, critical thinking and writing, the course will raise students' awareness of the

conventions of research-based academic writing. Students will develop the skills to effectively interpret scholarly sources in their reading and use them in their writing.

In Module 2, students will develop academic skills commensurate with their advancing scholarly abilities. Emphasis will be placed on writing longer papers in preparation for the final tutoring project and the research papers students will have to produce as graduate students. Students will workshop the steps of a writing process necessary for independent research.

The course pedagogy should be based on a communicative learning environment that encourages group work, peer feedback and collaborative learning.

A Masters' degree at an international institution such as CEU tends to be reading and writing intensive. As a result, students who aspire to such studies and have the necessary English skills (B2 or above) must acclimatize their study skills to such graduate programs. As the tutoring and auditing elements of UP rely on the students having these skills, this is an essential course to be run alongside the whole of the program from the outset.

Learning Objectives, Module 1

- Develop reading strategies relevant for this program and in future graduate studies
- Understand the importance of critical reading and writing
- Learn to structure an academic paper at the macro and micro level
- Develop appropriate strategies to incorporate the work of other authors into their own writing
- Understand what plagiarism is and how it can be avoided
- Develop a structured writing process
- Expanded and improved ability to work collaboratively and independently by exploring new strategies for learning

Learning Objectives, Module 2

- Learn how to construct longer academic papers
- Develop a writing process suitable for an independent research project
- Refine ability to incorporate sources in their writing
- Understand the importance of how to develop a distinct writer's voice
- Precision in speaking on academic questions

English for Academic Purposes - (Modules 1 and 2)

Course Description

In Module 1, this course strives to consolidate students' English language skills at B2 level across reading, writing, vocabulary and listening. It will do this through tasks that practice language use in an academic

context. The course will prove diagnostic in identifying areas that need refinement and identifying language usage that contains errors. Through this course, students should become more independent language users with less need for intervention when they use spoken and written English. The class will also teach tools to enrich language knowledge and give a solid grounding to the next stage; pathways to proficiency. The course will be based on a communicative pedagogy that allows for all students to have room for expression in all skill areas.

In Module 2, this course equips students with the tools to become independent and proficient (C1) users of English. Students are challenged to produce Academic English at a level that will allow them to be efficient and comfortable users of the language. It draws attention to the fact that to be a successful Masters' student, a level close to proficiency is hugely advantageous. It does this by practicing advanced usage of English reading, writing, listening and speaking, in tasks that directly relate to the kinds of production found in the other term 2 components of UP. By doing this, the course will help students retain their motivation for continued linguistic improvement. In line with all other OLIVE language classes, the course will be based on a communicative pedagogy that allows for all students to have room for expression in all skill areas.

Learning Objectives, Module 1

By the end of this course, students should have:

- Consolidated their language skills at B2 level
- Identified and addressed gaps in knowledge and areas that need improving
- Learnt lifelong strategies and tools for independent language learning
- Practiced Academic English usage relevant to other taught components of OLIVE-UP

Learning Objectives, Module 2

By the end of this course, students should have:

- Moved from consolidation of B2 English, to an engagement with and usage of C1 English
- Been equipped with the tools to continue towards continued proficiency in English
- Practiced Academic English in a monitored setting at a proficiency level
- Become more independent and correct users of English in all classes
- Learnt language learning strategies to continue with after completion of UP

Study Skills (Module 1)

Description

Well-developed academic study skills are a key component to academic success at the university level. The academic study skills classes will introduce students to various methods of study, guide students in setting academic goals, as well as cover more general skills such as time and stress management. Classes

will be based on the assignments given in students' current courses ensuring an experiential learning aspect of the courses.

Learning Objectives

By the end of this course, students should be able to:

- Clearly define personal academic goals
- Read and understand academic texts
- Effectively manage their time to meet goals and deadlines
- Take comprehensive notes in at least two different styles
- Identify academic stressors and mitigate their effects
- Successfully prepare for exams and assignments

Auditing (Module 1)

Description

Auditing in the context of OLIVE-UP means to attend and participate in academic seminars that are part of Masters degree programs at CEU. Students are expected to choose Auditing classes with the guidance of the Director of Studies. Courses should correspond to their study goals and the Masters programs they wish to apply to.

As part of the goal of becoming a successful Masters student, auditing a degree level class will enable students to transition towards graduate studies in a smoother way. Auditing will familiarise students with learning requirements and expectations and education methods of a communicative, student-centred pedagogy practised at CEU Masters programs.

Learning Objectives

- Further knowledge of a specific discipline with the aim of enabling students to flourish and succeed in Masters programs
- Assist students in furthering critical and analytical skills, becoming engaged classroom learners and fostering independent study skills.
- Expose students to a Masters classroom environment with a pedagogic approach focusing on seminar style discussion.

Introduction to the Social Sciences (Module 1, Optional)

This course aims to give students without a Bachelors degree in the Social Sciences a general introduction to modes of knowing and thinking in the social sciences. Students without a Bachelors degree will take 2 less credits of Auditing classes to accommodate this course.

Learning Objectives

- Understand key modes of enquiry in the social sciences

- Develop ability to ‘think’ and ‘see’ like a social scientist
- Develop a good grasp of research methods and research design in the social sciences

Self-directed Study

Individual Study and Capstone Project do not have specific courses attached to them. They are self-directed parts of the overall program and center on independent work coupled with advising sessions with the Director of Studies and the student’s Tutor.

As part of their development into independent learners, students are expected to undertake independent study under the guidance of their Tutor and the Director of Studies. By Individual Study we mean then time dedicated to building up knowledge in a subject and pursuing individual interests in a subject. Students will, if needed, receive guidance on topics to pursue, but it is expected that by Module 2, students will be able to develop their own independent study goals. This independence and inquisitiveness is crucial for Masters-level study.

The Capstone Project is a research project that students will undertake as part of Module 2 in the Tutoring and will be supervised by the Tutor coupled with individual discussions with the Director of Studies. Students, with the help of their Tutor and the Director of Studies, should identify a research project and develop a coherent research design in line with the principles of the subject that they are studying. The Capstone Project should demonstrate the breadth of theoretical and empirical knowledge that the student has gained as part of OLIve-UP. The project will include a written component (of around 4,000 words) and an oral presentation at the end of year OLIve-UP conference.