



CEU Thesis Buddies Program

GUIDE FOR ALUMNI

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Welcome & Introduction

Welcome and thank you for participating in the CEU Thesis Buddies program! This program offers you the opportunity to form relationships with current students, and exchange valuable academic and career advice.

Who is a Thesis Buddy?

A “thesis buddy” is a CEU alum who helps graduating students through their thesis writing process. Thesis Buddies do not substitute students’ official thesis supervisors, nor are they expected to provide significant feedback on the actual thesis topic. A Buddy's role is that of a support person, to check in with the student regularly, occasionally proofread, and help the student reach milestones and overcome writer’s block if necessary. More substantial feedback and proofing, by an alum with expertise on the subject, is welcome but not obligatory.

There are many benefits to being a Thesis Buddy:

- Helping a current student through a difficult period in their academic journey
- Enhancing your own mentoring, advising, and reflection skills
- Connecting with other alumni volunteers
- Being recognized as a [CEU Alumni Volunteer](#)

Program Details

The Thesis Buddy program begins with matching you to a student and allows you to connect until the student’s thesis is submitted. While the program has a specific end date (June 1) you are welcome to continue the relationship for however long a time you pre-determine with your student buddy (e.g. if the student gets an extension on thesis submission). At the end of the program, you will be asked to provide feedback on the program overall and your experience with it.

Communication Methods

Communication between buddies is flexible and can span a variety of methods including direct messages on social media, email, phone call or text, video call etc. You can set up the communication channels and frequency with your student buddy.

BUDDY ROLES & EXPECTATIONS

Thesis Buddy Roles & Responsibilities:

For the duration of the relationship, we expect that alumni buddies will do the following:

- Remain reliable and trustworthy and build a rapport with your student buddy.
- Establish and maintain appropriate boundaries.
- Be encouraging, supportive, patient, tolerant, and inspiring.
- Commit to the program for the duration agreed on by both parties (typically this is for the length of the program).
- Engage with your student buddy regularly throughout the program and sustain the frequency of contact agreed between you and your student buddy and notify the student in a timely manner of any changes or cancellations to any communications previously agreed upon.
- Inform [Alumni Volunteer Programs Coordinator](#) of any conflict or intention to withdraw from the program.

Thesis Buddies do not:

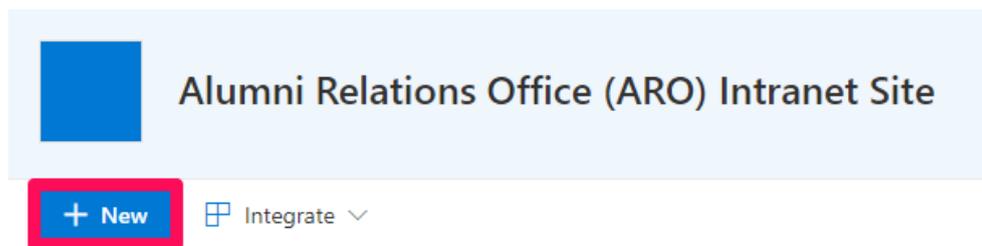
- Replace the student's official supervisor.
- Provide substantial subject matter expertise on the thesis topic or detailed feedback on the draft, unless willing to do so.
- Pass on confidential information shared by their student buddy.
- Adopt a domineering stance or make the student's decisions for them.
- Undermine the confidence of their student or pass judgement.
- Use the student's position to take advantage.

GETTING STARTED

To get started as a Thesis Buddy, you need to create your Thesis Buddy profile on our matching platform. Please consult the following technical guide to ensure a smooth process.

Creating your Thesis Buddy profile

1. Use [this link](#) to access the platform.
2. Click the “+New” button to start creating your profile.



Thesis Buddy Program

3. The following window will pop up – please fill in the required fields

Save Cancel Copy link

Thesis Buddy Profile

Name *
Enter value here
You can't leave this blank.

Short Bio *
Enter value here

Email *
Enter value here

Graduation Year *
Enter value here

Department and Program *
Enter value here

Attachments
Add attachments

Save Cancel

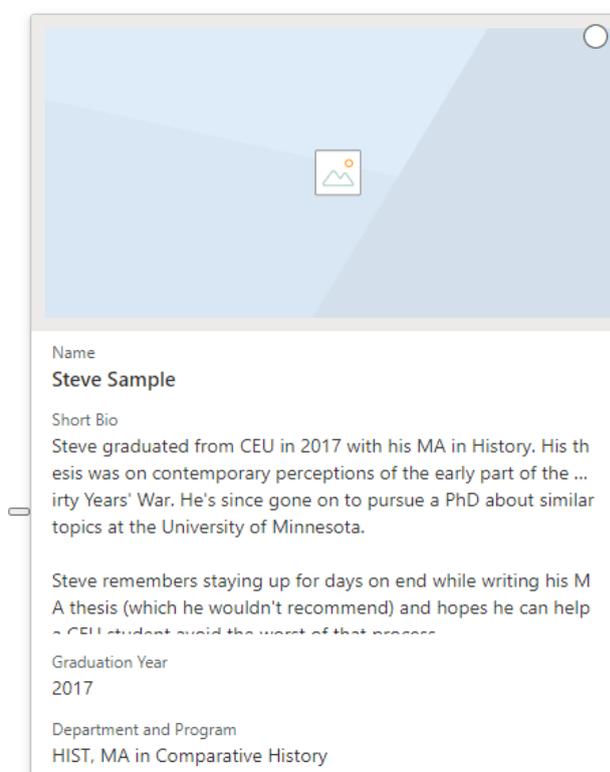
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By clicking on 'Add attachments', you can add a single **profile picture** (preferably in JPG or PNG format, not larger than 5MBs) and then **click the 'Save' button** (you can either click the top or bottom one).

NOTE: The more information you can provide in your short bio, the better are your chances for a successful match (but keep it to 100 words).

4. When saving was successful, you should see your profile appear right after the pop-up has closed (see how it should look below on screenshot), however, it will not show your profile picture yet and it will disappear in a few minutes – don't worry, that's normal, an automation process will finalize your profile and you can close this browser tab/window.



5. Within 15 minutes, you should receive two emails from 'CEU Alumni' to the address you have provided when creating your profile (**please check your spam folders as well**, some email providers tend to consider these messages as spam). The first email is a notification about successful profile creation, the second contains a secure link to your profile – please save this email, you'll be able to edit or delete your profile through this email and link. Your profile is now ready - later on, once a student wants to match with you, you'll also receive an email notification about that through our system.

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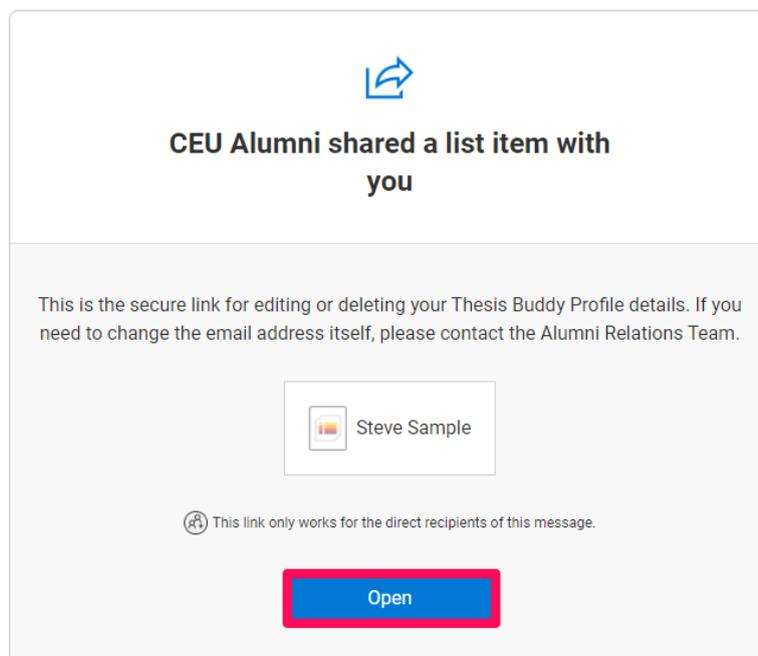
<input type="checkbox"/> ☆ CEU Alumni	CEU Alumni shared "Steve Sample" with you. - CEU Alumni shared a list item
<input type="checkbox"/> ☆ CEU Alumni	Thank you for creating your Thesis Buddy profile - Dear Steve Sample, Thank

Editing or deleting your Thesis Buddy profile

It is possible to edit profile details or delete the profile altogether after you have created it.

NOTE: your email address cannot be changed on your profile after you have created it, if you want to change that, please contact [CEU Alumni](#).

1. If you want to edit your profile, you can do that through the second email that you have received after profile creation. The subject of that email is '**CEU Alumni shared "[Your Name]" with you**' and if you open it, it will look like this – just click on 'Open' within the email.



2. This will open a new tab and prompt you with this screen – **please enter your email address and click 'Next'**.

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privacy statement.'" data-bbox="367 96 669 362"/>

Verify Your Identity

You've received a secure link to:

 Steve Sample

To open this secure link, we'll need you to enter the email that this item was shared to.

Next

By clicking Next you allow Central European University to use your email address in accordance with their [privacy statement](#).

NOTE: If you get a Microsoft login screen when trying to open the link, your email is probably associated with a Microsoft service – enter the email address that you are using into the login field and click 'Next'. If you are using Gmail, allow to authenticate with Gmail, if you are using any other email service, enter the password for your email account. If it still does not let you in, or you encounter technical difficulties related to that, please send an email with a screenshot and a short issue description to [CEU Helprequest](#).

3. Once you clicked 'Next', you will shortly receive an email with a code to your email address from '**SharePoint Online**' (again, look for the message in your spam folders as well, these code messages are frequently identified as spam) which will look like this:

20822384 is your Microsoft SharePoint



SharePoint Online <no-reply@sharepointonline.com>



SharePoint

Hello,

For security purposes, you must enter the code below ATBdemo. The code will only work for 15 minutes and code will stop working.

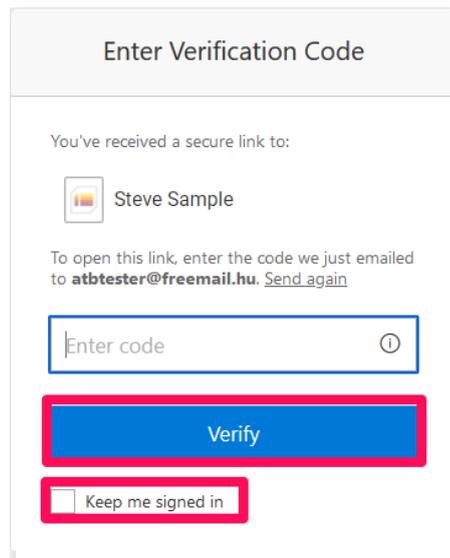
Account verification code:

20822384

4. Copy the code from the email and the enter it into the '**Enter code**' field, and then click '**Verify**'. You can choose to check the 'Keep me signed in' box.

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Enter Verification Code

You've received a secure link to:

 Steve Sample

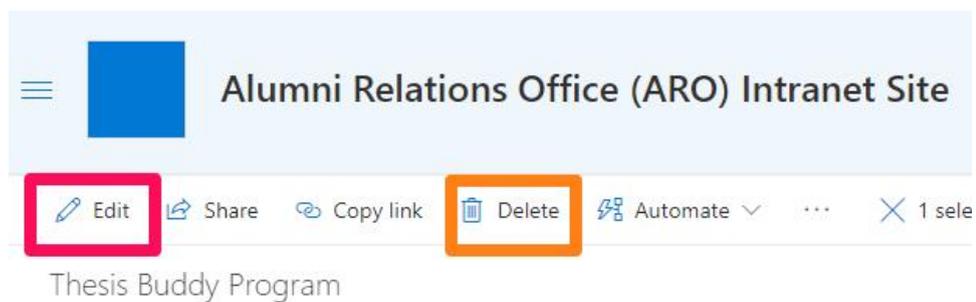
To open this link, enter the code we just emailed to atbttester@freemail.hu. [Send again](#)

Enter code ?

Verify

Keep me signed in

5. Your profile should now appear – select it by clicking in the top right corner, and then click 'Edit' in the menu bar if you want to correct details, or 'Delete' if you want to delete the profile.



Alumni Relations Office (ARO) Intranet Site

Edit Share Copy link Delete Automate 1 sele

Thesis Buddy Program

Status : Available



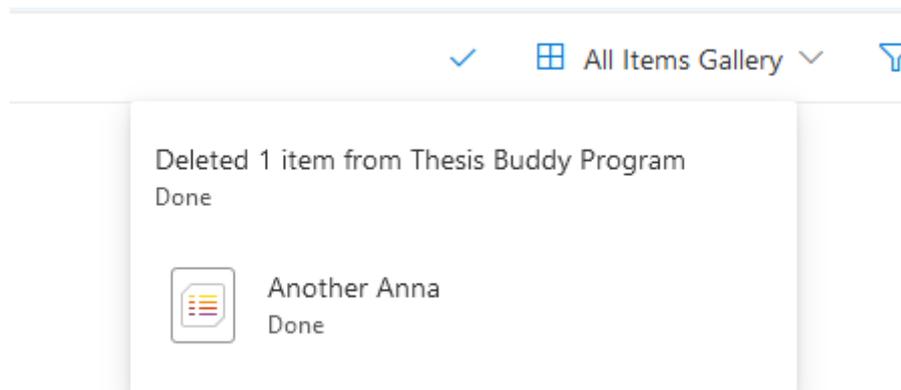


Name
Steve Sample

Short Bio
Steve graduated from CEU in 2017 with his MA in History. Birth

6. If you choose to delete it, you should see the profile disappear and a **status message will appear** in the top right side of the window saying the profile was deleted:

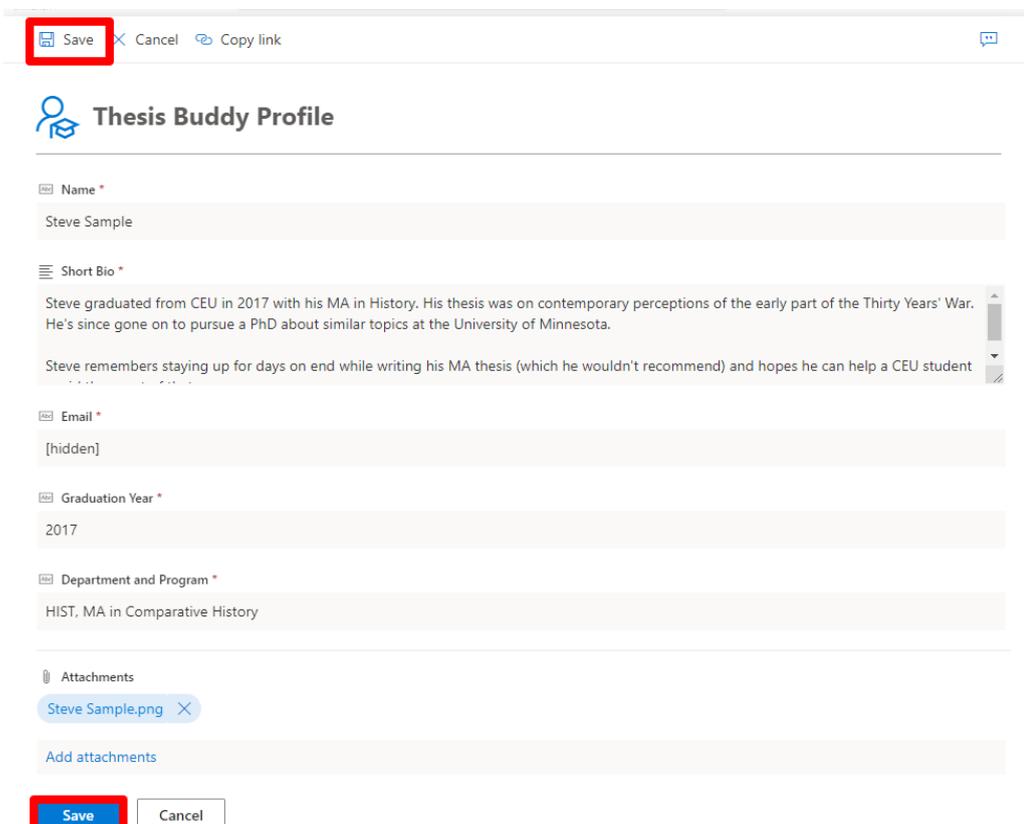
GETTING STARTED



7. If you choose to edit it, a pop-up will come up where you can edit your details. Once you're ready, just click 'Save'.

NOTE 1: If you want to change your **profile picture**, please **make sure to remove the old picture and then add the new one**. The picture will not update immediately, it usually takes 5-10 minutes for the new picture to appear.

NOTE 2: mentioned earlier in this guide, **your email address cannot be changed here**, you'll see that field populated with '[hidden]' – that's normal, please do not change that, it is set to this value so students can't see that information initially when they are just viewing your profile – **if you need to change your email address, please contact [CEU Alumni](#)**.



In case of any technical difficulties at any point of this process, please contact helprequest@ceu.edu and provide them with a short issue description and screenshots, they'll get back to you as soon as they can.

GETTING STARTED

Getting matched with a student:

Students will have access to all Thesis Buddy profiles created on the matching platform so they can choose to approach the alumni that they'd like to be paired with. When a student wants to match with you, you will receive an email with the student's details and the program coordinator in copy. You will then have 10 days to respond to the student and the coordinator if you accept or decline to be their buddy. If you decline a buddy request or fail to respond within 10 days, your profile status will be set to "Available" again so other students can approach you.

Once a successful match is made, you can take the program coordinator out of your communication. At this point, it is recommended that you set up expectations and communication channels for your relationship.

GOAL SETTING:

Once you have been successfully paired with your student buddy, we suggest setting up a time for an introductory call. During your introductory call, we recommend defining expectations regarding the **frequency of your sessions, the duration of each session** (i.e., 45 mins; 1 hour), and a few points on **the guidance you will be providing**. This way, your buddy has some background knowledge to expand upon for the subsequent sessions.

During your introductory call, it's often helpful to get to know your student buddy and help them identify clear goals. Here are some questions you can use to get to know your buddy:

- What areas are you hoping to get help in with your thesis?
- What challenges or uncertainties do you face?
- Can you identify areas for growth and why those areas are especially challenging for you (i.e. sticking to deadlines, writing every day, formulating research questions)?

Also make sure to set clear boundaries with your student buddy. If you are not comfortable reading long drafts and providing substantial feedback on the text and/or topic, make that clear from the onset. Rather use this as an opportunity to serve as an additional layer of accountability for your buddy, not an external supervisor.

FREQUENTLY ASKED QUESTIONS

How am I matched with a student as a Thesis Buddy?

Students can browse through all available buddy profiles and approach you directly by sending you an email via the platform. You may be approached by several students simultaneously, in which case please make sure to respond to them all, keeping the program coordinator in copy.

What happens if I'm paired with someone and never hear from them?

If you have reached out to your match and have not heard back from them, please contact Nurangiz at khodzharovan@ceu.edu and we'd be happy to help you connect, or find a new connection altogether.

My student buddy isn't quite the right fit, even after talking for a couple sessions. What do I do?

While we recommend trying to still build a rapport with your match, we understand that not every fit will be perfect. Please don't hesitate to reach out to us with details on the situation and we'd be happy to assist, or match you with a new connection.

My student buddy is enthusiastic and I'm hearing from them a little too frequently. What do I do?

We love our enthusiastic students, but we understand your discomfort, too! Fear not. Revisit your agreement regarding frequency of communications together, or feel free to contact us for assistance.

I'm in a match and no longer able to commit to the program. How can I politely bow-out?

Life happens! We get it. We recommend reaching out to your student buddy explaining your new situation, and letting them know you'll be stepping away. Email us and let us know your situation and we will officially end your buddy relationship.

Can I take on more than one student buddy?

Yes, if you are approached by several students! It is up to you how many students you want to match with.

We also recommend watching [this recording](#) of last year's Thesis Buddy onboarding session to get a better understanding of what a Thesis Buddy is supposed to do (please note that the sign-up process this year is different).

Code of Conduct:

Participants of the CEU Thesis Buddy program are expected to abide by the code of conduct established by CEU. The code of conduct includes:

- Maintaining confidentiality of all communications with my student buddy. However, if any details are cause for concern for the safety, welfare and/or health of the student, it is my responsibility to inform Alumni Relations Office immediately at khodzharovan@ceu.edu
- Being a positive influence and serving as a role model to my student buddy, providing encouragement and support in pursuing their goals.
- Focusing communications with my student buddy on thesis writing, or potentially related topics (e.g. if the student is interested in learning about my career trajectory post-CEU).
- Not providing counselling support to my student buddy.
- Remaining professional in all communications.
- Never working beyond the bounds of my capability, experience or expertise to the point where I do not feel confident in providing the student with appropriate support. If needed, I will seek advice or refer students to the Alumni Relations Office team.
- Understanding that professionalism is to be maintained during and beyond the termination of any buddy relationship.

Program Contacts

Nurangiz Khodzharova
Alumni Volunteer Programs Coordinator
khodzharovan@ceu.edu

Alumni Relations Office
General inquiries
alumni@ceu.edu