CENTRAL EUROPEAN UNIVERSITY
DEPARTMENT OF GENDER STUDIES

2 YEAR MA STUDENT HANDBOOK
2015-2016

Also available electronically at
http://www.gender.ceu.edu/2-year-masters-degree-critical-gender-studies

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Budapest, September 2015
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### A. Basic Department Information

<table>
<thead>
<tr>
<th>Institution responsible</th>
<th>Central European University</th>
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</thead>
<tbody>
<tr>
<td>Name of department</td>
<td>Department of Gender Studies</td>
</tr>
<tr>
<td>Degrees awarded</td>
<td>Master of Arts in Critical Gender Studies (2 year MA)</td>
</tr>
<tr>
<td></td>
<td>Master of Arts in Gender Studies (1 year MA)</td>
</tr>
<tr>
<td></td>
<td>Erasmus Mundus 2 year MA in Women’s Studies and Gender Studies GEMMA</td>
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<tr>
<td></td>
<td>MATILDA European Master in Women’s and Gender History (2 year MA)</td>
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<td></td>
<td>Doctor of Philosophy (Ph.D.) in Comparative Gender Studies</td>
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<tr>
<td>Administrative Approval Body</td>
<td>Central European University Senate</td>
</tr>
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<td>Funded by</td>
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</tr>
<tr>
<td>Academic Year</td>
<td>August 1, 2015 – July 31, 2016</td>
</tr>
</tbody>
</table>
B. Department Contact Information

Contact information for department teaching faculty and staff

Academic year 2015-2016

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C.  CEU Organizational Structure

CEU is governed by an international Board of Trustees. All academic policy is decided by the CEU Senate, while all executive decisions are the responsibility of the CEU Rector and President.

I.  Student representation in academic governance

CEU students have the right to participate in the academic governance of CEU both at the university and the individual program level.

At the university level, elected student representatives, usually organized through the Student Union, are members of the Academic Forum, the CEU Academic Senate, and its relevant committees.

At the level of individual programs, elected student representatives have the right to meet program directors and heads of units, and to be regularly invited to faculty meetings to voice their concerns and opinions and receive formal response concerning the structure and operation of the program.

II.  Student Handbook

This handbook contains all essential information about the 2-year MA program in Critical Gender Studies at the Department of Gender Studies. Please read the entire handbook carefully, and consult it first in case of any questions you may have.

Please note that all regulations described in this handbook are subject to change. Any changes to this handbook will be communicated in writing to all students impacted by the changes before the new policies come into effect.

III.  Departmental Website

The website of the Department of Gender Studies is available at http://www.gend.ceu.edu. It includes essential and detailed information about the Department of Gender Studies, including student handbooks for all degree programs, our previous and current courses, faculty members, special events and another material relevant to students. Students are expected to check this website periodically for announcements for upcoming department events and public lectures.

IV.  Rules and Regulations

By enrolling in the Department of Gender Studies, students have agreed to abide by the Rules and Procedures outlined in this document, as well as the general rules and procedures of the Central European University. CEU policies, rules, and regulations are covered in the following documents:

*Code of Ethics of The Central European University*
*Student Rights, Rules, and Academic Regulations*
D. Two-Year MA Degree Requirements, Course Materials and Grading Procedures

I. Requirements for the Master of Arts Degree

i) Pre-session (September 7-11) and “Zero Week” (September 14-18)

English for Academic Purposes: held during the pre-session week, mandatory for all incoming MA students (see description below under Curriculum)

“Zero Week” (September 14-18) takes place during the week preceding the official beginning (“Week 1”) of the fall term.

During Zero Week all the courses for the current academic year will be presented by the professors in the Course Presentation Session (September 14-18). This session gives students the opportunity to ask questions about the courses and hear faculty elaborate on the objectives and requirements of their courses. Please see course syllabi (in draft form for winter term courses) on the departmental website before you attend these sessions.

Course registration is done online through the Infosys system which requires a university login and password. **Registration opens at 8:00 am on Monday, September 14.** Some classes fill up quickly but numbers will decrease and stabilize by the beginning of classes, so do not panic or withdraw your name if you find yourself on the waiting list for a course you want, but do remove your name if you are sure you will not take the course. **Zero Week Lectures:** This year two lectures and a roundtable discussion will introduce students to different perspectives on feminist critique and research. Student attendance is mandatory for all 1st year MA students and recommended for 2nd year students; active participation is encouraged from all. The schedule, along with a small package of required readings, will be provided to students in advance.

To ensure that they meet all the requirements prior to the thesis, all students (both 1st and 2nd year) are asked to pre-select the courses they intend to register for in the fall and winter terms at an early stage. This is done by filling out a Course Planning Worksheet (presented in Appendix I in this Handbook) which must be submitted to the departmental office by September 21, 2015 for approval. Individual consultations with the Head of Department and other faculty may take place during this week for finalizing students’ study plans. The planning sheet does not oblige you to take the courses listed and these often change, especially for the winter term, but do make sure when you make such changes that you maintain the number of credits and mandatory classes you need to proceed to the thesis defense.
ii) Public Lecture Series

Throughout academic year, the department will organize public lectures. These are talks given by scholars from other universities about their research and are a way for the students and faculty to learn about current research in the field of gender studies and to engage in dialogue with scholars from outside CEU. These lectures, including the Zero Week Lectures, are a mandatory two-credit requirement (one credit per term) for 1st and 2nd year MA students. You may not miss more than two lectures throughout the year without a documented and approved excuse in order to earn this credit. The talks will be listed as far in advance as possible on the departmental website and also advertised via email and fliers. Students are expected to adjust their schedule to attend public lectures even in some cases when there is short notice as they are important for their broader education in the field.

iii) 2-Year MA Program -- Curricular Requirements

All 2-year MA students choose their courses from the curriculum for the current year. The program is not strictly divided into the first and the second year courses, but see the specific requirements below for students in their first and second years.

First year students take the same mandatory classes as students in the one-year MA, as indicated in the department curriculum. In addition, all 2-year students must take the course “Intersectionality and Interdisciplinarity (Critical Interdisciplinary Approaches to Doing Research in Gender Studies)” in the winter term. Students in the Research track are also required to take the “Advanced Topics in Gender Studies” course in the Spring term; students in the Applied track must take the courses “Critical Policy Studies” and “Doing Policy Research: Critical Ethnographic Methods and Field Research” (this will be fulfilled by taking the course “Qualitative Research Methods”) in the Winter term. All students must take at least 2 CEU credits of methods electives (i.e., courses marked “M” that are not mandatory) during the first year of their program, while students in the Applied track are further required to take at least 6 credits in “P” (policy) courses over their first three terms (one of which must be the mandatory “Critical Policy Studies” course); students in both tracks should consult with their supervisors and the Directors of the 2 Year MA program about selecting these. In order to fulfill their remaining credit requirements, students can choose from the available elective courses in the curriculum, which can be combined according to their academic interests.

Degree Specialization Tracks:

1. Research track

This track is oriented toward preparing students to become academic specialists in gender studies. Students will take additional courses in academic subjects within our department as well as in other disciplines that may relate to their intellectual focus. These students will write a thesis that reflects their ability to do research and write at a level that would qualify them to enter a Ph.D. degree program or publish their research in competitive scholarly journals. Particular attention is given to develop students’ skills in dealing, in flexible and innovative manners, with theoretical complexity, and combining a whole set of methodologies borrowed from a range of more traditional disciplines.
2. Applied Gender Studies track with internship.

The specialization in Applied Gender Studies offers students the opportunity to combine cutting-edge gender theories and rigorous scholarly analysis with concrete, practical activist and/or policy work, through the intensive experience of non-paid, closely supervised internship in a governmental, international, or non-governmental organization. This complex blend of analysis and practice will enable students to pursue a range of goals and career options: it can help them to become more effective gender specialist professionals by developing valuable skills such as the critical analysis of gender policies, their foundational assumptions and complex social and political effects, and the broader contexts which surround their implementation; conversely, it can also allow them to become more effective gender researchers and theorists by offering them intensive experience of the everyday production of concrete policy practices and their effects to ground their scholarly knowledge. Students in this track, like those in the Research Track, will write a thesis that reflects their ability to do research and write at a level that would qualify them to enter a Ph.D. degree program or publish scholarly research. However, the thesis will focus on the analysis of the specific internship setting and experience as a critical and analytical case study, and may therefore also serve as an example of the student’s ability to function as a critically informed gender professional.

Students must declare which specialization track they are going to follow at the latest by the end of the fall term of their first year of studies (December 10, 2015). The choice of specialization track will greatly influence the student’s course requirements after the fall term (see below). The declaration must be emailed to the Internship Director and cc-ed to the departmental coordinators.

There will be an advisory meeting regarding the choice of the tracks in November of the students’ first year with the program’s Internship Director (Hadley Z. Renkin). Details will be announced in due time.
Course and Credit Requirements
I. MA in Critical Gender Studies, with a specialization in Research

Curriculum at a glance:
(Total of 60 CEU credits for graduation, 4 semesters)

**note: credits listed in this Handbook are CEU credits; each CEU credit = 2 ECTS**

<table>
<thead>
<tr>
<th>Term</th>
<th>Mandatory</th>
<th>Electives</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yr 1/Semester 1</td>
<td>Foundations I (4 credits)</td>
<td>8 credits*</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Academic Writing (1 credit)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Public Lecture Series (1 credit)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yr 1/Semester 2</td>
<td>Foundations II (2 credits)</td>
<td>10 credits*</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Intersectionality and Interdisciplinarity (Critical Interdisciplinary Approaches to Doing Research in Gender Studies) (2 credits)</td>
<td></td>
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<td></td>
<td>Academic Writing: Thesis Development (1 credit)</td>
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<td></td>
<td>Public Lecture Series (1 credit)</td>
<td></td>
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<tr>
<td>Yr1/Spring Semester</td>
<td>Advanced Topics in Gender Studies MA (M) (2 credits, appears on transcript in Fall term, year 2)</td>
<td></td>
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</tr>
<tr>
<td>Yr 2/ Semester 1</td>
<td>Credits for Advanced Topics in Gender Studies MA (M) (2 credits)</td>
<td>14 credits</td>
<td>16</td>
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<tr>
<td>Yr 2/Semester 2</td>
<td>Thesis Writing Workshop (4 credits)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Yr2/Spring Semester</td>
<td>Thesis</td>
<td>10</td>
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</table>

*Research track students must take another 2 credits in “M” courses during their first year, depending on their specific thesis needs.
II. MA in Critical Gender Studies, with a specialization in Applied Gender Studies (with internship)

Curriculum at a glance:

(Total of 60 CEU credits for graduation, 4 semesters)

<table>
<thead>
<tr>
<th>Term</th>
<th>Mandatory</th>
<th>Electives</th>
<th>Credits</th>
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</thead>
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<tr>
<td>Yr 1/Semester 1</td>
<td>Foundations I (4 credits)</td>
<td>8 credits*</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Academic Writing (1 credit)</td>
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<tr>
<td></td>
<td>Public Lecture Series (1 credit)</td>
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<td></td>
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<tr>
<td>Yr 1/Semester 2</td>
<td>Foundations II (2 credits)</td>
<td>6 credits*</td>
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<td>Intersectionality and Interdisciplinarity (Critical Interdisciplinary Approaches to Doing Research in Gender Studies) (2 credits)</td>
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<td></td>
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<tr>
<td></td>
<td>Doing Policy Research: Critical Ethnographic Methods and Field Research (Qualitative Research Methods) (M) (2 credits)</td>
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</tr>
<tr>
<td></td>
<td>Critical Policy Studies (P) (2 credits)</td>
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<td></td>
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<tr>
<td></td>
<td>Academic Writing: Thesis Development (1 credit)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Public Lecture Series (1 credit)</td>
<td></td>
<td></td>
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<tr>
<td>Yr 2/ Semester 1</td>
<td>Guided internship (the internship itself may be scheduled in the period between spring of yr 1 and early autumn yr 2) (8 credits)</td>
<td>Must take 6 credits altogether in yr 2*</td>
<td>16</td>
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<tr>
<td></td>
<td>Internship Analysis Workshop (2 credits)</td>
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<tr>
<td>Yr 2/Semester 2</td>
<td>Thesis Writing Workshop (4 credits)</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Yr2/Spring Semester</td>
<td>Thesis</td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>
*Applied track students must take another 2 credits in “M” courses during their first year, depending on their specific thesis needs.

Applied track students must also take at least 6 CEU credits in “P” courses during their first three semesters - this includes the required “Critical Policy Studies” course (“P” courses are courses which address policy making processes or policy priorities through in-depth critical analysis, designated by the department for courses in our curriculum. Courses in the School of Public Policy (SPP) or other CEU departments can also be counted as “P” courses with the approval of the Internship Director. Students are encouraged to take at least one course from SPP during the program).

1) First Year Requirements

a) Fall Term Requirements -- 14 Credits

Mandatory courses (6 credits total):

- Foundations in Gender Studies I (4 credits)
- Academic Writing (1 credit)
- Public Lecture Series (1 credit)

Credit distribution: Entering students will be expected to complete at least 14 credits (including the six credits from mandatory courses) in the fall term. However, students may arrange to distribute their required credits over the fall and winter terms in other ways, usually only within 2 credits per term, with approval from the Head of Department. (E.g. 16 credits in fall and 12 in winter, as long as credits add up to 28 over the two terms.)

Students must receive at least a minimum passing grade (C+) for each of the courses in the fall term in order to advance to the winter term.

b) Winter Term Requirements -- 16 Credits

Mandatory courses (6 credits for research track, 10 for applied):

- Foundations in Gender Studies II (2 credits)
- Intersectionality and Interdisciplinarity (Critical Interdisciplinary Approaches to Doing Research in Gender Studies) (2 credits)
- Academic Writing: Thesis Development (1 credit)
- Public Lecture Series (1 credit)

Additional requirements for the applied track:
- Critical Policy Studies “P” (2 credits)
- Doing Policy Research: Critical Ethnographic Methods and Field Research (fulfilled by taking Qualitative Research Methods or approved alternative) (M) (2 credits)

Students must complete 16 credits (including the credits received from mandatory courses) in the winter and spring term (or a total of 30 credits over the fall, winter and spring terms combined). (See above note about credit distribution.) Students must receive at least a minimum passing grade (C+) in each of the courses in the winter term in order to advance to the next academic year.
c) Spring Term Requirements

Research Track students: “Advanced Topics in Gender Studies” (mandatory course, 2 credits given in Fall term of year 2) taught by Jasmina Lukic, April 18-May 13

Applied Track students: begin internships (most will carry over into the summer)

All students must take at least 2 credits of elective methods courses (courses designated as “M” in the list of electives) - i.e., beyond their mandatory courses - during their first year. In general, students are discouraged from taking a methods course in another department to fulfill this requirement but the Head of Department may grant a student permission to do this under exceptional circumstances.

Students in the Applied track must also take at least 6 CEU credits in “P” courses during their first three semesters - this includes the required “Critical Policy Studies” course (“P” courses are courses which address policy making processes or policy priorities through in-depth critical analysis, designated by the department for courses in our curriculum. Courses in the School of Public Policy (SPP) or other CEU departments can also be counted as “P” courses with the approval of the Internship Director. Students are encouraged to take at least one course from SPP during the program).

2) Second Year Requirements

a) Fall Term Requirements -- 16 Credits

Students in the Research track take 16 credits of courses in the fall term of the second year. They are free to choose from that year’s curriculum.

Students in the Applied Gender Studies track with internship only take courses for 6 credits in their second year of studies, since their internship is counted as 8 credits. They must also take an Internship Analysis Workshop (2 credits). Otherwise, they are free to choose from the curricula for the current year.

b) Winter and Spring Term Requirements -- 14 Credits

Both the winter and the spring terms are dedicated to thesis research and writing. See thesis requirements below.

Thesis Writing Workshop, March 21-25, 2016: Mandatory in the second year (typically held in mid-late March). Students must submit a draft chapter of their thesis which presents the analysis of the (empirical, original) research material, i.e. not historical background, methods, theoretical framework, or the like. Students must attend and actively participate at all sessions to earn these mandatory credits.

Internship Planning, Monitoring, and Evaluation

For those in the Applied Gender Studies track, towards the end of the first year an internship will be established with a local or international NGO. The internship must be for at least 40 hours/week for 3 months, or 20 hours/week for 6 months, between April 2015 and December 2015 (although the department strongly recommends that the
internship be completed during the Spring semester). The experience of being an intern, including any research conducted in the course of the internship, will serve as the basis for the student’s thesis, whether conceptually or empirically.

The plan for and site of the internship must be approved by the Internship Director. The timing of the internship process is as follows:

- by January (year 1): discussion with supervisor and Internship Director of thesis topic and areas of interest for internship
- by February (year 1): research into potential NGOs, selection of shortlist of NGOs
- March (year 1): interviews and placement with NGO(s)
- April - June (year 1) OR: June (Year 1) - September (Year 2): internship
- September 20th (Year 2): final Research Report due (for Spring term internships)
- December 18th (Year 2): final Research Report due (for Summer internships)

It is possible to arrange for the internship to start earlier or end later, the details of which must be coordinated with and approved by the Internship Director.

During the internship the student will maintain regular contact with the Gender Studies Department. Students file weekly progress reports and the other material required by internship director and internship supervisors. The organization where the internship takes place will conduct mid-term and final evaluations of the student, and submit them to the Department. Finally, the student submits a 15-page Final Research Report analyzing the internship experience, to be due at the times listed above (September 20th/December 18, Year 2). This Report will receive a letter grade, in the same manner as other coursework, which will count as the grade for the Internship Analysis Workshop. The Final Research Report should serve as the basis for the thesis.
II. Course materials

For most courses, in addition to a detailed course syllabus, a course reader will be available containing the required readings. At the beginning of each term, two copies of each course reader are deposited in the CEU library under “reserve reading.” Most readers are available in hard copy but some professors will make electronic versions of some or all of the readings available via email or the e-learning site (http://ceulearning.ceu.hu/). In addition to course readers, some professors will place books on reserve at the CEU Library for their courses. These reserve books cannot be checked out of the library. Please note that buying the hard copy reader is much cheaper than printing out materials from electronic copies and also allows you to save your printing quota. We also want to discourage reading class materials on small screens like smart phones (or on screens at all) in the interest of your own reading retention but also be aware that many professors do not allow the use of smart phones or even laptops and tablets in the classroom. Check these policies before you decide.

You are strongly encouraged to make your printed reader orders as soon as possible in order to ensure that you will have them at the beginning of each term. Place orders and pick up readers in the Gender Studies main office (room 506). The price of a reader is capped at 3000 HUF or the real price for smaller readers that cost less to copy.

Method of payment: Students who do not receive a stipend must pay for the readers in cash at the CEU cash desk by the deadlines stated by the departmental office. For those receiving a stipend, the fee for fall term readers will be automatically deducted in two installments from the students’ November and December stipends, and winter term readers’ fees will be automatically deducted from March and April stipends.

III. System of Course Work Grading for all MA students

The Department of Gender Studies uses a system of letter grades and grade points for evaluating students’ work, including the thesis, according to the grading scheme of the university (please refer to the grade outline in the Student Rights, Rules, and Academic Regulations). Professors may allow major assignments assessed as unsatisfactory to be redone once within a time frame agreed upon between the faculty member(s) and the student. Students who fail to submit work, or whose work fails to meet the minimum requirements for the assignment (including violating the rules against plagiarism), will receive a grade of ‘F’ for the assignment.

In order to receive the Master of Arts Degree, students must earn 60 credits over six consecutive terms as stipulated below:

1. Achieve a passing grade (C+ or above) for all graded courses in the fall and winter terms and a “pass” in both sections of Academic Writing and for both terms of the Public Lecture Series.
2. Achieve a passing grade (C+ or above) for the Master’s thesis (14 credits, including the Thesis Writing Workshop in Gender Studies);
3. Achieve a total Grade Point Average of at least 2.66, equivalent to B-.

The requirements for successful completion of individual courses include regular class participation and satisfactory completion of class assignments, typically written papers, oral presentations, research papers, practical exercises, and/or written examinations. Each course syllabus must be consulted carefully for exact course requirements.
No student can receive their degree until all outstanding financial responsibilities are met (e.g. tuition fees) and the Student Services Leaving form is signed by all appropriate units.

**Class Attendance**

Regular attendance is a major component of the program and is therefore mandatory in all classes. Missing more than one class without advance notice and documentation provided to the professor will in most cases bring down the final course grade and could result in failure of the class in situations of excessive absences. Individual course instructors may state slightly different requirements; please see each class syllabus. Only illness or serious unavoidable matters are considered valid excuses for missing class. In cases of prolonged absence due to such serious obstacles, the department may arrange for extensions on assignments, temporary withdrawal, or other solutions that will allow the student to complete the program within the parameters of our requirements.

In the case where parallel events are organized at CEU that are relevant to the students’ academic interest, the professor whose class is in conflict with these external events should be consulted first in order to clarify the situation. Normally, absolute priority is to be given to departmental classes.

**Academic Misconduct**

Academic misconduct involves acts which may subvert or compromise the integrity of the educational process at CEU. Any form of plagiarism, i.e. representing the ideas or words of another without proper attribution to the source of those ideas or words, whether intentional or not, is considered a serious form of academic misconduct. Students should consult faculty or the Academic Writing Center if they are at all unclear about the difference between appropriate citation and plagiarism.

Please note that students may not submit an assignment or part of an assignment for credit in more than one course unless approved by both course instructors. However, course papers may be incorporated into the thesis with revision and with the thesis supervisor’s knowledge, as documented in writing. Acts of academic misconduct, including plagiarism, will result in serious consequences, such as a failing grade for the assignment or the course, or even failure of the program.

For more detailed information, please refer to:

- CEU’s Policy on Plagiarism
- CEU Code of Ethics
- and other CEU policies listed on the website: [http://www.ceu.edu/node/132](http://www.ceu.edu/node/132)

**Final Grades**

Grades throughout the program will be combined into a final grade for the Master of Arts degree based on a cumulative grade point average weighted by credit for course work and for the Master’s thesis (including the Thesis Writing Workshop). The final grade will be used to distinguish levels of achievement in the course of study as follows:
3.67 to 4.00  Master of Arts with Distinction
3.33 to 3.66  Master of Arts Pass with Merit
2.66 to 3.33  Master of Arts Pass
Below 2.66    Fail

In order to receive a Master of Arts degree with Distinction students must also pass the thesis with high honors (an “A”). It is possible to award Distinction to students whose GPA would otherwise only qualify for “Pass with Merit” if the thesis earns an “A” and it is approved by the supervisor and Head of Department. **Each graduating student must complete all fall and winter term coursework and receive all grades by June 3, 2016 if they are to participate in the preparation and defense of the MA thesis.** This includes courses taken in other departments. Exceptions may be granted by the Head of the Department.

**Grade Submission**

Students receive their final grades for courses after the term is complete and faculty have submitted all grades. Final grades are entered into the University Information System (UIS). Students may inquire about their grades in the departmental office, or may check them in the computer system ([https://infosys.ceu.edu](https://infosys.ceu.edu)).

Grade correction may be made in instances where a clerical or computational error resulted in the submission of an incorrect grade. For any other objection by a student about a grade, the appeal procedure below should be consulted.

**Returning Student Work**

Faculty must return student papers to the students in a timely manner (typically two weeks during the term). Final papers with grades and comments must be placed in student mailboxes or emailed within two weeks after the deadline for final grades.

**Appeals**

Every CEU student has the right to recourse and appeal concerning the application of *Student Rights, Rules, And Academic Regulations* ([http://www.ceu.edu/documents/p-1105-2](http://www.ceu.edu/documents/p-1105-2)). This right may be exercised by directly appealing to faculty members, program directors, unit heads, the Pro-Rector for Social Sciences and Humanities, or by appealing to the Disciplinary and Grievance Committee, in accordance with the procedures set in the Code of Ethics (see also section 6.1)

Grade changes will be considered only under very exceptional circumstances. The first step with regard to all types of appeals is to try to settle the complaint through a less formal procedure with the professor concerned and within the department. Appeals on grades can be made for major exams or papers to the Head of Department and must be made in writing no earlier than two days and no later than seven days after the posting of grades. If after this point the student still wishes to appeal the grade, the Head of Department will prepare a report on the appeal for the Office of Pro-Rector for Social Sciences and Humanities.
Pre-Session

English for Academic Purposes – Center for Academic Writing Staff
The pre-session English language program provides an introduction to the Academic Writing in Gender Studies which students will take throughout the academic year. It focuses on academic writing skills essential to a student’s successful completion of course work and the MA thesis. Speaking, listening, and reading skills may also be addressed in this course. The Writing Center staff teaches the course, and although the course material does not focus on Gender Studies, some material is specific to the field. The EAP courses continue for the first two weeks of the fall term, at which point the course transitions into Academic Writing in Gender Studies. Both courses, however, will count toward the credit hours and grades awarded for the Academic Writing in Gender Studies at the end of fall term.

Course Presentation Sessions
All of the courses for the fall and the winter terms will be presented by the Gender Studies professors to the students during “Zero Week” (September 14-18).

Zero Week Lectures (mandatory)
In the same week two introductory lectures and a roundtable discussion will take place. The program and a small package of required readings will be provided in advance.

Departmental Welcome Party: This reception will take place on Thursday, September 17 at 6pm, place to be announced. As it is a chance for the faculty and students to meet and talk informally, students from all the Gender Studies programs are expected to attend.

MA Program

Fall Term

Mandatory courses:

Academic Writing Part I – 1 CEU credit (2 ECTS) (David Ridout, Andrea Kirchknopf, Sanjay Kumar). Students will be assigned to one of three groups.

(Mandatory for 1 year program, the first year students in 2 year MA in Critical Gender Studies program; elective for Matilda students (4ECTS), compulsory for GEMMA students in the first year, and for those GEMMA students in the second year who intend to defend their thesis at CEU.)

Foundations in Gender Studies I – 4 CEU credits (8 ECTS). (Dominika Gruziel) Mandatory for students in the 1 year program and for the first year students in the 2 year programs Critical Gender Studies, MATILDA (4 ECTS) and GEMMA (8 ECTS). Core course in feminist history for the 1st year GEMMA students. MATILDA students take Dominika Gruziel’s class, other students can register with either of the two groups.
Foundations in Gender Studies I – 4 CEU credits (8 ECTS). (Andrea Pető) Mandatory for students in the 1 year program and for the first year students in the 2 year programs Critical Gender Studies (CGS), and GEMMA (8 ECTS). Core course in feminist history for the 1st year GEMMA students. MATILDA students take Dominika Gruziel’s class, other students can register with either of the two groups.

Methods Elective (methods courses are designated with an “M”) – 2 CEU credits to be taken by students over the course of their first year. 10 ECTS to be taken by first year GEMMA students including the compulsory spring course, Advanced Topics in Gender Studies.

Policy Elective (policy courses are designated with a “P”) - at least 6 CEU credits to be taken by students in the Applied track over the course of their 2-year program, including the mandatory course “Critical Policy Studies”.

Public lecture series - 1 CEU credit (2 ECTS) per term. Mandatory for 1 year MA students, 2 year MA in their first year, 1st y MATILDA and 1st year PhD students; Core course in feminist theory for 1st year GEMMA.

Elective courses:

Feminist Literary Studies – 4 CEU credits (8 ETCS). (Vera Eliasova)

Gendered Memories of the Holocaust — 4 CEU credits (8 ECTS) (Andrea Pető)
(cross-listed with Jewish Studies)

Anthropology of the Erotic Other – 4 CEU credits (8 ECTS). (Hadley Z. Renkin)

The Nature of Performativity —4 CEU credits (8 ECTS). (Eszter Timár)

Gender and International Development (P) - 4 CEU credits (8 ECTS). (Sara Meger)

Gender, Sexuality, and the Non/Human - 4 CEU credits (8 ECTS). (Hyaesin Yoon)

Capitalism and Gender in the Neoliberal Era - 4 CEU credits (8 ECTS) (Andrew Ryder)

Gender and Nationalism – 2 CEU credits (4 ETCS). (Elissa Helms)

Introduction to Queer Theory – 2 CEU credits (4 ECTS). (Eszter Timár) Core course in feminist theory for GEMMA students.

Discourse Analysis (M) – 2 CEU credits (4 ECTS). (Erzsébet Barát) Mandatory for MATILDA students. Core course in feminist methodology for the first year GEMMA students.

The Sexuality / Gender Intersection – 2 CEU credits (4 ECTS). (Erzsébet Barát) Core Course in feminist theory for the 1st year GEMMA students
On Love in the 20th Century: the Politics of Sexuality and Intimacy – 2 CEU credits (4 ECTS). (Irina Costache)

Making of the Modern Body - 2 CEU credits (4 ECTS) (Emese Lafferton) (Cross listed with the History Department)

Women's and Gender History: An Introduction to Theory, Methodology and Archives (M) – 2 CEU credits (4 ECTS). Core course in feminist history for the 1st year GEMMA students. Mandatory for MATILDA students (Francisca de Haan) (Cross-listed with the History Department)

Cross-listed courses from other departments:

Human Rights and Emerging Technologies (P) - 4 CEU credits (8 ECTS). (Judit Sándor) (Cross-listed from the Political Science Department)

History of Daily Life – 4 CEU credits (8ECTS) (Gerhard Jaritz) (Cross-listed from the Medieval Studies)

Colonialism and Post-Colonialism 4 CEU credits (8 ECTS) (Prem Kumar Rajaram) (Cross-listed from the Sociology Department)

Comparative Masculinities: Sex and Gender in Europe and the Mediterranean -2 CEU credits (4 ECTS) Daniel Monterescu (Cross-listed from the Sociology/Anthropology Department)

European Labor History in Global Context from the 18th Century to the Present - 4 CEU credits (8 ECTS) Marsha Siefert – Susan Zimmermann (Cross-listed from the History Department)

Politics of Gender Based Violence- 2 CEU credits (4 ECTS) Andrea Krizsán –Violetta Zentai (Cross-listed from the School of Public Policy)

Equality Policy in Comparative Perspective - 2 CEU credits (4 ECTS) Andrea Krizsán –Violetta Zentai (Cross-listed from the School of Public Policy)

Winter Term

Mandatory courses:

Foundations of Gender Studies II- 2 CEU credits (4 ECTS). (Hyaesin Yoon) Mandatory for students in the 1 year program and for the first year students in the 2 year programs Critical Gender Studies and GEMMA. Core course in feminist history for the 1st year GEMMA students. (Students register with one of the two groups.)

Foundations of Gender Studies II - 2 CEU credits (4 ECTS). (Hadley Z. Renkin) Mandatory for students in the 1 year program and for the first year students in the 2 year programs Critical Gender Studies and GEMMA. Core course in feminist history for the 1st year GEMMA students. (Students register with one of the two groups.)
Intersectionality and Interdisciplinarity: Critical Interdisciplinary Approaches to Doing Research in Gender Studies – 2 CEU credits (4 ECTS) (Jasmina Lukic). Mandatory for all 1st year 2 year MA students. Core course in feminist theory for the 1st year GEMMA students.

Qualitative Research Methods (M) – 2 CEU credits (4 ECTS) (Elissa Helms). Required for all Applied track students (fulfills the course “Doing Policy Research: Critical Ethnographic Methods and Field Research”). Core course in feminist methodology for the 1st year GEMMA students.

Academic Writing Part II – Thesis Development - 1 CEU credit (2 ECTS) (Andrea Pető) Mandatory for 1-year program, first year students in 2 year MA in Critical Gender Studies program; 1st year Matilda students, compulsory for GEMMA students in the first year, and for those GEMMA students in the second year who intend to defend their thesis at CEU.

Methods Elective (methods courses are designated with an “M”) – 2 credits to be taken by students over the course of their first year. 10 ECTS to be taken by first year GEMMA students including the compulsory spring course, Advanced Topics in Gender Studies.

Policy Elective (policy courses are designated with a “P”) - at least 6 CEU credits to be taken by students students in the Applied track over the course of their 2-year program, including the mandatory course “Critical Policy Studies”.

Public Lecture Series - 1 CEU credit (2 ECTS) Mandatory for 1 year MA students, 2 year MA in their first year, 1st year PhD students; core course in feminist theory for 1st year GEMMA

Thesis Writing Workshop Group 1, 2 – 4 CEU credits (8 ECTS) (Francisca de Haan). Mandatory for all graduating MA students. (NB: the workshop will meet March 21-25 for second year students in 2-year programs. One-year students take TWW in May. Details TBA)

Elective courses:

Feminism and Masculinities - 4 CEU credits (8 ECTS). (Barát Erzsébet)

Feminist Biopolitics and Cultural Practice - 4 CEU credits (8 ECTS). (Hyaesin Yoon)

Gender, Peace and Security (P) - 4 CEU credits (8 ECTS). (Sara Meger)

Commodification of the Human Body - 4 CEU credits (8 ECTS) (Judit Sándor) (cross listed with the Political Science Department)

Re-imagining Social Movements: Activism, Resistance, and Cultural Change (P) – 4 CEU credits (8 ECTS). (Hadley Z. Renkin)

Critical Policy Studies (P) - 2 CEU credits (4 ECTS). (Sara Meger) Mandatory for students in the Applied Track of the 2-year program in Critical Gender Studies.
Research Methods: Oral History (M) – 2 CEU credits (4 ECTS) (Andrea Pető). Core Course in feminist methodology for the 1st year GEMMA students

Gender and Sexuality in Education (P) - 2 CEU credits (4 ECTS). (Dorottya Rédaí)

Neo-Victorian Cultures - 2 CEU credits (4 ECTS). (Andrea Kirchknopf)

Postcolonial Theory, Gender, and Cinema - 2 CEU credits (4 ECTS). (László Strausz)

Cross-listed courses from other departments:

Roma Inclusion Policies in Europe: Governance Puzzles - 2 CEU credits (4ECTS)
Krizsán Andrea-Zentai Violetta (Cross-listed from the School of Public Policy)

Spring Term

Thesis Writing Workshop Group 3, 4 – 4 CEU credits (8 ECTS ) (Francisca de Haan). Mandatory for all graduating MA students. For 1-year MA students and GEMMA, Matilda defending in September. Takes place: May 5-13. Details TBA

Advanced Topics in Gender Studies MA (M) - 2 CEU credits (4 ECTS) (Jasmina Lukic). Mandatory for 1st year students in Research Track of Critical Gender Studies, 1st y GEMMA, optional for MATILDA students Spring term. Core course in feminist methodology for the 1st year GEMMA students.

F. 2 year MA Program Thesis Guidelines

I. General Overview

All MA theses must identify an adequate research topic, which includes a manageable field of research and a set of original, researchable questions to investigate.

Theses should have an original argument; show a good knowledge of the literature in the field; contribute to the study of the field through original research and/or by relating the subject to the broader academic literature; and demonstrate analytic ability through the careful and critical use of relevant concepts and approaches. Theses must also be written with grammatical accuracy and stylistic clarity; and they must conform to the academic style guidelines of the student’s choosing (e.g., APA, MLA, Chicago, etc.) See the grading criteria for thesis manuscripts below.

II. Important Dates

In their first year, all 2-year students will follow the regular schedule and deadlines of the 1-year MA program for choosing a supervisor, as well as for submitting their proposed thesis topic/title, Thesis Proposal draft, and final Thesis Proposal – in other words, they
should determine and begin developing their thesis topic in their first year as a basis from which to work and build upon in the second year. The deadlines are:

**November 23, 2015:** Applications for departmental Research Grant (limited funding, normally towards travel) due for 2nd year 2-year students who need to complete their research - and have not already received the grant (Please note: 2-year MA students can apply for this grant only once during the program).

**December 10, 2015:** Thesis Topic and Supervisor Preference form to the departmental office. This is a provisional topic, and supervisory choice; both may change later. (See section “III. Thesis Preparation and Advising”, below)

**February 2, 2016:** Draft Thesis Proposal to the supervisor and the Academic Writing Instructor. (See section “III. Thesis Preparation and Advising”, below)

**February 23, 2016:** Applications for the departmental Research Grant (limited funding, normally towards travel) due for one and 2-year students (for 2-year students, application will be based on provisional Thesis Proposal) (Please note: 2-year MA students can apply for this grant only once during the program).

**March 21-25, 2016:** Thesis Writing Workshop for 2-year MA students: (scheduling will adapt to supervisors' availability).

**April 1-May 27, 2016:** MA Research Grant application deadline for 1-year or first year 2-year students. Applications accepted on a rolling basis (with approved final Thesis Proposal only)

**April 18-May 13, 2016:** Advanced Topics in Gender Studies (formerly “Masterpieces”) – mandatory for 1st year 2yr students in Research track.

**May 2, 2016:** Latest date by which graduating students must be back to CEU

**May 27, 2016:** Final Thesis Proposals and Research Plans of first year 2-year students due to department office. First year 2-yr students must submit a detailed research plan, developed in consultation with their supervisors, before they embark on their research. The Research Plan deadline can be extended with the supervisor’s approval, depending on the student’s research timetable. Earlier submission is strongly encouraged, however, and may be necessary for students who wish to conduct their research in the summer (the grant can take up to two months to process).

**June 3, 2016:** Final submission deadline of MA theses for 2 year programs

**June 13–16, 2016:** MA thesis defenses

In their second year, having already done the above, students will prepare and submit a more substantive “Thesis Prospectus” – a more developed and precise narrative mapping of the proposed thesis project, including a proposed Table of Contents. A draft of this prospectus should be submitted by 2nd year 2-year students on October 29, 2015 to the supervisor and the Internship Director; the final version on November 19, 2015 to the department office.

The concentrated MA research period begins at the start of the winter term in the second year, while many 2-year students will also begin research during the summer after the first year (and in fact, this is encouraged), and for Applied track students, while doing the internship. During these times, students are expected to consult regularly with their supervisors.

**March 21-25:** Thesis Writing Workshop: mandatory for all graduating MA students. Full participation is one of the requirements for obtaining the degree.
The thesis submission deadline for second year 2-year students is **June 3, 2016 by 1 p.m.** (Zrínyi 14; room 506).

**Thesis defenses** will be held from **June 13 to June 16, 2016** (exact schedule will be announced).

The end of year **Farewell Party** will take place on **June 16, 2016** (details TBA)

The **Graduation Ceremony** will be held on **June 25, 2016**. Please note, that the number of guest tickets available for the ceremony might be limited. Please contact the office before you invite your family!

*Every deadline concerning proposal and thesis submission is absolutely strict* and is set in order to keep students on track to producing an adequate thesis in the time allotted. *If any problem related to submission arises during the thesis-writing period, please consult with your supervisor as soon as possible.* Extensions will be granted only in exceptional cases and must be requested from the Head of Department in writing (not one’s supervisor).

### III. Thesis Preparation and Advising

Thesis supervisors are drawn from departmental faculty and, in exceptional cases, from the larger CEU and Budapest community of scholars. All students’ thesis work will be directed by a supervisor and a second reader. The supervisor should be the student’s primary contact during the research and thesis writing period, while the second reader should be familiar with the student’s work in more general terms. Nonetheless, students are welcome to consult with their second reader at any time during the research or writing period for further guidance. The extent to which the second reader is involved in supervision of the written thesis will be determined on a case-by-case basis by the faculty and student involved. Regardless of the extent to which the second reader has been involved in the thesis planning and writing, students should give the second reader a section of the thesis and outline of chapters at some point during the writing stage, i.e. between March and May of the second year, in agreement with the second reader. Before the defense takes place the supervisor and the second reader will provide a written evaluation of the student’s thesis to the Thesis Committee Chair and decide together on the final thesis grade (see defense procedures, below).

It is vitally important that students begin thinking about their potential thesis topic and which faculty member they will request as their supervisor as early as possible; it is also crucial that, having chosen their potential topic, students actively explore its development into a viable project as early as possible in their time in the program. In our experience, the most effective method of developing a focused and fully-realized research project is by exploring and experimenting with one that is tentative and provisional (this early preparation is also important for students to be able to position themselves successfully for departmental and other funding opportunities). The department thus intentionally tries to encourage this process by requiring that students in the 2-year MA program follow the same schedule for one year MA students, recognizing that many projects and expressions of them will grow and change considerably over the longer period of preparation and research allowed by the 2-year program.
Thus, by **December 10, 2015**, all first year students in the 2-year program, like those in the one year program, must submit a provisional thesis topic and title, along with the names of their potential supervisors, to the department office. (For a sample form see Appendix III.) Further, as part of the the first year Thesis Development class (in coordination with Academic Writing, Winter term), a draft Thesis Proposal (including the name of the supervisor) must be submitted to the supervisor and the Academic Writing Instructor by **February 2, 2016**. Finally, the final version of the Thesis Proposal, in hard copy with the Thesis Proposal form signed by the supervisor and the second reader, is due in the departmental office by **4 p.m., February 16, 2016**. (For a sample form please see Appendix IV. Again, the department recognizes that students’ research projects, and perspectives on them, will still be provisional at this point, and will continue to evolve. This is why all first year 2-year students must also submit their Final Thesis Proposals, as well as their Research Plans, to the department office on **May 27, 2016**. Finally, in the fall term of their second year, all 2nd year 2-year students must submit a revised and expanded Thesis Prospectus, including a proposed Table of Contents (a draft of this prospectus should be submitted on **October 29, 2015** to the supervisor and the Internship Director; the final version is due on **November 19, 2015** to the department office. This prospectus is expected to be a much more developed and accurate presentation of the Thesis project, addressing it in fuller scholarly detail.

To assist students with choosing a supervisor, a list of the faculty’s areas of specialization and/or topics that they can supervise will be provided during the fall term of the first year. By late November of that year, students should approach the faculty member(s) they wish to work with and request their supervision. Supervisors and second readers will be finalized after the submission of the Thesis Proposal draft in early February (although they may be changed after this as well). Student preference will be taken into account when assigning thesis supervisors and an effort will be made to accommodate student requests. However, because of faculty workload distribution, not all requests may be granted, especially for second readers.

**IV. Thesis Submission**

**Deadlines and Extensions**: The submission deadline is absolutely strict. Extensions can only be granted by the Head of Department in cases of genuine and serious (documented) medical conditions or other serious circumstances. Extensions must be formally requested from the Head of Department and documentation submitted *prior* to the thesis submission date. Supervisors may not grant extensions to their students. Students are advised to notify their supervisor and the Head of Department as soon as they detect any problems with meeting the thesis deadline. Retroactive appeals cannot be considered.

**Theses submitted late without permission from the Head will be penalized** a third of a grade (one “notch”) *for every day late after the due date* (A to an A-; B+ to a B; etc.). Downgrading will be applied after the grade is determined at the defense. This means that a late thesis may still be failed if its quality does not merit the highest grades. It also means that a thesis submitted after more than five days from the deadline is an automatic failure since the highest possible grade that can be awarded by the 6th day is a C (the lowest passing grade is a C+; see grading scale below). Because exam committee members need enough time to read and evaluate the thesis, unauthorized late theses
submitted to the office staff (in designated number of hard and electronic copies, etc.) less than 48 hours from the student’s scheduled Oral Defense will not be allowed to participate in the oral defense exam. Rescheduling of the defense for a time after the exam period will be left to the discretion of the Head of Department in consultation with the exam committee members.

Electronic Files: All candidates for a CEU academic degree are required to upload an electronic copy of their submitted thesis (which is exactly the same as the version submitted in hard copy) into the CEU Electronic Theses and Dissertations Collection where they will be accessible on the internet. (In cases where the content of a student’s thesis might put them in danger or present an ethical conflict, it is possible to request from the Pro-Rector that access to the thesis on the internet be blocked for two years, at which time this exception can be renewed. See the Head of Department for details.) The upload interface can be found at: http://etd.ceu.edu (log in with your UIS/Infosys login name and password). The Computer and Statistics Center organizes 1 hour long mandatory training on the uploading process. Students will be informed about time of and application for the training by the center and the departmental office in due course.

Thesis Submission: by June 3, 1 p.m. the following must be submitted:

- 3 copies of the thesis, printed and spiral bound (please print double-sided)
- 1 copy of the thesis, printed out, but NOT bound

(Note: for copying and binding your thesis, you can use the services of the CEU Copy Shop in the Basement floor of the Faculty Tower. However, due to the heavy demand at that time, they cannot always handle immediate requests. The best alternative is the use of Copy General, which has branches throughout Budapest, or another similar service. Be sure to leave plenty of time for these tasks before the deadline.)

V. Thesis Format (basic description)

The complete CEU Thesis Writing Standards, which apply to all theses submitted to the Department of Gender Studies for defense can be downloaded from http://www.ceu.edu/downloads/ceu_thesis_guidelines.doc. The following additional requirements are stipulated by the department:

a) Thesis sections should be placed in the following order, items in bold are required:

1. **Cover Page** (see Appendix V for a sample cover page)
2. **Abstract** (max. 1 page, between 300-500 words)
3. Acknowledgements (optional)
4. **Table of Contents**
5. List of Figures, Tables or Illustrations
6. List of Abbreviations
7. **Body of the thesis** (divided into chapters)
8. Appendices
9. Glossary
10. **Bibliography/Reference list** (required even if references are given in notes)
b) Page Numbers

- Sections 2-6 of the thesis (as outlined above) should be numbered with Roman numerals, while Arabic numerals should be used starting with the first page of the thesis proper. Page numbers should centered at the bottom of each page.

a) Length, font and margins

- The thesis must be at least 20,000 and not more than 25,000 words long (excluding references and notes). Exceptions with justification must be approved by the Head of Department with the agreement of your supervisor. Extensions may not exceed 2,000 words (i.e. total word count cannot exceed 27,000) and should be kept as low as possible. Requests for exceptions must be made in writing to the Head of Department with the supervisor cc-ed at least one week before the submission deadline (i.e. by May 27).

- Line Spacing: 2.0 or 1.5
- Font: Times New Roman/Garamond/Arial 12pt
- Margins: 2.5 cm on all sides

b) Citations and Bibliography

All theses must include proper citations (whether in-text or in footnotes) and a full bibliography of sources consulted. Arguments and information drawn from books and articles consulted should be acknowledged in all cases. Direct quotations must be clearly indicated through the use of quotation marks (“ ”). Indirect quotation (i.e. paraphrasing someone else’s ideas) does not require quotation marks when substantially different from the original but does require a citation at the end of the sentence or passage. Reproducing another writer’s words or ideas without proper citation is plagiarism and will be penalized.

For more details, see the section on ‘Academic Dishonesty and Plagiarism’ in the CEU Student Handbook; A Manual for Writers of Term Papers, Theses, and Dissertations by Kate L. Turabian, which is available in the departmental office to be checked out for the entire academic year; turn to the website resources or instructors of the Center for Academic Writing; and see the rules on academic misconduct above.

VI. Thesis Defense

Each MA student must defend her/his thesis in an oral exam, and then pass an extended Final Thesis Examination. Both exams will take place at CEU on the dates outlined above under Important Dates. The thesis defense may take up to 50 minutes. Each student will have a defense committee consisting of three faculty members (i.e. the supervisor, the second reader and an exam chairperson), who will be announced in advance. The committee chairperson is assigned to each defense by the Department Coordinator in consultation with the Department Head. While the committee chair person may participate in determining the student’s final thesis grade, it is the supervisor and second reader who make the final decision about the thesis grade. At the beginning of the defense, the supervisor and the second reader submit a written summary of their evaluation of the thesis to the chair of the committee, including their preliminary grading of the written
piece. No defense procedure can be opened without these two summaries submitted. These summaries include a grade for the written thesis.

After the student delivers a brief description of the thesis, the defense focuses on the student’s ability to discuss the thesis in scholarly terms and to address the comments and questions posed by the two supervisors and (optionally) the exam chair. These questions and comments posed by the faculty examiners are expected to focus on problems and strengths and to challenge the student to locate the thesis and her/his own scholarly approach within wider scholarly debates. The defense is intended to give an opportunity to the student to engage in serious academic discourse with three more experienced scholars and thus to demonstrate and develop the student’s analytic and verbal acumen.

The performance of the student during the defense may influence the overall grading of the thesis generally by one, exceptionally by two, notches to the positive or the negative.

VII. Final Examination

The thesis defense will be followed by a separate Final Examination, which is mandatory for CEU Masters programs which involve specialisation programs accredited in Hungary. This final examination assesses the knowledge, skills, and abilities requisite to the award of the degree more broadly, as well as the ability to apply these knowledge, skills and abilities in practice. The grade received for this examination will be combined with the grades from the written Thesis and oral Thesis Defense in order to determine a student’s final thesis grade.

Form and period of final examination

The student’s supervisor, in consultation with the second reader, will put together a list of five in-depth questions pertaining to the topic, fields, and literature of the student’s thesis project. The list of questions will be given to the student no later than May 15th of the student’s second year. From this list, the Supervisor will choose at least two questions which the student will be asked to discuss critically at the examination.

Students are allowed to take the final examination only if they have satisfactorily completed the coursework and submitted a written thesis. The final examination is taken at the same time as the thesis defense, unless otherwise determined by the department.

Final Examination Board

The final examination is taken before a Final Examination Board, which is the same as the thesis committee (supervisor, second reader, and chair). The Final Examination Board consists of a chair and at least two other members. At least one member of the Final Examination Board must hold at least the rank of associate professor, and at least one of its members must have no employment relationship with CEU. The chair and members of the Final Examination Board will be appointed by the Head of Department or School. The members of the Examination Board must be selected by May 10 of the student’s second year. After members of the Board assess the student's performance, the Board retires to establish the grade by voting, if necessary. In case of a tied vote, the chair casts the deciding vote.
Final examinations shall be documented in the form of records which, upon signature by the chair and the other members of the board, will be filed with the Student Record Office.

**Final Examination Results**

Final examination results shall be calculated on the basis of the grades established by the Examination Board, in conformity with the degree requirements and the curriculum.

**Retaking the Final Examination**

If necessary, the final examination may be retaken after the end of the student registration period, with no deadline specified, in accordance with the prevailing program requirements. Students who fail the final examination have the right to retake it once. If the student fails the exam again, no further attempts are possible. The final examination may be retaken during the next final examination period or during an extra final examination period. At the request of the candidate, a retake of the final examination may be approved by the Head of Department in the same period as the first attempt.

**VIII. Thesis Evaluation**

Thesis manuscripts will be evaluated by the thesis supervisor and the second reader according to the following scale:

(A) **Pass with High Honors**: This thesis contributes to the existing literature in the field. It shows a complete knowledge of the subject matter and relevant theoretical material, and it demonstrates a clear analytical ability. The student has brought independent and innovative insights to the topic that goes beyond the existing literature and engages the material in a creative and original way.

(A-) **Pass with Honors**: The thesis contributes to the existing literature in the field; it shows a complete knowledge of the subject matter and relevant theoretical material. Its arguments are original but less sophisticated than an “A” thesis. In contrast with a “B+” thesis, the “A-” thesis goes well beyond describing data or the texts under consideration to engage in clear analysis of them. Analysis in this case means making argumentative points and insights in the discussion of primary and supportive materials (e.g. excerpts from texts, interviews, popular press and, or from secondary scholarly literature). These argumentative points go well beyond summary, but rather use supportive materials to develop and defend a nuanced central thesis argument. The thesis demonstrates an ability to use correct English grammar, appropriate sources for support, and proper citations.

(B+) **Pass with Honors**: The thesis contributes to the existing literature in the field. It shows competent (if not complete) knowledge of the subject matter and relevant theoretical material. The thesis also demonstrates a clear argument supported by appropriate texts or data, but the discussion has less developed analysis, tending to be somewhat more expository or less subtle than it might have been. It demonstrates an ability to use correct English grammar, appropriate sources for support, and proper citations.

(B) **Pass**: The thesis contributes to the existing literature in the field and shows knowledge of the subject matter and relevant theoretical material. It has an argument that is distinct but not as sophisticated or well-developed as it could be at the MA level. The student’s
engagement with materials tends more toward exposition than analysis. The thesis demonstrates an ability to use correct English grammar, appropriate sources for support, and proper citations.

**(B-) Pass:** The thesis aims to make an argument but executes this goal inconsistently. Its analysis is either not developed enough or not fully convincing. While the writing is grammatically correct and sources properly documented, the command of English is perhaps not consistently smooth and/or its style is awkward.

**(C+) Pass:** This thesis suffers from the shortcomings of the B- thesis but to a more noticeable extent. It is still passable, however, because the student has demonstrated an ability to do research and to synthesize their findings using existing literature on the subject matter and to accurately engage with relevant theories. It aims at an argument although, it is not fully convincing because of weak analysis or incomplete support. While the writing is grammatically correct and sources properly documented, the command of English is perhaps not consistently smooth and/or its style is awkward.

**(F) Fail (C or lower):** This thesis lacks sufficient knowledge of the subject matter and it does not relate accurately to or represent accurately the broader academic literature. It neither applies methods properly, nor demonstrates analytic ability expected at the graduate level. No grade can be given and the student is not invited to rewrite the thesis.

**Pass after Revision (no grade):** The student should implement some minor, but imperative changes in the thesis. There is no need for a second defense. The defense committee will decide about the grade on the basis of the resubmitted thesis. The grade cannot be higher than B, B- or C+.

**Resubmit (no grade):** The student should implement major revisions or re-write the whole thesis. The defense committee will determine whether a second defense is necessary and will decide the grade on the basis of the resubmitted thesis. The grade cannot be higher than B, B- or C+.

Please note: Students have the right to re-take the thesis and defense in the case of failure. Re-takes cannot earn higher than a C+ grade and must be completed within two years. In such cases, the student has a right only to limited supervision. Precise conditions of any re-takes or resubmissions, including deadlines, will be determined by the Head of Department together with the thesis supervisor.

**Evaluation of the Oral Defense**

Faculty assess the oral defense of the thesis qualitatively in terms of the student’s ability to verbally analyze the key issues in the thesis; answer questions; elaborate on key points in the thesis; explicate under-developed or absent points relating to the thesis; and, if appropriate, apply the insights of the thesis to related texts, studies, issues, etc. The oral defense tests the student’s ability to make analytical connections quickly, articulate ideas, and think about the issues in the thesis from various angles or perspectives. Because the faculty believes that these are vital skills for graduate-level scholarship and they are part of the training offered in the MA coursework, the skills evaluated in the Oral Defense comprise an important part of the final thesis grade. Assessment of the oral defense can raise or lower the grade on the written thesis, but usually not more than one notch.
Final Thesis Grade

At the end of the oral defense of the thesis, the committee convenes in private to determine the total thesis grade (which considers the written and oral portions of the student’s performance). The final grade for the theses of all students will be posted outside of the department’s main office (Z14 506) and on the main bulletin board for the department on the afternoon of the third day of the oral exams (June 18). The grades will be listed in such a way as to insure the anonymity of the students.

The final thesis grade uses the same scale as the evaluation of the written thesis (see above). It is only the final thesis grade that appears on a student’s transcript and that is calculated into the GPA.

A sample of the MA Thesis Evaluation Form can be found in Appendix VI.
G. General CEU and Department Information

I. Department Communication and Student Guidance

Students are informed of any important decisions affecting particular courses, students’ work, or the department in general. Such information is provided primarily by email. Additionally, some notices will be posted on the departmental notice board or placed in students’ mailboxes. Barring technical failure, students are responsible for reading all information distributed to their CEU email address.

Students should not hesitate to approach the faculty regarding their course work, thesis preparation and supervision, as well as all other matters related to their present and future studies. Faculty members are available for consultation on a regular basis. During terms in which they are teaching, they will have regularly scheduled office hours which are listed on their syllabus and posted outside their offices. During non-teaching periods, members of the faculty are available by appointment or email. The main office of the department generally operates between 9:00 a.m. – 5:00 p.m. every day with specific office hours for students which will be emailed and posted at the beginning of each term.

Students should communicate with faculty by email. However, students should not expect that faculty will read their email on the weekends or outside of working hours during the week. Students should also not expect faculty or staff to engage them on social media, even though some of them may be visible on the CEU Gender Studies Facebook page and elsewhere. Each faculty and staff member has their own approach to such media.

Should students have concerns about a course but are not comfortable approaching the relevant faculty member, they should approach the Head of Department or, if appropriate, the Department Coordinator, who will mediate on their behalf. For personal problems that affect their studies, students should approach whichever member of staff or faculty they feel most comfortable with (including those from other departments, programs, or university services). Alternatively, students may approach the Financial Aid and Residential Life Officers, or the CEU Counselors (contact information available in the CEU Student Handbook). All staff shall deal with the personal concerns of students in the strictest confidence.

II. Student Evaluations

The department welcomes informal feedback at any time during the course of study. However, at the end of each term students are asked to complete an online evaluation of the courses and instructors, including PhD student Teaching Assistants. These evaluations are anonymous. Faculty members may access evaluations only after having submitted their grades for the course. Students are strongly encouraged to complete these evaluations as they are important for the continuous improvement of the courses as well as for faculty and student assessments.

III. Printing Policy

The University has established a system of printing limits for all students of 700 pages per annum: this amount is judged to be sufficient to amply cover normal printing for papers.
and theses. Extra allowance can be purchased through the CEU Finance Office, and upon showing the receipt of payment, the Information Technology Support Unit (ITSU) will add the extra allowance to the students’ printing quota.
H. Important Dates for the 2015-2016 Academic Year

September 7 Monday Pre-session and student orientation begins
September 7 Monday Departmental MA student orientation meeting
September 14 Monday “Zero Week” begins
Registration for fall term begins
September 17 Thursday Departmental Welcome Party
September 21 Monday Opening Ceremony
September 21 Monday Fall term begins
September 21 Monday Course Planning Worksheet due
October 4 Sunday Late/Add and drop Registration for fall term ends
October 23 Friday CEU is closed due to Hungarian national holiday and a special day off
October 29 Thursday Drafts due of Thesis Prospectus (2nd year Critical GENS) to supervisors
November 1 Sunday CEU is closed due to Hungarian national holiday
November 19 Friday Final Thesis Prospectus due (for 2nd year students)
November 23 Friday MA Research Grant Application Deadline 1
December 7 Monday Registration for winter term begins
December 10 Thursday Thesis Topic and Supervisor Preference Form due (for 1st year students in 2 y programs)
Detailed research plan due (for 2nd year students in 2 y MA programs)
End-of-term party
December 11 Friday End of fall term
December 24-26 Thurs-Sat Christmas – CEU is closed
December 31 Thursday New Year’s Eve – CEU is closed
January 1 Friday New Year’s Day – CEU is closed
January 11 Monday Beginning of winter term
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 17</td>
<td>Sunday</td>
<td>Late/ Add and Drop registration for the winter term ends</td>
</tr>
<tr>
<td>February 2</td>
<td>Tuesday</td>
<td>Draft thesis proposal due (1st yr students)</td>
</tr>
<tr>
<td>February 16</td>
<td>Tuesday</td>
<td>Final thesis proposal due (1st yr students)</td>
</tr>
<tr>
<td>February 23</td>
<td>Tuesday</td>
<td>MA Research Grant application deadline 2</td>
</tr>
<tr>
<td>March 14</td>
<td>Monday</td>
<td>CEU is officially closed</td>
</tr>
<tr>
<td>March 15</td>
<td>Tuesday</td>
<td>Hungarian National Holiday /CEU is officially closed</td>
</tr>
<tr>
<td>March 21</td>
<td>Monday</td>
<td>Registration for spring term courses starts</td>
</tr>
<tr>
<td>March 21-25</td>
<td>Mon-Fri</td>
<td>Thesis Writing Workshop (2nd year students)</td>
</tr>
<tr>
<td>March 27</td>
<td>Sunday</td>
<td>Easter – CEU is closed</td>
</tr>
<tr>
<td>March 28</td>
<td>Monday</td>
<td>Easter – CEU is closed</td>
</tr>
<tr>
<td>April 1</td>
<td>Friday</td>
<td>End of winter term</td>
</tr>
<tr>
<td>April 4</td>
<td>Monday</td>
<td>Beginning of spring term – thesis supervision period begins</td>
</tr>
<tr>
<td>May 1</td>
<td>Sunday</td>
<td>Labour Day – CEU is closed</td>
</tr>
<tr>
<td>May 2</td>
<td>Monday</td>
<td>Graduating students must be back to Budapest</td>
</tr>
<tr>
<td>May 15</td>
<td>Sunday</td>
<td>Pentecost Sunday – CEU is closed</td>
</tr>
<tr>
<td>May 16</td>
<td>Monday</td>
<td>Pentecost Monday – CEU is closed</td>
</tr>
<tr>
<td>Apr 1-May 27</td>
<td></td>
<td>MA Research Grant application rolling deadline 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(with approved final Thesis Proposal only)</td>
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<tr>
<td>May 27</td>
<td>Friday</td>
<td>1st year 2-yr Final Thesis Proposal and Research Plans due</td>
</tr>
<tr>
<td>June 3</td>
<td>Friday</td>
<td>MA thesis submissions: 2 year program</td>
</tr>
<tr>
<td>June 13-16</td>
<td>Mon-Thur</td>
<td>MA thesis defenses</td>
</tr>
<tr>
<td>June 17</td>
<td>Friday</td>
<td>End of spring term</td>
</tr>
<tr>
<td>June 25</td>
<td>Saturday</td>
<td>Graduation Ceremony</td>
</tr>
</tbody>
</table>
I. Appendices

APPENDIX I

SAMPLE

2 Year MA Program
Course Planning worksheet

Name

<table>
<thead>
<tr>
<th>Fall term</th>
<th>Winter term</th>
</tr>
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<tbody>
<tr>
<td>Credits</td>
<td>Course Title</td>
</tr>
<tr>
<td></td>
<td>Credits</td>
</tr>
<tr>
<td>1</td>
<td>Academic Writing (mandatory for first-year students only)</td>
</tr>
<tr>
<td>4</td>
<td>Foundation in Gender Studies I (mandatory for first-year students only)</td>
</tr>
<tr>
<td>1</td>
<td>Public Lecture Series (mandatory for first year students, second year students can’t register for it)</td>
</tr>
<tr>
<td>2</td>
<td>Doing Policy Research: Critical Ethnographic Methods and Field Research (M) (mandatory for first year Applied Track students only) - fulfilled by Qualitative Research Methods course</td>
</tr>
<tr>
<td>2</td>
<td>Intersectionality and Interdisciplinarity (Critical Interdisciplinary Approaches to Doing Research in Gender Studies) (mandatory for all first-year students)</td>
</tr>
<tr>
<td>2</td>
<td>Critical Policy Studies (P) (mandatory for all first year Applied Track students)</td>
</tr>
</tbody>
</table>

Spring term: Advanced Topics in Gender Studies (mandatory for Specialization in Research track first-year students only; 2 credits, given in Fall term of year 2)
<p>| | |</p>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credit hours</strong></td>
<td><strong>Total Credit hours</strong></td>
</tr>
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</tr>
</tbody>
</table>
APPENDIX II

SAMPLE

Credit Requirements for the Masters Degree 2 Year MA Program

Specialization in Gender Research track

Fall term, 1st year of studies (14 credits)
- Foundations in Gender Studies I – (4 credits)
- Academic Writing (1 credit)
- Public Lecture Series (1 credit)
- Elective courses (8 credits)*

Winter term and Spring Term, 1st year of studies (16 credits)
- Foundations in Gender Studies II - (2 credits)
- Academic Writing (1 credit)
- Public Lecture Series (1 credit)
- Intersectionality and Interdisciplinarity (Critical Interdisciplinary Approaches to Doing Research in Gender Studies) (2 credits)
- Advanced Topics in Gender Studies (2 credits in Fall term of year 2)
- Elective courses (8 credits)*

*Research track students must take another 2 credits in “M” courses during their first year, depending on their specific thesis needs.

Fall term, 2nd year of studies (16 credits)
- 2 credits for Advanced Topics in Gender Studies (done in the previous Spring term)
- Elective courses (14 credits)

Winter and Spring term, 2nd year of studies (14 credits)
- Thesis writing (10 credits)
- Thesis writing workshop (4 credits)

Total: 60 CEU credits

Specialization in Applied Gender Studies track (with Internship)

Fall term, 1st year of studies (14 credits)
- Foundations in Gender Studies I – (4 credits)
- Academic Writing (1 credit)
- Public Lecture Series (1 credit)
- Elective courses (8 credits)*
Winter term and Spring Term, 1st year of studies Fall (16 credits)

- Foundations in Gender Studies II (2 credits)
- Academic writing (1 credit)
- Public Lecture Series (1 credit)
- Intersectionality and Interdisciplinarity (Critical Interdisciplinary Approaches to Doing Research in Gender Studies) (2 credits)
- Doing Policy Research: Critical Ethnographic Methods and Field Research (2 credits)
- Critical Policy Studies (2 credits)
- Elective courses (6 credits)*
- Internship (8 credits in Fall term of year 2)

*Applied track students must take another 2 credits in “M” courses during their first year, depending on their specific thesis needs.

*Applied track students must also take at least 6 CEU credits in “P” courses during their first three semesters - including the required “Critical Policy Studies” course.

Fall term, 2nd year of studies (16 credits)

- 8 credits for Internship (done previous Spring or Summer term)
- Internship Analysis Workshop (2 credits)
- Elective courses (6 credits altogether in year 2)

Winter and Spring term, 2nd year of studies (14 credits)

- thesis writing (10 credits)
- thesis writing workshop (4 credits)

Total: 60 CEU credits
APPENDIX III

SAMPLE

Thesis Topic and Supervisor Preference Form

Student name:_____________________________________________________

Provisional thesis title:_____________________________________________

Provisional thesis topic:_____________________________________________

Requested supervisor (if known):_____________________________________

Requested Second Reader (if known):_________________________________


PLEASE RETURN TO ACADEMIC COORDINATOR BY December 10, 2015.
APPENDIX IV

SAMPLE

INTERNSHIP FORM

Student Name:____________________________________________________________

Place of the internship: _________________________________________

Supervisor: ________________________________________________________

Supervisor’s Signature: _____________________________________________

Internship Director’s Signature: _________________________________

PLEASE RETURN TO ACADEMIC COORDINATOR BY February 19, 2016.
APPENDIX V

SAMPLE MA THESIS COVER PAGE

FEMINIST AND GENDERED PRACTICES IN ESTONIAN ART OF THE 1990s

By
Andrea Szabó

Submitted to
Central European University
Department of Gender Studies

In partial fulfillment for the degree of Master of Arts in Gender Studies.

Supervisor: Professor Mary Lamb

Budapest, Hungary
2005
APPENDIX VI

SAMPLE MA THESIS EVALUATION FORM

<table>
<thead>
<tr>
<th>C E U</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT OF GENDER STUDIES</td>
</tr>
<tr>
<td>MASTERS THESIS EVALUATION FORM</td>
</tr>
</tbody>
</table>

**Masters Candidate:**

**Title of Thesis:**

**First Reader:**

**Second Reader:**

**Chairperson:**

**Final Thesis Grade**

*(Based on the written performance and the oral defense)*:

- [ ] **Pass With High Honors (Distinction)** – A
- [ ] **Pass With Honors** – A-, B+
- [ ] **Pass** – B, B-, C+
- [ ] **Pass After Revision (Incomplete)**
- [ ] **Resubmit (No Grade Until Resubmission)**
- [ ] **Fail** – F

**Comments on Defense**: **:**

| Supervisor | ____________________________ |
| Second Reader | ____________________________ |
| Chairperson | ____________________________ |
| **DATE** | ____________________________ |

* Evaluators should indicate both Pass / Fail category (which will appear on the student's transcript) and circle a letter grade (which will be counted in the student's GPA).

** Comments on written performance attached.