



**Department
of Gender
Studies**

CENTRAL
EUROPEAN
UNIVERSITY

1 YEAR MA HANDBOOK 2017-2018

Also available electronically at
<https://gender.ceu.edu/1-year-ma>

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Budapest, September 2017

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Gender Studies One-year MA Student Handbook

This handbook contains all the essential information about the one-year MA program in Gender Studies, its structure, requirements, regulations, and policies, as supplements to the general regulations of the university. Any changes that may become necessary will be communicated in writing (via email) to faculty and enrolled students and amended in the online version of the handbook. Please consult the departmental website for the most up-to-date and valid version.

1. BASIC DEPARTMENT AND PROGRAM INFORMATION

Institution responsible	Central European University
Central European University is a graduate institution in the social sciences, humanities, law and policy. It is accredited in both the United States and Hungary, and offers English language Master's and doctoral programs. 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 President and Rector.	
Name of department	Department of Gender Studies
Program & degree to be awarded	Master of Arts in Gender Studies (1-year MA)
A ten-month program running from September 2017 to June 2018, consisting of two teaching terms and one term of research and thesis writing.	
Registration	The Master of Arts degree in Gender Studies is registered by the Board of Regents of the University of the State of New York (US) for and on behalf of the State Education Department.

CONTACT INFORMATION

The main department office and most professors' offices are located on the fifth floor of the Zrínyi 14 building. CEU phone extensions can be dialed directly from on campus or after having dialed the main CEU number, +36-1-327-3000. Listings below give internal extensions and room numbers in Zrínyi 14 unless otherwise indicated.

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Administration

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Main Office Zrínyi 14. Building, room 506

The departmental office assists students with issues specific to their programs. Matters of finances, health insurance, housing, residence permits, CEU-wide student activities, and the like should be taken up at the relevant offices of Student Services and the central administration.

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DEPARTMENTAL FACULTY 2017-2018

For faculty profiles, please visit <https://gender.ceu.edu/people>

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2. PROGRAM DESCRIPTION

The one-year MA program in Gender Studies offers a condensed grounding in interdisciplinary gender studies while requiring students to also develop focused knowledge through original research, culminating in an MA thesis. Students are assumed to have some background, if uneven, in gender studies, feminist theory, or related fields of social science and humanities. The program aims at developing independent and critical thinkers with a broad basic knowledge of gender studies and the skills to approach gender as a key element of social and symbolic order at the local and the global levels. The program also aims to develop students' analytical skills through both written and oral expression, and to prepare students for further academic study at the PhD level or to apply their knowledge in other fields of research, policy making, activism, social work, etc. In keeping with these goals, the program introduces students to major theoretical and methodological approaches to gender studies from a range of disciplines. The present faculty includes scholars trained in history, sociology, socio-cultural anthropology, political science, international relations, philosophy, literature, legal studies, rhetoric, and cultural studies. MA students are thus expected to develop their scholarly perspectives through an interdisciplinary lens and beyond their immediate fields of interest.

PROGRAM LEARNING OUTCOMES

Graduates of the one-year MA in Gender Studies at CEU will have mastered the following skills and fields of knowledge and demonstrate the ability to:

- discuss and understand the major fields and themes of interdisciplinary gender studies, their historical and geographic origins, and the main points of debate that have arisen within this field
- grasp and apply the methodological, theoretical, and writing and oral presentation techniques necessary in academic research and critical analysis while also being able to convey their analyses to audiences not specialized in gender studies;
- engage in critical and creative reading and analysis from a gender perspective of social and cultural theories, empirical research, and social and cultural phenomena;
- reflect critically and in a complex manner on the entanglement between gender relations and gender inequality on the one hand, and other social and cultural differences on local and global levels on the other;
- grasp and critically understand the main threads of scholarly debate on how gender categories and inequalities work in tandem with other social categories such as race, ethnicity, class, sexuality, global inequality, age, disability, and the like
- translate an interest in a certain social or cultural phenomenon into a manageable research project, develop pertinent research questions, and identify and use the appropriate research methods to answer these questions;
- reflect critically on and denaturalize their own social, cultural, and political belonging, being aware of the situated nature and limitations of their own knowledge.

REQUIREMENTS AND STRUCTURE

The program consists of 40 credit hours to be completed over the course of three terms. In the fall and

winter terms, students must complete 30 course credits, including the mandatory courses of Foundations of Gender Studies I and II, a methodology course, and two terms of Academic Writing, including Thesis Development. The remaining courses are chosen from among the department's listed electives which cover a range of topics and disciplinary approaches. In the spring term, students earn a final 4 credits for the thesis writing workshop and 6 for thesis writing. See below on credit requirements and timing. The thesis is developed throughout the academic year through tasks developed in Academic Writing: Thesis Development (AWTD) and under the guidance of a primary faculty supervisor with additional input from a second reader. The thesis is defended orally at the end of the academic year in front of a faculty committee and the final text is made publicly available online through the CEU library. See the Thesis Guidelines section, below, for details.

Overview of requirements

Pre-session & Zero Week: required attendance

- Orientation
- English for Academic Purposes
- Zero Week Lectures and Workshops
- Course Presentations

Fall Term: 16 credits

- Mandatory courses (6 credits total):
 - Foundations in Gender Studies I (4 credits)
 - Academic Writing (1 credit)
 - Public Lecture Series (1 credit)
- Electives (10 credits)*

Winter term: 14 credits

- Mandatory courses (4 credits total):
 - Foundations in Gender Studies II (2 credits)
 - Academic Writing: Thesis Development (1 credit)
 - Public Lecture Series (1 credit)
- Electives (10 credits)*

*2 elective credits must fulfill the Methods requirement (see below)

Spring term: 10 mandatory credits

- Thesis Writing Workshop (4 credits)
- MA Thesis and Defense (6 credits)

FURTHER NOTES ON REQUIREMENTS

Pre-session: English for Academic Purposes: This week-long program provides an introduction to 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 staff of the Center for Academic Writing 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.

“Zero Week” (September 11-15): the week preceding the official beginning (“Week 1”) of the fall term.

Course Presentation Sessions: in the afternoons of Zero Week, all the courses for the current academic year will be presented by the professors. This 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 (<https://infosys.ceu.hu/>), which requires a university login and password. **Registration opens at 8:00 am on Monday, September 11.** 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, a workshop and a roundtable discussion will introduce students to different perspectives on feminist critique and research in gender studies. Attendance is mandatory for one-year MA students and active participation is encouraged. The schedule, along with a small package of required readings, to be read in advance, will be provided during the pre-session week.

Course Planning Worksheet: to ensure that they meet all the course requirements prior to the thesis, students are required to fill out a Course Planning Worksheet (see *Appendix I* in this Handbook) which must be submitted to the departmental office by September 18, 2017 for approval. Students may consult individually with the Head of Department and other faculty before they finalize their 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.*

Welcome Party: This reception will take place on Thursday, September 14 at 6pm, at a local beer garden (details 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 and encouraged to attend.

Public Lecture Series: These are talks organized throughout the academic year that are also open to the CEU community. They are given by scholars from other universities 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 2-credit requirement** (one credit per term) for one-year MA students. Your attendance will be recorded through a sign-up sheet that is circulated at the talk. **You may not miss more than one lecture per term without a documented and approved excuse** in order to earn this credit (and therefore to complete the program!). The talks will be listed as far in advance as possible on the department website and advertised via email and fliers. Students are expected to adjust their schedule to attend public lectures even in some cases when there is – regrettably but necessarily – short notice.

Methods credits: at least 2 elective credits, whether in fall or winter, must come from courses marked “M” for (research) methods. 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.

Electives: normally a student takes 10 elective credits in each term alongside mandatory courses. However, students may register for two elective credits less or more in a given term with approval from the Head of Department as long as their total credit count comes to 30 over the two terms. Students may take up to 4 elective credits from other CEU departments, *not including* cross-listed courses; more than this requires permission from the Head of Department and is granted only in exceptional cases. All CEU courses are listed in the Infosys and see the section on cross-departmental Specialization certificates, below.

Spring term research and thesis writing: this term is dedicated to the research and writing of the MA thesis. The month of April is the designated thesis research period for one-year MA students. Towards the end of the winter term, students must make a research and writing plan with their supervisors, who will help them determine the course that best allows them access to their research material. Students can be away from Budapest during this period, especially those who need to conduct field or archival research for the thesis. Those doing library- or internet-based research should spend this time at CEU. Students are expected to consult regularly with their supervisors during this period whether or not they travel away from Budapest. **Students must be back in Budapest and be in the analysis and writing stage by May 1, 2018, at the absolute latest.**

Thesis Writing Workshop (May 7-11, 2018): this is a mandatory workshop for all students defending their thesis in June. The workshop gives participants a chance to get feedback on their thesis writing and to develop their skills in offering constructive criticism to their peers. **Students must attend and fulfil all requirements in order to pass; the 4 credits it carries are part of the requirements for obtaining the MA degree. Students must be available throughout this period – scheduling will depend on supervisors’ availability.** Students must complete their research and begin analysing their material in time to be able to produce a **draft thesis chapter** by a deadline set by the instructor, typically 2-3 days before the group is scheduled to discuss your work. Research and writing plans must take this into account. The draft submitted must be an original analysis chapter, not background, theoretical framework, methods, etc. The instructor, Hyaesin Yoon, will inform you at the end of the winter term of the workshop schedule, requirements, and deadlines for submission of draft chapters.

SPECIALIZATIONS

In addition to the MA degree in Gender Studies, students can earn a certificate in one of CEU’s cross-departmental specialization tracks. Each specialization has its own course requirements but also organize lectures, conferences, and other events in keeping with their topics. Interested students should register for specializations before the end of Zero Week if possible, but may also register later.

The one-year MA in Gender Studies allows students to participate in two specializations, the details of which are provided on their websites, listed below. Information about them will also be presented during Zero Week.

Science Studies: <https://sciencestudies.ceu.edu/>
Political Thought: <https://pasts.ceu.edu/political-thought>

3. POLICIES, REGULATIONS, AND PROCEDURES

By enrolling in the Department of Gender Studies, students agree 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](#)
[Equal Opportunities Policy](#)
[The Central European University Policy on Harassment](#)
[Student Disability Policy](#)

See the full and updated collection of university policies here: <http://documents.ceu.edu/>

STUDENT REPRESENTATION IN ACADEMIC GOVERNANCE

CEU students are represented at the level of their Department, the university administration, the CEU Senate, and the Student Dormitory.

1. **Departmental student representatives:** one representative is elected from the one-year MA cohort to join a 2-year MA and a PhD representative in channeling and conveying student concerns to the head of department. Elections will be held early in the fall term. Student representatives are expected to attend faculty meetings, facilitate informal course evaluations and town hall meetings with faculty, and in general to act as official conduit for information and feedback between the faculty and students.
2. The **CEU Student Union** brings together departmental and program representatives from across CEU to provide feedback and input on student issues to the central administration. Student Union members also serve on Senate committees together with faculty and staff.
3. **Senate representatives:** three Student Union members are elected each academic year to represent students in the CEU Senate.
4. A **Student Dormitory Council** is also elected to provide input and feedback on residence center life.

For more information on student representation and other aspects of student life, please turn to Student Services or the Student Union.

COMMUNICATION WITHIN THE DEPARTMENT

The main channel of communication between students, faculty, and department staff is email. Barring technical failure, **students are responsible for reading all information distributed to their CEU email address.**

Each student also has an **individual “pigeonhole”** or mailbox in the hallway outside the department office. Please check this regularly. This is where professors will return written work and where you receive mail and other paper documents. Faculty have their pigeonholes inside the main office and some have envelopes on their office doors for leaving paper assignments.

Department lectures and other events, class schedules, contact information, and announcements are also posted on the **department’s website** (<https://gender.ceu.edu/>), where there is a **departmental calendar** with the full schedule of events and classes (<https://gender.ceu.edu/schedules-2015-2016-0>).

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 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. The department’s Facebook group page (<https://www.facebook.com/groups/270696800553/>) is a public group used for event announcements, information about job openings and scholarships, notices about new publications, and the like. For those not on Facebook, a digest of the links shared there will be sent around via email every 1-2 weeks.

Should students have concerns about a course or supervision 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 Student Services, the Financial Aid and Residential Life Officers, or the Psychological Counseling center. All staff deal with the personal concerns of students in the strictest confidence.

Other sources of information and forums for communication:

CEU website <http://www.ceu.edu>

"CEU Planet" online newsletter: <http://www.ceu.edu/category/ceu-planet>

"CEU Weekly" student journal: <http://ceuweekly.blogspot.hu>

Discuss@CEU message site for non-academic topics: <http://discuss.ceu.edu>

COURSE MATERIALS

For most courses, in addition to a detailed course syllabus, a course reader of the required readings is made. Most readers are available in hard copy but some professors will also make electronic versions of some or all of the readings available via email or the e-learning site (<http://ceulearning.ceu.edu/>). For those courses for which readings are not available online, one copy of the reader will be placed in the library under "reserve reading" for students to consult. In addition to course readers, some professors will place books on reserve at the CEU Library which 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. As a rule, we 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.

Please 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**.

PRINTING POLICY

Each student has a printing limit of 700 pages per year. Extra allowance can be purchased through the CEU Finance Office; take the receipt of payment to the Information Technology Support Unit (ITSU) and they will add the extra allowance to the printing quota.

GRADING SYSTEM AND POLICIES

The Department of Gender Studies follows the CEU grading scheme of letter grades (see the Student Rights, Rules, and Academic Regulations policy and the chart of possible grade options in the [CEU Student](#)

[Records Manual](#)). As this is graduate level education, the highest passing grade for coursework or theses is a C+. 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. The course syllabus must be consulted carefully for exact course requirements. Grades are assigned according to the degree to which the professor determines that expectations for each assignment have been met. See more detailed explanation of grades for the MA thesis under Thesis Guidelines, below.

Retakes and failures: 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' (fail) for the assignment.

Final Grades

To fulfil all requirements for the MA Degree, students must earn 40 credits over three consecutive terms and:

- 1. Achieve a passing grade (C+ or above) for all graded courses in the fall and winter terms (26 credits) and a “pass” in both sections of Academic Writing and for both terms of the Public Lecture Series (4 credits altogether).**
- 2. Achieve a passing grade (C+ or above) for the Master’s thesis (10 credits, including the Thesis Writing Workshop in Gender Studies);**
- 3. Achieve a total Grade Point Average (GPA) of at least 2.66, equivalent to B-.**

The total GPA is based on a cumulative grade point average weighted by credit for all course work and the MA thesis. 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 1, 2018 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.

In order to receive the MA degree, all outstanding financial responsibilities must be met (e.g. tuition fees) and the Student Services Leaving Form must be 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. Only illness or serious unavoidable matters are considered valid excuses for missing class. Student parents will be excused when emergency childcare obligations arise. In cases of excessive or 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. *Students are expected to keep in close touch with professors about circumstances that might lead to missing class.*

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 and public lectures.

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 Center for Academic Writing if they are at all unclear about the difference between appropriate citation and plagiarism. **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.** Students are assumed to be fully aware of plagiarism and its consequences, as they are covered by the Academic Writing instructors during mandatory classes in the fall term and detailed in this handbook and general CEU policies.

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, revised and adapted course papers may be incorporated into the thesis with the thesis supervisor's knowledge, as documented in writing.

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>

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) (generally called Infosys) at <https://infosys.ceu.edu>, where students can see them as soon as they are entered.

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. Grade changes will be considered only under very exceptional circumstances.

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.

Student Evaluations

The department welcomes informal feedback at any time during the course of study. Informal midterm evaluations will be organized in week 5 of each term with the help of the student representatives, and more formal online evaluations of the courses and instructors, including PhD student Teaching Assistants, are collected by the university at the end of each term. These evaluations are **anonymous**. Faculty members may access online 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 TA assessments.

Appeals

CEU students have the right to recourse and appeal concerning the application of [Student Rights, Rules, and Academic Regulations](#). 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 Committees, in accordance with the procedures set in the Code of Ethics (see also section 6.1)

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 assignments or final course grades 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.

4. 1-YEAR MA THESIS GUIDELINES

The MA thesis must identify an adequate research topic within gender studies, which includes a manageable field of research and a set of original, researchable questions to investigate. The thesis 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 thesis grading criteria below.

THESIS CALENDAR

2017

December 7: preliminary thesis title and supervisor request form due to the departmental office.

2018

February 1, Thursday: draft thesis proposal due to the supervisor and the Academic Writing Thesis Preparation instructor (Hadley Z. Renkin) in the form they specify

February 15, Thursday: final thesis proposal due to the departmental office by 4pm.

February 22, Thursday: deadline for applications for the departmental Research Grant (limited funding, normally towards travel, contingent on having the Thesis Proposal approved by supervisor) to be submitted to the departmental office.

March 29, Thursday: final deadline for the completion, in consultation with supervisors, of a detailed Research Plan

April 3 – May 1: concentrated thesis research period

May 7-11: mandatory Thesis Writing Workshop; precondition for thesis submission and thesis defence.

June 5, Tuesday: Suggested deadline for electronic submission of full thesis draft to supervisors by one-year students (actual deadlines to be worked out with supervisors) is.

June 12, Tuesday: Thesis submission deadline. Submit to the departmental office by 1pm.

June 15-19: Thesis defenses. Students must be available for a defense on any of these days (exact schedule TBA).

June 21, Thursday: end of year Farewell Party (details TBA). Family and friends are welcome.

June 22, Friday: Graduation Ceremony

Please note, that the number of guest tickets available for the ceremony may 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).

THESIS PREPARATION AND ADVISING

All students' thesis work will be directed and assessed by a supervisor and a second reader. Thesis supervisors are drawn from departmental faculty and, in cases that warrant it, from faculty in other CEU departments. (Only in rare exceptional cases may a committee member be drawn from outside CEU.) 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. At a minimum, students should give the second reader a draft chapter or section of the thesis and outline of chapters at some point in mid-May, leaving time for the second reader to give feedback and for the student to incorporate that feedback into the thesis.

Students should begin thinking as early as possible about a potential thesis topic and about which faculty member they wish to request as their supervisor. A list of the faculty's areas of specialization and/or topics that they can supervise will be provided midway through the fall term. There will also be a session of Academic Writing in early November where these issues will be discussed by faculty. By late November, students should approach the faculty member(s) they wish to work with and request their supervision. Please note that some faculty may not be available due to planned leave. Visiting Lecturers can also serve as supervisors and second readers, preferably only if they will be in Budapest during defense time in June but exceptions can be negotiated.

By **December 7, 2017**, students 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 IV.) Supervisors and second readers will be finalized early in the winter term. Student preference will be taken into account when assigning 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.

In coordination with Academic Writing: Thesis Development (AWTD) class (winter term), a draft Thesis Proposal (including the name of the supervisor) must be submitted to the supervisor and the AWTD Instructor (Hadley Z. Renkin) by **February 1, 2018** in the form they specify. 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 15, 2018.** (For a sample form please see Appendix IV.)

After the Thesis Proposal is submitted, students continue working on their thesis through the Literature Review assignment in AWTD, which pushes students to explore theoretical and comparative scholarship on their thesis topic, and through regular consultations. By **March 29**, students must complete a detailed **Research Plan** in consultation with their supervisor, in preparation for the spring term research and writing period.

The mandatory Thesis Writing Workshop in May is compulsory for all graduating students. The Workshop is graded as pass/fail; since the TWWs are held once a year only for the whole cohort, the failure to receive the passing grade may result in postponing the defense for a whole academic year. After the Thesis Writing Workshop, students should continue to submit draft chapters to supervisors according to the schedule they agree upon. **June 5** is the suggested deadline for the submission of a **full draft of the thesis to the supervisor** in electronic form. The precise deadline for this draft must be worked out with each supervisor, however, in accordance with their supervision schedule.

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 Submission: 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 website. (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 MA coordinator 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 will hold a **1-hour mandatory training** on the uploading process. Details will be provided in due course.

Thesis Submission: by Tuesday, June 12, 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.**)

THESIS FORMAT AND STRUCTURE

The complete CEU Thesis Writing Standards, which apply to all theses submitted to the Department of Gender Studies can be downloaded as G-0712-1v1408 - Thesis Writing and ETD Submission Guidelines from <https://documents.ceu.edu/> (log in required).

The following additional requirements are stipulated by the department:

- a) **Order:** 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, can be single-spaced)
 3. **Signed declaration** that this thesis contains only original, previously unpublished work, along with a total **word count** for a) the thesis text only, excluding notes and references, and b) the entire thesis manuscript
 4. Acknowledgements (optional)
 5. **Table of Contents**
 6. List of Figures, Tables or Illustrations
 7. List of Abbreviations
 8. **Body of the thesis** (divided into chapters, including introduction and conclusion)
 9. Appendices
 10. Glossary
 11. **Bibliography/Reference list** (required even if references are given in notes)

b) Page Numbers

Sections 2-7 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 be centered at the bottom of each page.

c) Length, font and margins

- The thesis must be at least 15,000 and not more than 22,000 words long (excluding references and notes). Exceptions must be approved by the Head of Department with the agreement of your supervisor. Extensions may not exceed 26,000 words 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 by June 5. Submitted theses that exceed these limits will be downgraded one notch.
- Line Spacing: 2.0 or 1.5
- Font: Times New Roman/Garamond/Arial 12pt
- Margins: 2.5 cm on all sides

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; turn to the website resources or instructors of the [Center for Academic Writing](#); and see the rules on academic misconduct above.

THESIS DEFENSE

Each MA student must defend their thesis in an oral exam. These exams, lasting 50-60 minutes each, will take place at CEU on June 15, 18 and 19, 2018. Each student will have a defense committee consisting of three faculty members: the supervisor, the second reader and an exam chairperson who will be announced when the defense schedule is circulated. The exam chair is a Gender Studies faculty member assigned by the department coordinator in consultation with the department head. While the exam chair may participate in determining the student’s final thesis grade based on the oral defense, they do not normally read the thesis and it is the supervisor and second reader whose opinions carry the most weight in deciding about the final thesis grade. At the beginning of the defense, the supervisor and the second

reader must submit a written summary of their evaluation of the thesis to the chair of the committee, including their preliminary grading of the written piece, in order for the defense procedure to be opened. Students may obtain a copy of the committee's written evaluations after the defense upon request to the committee members.

The proceedings begin with a brief (7-10 minute) presentation by the student on the focus and findings of the thesis. The defense then 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 defense chair. The aim of the examination is to involve the student in serious scholarly debate about their project and its relevance to wider scholarly debates, and to give supervisors a chance to ask questions about and comment verbally on the strengths and weaknesses of the final version of the thesis. The exam gives students the opportunity to defend their work and to engage in serious academic discourse with three more experienced scholars in order to demonstrate and develop the student's analytic and verbal acumen. Students will be challenged to elaborate on any critical points that emerge and to draw out implications, directions for future inquiry, and otherwise respond to relevant ideas not explicitly covered in the thesis.

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.

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.

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.

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 a B.

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 (e.g. from B up to B+ or down to B-).

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 entered into Infosys on the day after the completion of the oral exams (June 22). 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 VIII).

APPENDIX I**IMPORTANT DATES FOR THE 2017-2018 ACADEMIC YEAR**

September 4	Monday	Pre-session and student orientation begins
September 4	Monday	Departmental MA student orientation meeting
September 11	Monday	“Zero Week” begins Registration for fall term begins
September 14	Thursday	Departmental Welcome Party
September 15	Friday	Opening Ceremony
September 18	Monday	Fall term begins
September 18	Monday	Course Planning Worksheet due
October 1	Sunday	Late/Add and drop Registration for fall term ends
October 20	Friday, 3:30	Town Hall meeting for students
October 23	Monday	CEU is closed due to Hungarian national holiday
Nov. 1	Wednesday	CEU is closed due to Hungarian national holiday
December 4	Monday	Registration for winter term begins
December 7	Thursday	Thesis Topic and Supervisor Preference Form due; End-of-term party
December 8	Friday	End of fall term
Dec. 24-26	Sun-Tues	Christmas – CEU is closed
December 31	Sunday	New Year’s Eve – CEU is closed
January 1	Monday	New Year’s Day – CEU is closed
January 8	Monday	Beginning of winter term

January 14	Sunday	Late/ Add and Drop registration for the winter term ends
February 1	Thursday	Draft thesis proposal due
February 9	Friday, 3:30	Town Hall meeting for students
February 15	Thursday	Final thesis proposal due
February 22	Thursday	MA Research Grant application deadline 2 (1-year MA or any student who plans research/internship in April or May). Subject to change depending on the date of the CEU Grants Committee meeting.
March 15	Thursday	CEU is closed due to Hungarian national holiday
March 19	Monday	Registration for spring term courses starts
March 29	Thursday	1 year MA detailed research plans due
March 29	Thursday	End of winter term
March 30	Friday	Good Friday – CEU is closed
April 1-2	Sun-Mon	Easter – CEU is closed
April 3	Tuesday	Beginning of spring term – thesis supervision period begins
Apr 3-May 25		MA Research Grant application rolling deadline 3 (1 st year students in 2-year programs [with approved final Thesis Proposal])
May 1	Tuesday	Labour Day – CEU is closed
May 1	Tuesday	Registration for Thesis Writing Workshop ends
May 1	Tuesday	Graduating students must be back in Budapest
May 7-11	Mon-Fri	Thesis Writing Workshop
June 5		Suggested deadline for electronic submission of full thesis draft to supervisors by one-year students (actual deadlines to be worked out with supervisors)
June 4-5	Sun-Mon	Pentecost– CEU is closed

June 12	Tuesday	MA thesis submissions for 1 year program
June 15, 18, 19	F, M, T	MA 1-year thesis defenses
June 15	Friday	End of spring term
June 21	Thursday	Farewell Party
June 22	Friday	Graduation Ceremony

MA Program for MA 1 year students

Term	Title of the course	Groups/ Designations	Teacher's last name	Teacher's first name	ECTS	CEU credit	Mand. /Elective	Cross- listed from
Fall	Academic Writing Part 1	Group 1	CAW		2	1	Mandatory	
Fall	Academic Writing Part 1	Group 2	CAW		2	1	Mandatory	
Fall	Academic Writing Part 1	Group 3	CAW		2	1	Mandatory	
Fall	Foundations in Gender Studies I	Group 1	Fodor	Éva	8	4	Mandatory	
Fall	Foundations in Gender Studies I	Group 2	Fodor	Éva	8	4	Mandatory	
Fall	Public Lecture Series		Staff		2	1	Mandatory	
Fall	Feminism and Masculinities		Barát	Erzsébet	8	4	Elective	
Fall	Gender and Migration I: Modernity and the Political Subject		Jones-Gailani	Nadia	8	4	Elective	
Fall	Gender and Nationalism		Helms	Elissa	8	4	Elective	
Fall	Gendered inequalities: development and neoliberal globalisation		Smith	Sarah	8	4	Elective	
Fall	Gender, extremism and political violence		Smith	Sarah	4	2	Elective	
Fall	The Nature of Performativity		Timár	Eszter	4	2	Elective	
Fall	Queer Ecologies		Szczygielska	Marianna	4	2	Elective	

Fall	Strategies of Reading ("M")	M	Lukic	Jasmina	4	2	Elective	
Fall	Queer Theory		Timár	Eszter	8	4	Elective	
Fall	Women's Activism, NGOization and the Global Gender Equality Regime: Transnational and Regional Perspectives.		Çağatay	Selin	4	2	Elective	
Fall	Human Rights and Emerging Technologies		Sándor	Judit	8	4	Elective	Pol. Sci.
Fall	The perfect ambassador: International Relations and the origins of Diplomacy (1500-1800)		Hennings	Jan	8	4	Elective	Hist.
Fall	Equality Policy in Comparative Approach		Krizsán, Zentai	Andrea, Violetta	4	2	Elective	SPP
Winter	Academic Writing Part 2	Group 1	Renkin	Hadley Z.	2	1	Mandatory	
Winter	Academic Writing Part 2	Group 2			2	1		
Winter	Academic Writing Part 2	Group 3			2	1		
Winter	Foundations in Gender Studies II	Group 1	Yoon	Hyaesin	4	2	Mandatory	
Winter	Foundations in Gender Studies II	Group 2	Timár	Eszter	4	2	Mandatory	
Winter	Public Lecture Series				2	1	Mandatory	
Winter	Commodification and the Human Body		Sándor	Judit	8	4	Elective	
Winter	Critical Interdisciplinary Approaches to Doing Research in Gender Studies ("M")	M	Lukic	Jasmina	4	2	Elective	
Winter	Gender, Peace and Conflict		Smith	Sarah	8	4	Elective	
Winter	Critical Policy Studies		Smith	Sarah	4	2	Elective	
Winter	Feminist Biopolitics and Cultural Practice		Yoon	Hyaesin	8	4	Elective	

Winter	Postcolonial Feminism(s)		Jones-Gailani	Nadia	8	4	Elective	
Winter	Reimagining Social Movements		Renkin	Hadley Z.	8	4	Elective	
Winter	Communism and Gender		de Haan	Francisca	4	2	Elective	
Winter	Introduction to Affect Theory		Timár	Eszter	4	2	Elective	
Winter	Discourse Analysis (M)	M	Barát	Erzsébet	4	2	Elective	
Winter	Neo-Victorian Cultures Today		Kirchknopf	Andrea	4	2	Elective	
Winter	Qualitative Research Methods (M)	M	Jones-Gailani	Nadia	4	2	Elective	
Winter	Women's and Gender History: An Introduction to Theory, Methodology and Archives (M)	M	de Haan	Francisca	4	2	Elective	
Winter	The Law and Politics of Combating Violence Against Women		Andrea Mathias	Krizsan Möschel	4	2	Elective	SPP
Winter	Building narratives: Self-expression through literature, art and performance		Kumar	Sanjay	4	2	Elective	Hist.
Winter	Gender, Race, Class: Global Inequalities		Kocze	Angela	8	4	Elective	RAP
Winter	Power and Resistance		Geva	Dorit	4	2	Elective	Soci.
Spring	Research Preparation Seminar		Lukic	Jasmina	4	2	Mand. for all 2yr 1 st yr students	
Spring	Thesis Writing Workshop	Group 3	Renkin	Hadley Z.	8	4	Mandatory	
Spring	Thesis Writing Workshop	Group 4	Renkin	Hadley Z.	8	4	Mandatory	
Spring	Critical Race Theory: Race and Law from the United States to Europe		Möschel	Mathias	4	2	Elective	Legal Studies

Thesis Topic and Supervisor Preference Form

Please indicate as clearly as possible the topic and nature of your proposed thesis research in a way that will assist us in assigning supervisors. Your title is not set in stone: it can and most likely will change as you develop your ideas.

Student name: _____

Provisional thesis title/topic: _____

Requested supervisor: _____

Requested second reader: _____

*You may list alternative choices in case your first choices are not available. If you do not request a supervisor or second reader, we will assign one to you.

PLEASE RETURN TO THE DEPARTMENT MA COORDINATORS BY December 7, 2017.

Supervisor Approval of Thesis Proposal Form

Student Name: _____

Thesis Title: _____

Supervisor: _____

Second Reader: _____

The above mentioned topic has been worked out in consultation with the student and myself, and I undertake to supervise the student.

Supervisor's signature: _____

Second Reader's signature: _____

PLEASE RETURN TO THE DEPARTMENT MA COORDINATORS BY February 15, 2018.

Attachment: Final Thesis Proposal

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 of the degree of Master of Arts in Gender Studies.

Supervisor: Professor Mary Lamb

Budapest, Hungary
20..

Declaration

I hereby declare that this thesis is the result of original research; it contains no materials accepted for any other degree in any other institution and no materials previously written and/or published by another person, except where appropriate acknowledgment is made in the form of bibliographical reference.

I further declare that the following word count for this thesis are accurate:

Body of thesis (all chapters excluding notes, references, appendices, etc.): XX,XXX words

Entire manuscript: XX,XXX words

Signed _____ (name typed)

(Signature appears on the hard copy submitted to the library)



DEPARTMENT OF G E N D E R STUDIES
 MASTERS THESIS EVALUATION FORM

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.