CENTRAL EUROPEAN UNIVERSITY

DEPARTMENT OF GENDER STUDIES

ERASMUS MUNDUS MASTER’S DEGREE IN WOMEN’S AND GENDER STUDIES GEMMA

STUDENT HANDBOOK
2015-2016

Also available electronically at
http://www.gend.ceu.edu/masters_program.php

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Budapest, September 2015
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A. Basic Department Information

Institution responsible  Central European University

Name of department  Department of Gender Studies

Degrees to be awarded  Erasmus Mundus 2 year MA in Women’s Studies and Gender Studies GEMMA

Master of Arts in Gender Studies (1 year MA)

Master of Arts in Critical Gender Studies
(2 year MA)

MATILDA European Master in Women’s and Gender History
(2 year MA)

Doctor of Philosophy (Ph.D.) in Comparative Gender Studies

Administrative Approval Body  Central European University Senate

Funded by  Central European University endowments

Academic Year  August 1, 2015 – July 31, 2016
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 GEMMA MA program 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](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](http://documents.ceu.edu/)
- [Student Rights, Rules, and Academic Regulations](http://documents.ceu.edu/)
- [Equal Opportunities Policy](http://documents.ceu.edu/)
- [The Central European University Policy on Harassment](http://documents.ceu.edu/)
- [Student Disability Policy](http://documents.ceu.edu/)

See the full and updated collection of university policies here: [http://documents.ceu.edu/](http://documents.ceu.edu/)
D. MA Degree Requirements, Course Materials and Grading Procedures

I. Requirements for the Erasmus Mundus 2 year Master’s Degree in Women’s and Gender Studies (GEMMA)

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 of the classes (“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 2-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. Students are expected to read the required readings before the Zero Week lectures.

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 yr 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) GEMMA MA Program -- Curricular Requirements

The duration of the program is twenty four months (120 ECTS), starting from September 2015. The languages used by the consortium universities are English, Italian and Spanish, depending on the university. At CEU language of instruction is English. While studying at CEU, GEMMA students are strongly encouraged to use advice and help of the Center for Academic Writing. In case they need more substantial help with English, they should consult with the Head of the Department and with the GEMMA coordinator.

The program is structured as follows:

1. **Core Component**: 1st semester. (30 ECTS/15 CEU credits), to be taken at the home university

   The Core Component is organized around the courses in the three main areas, same at all consortium universities: *(Feminist History; Feminist Theory; Feminist Methodology)*.

2. **Electives/practice/specialization**: 2nd and 3rd semesters (60 ECTS/30 CEU credits).
   - Divided into:
     - Electives cluster A: 2nd Semester. 30 ECTS. (at the home university)
     - Electives cluster B (mobility semester): 3rd Semester. 30 ECTS. (at partner university)

3. **Master’s thesis**: 4th semester (30 ECTS credits, can be defended either at the home or at the host university)

**Mobility Semester**

It is obligatory for GEMMA students to spend 3rd semester as a mobility semester at one of the partner universities from GEMMA consortium, here referred to as the host university. During the third semester, at latest by the end of October, students have to decide where they want to spend their fourth semester and to defend their thesis, at home or at a host university.

All eligible GEMMA students can apply in the first year of their studies for Erasmus exchange grant to fund their mobility semester. Please be aware that **February 26, 2016** is the deadline for Erasmus study grant applications for Fall, Spring 2016/17. Also, please be aware that the application process requires some time, so you need to start it earlier in order to respect the deadline.

For all information regarding EM mobility grants please contact Mobility Grants Coordinator **Anna Szathmari**, Academic Cooperation and Research Support Office; Email: SzathmariA@ceu.edu; Phone: Office: 327-3000 / 2018.

**Mobility routes:**
*IMPORTANT: The mobility will be conducted in the third semester according to the following mobility combinations:*

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On completion students will be awarded double degrees from the two universities where they have undertaken studies and these degrees will be fully recognized by all seven consortium members.

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 120 ECTS 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 (8 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. A description of grading procedures can be found under “System of Course Work Grading” in this handbook, while a chart of possible grade options is outlined in the CEU Student Records Manual (prepared by the Student Records Team).

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. 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

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. Graduating students must complete all fall and winter term coursework and be graded 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).

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 (including non-graded reaction 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). 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.
E. MA Curriculum for the Academic Year 2015-2016 for GEMMA students

First Year GEMMA students have to take at least 10 ECTS in the following areas of study:

1. **Feminist history** (marked as Core History courses, CH)
2. **Feminist theory** (marked as Core Theory courses, CT)
3. **Feminist methodology** (marked as Core Methodology courses, CM)

All the courses in the respective areas of study are marked in the corresponding colour. If there are more than 10 ECTS on offer in one area of studies, students are free to choose among the offered courses.

Compulsory courses outside this scheme are **marked in blue**.

Students in the second year of GEMMA program are free to take any course from the list of MA courses offered by the department in the current academic year, including courses that are marked here as core course and cross-listed courses. They are also eligible to take one course outside the Department if it is needed for their research; this course also counts towards fulfilment of the requirements for their stay at CEU.

1. **Pre-Session and Zero Week**

   **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.
II. Fall Term

*Mandatory courses:*

Academic Writing Part I – 1 CEU credit (David Ridout, Andrea Kirchknopf, Sanjay Kumar) (2 ECTS). Mandatory for GEMMA students in the first year, and for those GEMMA students in the second year who intend to defend their thesis at CEU. In some cases they can be exempt, but it has to be reviewed on case-to-case basis.

*Foundations in Gender Studies I (CH) - 4 CEU credits (8 ECTS). (Dominika Gruziel) Core course in feminist history for the 1st year GEMMA students. (Students register with one of the two groups)*

*Foundations in Gender Studies I (CH) - 4 CEU credits (8 ECTS). (Andrea Pető) Core course in feminist history for the 1st year GEMMA students. (Students register with one of the two groups)*

*Public lecture series (CT) - 1 CEU credit (2 ECTS). Core course in feminist theory for the 1st year GEMMA students.*

*Elective courses:*

Feminist Literary Studies – 4 CEU credits (8 ECTS). (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 - 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). Mandatory for MATILDA students. Core course in feminist methodology for the first year GEMMA students. (Érzsébet Barát)

*The Sexuality / Gender Intersection – 2 CEU credits (4 ECTS). Core Course in feminist theory for the 1st year GEMMA students (Érzsébet Barát)*

On Love in the 20th Century: the Politics of Sexuality and Intimacy in the Western – 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) (Francisca de Haan). Core course in feminist history for the 1st year GEMMA students, (4 ECTS for MATILDA students) (Cross-listed with the History Department)

Cross-listed courses from other departments:

Human Rights and Emerging Technologies (P) - 4 CEU credits (8 ETCS). (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)

III. Winter Term

Mandatory courses:

Foundations of Gender Studies II- 2 CEU credits (4 ECTS). Core course in feminist theory for the first year GEMMA students. (Hadley Z. Renkin) (students register with one of the two groups)

Foundations of Gender Studies II - 2 CEU credits (4 ECTS). Core course in feminist theory for the 1st year GEMMA students (Hyaejin Yoon) (students register with one of the two groups)

Academic Writing Part II: Thesis Development – 1 CEU credit (2 ECTS). (Andrea Pető) 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.

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.)
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 - 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 – 4 CEU credits (8 ECTS). (Hadley Z. Renkin)

Critical Policy Studies - 2 CEU credits (4 ECTS). (Sara Meger) Mandatory for students in the Applied Track of the 2-year program in Critical Gender Studies.

Critical Interdisciplinary Approaches to Doing Research in Gender Studies (M) – 2 CEU credits (4 ECTS) (Jasmina Lukic). Mandatory for 2 year MA 1st year students. Core course in feminist theory for the 1st year GEMMA students

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 - 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)

Qualitative Research Methods (M) – 2 CEU credits (4 ETCS) (Elissa Helms). Core course in feminist methodology for the 1st year GEMMA students.

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)

IV. Spring Term

Advanced Topics in Gender Studies MA (M) - 2 CEU credits (4 ECTS) (Jasmina Lukic). Compulsory for the 1st year students in Critical Gender Studies, who have to take 4 credits in methods courses; for the 1st year GEMMA students as a core course in feminist methodology; optional for Matilda students. Spring term.
F. MA THESIS GUIDELINES

The MA Thesis/Dissertation is a required part of the GEMMA Program. It should build on the knowledge and skills acquired throughout the program, and show that the student is capable of original, independent research. It takes the form of a research dissertation or thesis, written individually, from a feminist/gender perspective, on a relevant subject chosen by the student and agreed with the supervisor.

Length: 20,000-30,000 words (without footnotes and references)

Subject

The topic should be agreed between the main supervisor and student and should be:

- Relevant to Women's and Gender Studies
- Showing an original insight into the chosen topic
- Clearly formulated, within an appropriate theoretical framework
- Leading to relevant conclusions based on the chosen theoretical framework

Languages

The thesis/dissertation can be written in Spanish, Italian or English. The institution awarding the credits for the Master Thesis will decide upon the language in which the thesis should be written. Students may be required to prepare a translation of a summary (Index, Introduction and Conclusions) into the language of the partner institution prior to final submission. This will be communicated to individual students by their support supervisor.

Format

**Title Page**
The title/cover page should contain the following information:

- Title of the thesis/dissertation
- Name of the researcher
- Names of both (main and support) supervisors
- Name of the institution and department where the thesis/dissertation is to be submitted
- Year of submission

Institutional logos where applicable: both partner universities, Erasmus Mundus and GEMMA (check with local regulations whether possible)

**GEMMA Consortium Page**
Should be inserted immediately after the title/cover page and has to contain:

- The same content as it is on the title page
- Approval signed by the main supervisor
- Logos of all GEMMA partner universities

**Abstract**
In two languages, if relevant to the Home/Mobility institutions, no longer than 300 words.

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1 Exception: The University of Hull does not permit the use of its logo on student work.
Suggested structure of contents

The final structure should be agreed with the main supervisor.
• Title / cover page
• GEMMA Consortium Page
• Abstract(s)
• Acknowledgements (optional)
• Table of contents
• Introduction
• Theoretical / Methodological / Literature review chapter
• Core of the thesis (results / discussion), divided into relevant chapters and sub-sections.
• Conclusions
• References
• Appendices (optional, not included in the word count)

Referencing

Following the rules of the institution awarding the credits (the institution of the main supervisor), as indicated by the supervisor and official guidelines.

Registration

Students need to register their thesis/dissertation with the Consortium by sending an email to both their home and mobility coordinators and GEMMA administrator (gemma@ugr.es) with a word document attachment. The document should be 1-2 pages including:

- the dissertation/thesis title,
- student name,
- name of home and partner institutions (specifying where the thesis will be submitted),
- the main and support supervisor’s names (always after having received the approval of both supervisors and of both Coordinators),
- 300 word abstract (written in the language in which the thesis will be submitted).

This should be submitted by 17th February of the second year of the program (fourth semester).

Preparations at CEU for thesis registration

All GEMMA students in the first year of studies at CEU have to follow the same exercises with all the other MA students that prepare them for submission of the thesis proposal and writing of the thesis.

This means that by December 10, 2015 they have to submit the area of studies in which they want to work for their thesis (if they know it), and if not, to suggest a conditional area of studies in which they will work on their compulsory exercises. Based on this, they can request a CEU supervisor, even as a temporary person to work with, regardless of later decisions about where the thesis will be defended. Students who do not request a (provisional) supervisor will be assigned one.

1st year GEMMA students are also expected to go through all exercises in Academic Writing: Thesis Development (winter term) even if they have not yet decided on a thesis topic. Assignments in AW can be based on a tentative topic idea, even a paper topic from the fall term, without obliging the student to stick to that topic for the thesis. However, the earlier a student begins to work with a given topic, the deeper they can go into it for the eventual thesis.
GEMMA students who want to apply for a research grant (limited funding, usually towards travel for field research) in the first year of their studies (to be used in summer 2016), they have to submit a topic and a Thesis Proposal, with the proposal being approved by their supervisor. Applications will be accepted in April and May 2016 (see Important Dates for the 2015-2016 Academic Year on p 25).

Mobility students in their second year who plan to defend their thesis at CEU must begin to choose a thesis topic and supervisor preference as soon as possible in the fall term. By October 29, 2015, such students must submit a draft Thesis Proposal to their supervisors for feedback. The final Thesis Proposal form is due to the main office on November 19, 2015, with the supervisor’s signature as proof of approval.

**Supervision**

The institution awarding the credits, via the local GEMMA Coordinator, will allocate a main supervisor, depending on topic, staff expertise, availability and student preferences. The other partner institution involved (home/mobility), via its GEMMA coordinator, will assign a support supervisor. Both will be allocated before the registration of the theses by students, by the 10th of February of the second year of the program at the latest. Students are invited to suggest both their first and their second supervisors, and all efforts will be made to honor these requests, but they cannot be guaranteed.

Students who are defending their thesis at CEU are expected to spend the fourth semester (winter and spring terms) at CEU. They also must take the Thesis Writing Workshop in March of the second year, for which they must submit a draft chapter of original analysis (i.e. not introduction, methods, theoretical framework, etc.). Adjustments to this schedule may be made but only with the approval of the Head of Department and the CEU GEMMA coordinator.

**Responsibilities of the Supervisors and of the Student**

The Main Supervisor: The main responsibility for the supervision lies with the Main supervisor, who follows the rules for Masters dissertations/thesis at her/his institution. Supervisory communication with the student includes one preliminary planning (before the thesis is registered), and a minimum of two further supervisory meetings before the final submission of the thesis/dissertation.

Support Supervisor: The support supervisor will approve the research plan, as emailed to them by the student, usually at the beginning of the fourth semester (before the thesis is registered) and final draft before the submission of the thesis. Local coordinators may act as liaisons between main and support supervisors if needed.

The Student: It is the responsibility of the student to ensure that they maintain regular and appropriate contact with their supervisors to report on progress. Students should also facilitate email communication between main and support supervisors as necessary. The student must send their final draft to the support supervisor 30 days prior to the evaluation of the final thesis (the defense). They should ensure they have proof of receipt of their final draft and also proof of receipt from both main and support supervisors of their final submitted thesis/dissertation.

**Submission and Assessment**

Both supervisors must produce a 500 word report and grade on the thesis/dissertation and email these to the appropriate institutional GEMMA coordinator (or examiner indicated by the coordinator). This information is used in the process of the final evaluation of the thesis.
Theses should be submitted following the procedures and dates of both universities and the defence/MA exam will follow if applicable. **Students should observe the submission dates required by both their home and mobility university and may be required to comply with the earlier of the two dates in consultation with the GEMMA coordinator.**

The Consortium universities may establish special provisions for the extension of this date according to their own rules and regulations. When required, the Consortium universities will establish an earlier submission date so that beneficiaries of the Erasmus Mundus scholarship can comply with the 24 months duration of such scholarship. The assessment will be carried out by a board of examiners nominated by the awarding institution, and will include the participation of the support supervisor (or another member of staff from the partner institution), either in the viva/defense or by means of a written report (500 words maximum). Evaluation criteria will be made public in advance and the ECTS grading system will be used, notwithstanding use of the local system. In case there is a discrepancy of more than 1 point between the grades proposed by the evaluating bodies, a third reader will be assigned from among the GEMMA local Coordinators.

GEMMA students defending at CEU are expected to defend in June. The deadline for thesis submission in 2015/16 will be **June 3, 1pm.** This means that they will have to send their final draft to the supporting supervisor by May 3 in order to receive their final comments before the submission.

The defense can be postponed only in exceptional cases, if it does not conflict with the rules of both home and host universities. It has to be approved by both universities, and at CEU, by the Head of Department and the GEMMA coordinator. In that case students must be aware that most universities in the GEMMA consortium are closed for a large part of summer, and that supervision during summer time will be limited. Hence it is advisable to plan carefully for such an extension and be sure that it is manageable.

**CEU regulations for 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:

- 2 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.)

**CEU regulations regarding thesis defense**

Each MA student must defend her/his thesis in an oral exam. These exams, lasting 50-60 minutes each, will take place at CEU at the time agreed between two supervisors. Candidates have to take an active role in arranging the exam time and date within the framework approved by the consortium. **Please note that the thesis defense calendar will be distributed in February 2015.** In case of significant differences in academic calendars of home and host universities, the preference is given to the university that has tighter deadlines.

Each student will have a defense committee consisting of three faculty members: the supervisor, the second reader from the partner university (online) and an exam chairperson who will be announced when the defense schedule is made. 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 opinion carries the most weight in deciding about the final 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 recommended grade for the written thesis. Students may obtain a copy of the committee’s written evaluations after the defense upon request to the Departmental Coordinator.

According to Hungarian regulations, oral exam consists of two parts, the first one in which the student is defending the thesis, and the second in which he/she is examined more generally in the wider field of his/her research.

The first part begins with a brief description of the thesis delivered by the candidate. 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. 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; they 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. 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.

In the second part of the exam, the candidate has to answer to 2 questions from the list of 5 questions given to him/her at least 6 weeks before the exam. The list of questions is attached to the exam report.

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 counter distinction 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). The final grade is determined in consideration of the grade for the written thesis along with the student’s performance in the Oral Defense. It is only the final thesis grade that appears on a student’s transcript and that is calculated into the GPA.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 7</td>
<td>Monday</td>
<td>Pre-session and student orientation begins</td>
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<tr>
<td>September 7</td>
<td>Monday</td>
<td>Departmental MA student orientation meeting</td>
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<tr>
<td>September 14</td>
<td>Monday</td>
<td>“Zero Week” begins</td>
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<td>Registration for fall term begins</td>
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<tr>
<td>September 17</td>
<td>Thursday</td>
<td>Departmental Welcome Party</td>
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<tr>
<td>September 21</td>
<td>Monday</td>
<td>Opening Ceremony</td>
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<td>September 21</td>
<td>Monday</td>
<td>Fall term begins</td>
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<tr>
<td>September 21</td>
<td>Monday</td>
<td>Course Planning Worksheet due</td>
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<tr>
<td>October 4</td>
<td>Sunday</td>
<td>Late/Add and drop Registration for fall term ends</td>
</tr>
<tr>
<td>October 23</td>
<td>Friday</td>
<td>CEU is closed due to Hungarian national holiday and a special day off</td>
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<tr>
<td>October 29</td>
<td>Thursday</td>
<td>Drafts due of Thesis Prospectus (2nd year GEMMA defending at CEU as home university) to supervisors</td>
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<tr>
<td>November 1</td>
<td>Sunday</td>
<td>CEU is closed due to Hungarian national holiday</td>
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<tr>
<td>November 19</td>
<td>Friday</td>
<td>Final Thesis Topic and Supervisor Preference Form due (for GEMMA 2nd year mobility students)</td>
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<tr>
<td>November 23</td>
<td>Friday</td>
<td>MA Research Grant Application Deadline 1</td>
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<tr>
<td>December 7</td>
<td>Monday</td>
<td>Registration for winter term begins</td>
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<tr>
<td>December 10</td>
<td>Thursday</td>
<td>Thesis Topic and Supervisor Preference Form due (for all 1st year students in 2 year programs)</td>
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<td>Detailed research plan due (for 2nd y students in 2 y MA programs)</td>
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<td></td>
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<td>End-of-term party</td>
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<tr>
<td>December 11</td>
<td>Friday</td>
<td>End of fall term</td>
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<tr>
<td>December 24-26</td>
<td>Thurs-Sat</td>
<td>Christmas – CEU is closed</td>
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<tr>
<td>December 31</td>
<td>Thursday</td>
<td>New Year’s Eve – CEU is closed</td>
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<tr>
<td>January 1</td>
<td>Friday</td>
<td>New Year’s Day – CEU is closed</td>
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<tr>
<td>January 11</td>
<td>Monday</td>
<td>Beginning of winter term</td>
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<tr>
<td>January 17</td>
<td>Sunday</td>
<td>Late/ Add and Drop registration for the winter term ends</td>
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<tr>
<td>February 2</td>
<td>Tuesday</td>
<td>Draft thesis proposal due (1st yr students)</td>
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<td>Date</td>
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<tr>
<td>February 16</td>
<td>Tuesday</td>
<td>Final thesis proposal due (1st yr students)</td>
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<td>February 23</td>
<td>Tuesday</td>
<td>MA Research Grant application deadline</td>
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<tr>
<td>March 14</td>
<td>Monday</td>
<td>CEU is officially closed</td>
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<tr>
<td>March 15</td>
<td>Tuesday</td>
<td>Hungarian National Holiday /CEU is officially closed</td>
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<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 (with approved final Thesis Proposal only)</td>
</tr>
<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>
APPENDIX I.
Arrival Certificate

PROGRAMME ERASMUS MUNDUS GEMMA
CERTIFICATE OF ARRIVAL
ACADEMIC YEAR 2015-2016

Name of the host Institution: .....Central European University....

IT IS HEREBY CERTIFIED THAT:

Mr./Ms. . with Identity card/passport nº .
Nationality:

has registered as an Exchange/Visiting student at our Institution, and will study with us from .

day month year to
day month year

in the Department(s) / Faculty of: Gender Studies, CEU

September __, 2015 ..........................................................
Date Stamp and Signature

Name of the signatory: ....Jasmina Lukic..............................

Function: .Associate Professor, CEU GEMMA coordinator

NOTE: THIS FORM MUST BE STAMPED BY THE ACADEMIC COORDINATOR OF THE PROGRAMME AND IT MUST BE SENT TO THE ERASMUS MUNDUS OFFICE OF THE UNIVERSITY OF GRANADA WHOSE FAX NUMBER IS: +0034 958243009
APPENDIX II.
Form with bank data

Universidad de Granada
Vicerrectorado de
Relaciones Internacionales
Oficina de Relaciones Internacionales

PROGRAMME ERASMUS MUNDUS GEMMA

Name of the Student: ....................................................................................................

IBAN account number……………………………………………………………………

SWIFT: ……………………………………………………………………………………

Name of the bank and country…………………………………………………………

Signature of the Student:

To be filled by the coordinator:

..........................................................................................................................

Date Stamp and Signature

Name of the signatory: ...................................................................................................

Function: ...................................................................................................................

NOTE: THIS FORM MUST BE STAMPED BY THE ACADEMIC COORDINATOR OF THE PROGRAMME AND IT MUST BE SENT TO THE ERASMUS MUNDUS OFFICE OF THE UNIVERSITY OF GRANADA WHOSE FAX NUMBER IS: +0034 958243009
Department of Gender Studies
GEMMA students: Course Planning worksheet

Name

<table>
<thead>
<tr>
<th>Mandatory courses –1st year GEMMA students</th>
<th>2nd year GEMMA students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits</td>
<td>Course Title</td>
</tr>
<tr>
<td>2 ECTS</td>
<td>Academic Writing</td>
</tr>
<tr>
<td>10 ECTS</td>
<td>Core History courses</td>
</tr>
<tr>
<td>10 ECTS</td>
<td>Core Methods courses</td>
</tr>
<tr>
<td>10 ECTS</td>
<td>Core Theory Courses</td>
</tr>
</tbody>
</table>

**FALL TERM COURSES**

| 8 ECTS | Foundations in Gender Studies I | |
| 2 ECTS | Public Lecture Series | |
| 2 ECTS | Academic Writing | |

**WINTER TERM COURSES**

| 2 ECTS | Academic Writing: Thesis Development | |
| 4 ECTS | Foundations of Gender Studies II | (Indicate one group) |
| 2 ECTS | Public Lecture Series | |

**SPRING TERM COURSES**

| 4 ECTS | Advanced Topics in Gender Studies | |
| Total Credit hours | Total Credit hours |
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 ACADEMIC COORDINATOR BY December 10, 2015.
APPENDIX V

SAMPLE

Thesis Title and Advisors 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 (if applicable):

________________________________________________________

PLEASE RETURN TO ACADEMIC COORDINATOR BY February 16, 2015.

Note to students: The department will endeavor to assign students to the supervisor of their choice if the requested faculty member has agreed to supervise the thesis. It is highly likely that a student’s request can be filled. There is a significant possibility, however, that the second reader will be reassigned in order to better distribute the workload among faculty.
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.
Page for your notes