CENTRAL EUROPEAN UNIVERSITY

DEPARTMENT OF GENDER STUDIES

1 YEAR MA STUDENT HANDBOOK
2014-2015

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

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Budapest, September 2014
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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)
A ten-month program of two teaching terms and one research term; distinction awarded for overall course grades between 3.67 and 4.0 final grade; conferred for the first time in June 1997 due to retroactive accreditation.

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, 2014 – July 31, 2015
B. Department Contact Information

Contact information for department teaching faculty and staff

Academic year 2014-2015

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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 MA studies at the Department of Gender Studies. Please read the entire handbook carefully, and consult it first in case of any questions you may have.

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

III. Departmental Website

The website of the Department of Gender Studies is available at http://www.gend.ceu.hu. It includes essential and detailed information about the Department of Gender Studies, including MA and Ph.D. student handbooks, 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. For more information about general CEU rules and regulations please see Code of Ethics of The Central European University (http://www.ceu.hu/documents/p0305-1) and Student Rights, Rules, And Academic
D. One-year MA Degree Requirements, Course Materials and Grading Procedures

I. Requirements for the Master of Arts Degree

i) Pre-session and “Zero Week” Requirements for all MA students (September 8 – September 19, 2014)

Students are not graded for most of the pre-session period but attendance is required for the mandatory English for Academic Purposes (EAP) course organized by the Center for Academic Writing and graded pass/fail. Grades will be given for the English language examination, which students must pass with a grade of ‘B-’ or higher.

“Zero Week” (September 15 – September 19) takes place during the week preceding the official beginning of the fall term.

During Zero Week all the courses for the following academic year will be presented by the professors in the Course Presentation Session (September 15-19). This session gives students the opportunity to ask questions about the courses and hear faculty elaborate on the objectives and requirements of their courses.

Course registration is done online through the Infosys system which requires a university login and password. Registration opens at 8:00am on Monday, September 15. 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.

Zero Week Lectures: Two lectures this year will introduce students to different perspectives on feminist critique and research. Attendance is mandatory for one-year MA students and active participation is very welcome. 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, students 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 22, 2014 for approval. Individual consultations with the Head of Department and other faculty may take place during this week for finalizing students’ study plans.

ii) Public Lecture Series and Master Class

Public Lecture Series: These are talks organized throughout the academic year and open to the CEU community. They are 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 one-credit requirement for
one-year MA students. **You may not miss more than two lectures 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 events calendar (circulated by email and posted on the main office door) and also advertised via email, website announcements, and flyers. 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.

**Master Class**: this is a week-long course taught by a visiting professor that is meant to provide focused consideration of the lecturer’s current research and the wider scholarship that informs it. This year the Master Class will be held January 26-30, 2015 by Susan Stanford Friedman, Virginia Woolf Professor of English and Women’s Studies and Sally Mead Hands Bascom Professor of English at the University of Wisconsin in the US. Details will be announced with the winter term schedule. **The master class is also mandatory and is also worth one CEU credit.** Absences are accepted only with serious and documented reason.

#### iii) 1-Year MA Program -- Curricular Requirements

Students must take all mandatory classes as well as the required number of elective courses in both fall and winter terms (see below). Electives are divided into three groups (and marked accordingly in the departmental curriculum) as follows:

- **Group A**: courses with a (not exclusive) focus on the "social"
- **Group B**: courses with a (not exclusive) focus on the "symbolic"
- **Group C**: courses with a (not exclusive) focus on "theory"

Students must acquire at least 4 credits in group A, 4 credits in group B, and 2 credits in group C over the course of the program. Courses in other departments may not be taken into account in fulfilling this requirement.

**a) Fall Term Requirements -- 16 Credits (September 22– December 12, 2014)**

Mandatory fall courses are:

- Academic Writing (two credits for the whole academic year)
- Foundations in Gender Studies I (four credits)
- Public Lecture Series (one credit over the whole year)

Electives: Normally a student takes 16 course credits (including mandatory courses) in the fall term. However, students may register for two credits less or more with approval from the Head of Department as long as their total credit count comes to 32 over the two terms.

Methods: All students must take at least one methods course from a choice of elective courses designated with an “M” either in the fall or in the winter term. In general, students are discouraged from taking a methods course in another department to fulfill this requirement but the Head of Department may grant a student permission to do this under exceptional circumstances.
Students must receive at least a minimum passing grade (C+) for each of the courses in the fall term in order to advance to the winter term and to have the course count toward fulfilling the required number of credits oriented around the social, symbolic or theory.

By December 11, 2014, students must submit the Thesis Title and Topic Form to the main office. The form also asks for supervisor and, if known, second reader requests.

b) Winter Term Requirements -- 16 Credits (January 12– April 3, 2014)

Mandatory winter courses:
- Foundations in Gender Studies II (two credits)
- Academic Writing: Thesis Development (two credits continued from the fall)
- Public Lecture Series (one credit continued from the fall)
- Master Class (one credit)
- Methods elective (if this has not been taken in the fall)

As in the fall term, students normally take 16 credits (including mandatory courses) but this can vary by two credits per term as long as a total of 32 course credits are completed over the fall and winter terms combined).

Students must submit a draft thesis proposal (1-3 pages) to her/his supervisor by February 6, 2015. Following discussion of the draft with the supervisor and with the instructor for “Academic Writing: Thesis Development,” Andrea Kirchknopf, the final thesis proposal must be submitted to the Gender Studies’ office for approval by February 20, 2015. Further details will be provided in Academic Writing class and in a meeting with the Head of Department in November (details TBA).

c) Spring Term Requirements -- 8 Credits (April 7 – June 21, 2015)

The spring term is dedicated to the research and writing of an original research thesis under faculty supervision and according to the criteria listed under “MA Thesis Guidelines” in this Handbook. The month of April is the designated thesis research period for one-year MA students. 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-based research should spend this time at CEU. 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 should be back in Budapest and be in the analysis and writing stage by April 28, 2015. Students completing research elsewhere may return a bit later but all students must be back in Budapest by May 4 and be ready with a draft thesis chapter for the Thesis Writing Workshop. The Thesis Writing Workshop (4 credits) takes place from May 6 to 12, 2015. The remaining 4 credits are awarded for the MA thesis upon successful defense. (The credit requirements for the Master degree are summarized in Appendix II.)

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. Buying the reading materials is highly recommended because they will provide a basic collection of essential readings in contemporary Gender Studies and thus will be useful for future studies and research.

You are strongly encouraged to make your printed reader orders as soon as possible, otherwise we cannot guarantee that you will have your readers 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 **CEU Program Register**). 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, will receive a grade of ‘F’ for the assignment.

In order to receive the Master of Arts Degree, students must achieve the following:

1. **Achieve a passing grade (C+ or above) for all courses in the fall and winter terms (28 Credits, or 75% of the final MA grade) and a “pass” in both sections of Academic Writing in Gender Studies.**

2. **Achieve a passing grade (C+ or above) for the Master’s thesis (8 credits, including the Thesis Writing Workshop in Gender Studies, or 25% of final MA grade);**

3. **Earn 40 credits over three consecutive terms as stipulated above.**

4. **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 Handbook (prepared by the Student Services office).

No student shall receive her/his degree until all outstanding financial responsibilities are met (e.g. tuition fees) and the Student Services Closing Verification form is signed by all appropriate units.

Class Attendance

Regular attendance is 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 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 removal from the program.

For more detailed information, please refer to:

- Guidelines on Handling Cases of Plagiarism
- CEU Code of Ethics
- and other CEU policies listed on the website: http://www.ceu.hu/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 (75%) and for the Master’s thesis (25 %, including the Thesis Writing Workshop). The final grade will be used to distinguish levels of achievement in the course of study as follows:

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.67 to 4.00</td>
<td>Master of Arts with Distinction</td>
</tr>
<tr>
<td>3.33 to 3.66</td>
<td>Master of Arts Pass with Merit</td>
</tr>
<tr>
<td>2.66 to 3.33</td>
<td>Master of Arts Pass</td>
</tr>
<tr>
<td>Below 2.66</td>
<td>Fail</td>
</tr>
</tbody>
</table>

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 student must complete all fall and winter term coursework before the beginning of spring term if he or she is 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.hu](https://infosys.ceu.hu)).

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 (these include 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.hu/documents/p-1105-2](http://www.ceu.hu/documents/p-1105-2)). This right may be exercised by directly appealing to faculty members, program directors, unit heads, the Pro-Rector for Social Sciences and Humanities, or by appealing to the Disciplinary and Grievance Committee, in accordance with the procedures set in the Code of Ethics (see also section 6.1)
Grade changes will be considered only under very exceptional circumstances. The first step with regard to all types of appeals is to try to settle the complaint through a less formal procedure with the professor concerned and within the department. Appeals on grades can be made for major exams or papers to the Head of Department and must be made in writing no earlier than two days and no later than seven days after the posting of grades. If after this point the student still wishes to appeal the grade, the Head of Department will prepare a report on the appeal for the Office of Pro-Rector for Social Sciences and Humanities.
Pre-Session

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

Course Presentation Session
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 15-19).

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

Beginning of Year Department Reception: This reception will take place on Thursday, September 18 at 5pm, place to be announced. As it is a chance for the faculty and students to meet and talk informally, students from all the Gender Studies programs are expected to attend.

MA Program

Fall Term

Mandatory courses:

Academic Writing Part I – 2 credits for Part I and Part II for the whole academic year gained in the Winter Term (David Ridout, Andrea Kirchknopf, Sanjay Kumar) (4 ECTS). (Mandatory for 1 year program, the first year students in 2 year MA in Critical Gender Studies program; elective for Matilda students (4ECTS), compulsory for GEMMA students in the first year, and for those GEMMA students in the second year who intend to defend their thesis at CEU. Exceptions may be made for 2-year mobility students who have completed their first year of courses in English.)

Foundations in Gender Studies I: Histories, Theories, Futures– 4 CEU credits (8 ECTS). Group A, C. (Francisca de Haan) (Mandatory for students in the 1 year program and for the first year students in the 2 year programs Critical Gender Studies, MATILDA
and GEMMA (8 ECTS). Core course in feminist history for the 1st year GEMMA students. First year MATILDA and GEMMA must take de Haan’s section; other students may choose.

**Foundations in Gender Studies I** – 4 CEU credits (8 ECTS). *Group A, C.* (Éva Fodor) (Mandatory for students in the 1 year program and for the first year students in the 2 year program in Critical Gender Studies if they are not enrolled in the other Foundations I. course)

**Methods Elective** (methods courses are designated with an “M”) – 2 credits to be fulfilled in *either* the fall or winter term for 1 year students. 4 credits to be taken by students in 1 year program. 10 ECTS to be taken by first year GEMMA students including compulsory spring course in Masterpieces.

1st year students in Critical Gender Studies and 1st year GEMMA students have to take at least 4 credits in methods courses.

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

**Elective courses:**

**Feminist Literary Studies** – 4 CEU credits (8 ETCS). *Group A, C* (Vera Eliasova)

**Gender, Nationalism, and War** – 4 CEU credits (8 ETCS). *Group A* (Elissa Helms)

**Gendered Memories of Holocaust** — 4 CEU credits (8 ECTS) *Group A* (Andrea Pető)

*cross-listed with the History Department, the Nationalism Jewish Studies and the Political Science Department*

**Re-imagining Social Movements: Activism, Resistance, and Cultural Change**—4 CEU credits (8 ECTS). *Group A* (Hadley Z. Renkin)

**Nature and Performativity** —4 CEU credits (8 ECTS). *Group B, C* (Eszter Timár)

**Introduction to the Studies on Men and Masculinities** - 2 CEU credits (4 ECTS). *Group A, C* (Miklós Hadas)

**Introduction to Queer Theory** — 2 CEU credits (4 ECTS). *Group B, C* (Eszter Timár)

Core course in feminist theory for GEMMA students.

**Discourse Analysis (“M”)** – 2 CEU credits (4 ECTS). *Group B, C* Mandatory for MATILDA students. Core course in feminist methodology for the first year GEMMA students. *(Erzsébet Barát)*

**The Gender / Sexuality Intersection** – 2 CEU credits (4 ECTS). Core Course in feminist theory for the 1st year GEMMA students *Group B*. *(Erzsébet Barát)*
Intersectionality: connecting race, ethnicity and gender in theory, research and everyday practices (M) — 2 CEU credits (4 ECTS) Core Course in feminist theory for the 1st year GEMMA students Group A (Andrea Pető)


The Human and Post-Human — 4 CEU credits (8 ECTS) Group A, B, C. (Anna Loutfi)

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

Cross-listed courses from other departments/programs:

Human Rights and Biopolitics — 4 CEU credits (8 ECTS) Group A, C (Judit Sándor) (Cross-listed with the Political Sciences Department)

Gender and Politics — 4 CEU credits (8 ECTS) (Lea Sgier) (Cross-listed from the Political Sciences Department)

Race and Science — 4 CEU credits (8 ECTS) (Emese Lafferton) (Cross-listed from the History Department)

Winter Term

Mandatory courses for the 1st year students in 1 year and 2 year MA Program in Critical Gender Studies:

Methods Elective – 2 credits to be fulfilled in either the fall or winter term.

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

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

Academic Writing Part II – Thesis Developments - 2 credits for Part I and Part II in the winter term (Andrea Kirchknopf)
Master Class – 1 CEU credit (2 ECTS). Mandatory for 1 year MA students and 2 year MA students in their 1st year, Core course in feminist theory for the first year GEMMA students and MATILDA students. (Susan Friedman)

Elective courses:

Feminist Research of Popular Culture and the Media – 4 CEU credits (8 ECTS). Group B. (Erzsébet Barát)

Communism and Gender: Historical and Global Perspectives – 4 CEU credits (8 ECTS). Group A (Francisca de Haan) (Cross-listed to the History Department??)

Forms of Female Mobility in Literature – 4 CEU credits (8 ECTS). Group B, C (Vera Eliasova)

Qualitative Methods in Social Science Research: Oral History (“M”) – 2 CEU credits (4 ECTS). (4 ECTS for GEMMA students) Core Course in feminist methodology for the 1st year GEMMA students (Andrea Pető)

Memory Bandits – 2 CEU credits (4 ECTS). (Andrea Pető)

Human Body and its Components — 4 CEU credits (8 ECTS) Group A, C (Judit Sándor)

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

TBA - 2 CEU credits (4 ETCS) (Lafferton Emese)

Activism, NGOs and Transnational Sexual Politics – 2 CEU credits (4 ECTS) Group A (Nicole Butterfield)

TBA - 4 CEU credits (8 ECTS) (Andrew Ryder)

Cross-listed courses from other departments/programs:

Social Movements and Social Change - 2 CEU credits (4 ECTS) (Austin Choi-Fitzpatrick) (cross-listed from the School of Public Policy)

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

Colonialism and Postcolonialism – 2 CEU credits (4 ECTS (Prem Kumar Rajaram) (cross-listed from the Department of Sociology)
Spring Term

**Masterpieces in Gender Studies ("M")**- 2 CEU credits (4 ECTS). Compulsory for the 1st year students in the Research Track of 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. (*Andrea Pető*)

**Thesis Writing Workshop** – 4 CEU credits (8 ECTS). Mandatory for all **graduating** MA students. (NB: the workshop will meet in mid-March for second year students in 2-year programs. Details TBA)

**Instructors:**
- **Group 1:** Vera Eliasova
- **Group 2:** Vera Eliasova
- **Group 3:** TBA
- **Group 4:** TBA
F. 1 year MA Program MA Thesis Guidelines

I. General Overview

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

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

II. Important Dates

A preliminary thesis title and supervisor request to the departmental office by December 11, 2014.

A draft thesis proposal to the supervisor and the Academic Writing instructor by February 5, 2015.

The final thesis proposal to the departmental office by February 19, 2015.

Applications for the departmental Research Grant (limited funding, normally towards travel) are due to the office by February 26, 2015.

The concentrated MA research period begins on April 7, 2015 (the beginning of the spring term). Students are expected to consult regularly with their supervisors from this date.

May 6-12: Thesis Writing Workshop: mandatory for all graduating MA students. Full participation is one of the requirements for obtaining the degree.

The thesis submission deadline is June 9, 2015 by 1 p.m. (Zrínyi 14; room 506).

Thesis defenses will be held from June 16 to June 18, 2015 (exact schedule TBA). Students must be available for a defense on any of these days.

The end of year Farewell Party will take place on June 18, 2015 (details TBA).

The Graduation Ceremony will be held on Sunday, June 21, 2015. Please note, that the number of guest tickets available for the ceremony might be limited. Please contact the office before you invite your family!

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

III. Thesis Preparation and Advising

All students’ thesis work will be directed 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. Regardless of the extent to which the second reader has been involved in the thesis planning and writing, students should give the second reader a section of the thesis and outline of chapters at some point in mid-May. The supervisor and the second reader are the main assessors of the final thesis (see defense procedures, below).

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 meeting with the Head of Department in early November where these issues will be discussed. By late November, students should approach the faculty member(s) they wish to work with and request their supervision.

By December 11, 2014, 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 III.) Supervisors and second readers will be finalized after the submission of the Thesis Proposal draft in early February. Student preference will be taken into account when assigning thesis supervisors and an effort will be made to accommodate student requests. However, because of faculty workload distribution, not all requests may be granted, especially for second readers.

In coordination with Academic Writing: Thesis Development class (winter term), a draft Thesis Proposal (including the name of the supervisor) must be submitted to the supervisor and the Academic Writing Instructor by February 5, 2015. Finally, the final version of the Thesis Proposal, in hard copy with the Thesis Proposal form signed by the supervisor and the second reader, is due in the departmental office by 4 p.m., February 19, 2015. (For a sample form please see Appendix IV.)

IV. Thesis Submission

Deadlines and Extensions: The submission deadline is absolutely strict. Extensions can only be granted by the Head of Department in cases of genuine and serious (documented) medical conditions or equally extreme 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 her or him 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.hu (log in with your UIS 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 9, 1 p.m. the following must be submitted:**

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

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

**V. Thesis Format (basic description)**

The complete *CEU Thesis Writing Standards*, which apply to all theses submitted to the Department of Gender Studies for defense can be downloaded from http://www.ceu.hu/downloads/ceu_thesis_guidelines.doc. The following additional requirements are stipulated by the department:
a) Thesis sections should be placed in the following order, items in bold are required:

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

b) Page Numbers

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

c) Length, font and margins

- The thesis must be at least 14,000 and not more than 18,000 words long (excluding references). Exceptions must be approved by the Head of Department with the agreement of your supervisor. Extensions may not exceed 21,000 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 at least ten days before the submission deadline (i.e. by May 29).
- Line Spacing: 2.0 or 1.5
- Font: Times New Roman/Garamond/Arial 12pt
- Margins: 2.5 cm on all sides

VI. Citations and Bibliography

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

For more details, see the section on ‘Academic Dishonesty and Plagiarism’ in the CEU Student Handbook; A Manual for Writers of Term Papers, Theses, and Dissertations by Kate L. Turabian, which is available in the departmental office to be checked out for the entire academic year; turn to the website resources or instructors of the Center for Academic Writing; and see the rules on academic misconduct above.
VII. 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 on June 16, 17 and 18, 2015. 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, s/he does 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.

After the student delivers a brief description of the thesis, the defense focuses on the student’s ability to discuss the thesis in scholarly terms and to address the comments and questions posed by the two supervisors and (optionally) the exam chair. The aim of the examination is to involve the student in serious scholarly debate about her or his 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.

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 her or his 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.

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

I. Department Communication and Student Guidance

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

Students should not hesitate to approach the faculty regarding their course work, thesis preparation and supervision, as well as all other matters related to their present and future studies. Faculty members are available for consultation on a regular basis. During terms in which they are teaching, they will have regularly scheduled office hours. Office hours are listed on their syllabus and posted outside their offices. During non-teaching periods, members of the faculty are available by appointment. 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.

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. These evaluations are anonymous. Faculty members may access their own forms 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 assessments.

III. Printing Policy

The University has established a system of printing limits for all students of 700 pages per year: 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 2014-2015 Academic Year

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 8</td>
<td>Monday</td>
<td>Pre-session and student orientation begins</td>
</tr>
<tr>
<td>September 8</td>
<td>Monday</td>
<td>Departmental MA student orientation meeting</td>
</tr>
<tr>
<td>September 15</td>
<td>Monday</td>
<td>“Zero Week” begins&lt;br&gt;Registration for fall term begins</td>
</tr>
<tr>
<td>September 18</td>
<td>Thursday</td>
<td>Departmental Welcome Reception</td>
</tr>
<tr>
<td>September 19</td>
<td>Friday</td>
<td>Opening Ceremony</td>
</tr>
<tr>
<td>September 22</td>
<td>Monday</td>
<td>Fall term begins</td>
</tr>
<tr>
<td>September 22</td>
<td>Monday</td>
<td>Course Planning Worksheet due</td>
</tr>
<tr>
<td>October 5</td>
<td>Sunday</td>
<td>Late/Add and drop Registration for fall term ends</td>
</tr>
<tr>
<td>October 23-24</td>
<td>Thu-Fri</td>
<td>CEU is closed due to Hungarian national holiday and a special day off</td>
</tr>
<tr>
<td>November 1</td>
<td>Saturday</td>
<td>CEU is closed due to Hungarian national holiday</td>
</tr>
<tr>
<td>December 8</td>
<td>Monday</td>
<td>Registration for winter term begins</td>
</tr>
<tr>
<td>December 11</td>
<td>Thursday</td>
<td>Provisional thesis title and topic form due (with requested supervisor)</td>
</tr>
<tr>
<td>December 12</td>
<td>Friday</td>
<td>End of fall term</td>
</tr>
<tr>
<td>December 24-26</td>
<td>Wed-Fri</td>
<td>Christmas – CEU is closed</td>
</tr>
<tr>
<td>December 31</td>
<td>Wednesday</td>
<td>New Year’s Eve – CEU is closed</td>
</tr>
<tr>
<td>January 1</td>
<td>Thursday</td>
<td>New Year’s Day – CEU is closed</td>
</tr>
<tr>
<td>January 12</td>
<td>Monday</td>
<td>Beginning of winter term</td>
</tr>
<tr>
<td>January 18</td>
<td>Sunday</td>
<td>Late/ Add and Drop registration for the winter term ends</td>
</tr>
<tr>
<td>February 5</td>
<td>Friday</td>
<td>Draft thesis proposal due</td>
</tr>
<tr>
<td>February 19</td>
<td>Thursday</td>
<td>Final thesis proposal due</td>
</tr>
<tr>
<td>February 26</td>
<td>Friday</td>
<td>MA Research Grant application deadline</td>
</tr>
<tr>
<td>March 15</td>
<td>Sunday</td>
<td>Hungarian National Holiday /CEU is officially closed</td>
</tr>
<tr>
<td>March 23</td>
<td>Monday</td>
<td>Registration for spring term courses starts</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Event</td>
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<td>------------------------------------------------------------</td>
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<tr>
<td>April 3</td>
<td>Friday</td>
<td>End of winter term</td>
</tr>
<tr>
<td>April 5</td>
<td>Sunday</td>
<td>Easter – CEU is closed</td>
</tr>
<tr>
<td>April 6</td>
<td>Monday</td>
<td>Easter – CEU is closed</td>
</tr>
<tr>
<td>April 7</td>
<td>Tuesday</td>
<td>Beginning of spring term – thesis supervision period begins</td>
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<tr>
<td>April 28</td>
<td>Thursday</td>
<td>Students are back in Budapest</td>
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<tr>
<td>May 1</td>
<td>Friday</td>
<td>Labour Day – CEU is closed</td>
</tr>
<tr>
<td>May 6</td>
<td>Wednesday</td>
<td>Registration for Thesis Writing Workshop ends</td>
</tr>
<tr>
<td>May 6-12</td>
<td>Wed-Tues</td>
<td>Thesis Writing Workshop</td>
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<tr>
<td>May 24</td>
<td>Sunday</td>
<td>Pentecost Sunday – CEU is closed</td>
</tr>
<tr>
<td>May 25</td>
<td>Monday</td>
<td>Pentecost Monday – CEU is closed</td>
</tr>
<tr>
<td>June 10</td>
<td>Tuesday</td>
<td>MA thesis submissions</td>
</tr>
<tr>
<td>June 15</td>
<td>Monday</td>
<td>MA thesis defences: 2-year program</td>
</tr>
<tr>
<td>June 16-18</td>
<td>Tues-Thurs</td>
<td>MA thesis defences: 1-year program</td>
</tr>
<tr>
<td>June 21</td>
<td>Sunday</td>
<td>End of spring term</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduation Ceremony</td>
</tr>
</tbody>
</table>
APPENDIX I  

SAMPLE

Department of Gender Studies
1 Year MA Program
Course Planning worksheet

*Total elective credits must add up to 20, plus 2 credits for a Methods course of your choice, over two terms. A normal course load is 16 credits per term (including mandatory classes). This can be distributed slightly unevenly between Fall and Winter but only by 2 credits. DO NOT take more than 12 elective credits in one term.*

Name

<table>
<thead>
<tr>
<th>Fall term</th>
<th>Winter term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits</td>
<td>Credits</td>
</tr>
<tr>
<td>0 credits</td>
<td>2 credits</td>
</tr>
<tr>
<td>Academic Writing</td>
<td>Academic Writing (continued)</td>
</tr>
<tr>
<td>4 credits</td>
<td>2 credits</td>
</tr>
<tr>
<td>Foundations in Gender Studies I.</td>
<td>Foundations in Gender Studies II.</td>
</tr>
<tr>
<td>1 credit</td>
<td>1 credit</td>
</tr>
<tr>
<td>Mandatory lecture series</td>
<td>Master class</td>
</tr>
<tr>
<td>Methods Elective (the title and 2 credits should be written below)</td>
<td>Methods Elective (the title and 2 credits should be written below)</td>
</tr>
</tbody>
</table>

**GROUP A – Courses with focus on the “social”**

**GROUP B – Courses with focus on the “symbolic”**

**GROUP C – Courses with focus on “theory”**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course Title</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**Total Credit hours**
APPENDIX II

Credit Requirements for the Masters Degree
1Year MA Program

Fall term (14-18 credits)
- Academic Writing (2 credits, spread over Fall and Winter)
- Foundations in Gender Studies I - mandatory course (4 credits)
- Methods course (2 credits) (either Fall or Winter)
- Elective courses (10 credits) *

Winter term (14-18 credits)
- Public Lecture Series (1 credit, spread over Fall and Winter)
- Master Class (1 credit)
- Methods course (2 credits) (if not already taken in the Fall term)
- Foundations in Gender Studies II - mandatory course (2 credits)
- Elective courses (10 credits) *

Total credits for fall and winter terms: 32 credits

* Please note: Among the 22 credits to be acquired from elective courses through the fall and winter terms at least 4 credits are to be taken from Group A courses, 4 credits from Group B courses, and 2 credits from Group C courses. (See p. 11 of the MA Handbook.)

Spring term (8 credits)
- Thesis Writing Workshop (4 credits)
- MA thesis and its defense (4 credits)

Total: 40 credits
Provisional Thesis Title and Topic 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 (if known): _______________________________________

Requested second reader (if known): ________________________________

PLEASE RETURN TO THE ACADEMIC COORDINATOR BY December 11, 2014.
**Thesis Title and Advisors Form**

Student Name: __________________________________________________________

Thesis Title: __________________________________________________________

Supervisor: __________________________________________________________

Suggested 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 19, 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.*
FEMINIST AND GENDERED PRACTICES IN ESTONIAN ART OF THE 1990S

By
Andrea Szabó

Submitted to
Central European University
Department of Gender Studies

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

Supervisor: Professor Mary Lamb

Budapest, Hungary
2005
APPENDIX VI

SAMPLE MA THESIS EVALUATION FORM

DEPARTMENT OF GENDER 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 -- C, C-, D, 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.