CENTRAL EUROPEAN UNIVERSITY
DEPARTMENT OF GENDER STUDIES

2 YEAR MA STUDENT HANDBOOK
2014-2015

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

Central European University
Nádor utca 9.
H-1051 Budapest
Hungary

Telephone: (36-1) 327-3034
Fax: (36-1) 327-3296
E-mail: gender@ceu.hu
Web: http://www.gend.ceu.hu

Budapest, September 2014
# Table of Contents

A. **Basic Department Information** 3  
B. **Department Contact Information** 4  
C. **CEU Organizational Structure** 7  
   I. Student Representation at University Level 7  
   II. Student Handbook 7  
   III. Departmental Website 7  
   IV. Rules and Regulations 8  
D. **MA Degree Requirements, Course Materials and Grading Procedures** 8  
   I. Requirements for the Master of Arts Degree 8  
   II. Course Materials 15  
   III. System of Course Work Grading 16  
E. **Department Curriculum 2014-2015** 19  
F. **2 year MA Thesis Guidelines** 23  
   I. General Overview 23  
   II. Important Dates 23  
   III. Thesis Preparation and Advising 24  
   IV. Thesis Submission 25  
   V. Thesis Format 26  
   VI. Thesis Defense 27  
   VII. Final Examination 28  
   VIII. Thesis Evaluation 29  
G. **General CEU and Department Information** 32  
   I. Department Communication and Student Guidance 32  
   II. Student Evaluations 32  
   III. Printing Policy 32  
H. **Important Dates for the 2014-2015 Academic Year** 33  
I. **Appendices** 35  
   *Appendix I* 37  
   **Sample Course Planning Worksheet** 37  
   *Appendix II* 37  
   **Credit Requirements for the Masters Degree** 37  
   *Appendix III* 38  
   **Sample Provisional Thesis Title and Topics Form** 38  
   *Appendix IV* 41  
   **Internship Form** 41
A. Basic Department Information

Institution responsible
Central European University

Name of department
Department of Gender Studies

Degrees to be awarded
Master of Arts in Critical Gender Studies
(2 year MA)

Master of Arts in Gender Studies (1 year MA)

Erasmus Mundus 2 year MA in Women’s Studies
and Gender Studies GEMMA

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

Department of Gender Studies
http://gender.ceu.hu/
Mailing address: Budapest 1051, Nádor u. 9., Hungary
Phone: +36-1/327-3034
Fax: +36-1/327-3296

ADMINISTRATION

Elissa Helms, Head of Department

Susan Zimmermann, Director of Doctoral Studies, Co-Director of Two-year MA Program

Hadley Z. Renkin, Co-Director of Two-year MA Program, Director of Two-year MA Internship Program (fall term)

Mária Szécsényi, Departmental Coordinator
Office: Zrínyi 14. Building, room 506
E-mail: szecsenyim@ceu.hu
Tel: (36-1) 327-3000 ext. 2393

Natália Versegi, External Programs and Ph.D. Coordinator
Office: Zrínyi 14. Building, room 506
E-mail: versegin@ceu.hu
Tel: (36-1) 327-3000 ext. 2013

Anna Cseh, MA Coordinator
Office: Zrínyi 14. Building, room 506
E-mail: CsehA@ceu.hu
Tel: (36-1) 327-3034
DEPARTMENTAL FACULTY 2014-15
*Please check the departmental website for updates on visiting lecturers in the winter term

Erzsébet Barát
Recurrent Visiting Associate Professor
Department of Gender Studies, CEU
Zrínyi 14 building, room 510/B
Tel: + 36 1 327 3000 ext. 2527
visbarat@ceu.hu
Faculty of Humanities
School of English and American Studies
Department of English
Szegedi Tudományegyetem
Egyetem u. 2., 6722 Szeged, Hungary
Tel: +36 62 544 526
zsazsa@lit.u-szeged.hu

Vera Eliasova
Visiting Assistant Professor
Department of Gender Studies, CEU
Zrínyi 14 building, room 509/A
Tel.: + 36 1 327-3000 ext. 2161
eliasovav@ceu.hu

Linda Fisher – on research leave
Associate Professor
Department of Gender Studies, CEU
Fisherl@ceu.hu

Éva Fodor
Associate Professor
Department of Gender Studies, CEU
Zrínyi 14 building, room 507/B
Tel: + 36 1 327 3000 ext. 2077
Fodore@ceu.hu

Dominika Gruziel
Visiting Lecturer
Department of Gender Studies, CEU
Zrínyi 14. Building, room 510/B
Tel.: (36-1) 327-3000
gruzield@ceu.hu

Francisca de Haan
Professor
Department of Gender Studies, CEU
Zrínyi 14 building, room 508/B
Tel.: (36-1) 327-3000 ext. 2896
Miklós Hadas
Visiting Professor
Department of Gender Studies, CEU
Zrínyi 14 building, room 510/B
Tel.: +36 1 327 3000 ext. 2211
Faculty of Social Sciences
Institute of Sociology and Social Policy
Corvinus University of Budapest
Közraktár utca 4-6.
H-1093 Budapest, Hungary
hadasm@ceu.hu

Elissa Helms
Associate Professor
Department of Gender Studies, CEU
Zrínyi 14 building, room 510/A
Tel.: (36-1) 327-3000 ext. 2578
helmse@ceu.hu

Andrea Kirchknopf
Academic Writing Instructor
Center for Academic Writing, CEU
Nádor 11 building, room 307
Tel: +36 1 327-3010
Kirchknopf@ceu.hu

Sanjay Kumar
Academic Writing Instructor
Center for Academic Writing, CEU
N 11 building, room 310
Tel: +36 1 327-3818
kumars@ceu.hu

Anna Loutfi (fall term only)
Assistant Professor
Department of Gender Studies, CEU
Zrínyi 14 building, room 513
Tel: +36 1 327 3000 ext. 3192
Loutfia@ceu.hu

Jasmina Lukić (on leave in 2014-2015)
Associate Professor
Department of Gender Studies, CEU
Zrínyi 14 building, room 509/A
Tel.: +36 1 327 3000 ext. 2161
Lukicj@ceu.hu
Andrea Pető  
**Associate Professor**  
Department of Gender Studies, CEU  
Zrinyi 14 building, room 505  
Tel: +36 1 327 3000 ext. 2214  
Petoa@ceu.hu

Hadley Z. Renkin  
**Assistant Professor (on leave winter/spring 2015)**  
Department of Gender Studies, CEU  
Zrinyi 14 building, room 512  
Tel: +36 1 327 3000 ext. 2214  
RenkinH@ceu.hu

David Ridout  
**Academic Writing Instructor**  
Center for Academic Writing, CEU  
N 11 building, room 307  
Tel: +36 1 235-6100  
Ridoutd@ceu.hu

Judit Sándor  
**Professor**  
Department of Gender Studies & Department of Political Science, CEU  
Nador 15, room 503  
Tel: +36 1 327 3083  
Sandorj@ceu.hu

Eszter Timár  
**Assistant Professor**  
Department of Gender Studies, CEU  
Zrinyi 14 building, room 508/A  
Tel.: +31 1 327 3000 ext. 2531  
etimar@ceu.hu

Susan Zimmermann  
**University Professor**  
Department of Gender Studies & Department of History, CEU  
Nador 11 building, room 114 (or Zrinyi 14 building, room 509/B)  
Tel: +36 1 327 3000 ext. 2577 (or 2318)  
Zimmerma@ceu.hu
C. CEU Organizational Structure

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

I. Student representation in academic governance

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

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

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

II. Student Handbook

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

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

III. Departmental Website

The website of the Department of Gender Studies is available at http://www.gend.ceu.hu. 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. For more information about general CEU rules and regulations please see CEU Code of Ethics and Student Rights, Rules, and Academic Regulations (http://www.ceu.hu/documents/p-1105-2)
D. 2 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)

First year students must attend Pre-session language courses and testing. 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. These sessions allow students to ask questions about the courses and hear faculty elaborate on the objectives and requirements of their courses.

Zero Week Lectures: This year two lectures 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 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

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. They are mandatory for all 1st-year 2 year MA students. The talks will be advertised via email and fliers. We will try to give students as much advanced notice as possible. However, students are expected to adjust their schedule to attend public lectures even 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) 2-Year MA Program -- Curricular Requirements

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

In the fall and winter terms the first year students are required to take the mandatory classes as indicated in the department curriculum. Elective courses both terms are divided into 4 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"
- **Group D**: courses with a (not exclusive) focus on "policy"
- **Group M**: courses on research methods (see below)

Students can combine elective courses according to their academic interests providing that they acquire at least 4 CEU credits or 8 ECTS in group A, 4 CEU credits or 8 ECTS in group B, and 2 CEU credits or 4 ECTS in group C throughout their first academic year. Courses taken from other departments may not be taken into account in fulfilling this requirement. Students following the specialization in Applied Gender Studies track are required to take at least 6 CEU credits or 12 ECTS in Group D.

### Degree Specialization Tracks:

1. Specialization in Research track

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

2. Specialization in Applied Gender Studies track with internship.

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

Students must declare which specialization track they are going to follow at the latest by the end of the fall term of their first year of studies (December 11, 2014). The declaration should be emailed or otherwise delivered in writing to the Head of Department and cc-ed to the departmental coordinators and the Internship Director.

The choice of specialization track will greatly influence the student’s course requirements (see below).

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

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

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Mandatory</th>
<th>Electives</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yr 1/Semester 1</td>
<td>Foundations I (4 credits)</td>
<td>8 credits</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Academic Writing (credit in Winter term)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Intersectionality and Interdisciplinarity (Critical Interdisciplinary Approaches to Doing Research in Gender Studies) (2 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mandatory Lecture Series (credit in Winter term)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yr 1/Semester 2</td>
<td>Foundations II (2 credits)</td>
<td>10 credits</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Academic Writing (2 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mandatory Lecture Series (1 credit for the whole AY)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Master Class (1 credit)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yr1/Spring Semester</td>
<td>Masterpieces in Gender Studies (2 credits, appears on transcript in Fall term, year 2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yr 2/ Semester 1</td>
<td>Credits for Masterpieces Course (2 credits)</td>
<td>14 credits</td>
<td>16</td>
</tr>
<tr>
<td>Yr 2/Semester 2</td>
<td>Thesis Writing Workshop (4 credits)</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Yr 2/Spring Semester</td>
<td>Thesis</td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

II. MA in Critical Gender Studies, with a specialization in Applied Gender Studies
Curriculum at a glance:

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Mandatory</th>
<th>Electives</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yr 1/Semester 1</td>
<td>Foundations I (4 credits)</td>
<td>8 credits, 2 of which should be taken from among “D” courses*</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Academic Writing (credit in Winter term)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Intersectionality and Interdisciplinarity (Critical Interdisciplinary Approaches to Doing Research in Gender Studies) (2 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yr 1/Semester 2</td>
<td>Foundations II (2 credits)</td>
<td>8 credits, 2 of which should be taken from among “D” courses*</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Academic Writing (2 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Doing Policy Research: Critical Ethnographic Methods and Field Research (2 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mandatory Lecture Series (1 credit for the whole AY)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Master class (1 credit)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yr 2/ Semester 1</td>
<td>Guided internship (the internship itself may be scheduled in the period between spring of yr 1 and early autumn yr 2) (8 credits)</td>
<td>Must take 6 credits altogether in yr 2, two of which should be taken from “D” courses*</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Internship Analysis workshop (2 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yr 2/Semester 2</td>
<td>Thesis Writing Workshop (4 credits)</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Yr 2/Spring Semester</td>
<td>Thesis</td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>
* courses which address policy making processes or policy priorities through in-depth critical analysis, designated by the department.

1) First Year Requirements

a) Fall Term Requirements -- 14 Credits (September 22 – December 12, 2014)

Mandatory courses:

- Foundations in Gender Studies I (4 credits)
- Intersectionality and Interdisciplinarity (Critical Interdisciplinary Approaches to Doing Research in Gender Studies) (2 credits)
- Academic Writing (credit in Winter term)
- Mandatory Lecture Series (credit in Winter term)

Electives: Students in the Applied Track must also take at least 2 credits in the “D” group of courses.

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

Students must receive at least a minimum passing grade (C+) for each of the courses in the fall term in order to advance to the winter term and to have the course count toward fulfilling the required number of credits oriented around the social, symbolic, theory, or policy categories.

b) Winter and Spring Term Requirements -- 16 Credits (January 12 – June 21, 2015)

Mandatory courses:

- Academic Writing: Thesis Development (continued; 2 credits)
- Foundations in Gender Studies II (2 credits)
- Master Class (1 credit)
- Mandatory Lecture Series (1 credit for the whole AY)

In the Winter term students in the Applied Track will also take a special methods course (Doing Policy Research: Critical Ethnographic Methods and Field Research (2 credits); they also must take at least 2 credits in the “D” group.

Students in the Research Track will take the course “Masterpieces in Gender Studies” in
the Spring Term (2 credits, given in Fall term of year 2).

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

If the student’s first choice of methods course is full, she or he must take a different one. In general, students are discouraged from taking a methods course in another department to fulfill this requirement. However, under exception circumstances, the Head of Department may grant student permission for to use a methods course to be taken in another department to fulfill the mandatory methods requirement in Gender Studies.

The requirements for successful completion of individual courses include regular class participation and written assignments. Other requirements are left to the discretion of the faculty member(s) concerned. Normally, such requirements consist of presentations, research papers, and/or written examinations. Each course syllabus must be consulted carefully for exact course requirements.

2) Second Year Requirements

   a) Fall Term Requirements -- 16 Credits (September 21 – December 11, 2015)

   Students in the Specialization in Research track take 16 credits of courses in the fall term of the second year. They are free to choose from the curricula for the current year.

   Students in the Specialization in Applied Gender Studies track with internship only take courses for 6 credits in their second year of studies, since their internship is counted as 8 credits. They must also take an Internship Analysis Workshop (2 credits). Otherwise, they are free to choose from the curricula for the current year, with the provision that 2 credits be courses from group “D”. They are also strongly encouraged to take at least one course from the School of Public Policy during the course of their studies.

   b) Winter and Spring Term Requirements -- 14 Credits (January 11 – June 16, 2016)

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

   All second year students are required to participate in the thesis writing workshop in the Winter/Spring term. Details will be given in the winter term.

Internship Planning, Monitoring, and Evaluation

For those in the Applied Gender Studies track, towards the end of the first year an internship will be established with a local or international NGO. The internship must be for at least 40 hours/week for 3 months, or 20 hours/week for 6 months, between April
2015 and December 2015. The research conducted in the course of this internship will serve as the basis for the student’s thesis.

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

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

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

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

Writing and submission of the thesis for the Applied Gender Studies track will take place according to the schedule described elsewhere in the Handbook.

Summary of the Master of Arts Degree Requirements

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

1. Accumulation of 60 credits over two academic years.
2. Passing grades (C+ or higher) for all courses in all terms.
4. Achieve a total average GPA of at least 2.66 (including thesis)

II. Course materials

For most courses, in addition to a detailed course syllabus, a course reader will be available containing the required readings. At the beginning of each term, two copies of each course reader are deposited in the CEU library under “reserve reading.” Most readers are available in hard copy but some professors will make electronic versions of some or all
of the readings available via email or the e-learning site (http://ceulearning.ceu.hu/). In addition to course readers, some professors will place books on reserve at the CEU Library for their courses. These reserve books cannot be checked out of the library. 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:

- 3.67 to 4.00  Master of Arts with Distinction
- 3.33 to 3.66  Master of Arts Pass with Merit
- 2.66 to 3.33  Master of Arts Pass
- Below 2.66  Fail

In order to receive a Master of Arts degree with Distinction students must also pass the thesis with high honors (an “A”). It is possible to award Distinction to students whose GPA would otherwise only qualify for “Pass with Merit” if the thesis earns an “A” and it is approved by the supervisor and Head of Department. Each 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).

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.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.

Department Curriculum 2013-2014
For all 2 year MA students

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), introductory lectures 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 from 5pm at the Central Bistro on the 10th floor of the Faculty Tower. 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) (2 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 (5 ECTS) and GEMMA (8 ECTS). Core course in feminist history for first 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 must 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 first year GEMMA students.

**Elective courses:**

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

**Gender, Nationalism, and War** – 4 CEU credits (8 ETCS). *Group A, C* (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, C, D* (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 first year GEMMA students. *(Erzsébet Barát)*
The Gender / Sexuality Intersection – 2 CEU credits (4 ECTS). Core Course in feminist theory for first year GEMMA students Group B. (Erzsébet Barát)

Gender and Religion – 2 CEU credits (4 ECTS). Group A, C (Dominika Gruziel)

Intersectionality and Interdisciplinarity (M) — 2 CEU credits (4 ECTS) Group A (Andrea Pető) Mandatory course for all first year 2 year MA students; Core Course in feminist theory for first year GEMMA students

Introduction to the History and Sociology of Science (M) — 2 CEU credits (4 ECTS). Group A, B, C. (Anna Loutfi) Core course in feminist methodology for first year GEMMA students.

The Human and Post-Human — 2 CEU credits (4 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. (Francisca de Haan) Core course in feminist history for first year GEMMA students. (4 ECTS for MATILDA students) (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) Group A (Lea Sgier) (Cross-listed from the Political Sciences Department)

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

Winter Term

Mandatory courses for 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 (Julia Holzl)
Core course in feminist theory for first year GEMMA students. (students register with one of the two groups)

Foundations of Gender Studies II - 2 CEU credits (4 ECTS). Group C. (Vera Eliasova) Core course in feminist theory for first year GEMMA students (students register with one of the two groups)
Academic Writing Part II – Thesis Development - 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 first year, Core course in feminist theory for 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). (Andrea Pető) (4 ECTS for GEMMA students) Core Course in feminist methodology for first year GEMMA students

Memory Bandits – 2 CEU credits (4 ECTS). *Group A (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 ECTS). (M) (Margit Feischmidt) Core course in feminist methodology for first year GEMMA students.

Women, Medicine, and Science - 2 CEU credits (4 ECTS) *Group A, B (Lafferton Emese)*

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

Capitalism and the Production of Gender - 4 CEU credits (8 ECTS) *Group A, B, C (Andrew Ryder)*

Cross-listed courses from other departments/programs:

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

Making of the Modern Body - 2 CEU credits (4 ECTS) *Group A, B (Emese Lafferton) (cross-listed from the History Department)*
Colonialism and Postcolonialism – 2 CEU credits (4 ECTS Group A, C (Prem Kumar Rajaram) (cross-listed from the Department of Sociology)

**Spring Term**

Masterpieces in Gender Studies (M) - 2 CEU credits (4 ECTS). (Andrea Pető) Compulsory for first year students in the Research Track of Critical Gender Studies; for first year GEMMA students as a core course in feminist methodology; optional for Matilda students. Spring term.

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: Elissa Helms
Group 4: Elissa Helms

**F. 2 year MA Program Thesis Guidelines**

I. General Overview

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

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

II. Important Dates

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

**December 11, 2014:** Provisional thesis title form to the departmental office
February 5, 2015: Draft Thesis Proposal to the supervisor and the Academic Writing Instructor.

February 19, 2015: Final Thesis Proposal to the departmental office

Applications for the departmental Research Grant (limited funding, normally towards travel) are due to the office by February 26, 2015. Please note: 2-year students can apply for this grant only once during the program (not both years).

In their second year, having already done the above, students will prepare and submit a more substantive “Thesis Prospectus” – a narrative outline of the proposed thesis, including a Table of Contents. A draft of this prospectus should be submitted on October 30th to the supervisor and the Internship Director; the final version on November 21th to the department office.

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

March 16-20: Thesis Writing Workshop: mandatory for all graduating MA students. Full participation is one of the requirements for obtaining the degree.

The thesis submission deadline for second year 2-year students is June 4, 2015 by 1 p.m. (Zrínyi 14; room 506).

Thesis defenses will be held from June 15 to June 18, 2015 (exact schedule will be announced).

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

The Graduation Ceremony will be held on 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

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

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. To assist students with choosing a supervisor, a list of the faculty’s areas of specialization and/or topics that they can supervise will be provided during the fall term of the first year. By late November of that year, students should approach the faculty member(s) they wish to work with and request their supervision.

By **December 11, 2014**, first year 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.

Further, as part of the the first year Thesis Development class (in coordination with Academic Writing, winter term), a draft Thesis Proposal (including the name of the supervisor) must be submitted to the supervisor and the Academic Writing Instructor by **February 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.*

In the fall term of the second year, students submit a revised and expanded Thesis Prospectus including a draft Table of Contents.

**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 centered at the bottom of each page.

c) **Length, font and margins**

- The thesis must be at least 20,000 and not more than 25,000 words long (excluding references). Exceptions with justification must be approved by the Head of Department with the agreement of your supervisor. Extensions may not exceed 2,000 words (i.e. total word count cannot exceed 27,000) and should be kept as low as possible. Requests for exceptions must be made in writing to the Head of Department with the supervisor cc-ed at least ten days before the submission deadline (i.e. by May 25).
- Line Spacing: 2.0 or 1.5
- Font: Times New Roman/Garamond/Arial 12pt
- Margins: 2.5 cm on all sides

**Citations and Bibliography**

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

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

**VI. Thesis Defense**

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

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

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

VII. Final Thesis Examination

The thesis defense will be followed by a separate Final Thesis Examination. This final examination assesses the knowledge, skills, and abilities requisite to the award of the degree more broadly, as well as the ability to apply these knowledge, skills and abilities in practice. The grade the student receives for this examination will be combined with her/his grades from the Thesis and Thesis Defense in order to determine her/his final grade.

The final examination is mandatory for CEU Masters programs and further specialisation programs accredited in Hungary.

Form and period of final examination

The form of the final examination is specified in the Program Specifications. Normally, the student shall defend his/her thesis before the Final Examination Board, and answer questions concerning specific topics related to the thesis.

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

Students are allowed to take the final examination only if they have satisfactorily completed the coursework and submitted a written thesis. The final examination shall be
taken at the same time as the thesis defense, unless otherwise determined by the department. Final examination requirements, including assessment criteria, shall be announced by the end of the term preceding the final examination.

**Final Examination Board**
The final examination is taken before a Final Examination Board. The Final Examination Board consists of a chair and at least two other members. At least one member of the Final Examination Board shall hold at least the rank of associate professor, and at least one of its members shall have no employment relationship with CEU. The chair and members of the Final Examination Board will be appointed by the Head of Department or School. The members of the Examination Board must be selected by May 10 of the student’s second year. After members of the Board assess the student’s performance, the Board retires to establish the grade by voting, if necessary. In case of a tied vote, the chairperson has a casting vote.

Final examinations shall be documented in the form of records which, upon signature by the chair and the other members of the board, will be filed with the Student Record Office.

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

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

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

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

**(A-) Pass with Honors:** The thesis contributes to the existing literature in the field; it shows a complete knowledge of the subject matter and relevant theoretical material. Its arguments are original but less sophisticated than an “A” thesis. In 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. 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 postings. 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, office hours for students will be communicated later.

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 and do not feel 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, 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 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 2014-2015 Academic Year

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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><em>Course Planning Worksheet</em> 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>October 30</td>
<td>Thursday</td>
<td>Draft Thesis Prospectus due (2nd year students)</td>
</tr>
<tr>
<td>November 1</td>
<td>Saturday</td>
<td>CEU is closed due to Hungarian national holiday</td>
</tr>
<tr>
<td>November 21</td>
<td>Friday</td>
<td>Final Thesis Prospectus due (for 2nd year students)</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 (1st year students) 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 (1st year students)</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>-----------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>February 19</td>
<td>Thursday</td>
<td>Final thesis proposal due (1\textsuperscript{st} year students)</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 16-20</td>
<td>Mon-Fri</td>
<td>Thesis Writing Workshop (2\textsuperscript{nd} year students)</td>
</tr>
<tr>
<td>March 23</td>
<td>Monday</td>
<td>Registration for spring term courses starts</td>
</tr>
<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>
</tr>
<tr>
<td>April 28</td>
<td>Thursday</td>
<td>Students are back in Budapest</td>
</tr>
<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 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 4</td>
<td>Thursday</td>
<td>MA thesis submissions: 2 year program</td>
</tr>
<tr>
<td>June 15-18</td>
<td>Mon-Fri</td>
<td>MA thesis defences</td>
</tr>
<tr>
<td>June 17</td>
<td>Wednesday</td>
<td>End of spring term</td>
</tr>
<tr>
<td>June 21</td>
<td>Sunday</td>
<td>Graduation Ceremony</td>
</tr>
</tbody>
</table>
I. Appendices

APPENDIX I

SAMPLE

2 Year MA Program
Course Planning worksheet

Name

<table>
<thead>
<tr>
<th>Fall term</th>
<th>Winter term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits</td>
<td>Course Title</td>
</tr>
<tr>
<td>(credits in Winter term)</td>
<td>Academic Writing (mandatory for first-year students only)</td>
</tr>
<tr>
<td>4</td>
<td>Foundation in Gender Studies I (mandatory for first-year students only)</td>
</tr>
<tr>
<td>2</td>
<td>Intersectionality and Interdisciplinarity (Critical Interdisciplinary Approaches to Doing Research in Gender Studies) (mandatory for all first-year students)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Spring term: Masterpieces in Gender Studies (mandatory for Specialization in Research track first-year students only; 2 credits, given in Fall term of year 2)

GROUP A – Courses with focus on the “social”

GROUP A – Courses with focus on the “social”

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>GROUP B – Courses with focus on the “symbolic”</td>
<td>GROUP B – Courses with focus on the “symbolic”</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>GROUP C – Courses with focus on “theory”</td>
<td>GROUP C – Courses with focus on “theory”</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Credit hours</td>
<td>Total Credit hours</td>
</tr>
</tbody>
</table>
APPENDIX II

Credit Requirements for the Masters Degree
2 Year MA Program

Specialization in Gender Research track

Fall term, 1st year of studies (14 credits)
- Foundations in Gender Studies I – (4 credits)
- Intersectionality and Interdisciplinarity (Critical Interdisciplinary Approaches to Doing Research in Gender Studies) (2 credits)
- Academic Writing (credits in Winter term)
- Elective courses (8 credits) *

Winter term and Spring Term, 1st year of studies (16 credits)
- Foundations in Gender Studies II - (2 credits)
- Academic Writing (2 credits)
- Masterpieces in Gender Studies (credits in Fall term of year 2)
- Mandatory Lecture Series (1 credit for the whole AY)
- Master class (1 credit)
- Elective courses (10 credits: 2 credits should be from any of the courses on interdisciplinarity/intersectionality) *

Fall term, 2nd year of studies (16 credits)
- Masterpieces in Gender Studies (2 credits)
- Elective courses (14 credits)

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

* Please note: Among the 16 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.

Total: 60 CEU credits

Specialization in Applied Gender Studies track (with Internship)

Fall term, 1st year of studies (14 credits)
Foundations in Gender Studies I – (4 credits)  
Intersectionality and Interdisciplinarity (Critical Interdisciplinary Approaches to Doing Research in Gender Studies) (2 credits)  
Academic Writing (credits in Winter term)  

Elective courses (8 credits: 2 credits should be from Group D) *

**Winter term and Spring Term, 1st year of studies Fall (16 credits)**

Foundations in Gender Studies II (2 credits)  
Doing Policy Research: Critical Ethnographic Methods and Field Research (2 credits)  
Academic writing (2 credits)  
Mandatory Lecture Series (1 credit for the whole AY)  
Master class (1 credit)  

Elective courses (8 credits: 2 credits should be taken from among “D” group courses) *

Internship (credits in Fall term of year 2)

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

Internship (8 credits)  
Guided Internship - to take place in Yr1 Spring term or Yr2 Fall term (8 credits)  
Internship Workshop (2 credits)  

Elective courses (6 credits altogether in year 2, 2 credits should be taken from “D” courses. Students are strongly encouraged to take at least one course from DPP)

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

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

* Please note: Among the 16 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.

**Total:** 60 CEU credits
APPENDIX III

SAMPLE

Provisional Thesis Title and Topic Form

Student name: ________________________________________________

Provisional thesis title: __________________________________________

Provisional thesis topic: __________________________________________

Requested supervisor (if known): _________________________________

Requested Second Reader (if known): ______________________________

PLEASE RETURN TO ACADEMIC COORDINATOR BY December 11, 2014.
APPENDIX IV

SAMPLE

INTERNSHIP FORM

Student Name: ____________________________________________________________

Place of the internship: _________________________________________________

Supervisor: _____________________________________________________________

Supervisor’s Signature: _________________________________________________

Internship Director’s Signature: __________________________________________

PLEASE RETURN TO ACADEMIC COORDINATOR BY February 20, 2015.