



European Master
in Women's and Gender History

**JOINT AND CEU
PROGRAM DESCRIPTION
AND CURRICULUM
2017/2018**

THE PARTNER INSTITUTIONS:

Universität Wien (coordinating institution)
Sofia University St. Kliment Ohridski
Université Lumière Lyon 2
Central European University (CEU) in Budapest

<https://matilda-european-master.univie.ac.at/home/>

*Dear MATILDA Students,
dear Students interested in MATILDA,*

Welcome!

This Handbook is intended to give information about the MATILDA program in general and about MATILDA at CEU for both students who are interested in the program and students who are enrolled or about to enroll in the program.

We would kindly like to request those amongst you who (will) study at CEU to make sure you read this Handbook before you arrive (see also sections C.II and C.IV), and consult it whenever appropriate.

The MATILDA team at CEU

Note: The information and regulations in this document are subject to change over the course of the academic year; please consult the departmental website for the latest version.

Table of Contents

A.	Basic and Contact Information	2
B.	Application and Admission	4
	I. General Regulations	4
	II. Language Requirements	
	III. The Application Material	6
	IV. The Motivation Letter	6
C.	Course of Studies	6
	I. MA Degree Requirements	6
	II. Student Mobility, Mobility Funding, Research Funding	
	III. General MATILDA Curriculum Structure Overview	12
	IV. CEU Curriculum Overview and Description, Schedule	13
D.	Assessment and Grading	16
E.	Rules and Regulations	17
F.	MA Thesis Guidelines	18
	I. General Overview	
	II. Thesis Language	
	III. Thesis Format	
	IV. Organization of the Thesis	
	V. Thesis Supervision	
	VI. Thesis Submission	
	VII. Thesis Evaluation and Defense (incl. Evaluation Scale)	
G.	Important Dates for the 2017-2018 Academic Year	27
H.	Appendices	29
	<i>Appendix I</i>	
	Form Individual Study Plan MATLIDA – CEU	
	<i>Appendix II</i>	
	Form Individual Mobility Plan MATLDA from and to CEU	
	<i>Appendix III</i>	
	CEU MATILDA Curriculum 2017/2018	
	<i>Appendix IV</i>	
	Information about language courses	
	<i>Appendix V</i>	
	Information about enrolment, library use etc. for CEU MATILDA students	
	<i>Appendix VI</i>	
	Information on grading systems in use nationally/at the partner universities, and the joint EU ECTS grading system	
	<i>Appendix VII</i>	
	CEU MA Thesis Sample Cover Page	

A. Basic and Contact Information

Degree to be awarded	2 year MA degree MATILDA. European Women's and Gender History
<u>CEU Degree:</u>	The degree is from the university in the MATILDA Consortium where you graduate (that is, CEU if you graduate here). Students also receive a MATILDA <u>Certificate</u> (spelling out the co-operative dimension of the MATILDA Program and displaying the universities at which the student has studied). <u>Accreditation:</u> For students who enroll at CEU as their home institution and graduate from CEU, the degree is accredited in the United States as an MA degree in "European Women's and Gender History (MATILDA);" for students graduating from CEU the MATILDA degree is also accredited in Hungary (and thus in Europe) as "MA in Gender Studies, MATILDA: Women's and Gender History specialization."
Length of study:	4 semesters, 2 years full-time
Course requirements:	120 ECTS, from at least two partner universities
Central Contact information:	matilda.history@univie.ac.at
MATILDA at CEU:	Jointly offered by the Department of Gender Studies and the Department of History.

CEU and other Local Program Directors and Contact Persons:

City	Contact Persons - Names	Email addresses
Budapest	Francisca de Haan	dehaanf@ceu.edu
	Susan Zimmermann	zimmerma@ceu.edu
Vienna	Kerstin Susanne Jobst	kerstin.susanne.jobst@univie.ac.at
	Maria Mesner	maria.mesner@univie.ac.at
	MATILDA Administrative assistant: Yvonne Cunia	yvonne.cunia@univie.ac.at
Sofia	Krassimira Daskalova	daskalova@phls.uni-sofia.bg
	Daniela Koleva	koleva@phls.uni-sofia.bg
Lyon	Marianne Thivend	marianne.thivend@ish-lyon.cnrs.fr

See further:

<https://matilda-european-master.univie.ac.at/home/>

Contact Info for students at CEU:

History Department:

Aniko Molnar, MA Coordinator, 1 Year MA Program
email: Molnara@ceu.edu

Gender Studies Department:

Anna Cseh, MA Program coordinator
Email: cseha@ceu.edu

Student services/ Insurance matters:

Viktoria Magocsi, Student Life Coordinator
email: magocsiv@ceu.edu

CEU admission/registration:

Gyongyi Kovacs, Admissions Coordinator
Email: kovacsgy@ceu.edu

and

Zsuzsanna Jaszberenyi

email: Jaszberz@ceu.edu

Student records/transcript matters, and registration of your Change of Status when you do your mobility semester:

Edina Tipter, Student Records Office
tiptere@ceu.edu

Erasmus mobility:

Veronika Csapó, Erasmus Coordinator
Academic Cooperation and Research Support Office
email: csapov@ceu.edu

Ceepus grants:

Noémi Anna Kovács,
Academic Cooperation and Research Support Office
email: kovacsn@ceu.edu

The MATILDA Approach to History:

MATILDA supports integrative perspectives which go beyond local, regional, and national histories in order to situate these histories, as well as European history as a whole, in broader contexts.

At CEU transnational and comparative approaches are foregrounded, with place, class, “race,” religion and other categories informing the study of women and gender in history. Thematic foci include comparative histories of “state-socialism,” women’s activism and gender politics, as well as East/West-North/South relations, nation/nationalisms, and the study of the relationship between humanity and nature. MATILDA at CEU brings together faculty from many countries and research traditions with expertise in Gender and Historical Studies (including Medieval Studies).

B. Application and Admission

I. General regulations

Students holding a BA (or a pre- or non-Bologna-type MA) in history and other disciplines in the Humanities or Social Sciences may apply for admission. If necessary, the electives in the first semester will be designed so as to ensure that students with an undergraduate degree other than history will be able to catch-up.

Prospective students apply to the partner institution where they wish to start their studies (start institution), and will be admitted to the program by this institution.

Students are invited to select the institution/s to which they apply (start institution) and to which they intend to move (host institution/s) with reference to the specific educational and research profile of these institutions.

Students may indicate an alternative start institution as their second choice.

An applicant refused by one partner will not be accepted by another partner.

II. Language requirements

A. General

If you apply for admission to MATILDA at CEU and you are not a native speaker of English you need to demonstrate your knowledge of English in one of the following ways:¹

- TOEFL (Computer-based) 230
- TOEFL (Paper version) 570
- TOEFL (Internet version) 88
- CEU Administered TOEFL (Paper version) 570
- International English Language Test IELTS 6.5
- Cambridge Proficiency Examination C
- Cambridge Advanced English Test B

On a general level the language requirements for MATILDA are as follows:

The basic goal of the MATILDA language requirements is to ensure that all MATILDA graduates – providing they are not competent in a second language upon admission – will acquire competence in at least one second language during the program.

Students are therefore required to demonstrate knowledge of the language of instruction of the home institution (if they are not native speakers of this language) prior to being admitted to the program – and in accordance with the entrance regulations of this university.

1st language

At the entrance level students who are not native speakers of the language of instruction at the home institution (BG/EN, DE, EN, FR) have to demonstrate their knowledge of this language in accordance with the entrance regulations of the respective home institution:

- EN

¹ For necessary additional information see <http://www.ceu.edu/admissions/requirements#language> .

- Budapest: TOEFL (Computer-based) 230
 TOEFL (Paper version) 570
 TOEFL (Internet version) 88
 CEU Administered TOEFL (Paper version) 570
 International English Language Test IELTS 6.5
 Cambridge Proficiency Examination C
 Cambridge Advanced English Test B
- **DE** Vienna: Österreichisches Sprachdiplom Deutsch: B2 or C1
 - **FR** Lyon: B2 DELF (Diplôme d'Etudes en Langue Française) C1 DALF (Diplôme approfondi de langue française)
 - **BG/EN²**
 (Sofia): Bulgarian: Bulgarian language certificate with a minimum of 240 training hours
 English: Knowledge of English strongly recommended (Cambridge Advanced English Test B; TOEFL [see the requirements for Budapest], or Equivalent)

2nd language

MATILDA recognizes a student's sufficient knowledge of a second language if he/she fulfills *one* of the following three criteria:

- a) Is a native speaker of a language other than that of the language of instruction of the home institution;
- b) Is competent in a second language other than the languages of teaching in use in the MATILDA consortium (BG, DE, EN, FR). Competence here refers to a B1 level (in reading and understanding) to be demonstrated by the end of year 1 at the latest;
- c) Is competent in a second language used in teaching at the MATILDA partner universities (BG, DE, EN, FR). Competence here refers to a B1 level (in reading and understanding) to be demonstrated by the end of year 1 at the latest.

B. Mobility scheme

Before participating in the MATILDA mobility scheme (see C.2.), students have to demonstrate competence in the instructional language of the host institution, i.e. the partner university to which they intend to move. It is the responsibility of the sending university to provide the MATILDA program coordinator of the host institution with documentation about the language proficiency for mobility.

III. The application material

In addition to meeting the home institution's general entry requirements (e.g. language proficiency), MATILDA applicants are required to submit the following documents:

- One motivation letter in German, English or French
- Two letters of academic reference (in closed envelopes or per email)
- A recent CV
- One copy of BA certificate (History, Humanities, Social Sciences).

² Mandatory courses in semester 1 are taught in Bulgarian, and may be offered in English too. Electives are taught in Bulgarian, English, and in German.

For further, general CEU requirements related to your application please consult the central CEU website, <http://www.ceu.edu/admissions/apply> .

IV. The motivation letter

Every MATILDA application must include a 500-word typewritten motivation letter. This letter is of great importance when it comes to evaluating applications. For this reason, candidates wishing to apply to MATILDA are advised to follow closely the following criteria when preparing their motivation letter.

If you are applying to CEU, the motivation letter should demonstrate a strong interest in European women's/gender history (i.e. not in gender studies in general, but in gender history in particular), and present the ideas for the major research theme that you may wish to pursue at CEU, that is, if you have already developed these ideas.

MATILDA welcomes applicants from a variety of backgrounds and therefore we need to find out as much as we can about the applicants' particular background and previous experience of 'doing' European women's/gender history. If the applicant has a background in, or has taken courses in, any area of women's/gender history or gender studies, she/he should mention it in the motivation letter.

MATILDA is also interested in whether applicants are familiar with comparative or integrative perspectives which go beyond local, regional, and national histories – and/or why applicants find such perspectives interesting.

At the same time, if applicants do not have any academic or professional background in women's/gender history and/or comparative approaches, then the program coordinators would like to find out why the applicant is interested in applying for this particular degree program and what academic motivations she/he has that make him/her a desirable candidate.

C. Course of Studies

I. MA Degree Requirements

Students are required to collect a total of 120 ECTS during their studies at their start institution and (at least) one of the other partner universities (host institution[s]).

The program is a mix of foundational modules and electives, and includes preparation and writing of the MA thesis as a third key element. Each of the four partner institutions offers courses in core subjects in Women's and Gender History (theory, methodology and practice), and additional elective courses in semesters 1, 2, and 3.

Electives in semesters 1 and 2 may, but don't have to include language courses. Thesis preparation and writing is supported in a variety of ways.

Semester 4 is devoted to writing the master's thesis.

Students are required to complete an overall program evaluation sheet after year 1 and year 2.

II. Student Mobility, Mobility Funding, Research Funding

A. General

Students will normally spend semesters 1 and 2 at their home institution and the following one or two semesters at a partner university. The minimum time a student can stay at the home institution is one semester, the maximum is three semesters. The student does not have to (but may) do his/her exams at the home institution.

Student mobility in semester 2 and/or 3 and/or 4 is subject to capacity.³ Each partner university may accept up to two mobility students per semester for up to 12 months from each of the partner institutions, i.e. 4 x 2 students.

For the dates of arrival at and departure from CEU in the current Academic Year please see B. below.

Mobility can be funded by the ERASMUS scheme according to regulations of the home institution and the National Agency in this country (see also below).⁴

In some cases funding other than ERASMUS can be applied for (see also below).

Before participating in the MATILDA mobility scheme, students have to demonstrate competence in the instructional language of the host institution, i.e. the partner university to which they intend to move. It is the responsibility of the sending university to provide the MATILDA program coordinator of the host institution with documentation about the language proficiency for mobility.

A special permission of the heads of departments confirms that the student is allowed to travel. At CEU this permission is given by the MATILDA Responsible on behalf of both Heads of Department.

B. Coming to and Leaving CEU

Timing your arrival to and departure from CEU:

When should you arrive to CEU in the current Academic Year, and when do the autumn and winter terms end?

Students who move here from other partner universities for the autumn term 2017:

It is useful to attend the general CEU Orientation week, 'Pre-session' (about CEU as a whole, the CEU Library, etc.) and then Zero Week (you will get information about the courses offered during the whole year and will be able to register for the autumn term courses)

Pre-session: Monday 4 September – Friday 8 September 2017

Zero week: Monday 11 September – Friday 15 September 2017

End of autumn term: 7 December 2017

³ Mobility to CEU is restricted to semester 3 and/or 4, individual exceptions possible.

⁴ More information on <http://europa.eu/rapid/pressReleasesAction.do?reference=MEMO/06/466&format=>

Students who move here from other partner universities for the winter term 2018:

Winter term: 8 January 2018 – 29 March 2018.

Course registration: December 5, 2017- January 14, 2018– should you have any problems, please, contact Aniko Molnar at Molnar@ceu.edu

Please note that there may be exams in some courses which you need to take in the week after the end of term!

If you foresee difficulties in terms of scheduling your stay at CEU, please do consult us beforehand (Francisca de Haan, dehaanf@ceu.edu), so that we can figure out what can be done in order to accommodate your needs.

CEU students leaving CEU for one or more terms to study at another partner university:

Mobility funding:

CEU MATILDA students don't receive their CEU stipend (if they have one) for their semester(s) abroad, but they do receive their tuition waiver (if they have one). (But see also below.)

MATILDA students may be eligible for ERASMUS mobility funding for their semester(s) abroad. CEU MATILDA students are eligible to apply, regardless of their nationality.

Students can receive Erasmus funding for studies only once during their higher education studies. Only those students are eligible applicants, who did not receive an Erasmus study grant from a previous university.

Application for Erasmus funding is competitive and selection is merit-based. CEU's Scholarship Advisory Committee is in charge of selecting applications for funding. Submitted applications will be evaluated on the basis of the quality of the application, the applicant's academic performance, and the relevance of the mobility to the applicant's studies at CEU. The required mobility component of the MATILDA program does not guarantee automatic funding from Erasmus.

Application deadlines for an Erasmus scholarship this year:

For CEU students: sometime in February 2017. The Erasmus call for applications is sent out in the beginning of December and repeated in January.

For incoming students: dates will be announced: for the Winter term of 2017/2018; and for the fall of 2017).

The application deadline for Erasmus study grant applications for 2017/2018 will also be announced on the “Erasmus for CEU students” website: <http://acro.ceu.edu/erasmus-for-ceu-students>

Other mobility and research funding for students with CEU as their home institution:

There are a number of additional opportunities to receive funding for your mobility and your research.

One important deadline to watch out for is the CEU [GENS MA or HIST MA Travel Grant application](#) (ask about deadlines and eligibility!). The grants are allocated to support your research in terms of travel, copying cost, etc.

The Ceepus Grant is another mobility grant (contact Noémi Anna Kovács, Academic Cooperation and Research Support Office, email: kovacsna@ceu.edu). Two application deadlines per year, in November and May.

Second-year MATILDA students or MATILDA alumni can provide you with helpful information about their experiences abroad, and with seeking additional funding (ask for their names).

Practical steps, Erasmus and non-Erasmus students:

Please make sure to first discuss your mobility plan with the Matilda director or your supervisor at your home institution and CEU's MATILDA Co-Director (Francisca de Haan, dehaanf@ceu.edu); both need to accept your plan in principle.

All Matilda students at the CEU need to 1) get a Change of Status form in the Gender Studies Office, and 2) contact Edina Tipter, head of the Student Records Office (tiptere@ceu.edu).

Students leaving CEU as non-Erasmus exchange students:

At CEU you need to submit to the MATILDA Responsible the Individual Mobility Plan MATILDA to and from CEU, with the relevant attachment and the two signatures (see Appendix II).

For the requirements of the host institution which you will attend as a mobility student, please consult the relevant office or website there.

Students leaving CEU as Erasmus exchange students:

At CEU you need to submit to the MATILDA Director the Individual Mobility Plan MATILDA to and from CEU, with the Erasmus Learning Agreement as attachment and the two signatures (see Appendix II).

For the Erasmus Learning Agreement and the Erasmus application as a whole, including deadlines, important information, links, and forms, please consult CEU's "Erasmus for CEU students" website <http://acro.ceu.edu/erasmus-for-ceu-students>

Prepare the Learning Agreement: enter the courses you wish to attend at the host institution on the form. Your Learning Agreement must be approved by CEU's MATILDA Responsible (Francisca de Haan, dehaanf@ceu.edu) on behalf of the Gender Studies and History Departments before submission.

Prepare all other application materials: application form, CV, motivation letter, two letters of recommendation.

Submit your complete application to the Erasmus Office by the deadline indicated on CEU's Erasmus website (see above). Application documents should be unstapled. Applications received after the deadline, emailed applications and incomplete applications will not be considered. **For any questions, please contact Dorottya Urai, Erasmus Coordinator for**

outgoing students, email: uraid@ceu.edu

Students from other partner universities coming to CEU for one or more terms (exchange students):

Mobility funding:

MATILDA exchange students coming to CEU carry their tuition waiver (if they have one) from their home institution to CEU.

MATILDA students may be eligible for ERASMUS mobility funding for their semester(s) at CEU. Students can receive Erasmus funding for studies only once during their higher education studies. Only those students are eligible applicants, who did not receive an Erasmus study grant from a previous university.

Practical steps, Erasmus- and Non-Erasmus students:

Please make sure to first discuss your mobility plan with MATILDA Responsible or your supervisor at your home institution and CEU's MATILDA Responsible (Francisca de Haan, dehaanf@ceu.edu); both need to accept your plan in principle.

All MATILDA exchange students coming to CEU need to submit a Non-Degree On-line Application Form through a link accessible at <http://www.ceu.edu/academics/non-degree>

Together with the Application Form you need to upload – in the 'Additional Document' document upload page of the respective On-line application the Individual Mobility Plan MATILDA to and from CEU with the two signatures and the relevant attachment (see Appendix II), and a scan of an official or certified copy of the interim transcript from the university currently attended.

The above documents replace all other attachments requested in the On-line Application Form.

As some of the other document upload pages of the On-line Applications are set mandatory, a 'dummy' file should be made and uploaded as necessary in order that the application can be submitted afterwards. This file should contain a very brief statement like 'MATILDA mobility students are waived this requirement.' This 'dummy' file should go up to the following document upload pages: Statement of Purpose; Resume; Certificate of Enrolment from the higher education institution currently attended; Letter of Institutional Consent from the higher education institution currently attended.

As a letter of recommendation is also set as compulsory, please register Professor Susan Zimmermann as your referee to comply with this requirement under the Letter of Recommendation Area of the On-line Non-Degree Application.

If MATILDA exchange students to CEU do not hold valid and sufficient proof of English proficiency as per <http://www.ceu.edu/admissions/requirements#language>, they should select 'Exemption' under Language Skills of the On-line application. (The Individual Mobility Plan MATILDA to and from CEU with verification of their English competence is going to serve as proof of English in their case.)

For general information on non-degree study at CEU, see the CEU Non-Degree Student Policy at <http://www.ceu.edu/academics/non-degree>.

For information on accommodation options, health insurance, arrival, enrolment, the estimated cost of living in Budapest, etc., see the On-line Orientation at <http://www.ceu.edu/node/9597>

Accepted MATILDA mobility students to CEU will be e-mailed more specific and personalized information on their proposed stay by CEU Admissions Coordinator Gyongyi Kovacs in due course.

For the dates of arrival at and departure from CEU in the current Academic Year please see above “Timing your arrival to and departure from CEU.”

Students coming to CEU as non-Erasmus exchange students:

Non-Erasmus students should select Exchange Study Option/Program ‘Other’ in Preliminary Questions of the Non-Degree On-line Application Form.

Students coming to CEU as Erasmus exchange students:

Erasmus students should select Exchange Study Option/Program ‘Candidates through the Erasmus/Lifelong Learning Program (Erasmus/LLP)’ in Preliminary Questions of the Non-Degree On-line Application Form.

You need to upload to the relevant document upload page of the On-line application a scan of the completed Erasmus Learning Agreement Form, downloadable from <http://www.ceu.edu/academics/exchange/erasmus>. This is the same document that you anyway need to attach to your Individual Mobility Plan MATILDA to and from CEU. In the Learning Agreement Form you need to list the courses you wish to attend at CEU, and the form should bear the signature of the MATILDA Responsible of your home institution.

III. General MATILDA Curriculum Structure Overview

For the CEU Curriculum, please see pp. 16 and appendix III below.

	Semester 1	Semester 2
<i>Year 1</i>	30 ECTS <ul style="list-style-type: none"> • 10: Foundations in Women's and Gender History • 10: Foundations in Historical Methods and Theories • 10: Electives: Historiography/Feminist Theory/Language 	30 ECTS <ul style="list-style-type: none"> • Electives • Language (up to 10 ECTS)
<i>Year 2</i>	30 ECTS <ul style="list-style-type: none"> • 10: Thesis preparation/Electives • 20: Electives 	30 ECTS <ul style="list-style-type: none"> • Supervision/workshops Thesis: 70-110 pages (<i>approximately 2,800 characters incl. spaces, or 420 words/page</i>) + bibliography etc. Submission: depending on the university Assessment: 2 reviews by 2 faculty from different Matilda partner institutions

Note: Minimal deviations in ECTS numbers/semester are possible

IV. CEU Curriculum Overview and Description, Schedule

Departments:

In Budapest, mandatory as well as elective courses are taken from both the Department of History and the Department of Gender Studies (and occasionally from the Department of Medieval Studies).⁵

Schedule and Zero Week:

Students who enroll at CEU for their first year of studies, and students who move here from other partner universities for the autumn term 2017:

As mentioned above, it is useful to attend the general CEU Orientation week (about CEU as a whole, the CEU Library, etc.) and then Zero Week (you will get information about the courses offered during the whole year and will be able to register for the autumn term courses)

Pre-session: Monday 4 September – Friday 8 September 2017

Zero week: Monday 11 September – Friday 15 September 2017

End of Autumn term: 8 December 2017

CEU Students who start their second year of studies at CEU:

Zero week: Monday 12 September – Friday 16 September 2017

End of Autumn term: 8 December 2017

Students who move here from other partner universities for the winter term 2018:

Winter term: 8 January 2018 – 29 March 2018; course registration: **4 December 2017-14 January 2018** – should you have any problems, please, contact Aniko Molnar at Molnara@ceu.edu .

Please note that the course presentations and lectures given in the Zero Week in both departments are not mandatory for MATILDA students – but they are a great opportunity to find out as much as you can about courses, themes and people before you make an informed decision about your course menu!

Mandatory courses:

1) Foundations in Women's and Gender History:

At the CEU, this course consists of two components: one deals with the broadly defined historical dimensions of gender theory and is taken from the course “Foundations in Gender Studies I” (MATILDA component, 4 ECTS); the other component consists of the course “Historiography: Themes in Its History and Approaches to its Theory” (Lecture Part, 4 ECTS).

The “Foundations in Gender Studies I” (Gender Studies Department) component introduces the central historical trends, theoretical orientations and debates which have framed the so-called ‘woman question’, as well as shaping the agendas of feminist and women’s

⁵ For more information on the profile of all partner institutions please see <https://matilda-european-master.univie.ac.at/home/>

CEU course syllabi are available on the CEU website, and can be accessed through the main pages of the respective departments.

organizations and movements and defining the ways in which Women's and Gender History is studied today. Theoretical orientations discussed include liberal, Marxist-socialist, radical, post-colonial and third-wave feminism. The relationship between particular historical moments and particular theories, intersections between "race," class, sexuality, national context and other social factors, as well as the way in which theory functions as a tool for explaining gendered phenomena are also addressed.

The course "Historiography: Themes in Its History and Approaches to its Theory" (History Department) provides an overview of major themes and approaches in historiography that are of relevance for women's and gender history. It highlights a number of influential, and in some cases, controversial, ways of critical engagement with major trends in historiography and major ways of doing historical studies (such as the history of ideas, historical social theory, global history, gender history, postmodernism, etc.) from the 19th century to the present. It invites students to think historically in dialogue with some of the most outstanding practitioners of the profession, past and present.

2) Foundations in Historical Methods:

This is also composed of two classes, focusing on historical and feminist methodologies, again taught in the History and the Gender Studies Department respectively. Students get acquainted with a range of methods appropriated and combined in historical scholarship on women and gender history in recent years. They develop their knowledge on how diverse theoretical approaches inform historical scholarship and how each research project in women's and gender history requires a distinctive set of methodological approaches and tools.

The course taken from the GENS Department, "Feminist Qualitative Research Methods," offers students an introduction into interdisciplinary and intersecting methods that are used to listen, record and interpret oral histories and life narratives, with a particular focus on feminist methods that uncover silenced, vulnerable and marginalized voices.

The course "Women's and Gender History: An Introduction to Theory, Methods and Archives," co-taught in the Gender Studies Department and History Department, introduces students to key themes and methods in Women's and Gender History.

3) Academic Writing:

is mandatory for all first-year students, including Matilda students. This course is taught in the fall and winter (I and II) semesters. We ask you to take this course in the Gender Studies Dept. It is 2 ECTS/term.

4) Public Lecture Series

Throughout the academic year, the Department of Gender Studies 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 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. This series is 2

ECTS per term, provided that you meet the attendance requirements (explained in the course listing on the Gens website)

Electives:

In each of the semesters 1 to 3, students may choose from a carefully selected number of electives taught either in the Department of History and including a focus on gender, or in the Department of Gender Studies and including a focus on history. In addition, some courses taught in the Department of Medieval Studies are listed on the MATILDA curriculum.

CEU Curriculum:

One CEU credit equals two ECTS; in the table we give only the ECTS.

For a full description of the Budapest Curriculum 2017/2018, please see APPENDIX III.

You need to fill in the Individual Study Plan MATLIDA – CEU Form contained in APPENDIX I, and submit it for approval to the Budapest Program Responsible, before classes start.

CEU	Semester 1 (autumn term)	Semester 2 (winter term)
<p>Year 1</p> <p>→</p>	<p>30 ECTS</p> <ul style="list-style-type: none"> • Foundations in Women's and Gender History (4+4 ECTS) • Foundations in Historical Methods and Theories (4 ECTS) • Academic Writing (2 ECTS) • Electives (10-14 ECTS) • Languages (up to 4 ECTS) • Public Lecture series (2 ECTS) 	<p>30 ECTS</p> <ul style="list-style-type: none"> • Foundations in Historical Methods and Theories (4 ECTS) • Electives (18-22 ECTS) • Language (up to 4 ECTS) • Academic Writing: Thesis Development (2 ECTS) • Public Lecture series (2 ECTS) <p>NB: <i>This means you may exchange up to 8 ECTS Electives for up to 8 ECTS language classes.</i></p>
<p>Year 2</p> <p>→</p>	<p>30 ECTS</p> <ul style="list-style-type: none"> • MA Writing Seminar for 2nd-yr students, offered by the History Department (mandatory) (10 ECTS) • Electives (20 ECTS) 	<p>30 ECTS</p> <ul style="list-style-type: none"> • Supervision/thesis writing workshops for 2-yr students (Gender Studies, March 2017) (8 ECTS) • Thesis: 70-110 pages (22 ECTS) <p><u>Thesis Submission Date:</u> mid-May 2018.</p> <p>In agreement with your supervisor a later date is possible, but then the thesis defense is likely to be scheduled for September or early October</p> <p><u>Assessment:</u> 2 reviews by faculty from different institutions within the Matilda consortium, defense</p>

D. Assessment and Grading

Course work grading is conducted in all partner institutions using their local grading systems or the ECTS grading system according to their choice.

Course work assessment must be completed before moving to another university.

Students who have not achieved the number of credits as described in the curriculum overview for the respective semester(s) are not eligible for the MATILDA mobility structure.

For the *overall grade* (GPA = grade point average) all courses, and the thesis are considered according to their weight in ECTS credits. Local grades are translated into the European grading scale.

In order to issue a diploma according to national and/or local university regulations, ECTS grades are translated into national and/or local university grading systems.

The degree awarding institutions will decide on an overall *distinction* according to the local regulations.

See APPENDIX VI for information on national, partner university, and joint EU grading systems.

E. Rules and Regulations

By enrolling in their start and host institutions students have agreed to abide by the Rules and Procedures outlined in this document, as well as the general rules and procedures of the partner institution in which they study. At CEU this includes university wide regulations as well as the regulations of the Department of Gender Studies and the Department of History respectively.

CEU policies, rules, and regulations are covered in the following documents:

[Code of Ethics of The Central European University](#)

[Student Rights, Rules, and Academic Regulations](#)

[Equal Opportunities Policy](#)

[The Central European University Policy on Harassment](#)

[Student Disability Policy](#)

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

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:

- CEU Guidelines on Handling Cases of Plagiarism: <http://documents.ceu.edu/documents/p-1405-1>
- CEU Code of Ethics: <http://documents.ceu.edu/documents/p-1009-1v1402-0>
- and other CEU policies listed on the website: <http://www.ceu.edu/node/132>

Appeals

Every CEU student has the right to recourse and appeal. For Student Rights, Rules, And Academic Regulations, see <http://documents.ceu.edu/documents/p-1105-2v1503>. 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.

F. MA Thesis Guidelines

The thesis is the single most important element of the Master's degree. It is a test of the student's ability both to undertake and complete a sustained piece of independent research and analysis, and to write up that research in a coherent form according to the rules and conventions of the academic community.

A satisfactory thesis should not only be adequate in its methodology, in its analysis and in its argument, and adequately demonstrate its author's familiarity with the relevant literature; it should also be written in correct, coherent language, in an appropriate style, and correctly follow the conventions of citation. It should, moreover, have a logical and visible structure and development that should at all times assist the reader's understanding of the argument being presented and not obscure it.

The purpose of these guidelines is to outline the standard requirements of the Master's thesis, touching only tangentially on questions of methodology and content (as these are likely to be subject-specific).

I. General Overview

All theses must identify an adequate research topic in European women's/gender history which includes a manageable field of research and a number of researchable questions to investigate. The thesis should be based on primary material (i.e. evidence).

Theses should

- (i) show a good knowledge of the relevant literature;
- (ii) contribute to the study of the field through original research and/or by relating the subject studies to the broader academic literature;
- (iii) demonstrate analytic ability through a careful and critical use of relevant concepts and approaches.

II. Thesis Language

The thesis must be written in English, German or French. Quotations should normally be in the language of the thesis, with the original language included in a footnote where appropriate. Exceptions to this may be made when discipline specific guidelines permit (for example the use of Latin in Medieval Studies), or when issues such as the wording of the original language or the difference between different translations are under discussion. Other exceptions are short phrases in Latin or French typically used in English, such as *raison d'être* or *inter alia*, which should be italicized.

Book titles, magazine titles, and newspaper titles may appear in their original language as long as English translations are given in parentheses or in a footnote.

Cyrillic, Arabic and other non-Latin scripts should use their Latin equivalent. Where more than one transliteration style exists, a single style should be used consistently. Students should consult their academic writing instructor or advisor concerning proper transliteration procedures.

III. Thesis Format

Thesis sections should be placed in the following order:

1. Cover Page (required)
2. Abstract (max. 1 page)
3. Acknowledgements (optional)
4. Table of Contents (required)
5. List of Figures, Tables or Illustrations (where required)
6. List of Abbreviations (where required)
7. Body of the thesis (required)
8. Appendices (where required)
9. Glossary (where required)
10. Bibliography/Reference list (required)

1. Cover Page

The cover page should provide the following information in the following order:

- The full title of the thesis
- The candidate's name
- The department and name of the university
- The statement: *"In partial fulfillment of the requirements for the degree of European Master in Women's and Gender History"*
- The supervisor's name
- The place of submission
- The year of submission

See APPENDIX VII for a sample cover page.

2. *Abstract*

The abstract of the thesis in English should be between 100 and 250 words and written in the present tense. It should normally include the following information: (1) a statement of the problem the research sets out to resolve; (2) the methodology used; (3) the major findings.

3. *Acknowledgements*

This is an optional page, acknowledging people who provided the author with assistance in the thesis project, notably, but not only, the thesis supervisor.

4. *Table of Contents*

The thesis must have a table of contents page listing chapter headings, section headings and sub-headings, Appendices and references as well as their corresponding page number. The 'Table of Contents' feature of Microsoft Word (or other word-processing software where permitted by the department) should normally be used to create a table of contents and this should be done after final editing so that pages referred to in the table of contents are correctly numbered.

5. *List of Figures, Tables or Illustrations*

If appropriate, a separate list of figures, tables, or illustrations should be included on a separate page immediately following the table of contents.

6. *List of Abbreviations*

If the thesis makes use of a large number of abbreviations that may be unfamiliar to a reader, providing a list of them can act as a useful guide.

7. *Body of the Thesis*

The thesis should be divided into logical chapters and include an introduction and a conclusion. Excluding the introduction and conclusion, the thesis will normally be expected to have not less than three and not more than six chapters, unless this has been agreed with the supervisor. The chapters should reflect the nature and stages of the research.

The introduction and conclusion may either be given titles and counted as the first and last chapters, or alternatively be entitled 'Introduction' and 'Conclusion' and the first chapter after the introduction numbered Chapter 1.

8. Appendices

Appendices may be needed for formulae, maps, diagrams, interview protocols, or any similar data that are not contained in the body of the thesis. These should be provided after the conclusion in the logical order they are mentioned in the main body.

A list of appendices should be drawn up, each being given a consecutive number or a letter, and placed in the table of contents. If there are several appendices, each should receive a title.

9. Glossary

A list of special technical words or acronyms may be necessary. This is particularly true if the subject deals with a new area with a specialized vocabulary that the average reader in the discipline might not be familiar with, such as the Internet. This list should come after the appendices.

10. Bibliography/Reference List

A list of the sources used in the thesis must be supplied which complies with the same style used in the body of the thesis – this list should include only those sources cited in the thesis.

IV. Organization of the Thesis

1. Introduction

The thesis should begin with a general introduction presenting an overview of what the thesis is about and situating it in the existing research. The introduction should show why the topic selected is worth investigating and why it is of significance in the field. This will normally be done with reference to existing research, identifying areas that have not been explored, need to be explored further, or where new research findings justify a reconsideration of established knowledge. The chosen methodology may also be introduced. The final section of the introduction should briefly outline the structure of the body of the thesis.

2. Conclusion

The introduction and conclusion are closely related to each other, thus students should take care in drafting and revising to ensure that these parts reflect and do not contradict one another. The conclusion should provide answers or solutions – to the extent this is possible – to the questions or problems raised in the introduction. The argumentation of the thesis should be summarized briefly, and the writer's main argument or findings restated clearly, without going into unnecessary detail or including additional arguments not dealt with in the body. The conclusion will normally be expected to return to the wider context from which the thesis departed in the introduction and place the findings in this context. The writer should, if appropriate, elaborate on how the research findings and results will contribute to the field in general and what sort of broader implications these may have. There is no need to hide the limitations of the thesis to the extent that these are appropriate to a work of this type (e.g. constraints of space, depth of research, etc.). Suggestions may be made for further research where appropriate, but this is not a requirement.

3. Literature Review

Depending on the discipline and the nature of the research, the existing literature may be reviewed in the introduction or part of a chapter, or a separate literature review chapter may be appropriate. The purpose of the literature review is to summarize, evaluate and where appropriate compare those main developments and current debates in the field which are specifically relevant to the research area, according to the guiding principle embodied in the thesis statement. In effect, the literature review shows that the writer is familiar with the field and simultaneously lays the ground for subsequent analysis or presentation and discussion of empirical data, as appropriate. Well-selected sources should convince the audience that research gaps have been identified correctly and that the writer has posed the right research questions, which will then be further addressed in subsequent chapters. Rather than simply summarizing other authors' work, the chapter should make clear the writer's position in relation to the issues raised. The literature review should have a logical structure (whether by chronological, thematic or other criteria) and this should be made explicit to the reader. Like any other chapter, the literature review chapter should have its own introduction and conclusion.

4. Layout and appearance:

Length: The thesis should be between 70-110 pages, including footnotes (i.e. approximately 2,800 characters incl. spaces, or 420 words /page) (i.e. between 29,000 and 46,000 words), and excluding bibliography, appendices etc.

Line Spacing: Double-spacing should be used in the abstract and text of the thesis. Single spacing should be used in long tables, block quotations separated from the text, footnotes, and bibliographical entries. Paragraphs should be indented, or an empty line left between paragraphs, depending on departmental requirements.

Font: The thesis should be computer printed on white A4 paper, single-sided, in Times New Roman, Garamond or Arial 12pt.

Margins: Margins should be one inch or 2.5 cm on all sides, and page size should be set to A4, not US letter.

Page Numbers: Pages should be numbered at the bottom in the center, using Arabic numerals (1, 2, 3) starting with the first page of the thesis proper (i.e. the first page of the introduction). Pages prior to this should be numbered with lowercase Roman numerals (i, ii, iii.). Chapters should start on a new page, but sections and subsections should not.

5. Citations and Bibliography

All theses will include 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 should be clearly indicated through the use of quotation marks ("... "); the use of other authors' writing in the text without proper citation is plagiarism and will be penalized.

6. Headings and subheadings

Headings should be distinguished from the surrounding text by a larger point size, a different font, bolding, italics, or a combination of these. All headings of the same level should use the same style, and headings at lower levels should be less prominent than those at higher levels.

Example:

CHAPTER 2 – TITLE (Arial Bold Small caps 14 point)

2.1 Heading for section (Arial Bold Italic 12 point)

2.1.1 Heading for sub-section (Times Bold 12 point)

2.1.1.1 Heading for part of sub-section (Arial Bold 10 point)

All headings should be left-aligned, except chapter headings, which may be centered. A heading at the bottom of the page must have at least two full lines of text below it. Otherwise, the heading should begin on the next page. Captions related to visual material (graphs, tables, maps) should appear on the same page as the material itself. Chapter and section headings should be consistently numbered according to the numbering system recommended by the department. Normally it is not necessary to go beyond three levels of sections.

Examples:

Chapter I, section A, subsection 1, sub-subsection a)

or

Chapter 1, section 1.1, subsection 1.1.1, sub-subsection 1.1.1.1

All tables and figures should also be numbered, either sequentially within each Chapter e.g. 1.1, 1.2 and then restarted sequentially in the next chapter, e.g. 2.1, 2.2. Alternatively, they can be sequentially numbered as Table 1, Table 2, etc., throughout the whole work.

Headings should clearly reflect what the chapter or section is about, and should be expressed in the form of a concise noun phrase (normally less than one line), not a sentence. Information which is present in a higher level heading need not be repeated in a subordinate heading. Where possible, headings at the same level of hierarchy should have a similar structure (e.g. 3.1 Common Law, 3.2 Continental Law, and not 3.1 Common Law, 3.2 The Supreme Court).

V. Thesis Supervision

The thesis will be supervised by a person of the university attended by the student in his/her last one or two semesters. In case an oral defense is held, this defense will be organized and take place at the institution where the student has spent their last one or two semester(s).

The supervisor provides the student with guidance during the research and thesis writing period, and will read at least one draft of the thesis. Students can normally expect to have three meetings of approximately one hour (or the equivalent) with their supervisor.

VI. Thesis Submission

Three bound two-sided, one not bound one-sided copies must be delivered by the required date of submission. At the same time an electronic version of the thesis also has to be uploaded to the so-called “ETD database. This is because 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.edu> (log in with your UIS login name and password). The Computer and Statistics Centre organizes **1 hour long mandatory training** on the uploading process. Students will be informed about time of and application for the training by the centre and the departmental office in due course

VII. Thesis Evaluation and Defense

The final thesis will be assessed by the supervisor and an external reader from another partner institution of the MATILDA consortium, who will both provide a written evaluation of the student's thesis. In the case of discrepancy between the two written reports, the opinion of an external reader from a third partner institution will be decisive. The final assessment of the thesis will be conducted with or without an oral defense, according to local examination procedures (see below for the CEU MATILDA Defense and Examination Protocol).

Theses will be graded using the joint European ECTS grading scale (see Appendix VI).

Final Thesis Assessment:

In institutions holding an oral defense:

Oral defense: The defense committee assesses 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.

Final thesis grade: The final thesis grade uses the same scale as the evaluation of the written thesis (see below). 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.

In institutions not holding an oral defense:

Final thesis grade: The final thesis grade is based on the written thesis only (see below).

MATILDA Defense and Examination Protocol at CEU

MATILDA defenses at CEU combine the MATILDA Consortium regulations with the requirements following from the Hungarian accreditation of the CEU MATILDA Program and general CEU regulations.

The Defense and Examination Committee

The Defense and Examination Committee consists of three members, one of them holding the status of full professor according to Hungarian law or an equivalent status. The two examiners of the MA thesis are members of the Committee, one of them the supervisor (CEU), the other one representing one of the other universities of the MATILDA consortium. The third member is the Chair of the Committee. The external examiner normally is present at the defense either in person or through a long-distance connection.

Preparation of the Defense and Examination

Both examiners receive a copy of the thesis at an agreed date before the defense. They prepare a written evaluation of the thesis, including the thesis grade, before the defense; they grade the thesis according to the attached grading scale in use at CEU (translation of the grade into the joint European ECTS grading scale will be done at a later stage).

The CEU examiner (supervisor of the thesis) signs the plagiarism form.

At least four weeks prior to the defense the examiners agree on a number of questions which may be asked during the examination and share the List of Questions with the candidate.

Defense and Examination

The Chair collects the thesis evaluations, the Plagiarism Form, and the List of Questions before opening the defense and examination.

Both examiners ask questions about the thesis. The ‘Written work and oral defense’ grade emerges as a composite of the grades given for the thesis and the discussion at the defense.

The supervisor along with the second reader then selects questions from the List of Questions; the candidate responds and the other committee members get involved as they like. The ‘Oral examination’ grade is separate from the ‘Written work and oral defense’ grade in the Examination Protocol.

The Committee withdraws, agrees on both grades and the ‘Overall Result of the Final Exam’ grade, and informs the candidate about the result of the Examination.

The CEU examiner (supervisor) submits the Examination Protocol including all attachments (written thesis evaluations, Plagiarism Form, List of Questions) to the responsible administrator.

The ‘Overall Result of the Final Exam’ grade which appears on the Examination Protocol will be entered as the ‘Thesis’ grade in the transcript.

Thesis Evaluation 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 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.

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

Pass after Revision (no grade): The student should implement some minor, but imperative changes in the thesis. There is no need for a second defense. The defense committee will

decide about the grade on the basis of the resubmitted thesis. The grade cannot be higher than B.

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

G. Important Dates for the 2017-2018 Academic Year

September 4	Monday	Pre-session and student orientation begins
September 4	Monday	Departmental MA student orientation meeting
September 11	Monday	“Zero Week” begins - Registration for fall term begins
September 14	Thursday	Departmental Welcome Party
September 15	Friday	Opening Ceremony
September 18	Monday	Fall term begins
September 18	Monday	Course Planning Worksheet due
October 1	Sunday	Late/Add and drop Registration for fall term ends
October 20	Friday, 3:30	Town Hall meeting for students
October 23	Monday	CEU is closed due to Hungarian national holiday
Nov. 1	Wednesday	CEU is closed due to Hungarian national holiday
November 20	Monday	MA Research Grant application deadline 1 (for 2 nd yr students in MA 2-yr programs)
December 4	Monday	Registration for winter term begins
December 7	Thursday	Thesis Topic and Supervisor Preference Form due (for 1 st y students in 2 y programs) Detailed research plan due (for 2 nd y students in 2 y MA programs) End-of-term party
December 8	Friday	End of fall term
Dec. 24-26	Sun-Tues	Christmas – CEU is closed
December 31	Sunday	New Year’s Eve – CEU is closed
2017		
January 1	Monday	New Year’s Day – CEU is closed
January 8	Monday	Beginning of winter term

January 14	Sunday	Late/ Add and Drop registration for the winter term ends
February 1	Thursday	Draft thesis proposal due (1 st yr students)
February 9	Friday, 3:30	Town Hall meeting for students
February 15	Thursday	Final thesis proposal due (1 st yr students)
February 22	Thursday	MA Research Grant application deadline 2 MA Research Grant application deadline 2 (1-year MA or any student who plans research/internship in April or May). Subject to change depending on the date of the CEU Grants Committee meeting.
March 5-14	Mon-Wed	Thesis Writing Workshop (2 nd year students)
March 15	Thursday	Hungarian National Holiday /CEU is officially closed
March 19	Monday	Registration for spring term courses starts
March 29	Thursday	End of winter term
March 30	Friday	Good Friday – CEU is closed
April 1	Sunday	Easter – CEU is closed
April 2	Monday	Easter – CEU is closed
April 3	Tuesday	Beginning of spring term – thesis supervision period begins
May 1	Tuesday	Labour Day – CEU is closed
May 1	Tuesday	Graduating students must be back to Budapest
May 20	Sunday	Pentecost Sunday – CEU is closed
May 21	Monday	Pentecost Monday – CEU is closed
Apr 3-May 25		MA Research Grant application rolling deadline 3 (with approved final Thesis Proposal only)
May 25	Friday	1 st year 2-yr Final Thesis Proposal and Research Plans due
June 7	Thursday	MA thesis submissions: 2 year program
June 14-19	Thur-Tues	MA thesis defenses
June 15	Friday	End of spring term
June 21	Thursday	Farewell Party
June 22	Friday	Graduation Ceremony

H. APPENDICES

APPENDIX I Form Individual Study Plan MATILDA - CEU

Individual Study Plan MATILDA - CEU

Please submit the document as a whole for approval to the CEU MATILDA Responsible before classes start.

Name:

Academic Year:

First year student Second year student

(Tentative) thesis topic:

.....

.....

Course list Autumn and Winter term:

Please fill out the course planning sheet listed below for a list of the classes you intend to take in both the Autumn and the Winter terms; the Study Plan Form is valid only once you attach this course planning sheet.

Signature CEU responsible:

.....

Course Planning Sheet for first-year students (to be submitted with the Individual Study Plan Form):

Fall term ↓		Winter term ↓	
ECTS	Course Title	ECTS	Course Title
4	Foundations in Gender Studies I		
4	Historiography (lectures)		
4	Foundations in Historical Methods (GENS): Feminist Qualitative Research Methods, Jones-Gailani	4	Foundations in Historical Methods Methods (HIST): Women’s and Gender History, De Haan
2	Academic Writing	2	Academic Writing Part II – Thesis Development
2	Public lecture series	2	Public lecture series
	Languages up to 4 ECTS		Languages up to 4 ECTS
	Electives (please list below) credits, course name and teacher:		Electives (please list below) credits, course name and teacher:
...	Total Credit hours FALL	...	Total Credit hours WINTER

Individual Mobility Plan MATILDA to and from CEU
*For exchange students (Erasmus and non-Erasmus) coming to CEU
 For CEU students planning their mobility (Erasmus and non-Erasmus) to the partner institutions*

Name:

University:

Academic Year:

First year student Second year student

1) To which of the partner universities do you want to go, and when:

.....

.....

.....

.....

2) What is your study plan for that period (courses with number of credits/or work for your thesis)? *Please attach:*

CEU students going abroad (Erasmus): your Erasmus Learning Agreement

CEU students going abroad (non-Erasmus): your (draft) course list at partner university

Exchange students to CEU (non-Erasmus): your (draft) course list at CEU

Exchange students to CEU (Erasmus): your Erasmus Learning Agreement

(Tentative) thesis topic:

.....

.....

.....

.....

Name and Signature CEU Responsible:

Name:

Signature: (or e-mail, attached)

Name and Signature Matilda partner responsible at university other than CEU
(confirming the mobility arrangement and the language proficiency of the student; *see also Section C.II.A*):

Name:

Signature: (or e-mail, attached)

APPENDIX III **CEU MATILDA Curriculum 2017/2018**

The course lists may change slightly in any given semester due to unforeseen circumstances.

You may also wish to consult the general lists of MA classes in both the Gender Studies Department and the History Department, as well as the course lists of other departments. With the permission of the respective instructor and of the MATILDA Co-Director Francisca de Haan, dehaanf@ceu.edu) you may take selected electives not included in the course list below if these are pertinent to your research interest.

Please keep in mind that you need to approval for your list of courses before classes start (see APPENDIX I Form Individual Study Plan MATILDA – CEU).

Course syllabi are accessible through the web pages of the respective departments: www.ceu.edu -> Academics -> Schools and Departments.

First-year students

MATILDA Course Schedule 2017-2018

I. Semester (FALL term, 18 September- 8 December 2017): 30 ECTS

Mandatory courses:

Foundations in Women's and Gender History (8 ECTS) :

Consists of a combination of the relevant parts of the course Foundations in Gender Studies and the course Modern Historiography 4+4 ECTS – see courses below.

4 ECTS: Foundations in Gender Studies I: Eva Fodor (GENS, MATILDA component)

4 ECTS: Historiography: Lectures: Carsten Wilke and Daniel Ziemann (HIST/MED)

Foundations in Historical Methods and Theories (4 ECTS):

Consists of a combination of courses from Hist and Gens: see below and Winter Semester

“Feminist Qualitative Research Methods,” (“M”) – 4 ECTS (Nadia Jones-Gailani) (GENS)

2 ECTS: **Academic Writing** – in Gender Studies Department.

2 ECTS: **Public lecture series**

Up to 4 ECTS: Language course

Recommended Electives (choose 10-14 ECTS)

Elective courses:

Gender and Migration: Local, National, and Global Lives — 8 ECTS (Nadia Jones-Gailani)

Gender and Nationalism - 4 ECTS (Elissa Helms)

Gendered Inequalities: Development and Globalisation – 8 ECTS (Sarah Smith)

Strategies of Reading – 4 ECTS (Jasmina Lukic)

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Political Modernities and Nation-Building in Central and Southeast Europe: Texts and Contexts – 8 ECTS (Balazs Trencsenyi)

Revolutions and Civil Wars in the Twentieth Century: a Comparative Analysis – 8 ECTS (Julian Casanova) (HIST)

Media, Communication and Communism in International Context – 8 ECTS (Marsha Siefert) (HIST)

Topical Seminar: Gender History – 4 ECTS (Emese Lafferton and Gerhard Jaritz)

II. Semester (WINTER term: 8 January – 29 March 2018): 30 ECTS

Mandatory courses

Foundations in Historical Methods and Theories (4 ECTS):

4 ECTS: **Women's and Gender History: An Introduction to Theory, Methods and Archives:** *Francisca de Haan* (cross-listed Gens and History) (HIST)
[this is the second half of your mandatory Foundations in Historical Methods and Theories]

2 ECTS: **Academic Writing Part II** – [this class continues from the fall semester]

2 ECTS: **Public lecture series**

Up to 4 ECTS: Language Course

Recommended Electives (choose 18-22 ECTS, depending on your language component):

Building Narratives: Self-expression through literature, art and performances – 4 ECTS (Sunjay Kumar)

Communism and Gender: Global and Historical Perspectives — 4 ECTS (Francisca de

Haan) (GENS)

Critical Interdisciplinary Approaches to Doing Research in Gender Studies – 4ECTS
(Jasmina Lukic)

Discourse Analysis (M) — 4 ECTS Erzsébet Barát (GENS)

Feminist Biopolitics and Cultural Practice – 8 ECTS (Hyaesin Yoon)

Gender and Political Radicalism in Islam — 8 ECTS (Nadia Jones-Gailani)

Gender, Peace and Conflict - 8 ECTS (Sara Smith) (GENS)

Islamic Feminism in Historical Perspective — 4 ECTS (Nadia Jones-Gailani)

Postcolonialism and Feminism – 8 ECTS (Nadia Jones-Gailani)

Power and Resistance – 4 ECTS (Dorit Geva)

The Law and Politics of Combatting Violence Against Women – 4 ECTS (Andrea Krizsan and Mathias Moeschel)

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Historiography II: Grand Debates in Russian and Eurasian History – 4 ECTS (Charles Shaw and Jan Hennings (HIST)

Interdisciplinary Methods of Comparative History – 4 ECTS (Jan Hemmings)

SPRING term (May 2018)

Elective:

Critical Race Theory: Race and Law from the United States to France – 2 ECTS
(Mathias Moeschel)

Research Preparation Seminar - 4 ECTS (Jasmina Lukic) (GENS)

Second-year students

III. Semester (FALL term): 30 ECTS

Mandatory:

10 ECTS: Thesis Writing Seminar for second-year students: (HIST)

Electives:

20 ECTS: Second-year students choose from the electives enlisted above. They may not choose, however, courses they have already taken in the previous Academic Year, nor Academic Writing.

IV. Semester: 30 ECTS

Supervision, workshops

8 ECTS: **Thesis Writing Workshop:** Francisca de Haan (GENS), March 2018

Thesis writing.

Students may take language courses throughout Year 1. Up to 10 ECTS these courses may be counted towards the regular MATILDA credit load. Language courses are offered by the CEU Center for Academic Writing and by the Source Language Teaching Group of the Department of History (<https://history.ceu.edu/SourceLanguageTeachingGroups>), and can also be taken outside of CEU. Please consult the relevant regulations, and always consult with the MATILDA Co-Director at CEU.

For MATILDA, a language course fulfilling the following minimum criteria counts as a 4 ECTS language course: Documentation: proof of enrollment and successful completion. 2 credits [4 ECTS] for a course consisting of 10 to 12 meetings (of approximately 100 minutes).

About language courses at CEU Each foreign language course at CEU consists of 40 teaching hours and runs for 10 weeks, with two double classes each week. In general, students spend about a half an hour to prepare for each double class.

Students enrolling in and successfully fulfilling the requirements of this type of language class may receive 4 ECTS for one class if they:

- (a) Have gotten approval of the Matilda responsible at CEU
- (b) Notify the teacher in the first unit that they take the class for credit;
- (c) Attend regularly;
- (d) Fulfill all course requirements (including homework and final exam).

Registration is through the Infosys of CEU. After registering in infosys, students print out their registration, take it to the cash desk, and pay the course fee. If you are not a beginner you have to do a placement test which can be downloaded electronically (<http://caw.ceu.edu/foreign-languages>), filled in and left in the pigeon holes of the language teachers in Nador utca 11 building, 3rd floor.

For course fees, the course program, registration and payment deadlines, and any further details please see <http://caw.ceu.edu/foreign-languages>

General queries may be addressed to writing@ceu.edu or tel. 36-1-327-3817

APPENDIX V Information about enrolment, library use etc. for CEU MATILDA students

At CEU students participating in programs whose duration is longer than one academic year remain enrolled for the summer months between two academic years and until the end of their enrollment in their program unless extraordinary circumstances demand otherwise. This means that they enjoy all (with the exception of financial aid) services enrolled CEU students benefit from, including the use of email, library resources and UIS, without disruption until the end of their enrollment at CEU. The above is applicable for all students in the MATILDA program whose home institution is CEU, i.e. who applied to and were accepted by CEU as MATILDA students.

Library Access:

CEU IT Department offers a Virtual Private Network service (VPN service) for everyone with a valid CEU account. <http://it.ceu.edu/vpn>

Students who are enrolled to CEU receive a valid CEU account for their entire studies, they will be able to access these resources from outside CEU as well until they graduate. Visiting or exchange students from other universities will have a valid CEU account only for the time period they stay at CEU.

The VPN service makes all Internet based databases of CEU available from outside of CEU network also.

Please visit <https://193.6.218.253> page from outside of CEU network and log in with your CEU Novell username and password. On the page appears please click on 'Anyconnect' button on left side and follow instructions of installing VPN client. Once it is installed, start the client, and please put 193.6.218.253 into the connect line of the client, and use your CEU Novell Account to sign in.

Once you are connected through VPN, you can reach all internet services which are available within CEU network (e.g. UIS, JSTOR, library databases etc.)

You can find additional information about the service on site <https://vpn.ceu.edu> . Please note that this page is only available from outside of CEU network also.

EUROPEAN COMMUNITY COURSE CREDIT TRANSFER SYSTEMS (ECTS)							
CONVERSION TABLE FOR NATIONAL/UNIVERSITY GRADING SCALES ⁽¹⁾							
ECTS GRADE	Austria (A)	Bulgaria (BG)	France (F)	CEU into/from ECTS ⁽²⁾	CEU into/from Hungarian national grading ⁽²⁾	UK Degree Class (BA)	UK Degree Class (MA)
Excellent (A)	1	5.50 - 6.00	16: Très bien (TB)	A	5 jeles	I (70%)	70+ (Distinction)
Very Good (B)		4.50 - 5.49	15	A - B+	4 jó 3 közepes	2.i (60-69%)	65-69 (Merit)
Good (C)	2	3.50 - 4.49	14: Bien (B)	B+ B	3 közepes 3 közepes	2.ii (50-59%)	60-64 (Merit)
Satisfactory (D)	3		12: Assez bien (AB)	B B-	3 közepes 2 elégséges	III (45-49%)	55-59 (Pass)
Sufficient (E)	4	3.00	10: Passable (P)	C+	2 elégséges	III (40-44%)	50-54 (Pass)
Insufficient/ Failure (F)	5	2.00	9: Echec (E) 8 7	1 elégtelen	F	Fail (below 40%)	Below 50 (Fail)

(1) This table serves informational purposes only. Many countries and universities do not yet have formally or centrally regulated grade conversion policies. Changes on national and university levels may occur at any time.

(2) See also <http://www.ceu.edu/documents/p-1105-2>

GENDERING THE JEWISH QUESTION.
CHRISTIAN WOMEN'S ORGANISATIONS AND ANTI-SEMITISM
IN TURN-OF-THE-CENTURY VIENNA

By
Eszter Kovacs

Submitted to
Central European University
Department of Gender Studies

*In partial fulfillment of the requirements for the degree of
European Master in Women's and Gender History*

Supervisor: Professor Mary Lamb

Budapest, Hungary
2012

For general MATILDA info, please also see:

<https://matilda-european-master.univie.ac.at/>

Dear MATILDA Students,

Comments, questions and additions regarding this Handbook are appreciated. Please contact Francisca de Haan, dehaanf@ceu.edu

Thank you!