



2-YEAR MA HANDBOOK 2021-2022

Also available electronically at
<http://www.gender.ceu.edu/2-year-masters-degree-critical-gender-studies>

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Vienna, September 2021

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

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2. PROGRAM DESCRIPTION

The two-year MA program in Critical Gender Studies offers an extensive grounding in critical and interdisciplinary gender studies while requiring students to also develop specialised empirical and theoretical knowledge through conducting original research culminating in an MA thesis. Students are assumed to have some familiarity with the basic concepts of gender studies, feminist theory, or related fields of social science and humanities. The goal of the program is to produce independent and critical thinkers with a broad basic knowledge of gender studies and the critical, analytical skills to understand the salience of gender both in social and symbolic orders and at local and global scales. Students will hone their analytical skills through both written and oral expression, preparing them for either further academic study at the PhD level or to apply their knowledge in other forms of research, policy making, activism, social work, etc. The program offers two “Degree Specialisation Tracks”: the Research Track and the Applied Gender Studies Track, which allow students to approach both possibilities through different kinds of research experience (see below). In keeping with these goals, the program introduces students to a diverse range of critical theoretical and methodological approaches to gender studies. The present faculty includes scholars trained in history, sociology, socio-cultural anthropology, political science, international relations, philosophy, literature, legal studies, rhetoric, and cultural studies. MA students will therefore develop both scholarly and practical knowledge through an interdisciplinary lens and across a broad range of domains.

PROGRAM LEARNING OUTCOMES

Graduates of the Two-Year MA in Critical Gender Studies at CEU will have mastered the following skills and fields of knowledge and demonstrated the ability to:

- knowledgeably discuss the major fields and themes of contemporary interdisciplinary gender studies, their historical and geographic origins, and their main points of founding and ongoing debate;
- grasp and apply the methodological, theoretical, analytical, and written and oral presentation techniques necessary for contemporary academic research, while also being able to communicate their arguments and conclusions to audiences not specialized in gender studies;
- engage in critical analysis of the significance of gender to social and cultural theories, cultural phenomena, and concrete social and political practices, focusing in particular on the local, global, and hybrid connections between material and symbolic gender relations and structures of power and inequality;
- grasp and be able to present the main threads of past and present scholarly debate on how gender categories and inequalities intersect with other social categories such as race, ethnicity, class, sexuality, age, disability, etc.
- translate interest in a particular social or cultural phenomenon into a manageable research project, develop pertinent research questions, and identify and use appropriate research methods to answer these questions;
- reflect critically on and denaturalize their own social, cultural, and political belonging, and be aware of the situated nature and limitations of their own knowledge.

REQUIREMENTS AND STRUCTURE

The program consists of 60 credit hours to be completed over the course of four terms. In the Fall and Winter terms of their first year, students must complete 30 course credits, including mandatory and elective courses. In the Fall term of their second year, Research Track students must take 14 elective credits (they receive in this term 2 credits for the previous Spring term's "Research Preparation Seminar" course); Applied Track Students must take 6 elective credits (they receive in this term the 8 credits for their Guided Internship over the Spring or Summer, and must take the mandatory Internship Analysis Workshop for 2 credits). Note that this means that there are 3 terms of coursework in the program. In the Winter and Spring terms of their second year, students earn 4 credits for the thesis writing workshop and 10 for thesis writing. The thesis is developed throughout the course of the first academic year through tasks required for Academic Writing: Thesis Development (AWTD), and, under the close guidance of a primary faculty supervisor with additional input from a second reader. The primary research period is late spring and summer between the first and second years. The winter and spring terms of the second year are dedicated solely to the thesis with a mandatory Thesis Writing Workshop in March. The thesis is defended orally at the end of the second academic year in front of a faculty committee. The final text of the MA thesis is made publicly available online through the CEU library. See details below.

Overview of requirements for the First Year

Pre-session & Zero Week: required attendance

Orientation
English for Academic Purposes
Zero Week Lectures and Workshops
MA 2-year Program Info Session
Course Presentations

Fall Term: 14 Credits

Mandatory courses (8 credits total):

Foundations in Gender Studies I (4 credits)
Academic Writing (1 credit)
Public Lecture Series (1 credit)
Interdisciplinarity and Intersectionality in Gender Studies Research (M) (2 credits)

Electives (6 credits)*

Winter Term: 16 Credits

Mandatory courses (4 credits for Research Track, 8 for Applied):

Foundations in Gender Studies II (2 credits)
Academic Writing: Thesis Development (1 credit)
Public Lecture Series (1 credit)

Additional requirements for the Applied Track:

Mandatory: Critical Policy Studies "P" (2 credits)

Mandatory elective: 2 Methods credits:

Qualitative Research Methods: Ethnographic Approaches (M) (Winter, 4 credits) OR
approved Methods (M) alternative

Electives (12 credits for Research Track; 8 credits for Applied)*

Spring Term: Mandatory credits

Research Track students:

Research Preparation Seminar (M) (mandatory course, 2 credits)

Applied Track students:

begin Guided Internships (mandatory; the internship itself may be scheduled in the period between spring of Year 1 and Fall Year 2; 8 credits given in Fall term of Year 2)

* Students in the Applied track must also take at least 6 CEU credits in "P" courses during their first three semesters - this includes the required "Critical Theory on Policy and Practice" course ("P" courses are courses which address policy making processes or policy priorities through in-depth critical analysis, designated by the department for courses in our curriculum. Courses in the School of Public Policy (SPP) or other CEU departments can also be counted as "P" courses with the approval of the Internship Director. Students are encouraged to take at least one course from SPP during the program).

* NB: All first-year students must attend the workshop on research ethics that the Department will organize in the fall term. Students planning to conduct research with living human subjects must take a methods course that covers research ethics for such research - in the current academic year either Oral History (Peto) or Qualitative Research Methods: Ethnographic Approaches (Helms).

Overview of requirements for the Second Year

Fall Term: 16 Credits

Research Track students:

Electives (14 credits)

Applied Track Students:

Mandatory Courses:

Internship Analysis Workshop (2 credits)

(8 credits given for Guided Internship from previous
Spring/Summer)

Electives (6 credits)*

Winter Term:

Mandatory (4 credits)

Thesis Writing Workshop (4 credits)

NB: students are strongly advised to not take other courses during the Winter and Spring terms, in order to focus on their theses. In exceptional cases, and after consultation with their supervisor, a student may be allowed to take up to 2 credits of additional coursework.

Spring Term:

Mandatory (10 credits)

MA Thesis and Defense (10 credits)

* Students in the Applied track must also take at least 6 CEU credits in "P" courses during their first three semesters - this includes the required "Critical Theory on Policy and Practice" course ("P" courses are courses which address policy making processes or policy priorities through in-depth critical analysis, designated by the department for courses in our curriculum. Courses in the School of Public Policy (SPP) or other CEU departments can also be counted as "P" courses with the approval of the Internship Director. Students are encouraged to take at least one course from SPP during the program).

FURTHER NOTES ON REQUIREMENTS

“Zero Week” (September 13-17) takes place during the week preceding the official beginning (“Week 1”) of the fall term.

Course Presentation Sessions: information about all the courses for the current academic year will be presented by the department’s professors. This gives students the opportunity to ask questions about the courses and hear faculty elaborate on the objectives and requirements of their courses. Please see course syllabi (in draft form for winter term courses) on the departmental website before you attend these sessions.

Course registration is done online through the Sits system (https://sits.ceu.edu/urd/sits.urd/run/siw_lgn), which requires a university login and password. Registration opens at 8:00 am on Monday, September 13 for the whole Academic Year. Some classes fill up quickly but numbers will decrease and stabilize by the beginning of classes, so please do not panic or withdraw your name if you find yourself on the waiting list for a course you want, but do remove your name if you are sure you will not take the course!

Course Planning Worksheet: to ensure that they meet all the course requirements prior to the thesis, students are required to fill out a Course Planning Worksheet (see Appendix III in this Handbook) which must be emailed to the program directors, Gabriella Gobl and Anna Cseh (cc-d) by September 17, 2021 for approval. Students may consult individually with the Head of Department and other faculty before they finalize their study plans. The planning sheet does not oblige you to take the courses listed and these often change, especially for the winter term, but do make sure when you make such changes that you maintain the number of credits and mandatory classes you need to proceed to the thesis defense.

Public Lecture Series: Throughout academic year, the department will organize public lectures. These are talks given by scholars from other universities about their research and are a way for the students and faculty to learn about current research in the field of gender studies and to engage in dialogue with scholars from outside CEU. These lectures, including the Zero Week Lectures, are a mandatory two-credit requirement (one credit per term) for 1st year MA students. Attendance will be recorded through a sign-up sheet that is circulated at the talk; you may not miss more than one lecture per term without a documented and approved excuse in order to earn this credit. The talks will be listed as far in advance as possible on the departmental website and also advertised via email and fliers. Students are expected to adjust their schedule to attend public lectures even in cases when there is short notice as they are important for their broader education in the field.

Particular 2-year MA requirements (differences from the one-year MA): First year 2-year MA students take the same mandatory classes as students in the one-year MA, as indicated in the department curriculum, with certain additions. All 2-year students must take the Fall term course “Interdisciplinarity and Intersectionality in Gender Studies research (M)” in their first year. Applied Track students in their first year must also take the Winter term course “Qualitative Research Methods: Ethnographic Approaches” (M) (Helms), OR an alternative Methods (M) course with the approval of the Director of the Program. In the spring of the first year, students in the Research track must take the “Research Preparation Seminar” while Applied Track students use this period to start the Guided Internship. Applied Track students must also take the course “Critical Theory on Policy and Practice” in the winter of the first year; they must also take 4 additional elective credits classified in the curriculum as “P” courses over the course of the first three terms (see more in the information by Tracks, below). The Methods requirement for all 2-year students is 4 credits (see

details below). Students in both tracks should consult with their supervisors and the Director of the 2-Year MA program about course selection.

Methods credits: Students in the 2-year MA program must take at least 4 credits in Methods courses (i.e., from courses marked “M” for research methods). All first year students take the mandatory course “Interdisciplinarity and Intersectionality in Gender Studies research (M)” which fulfills two of these credits. Two more “M” credits are fulfilled for Applied Track students by either the Winter term course “Qualitative Research Methods: Ethnographic Approaches” (M) (Helms) OR an alternative Methods course approved by the Director of the 2-Year MA Program; either of these courses fulfills the requirement for the course “Doing Policy Research: Critical Ethnographic Methods and Field Research.” Research Track students receive two more “M” credits by taking the required course “Research Preparation Seminar” in the spring of their first year.

* * All first-year students must attend the workshop on research ethics that the Department will organize in the fall term. Students planning to conduct research with living human subjects must take a methods course that covers research ethics for such research – in the current academic year either Oral History (Peto) or Qualitative Research Methods: Ethnographic Approaches (Helms).

Electives: First year students may register for two elective credits less or more than is officially required in a given term, with approval from the Head of Department, as long as their total credit count comes to 30 over the two terms of the regular Academic Year and that their course credit total for the three coursework terms adds up to 46 credits and they do not take more than 12 elective credits in a given term. Students may take up to 4 elective credits from other CEU departments, not including cross-listed courses; more than this requires permission from the Head of Department and is granted only in exceptional cases. All CEU courses are listed in SITS and see the section on cross-departmental Specialization certificates, below.

Ethical Research Checklist and Clearance

Before they can begin their MA thesis research, students must obtain approval from the department that their research plans conform to ethical research standards and do not put any research subjects, or the student themselves, in foreseeable danger. This includes ensuring that the project and research undertakes to provide the proper protection of data and compliance with GDPR rules. In preparing their projects, all students must familiarize themselves with CEU’s ethical research policy (see <https://acro.ceu.edu/ethical-research>); they must also consult with their supervisor to make sure that they are taking an appropriate research methods course in which research ethics are covered. Students may also be asked to complete CEU’s recommended online ethics training: <https://acro.ceu.edu/research-ethics-training>.

Following consultation with their supervisors on the subject, any students planning to do research with living human subjects must complete the Checklist on Ethical Research (available for download at: <https://documents.ceu.edu/documents/p-1012-1v1202>) and discuss it in detail with their supervisor. This should be done before submitting the draft thesis proposal on January 27, 2022.

If the supervisor determines that the research plan satisfies all ethical research principles, the checklist is filed with the GENS department’s Coordinator (Anna Cseh). If the supervisor determines that there are potentially problematic issues that cannot be resolved with the student, or feels the ethical issues raised by the project are of sufficient seriousness, she may forward the proposal and checklist to the department’s Ethical Research Committee; students may also approach the departmental ERC directly with any concerns (write to the current chair, Elissa Helms). If the department’s ERC deems it necessary, it may recommend a further review process through the

university ERC. Please note: the departmental committee serves to provide oversight and advice to supervisors and students on questions of research ethics – it does not adjudicate data protection issues or compliance with legal regulations such as GDPR.

Second Year Winter and Spring term thesis writing: these terms are dedicated to the writing of the MA thesis; all students are expected to be at the writing stage by this point, and to only engage in minimal further research or coursework. Students are discouraged from leaving Vienna for more than brief trips during this period as necessary for their research. Students are expected to consult regularly with their supervisors during this period.

Thesis Writing Workshop: this is a mandatory workshop for all students defending their theses in June. The workshop gives participants a chance to get feedback on their thesis writing and to develop their skills in offering constructive criticism to their peers. Students must attend and fulfil all requirements in order to pass; the 4 credits it carries are part of the requirements for obtaining the 2 Year MA degree. Students must be available throughout this period – scheduling will depend on supervisors' availability. Students are required to present a complete draft of a substantive thesis chapter - i.e., one analysing the student's original research data, and not merely background, theoretical framework, methods, etc. At the beginning of the Winter term of the second year, students will be informed of the workshop schedule, requirements, and deadlines for submission of draft chapters. All students are expected to produce their workshop materials by a deadline set by the instructor, typically 2-3 days before the group is scheduled to discuss your work. Research and writing plans must take this into account.

DEGREE SPECIALIZATION TRACKS:

1. Research track

This track is oriented toward preparing students to become academic gender specialists. Along with the track's mandatory courses, students will take courses in appropriate subjects within our department as well as in other disciplines, that relate to their intellectual focus and interests. Students choosing this track will write a thesis that reflects their ability to do research and write at a level that will qualify them to enter a Ph.D. degree program or publish research in competitive scholarly journals. Particular attention is devoted to developing students' skills in addressing theoretical complexity in a flexible and innovative way, and in combining diverse methodologies from a range of fields.

2. Applied Gender Studies track with internship: Gender in Practice.

The Applied Gender Studies Track 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 academic analysis and practice will enable students to pursue a range of goals and career options: it will allow 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 broader contexts which surround their implementation; it will also allow them to become more effective scholarly researchers and gender theorists by giving 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 qualifying them to enter a Ph.D. degree program or publish scholarly research. However, as the

thesis will focus on the analysis of the specific internship setting and experience as a critical and analytical case study, it can also serve as an example of the student's ability to work as a critically informed gender professional.

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 one or more local or international NGOs, policy centers, activist organizations, etc.. The internship must be for at least 40 hours/week for 3 months, or 20 hours/week for 6 months (the department strongly recommends that the internship be completed during the Spring semester, but it may extend longer in exceptional circumstances). The internship experience, including any formal research conducted as part of the internship, will serve as a primary element of the research data grounding the student's thesis, whether conceptually or empirically.

The plan for and site of the internship must be approved by the Internship Director. The timing of the internship process is (roughly) 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/organization(s), selection of shortlist of NGOs/organization(s)
- March (year 1): interviews and placement with NGO(s)/organizations
- 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. Details 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(s) where the 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 be evaluated by both the student's Supervisor and the Internship Director, and will receive a letter grade which will count as the grade for the Internship Analysis Workshop. The Final Research Report should serve as an important foundation for the thesis.

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 (December 2, 2021). The choice of specialization track will greatly influence the student's course requirements after the fall term (see above). The declaration must be emailed to the Internship Director and cc-ed to the departmental coordinators.

There will be an advisory meeting for first year students regarding the choice of the tracks in November with the program's Internship Director. Details will be announced.

ADVANCED CERTIFICATE PROGRAMS

In addition to the Two-Year MA degree in Critical Gender Studies, students can earn a certificate in

one of CEU's cross-departmental advanced certificate programs. Each program has its own course requirements, and may also organize lectures, conferences, and other events in keeping with their topics. Interested students should inquire about and register for specializations before the end of Zero Week if possible but may also register later.

The Two-year MA in Critical Gender Studies allows students to participate in two advanced certificate programs. Details are provided on their websites, listed below. Information about them will also be presented during Zero Week.

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

Religious Studies: <https://religion.ceu.edu>

Visual Studies Platform: <https://vsp.ceu.edu/>

Romani Studies: <https://romanistudies.ceu.edu/advanced-certificate-program-romani-studies>

3. POLICIES, REGULATIONS, AND PROCEDURES

By enrolling in the Department of Gender Studies, students agree to abide by the Rules and Procedures outlined in this document, as well as the general rules and procedures of the Central European University. CEU policies, rules, and regulations are covered in the following documents:

Code of Ethics of the Central European University

Student Rights, Rules, and Academic Regulations

Equal Opportunities Policy

The Central European University Policy on Harassment

Student Disability Policy

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

STUDENT REPRESENTATION IN ACADEMIC GOVERNANCE

CEU STUDENTS ARE REPRESENTED AT THE LEVEL OF THEIR DEPARTMENT, THE UNIVERSITY ADMINISTRATION, THE CEU SENATE, AND THE STUDENT DORMITORY.

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

3. Senate representatives: three Student Union members are elected each academic year to represent students in the CEU Senate.

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

COMMUNICATION WITHIN THE DEPARTMENT

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

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

Students should not hesitate to approach the faculty regarding their course work, thesis preparation and supervision, as well as all other matters related to their present and future studies. Faculty members are available for consultation on a regular basis. During terms in which they are teaching, they will have regularly scheduled office hours which are listed on their syllabus and posted outside their offices. During non-teaching periods, members of the faculty are available by appointment or email. The main office of the department generally operates between 9:00 a.m. – 5:00 p.m. every day with specific hours for students which will be emailed and posted at the beginning of each term.

Students should communicate with faculty by email. However, students should not expect that faculty will read their email on the weekends or outside of working hours during the week. Students should also not expect faculty or staff to engage them on social media, even though some of them may be visible on the CEU Gender Studies Facebook page and elsewhere. Each faculty and staff member has their own approach to such media. The department's Facebook group page (<https://www.facebook.com/groups/270696800553/>) is a public group used for event announcements, information about job openings and scholarships, notices about new publications, and the like.

SUPPORT SERVICES

Should students have concerns about a course or supervision but are not comfortable approaching the relevant faculty member, they should approach the Head of Department, Program Director or, if appropriate, the Department Coordinator, who will mediate on their behalf. For personal problems that affect their studies, students should approach whichever member of staff or faculty they feel most comfortable with (including those from other departments, programs, or university services). Alternatively, students may approach Student Services, the Financial Aid and Residential Life

Officers, or the Psychological Counseling center. All staff deal with the personal concerns of students in the strictest confidence.

The CEU has an Ombudspersons Network that supports the operation of the [CEU Harassment Policy](#): see <https://documents.ceu.edu/documents/p-1402-1v2103> (login required).

Other sources of information and forums for communication:

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

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

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

COURSE MATERIALS

For most courses, in addition to a detailed course syllabus, an electronic course reader of the required readings is made. Professors make electronic versions of all of the readings available via email or the e-learning site (<http://ceulearning.ceu.edu/>). Some professors will place books on reserve at the CEU Library which cannot be checked out of the library.

PRINTING POLICY

Each student has a printing limit of 2300 pages per year. Extra allowance can be purchased through the CEU Finance Office; bring the receipt of payment to the Information Technology Support Unit (ITSU) and they will add the extra allowance to the printing quota.

GRADING SYSTEM AND POLICIES

The Department of Gender Studies follows the CEU grading scheme of letter grades (see the Student Rights, Rules, and Academic Regulations policy and the chart of possible grade options in the [CEU Student Records Manual](#)). As this is graduate level education, the lowest passing grade for coursework or theses is a C+. The requirements for successful completion of individual courses include regular class participation and satisfactory completion of class assignments, typically written papers, oral presentations, research papers, practical exercises, and/or written examinations. The course syllabus must be consulted carefully for exact course requirements. Grades are assigned according to the degree to which the professor determines that expectations for each assignment have been met. See more detailed explanation of grades for the MA thesis under Thesis Guidelines, below.

Retakes and failures: Professors may allow major assignments assessed as unsatisfactory to be redone once within a time frame agreed upon between the faculty member(s) and the student. Students who fail to submit work, or whose work fails to meet the minimum requirements for the assignment (including violating the rules against plagiarism), will receive a grade of 'F' (fail) for the assignment.

Final Grades

To fulfill all requirements for the MA Degree, students must earn 60 credits over four consecutive terms and:

1. Achieve a passing grade (C+ or above) for all graded courses in the first and second year (42 credits) and a “pass” in both sections of Academic Writing and for both terms of the Public Lecture Series (4 credits altogether).
2. Achieve a passing grade (C+ or above) for the Master’s thesis (14 credits, including the Thesis Writing Workshop);
3. Achieve a total Grade Point Average (GPA) of at least 2.66, equivalent to B-.

The total GPA is based on a cumulative grade point average weighted by credit for all course work and the MA thesis. The final grade will be used to distinguish levels of achievement in the course of study as follows:

3.67 to 4.00	Master of Arts with Distinction
3.33 to 3.66	Master of Arts, Pass with Merit
2.66 to 3.32	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 and the Final Examination with high honors (grades of “A” or “A-”). Each graduating student must complete all first and second year coursework and receive all grades by May 27, 2022 if they are to participate in the preparation and defense of the MA thesis. This includes courses taken in other departments. Exceptions may be granted by the Head of the Department.

In order to receive the MA degree, all outstanding financial responsibilities must be met (e.g. tuition fees) and the Student Services Leaving Form must be signed by all appropriate units.

Class Attendance

Regular attendance is a major component of the program and is therefore mandatory in all classes. Missing more than one class without advance notice and documentation provided to the professor will in most cases bring down the final course grade and in cases of excessive absence may result in failure of the class. Individual course instructors may state slightly different requirements. Only illness or serious unavoidable matters are considered valid excuses for missing class. Student parents will be excused when emergency childcare obligations arise. In cases of excessive or prolonged absence due to such serious obstacles, the department may arrange for extensions on assignments, temporary withdrawal, or other solutions that will allow the student to complete the program within the parameters of our requirements. Students are expected to be in timely communication and to keep in close touch with professors about circumstances that might lead to missing class.

In the case where parallel events are organized at CEU that are relevant to the students' academic interest, the professor whose class is in conflict with these external events should be consulted first in order to clarify the situation. Normally, absolute priority is to be given to departmental classes and public lectures.

Academic Misconduct

Academic misconduct involves acts which may subvert or compromise the integrity of the educational process at CEU. Any form of plagiarism, i.e. representing the ideas or words of another without proper attribution to the source of those ideas or words, whether intentional or not, is considered a serious form of academic misconduct. Students should consult faculty or the Center for Academic Writing if they are at all unclear about the difference between appropriate citation and plagiarism. Acts of academic misconduct, including plagiarism, will result in serious consequences, such as a failing grade for the assignment or the course, or even failure of the program. Students are expected to be fully aware of plagiarism and its consequences, as they are covered by the Academic Writing instructors during mandatory classes in the fall term and detailed in this handbook and general CEU policies.

Please note that students may not submit an assignment or part of an assignment for credit in more than one course unless approved by both course instructors. However, revised and adapted course papers may be incorporated into the thesis with the thesis supervisor's knowledge, as documented in writing. These must be cited properly as with any other source. In the rare case that a student during the academic year is already publishing research findings that will end up in the MA thesis, they may use up to twenty pages of that published work in the MA thesis, after consultation with their supervisor and on the condition of appropriate and complete referencing.

For more detailed information, please refer to:

- [CEU's Policy on Plagiarism](#)
- [CEU Code of Ethics](#)
- and other CEU policies listed on the website: <http://www.ceu.edu/node/132>

Grade Submission

Students receive their final grades for courses after the term is complete and faculty have submitted all grades. Final grades are entered into the university information system called Sits at <https://sits.ceu.edu> where students can see them as soon as they are entered.

Grade correction may be made in instances where a clerical or computational error resulted in the submission of an incorrect grade. For any other objection by a student about a grade, the appeal procedure below should be consulted. Grade changes will be considered only under very exceptional circumstances.

Returning Student Work

Faculty must return student papers to the students in a timely manner (typically two weeks during the term). Final papers with grades and comments must be placed in student mailboxes or emailed within two weeks after the deadline for final grades.

Student Evaluations

The department welcomes informal feedback at any time during the course of study. Informal midterm evaluations will be organized in week 5 of each term with the help of the student representatives. Formal online evaluations of the courses and instructors, including PhD student Teaching Assistants, are collected by the university at the end of each term. All evaluations are anonymous. Faculty members may access online evaluations only after having submitted their grades for the course. Students are strongly encouraged to complete these evaluations as they are important for the continuous improvement of the courses as well as for faculty and TA assessments.

Appeals

CEU students have the right to recourse and appeal concerning the application of [Student Rights, Rules, and Academic Regulations](#). This right may be exercised by directly appealing to faculty members, program directors, unit heads, the Pro-Rector for Social Sciences and Humanities, or by appealing to the Disciplinary and Grievance Committees, in accordance with the procedures set in the Code of Ethics (see also section 6.1)

The first step with regard to all types of appeals is to try to settle the complaint through a less formal procedure with the professor concerned and within the department. Appeals on grades can be made for major assignments or final course grades to the Head of Department and must be made in writing no earlier than two days and no later than seven days after the posting of grades. If after this point the student still wishes to appeal the grade, the Head of Department will prepare a report on the appeal for the Office of Pro-Rector for Social Sciences and Humanities.

4. 2-YEAR MA PROGRAM THESIS GUIDELINES

All MA theses must identify an adequate research topic within gender studies, which includes a manageable field of research and a set of original, researchable questions to investigate. 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.), in consultation with the Supervisor. See the grading criteria for thesis manuscripts below.

THESIS CALENDAR

2-year students should determine and begin developing their thesis topic in their first year, as a basis on which to build in the second year. Students (especially those in the Applied Track; see section on Track Specialisations, above) should use the spring and summer after the first year to conduct the bulk of their thesis research. First year 2-year students therefore follow the regular schedule of the 1-year MA program, except that they have more time to finalize their choice of thesis topic and supervisor, and to submit the final version of their Thesis Proposal. Students must fulfil the same requirements and deadlines as the 1-year MA students, with the understanding that their work is provisional and subject to change. Please note, however, that the earlier the thesis topic is developed, the more time there will be to do proper research and develop the project conceptually, and the better the final thesis is likely to be. Students whose topics require travel for research should be sure to finalise their proposals as soon as possible after the end of the winter term of the first year if they want to apply for the small research grants available for summer research (Note that a certain, limited time may be allowed for final, follow-up field research at the beginning of the second year winter term in some cases, if absolutely necessary and approved by the supervisor and Head of Department. Normally, however, at this point students are expected to be in the writing stage). The deadlines are:

December 2, 2021, 14:00	<u>Thesis Topic and Supervisor Preference Form</u> to the departmental office. This can be a provisional topic and supervisory choice; both may change later. (See section "Thesis Preparation and Advising", below)
January 28, 2022:	<u>Draft Thesis Proposal</u> to the supervisor and the Academic Writing Instructor. (See section "III. Thesis Preparation and Advising", below)
February 14, 2022:	Final thesis proposal due to the office
February 21, 2022:	<u>Applications for the departmental Research Grant</u> (limited funding, normally towards travel) due. This deadline is primarily meant for one-year students but 2-year students can apply if they have a well-developed Thesis Proposal. Two-year students can also wait for the spring grant deadline (see below). Please note: 2-year MA students can apply for this grant only once during the program.
May 4, 2022:	Departmental MA Research Grant application deadline for first year 2-year students. Applications accepted with approved final Thesis Proposal only.

- Apr. 19-May 13, 2021: Research Preparation Seminar – mandatory for 1st year 2yr students in Research track.
- May 20, 2022: Final Thesis Proposals and Research Plans of first year 2-year students due to department office. First year 2-yr students must submit a detailed Research Plan, developed in consultation with their supervisors, before they embark on their research. The Research Plan deadline can be extended with the supervisor’s approval, depending on the student’s research timetable. Earlier submission is strongly encouraged, however, and may be necessary for students who need to conduct field research in the summer (the grant can take up to two months to process).

In their second year, having already done the above, students will prepare and submit a more substantive “Thesis Prospectus” – a more developed and precise narrative mapping of the proposed thesis project, including a proposed Table of Contents.

- October 26, 2021: A draft of this prospectus should be submitted by 2nd year 2-year students to the supervisor and the Internship Director.
- November 5, 2021: The final thesis prospectus is due to the department office.
- November 24, 2021: Applications for departmental Research Grant due for 2nd year 2-year students who need to travel in January to complete their research and have not already received the grant (Please note: 2-year MA students can apply for this grant only once during the program and that they are expected to do the bulk of their research in the summer after the first year. This deadline is therefore meant more for students in other two-year programs).
- January 10, 2022: The concentrated MA thesis writing period begins at the start of the winter term in the second year and continues through the spring term until thesis submission. Students are expected to agree on a writing schedule with their supervisors and to keep in regular touch with them during this time. Students must also be resident in Vienna and not away for more than one week unless given permission by the Head of Department to conduct limited follow-up field research in January if necessary.
- March 7-18, 2022: Thesis Writing Workshop: mandatory for all graduating MA students. Full participation is one of the requirements for obtaining the degree.
- May 2, 2022: by this approximate date, second year 2-year students should submit a full (rough) draft to their Supervisors.
- June 3, 2022 by 2pm: Thesis submission deadline for second year 2-year students.
- June 9–15, 2022: MA thesis defenses
- June 17, 2022: End of year Farewell Party (details TBA). Family and friends are welcome.
- June 24, 2024: Graduation Ceremony
Please note, that the number of guest tickets available for the ceremony may be limited. Please contact the office before you invite your family!

** Every deadline concerning proposal and thesis submission is absolutely strict and is set in order to keep students on track to producing an adequate thesis in the time allotted. If any problem related to submission arises during the thesis-writing period, please consult with your supervisor as soon as

possible. Extensions will be granted only in exceptional cases and must be requested from the Head of Department in writing (not one's supervisor).

THESIS PREPARATION AND ADVISING

Thesis supervisors are drawn from departmental faculty and, in exceptional cases, from the larger CEU and Vienna 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 early May of the second year, if not before, in agreement with the second reader. See more below about supervisors' role in the final thesis defense.

Students should begin thinking about their potential thesis topic and which faculty member they will request as their supervisor as early as possible. Having chosen a potential topic, students should also actively explore its development into a viable project as early as possible in their time in the program. In our experience, the most effective method of developing a focused and fully realized research project is by exploring and experimenting with one that is tentative and provisional (this early preparation is also important for students to be able to position themselves successfully for departmental and other funding opportunities). The department intentionally encourages this process by requiring that students in the 2-year MA program follow the same schedule for one-year MA students, while recognizing that many projects and expressions of them will grow and change considerably over the longer period of preparation and research allowed by the 2-year program.

This means that by December 2, 2021 - i.e., December of their first year - 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 IV.)

Further, in coordination with the Academic Writing: Thesis Development (AWTD) class (winter term), a draft Thesis Proposal (including the name of the supervisor) must be submitted to the supervisor and the AWTD Instructor (Hannah Loney) by January 27, 2022 in the form they specify. A more "final" version of this Thesis Proposal will be due in the departmental office by 2:00 p.m., February 14, 2022. (For a sample form please see Appendix V.) Please note that this Proposal is provisional: it is intended to push students to begin to concretely conceptualise and operationalise their projects as they move towards research. After the Thesis Proposal is submitted, students continue working on their thesis through the Literature Review assignment in Academic Writing Thesis Development, which pushes students to explore theoretical and comparative scholarship on their thesis topic, and through regular consultations; on May 20, 2022, a more advanced Final version of the Proposal must be submitted to the department office. In the Fall of their second year, students will submit a more fully-developed Thesis Prospectus, more accurately representing their thesis projects.

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. Supervisors and second readers will be finalized after the submission of the Thesis Proposal draft in early February (although they may be changed after this as well).

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.

2-YEAR MA THESIS SUPERVISION GUIDELINES

ROLES

All students' thesis work will be directed and assessed by a SUPERVISOR and a SECOND READER.

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

The SUPERVISOR should be the student's primary contact during the research and thesis writing period; the SECOND READER should be familiar with the student's work in general terms. Nonetheless, students are welcome to consult with the second reader at any time during the research or thesis writing period for further guidance.

EXPECTATIONS

After supervisors and second readers have been allocated (late in the Fall term of the first year) until the submission of the Thesis Proposal Draft (January 27) students should expect to consult with their SUPERVISOR at least twice to discuss: the thesis topic and proposal; the feasibility of the research; and the respective obligations of supervisor and student, including potential ethical implications of the project, and any appropriate steps (in accordance with CEU guidelines).

After the Final Thesis Proposal has been submitted (February 14 of the first year), the frequency of consultations (via email, in person, or online) between the student and SUPERVISOR should increase, in order to plan the thesis research. Student and supervisor may establish a different schedule for meetings, and this arrangement may be confirmed in writing. As above, a more advanced Final Thesis Proposal and detailed Research Plan, developed in consultation with their Supervisors, is due from all first year 2-year students to the Supervisor and department office on May 20, 2022. The Research Plan deadline can be extended with the supervisor's approval, depending on the student's research timetable. Earlier submission is strongly encouraged, however, and may be necessary for students who apply for research funding from the university to conduct field research in the summer (the grant can take up to two months to process).

The student should expect to receive feedback on written work within one to two weeks of submission to their SUPERVISOR (during the academic term).

The student should take the initiative to consult with the SECOND READER at least once in the early stages of thesis development (ideally before the Final Thesis Proposal is submitted). In the second year, the student should consult with the SECOND READER at least twice in the Fall term, and according

to mutual agreement in the Winter term; the student should give the second reader a draft chapter or section of the thesis and outline of chapters at some point between late February and mid-March at the latest, and receive feedback in a timely fashion.

RESPONSIBILITIES

STUDENT

It is the responsibility of the student to:

- show initiative in developing a potential thesis topic and approach any faculty member(s) they wish to work with from late October;
- be aware of all relevant departmental deadlines and adhere to them;
- maintain regular and appropriate contact with the supervisor to report on progress;
- discuss with the supervisor any potential ethical implications of the project, complete the Ethical Research Checklist (if the research involves human subjects) before the commencement of research, and take any appropriate steps in accordance with CEU ethical requirements;
- inform the supervisor of any written work from other courses that the student intends to integrate from other courses into the thesis;
- maintain the progress of work in accordance with the Research Plan, including submitting draft chapters to the supervisor in sufficient time to allow for feedback;
- take the initiative in communicating with the second reader as outlined above, and submit agreed upon work in sufficient time to allow for feedback; and
- alert the supervisor in a timely fashion to any issues, problems, or difficulties that may impact on their ability to progress with the research.

SUPERVISOR

It is the responsibility of the supervisor to support the student by:

- giving guidance about the nature of research and the standard expected, the thesis topic and proposal, the feasibility of the research, and the respective obligations of supervisor and student;
- providing advice for completing the research and thesis writing within the scheduled time;
- discussing any potential ethical implications of the project prior to the commencement of research, and supporting the student to take any appropriate steps in accordance with CEU ethical requirements;
- being available for consultations (via email, in person, or online) on a regular basis as defined above; and
- returning written work with critical feedback within the framework as mentioned above.

SECOND READER

It is the responsibility of the second reader to support the student by:

- being familiar with the student's work in general terms and in agreement with the direction of the research; and
- returning written work with critical feedback in a timely fashion.

PROBLEMS

Should students encounter any problems with the supervisory arrangement but are not comfortable approaching the relevant faculty member(s), they should approach the Head of Department who will mediate on their behalf. All requests for changes to supervisors and / or second readers must be submitted to the Head of Department in writing. Students are expected to work with the supervisor assigned by the Department. For the exceptional case that a student requests a change of supervisor, there is a Departmental procedure for which they can turn to the Head of Department.

THESIS SUBMISSION

Deadlines and Extensions: The submission deadline is absolutely strict. Extensions can only be granted by the Head of Department in cases of serious, documented, medical conditions or other serious circumstances. Extensions must be formally requested from the Head of Department with documentation (including the supervisor's permission for the request) not later than two weeks prior to the thesis submission date in case of long-term conditions affecting the thesis writing. After that date, only documented medical emergency cases will be considered for extension. Supervisors may not grant thesis deadline extensions to their students. Students are advised to notify their supervisor and the Head of Department as soon as they detect any problems with meeting the thesis deadline. Retroactive appeals cannot be considered.

Theses submitted late without permission from the Head will be penalized a third of a grade (one "notch") for every day late after the due date (A to an A-; B+ to a B; etc.). Downgrading will be applied after the grade is determined at the defense. This means that a late thesis may still be failed if its quality does not merit the highest grades. It also means that a thesis submitted after more than five days from the deadline is an automatic failure since the highest possible grade that can be awarded by the 6th day is a C (the lowest passing grade is a C+; see grading scale below). Because exam committee members need enough time to read and evaluate the thesis, unauthorized late theses submitted to the office staff (in designated number of hard and electronic copies, etc.) less than 48 hours from the student's scheduled Oral Defense will not be allowed to participate in the oral defense exam. Rescheduling of the defense for a time after the exam period will be left to the discretion of the Head of Department in consultation with the exam committee members.

Electronic Files: All candidates for a CEU academic degree are required to upload an electronic copy of their submitted thesis (which is exactly the same as the version submitted in hard copy) into the CEU Electronic Theses and Dissertations Collection where they will be accessible on the internet. (In cases where the content of a student's thesis might put them in danger or present an ethical conflict, it is possible to request from the Pro-Rector that access to the thesis on the internet be blocked for two years, at which time this exception can be renewed. See the Head of Department for details.) The upload interface can be found at: <http://etd.ceu.edu> (log in). 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 Wednesday, June 3, 2022 2 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: Information on the preparation of the hard copies will be provided in due course. Be sure to leave plenty of time for these tasks before the deadline.)

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.edu/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. Signed declaration that this thesis contains only original, previously unpublished work, along with a total word count for a) the thesis text only, excluding notes and references, and b) the entire thesis manuscript
5. Table of Contents
6. List of Figures, Tables or Illustrations
7. List of Abbreviations
8. Body of the thesis (divided into chapters)
9. Appendices
10. Glossary
11. Bibliography/Reference list (required even if references are given in notes)

b) Page Numbers

- Sections 2-7 of the thesis (as outlined above) should be numbered with Roman numerals, while Arabic numerals should be used starting with the first page of the thesis proper. Page numbers should be centered at the bottom of each page.

c) Length, font and margins

- The thesis must be at least 20,000 and not more than 28,000 words long (excluding references and notes). 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 30,000) 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 by May 27, at least one week before the submission deadline (i.e. by June 3, 2021).
- Line Spacing: 2.0 or 1.5
- Font: Times New Roman/Garamond/Arial 12pt
- Margins: 2.5 cm on all sides

d) 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.

THESIS DEFENSE

MA students must defend their thesis in an oral exam. Exams will take place at CEU on the dates outlined above under Important Dates. The thesis defense may take up to 45 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 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 evaluations submitted.

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.

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 High Honors: The thesis contributes to the existing literature in the field; it shows a complete knowledge of the subject matter and relevant theoretical material. Its arguments are

original but less sophisticated than an “A” thesis. In contrast with a “B+” thesis, the “A-” thesis goes well beyond describing data or the texts under consideration to engage in clear analysis of them. Analysis in this case means making argumentative points and insights in the discussion of primary and supportive materials (e.g. excerpts from texts, interviews, popular press and, or from secondary scholarly literature). These argumentative points go well beyond summary, but rather use supportive materials to develop and defend a nuanced central thesis argument. The thesis demonstrates an ability to use correct English grammar, appropriate sources for support, and proper citations.

(B+) Pass with Honors: The thesis contributes to the existing literature in the field. It shows competent (if not complete) knowledge of the subject matter and relevant theoretical material. The thesis also demonstrates a clear argument supported by appropriate texts or data, but the discussion has less developed analysis, tending to be somewhat more expository or less subtle than it might have been. It demonstrates an ability to use correct English grammar, appropriate sources for support, and proper citations.

(B) Pass: The thesis contributes to the existing literature in the field and shows knowledge of the subject matter and relevant theoretical material. It has an argument that is distinct but not as sophisticated or well-developed as it could be at the MA level. The student’s engagement with materials tends more toward exposition than analysis. The thesis demonstrates an ability to use correct English grammar, appropriate sources for support, and proper citations.

(B-) Pass: The thesis aims to make an argument but executes this goal inconsistently. Its analysis is either not developed enough or not fully convincing. While the writing is grammatically correct and sources properly documented, the command of English is perhaps not consistently smooth and/or its style is awkward.

(C+) Pass: This thesis suffers from the shortcomings of the B- thesis but to a more noticeable extent. It is still passable, however, because the student has demonstrated an ability to do research and to synthesize their findings using existing literature on the subject matter and to accurately engage with relevant theories. It aims at an argument although, it is not fully convincing because of weak analysis or incomplete support. While the writing is grammatically correct and sources properly documented, the command of English is perhaps not consistently smooth and/or its style is awkward.

(F) Fail (C or lower): This thesis lacks sufficient knowledge of the subject matter and it does not relate accurately to or represent accurately the broader academic literature. It neither applies methods properly, nor demonstrates analytic ability expected at the graduate level.

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

Incomplete (Pass after Revision, no grade): The student must implement some minor, but imperative changes in the thesis. 3 months are given to implement the changes, flexibility beyond that up to 1 year is at the committee’s discretion. 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.

Conditional Fail (Resubmit, no grade): Defense is cancelled based on the committee's/head and supervisors' decision. The student should implement major revisions or re-write the whole thesis. Defense following resubmission has to be completed within one year or CF is finalized as Fail. Highest possible grade is B-.

Evaluation of the Oral Defense

Examiners 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. See details on final thesis grades below.

Final Thesis Grade

At the end of the defense of the thesis, the committee convenes in private to determine the total thesis grade. This grade is a composite of the student's written thesis and the oral defense performance. The committee's assessments of the Oral Defense may raise or lower the grade on the written thesis by one or more steps, to determine the final thesis grade. The final thesis grade uses the same scale as the evaluation of the written thesis (see above). It is only the final thesis grade that appears on a student's transcript and that is calculated into the GPA. The final grade for the theses of all students will be entered into SITS on the day after the completion of the oral exams (June 18).

A sample of the MA Thesis Evaluation Form can be found in Appendix IX.

APPENDIX I

IMPORTANT DATES FOR THE 2021-2022 ACADEMIC YEAR

- September 6 Pre-session and student orientation begins
- September 8 Departmental MA student orientation meeting (10:00)
- September 13 "Zero Week" begins
Registration for courses in sits for the whole academic year begins
- September 16 Opening Ceremony
- Sept. 17, 13:00 Course Planning Worksheet via email to the program directors, Gabriella Göbl and Anna Cseh cc-d.
- September 20 Fall term begins
- September 27 Course registration ends
- October 26 CEU Vienna is closed due to Austrian national holiday**
- October 28 Town Hall meeting for MA students
- November 1 CEU Vienna and Budapest are closed due to national holidays**
- November 5 Draft Thesis Prospectus (2nd year Critical GENS) to be submitted to supervisors
- November 19 Final Thesis Prospectus due (for 2nd yr students)
- November 24 MA Research Grant application deadline 1 (for 2nd yr students in 2-yr MA programs)
- Dec. 2, 14:00 Thesis Topic and Supervisor Preference Form due (for 1st year students in 2-year programs) via email to Anna Cseh, Maria Szécsényi
Choice of specialization track via email to the head of the program and Anna Cseh
- December 8. Feast of Immaculate Conception. CEU Vienna is closed.**
- December 10 End of fall term
- Dec. 13-Jan. 17 Student modification of registration for Winter Term courses
- December 17 Latest deadline for final assignments
- Dec. 24-26 Christmas – CEU is closed**
- Dec. 31-Jan. 1 New Year's Eve and Day, CEU is closed.**
- January 10 Beginning of winter term
- January 13 "Welcome Back and Beginning of the Year" Party (if possible, details TBA)
- January 17 Modification of course registration for the winter term ends
- January 28 Draft thesis proposal due (1st year students)

Feb. 14, 14:00 Final thesis proposal due to the office (1st year students)

February 21 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.

February 24 Town Hall meeting for MA students (time TBA)

March 7-18 Thesis Writing Workshop (2nd year students)

Mar 21-Apr 4 Modification of registration for spring term courses

April 1 End of winter term

April 4 Beginning of spring term

April 17-18 Easter – CEU is closed

Apr. 19-May 13 Research Preparation Seminar – mandatory for 1st year 2yr students in Research track.

May 1 Labor Day – CEU is closed

May 1 Graduating students must be back in Vienna

May 4, 14:00 MA Research Grant application deadline 3 (1st year students if they are doing research in summer. With approved final Thesis Proposal only)

May 2 full (rough) draft of thesis due to Supervisor (2nd year students)

May 20, 11:00 1st year 2-yr Final Thesis Proposal and Research Plans due

May 26 Ascension Day, Vienna Campus is officially closed

June 3 MA thesis submissions: 2-year program

June 5-6 Pentecost. CEU Vienna & Vienna are officially closed.

June 9-15 MA thesis defenses

June 16 Corpus Christi Day, Vienna campus is officially closed

June 17 Farewell Party (if possible, TBA)

June 17 End of spring term

June 24 Graduation Ceremony

Term	Course code	Title	Teacher's last name	Teacher's first name	CEU credit for students	Registr. options: Grade/Audit /Pass Fail	Course rules - Mandatory / Elective
Fall	GENS 5041	Academic Writing Part 1 (Group 1)	Faragó	Borbála	1	P/F/AUD	Mandatory
Fall	GENS 5041	Academic Writing Part 1 (Group 2)	Kumar	Sanjay	1	P/F/AUD	Mandatory
Fall	GENS 5041	Academic Writing Part 1 (Group 3)	Ridout	David	1	P/F/AUD	Mandatory
Fall	GENS 5010	Foundations in Gender Studies I (Group 1)	Loney	Hannah	4	Grade only	Mandatory
Fall	GENS 5541	Foundations in Gender Studies I (Group 2)	Fodor	Éva	4	Grade only	Mandatory
Fall	GENS 5221	Public Lecture Series I	Staff		1	P/F/AUD	Mandatory
Fall	GENS 5070	Internship Analysis Workshop	Renkin	Hadley Z.	2	Grade only	Mandatory
Fall	GENS 5129	Feminist Biopolitics and Cultural Practices	Yoon	Hyaesin	4	G/AUD	Elective
Fall	GENS 5071	Feminist Research of the Media and Popular Culture	Barát	Erzsébet	4	G/AUD	Elective
Fall	GENS 5673	OSUN course Feminism and Community	de Haan, Lukic	Francisca, Jasmina	2	G/AUD	Elective
Fall	GENS 5959	CIVICA course Gendering Illiberalism	Pető	Andrea	4	G/AUD	Elective
Fall	GENS 5674	Race and the Second World	Helms	Elissa	4	G/AUD	Elective
Fall	GENS 5017	Queer Theory	Timár	Eszter	4	G/AUD	Elective
Fall	GENS 5078	Reimagining Social Movements (P)	Renkin	Hadley Z.	4	Grade only	Elective
Fall	GENS 5121	Gender, Labor Markets, Neoliberalisms	Fodor	Éva	2	G/AUD	Elective
Fall	GENS 5116	Intersectionality and Interdisciplinarity in Gender Studies Research (M)	Loney	Hannah	2	G/AUD	Elective

Fall	GENS 5089	Oral History (M)	Pető	Andrea	2	G/AUD	Elective
Fall	GENS 5966	Queer Modernisms	Dimovska	Iva	2	G/AUD	Elective
Fall	GENS 5040	The Nature of Performativity	Timár	Eszter	2	G/AUD	Elective
Fall	GENS 5928	Welfare States and Gender under Undemocratic Rule (P)	Szikra	Dorottya	2	G/AUD	Elective
Fall	GENS 5004	Women's and Gender History: An Introduction to Theory, Methodology and Archives (M)	de Haan	Francisca	2	G/AUD	Elective
Fall	UWC 5019	Audio Production	Aichinger	Thomas	2		Elective
Fall	UWC 5014	Fundamentals of Documentary Filmmaking	Braverman	Jeremy	2		Elective
Fall	RSP5 066	Patterns of exclusion, dilemmas of inclusion: Roma policies and politics in the 21st century	Rövid	Márton	2		Elective
Fall	UWC 5023	The 'Future of Europe': Europeanism Multi-Campus Course (University-wide CIVICA Course)	Kurowska & all	Xymena	2		Elective
Winter	GENS 5119	Academic Writing Part 2: Thesis development (Group 1)	Loney	Hannah	1	P/F/AUD	Mandatory
Winter	GENS 5119	Academic Writing Part 2: Thesis development (Group 2)	Loney	Hannah	1	P/F/AUD	Mandatory
Winter	GENS 5119	Academic Writing Part 2: Thesis development (Group 3)	Loney	Hannah	1	P/F/AUD	Mandatory
Winter	GENS 5012	Foundations in Gender Studies II (Group 1)	Renkin	Hadley Z.	2	G/AUD	Mandatory
Winter	GENS 5542	Foundations in Gender Studies II (Group 2)	Timár	Eszter	2	G/AUD	Mandatory
Winter	GENS 5221-1	Public Lecture Series II	Staff		1	P/F/AUD	Mandatory
Winter	GENS 5501	Thesis Writing Workshop (Group 1)	Pető	Andrea	4	P/F/AUD	Mandatory
Winter	GENS 5501	Thesis Writing Workshop (Group 2)	Pető	Andrea	4	P/F/AUD	Mandatory
Winter	GENS 5139	Bodies Across Borders: Global Migrations in Historical Perspective	Jones-Gailani	Nadia	4	G/AUD	Elective

Winter	GENS 5932	Gender, Memory and Nationalism	Loney	Hannah	4	G/AUD	Elective
Winter	GENS 5509	OSUN course Antisemitism, Holocaust, Gender, Colonialism: Connecting the Conversations.	Pető	Andrea	4	G/AUD	Elective
Winter	GENS 5122	Narrating Worlds	Lukic	Jasmina	4	G/AUD	Elective
Winter	GENS 5549	Critical Approaches to Motherhood and Mothering	Werner Boada	Sarah	2	G/AUD	Elective
Winter	GENS 5126	Critical Theory on Policy and Practice (M) (P)	Szikra	Dorottya	2	G/AUD	Elective
Winter	GENS 5108	Discourse Analysis (M)	Barát	Erzsébet	2	G/AUD	Elective
Winter	GENS 5508	Equality Policy in Comparative Approach (P)	Krizsán	Andrea	2	G/AUD	Elective
Winter	GENS 5507	Gender and Melancholia	Timár	Eszter	2	G/AUD	Elective
Winter	GENS 5127	Qualitative Research Methods: Ethnographic Approaches (M)	Helms	Elissa	4	G/AUD	Elective
Winter	GENS 5963	Sexological Subjects	Renkin	Hadley Z.	4	Grade only	Elective
Winter	GENS 5111	Strategies of Reading (M)	Lukic	Jasmina	2	G/AUD	Elective
Winter	RSP5 061	Critical Approaches to Romani Studies	Kóczé, Rövid	Angéla Márton	2		Elective
Spring	GENS 5901	Guided Internship	Renkin	Hadley Z.	8	P/F/AUD	Mandatory
Spring	GENS 5501	Thesis Writing Workshop Group 3	Lukic	Jasmina	4	P/F/AUD	Mandatory
Spring	GENS 5501	Thesis Writing Workshop Group 4	Lukic	Jasmina	4	P/F/AUD	Mandatory
Spring	GENS 5109	MA Research Preparation Seminar (M)	Jones-Gailani	Nadia	2	P/F/AUD	Mandatory
Spring	UWC 5021	Data Analysis Tools for Qualitative Research in Social Sciences	Melnykova	Inna	2		Elective
Spring		Workshop in Contemporary Political Theory: 1950-2020	de Haan, Riedl	Francisca, Matthias	2	Grade only	Elective
Spring	RSP5 065	Race, justice, solidarity: addressing anti-Roma racism in contemporary Europe	Rövid	Márton	2		Elective

2 Year MA Program, 1st year students
Course Planning worksheet

Research track: 6 elective credits must be earned in the Fall term; 12 elective credits must be earned in the Winter term.

Applied track: 6 mandatory elective and elective credits must be earned in the Fall term; 10 mandatory elective and elective credits must be earned in the Winter term.

Indicate other departments and specializations!

Name _____

Fall term		Winter term	
Credits	Course Title	Credits	Course Title
1	Academic Writing (mandatory)	1	Academic Writing: Thesis Development (mandatory)
4	Foundation in Gender Studies I (mandatory)	2	Foundations in Gender Studies II (mandatory)
1	Public Lecture Series (mandatory)	1	Public Lecture Series (mandatory)
2	Interdisciplinarity and Intersectionality in Gender Studies research (M) (mandatory for first year students)	2	Critical Theory on Policy and Practice (M) (P) (mandatory for first year Applied Track students)
		4	Qualitative Research Methods: Ethnographic Approaches (M) (mandatory elective for first year Applied Track students) (or an approved alternative)
14 /	Total Credit hours	16 /	Total Credit hours
Spring term: Research Preparation Seminar (M) (mandatory for Specialization in Research track first-year students only; 2 credits)			
Spring/Summer: Guided Internship (mandatory for Specialization in Applied track first-year students only; 8 credits, awarded in Fall term of year 2)			

2 Year MA Program, 2nd year students
Course Planning worksheet

Research track: 14 elective credits must be earned in the Fall term.

Applied track: 6 elective credits must be earned in the Fall term.

Name

Fall term		Winter and Spring terms	
Credits	Course Title	Credits	Course Title
8	credits for Guided internship (mandatory for Applied track students only)	4	Thesis writing workshop
2	Internship Analysis Workshop (mandatory for Applied track students only)	10	Thesis writing and defense with final exam
2	credits for Research Preparation Seminar (mandatory for Research track students only)		
16 /	Total Credit hours	14 /	Total Credit hours

APPENDIX IV

SAMPLE

Thesis Topic and Supervisor Preference Form

Student name: _____

Provisional thesis title: _____

Provisional thesis topic: _____

Requested supervisor: _____

Requested Second Reader (if known): _____

PLEASE RETURN TO ACADEMIC COORDINATOR BY December 2, 2021.

Supervisor Approval of Thesis Proposal Form

Student Name: _____

Thesis Title: _____

Supervisor: _____

Second Reader: _____

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

Supervisor's signature: _____

Second Reader's signature: _____

PLEASE RETURN TO THE DEPARTMENT MA COORDINATORS BY February 14, 2022.

Attachment: Final Thesis Proposal

INTERNSHIP FORM

Student Name: _____

Place of the internship: _____

Supervisor: _____

Supervisor's Signature: _____

Internship Director's Signature: _____

PLEASE RETURN TO ACADEMIC COORDINATOR BY February 14, 2022.

APPENDIX VII

SAMPLE MA THESIS COVER PAGE

FEMINIST AND GENDERED PRACTICES IN ESTONIAN ART OF THE 1990S

By
Andrea Szabó

Submitted to
Central European University
Department of Gender Studies

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

Supervisor: Professor Mary Lamb

Second Reader: Gertrude Goat

Vienna, Austria
20..

Declaration

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

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

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

Signed _____ (name typed)

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

CENTRAL EUROPEAN UNIVERSITY PRIVATE UNIVERSITY STUDENT RECORDS OFFICE

QUELLENSTRASSE 51-55, 1100 VIENNA, AUSTRIA

Academic Year:

THESIS DEFENSE REPORT

Taken in front of the MA defense committee on(day),.....(month), 20...

Student Data:

Student Austrian matriculation number No.:

Name:

Title of the thesis _____:.....

Department/Program:

Supervisor (Name):

Readers of the thesis (Name); Please indicate the external reader, if any:

Members of the Thesis Defense Committee (at least two members):

Chair:

Members:

Result of the Thesis defense

(Specify below the evaluation of the separate components of the overall grade. Evaluation of the written work by the readers, if available, should be attached.)

Written work:

Oral exam/defense:

Overall Result of the Thesis defense ¹ /:.....

.....

Chair of the Defense committee (PRINTED LETTERS and SIGNATURE)

.....
Member of the Defense committee

.....
Member of the Defense committee

¹ The calculation of the Thesis Defense Result is a combination of the written work and the performance at the oral part, including answers to questions about the thesis, and about the more general subject matter. Departments can use their own rules to calculate the overall result from the evaluation of the written work and the oral exam.

CEU Psychological Counseling:

CEU offers confidential student psychological counseling services, providing professional help and support for your personal concerns. Our professional counselors provide individual counseling. Issues students typically turn to us with include are (but are not limited to): lack of motivation or direction, concentration difficulties, low confidence or self-esteem, homesickness or loneliness, eating or body image issues, grief or bereavement, bullying, anxiety, stress, panic attacks, perfectionism, obsessions/compulsions, depression or mood difficulties, self-harm, addiction or substance use, relationship issues, traumatic experiences, concerns that may result from racial, cultural, personal, sexual or gender identity issues.

If you are experiencing emotional or psychological distress, please contact one of the student counsellors below via e-mail only. There is no walk-in service.

Location: Vienna Campus: Quellenstrasse 51, 1st floor, room A109

Webpage: <https://www.ceu.edu/node/9063>

Laszlo Biro, lead counselling psychologist

E-mail: birol@ceu.edu

Office hours:

Monday - Friday: 8 am - 4 pm

Karen Ellinger, student counsellor

email: EllingerK@ceu.edu

Office hours in Vienna:

Monday 9 am - 2 pm

Friday 9 am - 2 pm