



**Department
of Gender
Studies**

CENTRAL
EUROPEAN
UNIVERSITY

1-YEAR MA HANDBOOK 2021-2022

Also available electronically at
<https://gender.ceu.edu/1-year-ma>

Central European University Private University
Quellenstrasse 51,
1100 Vienna, Austria

Telephone: +43 1 2523 00000
Web: <http://www.gend.ceu.edu>

Vienna, September 2021

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Gender Studies One-year MA Student Handbook

This handbook contains all the essential information about the one-year MA program in Gender Studies, its structure, requirements, regulations, and policies, as supplements to the general regulations of the university. Any changes that may become necessary will be communicated in writing (via email) to faculty and enrolled students and amended in the online version of the handbook. Please consult the departmental website for the most up-to-date and valid version.

1. BASIC DEPARTMENT AND PROGRAM INFORMATION

Institution responsible	Central European University
Central European University is a graduate institution in the social sciences, humanities, law and policy. It is accredited in both the United States and Austria, and offers English language undergraduate, Master's and doctoral programs. CEU is governed by an international Board of Trustees. All academic policy is decided by the CEU Senate, while all executive decisions are the responsibility of the CEU President and Rector.	
Name of department	Department of Gender Studies
Program & degree to be awarded	Master of Arts in Gender Studies (1-year MA)
A ten-month program running from September 2021 to June 2022, consisting of two teaching terms and one term of research and thesis writing.	
Program accreditation/registration	Program approved and registered by the New York State Education Department Program accredited by the Agency for Quality Assurance and Accreditation Austria (AQ-Austria)
Location of instruction	CEU PU, Vienna

CONTACT INFORMATION

The main department office and most professors' offices are located on the second floor of the Quellenstrasse 51 building. CEU phone extensions can be dialed directly from on campus or after having dialed the main CEU number, +43 1 2523 00000. Listings below give internal extensions and room numbers in Quellenstrasse 51 unless otherwise indicated.

Mailing Address: Department of Gender Studies Phone: +43 1 2523 00000
Quellenstrasse 51, 1100 Vienna

Administration

Francisca de Haan Head of Department Dehaanf@ceu.edu, ext. 2896

Main Office room D205/B

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.

Anna Cseh	Departmental and MA Coordinator	CsehA@ceu.edu ,	ext. 3034
Mária Szécsényi	MA Coordinator (part time)	szecsényim@ceu.edu ,	ext. 2393
Gabriella Góbl	MA Coordinator (part time)	GoblG@ceu.edu ,	ext. 2053
Natália Versegi	External Programs and Ph.D. Coordinator	versegin@ceu.edu ,	ext. 2013

DEPARTMENTAL FACULTY 2021-2022

For faculty profiles, please visit <https://gender.ceu.edu/people>

Erzsébet Barát

Recurrent Visiting Associate Professor

room A204

ext. 2527

barate@ceu.edu

&

Szegedi Tudományegyetem

+36 62 544 526

zsazsa@lit.u-szeged.hu

Iva Dimovska

Visiting Lecturer

room A202/B

Linda Fisher – on research leave

Associate Professor

Fisherl@ceu.edu

Éva Fodor

Professor

room D205/E

ext. 2077

FodorE@ceu.edu

Francisca de Haan

Professor

room D205/C

ext. 2896

Dehaanf@ceu.edu

Elissa Helms

Associate Professor

room D205/A

ext. 2578

Helmse@ceu.edu

Nadia Jones-Gailani – on leave in the Fall

Associate Professor

room A202/A

ext. 2226

JonesN@ceu.edu

Andrea Krizsán

Professor

room D205/E

ext. 2306

Krizsana@ceu.edu

Hannah Loney

Visiting Assistant Professor

Room A206

LoneyH@ceu.edu

Jasmina Lukić

Professor

room D205/D

ext. 2161

Lukicj@ceu.edu

Andrea Pető

Professor

room A203

ext. 2214

Petoa@ceu.edu

Hadley Z. Renkin

Assistant Professor

room D204/B

ext. 2181

RenkinH@ceu.edu

Judit Sándor – on leave

Professor

Department of Gender Studies, Department of
Political Science, & Department of Legal Studies
ext. 3083

Sandorj@ceu.edu

Dorottya Szikra

Visiting Lecturer

room A202/B

szikrad@ceu.edu

Eszter Timár

Assistant Professor

room D204/A

ext. 2531

etimar@ceu.edu

Hyaesin Yoon – on leave from Jan. 1, 2022

Assistant Professor

room A205

ext. 3845

YoonH@ceu.edu

Sarah Werner Boada

Visiting Lecturer

room A202/B

Susan Zimmermann

University Professor

Department of Gender Studies & Department of
History

room B211

ext. 2577 (or 2318)

zimmerma@ceu.edu

Academic Writing Instructors:

Andrea Kirchknopf

Academic Writing Instructor

Center for Academic Writing
room C108

ext. 3010

Kirchknopfa@ceu.edu

Sanjay Kumar

Academic Writing Instructor

Center for Academic Writing
room C103

ext. 3818

kumars@ceu.edu

David Ridout

Academic Writing Instructor

Center for Academic Writing
room C111

ext. 6100

RidoutD@ceu.edu

2. MA PROGRAM DESCRIPTION

The one-year MA program in Gender Studies offers a condensed grounding in interdisciplinary gender studies while requiring students to also develop focused knowledge through original research, culminating in an MA thesis. Students are assumed to have some background, if uneven, in gender studies, feminist theory, or related fields of social science and humanities. The program aims at developing independent and critical thinkers with a broad basic knowledge of gender studies and the skills to approach gender as a key element of social and symbolic order at the local and the global levels. The program also aims to develop students' analytical skills through both written and oral expression, and to prepare students for further academic study at the PhD level or to apply their knowledge in other fields of research, policy making, activism, social work, etc. In keeping with these goals, the program introduces students to major theoretical and methodological approaches to gender studies from a range of disciplines. 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 are thus expected to develop their scholarly perspectives through an interdisciplinary lens and beyond their immediate fields of interest.

PROGRAM LEARNING OUTCOMES

Graduates of the one-year MA in Gender Studies at CEU will have mastered the following skills and fields of knowledge and demonstrate the ability to:

- discuss and understand the major fields and themes of interdisciplinary gender studies, their historical and geographic origins, and the main points of debate that have arisen within this field
- grasp and apply the methodological, theoretical, and writing and oral presentation techniques necessary in academic research and critical analysis while also being able to convey their analyses to audiences not specialized in gender studies;
- engage in critical and creative reading and analysis from a gender perspective of social and cultural theories, empirical research, and social and cultural phenomena;
- reflect critically and in a complex manner on the entanglement between gender relations and gender inequality on the one hand, and other social and cultural differences on local and global levels on the other;
- grasp and critically understand the main threads of scholarly debate on how gender categories and inequalities work in tandem with other social categories such as race, ethnicity, class, sexuality, global inequality, age, disability, and the like;
- translate an interest in a certain social or cultural phenomenon into a manageable research project, develop pertinent research questions, and identify and use the appropriate research methods to answer these questions;
- reflect critically on and denaturalize their own social, cultural, and political belonging, being aware of the situated nature and limitations of their own knowledge.

REQUIREMENTS AND STRUCTURE

The program consists of 30 credit hours (30 CEU credits, 60 ECTS) to be completed over the course of three

terms. In the fall and winter terms, students must complete 10 course credits respectively, including the mandatory courses of Foundations of Gender Studies I and II, a methodology course, and Academic Writing, including Thesis Development. The remaining courses are chosen from among the department's listed electives which cover a range of topics and disciplinary approaches. In the spring term, students earn a final 4 credits for the thesis writing workshop and 6 for thesis writing. See below on credit requirements and timing. The thesis is developed throughout the academic year through tasks developed in Academic Writing: Thesis Development (AWTD) and under the guidance of a primary faculty supervisor with additional input from a second reader. The thesis is defended orally at the end of the academic year in front of a faculty committee and the final text is made publicly available online through the CEU library. See the Thesis Guidelines section, below, for details.

Overview of requirements

Pre-session & Zero Week: required online attendance

- Orientation
- Zero Week Sessions
- Course Presentations

Fall Term: 10 credits

- Mandatory courses (6 credits total):
 - Foundations in Gender Studies I (4 credits)
 - Academic Writing (1 credit)
 - Public Lecture Series (1 credit)
- Electives (4 credits)*

Winter term: 10 credits

- Mandatory courses (4 credits total):
 - Foundations in Gender Studies II (2 credits)
 - Academic Writing: Thesis Development (1 credit)
 - Public Lecture Series (1 credit)
- Electives (6 credits)*

* **Fall and Winter together:** 4 elective credits (8 ECTS) must fulfill the **Methods** requirement (and see ** below)

Spring term: 10 mandatory credits

- Thesis Writing Workshop (4 credits)
- MA Thesis and Defense (6 credits)

FURTHER NOTES ON REQUIREMENTS

English for Academic Purposes/Academic Writing in Gender Studies: This course is taken throughout the entire academic year. It focuses on academic writing skills essential to a student's successful completion of course work and the MA thesis. Speaking, listening, and reading skills may also be addressed in this course. The staff of the Center for Academic Writing teaches the course, and although the course material

does not focus on Gender Studies, some material is specific to the field.

The EAP courses continue for the first two weeks of the fall term, at which point the course transitions into Academic Writing in Gender Studies. Both courses, however, will count toward the credit hours and grades awarded for the Academic Writing in Gender Studies at the end of fall term.

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

Course Presentation Sessions: in the afternoons of Zero Week, all the courses for the current academic year will be presented by the 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 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.** Registration will be open for modifications prior to the beginning of the Winter and Spring terms. Some classes fill up quickly, but numbers will decrease and stabilize by the beginning of classes, so do not panic or withdraw your name if you find yourself on the waiting list for a course you want but do remove your name if you are sure you will not take the course.

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, 2022 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: These are talks organized throughout the academic year that are also open to the CEU community. They are given by scholars from other universities 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 Presentations, are a **mandatory 2-credit requirement** (one credit per term) for one-year MA students. Your 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 (and therefore to complete the program!). The talks will be listed as far in advance as possible on the department website and advertised via email and fliers. Students are expected to adjust their schedule to attend public lectures even in some cases when there is – regrettably but unavoidably – short notice.

Methods credits: at least 4 elective credits (8 ECTS), whether in fall and/or winter, must come from courses marked “M” for (research) methods. In general, students are discouraged from taking a methods course in another department to fulfill this requirement, but the Head of Department may grant a student permission to do this under exceptional circumstances.

*** 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: normally a student takes altogether 10 elective credits (including Methods credits) in the fall and in the winter term alongside mandatory courses. 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 the Sits and see the section on cross-departmental advanced certificate programs, 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.

Spring term research and thesis writing: this term is dedicated to the research and writing of the MA thesis. The month of April is the designated thesis research period for one-year MA students. Towards the end of the winter term, students must make a research and writing plan with their supervisors, who will help them determine the course that best allows them access to their research material. Students can be away from Vienna during April, especially those who need to conduct field or archival research for the thesis. Those doing library- or internet-based research should spend this time at CEU. Students are expected to consult regularly with their supervisors during April whether or not they travel away from Vienna. **Students must be back in Vienna and be in the analysis and writing stage by May 1, 2022, at the absolute latest.**

Thesis Writing Workshop (May 2-6, 2022): this is a mandatory workshop for all students defending their thesis 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 MA degree. Students must be available throughout this period – scheduling will depend on supervisors' availability. Students must complete their research and begin analysing their material in time to be able to produce a **draft thesis chapter** by a deadline set by the instructor, typically 2-3 days before the group is scheduled to discuss your work. Your research and writing plans must take this into account. The draft submitted must be an original analysis chapter, not background, literature review, theoretical framework, methods, etc. The instructor will inform you at the end of the winter term of the workshop schedule, requirements, and deadlines for submission of draft chapters.

ADVANCED CERTIFICATE PROGRAMS

In addition to the MA degree in Gender Studies, students can earn a certificate in one of CEU's cross-departmental advanced certificate programs. Each program has its own course requirements but also organizes lectures, conferences, and other events in keeping with their topics. Interested students should register for advanced certificate programs before the end of Zero Week if possible but may also register later.

The one-year MA in Gender Studies allows students to participate in three advanced certificate programs, the details of which 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** (in Vienna and online) 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 with their **official CEU 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 have 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 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 and the Disability Officer. 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).

Some 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; take 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 fulfil all requirements for the MA Degree, students must earn 30 CEU credits over three consecutive terms and:

- 1. Achieve a passing grade (C+ or above) for all graded courses in the fall and winter terms (16 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 (10 credits, including the Thesis Writing Workshop in Gender Studies);

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
2.65 and below	Fail

In order to receive a Master of Arts degree with Distinction students must also pass the thesis with high honors (“A” or “A-”). Each *graduating* student must complete all fall and winter term 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 Online Leaving Form must be signed by all appropriate units.

Class Attendance

Regular attendance is a major component of the program and of CEU teaching in general and is therefore mandatory in all classes. Missing more than one class without advance notice and documentation provided to the professor will in most cases bring down the final course grade and could result in failure of the class in situations of excessive absences. Individual course instructors may state slightly different requirements. Only illness or serious unavoidable matters are considered valid excuses for missing class. 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 assumed 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.

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 (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 within two weeks during the term). Final papers with grades and comments must be placed in student mailboxes or returned electronically 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. These evaluations are **anonymous**. Faculty members can 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. 1-YEAR MA THESIS GUIDELINES

The MA thesis 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. The thesis 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.) See the thesis grading criteria below.

N.B.: all thesis research must also be in conformance with the department's, and CEU's, ethical standards and Ethical Research Policy. Please see statement on this above, p. 10.

As a reminder: here is the link to the checklist: <https://documents.ceu.edu/documents/p-1012-1v1202>

THESIS CALENDAR

2021

December 2, 14:00: Thesis Topic and Supervisor Preference Form due to the departmental office or via email to Maria Szecsenyi and Anna Cseh

2021

January 27, Thursday: draft thesis proposal due to the supervisor and the Academic Writing Thesis Development instructor (Hannah Loney) in the form they specify. Students must also have completed the Checklist on Ethical Research (see p. 10 above).

February 14, Monday: final thesis proposal due to the departmental office by 2:00 pm.

February 21, Monday: deadline for applications for the departmental Research Grant (limited funding, normally towards travel, contingent on having the Thesis Proposal approved by supervisor) to be submitted to the departmental office.

March 28, Monday: final deadline for the completion, in consultation with supervisors, of a detailed Research Plan

April 2 – April 30: concentrated thesis research period

May 2-6: mandatory Thesis Writing Workshop; precondition for thesis submission and thesis defence.

June 1, Wednesday: Suggested deadline for electronic submission of full thesis draft to supervisors by one-year students (actual deadlines to be worked out with supervisors).

June 9, Thursday: Thesis submission deadline. Submit to the departmental office by 1pm.

June 9-15: Thesis defenses. Students must be available for a defense on any of these days (exact schedule TBA).

June 17, Friday: end of year Farewell Party (details TBA). Family and friends are welcome.

June 24, Friday : Graduation Ceremony

Please note, that the number of guest tickets available for the ceremony is

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), where relevant, substantiated with medical documentation.

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, 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.

By **December 2, 2021**, 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.) Supervisors and second readers will be finalized early in the winter term. Student preference will be taken into account when assigning supervisors and an effort will be made to accommodate student requests. However, because of faculty workload distribution, not all requests may be granted, especially for second readers.

In coordination with Academic Writing: Thesis Development (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. The **final version of the Thesis Proposal, in hard copy with the Thesis Proposal form signed by the supervisor and the second reader**, is due in the departmental office by **2:00 p.m., February 14, 2022**. (For a sample form please see Appendix V.)

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. By **March 28**, students must complete a detailed **Research Plan** in consultation with their supervisor, in preparation for the spring term research and writing period.

The Thesis Writing Workshop in May is compulsory for all graduating students. The Workshop is graded as pass/fail; since the TWWs are held once a year only for the whole cohort, the failure to receive the passing grade may result in postponing the defense for a whole academic year. After the Thesis Writing Workshop, students should continue to submit draft chapters to supervisors according to the schedule they agree

upon. **June 1** is the suggested deadline for the submission of a **full draft of the thesis to the supervisor** in electronic form. The precise deadline for this draft must be worked out with each supervisor, however, in accordance with their supervision schedule.

1-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, 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) 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), the frequency of consultations (via email, in person, or online) between the student and **SUPERVISOR** shall be (on average) bi-weekly, until the thesis is submitted.¹ (At some stages of the research and thesis writing period, they may need to be more / less frequent). Student and supervisor may establish a different schedule for meetings, and this arrangement may be confirmed in writing. By March 28, students must complete a detailed Research Plan in consultation with their supervisor, in preparation for the Spring term research and writing period.

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). The student should give the

¹ In the rare and exceptional case that the student cannot defend the thesis in June, students should be aware that for an extended period of time – particularly over the Summer months – students cannot count on active and frequent supervision.

second reader a draft chapter or section of the thesis and outline of chapters at some point between late April and mid-May 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 genuine and serious, documented medical conditions or other serious circumstances. Extensions must be formally requested from the Head of Department and documentation submitted prior to the thesis submission date. Supervisors may not grant extensions to their students. Students are advised to notify their supervisor and the Head of Department as soon as they detect any problems with meeting the thesis deadline. Retroactive appeals cannot be considered.

Theses submitted late without permission from the Head will be penalized a third of a grade (one “notch”) for every day late after the due date (A to an A-; B+ to a B; etc.). Downgrading will be applied after the grade is determined at the defense. This means that a late thesis may still be failed if its quality does not merit the highest grades. It also means that a thesis submitted without permission 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 Submission: 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 website. (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 MA coordinator for details.) The upload interface can be found at: <http://etd.ceu.edu> (log in with your UIS/Infosys login name and password). The Computer and Statistics Center will hold a **1-hour mandatory training** on the uploading process. Details will be provided in due course.

Thesis Submission: by June 9, 2022, 1 p.m. the following must be submitted:

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

(Note: 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 AND STRUCTURE

The CEU Thesis Writing Standards, which apply to all theses submitted to the Department of Gender Studies, can be downloaded as <https://documents.ceu.edu/documents/g-0712-1v1806> (from <https://documents.ceu.edu/>) (log in required).

The following additional requirements are stipulated by the department:

a) **Order:** Thesis sections should be placed in the following order, items in bold are required:

1. **Cover Page** (see Appendix VI for a sample cover page)
2. **Abstract** (max. 1 page, between 300-500 words, can be single-spaced)
3. **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
4. Acknowledgements (optional)
5. **Table of Contents**
6. List of Figures, Tables or Illustrations
7. List of Abbreviations
8. **Body of the thesis** (divided into chapters, including introduction and conclusion)
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 15,000 and not more than 22,000 words long (excluding references and notes). Exceptions must be approved by the Head of Department with the agreement of your supervisor. Extensions may not exceed 26,000 words and should be kept as low as possible. Requests for exceptions must be made in writing to the Head of Department with the supervisor cc-ed by June 5. Submitted theses that exceed these limits will be downgraded one notch.
- Line Spacing: 2.0 or 1.5
- Font: Times New Roman/Garamond/Arial 12pt
- Margins: 2.5 cm on all sides

Citations and Bibliography

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

Citing from one’s own work: 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 can 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 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; turn to the website resources or instructors of the Center for Academic Writing; and see the rules on academic misconduct above.

THESIS DEFENSE

Each MA student must defend their thesis in an oral exam. These exams, lasting 50-60 minutes each, will take place at CEU on June 09-15, 2022. Each student will have a defense committee consisting of three faculty members: the supervisor, the second reader and an exam chairperson who will be announced when the defense schedule is circulated. The exam chair is a Gender Studies faculty member assigned by the department coordinator in consultation with the department head. While the exam chair may participate in determining the student’s final thesis grade based on the oral defense, they do not normally read the thesis and it is the supervisor and second reader whose opinions carry the most weight in deciding about the final thesis grade. At the beginning of the defense, the supervisor and the second reader must submit a written summary of their evaluation of the thesis to the chair of the committee, including their preliminary grading of the written piece, in order for the defense procedure to be opened. Students may obtain a copy of the committee’s written evaluations after the defense upon request to the committee members.

The proceedings begin with a brief (7-10 minute) presentation by the student on the focus and findings of the thesis. The defense then 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 defense chair. The aim of the examination is to involve the student in serious scholarly debate about their project and its

relevance to wider scholarly debates, and to give supervisors a chance to ask questions about and comment verbally on the strengths and weaknesses of the final version of the thesis. The exam gives students the opportunity to defend their work and to engage in serious academic discourse with three more experienced scholars in order to demonstrate and develop the students' analytic and verbal acumen. Students will be challenged to elaborate on any critical points that emerge and to draw out implications, directions for future inquiry, and otherwise respond to relevant ideas not explicitly covered in the thesis.

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 should 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

Faculty assess the oral defense of the thesis qualitatively in terms of the student's ability to verbally analyze the key issues in the thesis; answer questions; elaborate on key points in the thesis; explicate under-developed or absent points relating to the thesis; and, if appropriate, apply the insights of the thesis to related texts, studies, issues, etc. The oral defense tests the student's ability to make analytical connections quickly, articulate ideas, and think about the issues in the thesis from various angles or perspectives. Because the faculty believes that these are vital skills for graduate-level scholarship and they are part of the training offered in the MA coursework, the skills evaluated in the Oral Defense comprise an important part of the final thesis grade. Assessment of the oral defense can raise or lower the grade on the written thesis, but usually not more than one notch (e.g. from B up to B+ or down to B-).

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 June 18.

(A sample of the MA Thesis Evaluation Form can be found in Appendix VIII).

APPENDIX I

IMPORTANT DATES FOR THE 2021-2022 ACADEMIC YEAR

- September 6 Pre-session and student orientation begins
- September 7 Departmental MA student orientation meeting (15:00)
- September 13 “Zero Week” begins
Registration 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
- Nov. 1 CEU Vienna and Budapest are closed due to national holidays**
- Dec. 2, 14:00 Thesis Topic and Supervisor Preference Form due via email to the office
- Dec. 8. Feast of Immaculate Conception. CEU Vienna is closed.**
- December 10 End of fall term
- December 13 Modification of registration for Winter Term courses begins
- December 17 Latest deadline for final fall term assignments
- Dec. 24-26 Christmas – CEU is closed**
- December 31 New Year’s Eve – CEU is closed**
- January 1 New Year’s Day – CEU is closed**
- Jan. 6 Epiphany Day, Vienna Campus is officially 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 27 Draft thesis proposal due. Students must also have completed the Checklist on Ethical Research (see p. 10 above).
- Feb. 14, 14:00 Final thesis proposal due to the office

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.

Feb. 24 Town Hall meeting for MA students (time TBA)

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

March 28 1-year MA detailed research plans due to supervisors

April 1 End of winter term

April 4 Latest deadline for final winter term assignments

April 6 Beginning of spring term – thesis supervision period begins

April 6 – May 2 Concentrated thesis research period

April 17-18 Easter – CEU is closed

May 1 Labor Day – CEU is closed

Graduating students must be back in Vienna

May 2-6 Thesis Writing Workshop

June 1 Suggested deadline for electronic submission of full thesis draft to supervisors by one-year students (actual deadlines to be worked out with supervisors)

June 5-6 Pentecost – CEU is closed

June 8 MA thesis submissions for 1-year program

June 9-15 MA 1-year thesis defenses

June 16 Corpus Christi Day, Vienna campus is officially closed

June 17, 16:00 Thesis grades are entered in sists

June 17, 18:00 Farewell Party

June 17 End of spring term

June 24 Graduation Ceremony

APPENDIX II

**Department Curriculum 2021-2022
For 1-year MA students**

Program for 1 year MA students

Department	Term	Level (MA or PhD)	Course code	Title	Teacher's last name	Teacher's first name	CEU credit for students	Reg. options: Grade/Audit/Pass Fail	Course rules – Mand. / Elective
GENS	Fall	MA	GENS 5041	Academic Writing Part 1 (Group 1)	Faragó	Borbála	1	P/F/AUD	Mandatory
GENS	Fall	MA	GENS 5041	Academic Writing Part 1 (Group 2)	Kumar	Sanjay	1	P/F/AUD	Mandatory
GENS	Fall	MA	GENS 5041	Academic Writing Part 1 (Group 3)	Ridout	David	1	P/F/AUD	Mandatory
GENS	Fall	MA	GENS 5010	Foundations in Gender Studies I (Group 1)	Loney	Hannah	4	Grade only	Mandatory
GENS	Fall	MA	GENS 5541	Foundations in Gender Studies I (Group 2)	Fodor	Éva	4	Grade only	Mandatory
GENS	Fall	MA	GENS 5221	Public Lecture Series	Staff		1	P/F/AUD	Mandatory
GENS	Fall	MA	GENS 5129	Feminist Biopolitics and Cultural Practices	Yoon	Hyaesin	4	G/AUD	Elective
GENS	Fall	MA	GENS 5071	Feminist Research of the Media and Popular Culture	Barát	Erzsébet	4	G/AUD	Elective
GENS	Fall	MA	GENS 5673	OSUN course Feminism and Community	de Haan, Lukic	Francisca, Jasmina	2	G/AUD	Elective
GENS	Fall	MA	GENS 5959	CIVICA course Gendering Illiberalism	Pető	Andrea	4	G/AUD	Elective

GENS	Fall	MA	GENS 5674	Race and the Second World	Helms	Elissa	4	G/AUD	Elective
GENS	Fall	MA	GENS 5017	Queer Theory	Timár	Eszter	4	G/AUD	Elective
GENS	Fall	MA	GENS 5078	Reimagining Social Movements (P)	Renkin	Hadley Z.	4	Grade only	Elective
GENS	Fall	MA	GENS 5121	Gender, Labor Markets, Neoliberalisms	Fodor	Éva	2	G/AUD	Elective
GENS	Fall	MA	GENS 5116	Intersectionality and Interdisciplinarity in Gender Studies Research (M)	Loney	Hannah	2	G/AUD	Elective
GENS	Fall	MA	GENS 5089	Oral History (M)	Pető	Andrea	2	G/AUD	Elective
GENS	Fall	MA	GENS 5966	Queer Modernisms	Dimovska	Iva	2	G/AUD	Elective
GENS	Fall	MA	GENS 5040	The Nature of Performativity	Timár	Eszter	2	G/AUD	Elective
GENS	Fall	MA	GENS 5928	Welfare States and Gender under Undemocratic Rule (P)	Szikra	Dorottya	2	G/AUD	Elective
GENS	Fall	MA	GENS 5004	Women's and Gender History: An Introduction to Theory, Methodology and Archives (M)	de Haan	Francisca	2	G/AUD	Elective
UWC	Fall	MA	UWC 5019	Audio Production	Aichinger	Thomas	2		Elective
UWC	Fall	MA	UWC 5014	Fundamentals of Documentary Filmmaking	Braverman	Jeremy	2		Elective
RSP	Fall	MA	RSP5 066	Patterns of exclusion, dilemmas of inclusion: Roma policies and politics in the 21st century	Rövid	Márton	2		Elective

UWC	Fall	MA	UWC 5023	The 'Future of Europe': Europeanship Multi-Campus Course (University-wide CIVICA Course)	Kurowska & all	Xymena	2		Elective
GENS	Winter	MA	GENS 5119	Academic Writing Part 2: Thesis development (Group 1)	Loney	Hannah	1	P/F/AUD	Mandatory
GENS	Winter	MA	GENS 5119	Academic Writing Part 2: Thesis development (Group 2)	Loney	Hannah	1	P/F/AUD	Mandatory
GENS	Winter	MA	GENS 5012	Foundations in Gender Studies II (Group 1)	Renkin	Hadley Z.	2	G/AUD	Mandatory
GENS	Winter	MA	GENS 5542	Foundations in Gender Studies II (Group 2)	Timár	Eszter	2	G/AUD	Mandatory
GENS	Winter	MA	GENS 5221-1	Public Lecture Series	Staff		1	P/F/AUD	Mandatory
GENS	Winter	MA	GENS 5139	Bodies Across Borders: Global Migrations in Historical Perspective	Jones-Gailani	Nadia	4	G/AUD	Elective
GENS	Winter	MA	GENS 5932	Gender, Memory and Nationalism	Loney	Hannah	4	G/AUD	Elective
GENS	Winter	MA	GENS 5509	OSUN course Antisemitism, Holocaust, Gender, Colonialism: Connecting the Conversations.	Pető	Andrea	4	G/AUD	Elective
GENS	Winter	MA	GENS 5122	Narrating Worlds	Lukic	Jasmina	4	G/AUD	Elective
GENS	Winter	MA	GENS 5549	Critical Approaches to Motherhood and Mothering	Werner Boada	Sarah	2	G/AUD	Elective
GENS	Winter	MA	GENS 5126	Critical Theory on Policy and Practice (M) (P)	Szikra	Dorottya	2	G/AUD	Elective
GENS	Winter	MA	GENS 5108	Discourse Analysis (M)	Barát	Erzsébet	2	G/AUD	Elective
GENS	Winter	MA	GENS 5508	Equality Policy in Comparative Approach (P)	Krizsán	Andrea	2	G/AUD	Elective

GENS	Winter	MA	GENS 5507	Gender and Melancholia	Timár	Eszter	2	G/AUD	Elective
GENS	Winter	MA	GENS 5127	Qualitative Research Methods: Ethnographic Approaches (M)	Helms	Elissa	4	G/AUD	Elective
GENS	Winter	MA	GENS 5963	Sexological Subjects	Renkin	Hadley Z.	4	Grade only	Elective
GENS	Winter	MA	GENS 5111	Strategies of Reading (M)	Lukic	Jasmina	2	G/AUD	Elective
RSP	Winter	MA	RSP5 061	Critical Approaches to Romani Studies	Kóczé, Rövid	Angéla Márton	2		Elective
GENS	Spring	MA	GENS 5501	Thesis Writing Workshop Group 3	Lukic	Jasmina	4	P/F/AUD	Mandatory
GENS	Spring	MA	GENS 5501	Thesis Writing Workshop Group 4	Lukic	Jasmina	4	P/F/AUD	Mandatory

Thesis Topic and Supervisor Preference Form

Please indicate as clearly as possible the topic and nature of your proposed thesis research in a way that will assist us in assigning supervisors. Your title is not set in stone: it can and most likely will change as you develop your ideas.

Student name: _____

Provisional thesis title/topic: _____

Requested supervisor: _____

Requested second reader: _____

*You may list alternative choices in case your first choices are not available. If you do not request a supervisor or second reader, we will assign one to you.

PLEASE EMAIL TO THE DEPARTMENT MA COORDINATORS 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

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 of the degree of Master of Arts in Gender Studies.

Supervisor: Professor Mary Lamb

Vienna, Austria
2022

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)

APPENDIX VIII

SAMPLE MA THESIS DEFENSE REPORT

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 ² /:.....

.....
Chair of the Defense committee (**PRINTED LETTERS** and **SIGNATURE**)

.....
Member of the Defense committee

.....
Member of the Defense committee

² 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.

APPENDIX IX STUDENT MENTAL HEALTH SUPPORT

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

Julia Jellen, student counsellor

E-mail: JellenJ@ceu.edu

Office hours:

Monday 2-6 pm

Wednesday 6-8 pm

Friday 2-6 pm

Lea Wiese, student counsellor (from October 1, 2021)

E-mail: WieseL@ceu.edu

Office hours:

Monday 9 am to 1 pm

Tuesday 2-6 pm

Wednesday off

Thursday 9 am to 1 pm

Friday 8 am to 4 pm