



**Máster Erasmus Mundus en Estudios de las Mujeres y de Género
Erasmus Mundus Master in Women's and Gender Studies**

CENTRAL EUROPEAN UNIVERSITY

DEPARTMENT OF GENDER STUDIES

ERASMUS MUNDUS MASTER'S DEGREE IN
WOMEN'S AND GENDER STUDIES **GEMMA**

**STUDENT HANDBOOK
2021-2022**

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

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Vienna, September 2021

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*This handbook contains all the essential information about the two-year Erasmus Mundus Master's Degree in Women's and Gender Studies **GEMMA**, 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	GEMMA Erasmus Mundus Master's Degree in Women's and Gender Studies
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

A postgraduate programme that consists of two years of study (120 ECTS) at two chosen centres out of the seven prestigious European universities that participate in the GEMMA Consortium.

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. The last four digits can be replaced by the extension. 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
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Administration

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Jasmina Lukic CEU coordinator for GEMMA Lukicj@ceu.edu, ext. 2161

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.

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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>

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2. PROGRAM DESCRIPTION

GEMMA is the first Erasmus Mundus Master's Degree in Women's and Gender Studies in Europe. It is a program of excellence supported by the European Commission, which first selected it as an Erasmus Mundus Master Course in 2006. In July 2011, GEMMA was once again selected for funding under the prestigious Erasmus Mundus brand and distinguished from amongst 177 submitted project proposals as "a pilot project and model in the field of Women's Studies and Gender Studies in a European and global perspective. In July 2017 GEMMA received once again support from the European Commission and the prestigious title of Erasmus Mundus Joint Master Degrees (EMJMD).

GEMMA is unique in the way it brings together approaches to feminism from all cardinal points in Europe. Created as a result of the concerted efforts of several universities working together within the ATHENA network, the GEMMA Consortium represents the harmonization of seven different institutions from six European countries: University of Granada (coordinator), University of Bologna, Central European University (Budapest), University of York, University of Łódź, University of Oviedo and University of Utrecht. GEMMA is thus the fine tuning of North European, South European and Central European higher education institutions where Women's and Gender studies is one of the main elements of their postgraduate offer.

GEMMA Consortium and GEMMA program as a whole are coordinated by the University of Granada; the main coordinator is Prof. Adelina Sanchez Espinosa.

For more information on the program, its history and all the other partners in GEMMA consortium please see <http://masteres.ugr.es/gemma/>.

PROGRAM LEARNING OUTCOMES

Graduates of GEMMA program are conversant with:

- * the major fields and themes of interdisciplinary gender studies and knowledge and scholarly debate on related elements like race, class, global inequality, etc.;
- * the conceptual framework of Gender Studies, as well as the theories and methods of interdisciplinary thinking applied in its study;
- * a range of methods in use in social sciences and humanities and how they have been applied in gender studies when analyzing texts and social, political, and cultural phenomena;
- * how gender concepts, theories, and methods have been deployed in other areas of the social sciences and humanities;
- * the principle of professional ethics and how to put them into use in gender studies;
- * in-depth knowledge from a cross-national perspective in a chosen area of studies across the wide area of women's and gender studies.

REQUIREMENTS AND STRUCTURE

The duration of the program is twenty-four months (120 ECTS), starting from September 2019. The languages used by the consortium universities are English, Italian and Spanish, depending on the university. At CEU language of instruction is English. While studying at CEU, GEMMA students are strongly encouraged to use advice and help of the Center for Academic Writing. In case they need more substantial help with English, they should consult with the Head of the Department and with the GEMMA coordinator.

The program is structured as follows:

1. **Core Component:** (30 ECTS/15 CEU credits), to be taken at the home university during the first year of studies.

The Core Component is organized around the courses in the three main areas, same at all consortium universities: (**Feminist History; Feminist Theory; Feminist Methodology**).

2. **Electives/practice/specialization:** (60 ECTS/30 CEU credits).

Divided into:

- Electives cluster A: 30 ECTS (to be taken at the home university in the first year of studies)
- Electives cluster B (mobility semester): 3rd Semester. 30 ECTS (to be taken at host university)

3. **Master's thesis:** 4th semester (30 ECTS credits, can be defended either at the home or at the host university)

Mobility Semester

It is obligatory for GEMMA students to spend 3rd semester as a mobility semester at one of the partner universities from GEMMA consortium, here referred to as the host university. During the third semester, at latest by the end of October, students have to decide where they want to spend their fourth semester and to defend their thesis, at home or at a host university.

All eligible GEMMA students can apply in the first year of their studies for Erasmus exchange grant to fund their mobility semester.

Please be aware that the deadline for Erasmus study grant applications for Fall, Winter 2022/23 will be communicated later. The delay is due to problems caused by the COVID-19 pandemic. Also, please be aware that the application process requires some time, so you need to start it earlier in order to respect the deadline.

For all information regarding EM mobility grants please contact Mobility Grants Coordinator

Dorottya Urai, Academic Cooperation and Research Support Office;

Email: UraiD@ceu.edu;

Phone: Office: 327-3000 / 2616.

Mobility routes:

IMPORTANT: The mobility will be conducted in the third semester according to the following mobility combinations:

	Granada	Bologna	CEU Budapest	York	Lodz	Oviedo	Utrecht
Granada	---	X	X	X	X	---	X
Bologna	X	---	X	X			X
CEU Budapest	X	X	---	X	X	X	X
York	X	X	X	---		X	X
Lodz	X		X		---	X	X
Oviedo	---	X	X	X	X	---	X
Utrecht	X	X	X	X	X	X	---

On completion students will be awarded double degrees from the two universities where they have undertaken studies and these degrees will be fully recognized by all seven consortium members.

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. This course is compulsory for all GEMMA students in the 1st year of studies, and for those students in the 3rd semester of GEMMA studies who plan to defend their MA thesis at CEU. All the other 3rd semester GEMMA students are strongly advised to take the course.

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

Course Presentation Sessions: in the mornings 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 (in draft form for winter term courses) on the departmental website before you attend these sessions.

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.*

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.

Registration of courses with the University of Granada: All GEMMA students have to register their selected courses with the University of Granada as well. Due to possible changes in course planning for the second semester, the registration will be done in two phases, at the end of September and at the end of January.

Core courses and elective courses: Core courses for all 1st year students are clearly marked in the curriculum (please see Appendix II); it is compulsory to take 10 ECTS in each of the three main areas of study: **feminist history**, **feminist theory** and **feminist methodology**. Credits for the core courses can be taken both in fall and in winter term. Spring course “Research Preparation Seminar” is compulsory for all 1st year GEMMA students. All the other courses can be taken as electives. **For 3rd semester students all courses, including core courses in all areas of study, can be taken as electives.**

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 Lectures, are a **mandatory 2 CEU credit requirement** (one credit per term) for 1st year GEMMA students; the lectures are also open to all the other GEMMA students, who can also register for credits, if they need them (n.b.: if they are present only in the 3rd semester, they will be awarded only 1 CEU credit). 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 throughout the year without a documented and approved excuse** in order to earn these credits (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 necessarily – short notice.

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.

Thesis Writing Workshop: this is a mandatory workshop for all students defending their thesis at CEU in 2021-2022.

The workshop will be organized between March 7 – 18 2022. It 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 GEMMA 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 3-5 days before the group is scheduled to discuss their work. Research and writing plans must take this into account.

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 organize lectures, conferences, and other events in keeping with their topics. Interested students should register for specializations before the end of Zero Week if possible, but may also register later. GEMMA students should carefully check requirements for each specialization since they are on mobility in their 3rd semester and cannot take courses at CEU

The GEMMA program 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.

Departmental student representatives: one representative is elected from the 2-year MA cohort (all programs) to join a one-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 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.

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.

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 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/>). In addition to course readers, 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 [here](#) the Student Rights, Rules, and Academic Regulations policy and the chart of possible grade options. 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 or for the whole course.

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/84 ECTS) and a "pass" in both sections of Academic Writing and for both terms of the Public Lecture Series (4 credits/8 ECTS altogether).**
- 2. Achieve a passing grade (C+ or above) for the Master's thesis (15 credits/30 ECTS, 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
2.65 and below	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, 2020 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.

For information on the conversion table between different consortium members and their grades please consult with CEU GEMMA coordinator Jasmina Lukic or Departmental and MA Coordinator Anna Cseh.

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 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 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 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. THESIS GUIDELINES

The MA Thesis/Dissertation is a required part of the GEMMA Program. It should build on the knowledge and skills acquired throughout the program, and show that the student is capable of original, independent research. It takes the form of a research dissertation or thesis, written individually, from a feminist/gender perspective, on a relevant subject chosen by the student and agreed with the supervisor.

GEMMA specific requirements can be found on the GEMMA site: <https://masteres.ugr.es/gemma/pages/thesisubmissionrulesanddeadlines20202021/>!

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>

Length: 20,000-30,000 words (without footnotes and references)

Subject

The topic should be agreed between the main supervisor and student and should be:

- Relevant to Women's and Gender Studies
- Showing an original insight into the chosen topic
- Clearly formulated, within an appropriate theoretical framework
- Leading to relevant conclusions based on the chosen theoretical framework

Suggested Structure

The final structure should be agreed with the main supervisor.

- Acknowledgements (optional)
- Table of contents
- Introduction
- Theoretical / Methodological / Literature review chapter
- Core of the thesis (results / discussion), divided into relevant chapters and sub-sections.
- Conclusions

Languages

The thesis/dissertation can be written in Spanish, Italian or English. The institution awarding the credits for the Master Thesis will decide upon the language in which the thesis should be written. Students may be required to prepare a translation of a summary (Index, Introduction and Conclusions) into the language of the partner institution prior to final submission. This will be communicated to individual students by their support supervisor.

FORMAT

Title Page

The title/cover page should contain the following information:

- Title of the thesis/dissertation
- Name of the researcher
- Names of both (main and support) supervisors
- Name of the institution and department where the thesis/dissertation is to be submitted
- Year of submission
- Institutional logos where applicable: both partner universities, Erasmus Mundus and GEMMA (check with local regulations whether possible)

GEMMA Consortium Page

Should be inserted immediately after the title/cover page and has to contain:

- The same content as it is on the title page
- Approval signed by the main supervisor
- Logos of all GEMMA partner universities

Abstract

In two languages, if relevant to the Home/Mobility institutions, no longer than 300 words.

CEU specific requirements

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:

3. Title / cover page
4. GEMMA Consortium Page
5. Abstract(s)
6. Acknowledgements (optional)
7. 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
8. Table of Contents
9. List of Figures, Tables or Illustrations
10. List of Abbreviations
11. Body of the thesis (divided into chapters)

12. Appendices
13. Glossary
14. Bibliography/Reference list (required even if references are given in notes)

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

Length, font and margins

- The thesis must be at least 20,000 and not more than 30,000 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 32,000) 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

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.

REGISTRATION

Students need to register their thesis/dissertation with the Consortium by sending an email to both their home and mobility coordinators and GEMMA administrator (gemma@ugr.es) with a word document attachment. The document should be 1-2 pages including:

- the dissertation/thesis title,
- student name,

- name of home and partner institutions (specifying where the thesis will be submitted),
- the main and support supervisor's names (always after having received the approval of both supervisors and of both Coordinators),
- 300 word abstract (written in the language in which the thesis will be submitted).

This should be submitted by the end of February of the second year of the program (fourth semester).

Preparations at CEU for thesis registration

All GEMMA students in **the first year of studies** at CEU have to follow the same exercises with all the other MA students that prepare them for submission of the thesis proposal and writing of the thesis.

This means that they have to follow the same calendar as all the other students in 2-year programs. Students in the 1st year of studies:

By **December 2, 2021** they have to submit the Thesis Topic and Supervisor Preference Form via email to Anna Cseh and Maria Szécsényi. This is a tentative decision, which can later be changed, once the student goes to her mobility institution. But the proposed topic will be the bases for all the compulsory exercises concerning thesis development. Students in the second year of studies defending at CEU:

By November 5 have to submit to their supervisors Draft Thesis Prospectus, and by November 19 the Final Thesis Prospectus (a more developed and precise narrative mapping of the proposed thesis project, including a proposed Table of Contents)

GEMMA students who want to apply for a research grant (limited funding, usually towards travel for field research) in the first year of their studies (to be used in summer 2020), have to submit a topic and a Thesis Proposal, with the proposal being approved by their supervisor. Applications will be accepted in February and May 2020 (see Important Dates for the 2021-2022 Academic Year on p 25).

Mobility students in their second year who plan to defend their thesis at CEU must begin to choose a thesis topic and supervisor preference as soon as possible in the fall term. By **October 25, 2021**, such students must submit a draft Thesis Proposal to their supervisors for feedback. The final Thesis Proposal form is due to the main office on **November 12, 2021**, with the supervisor's signature as proof of approval.

SUPERVISION

The institution awarding the credits, via the local GEMMA Coordinator, will allocate a main supervisor, depending on topic, staff expertise, availability and student preferences. The other partner institution involved (home/mobility), via its GEMMA coordinator, will assign a support supervisor. Both will be allocated before the registration of the theses by students, by the 10th of February of the second year of the program at the latest. Students are invited to suggest both their first and their second supervisors, and all efforts will be made to honor these requests, but they cannot be guaranteed.

Students who are defending their thesis at CEU are expected to spend the fourth semester (winter and spring terms) at CEU. They also must take the Thesis Writing Workshop in March of the second year, for which they must submit a draft chapter of original analysis (i.e. not introduction, methods,

theoretical framework, etc.). Adjustments to this schedule may be made but only with the approval of the Head of Department and the CEU GEMMA coordinator.

Responsibilities of the Supervisors and of the Student

The Main Supervisor: The main responsibility for the supervision lies with the Main supervisor, who follows the rules for Masters dissertations/thesis at her/his institution. Supervisory communication with the student includes one preliminary planning (before the thesis is registered), and a minimum of two further supervisory meetings before the final submission of the thesis/dissertation.

Support Supervisor: The support supervisor will approve the research plan, as emailed to them by the student, usually at the beginning of the fourth semester (before the thesis is registered) and final draft before the submission of the thesis. Local coordinators may act as liaisons between main and support supervisors if needed.

The Student: It is the responsibility of the student to ensure that they maintain regular and appropriate contact with their supervisors to report on progress. Students should also facilitate email communication between main and support supervisors as necessary. The student must send their final draft to the support supervisor 30 days prior to the evaluation of the final thesis (the defense). They should ensure they have proof of receipt of their final draft and also proof of receipt from both main and support supervisors of their final submitted thesis/dissertation.

CEU specific rules regarding supervision

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.

SUBMISSION AND ASSESSMENT

Both supervisors must produce a 500-word report and grade on the thesis/dissertation and email these to the appropriate institutional GEMMA coordinator (or examiner indicated by the coordinator). This information is used in the process of the final evaluation of the thesis.

Theses should be submitted following the procedures and dates of both universities and the defense/MA exam will follow if applicable. **Students should observe the submission dates required by both their home and mobility university and may be required to comply with the earlier of the two dates in consultation with the GEMMA coordinator.**

The Consortium universities may establish special provisions for the extension of this date according to their own rules and regulations. When required, the Consortium universities will establish an earlier submission date so that beneficiaries of the Erasmus Mundus scholarship can comply with the 24 months' duration of such scholarship. The assessment will be carried out by a board of examiners nominated by the awarding institution, and will include the participation of the support supervisor (or another member of staff from the partner institution), either in the viva/defense or by means of a written report (500 words maximum). Evaluation criteria will be made public in advance and the ECTS grading system will be used, notwithstanding use of the local system. In case there is a discrepancy of more than 1 point between the grades proposed by the evaluating bodies, a third reader will be assigned from among the GEMMA local Coordinators.

GEMMA students defending at CEU are expected to defend in June. The deadline for thesis submission in 2021-2022 will be **June 3, 2 pm**. This means that they will have to send their final draft to the supporting supervisor by May 2 in order to receive their final comments before the submission.

The defense can be postponed only in exceptional cases, if it does not conflict with the rules of both home and host universities. It has to be approved by both universities, and at CEU, by the Head of Department and the GEMMA coordinator. In that case students must be aware that most universities in the GEMMA consortium are closed for a large part of summer, and that supervision during summer

time will be limited. Hence it is advisable to plan carefully for such an extension and be sure that it is manageable.

CEU regulations for 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 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 with your UIS/Infosys login name and password). The Computer and Statistics Center organizes **1 hour long mandatory training** on the uploading process. Students will be informed about time of and application for the training by the center and the departmental office in due course.

Thesis Submission: by June 3, 2 p.m. the following must be submitted:

- 2 copies of the thesis, printed and spiral bound (please print double-sided)
- 1 copy of the thesis, printed out, but NOT bound
- Etd upload
- Electronic copy from the etd sent to the 2nd supervisor

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

CEU REGULATIONS REGARDING THESIS DEFENSE

Each MA student must defend her/his thesis in an oral exam. These exams, lasting 50-60 minutes each, will take place at CEU at the time agreed between two supervisors. Candidates have to take an active role in arranging the exam time and date within the framework approved by the consortium. **Please note that the thesis defense calendar will be distributed in February 2022.** In case of significant differences in academic calendars of home and host universities, the preference is given to the university that has tighter deadlines.

Each student will have a defense committee consisting of three faculty members: the supervisor, the second reader from the partner university (online) and an exam chairperson who will be announced when the defense schedule is made. 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 opinion carries the most weight in deciding about the final thesis grade.

At the beginning of the defense, the supervisor and the second reader submit a written summary of their evaluation of the thesis to the chair of the committee, including their preliminary grading of the written piece. No defense procedure can be opened without these two summaries submitted. These summaries include a recommended grade for the written thesis. Students may obtain a copy of the committee's written evaluations after the defense upon request to the Departmental Coordinator.

The oral defense begins with a brief description of the thesis delivered by the candidate. The defense focuses on the student's ability to discuss the thesis in scholarly terms and to address the comments and questions posed by the two supervisors and (optionally) the exam chair. The aim of the examination is to involve the student in serious scholarly debate about 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; they will be challenged to elaborate on any critical points that emerge and to draw out implications, directions for future inquiry, and otherwise respond to relevant ideas not explicitly covered in the thesis. The defense is intended to give an opportunity to the student to engage in serious academic discourse with three more experienced scholars and thus to demonstrate and develop the student's analytic and verbal acumen.

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

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

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

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

(C+) Pass: This thesis suffers from the shortcomings of the B- thesis but to a more noticeable extent. It is still passable, however, because the student has demonstrated an ability to do research and to synthesize 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.

Final Thesis Grade

At the end of the oral defense of the thesis, the committee convenes in private to determine the total thesis grade (which considers the written and oral portions of the student's performance). The final grade for the theses of all students will be entered into Infosys on June 21. 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. (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 6 Departmental MA student orientation meeting (15:0)
- 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
- October 29 Deadline for students in the 2nd year of studies to inform CEU Department of Gender where they intend to defend the thesis
- November 1 CEU Vienna and Budapest are closed due to national holidays**
- Nov. 5 Draft Thesis Prospectus (2nd year students) 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.
Feb. 24	Town Hall meeting for MA students (time TBA)
March 7-18	Thesis Writing Workshop (2 nd 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.
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 (1 st year students if they are doing research in summer. With approved final Thesis Proposal only)
May 2	full draft of thesis due to 2 nd external Supervisor (2 nd year students)
May 20, 11:00	1 st year 2-yr Final Thesis Proposal and Research Plans due
May 26	Ascension Day, Vienna Campus is officially closed
June 5-6	Pentecost. CEU Vienna & Vienna are officially closed.
June 16	Corpus Christi Day, Vienna campus is officially closed
June 3	MA thesis submissions: 2-year program
June 9-15	MA thesis defenses
June 17	Farewell Party (if possible, TBA)
June 17	End of spring term
June 24	Graduation Ceremony

APPENDIX II MA Curriculum for the Academic Year 2021-2022 for GEMMA students

First Year GEMMA students have to take at least 10 ECTS in the following areas of study:

1. **Feminist history** (marked as Core History courses, CH)
2. **Feminist theory** (marked as Core Theory courses, CT)
3. **Feminist methodology** (marked as Core Methodology courses, CM)

All the courses in the respective areas of study are marked in the corresponding colour. If there are more than 10 ECTS on offer in one area of studies, students are free to choose among the offered courses.

Mandatory courses outside this scheme are **marked in blue**.

Students in the second year of GEMMA program are free to take any course from the list of MA courses offered by the department in the current academic year, including courses that are marked here as core course and cross-listed courses. They are also eligible to take 4 credits outside the Department if it is needed for their research; these credits also count towards fulfilment of the requirements for their stay at CEU.

Term	Course code	Title	Teacher's last name	Teacher's first name	CEU credit for students	Course rules - Mandatory / Elective
Fall	GENS5041	Academic Writing Part 1 (Group 1)	Faragó	Borbála	1	Mand. for 1st yr and 2nd yrs defending at CEU
Fall	GENS5041	Academic Writing Part 1 (Group 2)	Kumar	Sanjay	1	
Fall	GENS5041	Academic Writing Part 1 (Group 3)	Ridout	David	1	
Fall	GENS5010	Foundations in Gender Studies I (Group 1)	Loney	Hannah	4	Mandatory, Core History
Fall	GENS5541	Foundations in Gender Studies I (Group 2)	Fodor	Éva	4	
Fall	GENS5221	Public Lecture Series I	Staff		1	Mandatory, Core History

Fall	GENS5129	Feminist Biopolitics and Cultural Practices	Yoon	Hyaesin	4	Elective
Fall	GENS5071	Feminist Research of the Media and Popular Culture	Barát	Erzsébet	4	Elective
Fall	GENS5673	OSUN course Feminism and Community	de Haan, Lukic	Francisca, Jasmina	2	Elective
Fall	GENS5959	CIVICA course Gendering Illiberalism	Pető	Andrea	4	Elective
Fall	GENS5674	Race and the Second World	Helms	Elissa	4	Elective
Fall	GENS5017	Queer Theory	Timár	Eszter	4	Elective, Core Theory
Fall	GENS5078	Reimagining Social Movements (P)	Renkin	Hadley Z.	4	Elective
Fall	GENS5121	Gender, Labor Markets, Neoliberalisms	Fodor	Éva	2	Elective
Fall	GENS5116	Intersectionality and Interdisciplinarity in Gender Studies Research (M)	Loney	Hannah	2	Elective, Core Theory/Methods
Fall	GENS5089	Oral History (M)	Pető	Andrea	2	Elective, Core History/Methods
Fall	GENS 5966	Queer Modernisms	Dimovska	Iva	2	Elective
Fall	GENS5040	The Nature of Performativity	Timár	Eszter	2	Elective
Fall	GENS5928	Welfare States and Gender under Undemocratic Rule (P)	Szikra	Dorottya	2	Elective
Fall	GENS5004	Women's and Gender History: An Introduction to Theory, Methodology and Archives (M)	de Haan	Francisca	2	Elective, Core History
Fall	UWC5019	Audio Production	Aichinger	Thomas	2	Elective

Fall	UWC5014	Fundamentals of Documentary Filmmaking	Braverman	Jeremy	2	Elective
Fall	RSP5066	Patterns of exclusion, dilemmas of inclusion: Roma policies and politics in the 21st century	Rövid	Márton	2	Elective
Fall	UWC5023	The 'Future of Europe': Europeanship Multi-Campus Course (University-wide CIVICA Course)	Kurowska & all	Xymena	2	Elective
Winter	GENS5119	Academic Writing Part 2: Thesis development (Group 1)	Loney	Hannah	1	Mandatory, Core Methods
Winter	GENS5119	Academic Writing Part 2: Thesis development (Group 2)	Loney	Hannah	1	
Winter	GENS5119	Academic Writing Part 2: Thesis development (Group 3)	Loney	Hannah	1	
Winter	GENS5012	Foundations in Gender Studies II (Group 1)	Renkin	Hadley Z.	2	Mandatory, Core Theory
Winter	GENS5542	Foundations in Gender Studies II (Group 2)	Timár	Eszter	2	
Winter	GENS5221-1	Public Lecture Series 2	Staff		1	Mandatory, Core Theory
Winter	GENS5501	Thesis Writing Workshop (Group 1)	Pető	Andrea	4	Mandatory for 2nd yr students
Winter	GENS5501	Thesis Writing Workshop (Group 2)	Pető	Andrea	4	
Winter	GENS5139	Bodies Across Borders: Global Migrations in Historical Perspective	Jones-Gailani	Nadia	4	Elective
Winter	GENS5932	Gender, Memory and Nationalism	Loney	Hannah	4	Elective

Winter	GENS5509	OSUN course Antisemitism, Holocaust, Gender, Colonialism: Connecting the Conversations.	Pető	Andrea	4	Elective
Winter	GENS5122	Narrating Worlds	Lukic	Jasmina	4	Elective
Winter	GENS5549	Critical Approaches to Motherhood and Mothering	Werner Boada	Sarah	2	Elective
Winter	GENS5126	Critical Theory on Policy and Practice (M) (P)	Szikra	Dorottya	2	Elective, Core Methods
Winter	GENS5108	Discourse Analysis (M)	Barát	Erzsébet	2	Elective, Core Methods
Winter	GENS5508	Equality Policy in Comparative Approach (P)	Krizsán	Andrea	2	Elective
Winter	GENS5507	Gender and Melancholia	Timár	Eszter	2	Elective
Winter	GENS5127	Qualitative Research Methods: Ethnographic Approaches (M)	Helms	Elissa	4	Elective, Core Methods
Winter	GENS5963	Sexological Subjects	Renkin	Hadley Z.	4	Elective
Winter	GENS5111	Strategies of Reading (M)	Lukic	Jasmina	2	Elective, Core Methods
Winter	RSP5061	Critical Approaches to Romani Studies	Kóczé, Rövid	Angéla Márton	2	Elective
Spring	GENS5109	MA Research Preparation Seminar (M)	Jones- Gailani	Nadia	2	Mandatory, Core Methods
Spring	UWC5021	Data Analysis Tools for Qualitative Research in Social Sciences	Melnykovsk a	Inna	2	Elective
Spring		Workshop in Contemporary Political Theory: 1950-2020	de Haan, Riedl	Francisca,M atthias	2	Elective
Spring	RSP5065	Race, justice, solidarity: addressing anti- Roma racism in contemporary Europe	Rövid	Márton	2	Elective



UNIVERSIDAD DE GRANADA

Vicerrectorado de Internacionalización
Oficina de Relaciones Internacionales

MASTER GEMMA STUDENTS MOBILITY

CERTIFICATE OF ARRIVAL

ACADEMIC YEAR 2021-2022

Name of the host Institution:Central European University....

IT IS HEREBY CERTIFIED THAT:

Mr./Ms. . with Identity card/passport nº .
Nationality:

has registered as an Exchange/Visiting student at our Institution, and will study with us
from day month year to day month year

in the Department(s) / Faculty of: Gender Studies, CEU

September __, 2022
Date Stamp and Signature

Name of the signatory:Jasmina Lukic.....
Function: Professor, CEU GEMMA coordinator

NOTE: THIS FORM MUST BE STAMPED BY THE ACADEMIC COORDINATOR OF THE PROGRAMME
AND IT MUST BE SENT TO THE ERASMUS MUNDUS OFFICE OF THE UNIVERSITY OF GRANADA
WHOSE FAX NUMBER IS: +0034 958243009



Universidad de Granada
Vicerrectorado de
Relaciones Internacionales
Oficina de Relaciones Internacionales

PROGRAMME ERASMUS MUNDUS GEMMA

Name of the Student:

IBAN account number.....

SWIFT:

Name of the bank and country.....

Signature of the Student:

To be filled by the coordinator:

.....

Date

Stamp and Signature

Name of the signatory:

Function:

NOTE: THIS FORM MUST BE STAMPED BY THE ACADEMIC COORDINATOR OF THE PROGRAMME AND IT MUST BE SENT TO THE ERASMUS MUNDUS OFFICE OF THE UNIVERSITY OF GRANADA WHOSE FAX NUMBER IS: +0034 958243009

Department of Gender Studies

GEMMA students: Course planning worksheet

Name _____

60 ECTS in the 1st year

30 ECTS: elective courses in the Fall

Mandatory courses –1 st year GEMMA students		2 nd year GEMMA students	
Credits	Course Title	Credits	Course Title
2 ECTS	Academic Writing		
10 ECTS	Core History courses		
10 ECTS	Core Methods courses		
10 ECTS	Core Theory Courses		
FALL TERM COURSES			
8 ECTS	Foundations in Gender Studies I (Indicate one group)		
2 ECTS	Public Lecture Series 1		
2 ECTS	Academic Writing		
WINTER TERM COURSES			
2 ECTS	Academic Writing: Thesis Development	8 ECTS	Thesis Writing Workshop
4 ECTS	Foundations of Gender Studies II (Indicate one group)		
2 ECTS	Public Lecture Series 2		
SPRING TERM COURSES			
4 ECTS	Research Preparation Seminar	22 ECTS	Thesis and defense
	Total Credit hours		Total Credit hours

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 RETURN TO THE ACADEMIC COORDINATOR BY December 2, 2022.

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 (if applicable):

**PLEASE RETURN TO ACADEMIC COORDINATOR: 2nd yr mobility students by Nov 12, 2021,
1st yr GEMMA students by Feb 14, 2022**

Note to students: The department will endeavor to assign students to the supervisor of their choice if the requested faculty member has agreed to supervise the thesis. It is highly likely that a student's request can be filled. There is a significant possibility, however, that the second reader will be reassigned in order to better distribute the workload among faculty.

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), 2022

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.

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 _____

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

Karen Ellinger, student counsellor

email: EllingerK@ceu.edu

Office hours in Vienna:

Monday 9 am - 2 pm

Friday 9 am - 2 pm