

RULES FOR SUBMISSION AND EVALUATION OF THE MASTER'S THESIS (2016-2017)

The MA Thesis/Dissertation is a required part of the GEMMA Programme. It should build on the knowledge and skills acquired throughout the programme, 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.

Length

20,000-30,000 words¹

Subject

The topic should be agreed upon by the main supervisor and student and should:

- Be relevant to Women's and Gender Studies
- Show an original insight into the chosen topic
- Be clearly formulated, within an appropriate theoretical framework
- Lead to relevant conclusions based on the chosen theoretical framework

Languages

The thesis/dissertation can be written in Spanish, Italian or English. The institution awarding the credits for the Master's 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, chapters 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

¹For Hull University, the maximum 30,000 words length INCLUDES all appendices but EXCLUDES references/bibliography

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

Institutional logos where applicable: both partner universities, Erasmus Mundus and GEMMA²

GEMMA Consortium Page

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

- Contents as cover page,
- Approval signed by the main supervisor
- Logos of all GEMMA partner universities³

Abstract

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

Suggested structure of contents

The final structure should be agreed upon with the main supervisor.

- Title / cover page
- GEMMA Consortium Page
- Abstract(s)
- 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
- References
- Appendices (optional, not included in the word count)

2

Referencing

Following the rules of the institution awarding the credits (the institution of the main supervisor), as indicated by the supervisor and official guidelines.

²Exception: The University of Hull does not permit the use of its logo on student's work.

³ Exception: The Consortium Page will not be included in these submitted at the University of Hull.

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 MARCH 6TH of the second year of the programme (fourth semester).

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 March 6th of the second year of the programme.

3

Responsibilities of the Supervisors and of the Student

The Main Supervisor: The main responsibility for the supervision falls to 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 of 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 liaison between main and support supervisors if needed.

The Student: It is the responsibility of the student to ensure they maintain regular and appropriate contact with their supervisors to report on progress. Students should also be able to 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. 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.

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 defence/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. Please see the table in Appendix 1 for all submission dates.⁴

Since most GEMMA universities are fully closed in August, and many supervisors are not available during summer holidays, please plan carefully. It is advisable to double-check the submission deadlines with both supervisors well in advance.

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/defence 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.

NOTE ON PLAGIARISM:

Any form of plagiarism is strictly prohibited and shall be severely penalized according to the rules of both universities involved (Home and Mobility), including a possible expulsion of the student from the programme and/or failure to obtain the final diplomas.

⁴Only in exceptional cases extensions of the submission and defence/MA exam deadlines can be granted.

Local rules and regulations

These may be supplemented by more detailed guidelines provided by the institution where your main supervisor is located.

Please refer to the **GEMMA CONSORTIUM THESIS CALENDAR 2016-2017** in Appendix 1 for submission deadlines for each partner university.

University of Bologna

The thesis has to be original and preferably in comparative form. Oral defence of the Thesis is held in front of a Degree Commission formed at least by three members (including the main supervisor).

Languages: should the language of thesis be different from Italian, the student is expected to write 20 pages summary of his/her thesis' content in Italian and be able to answer one or two questions in Italian during the exam.

Students who do not respect the deadlines will not be allowed to receive the degree. Final dates will be given each year in accordance with the current university calendar.

Students who submit their theses in Bologna will have to meet Bologna University deadlines for the formal registration and thesis submission.

The support supervisor must send to Bologna a detailed report of the thesis and her/his comments and final evaluation at least three weeks in advance of the date of the final assessment.

The thesis should meet the following style guidelines: each page must contain 32-35 lines each, and each line should contain 65-70 characters (Times, Courier, Helvetica). The University of Bologna logo should not appear in any part of the thesis.

The thesis should be submitted online via studentionline webpage as a PDF file, with the abstract of the dissertation and the key words; the thesis should be then approved online by the main supervisor of the Home University.

Central European University

Oral defence of the Thesis is an integral part of the final grade. Defence is held in front of a CEU Evaluation Commission composed by two members of the faculty from CEU (the Main Supervisor and the Chair), and the Support Supervisor (on Skype or a telephone line if live attendance is not possible). The report of the Support Supervisor from the other GEMMA institution is to be submitted to the Gender Studies Department before the defence. Students will be offered two possible dates for the submission and defence of the thesis:

Contact: Instituto Universitario de Estudios de las Mujeres y de Género | Calle Rector López Argüeta s/n | Centro de Documentación Científica | Universidad de Granada | 18071 Granada | tel.: +34958248348 | fax:34958242828 | email: gemma@ugr.es | web: <http://masteres.ugr.es/gemma/>

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

submission in May (FINAL DEADLINE: June 4) with defence mid-June, and submission in August (FINAL DEADLINE: early September) with defence in the second part of September. Please note that students submitting their final thesis in September have to take into account the different working regimes of GEMMA universities in the summer as they plan for submission of the final draft. Final dates will be given each year in accordance with the current university calendar. Students who present their thesis in Hull or Utrecht, that is, at the universities where there is no oral defence, must also take part in a short Skype interview involving both of their supervisors before supervisors can agree on the final grade. At the interview they will be asked 2 questions from the list of 5 questions given in advance (at least 4 weeks before the defence) in the field of their theses.

University of Granada

Students may choose between two submission dates: until 30th September or an earlier deadline, 30th June, (especially in case of Erasmus Mundus grantees who must comply with the 24 months' duration of the scholarship). In both cases, the change of deadline for the submission of thesis will require the acceptance on the part of the Main Supervisor.

Once the thesis has been submitted, the local Coordinator will call upon the Evaluation Commission, formed by at least three members of academic staff holding a PhD (the main supervisor cannot form part of this Commission) who will assess student's viva. The date of the viva will be decided upon by the Academic Coordinator.

6

University of Hull

Students should submit one bound copy to the Postgraduate Secretary in the School of Education and Social Sciences, and one bound copy to their partner university. Additionally all students (both home and mobility) must submit an electronic copy via "turnitin" according to University of Hull regulations.

The thesis is examined internally by a first marker from within the academic staff cohort at the University of Hull and second marked by the support supervisor. The thesis is sent with the markers' reports to the Postgraduate External Examiner for Gender Studies for final approval of the grade. It is then formally approved at the Postgraduate Examinations Board, normally held in November. Hull students who have support supervision in Lodz or CEU must also take part in a short Skype interview with their support supervisor. Students submitting in Oviedo or Utrecht need to submit according to Oviedo or Utrecht deadlines even when their main supervision and submission is in Hull. Students with partner supervision in Bologna, CEU, Granada and Lodz submit according to the Hull deadline.

Students will receive notification of their final grade and comments on their thesis from their supervisor after the marks have been finalised following the Exam Board.

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

More detailed guidelines for production, format and submission of the thesis at the University of Hull are in the Postgraduate Handbook.

University of Lodz

The thesis has to contain three statements signed by the student:

- a) that the thesis is the student's own work,
- b) whether the student agrees to leave a copy of the thesis in the library for research purposes,
- c) that the hard copy and the CD copy of the thesis contain the same text.

Additionally, the thesis has to contain a supervisor's statement that it has been approved. The thesis topics have to be approved by the Faculty Council at the beginning of the spring semester (in February).

The viva voce/MA exam is obligatory in order to get a degree. Even if a student does not take an MA exam in Lodz she or he must inform the supervisor from Lodz and Women's Studies Centre about the date of their exam at the partner university two weeks in advance. The supervisor from Lodz needs to have a chance to contact the other supervisor or to participate in the exam either in person or via Skype. If the examination process at the partner institution is not via vivavoce (as in the case of Hull or Utrecht) the student will have to take part in a short Skype interview. The grade on the diploma consists of three components: the grade from the thesis, the average grade from the entire study programme, and the grade from the MA exam. At the MA exam students are asked questions by their supervisor and by the second reader. The Evaluation Commission is appointed by the Dean and a special report is prepared and signed by all members of the Commission.

7

University of Oviedo

The thesis is assessed and graded by an Examining Board formed by three academic staff (PhD holders) relevant to the area of the thesis, one of them being the main supervisor. The assessment includes a public act of defence, or viva. The thesis must be officially submitted to the University in **final** form, bound and with the approval signature of the main supervisor, at least 15 days before the viva, although earlier submission is expected, to allow for unforeseen circumstances and for appropriate reading time for the Board.

The exam periods are in June (ordinary) and July ('extraordinary', for resist or exceptional circumstances), with the exact dates decided annually by the University, and made public before the start of each academic year. The date of each individual viva is decided in the first week of June by the Academic Committee of GEMMA in Oviedo, presided by the Academic Coordinator.

Students will therefore usually be asked to submit their final draft to both supervisors by mid-May, to leave time for suggestions which may be incorporated into the thesis and improve the final grade.

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

Grades will be final after all theses for the year have been submitted and graded, and the 'Distinction' is awarded to the best thesis, at the end of July. Final student records then become available showing the completed MA degree.

Utrecht University

The thesis will be assessed and graded by the supervisor and by a second assessor.

If you are planning to graduate before August 31, 2017, you need to set a clear deadline for your thesis with your supervisor. Most supervisors will ask you to hand in a semi-final version of your thesis late spring or beginning of summer. This will allow the supervisor to provide feedback, and gives the student time to incorporate this into the final version. Students will also have to make individual arrangements with the supervisors because of the summer holidays.

Once your thesis has been graded, you need to upload it in Igitur, the digital thesis archive of Utrecht University.

The date of examination will be the last day of the month in which, according to the results as registered in Osiris, you have fulfilled the requirements of the examination's programme. This means that your exam will be dated on August 31, 2017 if the last results have been registered in Osiris in August. If your last grade is registered in July, the exam will be registered on July 31, 2017.

If you did fulfill all requirements for the diploma by August 31, you will receive your diploma during the Graduation Ceremony on November 1, 2017 in Utrecht. You will receive an official invitation with the exact time and details a few weeks in advance.

For international students who must leave the Netherlands before September 1, 2017 (and only for this group) an additional ceremony will be held in the last week of August 29, 2017. Please note that in order to qualify for this ceremony, your final grades need to be registered in Osiris before July 31, 2017.

In most cases, this means you will need to have your thesis ready for submission to your supervisor by the end of June.

If the final grade is submitted later than July 31 but before August 31 the student will still be able to graduate in August. The student may then collect the diploma at the Student Desk in September or take part in a graduation ceremony on November 1, 2017. If the student has not completed the exam before August 31, he/she will need to register again as a student for the new academic year – and pay the tuition fee for the new year.

APPENDIX 1: GEMMA CONSORTIUM THESIS CALENDAR 2016-2017

<p>Registration of thesis</p> <p>1) General, in Granada, specifying title and the names of both supervisors: 6th of March</p> <p>2) At the university awarding the credits (main supervisor): As regulated by each university</p>
<p>Submission of final draft</p> <p>1) To main supervisor: at least 30 days before the deadline for submission of the final thesis</p> <p>2) To support supervisor: 30 days prior to the evaluation of the final thesis</p>

Important: You must confirm procedures and dates with coordinators or local thesis tutors.

Dates and deadlines for submission of thesis (local rules):

Partner university	Deadline for submission of final draft ⁵	Submission of final thesis ⁶ (Formal deadline)	Exam / assessment date ⁷	Comments
Bologna	at least 30 days in advance of the final exam date	Students should submit the final thesis online ONLY (dates may slightly vary according to each academic calendar) 1) 10 June 2) 10 October 3) 10 February	1) 1-10 July 2) 1- 10 November 3) 1- 10 March (exact dates for the viva are established according to the academic calendar and may slightly vary each year)	To be admitted to the final examination, students must have passed all exams, or in any case obtained all learning credits laid down in their teaching programme. Before the submission of the final thesis, candidates MUST register online for their graduation by accessing Studenti Online and graduation applications must be submitted along with the questionnaire for MA students. The system automatically generates the payment slip for the graduation fee of 132 € (Payment can either be made online or at any branch of the Unicredit bank, on presentation of the payment code printout) Deadlines for the graduation applications are (dates may slightly vary according to each academic calendar): 1) 15 May, 2) 15 Sept, 3) 15 January

⁵ **Final draft:** the last draft that still allows changes.

⁶ **Final thesis:** the final version of the thesis that does not allow any changes.

⁷ **Exam/assessment date:** the date at which the thesis is evaluated or the defence/viva voce exam takes place.

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

Partner university	Deadline for submission of final draft	Submission of final thesis (Formal deadline)	Exam / assessment date	Comments
CEU	at least 30 days in advance of the final submission date (15 May, 20 August)	1) 4 June (scholarship students) 2) early September (Please be aware of the summer holidays and plan well in advance)	To be agreed with the first supervisor, within 2 weeks from the submission of the thesis	Final copy has to be uploaded for the library when submitting the hard copies.
Hull	at least 30 days in advance of the final submission date	14 September	formal approval at the Postgraduate Examinations Board in November	
Lodz	at least 30 days in advance of the final submission date	May 31 (if the students want to take an exam in June) 30 September	MA exam: <u>no later than 30 October</u>	Exam dates are individual, and decided by the board.
Oviedo	at least 30 days in advance of the final submission date (9May)	15 days before the exam dates (26 May)	9-15June [3-7July, re-sits or exceptional circumstances, authorised by Coordinator]	Exam dates are individual and decided by the board.
Utrecht	at least 30 days in advance of the final submission date (mid June)	1 July (if the student would like to take part in the graduation ceremony on August 29) 15August (if the student doesn't want to take part in the graduation ceremony on August 29)	The date of examination will be the last day of the month in which, according to the results as registered in Osiris, you have fulfilled the requirements of the examinations programme	Grades can't be submitted after August 31, unless you register again as a student for the new academic year—and pay the tuition fee for the new year!
Granada	at least 30 days in advance of the final submission date	1) until 15 June 2) until 15 Sept	15 days after the submission of the final thesis	If the thesis is not submitted by 15 September, the student will have to enrol again for the new academic year and pay the tuition fee corresponding to the second enrolment.

10