



## RULES FOR SUBMISSION AND EVALUATION OF THE MASTER'S THESIS (2019-2020)

The MA Thesis/Dissertation is a required part of the GEMMA Programme in order to get the MA degree. 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 words

### 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
- Institutional logos where applicable: both partner universities, Erasmus Mundus and GEMMA<sup>1</sup>

<sup>1</sup>Exception: The University of Bologna does not permit the use of their logo on student's work.



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### 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 universities

### 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 /Bibliography
- Annex/es (optional, not included in the word count)

The final structure of the Thesis should be agreed with the Main Supervisor.

### Referencing

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

### 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](mailto: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),

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- 300 word abstract (written in the language in which the thesis will be submitted).
- Expected date of her/his Master Thesis defence (when there are several Calls)

**This should be submitted by FEBRUARY 15<sup>TH</sup> 2020**

### Supervision

The student will have to choose a **main supervisor** at the institution awarding the credits, with assistance of the local GEMMA coordinator if necessary, depending on topic, staff expertise, availability, and student preferences. The other partner institution involved (home/mobility), via its GEMMA coordinator, will also help to choose a **support supervisor**.

### 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**



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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.<sup>2</sup>

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.

**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 2019-2020** in Appendix 1 for submission deadlines for each partner university.

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**University of Bologna**

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

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<sup>2</sup>Only in exceptional cases extensions of the submission and defence/MA exam deadlines can be granted.



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**Languages:** Should the language of the thesis be different from Italian, the student is expected to be able to answer one or two questions in Italian during the defence. (GEMMA students are NOT requested the 20 pages summary in Italian, but the thesis should include an Italian version of the abstract)

**Style:** 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. Students can find the sample of the front page of the thesis at the following webpage: <https://corsi.unibo.it/laurea/LingueLetteratureStraniere/redazione-tesi-voto-finale>

**Deadlines and Submission:** Students who submit their theses in Bologna will have to meet Bologna University deadlines for the formal registration and thesis submission. Students who do not respect the deadlines will not be allowed to receive the degree. Students can apply for graduation only if they completed all of exams and credits from home and Mobility University by the deadline for fulfilling the requirements.

In order to graduate, students should follow the following steps: 1) do the online "Request for graduation" - "Domanda di laurea online" and pay the graduation fee (€32) via student online webpage using "Graduation" button. Afterward 2) the thesis should be submitted online via student online webpage as a PDF file with the abstracts of the dissertation and the key words; 3) the thesis should be then approved online by the main supervisor of the Home University. 4) Finally, students are informed about the exact date of their defence and the composition of the Final Examination Board one week in advance through their @studio.unibo.it e-mail address. Such information will also be available on student's www.studenti.unibo.it personal page in the section called "Graduation". Students may choose between three submission dates (June-July 2020; September-October 2020; February-March 2021); final dates will be given each year in accordance with the current university calendar.

**Supervision:** The support supervisor must send to the main supervisor a detailed report of the thesis and her/his comments and final evaluation at least two weeks in advance of the date of the final assessment to the following email address: [master.gemmabologna@unibo.it](mailto:master.gemmabologna@unibo.it).

**Erasmus Mundus scholarship holders:** Students holding the Erasmus Mundus grant must comply with the 24 months' duration of the scholarship their final dissertation.

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## 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). Written reports from both supervisors have to be submitted to the Gender Studies Department before the defence.



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Students will be offered two possible dates for the submission and defence of the thesis: submission of the draft to the Support Supervisor in May (FINAL DEADLINE for submission to CEU: June 3) with defence mid-June; and submission of the draft to the Support Supervisor in August (FINAL DEADLINE: 31 August) with defence by 11 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 well as limited scope of supervision at that time 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 York 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.

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### Universidad de Granada

Students may choose between two thesis/dissertation examination periods: until 14<sup>th</sup> September or an earlier deadline, 1st July, 2020 (especially in case of Erasmus Mundus grantees who must comply with the 24 months' duration of the scholarship). In both cases, any change concerning the thesis' final submission deadline will require approval by the Main Supervisor.

Once 5 bound printed copy versions of the thesis have been submitted to the GEMMA-Granada coordination (see deadlines below), the local Coordinator will call upon the examination committee made up of three members (proposed committee members must hold PhD degrees) and propose a date for the defense. Both main and support supervisors' reports will propose a grade for the student's Thesis (up to 10 points) and it will be taken into consideration for the final grade awarded to the student at the viva voce. The date of the viva will be decided upon by the Academic Coordinator.

The master thesis shall be assessed at the viva voce examination which will be held in public session. At this act, the student shall set out and defend his or her research work at the viva voce examination before the members of the examination committee previously assigned (The main and the support supervisors cannot be part of this Commission).

At the viva voce examination, the examination committee shall be provided with the copies of the master thesis. On completion of the viva voce examination members of the examination committee must state their opinion of the master thesis presented and may ask any questions and raise any objections they deem fit, to which the master student must reply. On conclusion of the defense and discussion, the examination committee shall decide what grade to award to it, as per the following scale: fail, pass, merit, distinction.

### NOTE ON GRADUATION WITH HONOURS:

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All students who defend the thesis in Granada and who receive at least 9.5 out of 10 in the viva will be considered for the graduation with Honours (matrícula de honor). Students defending in Granada will have to meet the internal rules of the University of Granada regarding the maximum graduation with honours (1 distinction for every 20 students or less).

The GEMMA Academic Coordination will request reports on the desirability of granting the Honor Enrolment qualification to the two directors of the thesis and the members of the evaluation commission. In case of a tie, an additional report will be requested to the coordinators of the two universities involved as well as a review of the qualifications obtained along the academic trajectory of the students.

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### University of York

Students should submit an electronic copy of your MA thesis via the VLE assessment portal in accordance with Centre for Women's Studies/ University of York regulations. Details of how to submit can be found on the Dissertation VLE site.

Students who are submitting their MA thesis at the University of Granada or Oviedo in Spanish must also email a copy of one chapter (either the introduction or conclusions) translated into English to the CWS office [cws@york.ac.uk](mailto:cws@york.ac.uk) by their submission deadline.

The thesis is examined internally by a first marker from within the academic staff cohort at the University of York and second marked by the support supervisor. The thesis is sent with the markers' reports to the relevant CWS External Examiner for final approval of the grade. It is then formally approved at the CWS Board of Examiners. York students who have support supervision in Lodz or CEU must also take part in a short Skype interview with their support supervisor. Students who are home students in York for their dissertations submit according to CWS deadlines with the exception of students who are also submitting in Utrecht who need to submit according to Utrecht deadlines even when their main supervision and submission is in York.

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

More detailed guidelines for production, format and submission of the thesis at the University of York is provided by the Centre for Women's Studies

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### University of Lodz

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

a) that the thesis is the student's own work,

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- 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 or March).

The thesis has to be submitted through the APD system (apd.uni.lodz.pl). The password for the system is the same as the one in the USOS system. There is a five-step procedure to follow in the APD system. To go through it, a student should stay in touch with the supervisor from the University of Lodz (no matter if s/he is the 1<sup>st</sup> or 2<sup>nd</sup> supervisor). Apart from the PDF file of the thesis, a student will need an abstract (in English and in Polish [Polish translation will be provided]) and up to 6 keywords (in English and in Polish).

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 viva voce (as in the case of York 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.

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## 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 re-sits 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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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.

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## 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, 2020, 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, 2020 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, 2020.

If you did fulfill all requirements for the diploma by August 31, you will receive your diploma during the Graduation Ceremony in October/November 2020 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, 2020 (and only for this group) an additional Graduation Ceremony will be held in the last week of August 2020. Please note that in order to qualify for this ceremony, your final grades need to be registered in Osiris before July 31, 2020. In most cases, this means you will need to have your final thesis ready for submission to your supervisors 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 in October/November 2020.

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 2019-2020

<p><b>Registration of thesis</b></p> <p>1) General, in Granada, specifying title and the names of both supervisors: <b>15th of February 2020</b></p> <p>2) At the university awarding the credits (main supervisor): <b>As regulated by each university</b></p>
<p><b>Submission of final draft</b></p> <p>1) To main supervisor: at least <b>30 days before the deadline for submission of the final thesis</b></p> <p>2) To support supervisor: <b>30 days prior to the evaluation of the final thesis</b></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 <sup>3</sup>	Submission of final thesis <sup>4</sup> (Formal deadline)	Exam / assessment date <sup>5</sup>	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) 4 June 2) 27 July 3) 24 September 4) 15 February	1) 25-29 June 2) 17-19 September 3) 29-31 October 4) 25-29 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 32 € (Payment can either be made online or at any branch of the Unicredit bank, on presentation of the payment code printout). The fee may slightly vary.  Deadlines for the graduation applications are (dates may slightly vary according to each academic calendar):  1) 15 May, 2) 15 July 3) 15 January

<sup>3</sup> **Final draft:** the last draft that still allows changes.

<sup>4</sup> **Final thesis:** the final version of the thesis that does not allow any changes.

<sup>5</sup> **Exam/assessment date:** the date at which the thesis is evaluated or the defence/viva voce exam takes place.



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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	1) 3 June (scholarship students) 2) 31 August (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.
York	at least 30 days in advance of the final submission date	11 <sup>th</sup> September 2020	No oral defence	
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 (12 May)	15 days before the exam dates (29 May)	8-12 June [24-26 June, 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 (June 1)	June 30 (if the student would like to take part in the graduation ceremony in August) 15 August (if the student doesn't want to take part in the graduation ceremony in August)	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) From June 15 to July 1 2) From 1 to 14 Sept	1) Up to July 15 2) Up to September 28	If the thesis is not submitted by September 28th, the student will have to enrol again for the new academic year and pay the tuition fee corresponding to the second enrolment.