Dear MATILDA Students, 
dear Students interested in MATILDA,

Welcome!

This Handbook is intended to give information about the MATILDA program in general and about MATILDA at CEU for both students who are interested in the program and students who are enrolled or about to enroll in the program.

We would kindly like to request those amongst you who (will) study at CEU to make sure you read this Handbook before you start your studies at CEU, and consult it later on whenever appropriate.

Note: The information and regulations in this document might be subject to change over the course of the academic year.

THE PARTNER INSTITUTIONS:

Université Lumière Lyon 2 (coordinating institution)
Universität Wien
Sofia University St. Kliment Ohridski
Central European University (CEU, Vienna)
Università degli Studi di Padova
Ruhr-Universität Bochum
Table of Contents

A. Basic and Contact Information 2

B. Application and Admission 4
   I. General Regulations 4
   II. Language Requirements 4
   III. The Application Material 6
   IV. The Motivation Letter 6

C. Course of Studies 7
   I. MA Degree Requirements 7
   II. Student Mobility, Mobility Funding, Research Funding 7
   III. General MATILDA Curriculum Structure Overview 12
   IV. CEU Curriculum Overview and Description, Schedule 13

D. Assessment and Grading 17

E. Rules and Regulations 17

F. MA Thesis Guidelines 18
   I. General Overview
   II. Thesis Language
   III. Thesis Format
   IV. Organization of the Thesis
   V. Thesis Supervision
   VI. Thesis Submission
   VII. Thesis Evaluation and Defense (incl. Evaluation Scale)

G. Important Dates for the 2023/2024 Academic Year 30

H. Appendices 32
   Appendix I
   Form Individual Study Plan MATILDA – CEU (including Course Planning Sheet for first-year students)
   Appendix II
   Form Individual Mobility Plan MATILDA from and to CEU
   Appendix III
   CEU MATILDA Curriculum 2023/2024
   Appendix IV
   Information about language courses
   Appendix V
   Information about enrolment, library use etc. for CEU MATILDA students
   Appendix VI
   CEU MA Thesis Sample Cover Page
   Appendix VII
   Sample Page for the Declaration of Original Research and the Word Count
   Appendix VIII
   Student Mental Health Support Information
A. Basic and Contact Information

Degree to be awarded: 2-year MA degree MATILDA. European Women’s and Gender History

**CEU Degree:** The degree is from the university in the MATILDA Consortium where you graduate (that is, CEU if you graduate here). Students also receive a MATILDA Certificate (spelling out the co-operative dimension of the MATILDA Program and displaying the universities at which the student has studied).

**Accreditation:** The degree is accredited in the United States and in Austria as an MA degree in “European Women’s and Gender History (MATILDA)”.

Length of study: 4 semesters, 2 years full-time

Course requirements: 120 ECTS, from at least two partner universities

Central contact information: manuela.martini@univ-lyon2.fr

MATILDA at CEU: Jointly offered by the Department of Gender Studies and the Department of History.

MATILDA Program Heads/Directors, Contact Persons, and websites:

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact Persons - Names</th>
<th>Email addresses</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CEU</strong></td>
<td>Hannah Loney Program Head</td>
<td><a href="mailto:loneyh@ceu.edu">loneyh@ceu.edu</a></td>
<td><a href="https://gender.ceu.edu/matilda-program">https://gender.ceu.edu/matilda-program</a></td>
</tr>
<tr>
<td></td>
<td>Francisca de Haan Adjunct Program Head</td>
<td><a href="mailto:dehaanf@ceu.edu">dehaanf@ceu.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>University of Vienna</strong></td>
<td>Birgitta Bader-Zaar</td>
<td><a href="mailto:birgitta.bader-zaar@univie.ac.at">birgitta.bader-zaar@univie.ac.at</a></td>
<td><a href="https://matilda-european-master.univie.ac.at/home/">https://matilda-european-master.univie.ac.at/home/</a></td>
</tr>
<tr>
<td></td>
<td>Claudia Kraft</td>
<td><a href="mailto:claudia.kraft@univie.ac.at">claudia.kraft@univie.ac.at</a></td>
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<tr>
<td><strong>Sofia</strong></td>
<td>Krassimira Daskalova</td>
<td><a href="mailto:daskalova@phls.uni-sofia.bg">daskalova@phls.uni-sofia.bg</a></td>
<td><a href="https://www.uni-sofia.bg/index.php/eng/the_university/faculties/faculty_of_philosophy/degree_programmes/master_s_degree_programmes/faculty_of_philosophy/cultural_studies/women_s_and_gender_history_matilda">https://www.uni-sofia.bg/index.php/eng/the_university/faculties/faculty_of_philosophy/degree_programmes/master_s_degree_programmes/faculty_of_philosophy/cultural_studies/women_s_and_gender_history_matilda</a></td>
</tr>
<tr>
<td></td>
<td>Daniela Koleva</td>
<td><a href="mailto:koleva@phls.uni-sofia.bg">koleva@phls.uni-sofia.bg</a></td>
<td></td>
</tr>
<tr>
<td><strong>Lyon</strong></td>
<td>Manuela Martini</td>
<td><a href="mailto:manuela.martini@univ-lyon2.fr">manuela.martini@univ-lyon2.fr</a></td>
<td><a href="https://ghhat.univ-lyon2.fr/master-matilda-international-807919.kjsp">https://ghhat.univ-lyon2.fr/master-matilda-international-807919.kjsp</a></td>
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<tr>
<td><strong>Padua</strong></td>
<td>Carlotta Sorba</td>
<td><a href="mailto:carlotta.sorba@unipd.it">carlotta.sorba@unipd.it</a></td>
<td><a href="https://www.unipd.it/en/">https://www.unipd.it/en/</a></td>
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<td></td>
<td>Isabelle Chabot</td>
<td><a href="mailto:isabelle.chabot@unipd.it">isabelle.chabot@unipd.it</a></td>
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<tr>
<td><strong>Bochum</strong></td>
<td>Sandra Mass</td>
<td><a href="mailto:sandra.mass@rub.de">sandra.mass@rub.de</a></td>
<td><a href="https://www.ruhr-uni-bochum.de/matilda-ma/index.html.en">https://www.ruhr-uni-bochum.de/matilda-ma/index.html.en</a></td>
</tr>
</tbody>
</table>
Contact info for students at CEU:

**History Department:**
Margaretha Boockmann, PhD Coordinator
boockmanm@ceu.edu

**Gender Studies Department:**
Anna Cseh, Department coordinator
cseha@ceu.edu

**Student services / Insurance matters:**
studentcenter@ceu.edu

**CEU admission:**
admissions@ceu.edu

**Student records/transcript matters, and registration of your Change of Status when you do your mobility semester:**
Student Records Office
registry@ceu.edu

**Erasmus mobility:**
Erasmus Office - Academic Cooperation and Research Support Office
Contact person: Dóra Erdőgyaraki, Anna Szathmari
Office location: QS C416
erasmus@ceu.edu
ErdogyarakiD@ceu.edu
SzathmariA@ceu.edu
The MATILDA Approach to History:

MATILDA supports integrative perspectives which go beyond local, regional, and national histories in order to situate these histories, as well as European history as a whole, in broader contexts.

At CEU transnational and comparative approaches are foregrounded, with place, class, “race,” religion and other categories informing the study of women and gender in history. Thematic foci include comparative histories of “state-socialism,” women’s activism and gender politics, as well as East/West-North/South relations, nation/nationalisms, and the study of the relationship between humanity and nature. MATILDA at CEU brings together faculty from many countries and research traditions with expertise in Gender and Historical Studies (including Medieval Studies).

B. Application and Admission

I. General regulations

Students holding a BA (or a pre- or non-Bologna-type MA) in history and other disciplines in the Humanities or Social Sciences may apply for admission. If necessary, the electives in the first semester will be designed so as to ensure that students with an undergraduate degree other than history will be able to catch up.

Prospective students apply to the partner institution where they wish to start their studies (start institution) and will be admitted to the program by this institution.

Students are invited to select the institution/s to which they apply (start institution) and to which they intend to move (host institution/s) with reference to the specific educational and research profile of these institutions.

Students may indicate an alternative start institution as their second choice.

An applicant refused by one partner will not be accepted by another partner.

II. Language requirements

A. General

If you apply for admission to MATILDA at CEU and you are not a native speaker of English, you need to demonstrate your knowledge of English in one of the following ways:¹

- TOEFL (Computer-based) 230
- TOEFL (Paper version) 570
- TOEFL (Internet version) 88
- CEU Administered TOEFL (Paper version) 570
- International English Language Test IELTS 6.5
- Cambridge Proficiency Examination C
- Cambridge Advanced English Test B

¹ For necessary additional information see [http://www.ceu.edu/admissions/requirements#language](http://www.ceu.edu/admissions/requirements#language).
On a general level the language requirements for MATILDA are as follows:

The basic goal of the MATILDA language requirements is to ensure that all MATILDA graduates – providing they are not competent in a second language upon admission – will acquire competence in at least one second language during the program.

Students are therefore required to demonstrate knowledge of the language of instruction of the home institution (if they are not native speakers of this language) prior to being admitted to the program – and in accordance with the entrance regulations of this university.

1st language

At the entrance level students who are not native speakers of the language of instruction at the home institution (BG/EN, DE, EN, FR) have to demonstrate their knowledge of this language in accordance with the entrance regulations of the respective home institution:

a. **EN CEU**: TOEFL (Computer-based) 230
   TOEFL (Paper version) 570
   TOEFL (Internet version) 88
   International English Language Test IELTS 6.5
   Cambridge Proficiency Examination
   Cambridge Advanced English Test

b. **DE Vienna**: Österreichisches Sprachdiplom Deutsch: B2 or C1

c. **FR Lyon**: B2 DELF (Diplôme d'Etudes en Langue Française) C1 DALF
   (Diplôme approfondi de langue française)

d. **BG/EN* Sofia**: Bulgarian: Bulgarian language certificate with a minimum of 240 training hours
   English: Knowledge of English strongly recommended
   (Cambridge Advanced)
   English Test B; TOEFL [see the requirements for CEU], or Equivalent

   *NB: Mandatory courses in semester 1 are taught in Bulgarian, and may be offered in English too. Electives are taught in Bulgarian, English and German.

For the language requirements at the Ruhr-Universität Bochum and the University of Padua, please contact the local MATILDA Heads/Directors (see p. 2 above).

2nd language

MATILDA recognizes a student’s sufficient knowledge of a second language if he/she fulfills one of the following three criteria:

1. Is a native speaker of a language other than that of the language of instruction of the home institution;

2. Is competent in a second language other than the languages of teaching in use in the MATILDA consortium (BG, DE, EN, FR, IT). Competence here refers to a B1 level (in reading and understanding) to be demonstrated by the end of year 1 at the latest;

3. Is competent in a second language used in teaching at the MATILDA partner universities (BG, DE, EN, FR, IT). Competence here refers to a B1 level (in reading and understanding) to be demonstrated by the end of year 1 at the latest.

B. Mobility scheme

Before participating in the MATILDA mobility scheme (see C.2.), students have to demonstrate competence in the instructional language of the host institution, i.e. the partner university to which they intend to move.* It is the responsibility of the sending university
to provide the MATILDA program coordinator of the host institution with documentation about the language proficiency for mobility.

*NB: Students who consider moving to Sofia need to inquire with the MATILDA Program Head at CEU about the availability of courses taught in English in Sofia at the time of their mobility.

II. The material for the online application (all documents to be uploaded)

In addition to meeting the home institution’s general entry requirements (e.g., language proficiency), MATILDA applicants are required to submit the following documents:

1. One 500-word motivation letter in German, English or French
2. Two letters of academic reference (or the names and email addresses of such referees, who will then be contacted via the online application system)
3. A recent CV
4. One copy of BA certificate (History, Humanities, Social Sciences).

At CEU, MATILDA applicants must meet the general CEU admissions requirements (outlined on the main CEU website, http://www.ceu.edu/admissions/apply). Application to MATILDA is through the CEU online application system. Applicants need to indicate two academic referees in the online application system.

IV. The 500-word motivation letter (please upload this document under the category Academic Writing Submission!)

Every MATILDA application must include a 500-word typewritten motivation letter. This letter is of great importance when it comes to evaluating applications. For this reason, candidates wishing to apply to MATILDA are advised to follow closely the following criteria when preparing their motivation letter.

If you are applying to CEU, the motivation letter should demonstrate a strong interest in women’s/gender history (i.e., not in gender studies in general, but in gender history in particular), and present the ideas for the major research theme that you may wish to pursue at CEU, that is, if you have already developed these ideas.

MATILDA welcomes applicants from a variety of backgrounds and therefore we need to find out as much as we can about the applicants’ particular background and previous experience of ‘doing’ European women’s/gender history. If the applicant has a background in, or has taken courses in, any area of women’s/gender history or gender studies, she/he should mention it in the motivation letter.

MATILDA is also interested in whether applicants are familiar with comparative or integrative perspectives which go beyond local, regional, and national histories – and/or why applicants find such perspectives interesting.

At the same time, if applicants do not have any academic or professional background in women’s/gender history and/or comparative approaches, then the program coordinators would like to find out why the applicant is interested in applying for this particular degree program and what academic motivations she/he has that make him/her a desirable candidate.
C. Course of Studies

I. MA Degree Requirements

Students are required to collect a total of 120 ECTS during their two years of studies at their start institution and (at least) one of the other partner universities (host institution[s]).

The program is a mix of foundational modules and electives, and includes preparation and writing of the MA thesis as a third key element. Each of the six partner institutions offers courses in core subjects in Women’s and Gender History (theory, methodology and practice), and additional elective courses in semesters 1, 2, and 3.

Electives in semesters 1 and 2 may, but don’t have to include language courses. Thesis preparation and writing is supported in a variety of ways.

Semester 4 is devoted to writing the master’s thesis.

Students are required to complete an overall program evaluation sheet after year 1 and year 2.

II. Student Mobility, Mobility Funding, Research Funding

A. General

Students will normally spend semesters 1 and 2 at their home institution and the following one or two semesters at a partner university. The minimum time a student can stay at the home institution is one semester, the maximum is three semesters. The student does not have to (but may) do his/her/exams at the home institution.

Student mobility in semester 2 and/or 3 and/or 4 is subject to capacity. Each partner university may accept up to two mobility students per semester for up to 12 months from each of the partner institutions, i.e., 6 x 2 students.

For the dates of arrival at and departure from CEU in the current Academic Year please see B. below.

Mobility can be funded by the ERASMUS scheme according to regulations of the home institution and the National Agency in this country (see also below).

In some cases, funding other than ERASMUS can be applied for (see also below).

Before participating in the MATILDA mobility scheme, students have to demonstrate competence in the instructional language of the host institution, i.e., the partner university to which they intend to move. It is the responsibility of the sending university to provide the MATILDA program coordinator of the host institution with documentation about the language proficiency for mobility.

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2 Mobility to CEU is restricted to semester 3 and/or 4, individual exceptions possible.
Special permission of the heads of departments confirms that the student is allowed to travel. At CEU this permission is given by the MATILDA Program Head on behalf of both Heads of Department.

B. Coming to and Leaving CEU

Timing your arrival to and departure from CEU:

When should you arrive at CEU in the current Academic Year, and when do the autumn and winter terms end?

Students who move here from other partner universities for the autumn term 2023:

It is useful to attend the general CEU Orientation weeks about CEU as a whole, the CEU Library, etc., and then Zero Week (you will get information about the courses offered during the whole year and will be able to register for the autumn term courses)

CEU Orientation: Monday 4 September – Friday 8 September 2023
Zero week: Monday 11 September – Friday 15 September 2023
End of autumn term: 8 December 2023

Students who move here from other partner universities for the winter term 2024:


Course registration: December 11, 2023 - January 15, 2024. Should you have any problems, please, contact Margaretha Boockmann boockmannm@ceu.edu

Please note that there may be exams in some courses which you need to take in the week after the end of term!

If you foresee difficulties in terms of scheduling your stay at CEU, please do consult us beforehand (Hannah Loney, loneyh@ceu.edu), so that we can figure out what can be done in order to accommodate your needs.

CEU students leaving CEU for one or more terms to study at another partner university:

Mobility funding:

CEU MATILDA students don’t receive their CEU stipend (if they have one) for their semester(s) abroad, but they do receive their tuition waiver (if they have one). (But see also below.)

MATILDA students may be eligible for ERASMUS mobility funding for their semester(s) abroad. CEU MATILDA students are eligible to apply, regardless of their nationality.

Application for Erasmus funding is competitive, and selection is merit-based. CEU’s Scholarship Advisory Committee is in charge of selecting applications for funding. Submitted applications will be evaluated on the basis of the quality of the application, the applicant's academic performance, and the relevance of the mobility to the applicant's studies at CEU. The required mobility component of the MATILDA program does not
guarantee automatic funding from Erasmus.

**Application deadlines for an Erasmus scholarship:**

For CEU students: sometime in February 2024. The Erasmus call for applications is sent out in the beginning of December and repeated in January.

The application deadline for Erasmus study grant applications for 2024/2025 will also be announced on the “Erasmus for CEU students” website: [http://acro.ceu.edu/erasmus-for-ceu-students](http://acro.ceu.edu/erasmus-for-ceu-students)

**Other mobility and research funding for students with CEU as their home institution:**

There are a number of additional opportunities to receive funding for your mobility and your research.

One important deadline to watch out for is the CEU GENS MA or HIST MA Travel Grant application (ask about deadlines and eligibility!). The grants are allocated to support your research in terms of travel, copying cost, etc.

Second-year MATILDA students or MATILDA alumni can provide you with helpful information about their experiences abroad, and with seeking additional funding. Please note there is now also a MATILDA students Facebook page: [https://www.facebook.com/groups/616755015514337/](https://www.facebook.com/groups/616755015514337/)

(This is a student-based group, not an official MATILDA page).

**Practical steps, Erasmus and non-Erasmus students:**

Please make sure to first discuss your mobility plan with the MATILDA Program Head/Director or your supervisor at your home institution and CEU’s MATILDA Program Head (Hanna Loney); both need to accept your plan in principle.

All MATILDA students at CEU need to 1) get a Change of Status form in the Gender Studies Office, and 2) register the change at the Student Records Office ([registry@ceu.edu](mailto:registry@ceu.edu)).

**Students leaving CEU as non-Erasmus exchange students:**

At CEU you need to submit to the MATILDA Program Head the Indi[vidual Mobility Plan MATILDA to and from CEU](#), with the relevant attachment and the two signatures (see Appendix II).

For the requirements of the host institution which you will attend as a mobility student, please consult the relevant office or website there.

**Students leaving CEU as Erasmus exchange students:**

At CEU you need to submit to the MATILDA Program Head the [Individual Mobility Plan MATILDA to and from CEU](#), with the Erasmus Learning Agreement as attachment and the two signatures (see Appendix II).

For the Erasmus Learning Agreement and the Erasmus application as a whole, including
deadlines, important information, links, and forms, please consult CEU’s “Erasmus for CEU students” website https://acro.ceu.edu/erasmus-for-ceu-students. The Erasmus Office will circulate the call for application with detailed guidelines and requirements.

Prepare the Learning Agreement: enter the courses you wish to attend at the host institution on the form. Your Learning Agreement must be approved by the CEU MATILDA Program Head (Hanna Loney) on behalf of the Gender Studies and History Departments before submission.

Prepare all other application materials: application form, CV, motivation letter, two letters of recommendation.

Submit your complete application to the Erasmus Office by the deadline indicated on CEU’s Erasmus website (see above). Incomplete applications will not be considered. For any questions, please contact the Erasmus Coordinator at Erasmus@ceu.edu

Students from other partner universities coming to CEU for one or more terms (exchange students):

Mobility funding:

MATILDA exchange students coming to CEU carry their tuition waiver (if they have one) from their home institution to CEU.

MATILDA students may be eligible for ERASMUS mobility funding for their semester(s) at CEU.

Practical steps, Erasmus- and Non-Erasmus students:

Please make sure to first discuss your mobility plan with MATILDA Program Head or your supervisor at your home institution and CEU’s MATILDA Program Head (Hannah Loney); both need to accept your plan in principle.

All MATILDA exchange students coming to CEU need to submit a Non-Degree On-line Application Form through a link accessible at http://www.ceu.edu/academics/non-degree

Together with the Application Form you need to upload – in the ‘Additional Document’ document upload page of the respective On-line application the Individual Mobility Plan MATILDA to and from CEU with the two signatures and the relevant attachment (see Appendix II), and a scan of an official or certified copy of the interim transcript from the university currently attended.

The above documents replace all other attachments requested in the On-line Application Form.

As some of the other document upload pages of the On-line Applications are set mandatory, a ‘dummy’ file should be made and uploaded as necessary in order that the application can be submitted afterwards. This file should contain a very brief statement like ‘MATILDA mobility students are waived this requirement.’ This ‘dummy’ file should go up to the following document upload pages: Statement of Purpose; Resume; Certificate of Enrolment from the higher education institution currently attended; Letter of Institutional Consent from
the higher education institution currently attended.

As a letter of recommendation is also set as compulsory, please register Professor Hannah Loney as your referee to comply with this requirement under the Letter of Recommendation Area of the On-line Non-Degree Application.

If MATILDA exchange students to CEU do not hold valid and sufficient proof of English proficiency as per http://www.ceu.edu/admissions/requirements#language, they should select ‘Exemption’ under Language Skills of the On-line application. (The Individual Mobility Plan MATILDA to and from CEU with verification of their English competence is going to serve as proof of English in their case.)

For general information on non-degree study at CEU, see the CEU Non-Degree Student Policy at http://www.ceu.edu/academics/non-degree.

For information on accommodation options, health insurance, arrival, enrolment, the estimated cost of living in Vienna, etc., see the Online Orientation at http://www.ceu.edu/node/9597

Accepted MATILDA mobility students to CEU will be e-mailed more specific and personalized information on their proposed stay by a CEU Admissions Coordinator.

For the dates of arrival at and departure from CEU in the current Academic Year please see above “Timing your arrival to and departure from CEU.”

Students coming to CEU as non-Erasmus exchange students:

Non-Erasmus students should select Exchange Study Option/Program ‘Other’ in Preliminary Questions of the Non-Degree On-line Application Form.

Students coming to CEU as Erasmus exchange students:

Erasmus students should select Exchange Study Option/Program ‘Candidates through the Erasmus/Lifelong Learning Program (Erasmus/LLP)’ in Preliminary Questions of the Non-Degree On-line Application Form.

You need to upload to the relevant document upload page of the On-line application a scan of the completed Erasmus Learning Agreement Form, downloadable from http://www.ceu.edu/academics/exchange/erasmus. This is the same document that you anyway need to attach to your Individual Mobility Plan MATILDA to and from CEU. In the Learning Agreement Form you need to list the courses you wish to attend at CEU, and the form should bear the signature of the MATILDA Program head of your home institution.
III. General MATILDA Curriculum Structure Overview

For the CEU Curriculum, please see p. 15 and appendix III below.

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<tr>
<th></th>
<th>Semester 1</th>
<th>Semester 2</th>
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<tr>
<td><strong>Year 1</strong></td>
<td>30 ECTS</td>
<td>30 ECTS</td>
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<tr>
<td></td>
<td>• 10: Foundations in Women’s and Gender History</td>
<td>• Electives</td>
</tr>
<tr>
<td></td>
<td>• 10: Foundations in Historical Methods and Theories</td>
<td>• Language (up to 10 ECTS)</td>
</tr>
<tr>
<td></td>
<td>• 10: Electives: Historiography/Feminist Theory/Language</td>
<td></td>
</tr>
<tr>
<td><strong>Year 2</strong></td>
<td>30 ECTS</td>
<td>30 ECTS</td>
</tr>
<tr>
<td></td>
<td>• 10: Thesis preparation/Electives</td>
<td>• Supervision/workshops</td>
</tr>
<tr>
<td></td>
<td>• 20: Electives</td>
<td>Thesis: 70-110 pages (approximately 2,800 characters incl. spaces, or 420 words/page) + bibliography etc.</td>
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<td></td>
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<td>Submission: depending on the university Assessment: 2 reviews by 2 faculty from different MATILDA partner institutions</td>
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</tbody>
</table>

*Note:* Minimal deviations in ECTS numbers/semester are possible
IV. CEU Curriculum Overview and Description, Schedule

Departments:
Mandatory as well as elective courses are taken from both the Department of History and the Department of Gender Studies (and occasionally from the Department of Medieval Studies).

Schedule and Zero Week:
Students who enroll at CEU for their first year of studies, and students who move here from other partner universities for the autumn term 2023 in their second year:
As mentioned above, it is useful to attend the general CEU Orientation weeks (about CEU as a whole, the CEU Library, etc.) and then Zero Week (you will get information about the courses offered during the whole year and will be able to register for courses for the whole academic year)
CEU Orientation: Monday 4 September – Friday 8 September 2023
Zero week: Monday 11 September – Friday 15 September 2023
End of Autumn term: 8 December 2023

Students who move here from other partner universities for the winter term 2024:
Winter term: 8 January 2024 – 29 March 2024; course registration: 11 December 2023 - 15 January 2024 – should you have any problems, please, contact Margaretha Boockmann: boockmannm@ceu.edu

Please note that the course presentations and lectures given in the Zero Week in both departments are a great opportunity to find out as much as you can about courses, themes and people before you make an informed decision about your course menu!

Mandatory courses in the 1st year:

- **Foundations in Women’s and Gender History:**

At CEU, this course consists of two components: one deals with the broadly defined historical dimensions of gender theory and is taken from the course “Foundations in Gender Studies I” (MATILDA component, 4 ECTS); the other component consists of the course “Topical Survey I: Gender History” (4 ECTS).

The “Foundations in Gender Studies I” (Gender Studies Department) is an introductory course that is designed to familiarize students with some of the key concepts, theories, and debates in the broad interdisciplinary field of gender studies. The first part of the course will engage key concepts and debates in gender studies and feminist theory. The second part of the course will trace the historical development of different theories on women, gender, and social transformation from the 18th century through to the early 1990s. The third part of the course will provide an opportunity to reflect upon the history and future of gender studies and feminist theory. By the end of the course, students will have read and be able to use key concepts and theories in gender studies in a nuanced way, informed by their contexts and critique.

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4 For more information on the profile of all partner institutions please see the central MATILDA website https://www.univ-lyon2.fr/master-matilda-histoire-europeenne-des-femmes-et-du-genre (The Université Lumière Lyon 2 -- coordinating institution).
CEU course syllabi are available on the CEU website, and can be accessed through the main pages of the respective departments.
The course “Topical Survey I: Gender History” (History Department) is an introduction to the historical study of women and men and femininity and masculinity in Europe from the Middle Ages unto the recent past. Special attention is paid to the theoretical and methodological aspects of analysis, the usage of various types of sources (written and visual material, archaeological evidence), and their critical interpretation within a number of historical sub-disciplines. Questions of source intention, representation, image and “reality”, norm and practice, social agency, contrasts, connotations, ambiguities, and ambivalences are also discussed. The course demonstrates and exemplifies that any field of historical research has to be seen as indispensably and decisively connected with various gender-specific phenomena.

- **Foundations in Historical Methods:**

Students get acquainted with a range of methods appropriated and combined in historical scholarship on women and gender history in recent years. They develop their knowledge on how diverse theoretical approaches inform historical scholarship and how each research project in women’s and gender history requires a distinctive set of methodological approaches and tools.

Students take the course “Women’s and Gender History: A Critical Introduction to Theory, Methods and Archives,” taught in the winter term, and cross-listed between the Department of Gender Studies and the Department of History.

- **Academic Writing:**

This is mandatory for all first-year students, including MATILDA students. This course is taught in the autumn and winter (I and II) semesters. We ask you to take this course in the Gender Studies Dept. It is 2 ECTS/term.

- **Public Lecture Series**

Throughout the academic year, the Department of Gender Studies will organize public lectures. These are talks given by scholars from other universities about their research and are a way for the students and faculty to learn about current research in the field of gender studies. They are mandatory for all 1st-year 2-year MA students, including those in MATILDA. The talks will be advertised via email and fliers. We try to give students as much advanced notice as possible, and they are listed in the online departmental calendar. However, students are expected to adjust their schedule to attend public lectures even when there is short notice, as they are important for their broader education in the field. This series is 2 ECTS per term, provided that you meet the attendance requirements (explained in the course listing on the Gens website).

- **Research Preparation Seminar**
Mandatory courses in the 2nd year, depending on your location

**Autumn term:** MA Thesis Seminar I (for 2nd-yr students), offered by the History Department (for incoming MATILDA students, not for CEU MATILDA students who are away on mobility)

**Winter term:** Thesis Writing Workshop in the Gender Studies Department

**Electives:**
In each of the semesters 1 to 3, students may choose from a carefully selected number of electives taught either in the Department of History and including a focus on gender, or in the Department of Gender Studies and including a focus on history.

**CEU Curriculum:**

One CEU credit equals two ECTS; in the table we give only the ECTS. For a full description of the MATILDA Curriculum 2023/2024 at CEU, please see APPENDIX III.

You need to fill in the Individual Study Plan MATILDA – CEU Form contained in APPENDIX I, and submit it for approval to the CEU Program Head, before classes start.

<table>
<thead>
<tr>
<th>CEU</th>
<th>Semester 1 (autumn term)</th>
<th>Semester 2 (winter and spring terms)</th>
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</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>30 ECTS</td>
<td>30 ECTS</td>
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<tr>
<td></td>
<td>• Foundations in Women’s and Gender History (4+4 ECTS)</td>
<td>• Foundations in Historical Methods and Theories (8 ECTS)</td>
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<td></td>
<td>• Academic Writing (2 ECTS)</td>
<td>• Electives (12-16 ECTS) (<em>including any possible credits for language courses)</em></td>
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<td></td>
<td>• Electives (16-20 ECTS) (<em>including any possible credits for language courses)</em></td>
<td>• Language (up to 4 ECTS) (to be counted towards the overall elective credits)*</td>
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<td></td>
<td>• Languages (up to 4 ECTS) (to be counted towards the overall elective credits)*</td>
<td>• Academic Writing: Thesis Development (2 ECTS)</td>
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<td>• Public Lecture series (2 ECTS)</td>
<td>• Public Lecture series (2 ECTS)</td>
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<td>• Research Preparation Seminar (4 ECTS)</td>
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<td>NB: This means you may exchange up to 8 ECTS Electives for up to 8 ECTS language classes.</td>
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<tr>
<td><strong>Year 2</strong></td>
<td><strong>30 ECTS</strong></td>
<td><strong>30 ECTS</strong></td>
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<td>• MA Writing Seminar for 2nd-yr students, offered by the History Department (mandatory) (10 ECTS)</td>
<td>• Supervision/thesis writing workshops for 2-yr students (Gender Studies, March 2024) (8 ECTS)</td>
</tr>
<tr>
<td></td>
<td>• Electives (20 ECTS)</td>
<td>• Thesis: 70-110 pages (22 ECTS)</td>
</tr>
</tbody>
</table>

Thesis Submission Date: June 7, 2024.

In agreement with your supervisor and second supervisor a later date is possible, but then the thesis defense is likely to be scheduled for September.

Assessment: 2 reviews by faculty from different institutions within the MATILDA consortium and a defense
D. Assessment and Grading

Course work grading is conducted in all partner institutions using their local grading systems or the ECTS grading system according to their choice.

Course work assessment must be completed before moving to another university.

Students who have not achieved the number of credits as described in the curriculum overview for the respective semester(s) are not eligible for the MATILDA mobility structure.

For the overall grade (GPA = grade point average) all courses, and the thesis are considered according to their weight in ECTS credits. Local grades are translated into the European grading scale.

In order to issue a diploma according to national and/or local university regulations, ECTS grades are translated into national and/or local university grading systems.

The degree awarding institutions will decide on an overall distinction according to the local regulations.

E. Rules and Regulations

By enrolling in their start and host institutions students have agreed to abide by the Rules and Procedures outlined in this document, as well as the general rules and procedures of the partner institution in which they study. At CEU this includes university wide regulations as well as the regulations of the Department of Gender Studies and the Department of History respectively.

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/

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 Academic Writing Center if they are at all unclear about the difference between appropriate citation and plagiarism.

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, course papers may be incorporated into the thesis with revision and with the thesis supervisor’s knowledge, as documented in writing. Acts of academic misconduct, including plagiarism, will result
in serious consequences, such as a failing grade for the assignment or the course, or even removal from the program.

For more detailed information, please refer to:

1) CEU Policy on Student Plagiarism: https://documents.ceu.edu/documents/p-1405-1v2201 (version date August 31, 2023)
2) CEU Code of Ethics: http://documents.ceu.edu/documents/p-1009-1v1402-0
3) and other CEU policies listed on the website: http://www.ceu.edu/node/132

Appeals

Every CEU student has the right to recourse and appeal. For Student Rights, Rules, And Academic Regulations, see http://documents.ceu.edu/documents/p-1105-2v1503. This right may be exercised by directly appealing to faculty members, program heads/directors, unit heads, the Pro-Rector for Social Sciences and Humanities, or by appealing to the Disciplinary and Grievance Committee, in accordance with the procedures set in the Code of Ethics (see also section 6.1)

Grade changes will be considered only under very exceptional circumstances. 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 exams or papers 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.

F. MA Thesis Guidelines

The thesis is the single most important element of the Master’s degree. It is a test of the student’s ability both to undertake and complete a sustained piece of independent research and analysis, and to write up that research in a coherent form according to the rules and conventions of the academic community.

A satisfactory thesis should not only be adequate in its methodology, in its analysis and in its argument, and adequately demonstrate its author’s familiarity with the relevant literature; it should also be written in correct, coherent language, in an appropriate style, and correctly follow the conventions of citation. It should, moreover, have a logical and visible structure and development that should at all times assist the reader’s understanding of the argument being presented and not obscure it.

The purpose of these guidelines is to outline the standard requirements of the Master’s thesis, touching only tangentially on questions of methodology and content (as these are likely to be subject-specific).

In addition, a thesis written and submitted at CEU must be in accordance with the CEU ethical research standards:
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 26, 2024.

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.

I. General Overview

All theses must identify an adequate research topic in European women’s/gender history which includes a manageable field of research and a number of researchable questions to investigate. The thesis should be based on primary material (i.e. evidence).

Theses should
3. show a good knowledge of the relevant literature;
4. contribute to the study of the field through original research and/or by relating the subject studies to the broader academic literature;
5. demonstrate analytic ability through a careful and critical use of relevant concepts and approaches.

II. Thesis Language

The thesis must be written in English, German or French. Quotations should normally be in the language of the thesis, with the original language included in a footnote where appropriate. Exceptions to this may be made when discipline specific guidelines permit (for
example the use of Latin in Medieval Studies), or when issues such as the wording of the original language or the difference between different translations are under discussion. Other exceptions are short phrases in Latin or French typically used in English, such as *raison d’être* or *inter alia*, which should be italicized.

Book titles, magazine titles, and newspaper titles may appear in their original language as long as English translations are given in parentheses or in a footnote.

Cyrillic, Arabic and other non-Latin scripts should use their Latin equivalent. Where more than one transliteration style exists, a single style should be used consistently. Students should consult their academic writing instructor or advisor concerning proper transliteration procedures.

III. Thesis Format

Thesis sections should be placed in the following order:

1. Cover Page (required)
2. Abstract (max. 1 page)
3. Signed declaration that this thesis contains only original, previously unpublished work, along with a total word count for a) the thesis text only, excluding notes and references, and b) the entire thesis manuscript
4. Acknowledgements (optional)
5. Table of Contents (required)
6. List of Figures, Tables or Illustrations (where required)
7. List of Abbreviations (where required)
8. Body of the thesis (required)
9. Appendices (where required)
10. Glossary (where required)
11. Bibliography/Reference list (required)

1. Cover Page
The cover page should provide the following information in the following order:

- The full title of the thesis
- The candidate’s name
- The department and name of the university
- The statement: “In partial fulfillment of the requirements for the degree of Master of Arts in European Women’s and Gender History (MATILDA)”
- The supervisor’s name
- The place of submission
- The year of submission

See APPENDIX VI for a sample cover page.

2. Abstract
The abstract of the thesis in English should be between 100 and 250 words and written in the present tense. It should normally include the following information: (1) a statement of
the problem the research sets out to resolve; (2) the methodology used; (3) the major findings.

Acknowledgements
This is an optional page, acknowledging people who provided the author with assistance in the thesis project, notably, but not only, the thesis supervisor.

4. Table of Contents
The thesis must have a table of contents page listing chapter headings, section headings and sub-headings, Appendices and references as well as their corresponding page number. The ‘Table of Contents’ feature of Microsoft Word (or other word-processing software where permitted by the department) should normally be used to create a table of contents and this should be done after final editing so that pages referred to in the table of contents are correctly numbered.

5. List of Figures, Tables or Illustrations
If appropriate, a separate list of figures, tables, or illustrations should be included on a separate page immediately following the table of contents.

6. List of Abbreviations
If the thesis makes use of a large number of abbreviations that may be unfamiliar to a reader, providing a list of them can act as a useful guide.

7. Body of the Thesis
The thesis should be divided into logical chapters and include an introduction and a conclusion. Excluding the introduction and conclusion, the thesis will normally be expected to have not less than three and not more than six chapters, unless this has been agreed with the supervisor. The chapters should reflect the nature and stages of the research.

The introduction and conclusion may either be given titles and counted as the first and last chapters, or alternatively be entitled ‘Introduction’ and ‘Conclusion’ and the first chapter after the introduction numbered Chapter 1.

8. Appendices
Appendices may be needed for formulae, maps, diagrams, interview protocols, or any similar data that are not contained in the body of the thesis. These should be provided after the conclusion in the logical order they are mentioned in the main body. A list of appendices should be drawn up, each being given a consecutive number or a letter, and placed in the table of contents. If there are several appendices, each should receive a title.

9. Glossary
A list of special technical words or acronyms may be necessary. This is particularly true if the subject deals with a new area with a specialized vocabulary that the average reader in the discipline might not be familiar with, such as the Internet. This list should come after the appendices.

10. Bibliography/Reference List
A list of the sources used in the thesis must be supplied which complies with the same style used in the body of the thesis – this list should include only those sources cited in the thesis.
IV. Organization of the Thesis

1. Introduction
The thesis should begin with a general introduction presenting an overview of what the thesis is about and situating it in the existing research. The introduction should show why the topic selected is worth investigating and why it is of significance in the field. This will normally be done with reference to existing research, identifying areas that have not been explored, need to be explored further, or where new research findings justify a reconsideration of established knowledge. The chosen methodology may also be introduced. The final section of the introduction should briefly outline the structure of the body of the thesis.

2. Conclusion
The introduction and conclusion are closely related to each other, thus students should take care in drafting and revising to ensure that these parts reflect and do not contradict one another. The conclusion should provide answers or solutions – to the extent this is possible – to the questions or problems raised in the introduction. The argumentation of the thesis should be summarized briefly, and the writer’s main argument or findings restated clearly, without going into unnecessary detail or including additional arguments not dealt with in the body. The conclusion will normally be expected to return to the wider context from which the thesis departed in the introduction and place the findings in this context. The writer should, if appropriate, elaborate on how the research findings and results will contribute to the field in general and what sort of broader implications these may have. There is no need to hide the limitations of the thesis to the extent that these are appropriate to a work of this type (e.g., constraints of space, depth of research, etc.). Suggestions may be made for further research where appropriate, but this is not a requirement.

3. Literature Review
Depending on the discipline and the nature of the research, the existing literature may be reviewed in the introduction or part of a chapter, or a separate literature review chapter may be appropriate. The purpose of the literature review is to summarize, evaluate and where appropriate compare those main developments and current debates in the field which are specifically relevant to the research area, according to the guiding principle embodied in the thesis statement. In effect, the literature review shows that the writer is familiar with the field and simultaneously lays the ground for subsequent analysis or presentation and discussion of empirical data, as appropriate. Well-selected publications should convince the audience that research gaps have been identified correctly and that the writer has posed the right research questions, which will then be further addressed in subsequent chapters. Rather than simply summarizing other authors’ work, the chapter should make clear the writer’s position in relation to the issues raised. The literature review should have a logical structure (whether by chronological, thematic or other criteria) and this should be made explicit to the reader. Like any other chapter, the literature review chapter should have its own introduction and conclusion.

4. Layout and appearance:
Length: The thesis should be between 70-110 pages, including footnotes (i.e., approximately 2,800 characters incl. spaces, or 420 words/page) (i.e., between 29,000 and 46,000 words), and excluding bibliography, appendices etc.
Line Spacing: Double-spacing should be used in the abstract and text of the thesis. Single spacing should be used in long tables, block quotations separated from the text, footnotes, and bibliographical entries. Paragraphs should be indented, or an empty line left between paragraphs, depending on departmental requirements.

Font: The thesis should be computer printed on white A4 paper, single-sided, in Times New Roman, Garamond or Arial 12pt.

Margins: Margins should be one inch or 2.5 cm on all sides, and page size should be set to A4, not US letter.

Page Numbers: Pages should be numbered at the bottom in the center, using Arabic numerals (1, 2, 3) starting with the first page of the thesis proper (i.e., the first page of the introduction). Pages prior to this should be numbered with lowercase Roman numerals (i, ii, iii.). Chapters should start on a new page, but sections and subsections should not.

5. Citations and Bibliography
All theses will include 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 should be clearly indicated through the use of quotation marks (“...”); the use of other authors’ writing in the text without proper citation is plagiarism and will be penalized.

6. Headings and subheadings
Headings should be distinguished from the surrounding text by a larger point size, a different font, bolding, italics, or a combination of these. All headings of the same level should use the same style, and headings at lower levels should be less prominent than those at higher levels.

Example:

<table>
<thead>
<tr>
<th>CHAPTER 2 – TITLE (Arial Bold Small caps 14 point)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Heading for section (Arial Bold Italic 12 point)</td>
</tr>
<tr>
<td>2.1.1 Heading for sub-section (Times Bold 12 point)</td>
</tr>
<tr>
<td>2.1.1.1 Heading for part of sub-section (Arial Bold 10 point)</td>
</tr>
</tbody>
</table>

All headings should be left-aligned, except chapter headings, which may be centered. A heading at the bottom of the page must have at least two full lines of text below it. Otherwise, the heading should begin on the next page. Captions related to visual material (graphs, tables, maps) should appear on the same page as the material itself. Chapter and section headings should be consistently numbered according to the numbering system recommended by the department. Normally it is not necessary to go beyond three levels of sections.

Examples:
- Chapter I, section A, subsection 1, sub-subsection a)
- or
- Chapter 1, section 1.1, subsection 1.1.1, sub-subsection 1.1.1.1
All tables and figures should also be numbered, either sequentially within each Chapter e.g., 1.1, 1.2 and then restarted sequentially in the next chapter, e.g., 2.1, 2.2. Alternatively, they can be sequentially numbered as Table 1, Table 2, etc., throughout the whole work.

Headings should clearly reflect what the chapter or section is about and should be expressed in the form of a concise noun phase (normally less than one line), not a sentence. Information which is present in a higher-level heading need not be repeated in a subordinate heading. Where possible, headings at the same level of hierarchy should have a similar structure (e.g., 3.1 Common Law, 3.2 Continental Law, and not 3.1 Common Law, 3.2 The Supreme Court).

V. Thesis Supervision

The thesis will be supervised by a person of the university attended by the student in his/her last one or two semesters. In case an oral defense is held, this defense will be organized and take place at the institution where the student has spent their last one or two semester(s).

The supervisor provides the student with guidance during the research and thesis writing period, and will read at least one draft of the thesis. Students can normally expect to have three meetings of approximately one hour (or the equivalent) with their supervisor.

2-Year MA Thesis Supervision Guidelines:

Roles
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 autumn 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. MATILDA students have their second supervisor from a consortium partner.

Expectations
After supervisors have been allocated (late in the autumn term of the first year) before the submission of the Thesis Proposal Draft (January 26) 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 7, 2024. 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).

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 (see above, p. 19);
- 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;
- 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.

Problems
Should students encounter any problems with the supervisory arrangement but are not comfortable approaching the relevant faculty member(s), they should approach the Head of Department who will mediate on their behalf. Students are expected to work with the supervisor assigned by the Department. For the exceptional case that a student requests a change of supervisor, there is a Departmental procedure for which they can turn to the Head of Department.
VI. Thesis Submission

One not bound one-sided copy must be handed in to the department main office by the required date of submission. At the same time an electronic version of the thesis also has to be uploaded to the ETD database. This is because 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 her or him 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. The Computer and Statistics Centre 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. The electronic copy of the etd version of the thesis must be sent to both supervisors, Anna Cseh via email to fully complete the submission.

VII. Thesis Evaluation and Defense

The final thesis will be assessed by the supervisor and an external reader from another partner institution of the MATILDA consortium, who will both provide a written evaluation of the student’s thesis. In the case of discrepancy between the two written reports, the opinion of an external reader from a third partner institution will be decisive. The final assessment of the thesis will be conducted with or without an oral defense, according to local examination procedures (see below for the CEU MATILDA Defense and Examination Protocol).
Theses will be graded using the joint European ECTS grading scale.

Final Thesis Assessment:

In institutions holding an oral defense:

Oral defense: The defense committee assesses 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.

Final thesis grade: The final thesis grade uses the same scale as the evaluation of the written thesis (see below). The final grade is determined in consideration of the grade for the written thesis along with the student’s performance in the Oral Defense. It is only the final thesis grade that appears on a student’s transcript and that is calculated into the GPA.

In institutions not holding an oral defense:

Final thesis grade: The final thesis grade is based on the written thesis only (see below).
MATILDA Defense and Examination Protocol at CEU

MATILDA defenses at CEU combine the MATILDA Consortium regulations with the general CEU regulations.

The Defense and Examination Committee

The Defense Committee consists of three members. The two examiners of the MA thesis are members of the Committee, one of them the supervisor (CEU), the other one representing one of the other universities of the MATILDA consortium. The third member is the Chair of the Committee. The external examiner normally is present at the defense either in person or through a long-distance connection.

Preparation of the Defense

Both examiners receive a copy of the thesis at an agreed date before the defense. They prepare a written evaluation of the thesis, including the thesis grade, before the defense; they grade the thesis according to the attached grading scale in use at CEU (translation of the grade into the joint European ECTS grading scale will be done at a later stage).

The CEU examiner (supervisor of the thesis) signs the plagiarism form.

Defense

The Chair collects the thesis evaluations and the Plagiarism Form.

The student delivers a brief description of the thesis (8-10 minutes).

Both examiners ask questions about the thesis.

The Committee withholds, agrees on the grade and informs the candidate about the initial result of the Defense (Pass or Fail).

The CEU examiner (supervisor) submits the Defense papers including all attachments (written thesis evaluations and Plagiarism Form) to the responsible administrator. The ‘Written work and oral defense’ grade will be a composite of the grades given for the thesis and the discussion at the defense.

The grade which appears on the Defense Form will be entered as the ‘Thesis’ grade in the transcript.

Thesis Evaluation 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 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 her or his 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-.
G. IMPORTANT DATES FOR THE 2023/2024 ACADEMIC YEAR

2023
September 2-3  First-year master’s students arrive in Vienna
September 4  Pre-session and student orientation begins
September 5  Departmental MA student orientation meeting
September 9-10 Continuing students arrive in Vienna
September 11  “Zero Week” begins
  Registration for courses in sits for the whole academic year begins
Sept. 16, 13:00 Course Planning Worksheet via email to Hannah Loney, the MATILDA Program  
  Head, Anna Cseh cc-d.
September 11  Opening Ceremony
September 18  Autumn term begins
September 25  Course registration ends
October 26  CEU Vienna is closed due to the Austrian national holiday
November 1  All Saints’ Day. CEU Vienna and Budapest are closed.
November 3  Town Hall meeting for MA students
November 3  Draft Thesis Prospectus (2nd year students) to be submitted to supervisors
November 17  Final Thesis Prospectus due (for 2nd yr students) to the office
November 23  MA Research Grant application deadline 1 (for 2nd yr  
  students in 2-yr MA programs)
Dec. 1, 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 8  End of autumn term
Dec. 11-Jan. 15  Student modification of registration for winter term courses
December 15  Latest deadline for final assignments
Dec. 24-26  Christmas – CEU is closed

2024
Jan. 1  New Year’s Day, CEU is closed.
Jan. 6  Epiphany Day, Vienna Campus is officially closed.
January 8  Beginning of winter term
January 12  “Welcome Back and Beginning of the Year” Party (if possible, details TBA)
January 15  Modification of course registration for the winter term ends
January 26  Draft thesis proposal due (1st year students) to supervisors. Students must also  
  have completed the Checklist on Ethical Research (see p. 19 above).
Feb. 14, 14:00 Final thesis proposal due to the office (1st year students)
February 20  MA Research Grant application deadline 2 (1-year MA or any student who plans  
  research/internship in April or May). Subject to change depending on the date of  
  the CEU grants Committee meeting.
February 23  Town Hall meeting for MA students (15:30)
March 4-20  Thesis Writing Workshop (2nd year students)
Mar 25-Apr 8 Modification of registration for spring term courses
March 29  End of winter term
March 30-31 Easter – CEU is closed
April 2 Beginning of spring term
Apr. 15-May 10 Research Preparation Seminar – mandatory for 1st year 2yr students in Research track.
May 1 Labor Day – CEU is closed
May 1 Graduating students must be back in Vienna
May 7 full (rough) draft of thesis due to Supervisor (2nd year students)
May 7, 14:00 MA Research Grant application deadline 3
(1st year students if they are doing research in summer. With approved final Thesis Proposal only)
May 9 Ascension Day, Vienna Campus is officially closed
May 17, 11:00 1st year 2-yr Final Thesis Proposal and Research Plans with supervisors’ approval due to the office
May 19-20 Pentecost. CEU is officially closed.
May 30 Corpus Christi Day, Vienna campus is officially closed
May 31 MATILDA thesis submission
June 6-18 MA thesis defenses
June 14 End of spring term
June 19 Farewell Party June 20, 16:00 Thesis grades are entered in SITS
June 21 Graduation Ceremony
## APPENDICES

### APPENDIX I

**Form Individual Study Plan MATILDA – CEU**  
(including Course Planning Sheet for first-year students)

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*Individual Study Plan MATILDA - CEU*

Please submit the document as a whole for approval to the CEU MATILDA Program Head before classes start.

---

Name: …………………………………………………………………………………

Academic Year: ………………………………………………………………………

- ○ First year student
- ○ Second year student

(Tentative) thesis topic:
- ……………………………………………………………………………………………
- ……………………………………………………………………………………………

Course list autumn and winter term:

*Please fill out the course planning sheet listed below for a list of the classes you intend to take in both the autumn and the winter terms; the Study Plan Form is valid only once you attach this course planning sheet.*

Signature CEU Program Head:
- ……………………………………………
Course Planning Sheet for first-year students (to be submitted with the Individual Study Plan Form); please also add the total credit numbers per term.

<table>
<thead>
<tr>
<th>Autumn term ↓</th>
<th>Winter and Spring terms ↓</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECTS</td>
<td>Course Title</td>
</tr>
<tr>
<td>2</td>
<td>Academic Writing</td>
</tr>
<tr>
<td>4</td>
<td>Foundations in Women’s and Gender History (portion 1) Foundations in Gender Studies I (GENS) (Loney)</td>
</tr>
<tr>
<td>4</td>
<td>Foundations in Women’s and Gender History (portion 2) Topical Survey I: Gender History (HIST) (Al-Bagdadi, Gaspar)</td>
</tr>
<tr>
<td>2</td>
<td>Public lecture series</td>
</tr>
<tr>
<td></td>
<td>Languages up to 4 ECTS (credit number to be counted towards the overall credits earned for Electives)</td>
</tr>
<tr>
<td></td>
<td>Electives (please list below) credits, course name and teacher (please include the credits you earn for language courses, if any):</td>
</tr>
<tr>
<td></td>
<td>...</td>
</tr>
</tbody>
</table>

... Total Credit hours AUTUMN [28-32 ECTS needed per term] ... Total Credit hours WINTER (and SPRING) [28-32 ECTS needed for winter and spring term together]

60 ECTS for the whole Academic Year
APPENDIX II  Form Individual Mobility Plan MATILDA from and to CEU

Individual Mobility Plan MATILDA to and from CEU

For exchange students (Erasmus and non-Erasmus) coming to CEU
For CEU students planning their mobility (Erasmus and non-Erasmus) to the partner institutions

Name: ………………………………………………………………………
University: …………………………………………………………………
Academic Year: ……………………………………………………………

○ First year student  ○ Second year student

1) To which of the partner universities do you want to go, and when:
……………………………………………………………………………………………
……………………………………………………………………………………………

2) What is your study plan for that period (courses with number of credits/or work for your thesis)?
   Please attach:
   CEU students going abroad (Erasmus): your Erasmus Learning Agreement
   CEU students going abroad (non-Erasmus): your (draft) course list at partner university
   Exchange students to CEU (non-Erasmus): your (draft) course list at CEU
   Exchange students to CEU (Erasmus): your Erasmus Learning Agreement

(Tentative) thesis topic:
……………………………………………………………………………………………

Name and Signature CEU Program Head:
   Name: ……………………………………………………………………………
   Signature: ……………………………………………………………….. (or e-mail, attached)

Name and Signature MATILDA partner Program Head at university other than CEU
(confirming the mobility arrangement and the language proficiency of the student; see also Section C.II.A):
   Name: ………………………………………………………………………
   Signature: ……………………………………………………………….. (or e-mail,
The course lists may change slightly in any given semester due to unforeseen circumstances. You may also wish to consult the general lists of MA classes in both the Gender Studies Department and the History Department, as well as the course lists of other departments. With the permission of the respective instructor and the MATILDA Program Head Hannah Loney (loneyh@ceu.edu) you may take selected electives not included in the course list below if these are pertinent to your research interest.

Please keep in mind that you need to approval for your list of courses before classes start (see APPENDIX I Form Individual Study Plan MATILDA – CEU).

First year and second year MATILDA students choose from the same list of elective courses given below.

Course syllabi are accessible through the web pages of the respective departments: www.ceu.edu -> Academics -> Schools and Departments.

**First-year students (electives also for second-year students)**

MATILDA Course Schedule 2023/2024

**AUTUMN Term (18 September- 8 December 2023): 30 ECTS**

**Mandatory courses:**

- 2 ECTS: Academic Writing – in Gender Studies Department.

**Foundations in Women’s and Gender History:**
Consists of a combination of the relevant parts of the course Foundations in Gender Studies and the course Modern Historiography 4+4 ECTS – see courses below.

- 4 ECTS: Foundations in Gender Studies I (Group 1): Hannah Loney (GENS, MATILDA component)

- 4 ECTS: Topical Survey I: Gender History: Nadia Al-Bagdadi, Cristian Gaspar (HIST)

[Note: Foundations in Historical Methods and Theories will be taught in the winter term.]

- 2 ECTS: Public lecture series I

**Up to 4 ECTS: Language course**

**Recommended Electives:**
(First-year students choose 16-20 ECTS, including into the calculation ECTS acquired through language courses if taken; they make sure to acquire 60 ECTS altogether during their first year of studies – see the course planning sheet above.)

Inclusion and Exclusion Perspectives on Humanity and Race in Modern European
History of Ideas and Science – 4 ECTS (Laszlo Kontler, Emese Lafferton) (HIST)

Emotions and Affect in History – 4 ECTS (Tolga Esmer) (HIST)

Intersectionality and Interdisciplinarity in Gender Studies (M) – 4 ECTS (Adriana Qubaoiva) (GENS)

Gender, the Global Political Economy, and Environmental Violence – 8 ECTS (Julia Sachseder) (GENS)

Feminism and Masculinity – 4 ECTS (Erszebet Barat) (GENS)

Discourse Analysis – 4 ECTS (Erszebet Barat) (GENS)

Oral History (M) – 4 ECTS (Andrea Pető) (GENS)

Qualitative Research Methods: Ethnographic Approaches (M) – 8 ECTS (Elissa Helms (GENS)

Identity Performed: Shakespeare and Gender – 4 ECTS (Sam Hall) (GENS)

History in the Visual Mode: Methods and Practices of Documentary Storytelling – 4 ECTS (Oksana Sarkisova, Jeremy Braverman) (HIST)

Icono/Graphy: Interactions of Images and Text – 4 ECTS (Ulrich Meurer) (HIST)

WINTER Term (8 January – March 29, 2024): 30 ECTS
(includes also Electives taught in the spring term)

Mandatory courses:

2 ECTS: Academic Writing Part II – [this class continues from the autumn term]

Foundations in Historical Methods and Theories:
8 ECTS: Women’s and Gender History: A Critical Introduction to Theory, Methods, and Archives: Hannah Loney (cross-listed Gender Studies and History) (GENS)

2 ECTS: Public lecture series

Up to 4 ECTS: Language Course

Recommended Electives winter and spring terms:
(First-year students choose 12-16 ECTS, including into the calculation ECTS acquired through language courses if taken; they make sure to acquire 60 ECTS altogether during their first year of studies – see the course planning sheet above.):

Winter term:

Labor History in Global Perspective 19th to 21st Centuries – 8 ECTS (Susan
Zimmermann) (HIST)

**Gender and Coloniality: Intersectional Debates and Perspectives** – 4 ECTS (Julia Sachseder) (GENS)

**Men of Empire: Comparative Masculinities in the Worlds of the Ottomans and their Rivals** – 8 ECTS (Tolga Esmer) (HIST)

**Multiple Inequalities, Multiple Struggles: Gender, Race, and Ethnicity in State-Socialist Europe, 1945-1990** – 4 ECTS (Eszter Varsa) (GENS)

**Welfare States and Gender under Undemocratic Rule** – 4 ECTS (Dorottya Szikra) (GENS)

**Critical Theory on Policy and Practice (M) (P)** – 4 ECTS (Dorottya Szikra) (GENS)

**Gender and/in War** – 4 ECTS (Adriana Qubaiova) (GENS)

**Feminist Biopolitics and Cultural Practices** – 8 ECTS (Hyaesin Yoon) (GENS)

**Public Sphere and Political Violence in Multiethnic Cities of Eastern and Central Europe (Nineteenth and Twentieth Centuries)** – 4 ECTS (Ostap Serada) (HIST)

Spring term:

**Critical Race Theory: Race and Law from the United States to Europe** – 4 ECTS (Angela Kocze) (LEGS)

SPRING term mandatory courses *(April-May)* 2024

**Mandatory course:**

**MA Research Preparation Seminar** - 4 ECTS (Nadia Jones-Gailani) (GENS)

***

**Second-year students**

III. Semester (AUTUMN term): 30 ECTS

**Mandatory:**

**Thesis Seminar I (for second-year students):** (Tolga Esmer) (HIST) (see p. 16 above)

**Electives:**

20 ECTS: Second-year students choose from the electives enlisted above. They may not choose, however, courses they have already taken in the previous Academic Year, nor
Academic Writing.

**IV. Semester: 30 ECTS**

Supervision, workshops

**Thesis Writing Workshop** - 8 ECTS (Nadia Jones-Gailani) (GENS), March 2024

Thesis writing.
APPENDIX IV  Information about language courses

Students may take language courses throughout Year 1. Up to 10 ECTS these courses may be counted towards the regular MATILDA credit load. Language courses are offered by the CEU Center for Academic Writing and by the Source Language Teaching Group of the Department of History (Source Language Teaching | Department of History (ceu.edu)), and can also be taken outside of CEU. Please consult the relevant regulations, and always consult with the MATILDA Program Head at CEU.

For MATILDA, a language course fulfilling the following minimum criteria counts as a 4 ECTS language course: Documentation: proof of enrollment and successful completion. 2 credits [4 ECTS] for a course consisting of 10 to 12 meetings (of approximately 100 minutes).

About language courses at CEU  Each foreign language course at CEU consists of 40 teaching hours and runs for 10 weeks, with two double classes each week. In general, students spend about a half an hour to prepare for each double class.

Students enrolling in and successfully fulfilling the requirements of this type of language class may receive 4 ECTS for one class if they:

- Have gotten approval of the MATILDA Program Head at CEU
- Notify the teacher in the first unit that they take the class for credit;
- Attend regularly;
- Fulfill all course requirements (including homework and final exam).

For course fees, the course program, registration and payment deadlines, and any further details please see http://caw.ceu.edu/foreign-languages

General queries may be addressed to writing@ceu.edu.
APPENDIX V  Information about enrolment, library use etc. for CEU MATILDA students

At CEU students participating in programs whose duration is longer than one academic year remain enrolled for the summer months between two academic years and until the end of their enrollment in their program unless extraordinary circumstances demand otherwise. This means that they enjoy all (with the exception of financial aid) services enrolled CEU students benefit from, including the use of email, library resources and UIS, without disruption until the end of their enrollment at CEU. The above is applicable for all students in the MATILDA program whose home institution is CEU, i.e. who applied to and were accepted by CEU as MATILDA students.

Library Access:

CEU IT Department offers a Virtual Private Network service (VPN service) for everyone with a valid CEU account. [http://it.ceu.edu/vpn](http://it.ceu.edu/vpn)

Students who are enrolled to CEU receive a valid CEU account for their entire studies, they will be able to access these resources from outside CEU as well until they graduate. Visiting or exchange students from other universities will have a valid CEU account only for the time period they stay at CEU.

The VPN service makes all Internet based databases of CEU available from outside of CEU network also.

Please visit [https://193.6.218.253](https://193.6.218.253) page from outside of CEU network and log in with your CEU username and password. On the page appears please click on 'Anyconnect' button on left side and follow instructions of installing VPN client. Once it is installed, start the client, and please put 193.6.218.253 into the connect line of the client, and use your CEU Account to sign in.

Once you are connected through VPN, you can reach all internet services which are available within CEU network (e.g., UIS, JSTOR, library databases etc.)

You can find additional information about the service on site [https://vpn.ceu.edu](https://vpn.ceu.edu). Please note that this page is only available from outside of CEU network also.
GENDERING THE JEWISH QUESTION.
CHRISTIAN WOMEN’S ORGANISATIONS AND ANTI-SEMITISM
IN TURN-OF-THE-CENTURY VIENNA

By
Eszter Kovacs

Submitted to
Central European University
Department of Gender Studies

In partial fulfillment of the requirements for the degree of
Master of Arts in European Women’s and Gender History (MATILDA)

Supervisor: Professor Mary Lamb

Vienna, Austria
2022
Declaration

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

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

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

Signed ________________________ (name typed)

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

http://chat.hatter.hu/
mailto:hotline@hatter.hu
Dear MATILDA Students,

Comments, questions and additions regarding this Handbook are appreciated.

Please contact Hannah Loney, loneyh@ceu.edu

Thank you!