

## RULES FOR SUBMISSION AND EVALUATION OF THE MASTER'S THESIS (2022-2023)

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 (for UNIBO 30.000- 40.000 words - For UU, at least 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>

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<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 28<sup>TH</sup> 2023**

### **Supervision**

The student will have to choose a **main supervisor** at the institution awarding the credits, with assistance of the local GEMMA coordination if necessary, taking into account the topic, staff expertise and availability, and student's preferences in the final supervisor assignment. The other partner institution involved (home/mobility), via its local GEMMA coordination, 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 (main and support 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 at least 30 days prior to the date of evaluation of the final thesis (see the table in Appendix 1 for all submission dates)** and 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.

Students who don't keep both their supervisors duly informed about the progress of their work or fail to send them their final drafts well in advance for them to properly read and assess them may not be allowed to submit their theses and may have to re-register for the new academic year and pay new tuition fees.

### **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.

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Theses should be submitted following the procedures and dates of both universities of the mobility route. At some universities, students are required to present their thesis in an oral defence/viva voce. Students should observe both their Home and Mobility Universities' submission dates and are advised to comply with the earlier of these two dates (Please see Appendix 1 for all submission dates). Bear in mind that not complying with the earlier date might imply additional fees in some of the universities. Only in exceptional cases and with the agreement of both universities, extensions of the deadline for submission and defence/MA exam (if required) can be granted.

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 so as to not interfere with their well deserved holidays.

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-month 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. In order to avoid plagiarism, electronic reports from anti-plagiarism platforms (Turnitin, etc) could be required.

**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 2022-2023** 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 by at least three members (including the main supervisor). The support supervisor's report will be also taken into consideration. The support supervisor must send, both to the main supervisor and to the following email address [master.gemmabologna@unibo.it](mailto:master.gemmabologna@unibo.it), a detailed report of the thesis and their comments and final evaluation at least two weeks in advance of the date of the final assessment.

**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 oral defence (GEMMA students are NOT requested the 10 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, Helvética).

The University of Bologna logo should not appear in any part of the thesis. Students can find the sample of the Cover page of the thesis at the following webpage:  
<https://corsi.unibo.it/magistrale/LetteratureModerneComparePostcoloniali/redazione-tesi-voto-finale>

At least two weeks before the online submission application, students should inform their main supervisor, their co-supervisor and [master.gemmabologna@unibo.it](mailto:master.gemmabologna@unibo.it) that they want to submit their thesis and they should agree on and start the necessary procedures to graduate.

**Deadlines and Submission:** Students who submit their theses at UNIBO will have to meet Bologna University deadlines for the formal registration and the 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.

Check deadlines at the following webpage:

<https://corsi.unibo.it/magistrale/LetteratureModerneComparePostcoloniali/prova-finale-modalita-e-scdenze>

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. 2) Afterward, 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 UNIBO. 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](mailto:@studio.unibo.it) e-mail address. Such information will also be available on student's [www.studenti.unibo.it](http://www.studenti.unibo.it)

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personal page in the section called "Graduation". Students may choose between four submission dates. Final dates will be given each year in accordance with the current university calendar.

**Submission procedure:** The Submission procedure consists in doing the online application submission and in uploading the thesis to the UNIBO online system "Studenti Online" as PDF file. To submit the online application submission, students must access the website "Studenti Online" according to the deadlines indicated on the website of the Degree Programme.  
<https://corsi.unibo.it/magistrale/LetteratureModerneComparePostcoloniali/prova-finale-modalita-e-scadenze>

The PDF file of the thesis will be conserved in the Emilia-Romagna regional archive system (ParER).

To be admitted to the final examination, students must have completed all exams or, in any case, obtained all the learning credits required by the teaching regulations, and must have regularly paid all their tuition fees, including any late payment fines. The Student Administration Office will check their details before admitting the students to the final exam. If students submit their application with delay they must pay an additional amount of € 100.

The schedule with the final dissertation and proclamation dates, as well as the dissertation editorial rules, are published on the website of the Degree Programme.  
<https://corsi.unibo.it/magistrale/LetteratureModerneComparePostcoloniali/redazione-tesi-voto-finale>

**Supervision:** The support supervisor must send, both to the main supervisor and to the following email address [master.gemmabologna@unibo.it](mailto:master.gemmabologna@unibo.it), 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.

**Erasmus Mundus scholarship holders:** Students holding the Erasmus Mundus are recommended submission within the 24 months' duration of the scholarship to prevent their having to self-fund subsequent pay.

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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 defence committee composed by two members of the faculty from CEU (the Main Supervisor and the Chair), and the Support Supervisor (on Skype or other videoconference platform 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.

Students will be offered two possible dates for the submission and defence of the thesis. For the first deadline the submission of the draft to the Support Supervisor is in May, with the FINAL DEADLINE for submission to CEU: June 2; the defence will be planned for mid-June. For the second defence date in

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September, the FINAL DEADLINE for submission to CEU: September 15. Submission of the draft to the Support Supervisor for the defence in September has to be negotiated individually. 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 the limited scope of supervision at that time as they plan for submission of the final draft (it can be earlier than August 15). Please be aware that some GEMMA partner universities do not allow for the September deadline, so before opting for the September deadline, check carefully what your situation is and consult it with your supervisors and the GEMMA coordination.

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### Universidad de Granada

Students may choose between two thesis/dissertation examination periods: an ordinary call in June-July (submission and defence respectively) and an extraordinary call in July-September (submission and defence respectively). Students holding an Erasmus Mundus scholarship are recommended to choose the earliest call in order to comply with the 24-month duration of their scholarship.

Students must register their thesis clearly indicating the call of their choice. If, due to justified reasons, a student decides to defer submission to the next call, they need to get approval from both supervisors (main and support) and the local coordinators from both universities clearly indicating the reasons for the deferral.

Students should submit (see deadlines below) the electronic (pdf) final version of their thesis to the GEMMA office in Granada ([gemma@ugr.es](mailto:gemma@ugr.es)), as well as a copy of the final thesis to each of the three members of the examination committee, and to their main and support supervisors. These copies could be either electronic (pdf) files or printed copies, depending on the preference of the recipients. A report, issued by some of the plagiarism platforms (turnitin, etc), confirming that the thesis does not include any plagiarism will be required.

The GEMMA local coordination in Granada, following the UGR rules, will convene an Evaluation Committee made up of three members of the teaching staff. A date and hour for the oral defence (viva voce) will be proposed by the local coordination jointly with the committee taking into consideration the thesis' supervisors and the students' preferences. The master thesis shall be assessed at the viva voce examination which will be held as a public session. The main and support supervisors are required to produce an assessment report in which a grade for the student's thesis (up to 10 points) will be proposed. This grade will be taken into consideration for the final grade awarded to the student at the viva voce.

The viva voce starts with the student's presentation which should take between 15-20 minutes. On completion of the presentation, the committee members will ask questions, make comments or raise objections, to which the student must reply. Then, the main supervisor - and the support supervisor if he/she is present - will take the floor in order to make any observations they may consider necessary. On conclusion of the defence, the Evaluation Committee shall decide on the grade (0-10 scale) and its correspondent grade (Suspenso/Fail (0-4,9); Aprobado (5-6,9); Notable (7-8,9); Sobresaliente (9-10)) which will be publicly announced to the participants.

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All students defending in Granada and receiving a grade of over 9.5 out of 10 will be considered for the "Matrícula de honor" (Honours) distinction following the internal rules of the University of Granada which states a maximum number of "Matrículas" per call. In order to award this special "Matrícula de honor" mention, both main and support supervisors and the members of the Evaluation Committee will be consulted by the GEMMA local coordination. In order to be awarded this special mention, five positive votes will be required. In case of a draw, the students' academic records would also be considered.

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### University of Lodz

The thesis has to be submitted through the APD system ([apd.uni.lodz.pl](http://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 to present an abstract (in English and in Polish) and up to 6 keywords (in English and in Polish). Abstract and key words in Polish are translated by the supervisor.

The requirements for the MA thesis at the University of Lodz can be found here: [http://filolog.uni.lodz.pl/?page\\_id=17100](http://filolog.uni.lodz.pl/?page_id=17100) (Information in Polish, the Women's Studies Centre or the main supervisor will help with the translation, if needed).

The viva voce/MA exam is obligatory in order to obtain 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 GPA and the grade from the MA exam. During the MA exam a student is asked questions by the chair, the supervisor and by the second reader. One question comes from the list on gender studies topics (to be provided to the student before the exam). The viva voce/MA exam has to be organised within a month after the submission of the thesis.

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### University of Oviedo

The thesis is assessed and graded by an Examining Board formed by at least two 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 **final** version of the thesis must be uploaded to the online submission

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system (SIES), with the approval signature of the main supervisor, at least 7-10 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 June-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.

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, 2023, 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.

There is no oral defence at Utrecht University. In order to officially submit your thesis, you need to upload it in Osiris, following the guidelines explained here:

<https://students.uu.nl/en/hum/gemma/curriculum/masters-thesis>

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 thesis and final graduation will be dated on August 31, 2023 if the last results have been registered in Osiris in August. If your last grade is registered in June, the exam will be registered on June 30, 2023.

If you did fulfil all requirements for the diploma by August 31, you will receive your diploma during the Graduation Ceremony in October/November 2023 in Utrecht. You will receive an official invitation with the exact time and details a few weeks in advance.

If the student has not completed the exam before August 31, they will need to register again as a student for the new academic year – and pay the local UU tuition fee for the new year!

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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 or at Bologna in Italian must also submit to the VLE one chapter (to be agreed with support supervisor) translated into English. This translation needs to be submitted as a separate document to the MA thesis submission.

Please note that it is the responsibility of students to submit their MA thesis to both institutions (same copy on the same day).

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 (usually in November). 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 submit at York should keep to the CWS deadlines (with the exception of students whose mobility route includes Utrecht either as home or mobility university who need to submit according to the Utrecht deadlines).

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. Please email: [cws@york.ac.uk](mailto:cws@york.ac.uk)

## APPENDIX 1: GEMMA CONSORTIUM THESIS CALENDAR 2022-2023

### Registration of thesis

- 1) General registration, with the GEMMA Consortium Coordination in Granada, specifying: title, names of both supervisors and the preferred call in case several calls are offered: **28th of February 2023**
- 2) At the university awarding the credits (main supervisor): **As regulated by each university**

**Submission of final draft of the thesis (to both main and support supervisors): 30 days before the deadline for submission of the final thesis**

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

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

Partner university	Deadline for submission of final draft of the thesis <sup>2</sup>	Submission of the final version of thesis <sup>3</sup> (Final deadline)	Exam / assessment date <sup>4</sup>	Comments
Bologna	at least 45 days in advance of the final exam date	Students should submit the final thesis ONLINE (by uploading it on the UNIBO system).  1) 12 June 2023 2) 31 July 2023 3) 25 September 2023 4) 19 February 2024	1) 5-7 July 2023 2) 14-15 September 2023 3) 25-27 October 2023 4) 21-27 March 2024  (exact dates for the viva are established according to the academic year calendar and may slightly vary each year)  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".	To be admitted to the final examination, students must have passed all exams, and 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 <a href="#">Studenti Online</a> 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 be made online). The fee may slightly vary. Deadlines for the graduation applications are (dates may slightly vary according to each academic calendar): 1) 15 May 2023 2) 10 July 2023 3) 11 September 2023 4) 15 January 2024  If students submit their application with delay they must pay an additional amount

<sup>2</sup>**Final draft:** the last draft that still allows changes.

<sup>3</sup>**Final version of the thesis:** the final version of the thesis for its assessment. This version does not allow any changes.

<sup>4</sup>**Exam/assessment date:** the date at which the thesis is evaluated or the defence/viva voce exam takes place.



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				of € 100.
<b>CEU</b>	at least 30 days in advance of the final submission date	1) 2 June, 2023(scholarship students) 2) 31 August, 2023 (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.
<b>Granada</b>	At least 30 days in advance of the submission date of the final version of the thesis (August is not included in this count)	1) Up to 30 June 2023 2) Up to 21 July 2023 (The final version of the thesis will be submitted at least 15 days prior to the defence date)	1) From 10 to 21 July 2023 2) From 4 to 15 September 2023	If the thesis is not submitted within the deadline, the student will have to enrol again for the new academic year and pay the tuition fee corresponding to the second enrolment.
<b>Lodz</b>	at least 30 days in advance of the final submission date	September 30th October 31st (if the supervisor and the dean agree) November 30th (if the supervisor, the dean, and the rector agree)	The viva voce/MA exam has to be organised within a month after the submission of the thesis.	Exam dates are individual, and decided by the board. Please be in touch with both the 1st and 2nd supervisors throughout the process of writing of your MA thesis.
<b>Oviedo</b>	at least 30 days in advance of the final submission date (12 May)	15 days before the exam dates (30 May)	12-16 June 2023 [26-30 June 2023, re-sits or exceptional circumstances, authorised by Coordinator]	Exam dates are individual and decided by the board.
<b>Utrecht</b>	May 1, 2023 for students would like to graduate by June 30, 2023  June 1, 2023 for students who will graduate by August 31, 2023	June 15, 2023 if the student would like to graduate by June 30, 2023  August 15, 2023 if the student would like to graduate by August 31, 2023	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, 2023 unless you register again as a student for the new academic year—and pay the tuition fee for the new year!
<b>York</b>	By 10 <sup>th</sup> July 2023 (or at least 30 days in advance of final submission date if main supervision is at a university with an earlier submission date)	4th September 2023	No oral defence	



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