

GUIDELINES – MA THESIS – GENERATION 6 – 2015

The Master Thesis

The Master's thesis should show that the student is able to work according to scientific methods and his/her work and results must be appropriately presented and evaluated critically. Students may choose the topic they wish to elaborate on. The topic has to be closely connected to the subject matters studied. Great importance is attached to the correct use of methodology, the application of theoretical models as well as an acceptable format. The thesis will be evaluated by two assessors.

Students may choose one of the three following thesis types they like to submit:

1. - A Master's thesis of about 18,000 words (60 pages);
2. - A film (25-40 min) accompanied by a Master's thesis of about 7.500 words; The word "film" in this context means a combined audiovisual work which is conceived and produced for presentation on television, cinema or in a "new medium" (e.g. the internet). The film project consists of directing an ethnological or ethnographic film, which is produced alone or in collaboration with a cameraman/- woman and an editor. Third party participation and contributions to the film project must be clearly stated, especially regarding the cameraman/-woman and/or editor, and the work should be evaluated accordingly. The relevant contribution by the student must be clearly shown in writing. It is possible for students to push the boundaries of the genre of classical ethnographic films (for example, the use of fictional elements, animation or experimental film), if it is required in the contents of the film and without violating the rights of third parties according to anthropological ethical guidelines. The film work can be made on analogue or digital recording media and should have a length of at least 25 minutes.
3. - A photography project (25 pictures, each with a caption) or other media project

(Second Life, Web 2.0 projects etc.), also accompanied by a Master's thesis of about 10.000 words.

Title

You should create a working title (this may already be your exposé title) for your master thesis in consultation with your first assessor. The working title will be authorized by the board of examiners and issued as soon as possible after registration. Title and thesis must be in English. The topic of your master thesis is binding.

Title change

We agreed with the Examination Office that your titles are working titles. Of course titles might slightly change during the working process. On your certificates later the title will be printed as it is presented on the front cover of your submitted thesis on October 5th 2015.

Working Time

Working time for your master thesis will start on the day the authorized working title is issued (April 20th2015) and lasts 24 weeks.

Thesis deadline: OCTOBER 5th 2015

Extension of Working Time

In case of illness, the board of examiners can grant a 4-week extension for your working period upon application. For this you will have to apply at the Examination Office (Mrs. Stefanie Pankrath: Stefanie.Pankrath@FU-Berlin.de with Kristian Petersen in Cc: k.petersen@fu-berlin.de). Please don't forget to include a medical certificate issued by your physician.

Formal Aspects

The M.A. thesis does not need to have a special structure. Even though you have the freedom to develop it in a creative way you should still quote according to the Chicago Manual of Style (see e.g. <http://www.chicagomanualofstyle.org>). If you would like to write your thesis in an experimental way, please keep close attention to the advices given by your particular assessor. (Also remember Samulis text you can find in the *documents*.)

A possible way to structure a MA thesis can be:

Introduction

- Theme of research/research questions
- Hypothesis
- Aim/goal of research project

1. Research Context and Review

- What has been done until now – briefly – in your field of enquiry
- Brief literature review

2. Main Theoretical Questions

3. Fieldwork

- Main body
- Applied research methods
- Ethical considerations
- Visual research strategies i.e. filmic/photographic approach

4. Conclusion and Perspective

- Critical reflection on your research

5. Literature - List of used bibliography (see *Style Guide*)

Font and Line Spacing

There are no special regulations for the font, although Arial and Times New Roman are commonly used scientific fonts. Please do not use any handwriting-fonts or similar! Line spacing is normally 1.5 and the size of the font should be 12 or 14.

Declaration in Lieu of Oath

When submitting your thesis on October 5^h 2015 (or earlier if you like!) you will have to declare that you have independently composed/authored it yourself, using referred sources and support only. For this reason, please do not forget to include a declaration of oath. The Declaration in lieu of oath has to be attached to one of the three copies of your thesis (the one for the examinations office). You can find this form in the *documents*.

Submission of your thesis

You are expected to submit **three hard copies** of your MA thesis to the examination board. The thesis may be submitted personally at the Examination Office or by post. Should the thesis not be submitted or submitted after the deadline has expired, it will be graded as failed. You may repeat a failed exam once.

Please submit ***three*** hard copies of your written thesis as well as ***three*** labeled dvd copies of your film to the following address:

Otto-Suhr Institute
Prüfungsbüro Ihnestr. 21
14195 Berlin Germany
z. Hd. Stefanie Pankrath Raum 307
Tel.: (030) 838-54624
Fax: (030) 838-454624
E-Mail: *Stefanie.Pankrath@FU-Berlin.de*

You can either bring your thesis to the Examination Office before October 5th 2015

1:00 pm yourself or you send your thesis via post. If you send it via post, the post stamp will mark the deadline, so make sure that you submit it latest on October 5th 2015.

(Please note:

A thesis sent by post with a stamp indicating October 6th 2015 will and must be declared as failed by the Examination Office!!!)

Assessment

Your first and second assessors will submit independent assessments. Should the second assessor's opinion coincide with the first assessor's, he or she may refrain from writing their own assessment and simply endorse the first assessor's assessment.

Should the grades differ, the arithmetical mean of both grades will be the grade for your master thesis. If your thesis is not graded at least "sufficient" you may repeat the exam once.

Inspection of your File

You have the right to inspect your exam file, especially the assessments submitted by your first and second assessor upon completion of your examination. Your first assessors will forward their assessments via e-mail to you in mid December 2015.

Issuing of Certificates

Degree certificate, grade certificate and diploma supplement will be issued after the grades for your modules and master thesis are available. The certificates will either be handed over in the examination office or sent by post. This will be approximately in end January 2016.