

**VISUAL AND MEDIA ANTHROPOLOGY
FREIE UNIVERSITÄT BERLIN
GUIDELINES – MA THESIS**

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.

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.

Working Time

Working time for your master thesis will start on the day the authorized working title is issued (regular in the middle of April, exact date will be announced) and lasts 24 weeks.

Thesis deadline: **regular in the beginning of October, exact date will be fixed at the time of registration**

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 (Mr. Christian Opitz christian.opitz@fu-berlin.de) and please include (cc) Steffen and Office Manager Annika Jost as well if you are applying for an extension / steffen.koehn@fu-berlin.de sekr-froemming@polsoz.fu-berlin.de

Extensions that are less than one week prior to the deadline are not guaranteed to be granted.

Please don't forget to include a medical certificate issued by your physician. These documents need to be brought personally or mailed to Mr. Opitz at his office at the address below. Scans may also be submitted. However, the originals may be requested afterwards. If your extension is approved he will inform you via email.

Herr Christian Opitz
**Fachbereich Politik- und
Sozialwissenschaften**
Prüfungsbüro
Innstraße 21-Room 301
14195 Berlin

Telefon: 030 - 838 4 65552
Fax: 030 - 838 4 65552
Office Hours:
During Semester Mo und Weds 11:00 – 13:00
During Semester Breaks* Weds 11:00 -13:00
e-Mail: Christian.opitz@fu-berlin.de

Important Note for Those Extending

Only those students who have turned in their theses on time by the aforementioned deadline are eligible to participate in the screenings and / or exhibit. Regardless of any prior planning or organization for the screening or exhibit, this policy is in effect for any who do not make the **OCTOBER** deadline.

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>) or MLA format (courtesy of Purdue Univ. <https://owl.english.purdue.edu/owl/resource/747/01/>). If you would like to write your thesis in an experimental way, please keep close attention to the advice given by your particular assessor. (Also remember Samuli's text found in the Graduation Procedures module.)

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** (or earlier if you wish) 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 Graduation Procedure module.

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 or thumb drives** of your film and also with the **written thesis** as **PDF file** to the following address:

Herr Christian Opitz
**Fachbereich Politik- und
Sozialwissenschaften**
Prüfungsbüro
Innstraße 21-Raum 301
14195 Berlin

The thesis can be brought personally until 1pm or put in the mailbox in Room 320 until 6pm on **the due date** at the latest. If you mail your thesis it must be postmarked by **the due date** and it would be wise to obtain a receipt for the mailed package.

(Please note: **A thesis sent by post with a stamp AFTER THE DUE DATE 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 between mid December and January of the next year.

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, as soon as possible after final completion of the documents.