

Roadmap MA-thesis

Time		What to do	Who		
			Student	Supervisor	Board of Examiners
September or February	1	Roughly determine what you want to work on. Think about a) Topic; b) Geographical region; c) Period; d) Discipline / Method / Theory	X		
	2	Check the list of potential supervisors in the course description MA Thesis (Middle Eastern Studies). For more details on the faculty specialists on the Middle East and their work see https://www.universiteitleiden.nl/en/humanities/institute-for-area-studies/people . Keep in mind that you may not be able to find someone who will completely converge with your fields of interest and that you may not be able to pursue your first choice. NB a PhD candidate cannot be supervisor of an MA thesis.	X		
	3	Make an appointment with a potential supervisor to discuss whether you may be able to work together.	X	X	
	4	If necessary adopt what you want to work on or try to find an alternative supervisor.	X		
	5	Apply for a supervisor by filling out the form (through link in the course description) and sending it to the appropriate Board of Examiners (examencemos@hum.leidenuniv.nl) with cc to stucovrieshof@hum.leidenuniv.nl . Make sure you have seen at least your preferred supervisor. Deadline 15 October / 15 March. Mind you: a signature that the preferred supervisor is willing to supervise you does NOT mean that (s)he will actually become your supervisor. Assignment is partly determined by the workload of the professors and their ability to handle a particular number of thesis supervisions.	X		
October/ November	6	Assignment supervisor by Board of Examiners.			X

	7	<p>Planning session student and supervisor to fill out the form with appointments. Student scans and sends form to stucovrieshof@hum.leidenuniv.nl.</p> <p>Note that you have to discuss your chapters one by one with your supervisor. Under no circumstances handing in a complete thesis without any feedback sessions on the parts having taken place will be accepted.</p>	X	X	
Thru Spring or Fall	8	Work on thesis, handing in chapters and receiving feedback based on appointments as laid down in the appointment form.	X	X	
1 June or 1 Dec	9	Hand in first complete version of the thesis.	X		
1 June or 1 Dec	10	Upload thesis in BBcourse MA-thesis, Middle Eastern Studies -> turnitin assignment	X		
June or Dec	11	Board of Examiners appoints the second reader with the input of supervisor (student does not have to do anything for this).			X
1 July or 15 Dec	12	Check thesis for plagiarism and give feedback on first complete version of the thesis.		X	
July or Dec & Jan	13	Work on thesis based on feedback	X		
1 Aug or 15 Jan	14	Hand in final version of thesis	X		
25 Aug or 25 Jan	15	Grading thesis (form: http://hum.leidenuniv.nl/osz/formulieren/beoordelingsformulieren-ba-eindwerkstukken-en-research-ma-scripties.html)		X (with second reader)	
Aug or Jan	16	Upload thesis in repository (http://www.library.leiden.edu/teaching-researching-publishing/teaching-support/student-repository/student-repository.html)	X		

		<p>Note 1: students should upload only the very final version of their thesis in the repository. Therefore it is best to wait until they have received their final grade.</p> <p>Note 2: students will not be able to graduate without having uploaded their thesis in the repository</p>			
--	--	---	--	--	--