

## Fact sheet for writing a Master's thesis in the Master's programme "Human Geography: Globalisation, Media, and Culture"

Excerpts from the examination regulations (§ 14 Master's thesis) of 10<sup>th</sup> April 2014 for a Master of Arts degree, supplemented by resolutions of the boards of examiners

### SUPERVISOR & THESIS

- **The candidate is asked to agree upon a preliminary topic** with the supervisor; the topic along with the supervisor's approval are to be submitted to the board of examiners (students office: Pia Hebenstreit).
- The board of examiners decides whether the topic is permitted.
- **Language of master's thesis:** On request and subject to appropriate conditions, the thesis may be composed in a foreign language.
- The master's thesis is an individual and not a group work scoring 30 credits (incl. defence and/or final colloquium).
- **List of supervisors:** deposited with the students office.

### REGISTRATION FOR MASTER'S THESIS & DEADLINES

- **Registration for master's thesis: usually** from the middle of the 3<sup>rd</sup> semester onwards.
- **Requirement in M.A. programme:** successful participation in modules 1, 2, 3 and 4.
- **Deadline:** If the master's thesis is not registered after completion of the 8<sup>th</sup> semester, it shall be considered as **failed** on first trial. For the retake, an additional period of 6 weeks will be granted.
- **Processing period of master's thesis: 6 months.** May be extended by a maximum of four weeks.
- **Exceedance of processing period:** If the master's thesis is not submitted on time, it shall be graded as "failed" (5.0).
- **Return of topic:** Only once and solely within the first month of the processing period. A new topic is to be agreed upon immediately, however, no later than within four weeks.

### PROCESS & SUBMISSION

- **The topic of the master's thesis** is allocated by the board of examiners (students office). The allocation date is to be recorded with the board of examiners (at the students office).
- **Scope:** should not exceed 100 pages (incl. blank spaces, excl. attachments, tables and figures). Details are discussed with the supervisor.
- **Submission of thesis:** at due date, two bound copies and a **PDF** thereof are to be submitted to the board of examiners (students office: Ms. Hebenstreit). The confirmation (link) that "the thesis has been completed independently and no sources or aids have been used other than those indicated" is to be attached. The date of submission is to be put on record.

### EXAMINER(S) & EVALUATION

- **Forwarding the thesis to supervisor(s):** The board of examiners forwards the master's thesis to the supervisor as **primary examiner**. Simultaneously, as a rule, the board appoints a **secondary examiner** from among the authorised examiners to whom the primary examiner forwards the thesis. At least one of them shall be a member of the relevant faculty of the University of Mainz.
- **Evaluation of thesis:** Guidelines are set up in § 14 of the examination regulations.
- **Written evaluation:**  
**In case the two evaluations differ by  $\leq 1.0$ :** Examiners are required to **agree on a common grade**.  
**If an agreement cannot be reached:** The overall grade is calculated as the average of both individual grades. **Deviation by  $> 1.0$ :** The chair of the board of examiners appoints a **third examiner**. On the basis of the three reports, the chair of the board of examiners finalises the overall grade.
- **Evaluation process: should not exceed six weeks.**
- **The thesis is graded as failed** when the overall grade is **not at least "sufficient"** (4.0). The thesis may be **retaken once**.
- **Retake of thesis:** The board of examiners ensures that the candidate is assigned a **new topic** for the master's thesis **within six weeks after appropriate notification**. The return of the topic is only permitted if the candidate did not exercise this option when working on the first master's thesis. A **second retake is not permitted**.