

Roadmap MA-thesis (start February 2020)

This is the roadmap for students starting in February 2020 and planning to graduate in January 2021. Note that the dates in Red are hard deadlines.

Time	What to do	Who
February 2020	Roughly determine what you want to work on. Think about a) Topic; b) Geographical region; c) Period; d) Discipline / Method / Theory.	Student
	Apply for a supervisor by filling out the online form . The deadline for filling out this form is 1 March , if you are going to write your thesis mainly during the period June - December (the deadline is 1 October if you plan to extend your studies and are going to write your thesis mainly during the period January - June).	Student
	Take Theories and Methods course and start preparing for a (detailed) research proposal.	Student
March 2020	Distribution of MA Theses amongst faculty.	All faculty involved in supervision
	Formal assignment of supervisor and second reader by Board of Examiners.	Board of Examiners
	First session with supervisor to: <ol style="list-style-type: none"> 1) Discuss further topic details and, if necessary, make some adaptations 2) Discuss expectations for full thesis proposal. Plan future sessions and fill out the relevant form with appointments. Student scans and sends form to stucovrieshof@hum.leidenuniv.nl. 	Student; Supervisor
	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.	
During Fall students work on their thesis according to the time schedule below		
Tuesday, 8 September 2020	Deadline – Students submit final version of research proposal to the supervisor by 12 noon.	Student
Tuesday, 8 September 2020	Start of Thesis Seminar classes.	Student and instructor of the thesis class.
Monday, 21 September 2020	Final version of research proposal approved by supervisor. Supervisor discusses any comments with the students between 8 and 21 September 2020.	Supervisor (with students)
Tuesday, 21 September – Monday, 7 December	Time period devoted to individual work on the thesis, including individual and/or small group meetings. See appointment form to make appointments regarding handing in chapters and feedback.	Student

Monday, 7 December	<p>Deadline – Students submit the first complete version of their Master thesis to the supervisor by 12 noon.</p> <p>Upload thesis in BlackBoard: [PERM]MA-thesis (Middle Eastern Studies) -> turnitin assignment. If you do not have access to this course, send an email to stucovrieshof@hum.leidenuniv.nl.</p>	Student
By Monday, 21 December	Deadline - Feedback and comments on first complete version of the thesis by supervisor.	Supervisor
Monday, 21 December	Start of revision of the thesis.	Student
Tuesday, 5 January 2021	<p>Deadline – Students submit the final version of the Master thesis: two hardcopies (one addressed to the supervisor, one to the second reader), PDF version by e-mail to the supervisor, Word/PDF version via Turnitin and the signed Publication Form to the supervisor 12 noon.</p> <p>Upload thesis in BlackBoard: [PERM]MA-thesis (Middle Eastern Studies) -> turnitin assignment. If you do not have access to this course, send an email to stucovrieshof@hum.leidenuniv.nl.</p>	Student
January 2021	Check thesis for plagiarism.	Supervisor
by 26 January 2021	Grading thesis (form: https://www.scripctiebeoordeling-hum.leidenuniv.nl/en/login/)	Supervisor (with second reader)
January 2021	<p>Upload thesis in repository (https://www.library.universiteitleiden.nl/using-the-library/service-for-teaching-staff/thesis-repository)</p> <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>	Student