**Roadmap MA-thesis**

**NB the dates in this Roadmap are meant to help you making your planning and are therefore tentative except for the dates in red; these are hard deadlines.**

**Students starting in September 20xx and planning to graduate in August 20xx+1 need to follow the planning starting in September. Students starting in February 20xx and planning to graduate in January 20xx+1 need to follow the planning starting in February.**

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| **Time** |  | What to do | Who |
|  |  |  |  |
| **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 | Student |
| 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. | Student |
| **NB a PhD candidate cannot be supervisor of an MA thesis.** |
| 3 | Have a first meeting with a potential supervisor to discuss whether you may be able to work together. | Student; Supervisor |
| 4 | If necessary adopt what you want to work on or try to find an alternative supervisor. | Student |
| 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 (examenciemos@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**. | Student |
| **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.** |
| **Oct/ Nov or March/April** | 6 | Assignment supervisor by Board of Examiners. | Board of Examiners |
| 7 | Planning session student and supervisor to fill out the 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.** |
| **Thru Spring or Fall** | 8 | Work on thesis, handing in chapters and receiving feedback based on appointments as laid down in the appointment form. | Student; Supervisor |
| **1 June or 1 Dec** | 9 | Hand in first complete version of the thesis. | Student |
| **1 June or 1 Dec** | 10 | 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. | Student |
| **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). | Board of Examiners |
| **1 July or 15 Dec** | 12 | Check thesis for plagiarism and give feedback on first complete version of the thesis. | Supervisor |
| **July or Dec & Jan** | 13 | Work on thesis based on feedback | Student |
| **1 Aug or 8 Jan** | 14 | Hand in final version of thesis. **Deadline 1 August or 8 January.** | Student |
| **25 Aug or 25 Jan** | 15 | Grading thesis (form: <https://www.scriptiebeoordeling-hum.leidenuniv.nl/en/login/>)  | Supervisor (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>)  | Student |
| **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.****Note 2: students will not be able to graduate without having uploaded their thesis in the repository** |