

Roadmap MA-thesis (start September 2019)

This is the roadmap for students starting in September 2019 and planning to graduate in August 2020. Note that the dates in Red are hard deadlines.

Time	What to do	Who
September 2019	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 October , if you are going to write your thesis mainly during the period January - June (the deadline is 1 March , if you plan to extend your studies and are going to write your thesis mainly during the period June - December).	Student
	Take Theories and Methods course and start preparing for a (detailed) research proposal.	Student
October 2019	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 Spring students work on their thesis according to the time schedule below		
Tuesday, 4 February 2020	Deadline – Students submit final version of research proposal to the supervisor by 12 noon.	Student
Tuesday, 4 February 2020	Start of Thesis Seminar classes.	Student and instructor of the thesis class.
Monday, 24 February 2020	Final version of research proposal approved by supervisor. Supervisor discusses any comments with the students between 4 and 24 February 2020.	Supervisor (with students)
Tuesday, 25 February – Monday, 11 May 2020	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, 11 May 2020	<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, 24 May 2020	<p>Deadline - Feedback and comments on first complete version of the thesis by supervisor.</p>	Supervisor
Monday, 24 May 2020	<p>Start of revision of the thesis.</p>	Student
Tuesday, 9 June 2020	<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
June 2020	<p>Check thesis for plagiarism.</p>	Supervisor
by 15 July 2020	<p>Grading thesis (form: https://www.scriptiebeoordeling-hum.leidenuniv.nl/en/login/)</p>	Supervisor (with second reader)
July 2020	<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