

Information Sheet M.A. Thesis & Final Oral Exam

Examination Module

With the completion of a Master's thesis in the same area as their research module, students will have acquired specialized knowledge in a particular area of American Studies and will have demonstrated the ability to use academic methods to work on and research a topic independently. Completion of the thesis takes four months. After completing the thesis, students will take a 60-minute oral final exam. Additional details about the exam are covered in the exam regulations.

Components: Master Thesis, Oral Exam, Research Colloquium

1. Master Thesis

- ca. 60 pages (25.000 words), excluding appendices and bibliography
- 4 months' time from registration
- recommended in the 4th semester
- 24 CP
- in English

1.1 Topic and Supervision

Your topic must be situated in the discipline which you chose for your research module. Your supervisor must be affiliated with the HCA and carry the title of either "Prof. Dr." or "PD Dr." (According to the examination regulations, academic staff who are not habilitated may also examine, but they have to be granted the authority to examine).

It's recommended that you discuss candidates for your second reader with your supervisor.

1.2 Prerequisites for Registering your M.A. Thesis

- you need to be currently enrolled in the MAS
- you cannot register if you've already lost the right to examination ("Prüfungsanspruch") in American Studies or a related subject (e.g. English Studies)
- you need to have completed at least 56 CP of your studies to register

1.3 Documents for the Registration

-the application for admission into the final examination ("Antrag auf Zulassung zur Master-Abschlussprüfung"):

<https://backend.neuphil.uni-heidelberg.de/de/dokumente/masteranmeldungstudierenderaktuell/download>

-a form for your supervisor:

<https://backend.neuphil.uni-heidelberg.de/de/dokumente/masterformularbetreueraktuell/download>

→you don't need to give the title of your thesis here (as this will be subject to change), but the topic

-the date here MUST be provided by your first reader when they sign the form. This will be the date from which the run of four months until submission will be calculated

-documents from your main subject (i.e. American Studies) that the prerequisites for registration have been fulfilled (this must be emailed to and signed by the MAS program coordinator):

<https://backend.neuphil.uni-heidelberg.de/de/dokumente/masterformularhauptfachaktuell/download>

-a CV including your education

-your high school diploma/ "Hochschulzugangsberechtigung" (non-certified copy)

- your B.A. certificate (non-certified copy)

-your certificate of enrolment (Immatrikulationsbescheinigung)

-an affidavit (included in the application for admission) that

1. you have not lost the right to examination ("Prüfungsanspruch")

2. you have not failed a final M.A. examination in American studies or a related subject
3. you are not currently engaged in another examination process (i.e. in another subject, at another university)

-to **submit** your M.A. thesis, you need the following (in addition to the documents listed above):

- two printed copies of your thesis, (the actual number of printed copies required depends on the assessor (some do not need any for the assessment) and is stated by us on the letter of admission)
- a digital copy of your thesis as a PDF, fully searchable and printable
- the honor pledge available from the HCA website:
https://www.hca.uni-heidelberg.de/md/hca/ba/hca_honor_pledge_form.pdf

Your thesis and all relevant documents must be submitted to the GPA of the Faculties of Philosophy and Modern Languages:

gpa-a-l@uni-heidelberg.de (students with surnames A-L)

gpa-m-z@uni-heidelberg.de (students with surnames M-Z)

As well as your thesis in printed form to the GPA at Voßstraße 2, Building 37, 69115 Heidelberg (either in presence or into the letterbox).

The GPA prefers the documents to be signed digitally so they can process them more easily. You can find instructions on how to do this online.

For compatibility and security reasons, please submit all application documents in PDF format only! The documents may be attached to the e-mail as individual files; a separate merging into a collective PDF or zip file is not necessary. **Registration forms will only be accepted if they have been completed in full** and the documents noted on the first page of the application have been added. Incomplete registration documents cannot be processed. This means: Please send all documents to the pertinent address above in one email (including the forms signed by your academic supervisor) so that the application is complete right away!

1.4 Formatting Your Thesis

Aside from the text, your thesis should include:

- A cover page
- A table of contents
- A bibliography

For questions regarding style and citation guidelines, please consult your supervisor.

2. Oral Exam

-60 minutes

-topics chosen from the main modules

-8 CP

-in English

-this exam must be registered as well; you can find the form here:

<https://backend.neuphil.uni-heidelberg.de/de/dokumente/mastermuendlichepruefungaktuell/download>

3. Research Colloquium

-20-minute presentation on the topic of your thesis & discussion of your project; not graded
-2 CP
-In English

https://www.uni-heidelberg.de/md/zegk/histsem/mitglieder/patzel-mattern/leitfaden_formalia_wissenschaftliche_arbeiten.pdf