Guidelines for MA-Thesis Review
(GLOCAL Program)

General Thesis Requirements

- Date of Submission:
    - Göttingen track: Aug. 15 (registration and submission through Göttingen *Prüfungsamt*)
    - Rotterdam track :June 3 (first draft) | June 24 (final version)

- Length:
    - 25.000 words (+/- 10%, excluding bibliography and appendices)

- Uniform citation style:
    - Chicago Manual of Style (Notes and Bibliography)

- Statutory declaration

- Deadline of assessment (for supervisors):
    - Göttingen: second/third week September
    - Rotterdam: second/third week July

Policy of institutional and interdisciplinary cooperation

All reviewers agree on and appreciate the interdisciplinary nature of the GLOCAL program. Interdisciplinarity is not only part of the academic program, but it is also reflected in the fact that all reviewers are affiliated with different institutions and departments at various universities. Students need to be knowledgeable about different disciplinary standards and local rules, but they are free to choose their own (coherent) approach and research methods in close coordination with their supervisors and in accordance with local rules at the university where the thesis is handed in. Reviewers will respect different disciplinary traditions, standards and academic & institutional conventions. Grading will be a joint process in which all reviewers discuss each individual thesis based on this appreciation of interdisciplinarity, local rules, and the criteria of evaluation, as laid down below.

Criteria of Evaluation

Readers will evaluate the dissertations based on the following criteria:

1. *Formatting and Language*
    - Proper formatting and organization (table of contents, subheadings etc.)?
    - Use of proper academic writing style?
    - Citation style correct and consistent?
    - Grammar and proofreading?

2. *Introduction*
    - Introduction to topic and its scientific and societal relevance?
    - Central research question embedded in scientific debate (discussion of state of research / relevant literature)
    - Discussion of sources / data and methodology?
    - Research question, methodology and structure?
    - Does conclusion provide summary of findings?

3. *Research Question and Methodology*
   - Clearly formulated research question(s)?
   - Discussion of methodological approach and problems?
   - Is available data / source materials relevant and sufficient?
   - Suitable method of data analysis
   - Competent application of method of data analysis
   - Sufficient in-depth analysis of data material
   - Proper reporting on results

4. *Accountability*
   - Appropriate operationalization of research question
   - Systematic and complete description of methodology used
   - Clear accounting for methodological choices
   - Adequate quality and quantity of data collection

5. *Structure and Argument*
   - Does structure fit the research question?
   - Overarching argument and "red thread" connecting different sections?
   - Are arguments clearly conveyed to reader?
   - Does the text make use of accompanying tables, images, graphs?

6. *Conclusion and discussion*
   - Adequate answer to the research question
   - Summary of main research findings
   - In-depth reflection on the research done
     - Feedback to and implications for existent theory and research
   - Critical reflection on the empirical research done (including discussion of limitations if applicable) Reflection on implications for society, e.g. social relevance or policy implications)
   - Perspectives for further research?

7. *Use of Literature*
   - Has the relevant literature been addressed and properly understood?
   - Was the literature cited relevant to the research question?
   - Critical processing of literature (Various positions distinguished and mutually compared)
   - Systematic application of theoretical insights

8. *Overall Process*
   - Independence and creativity
   - Thoroughness
   - Coping with criticism and feedback from supervisors
   - Pace and Coping with deadlines

Links to Policies:

- *Chicago Style „Quick Guide": https://www.chicagomanualofstyle.org/tools_citationguide.html*
- *Göttingen "Tips for Theses": https://www.uni-goettingen.de/en/98829.html*