

MA Thesis Supervision Agreement¹

between

Student: _____ MA Programme (PS / EGD): _____

and

Thesis Supervisor: _____

Institution (inc. address): _____

Position: _____

Contact Information (phone, e-mail):

1. General information

The MA thesis demonstrates the student's ability to conduct original research and to report the results in a formally correct way. The process of implementing the thesis project improves the student's research, analytical and writing skills. The result must be an independent work, testifying to the comprehensive understanding of the subject investigated, the application of appropriate research methods, and the ability to present in a clear and precise manner.

The MA thesis must be written in the format determined in the Chicago Manual of Style (17th ed.) and the OSCE Academy's MA Thesis Policy & Formatting Requirements Manual.

The body of text of the MA thesis (excluding the prefatory pages, notes-bibliography or references, and appendices) is expected to be 18,000–25,000 words for MA in Politics and Security Programme students and 14,000-18,000 words for MA in Economic Governance Development Programme students. If the thesis is shorter than required, it will not be accepted for evaluation by the OSCE Academy. Passing grade for MA thesis is C-.

2. The (Working) Title of the MA thesis

3. Deadlines and work schedule

The student and the supervisor agree to a work and time schedule for the MA thesis, which should be outlined in the MA thesis proposal. The MA thesis should be submitted by 16 November 2020.

¹ Before sending the MA Thesis Supervision Agreement to a potential supervisor, the student should inform the Department of Graduate Education by email to: c.osmonalieva@osce-academy.net - and **receive initial approval.**

Compulsory Deadlines

Item	Deadline
Selection of MA thesis supervisor	Jan – Mar 2020
Approval of MA thesis supervisor and title of the thesis	1 Apr, 2020
Colloquium: Committee approval of the thesis proposal	18-30 May, 2020
Submission of the first draft of the thesis	1 Oct, 2020
Submission of the final draft of MA thesis to supervisor	4 November, 2020 (if not agreed on differently with supervisor in supervision agreement)
Official submission of the of MA thesis (electronic version)	16 November 2020, 9.00 am
Thesis evaluation	17 – 30 Nov, 2020
Thesis Defense	1 – 4 December 2020 (TBC)

MA Thesis Supervision Guidelines

The main responsibility of the thesis supervisor is to guide, direct and advise the student in her attempt to develop and write her MA thesis. It is the main duty of the student to seek advice and to organize the supervision process taking into consideration the supervisor's limited amount of time and multiple occupations and responsibilities. The supervisor will be requested to sign a service contract with the OSCE Academy for the period of supervision (for the period April-December, 2020). The student must establish an understanding with the supervisor on the form of the supervision process.

The final MA Thesis is the result of the student's independent engagement with academic work. Responsibility for its successful completion rests fully with the student.

The Thesis Supervisor is expected to:

- ❖ Advise the student throughout the research and writing process about the nature and feasibility of the thesis project, the planning and conduct of research activities, methods to be used, the availability of sources, as well as generally about the standards for a graduate level thesis
- ❖ Alert the student to relevant ethical and security issues both for the student and for research informants – human subjects – when a proposed research topic or methods give rise to such concerns; help the student find alternative approaches to mitigate ethical and security risks, if relevant
- ❖ Establish, at the beginning of supervision, together with the student and on her initiative, a plan for supervision and thesis writing that should include arrangements for meetings, deadlines for the student to submit drafts of thesis chapters and a final draft of the thesis; this outline should be fixed in writing and signed by both parties (*in addition to the present supervision agreement*).
- ❖ Be accessible for the student during the supervision process within reasonable format
- ❖ Notify the student and the Academy management in timely manner about the unsatisfactory progress or other problems that could influence on the successful completion of the thesis by the student
- ❖ Notify promptly the student and the Academy management about inability to start, continue, or finish the supervision, and advise on the replacement supervision
- ❖ Apply sanctions to student's failure to comply with agreed plan, including, if necessary, refusal to review or comment on a thesis draft if the text is not submitted in due time

- ❖ Evaluate the student's MA thesis based on common standards of quality for a MA thesis and using the OSCE Academy grading guidelines
- ❖ Submit the MA thesis review form in the set format before the deadline.

The Student is expected to:

- ❖ Organise and manage the supervision process, take responsibility for making the best use of the support provided by the supervisor
- ❖ Work with the supervisor on the thesis writing process, the planning of research activities as well as their implementation
- ❖ Precisely follow the agreed research and writing plan and meet all deadlines put by the supervisor, as well as always consult with the supervisor before making changes to the agreed research plan
- ❖ Promptly turn to the supervisor with any concerns, problems or questions related to the planned research and thesis writing
- ❖ Schedule meetings with the supervisor taking into consideration the supervisor's multiple duties
- ❖ Submit for review and feedback parts of the thesis work or the thesis draft in advance and with adequate time left for the supervisor to provide commentary. Be accessible to the supervisor and well prepared for the meetings with her
- ❖ Complete and submit her thesis in the required format before the deadline
- ❖ Remember that supervision is not tantamount to writing the thesis; it can only help the writing process, not replace it
- ❖ Follow and abide by all regulations of the OSCE Academy including Anti-Plagiarism Rules

Signatures confirm agreement on behalf of the student and thesis supervisor.

Student: Date and Signature: _____

Thesis Supervisor: Date and Signature: _____