

Study guide

MA programme in European Studies



STUDY GUIDANCE CENTRE
DEPARTMENT OF HISTORY AND AREA STUDIES

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Introduction

This guide is a supplement to *Academic Regulations for the Master's Degree Programme in European Studies*, and it is recommended that it is read alongside the present guide. The guide expands and comments on the formal and at times perfunctory directives in the academic regulations. For details concerning exams and the grading system please see the actual academic regulations.

Purpose

The two year Master's Programme aims at giving students a broad knowledge about European affairs and to work with this knowledge in relation to themes and projects. The programme is based on theories and thinking from the Humanities and the 'softer' end of the Social Sciences and introduces students to cultural and political aspects of European affairs.

The Master's programme in European studies at Aarhus University is special among European studies programmes in two different aspects. One is that we combine perspectives taken from the Humanities and the Social Sciences; this gives our programme a more 'sociological' approach than you will find in programmes that strictly place themselves in the Humanities tradition, and a more 'humanistic outlook' than you will find in programmes that place themselves strictly in the political science tradition. Another is that we pay particular attention to teamwork, project work and intercultural cooperation. During the Master's Programme there will be a lot of working-together across disciplinary and national lines, which we believe enhances intercultural competences, team-building skills and interdisciplinary analytical work.

The Master's Programme in European Studies is based on a relevant BA in the Humanities or Social Sciences. Branch A is for students with a BA that does not include the one-year supplementary subject in European Studies offered at the Department of History and Area Studies. Branch B is for students with a BA including the one year supplementary subject in European Studies.

The aim of the Master's Programme in European studies is to give students a broad introduction to European conditions based on theories and methods of the Humanities. The courses offered give the students the possibility to acquire knowledge about political and cultural conditions in Europe and about European cooperation and integration.

The Master's Programme also gives the students the possibility to acquire a number of specific competences: techniques for project work and team-building, negotiation techniques, techniques for presentations, intercultural competences, methods for the collection of data, and techniques for analysis. The programme is taught in English in an international environment. The international environment is exploited as a particular asset for teaching and learning.

Students will get qualifications in the form of knowledge, understanding and skills in the following areas:

- Knowledge of European cultural and political conditions;
- Knowledge of European institutions;
- Understanding of historical and contemporary conceptions of the idea of Europe;
- Knowledge of theories of culture and their applications;
- Knowledge of qualitative methodologies for collecting and analysing data;
- Knowledge about methods for analytically based investigations;
- Knowledge about organisation building and project design;
- Knowledge about the solution of commissioned academic projects;
- Knowledge working in an international and interdisciplinary context;
- Knowledge of written and oral presentation techniques for different audiences.

By working with the academic substance students will acquire the following academic and social competences:

- The ability to identify and collect relevant data for the understanding of political and cultural conditions in Europe;
- The ability to identify different theoretical positions and evaluate their analytical applicability
- The ability to construct analytical frameworks and understand the consequences of theoretical and methodological choices;
- The ability to plan and accomplish research projects;
- The ability to participate in intercultural collaboration with people from other national and educational backgrounds, and to work with materials and research projects across academic disciplines;
- The ability to communicate academic analyses to different audiences.

Admission requirements

Academic requirements: Access to the Master's Programme in European Studies at Aarhus University, line A requires a degree in a relevant Bachelor's degree programme from within the Humanities or Social Sciences, or an equivalent degree from a foreign university. Admission to line B requires that the Bachelor's degree contains the supplementary subject programme in European Studies at the Department of History and Area Studies, Aarhus University.

Language requirements: Since English is the language of instruction, non-native speakers of English are required to provide evidence of their English language proficiency in one of the following ways:

- Certified documentation of 'B-niveau' in English from a Danish entrance examination
- Certified documentation of having completed a bachelor programme taught in English
- Certified copy of an Academic IELTS test overall band score of 7.0 (minimum). The IELTS test should be no more than two years old
- Other relevant documentation of your Academic English language proficiency.

Only students who fulfil the minimum requirements mentioned above should apply.

Legal Authority

The Master's degree programme in European Studies at Aarhus University is an academic programme pursuant to the Executive Orders on Bachelor's and Master's degree programmes at Danish Universities (Executive Order no. 338 of 6 May 2004).

Students are responsible for keeping themselves informed about the rules currently in effect regarding the degree programme.

Forms of Study

For some students, it can be quite a radical change studying at a Danish university. Life as a student entails a great deal of free time, but nonetheless you must still take responsibility of managing your free time in a sensible way. For some international students, it can be quite surprising how few lessons you actually receive. Because of that, you cannot expect to have the full texts reviewed in class. During lessons, substantial texts will normally be presented and first of all discussed in

class. Normally, tuition is given in classes of approximately 40 students. Tuition can consist of expositions on different topics given by the instructor, but will often consist of discussions regarding presentations or questions, stated by either the instructor or the students. You can either give oral presentations or work on smaller written assignments. It can also occur that classes are divided into smaller groups given or undertaking specific assignments. However, significant work is more or less accomplished out of class, consisting of reading and writing assignments. It is essential that you yourself take responsibility for your studies.

However, you are not only responsible for yourself. Tuition should also be a collective process and can only be successful if all students participate in a prepared and active way. By being unprepared and inactive, you only lower your own and your fellow students' learning abilities. You realise and learn a lot more during conversations with others.

An important part of studying is being part of a study group. Getting used to discussing and supporting one another is extremely rewarding from the very start.

Study Guidance

During a study individual problems often arise to which the written study guide has no answer. If such problems arise or you have any doubts in general, you can consult the student counsellor at the *Study Guide Centre* at The Department of History and Area Studies. As the student counsellor is bound to secrecy, you can also talk about more personal problems and difficulties. E.g. it is a good idea to talk to the student counsellor if you are thinking about leaving your study. The student counsellor can also provide information about the possibilities of exemptions from the academic regulations, e.g. in connection with tests and exams taken elsewhere, and refer to other kinds of help and counselling, if needed.

The opening hours of The Study Guide Centre at The Department of History and Area Studies are Monday to Friday between 9.30 and 10.30 for enquiries by telephone and between 10.30 and 14.00 for personal enquiries in building 1410 room 145.

Tel. 8942 2022

E-mail: studievejleder.iho@au.dk.

You may also seek supervision elsewhere. Below is information about a number of supervision authorities which students may make use of. Information about opening hours etc. can be found at the websites stated:

The Faculty of Humanities: Questions of a more general character can be asked to the Faculty of Humanities Secretariat. This could typically be questions about subsidiary and supplementary subjects, individually scheduled elective subjects, how to get part of your education at other Danish universities, rules of admission, change of study, credit transfers etc.

www.humaniora.au.dk

The Study Administration: Questions about admission, registration, change of study and the like can be asked to the University Studies Office. This is also the place to get forms for application for leave, change of study, admission etc. The office is open daily between 10.00 and 14.00, Thursday, however, between 10.00 and 16.00.

E-mail: stuk@au.dk

www.au.dk/da/adm/studkont

Counselling and Support Centre: The Study Centre is the offer of Aarhus University for students with special needs of counselling, supervision and aids. The target group is students with:

- Study related problems due to a physical or psychical disability (handicap)
- Another linguistic or cultural background than Danish
- Other study related difficulties

The Study Centre also advises the departments of the university about dispensations in connection with admission and exam, special forms of exam, deviations from normal study plans etc.

E-mail: studiecenter@au.dk

www.dpu.dk/rsc

International students with special needs

<http://www.dpu.dk/uddannelse/raadgivningssogstoettecentret/inenglish/>

The Student Counselling Service in Aarhus: The Student Counselling Service offers social, psychological and psychiatric counselling and guidance to students at the higher education in connection with their educational situation. The Student Counselling Service employs social workers, psychologists and psychiatrists who are specialists in helping and guiding students anonymously and confidentially concerning problems like e.g.:

- Fear of examinations
- Loneliness and contact problems
- Sadness and depression

- Self-confidence and self-esteem
- Study commencement and study structuring
- Study doubts
- Illness
- Finances

E-mail: aarhus@studraadgiv.dk

<http://www.studenterraadgivningen.dk/Default.aspx?AreaID=58>

Student Chaplain: The student chaplain is available for personal talks for students at the higher education. The talks may be about different situations in life (grief, fear, anger, loneliness, suicide, faith, prayer, burnout, identity, the feeling of not being good enough, partnerships etc.). The student chaplain is bound to secrecy. No records are kept, it is possible to be completely anonymous without giving your name and all enquiries are free. The student chaplain is Master of Arts (Theology) and employed as a clergyman in the Danish national church. You do not have to be a believing Christian to ask for a talk with the chaplain.

www.smaa.dk

E-post: stprsa@au.dk

Students Grants Office: Questions about your State education grants and loans (SU) must be directed to the Student Grants Office of the university which will render specific help with applications, change of your State education grants and loans (SU) etc.

Web: www.su.dk

E-post: su@au.dk

Careers Guidance: Careers guidance is an offer for all students at Aarhus University. The careers guidance is not just an offer for graduates and nearly-graduates, but also for students who want to clarify competences and think job opportunities during their education.

It is also possible for students to get individual career guidance in the guidance centre and from counsellors at the Faculty of Humanities and the Study Administration. At the university's web portal for career guidance you can find information about present lectures, courses and arrangements, good advice for job applications, rules for enrolment in an unemployment fund, trade unions and pension funds and information about diploma in education and upper secondary school teacher jobs. You will find the career guidance portal at: <http://humaniora.au.dk/en/career/introduction/>

Exam Regulations

Each subject has been assigned a number of ECTS points compared to how large a part of the year's full-time studies the test makes up. 60 ECTS points correspond to one year of full-time studies. It is therefore expected that the student is able to take tests corresponding to 30 ECTS points after each semester.

Exam attempts

Students are given no more than three attempts to pass each examination. The Board of Studies at the Department of History and Area Studies may grant dispensation for a fourth or fifth examination attempt if deemed justified due to exceptional circumstances. Unusual conditions could be illness or death in the near family. An extra examination attempt due to illness usually requires a medical certificate.

Evaluation

Examinations are either internal or external. Internal examinations are assessed by one examiner, or by an examiner and a co-examiner. External examinations are assessed by an internal examiner and an external examiner appointed by the Danish Ministry of Education.

The marking scale of 7 or the assessment "pass/fail" applies to all examinations. Class participation is assessed "pass/fail".

Participation in courses

Examinations passed by means of class participation require active, regular and satisfactory participation in the course concerned. "Active" means participating in the activities connected to the course (general preparation, oral presentations, minor written tasks, minor media productions etc.). "Regular" means participating in at least 75% of the lessons provided, distributed regularly throughout the semester. "Satisfactory" means achieving the level required to pass the examination in question.

It is solely the judgment of the specialist teacher that determines whether the condition active, regular and satisfactory participation has been fulfilled; but the specialist teacher should at the beginning of the course announce which criteria are taken as a basis.

Result of test

The student has the right to get the result of a test no later than six weeks after having done the test. The board of studies fixes a date for publication of the evaluation. The result of the examination can be seen in "Self-

service for students" immediately after the evaluation. You will get the mark for your Master's thesis two months after handing in the thesis.

Credit transfer

In individual cases or under general rules adopted by the Board of Studies, the Board of Studies may allow element passed under other degree programmes at the same level under this executive order to replace elements of the degree programme (credit transfer). The Board of Studies may also allow elements passed under the Danish or international degree programmes at the same level to replace elements of the degree programme in International Studies. Credit transfer of a thesis is not possible.

Elective courses

Elective courses must be approved the same way as a credit transfer. You must submit a "credit module form" to the Board of Studies, if you chose an elective subject outside the department. The host department must sign the form.

You will find the form at <http://studerende.au.dk/en/your-study/enrolmentinacreditmodule/>

Written papers

The length of written examination papers is also calculated in standard pages of 2,400 characters (including spaces). Written examination papers must be supplied with a front page form which can be picked up at the secretariat or taken from the website of the department. Calculating the length of an examination paper includes notes, but not bibliography, title page, table of contents, summary or appendices, if any. On the front page form the number of characters included in the examination paper must be stated. All written papers have an allowed minimum and maximum extent. This should be taken literally, meaning that not even small deviations are allowed. Papers being too short or too long do not meet the formal requirements of the academic regulations and will therefore not be passed.

When evaluating the papers, the academic content weighs most. I.e. the paper is evaluated primarily on the understanding of the academic material, the sharpness of the analyses etc. But the academic content cannot be separated from its presentation. Therefore, the ability to spell and to express oneself also counts in the evaluation. It is not possible to state exactly how much the ability to spell and express oneself means.

Register for courses

As a student at the Department of History and Area Studies you have to register for the courses you are going to attend in the coming semester, even though the courses might be mandatory. You have to register for courses via the students' self-service here: <https://mit.au.dk/> Here you

have to choose the link “Undervisningstilmelding” and then the appropriate programme

Register for exams

It is possible to register for the exam in the periods from 15 September to 1 October (winter term) and from 15 February to 1 March (summer term).

You will find all the important deadlines concerning exams in First Class under IHO Exam.

Unregister for an exam

Students can unregister from an exam via the self-service for students at mit.au.dk. Deadline for unregistering an exam is one week before the start date of the exam concerned. The consequence of later unregistering, lack of submission of an examination paper or absence from the examination will be that the test counts as a used attempt unless the student can present a valid medical certificate. If the lack of submission is due to illness, the examination attempt will be cancelled and the student may apply for permission to take a new ordinary examination within the same term. In other cases the student may sign up for a re-examination by contacting the study centre at IHO (studiecenter.iho@hum.au.dk).

File a complaint

If you feel you have been treated unfairly in connection with an exam, you may file a complaint. At first it will be reasonable to address the examiner to discuss it with him or her. If this does not lead to a clarification, you may send a written and substantiated complaint to the Faculty of Arts. This must be done no later than 2 weeks after the publication of the evaluation of the test. The faculty presents the complaint to the examiner and the external examiner. They may make a new evaluation, offer re-examination or reject the complaint. The decision is communicated to the faculty in writing no later than 2 weeks after the receipt of the complaint. Immediately after this the faculty informs the examinee about the result. If the complaint is completely or partly rejected, the examinee may insist on the case being presented to an appeals board. Such an appeal, which must be in writing and substantiated, must be presented to the Dean of the faculty no later than 2 weeks after the examinee has been informed about the rejection of the complaint by the examiner and the external examiner.

Read more about how to file a complaint in chapter 7, §32 in the Executive Order No. 857 of 1st of July, 2010 at this webpage:
<https://www.retsinformation.dk/Forms/R0710.aspx?id=132773>

The appeals board consists of 4 members. The examiner chairman appoints 2 examiners and the Board of Studies of History and Area Studies

appoint 1 teacher and 1 student. The appeals board can: 1) raise the mark, 2) assign a new evaluation with new assessors, 3) offer re-examination with new assessors or 4) reject the complaint. The decision of the appeals board cannot be presented to other administrative authorities. Neither the complaint nor the appeal can result in lower marks than the one originally given.

Structure of the programme

European Studies track A

1. semester	2. semester	3. semester	4. semester
Theories of Culture and Society 10 ECTS	Project Theme 1 & 2 20 ECTS	History of the Idea of Europe 10 ECTS	MA Thesis 30 ECTS
Analysing Culture and Society in Europe 10 ECTS		Current Affairs 10 ECTS	
Analysing European Political Institutions 10 ECTS	Research Design, Methodologies and Presentation Techniques 10 ECTS	Individual profile 10 ECTS	

European Studies track B

1. semester	2. semester	3. semester	4. semester
Theories of Culture and Society 10 ECTS	Project Theme 1 & 2 20 ECTS	Project/ Individual profile/ International electives 30 ECTS	MA Thesis 30 ECTS
Analysing Theories of Culture and Society in Europe 10 ECTS			
Current Affairs 10 ECTS	Research Design, Methodologies and Presentation Techniques 10 ECTS		

Guidelines for the Academic Process

The Student can only register for the examinations of The Project Module (second semester) after the examinations in the first semester have been passed.

The examination in Theories of Culture and Society in Europe may be combined into one exam with the examination in *either* Analysing Culture and Society in Europe *or* Analysing European Political Institutions, which will then merit 20 ECTS points.

The student can only register for the examination in Project Theme 1 & 2 if he or she registers for the examinations in Research Design, Methodology and Presentation Techniques during the same semester.

The student can only submit his or her thesis after all other examinations in the Master's degree programme have been passed.

Descriptions of the disciplines

Line A

Theories of Culture and Society 10 ECTS

Description:

The purpose is to give the student an insight into the theoretical foundation of cultural analysis and an understanding of how theories might be applied in cultural analysis and in other forms of analyses in a European context. The purpose is furthermore to introduce the student to selected theories and to develop an understanding of how they can be applied.

Teaching form:

Instructions will typically involve lectures, class discussions and student presentations. Furthermore there will typically be tuition in smaller groups, which will allow students to discuss and reflect on theoretical positions orally and in writing.

Examination:

The examination consists of a 6 hour written examination where the student answers questions in the course literature. The student may bring course literature, course notes, and dictionaries and refer to this during the exam. The student may use computer or laptop during the examination. Internet connection is not allowed.

Analysing European Political Institutions 10 ECTS

Description:

The objective is to introduce the student to the development and functioning of European political institutions. The purpose is also to give the student an understanding of the formal and informal political processes of the functioning of these institutions and to allow the student to work with some of the theories introduced during the course Theories of Culture and Society in relation to specific cases.

Teaching form:

Instructions will typically take the form of lectures, class discussions, research activities and tuition in smaller groups. During the lectures the main points from the syllabus will be explained and put into perspective. In class discussions and through tuition the student will have the opportunity to discuss and reflect further on how to analyse developments in European political institutions. Moreover, the student may be expected

to work in a student research group, and to discuss ongoing research progress during seminars.

Examination:

The examination is a port-folio exam consisting of two steps: 1) a 3 hour test where the student may bring the course literature, own notes, dictionaries and a laptop or personal computer. The laptop or computer must not be connected to the internet during the examination; 2) a research paper of minimum 5 and maximum 6 pages. The research paper should be developed in connection with the specific focus of the seminars chosen by the instructor, and include references from the syllabus. The research paper should be handed in at the end of the course. The two parts of the portfolio have equal weight in determining the grade.

Analysing European Political Institutions in combination with Theories of Culture and Society 20 ECTS

Descriptions:

The objective is to allow the student to make an extensive analysis of a topic relevant for the course Analysing European Political Institutions. The purpose is furthermore to allow the student to combine theoretical and empirical knowledge about European political institutions with those introduced in Theories of Culture and Society, and to refine his or her analytical skills on the basis of working with a concrete academic problem developed in consultation with the instructor.

Examination:

The exam consists of a written paper of a minimum of 20 and a maximum of 24 pages about a relevant topic of the student's choice. The topic must be approved by the instructor of the Analysing European Political Institutions before the end of this course.

Analysing European Culture and Society 10 ECTS

Descriptions:

The objective is to give the student a comprehensive understanding of making social and cultural analysis in a European context. Furthermore the purpose is to allow the student to work with the theories introduced during the course Theories of Culture and Society applied to specific cases.

Teaching form:

Instructions will typically involve lectures, student presentations and class discussions. There may be some work with case studies, and some group work.

Examination:

The examination consists of a written paper of minimum 10 and maximum 12 pages on a topic of the students own choice. The topic, which must be relevant for the course should be discussed with the teacher before the end of the course. The paper must include relevant parts of the syllabus.

Analysing Culture and Society in Europe in combination with Theories of Culture and Society 20 ECTS

Description:

The objective is to allow the student to do social and cultural analysis on a more extensive material. The purpose is furthermore to allow the student to combine theoretical and empirical knowledge about society and culture in Europe with those introduced in Theories of Culture and Society, and to refine his or her analytical skills on the basis of working with a concrete academic problem developed in consultation with the instructor.

Examination:

The examination consists of a written paper of a minimum of 20 and a maximum of 24 pages about a relevant topic of the student's choice. The topic must be approved by the instructor of the course Analysing Culture and Society in Europe before the end of this course.

Project Theme 1 & 2 20 ECTS

Description:

The course Project Theme 1 & 2 should be seen as integral with the course Research Design, Methodologies and Presentation Techniques. The exams of these two courses should be taken in combination, and during the same semester. The purpose is to give the student a unique opportunity to combine theoretical, analytical and methodological research within an interdisciplinary framework, and to undertake various forms of data collection. This work may consist of the completion of a task related to one of the Department's research projects, or proposed by an organisation external to the Department, or it may consist in contributing to a conference publication.

The purpose of Project Theme 1 & 2 is to introduce the student to the relevant theoretical and empirical literature of two different disciplines in relation to a specific theme, and enable the student to do interdisciplinary academic analysis. The purpose is furthermore to allow the student to

independently identify and work with further literature and to make an individual contribution to a larger project.

Project Theme 1 & 2 must be taken together with the courses Research Design, Methodologies and Presentation Techniques.

Teaching form:

Instructions will typically consist of lectures, workshops, practical exercises, teamwork and research based class discussions.

Examination:

The examination consists of a paper written individually or in smaller groups (from 2-3 group members) in relation to the project theme. The topic of the paper is to be discussed with and approved by the instructor(s). If the paper is written individually it is 20-22 pages. If the paper is written in a smaller group, the students can write 5-7 pages collectively (typically introduction and conclusion) and 15 pages for each student contributing to the group's work. Each group member is graded individually. It therefore has to be possible to evaluate each group member's individual contributions. A first draft of this paper is to be presented and discussed at a students' conference as part of the examination in Project Design, Methodologies and Presentation Techniques (see below). The final draft is to be handed in in the beginning of June.

Project Design, Methodologies and Presentation Techniques 10 ECTS

Description:

The objective is to further develop the student's ability to plan, design and carry out an interdisciplinary research project and to present it to a particular audience. During the course, the student will be introduced to literature on how to design a research project, to identify, collect and analyse data, to write a coherent contribution in the context of an interdisciplinary research project, and to present the research results to the target audience.

Teaching form:

Instructions will typically take form as lectures, workshops, practical exercises, teamwork and research based class discussions.

Examination:

The examination is a two-step portfolio exam consisting of a) a paper of minimum 5 and maximum 6 pages outlining and discussing the design and methodological foundation of the research paper written in the context of Project Theme 1 & 2, and b) an oral presentation based on the research paper written for Project 1 & 2, which will typically take place during a

student conference at the end of term. In grading the portfolio, the paper weights 80 % while the oral presentation weights 20 % of the grade.

The History of the Idea of Europe 10 ECTS

Description:

The discipline deals with aspects of European history in a broader history-of-ideas-perspective. The demonstration of the contested and ambiguous meanings of the concept of "Europe" sets a framework for the analysis of present uses of the concept of "Europe" as they appear, e.g. in the discussion about Europe's borders, the meanings of the EU, and European identity. The discipline focuses both on the development of different concepts of Europe and on cultural problems connected to the concept of Europe.

Teaching form:

Instructions will typically take the form of lectures combined with instruction in smaller groups. During the lectures the main points from the syllabus will be explained. The group sessions will give the student the opportunity to discuss further the problems and issues raised in the lectures and in the course literature.

Examination:

The examination consists of a written paper of minimum 10 and maximum 12 pages on a topic of the student's own choice. The topic, which must be relevant for the course, should be discussed with the teacher before the end of the course. The paper must include relevant parts of the syllabus.

Current Affairs 10 ECTS

Description:

The purpose is to allow the student to work with a European topic or event of current interest using relevant theories and methods. Through the course the student will have the opportunity to familiarize him- or herself with the relevant literature in relation to a specific theme or topic, to acquire appropriate empirical and theoretical insight into this topic, and to discuss it in an academic setting. The seminar pays particular attention to how to compose, structure and give an oral presentation.

Teaching form:

Instructions will typically involve lectures, student presentations, and class discussion.

Examination:

The examination consists of a written paper of minimum 10 and maximum 12 pages on a given topic. The student has 7 days to complete and submit the paper.

Individual Profile 30 ECTS

On the third semester you have to have one of the five Individual Profiles which each have individual themes:

Teaching

Communication

Research and data-gathering

Culture dissemination

Organization, entrepreneurship and design

More information on the content of the five Individual Profiles will be given at a later time.

Line B

Line B is for students whose BA includes the one-year supplementary subject in European Studies. It is identical with Line A **minus** the exams the History of the Idea of Europe (10 ECTS) and Analysing European Political Institutions (10 ECTS)

Project (Internship), Individual Profile or International Elective Courses 30 ECTS

Before the third semester you have to choose one of the following three options:

1) Project (internship) in a corporation or organization in Denmark or abroad. You need apply for internship yourself, and it must be approved by the Board of Studies before commencement. The internship must be at least 18 weeks full time work (37 hours a week). After the internship a report must be handed in. You can find the criteria for the report in your study regulations.

2) Individual Profile. You can choose between Individual Profiles within five different themes:

Teaching

Communication

Research and data-gathering

Culture dissemination

Organization, entrepreneurship and design

More information on the content of the five Individual Profiles will be given at a later time.

3) International Elective Courses, which can be credit-transferred from a foreign university. All International elective courses must be approved by the Board of Studies.

Master's Thesis 30 ECTS

Description:

The objective of the thesis is to allow the student to develop his or her ability to work independently, analytically, methodologically and theoretically with a comprehensive body of material. Through supervision the student learns to structure his or her work with the material, to identify relevant issues and problems, and to deal with them theoretically and methodologically. The student applies to the Board of Studies to be assigned a supervisor.

Examination:

The thesis is a written text of minimum 50 and maximum 60 pages plus a summary of maximum 600 words. The summary is evaluated as part of the thesis. The student chooses a topic in consultation with a supervisor at the beginning of the fourth semester. The thesis is due at the end of the fourth semester.

Please note that you are permitted to write your thesis in either English or Danish.

Thesis rules and procedure

You must send in an application for assignment of a supervisor to the board of studies. The deadlines are:

- Spring semester: 15 December
- Autumn semester: 15 July

The application form can be found on <http://iho.au.dk/en/studies/thesis/>.

As a starting point you can only apply for a supervisor within IHO (except students at International Studies who can also apply for a supervisor among partners). If, however, you have special reasons for wanting an external supervisor, you must send in a separate reasoned application to the board of studies.

The dates for commencement of the thesis are:

- ❖ **1 February**
- ❖ **1 September**

The deadline for handing in the thesis is 6 months later. In exceptional cases you may commence writing your Master's thesis at other times (see Special Conditions).

The forms "Thesis Agreement" and the "plan of supervision" must be submitted to the Board of Studies.

Individual Supervision

At the beginning of the semester writing the thesis the supervisor and the student agree upon working title, literature, supervision plan for the Master's thesis and supervision. The latter usually includes an agreement about meetings between supervisor and the student at least once a month. The meeting must be based on a written draft from the student which has been sent to the supervisor in advance. A total of 30 hours are available for supervision of a Master's thesis. The title of the Master's thesis must be determined before the deadline. The title must be reported on a form to the board of studies. No supervision can be given the last month of the thesis period.

The student counsellors invite all students in each subject of the year to collective supervision about writing a Master's Thesis. The students are informed about rules, the possibilities of getting a supervisor, the possibilities of preparation before the writing commences etc.

Missing Exams in Excess of the Master's Thesis

If a student is more than 20 ECTS points late compared to the normal study plan, he/she cannot commence writing the Master's thesis.

If a student is up to 20 ECTS points late compared to the normal study plan, it will be written in the Master's thesis contract that the deadline for handing in the Master's thesis is put off with up to four months.

It is assumed that the missing exams are passed during the first semester of writing of the Master's thesis. If the missing exams have **not** been passed before the Master's thesis has to be handed in (cf. the deadline set in the Master's thesis agreement), the Master's thesis cannot be passed. The regulations for Master's theses that are not handed in in due time will come into force.

Leave, Illness, Special Personal Conditions etc.

During writing the Master's thesis the usual regulations are valid regarding illness, i.e. the student can seek postponement of the deadline owing to documented illness. The student writing the Master's thesis must procure documentation according to common practice. The board of studies will take a decision on the extent of the postponement of the deadline based on the documentation submitted.

The student writing the Master's thesis may during writing of the Master's thesis seek leave from the university according to valid regulations. The student can, however, **not** get any supervision during leave. Furthermore the student writing the Master's thesis cannot get any financial assistance (SU) during leave.

In case of *maternity leave*, the student writing the Master's thesis must always contact the Supervision centre at the department.

The student may seek postponement of the deadlines for commencing and handing in the Master's thesis due to other conditions such as traineeship, special personal conditions etc. An application (with documentation) must be sent to the board of studies.

Handing in the Master's Thesis

Master's theses must be handed in on 1 March and 1 August.

Three hard copies and an electronic version of the Master's thesis must be handed in.

Evaluation of the Master's Thesis

The Master's thesis is evaluated with a mark according to the Danish 7-point marking scale. No Master's thesis statement is drawn up. The examiners have up to 2 month to grade the thesis. The result will appear in your self-service at mit.au.dk.

Master's Thesis not Passed

If a Master's thesis handed in is not passed, it means that the student has used an examination attempt, cf. the Danish Universities Act. As in all other tests you also have 3 examination attempts when writing the Master's thesis.

The supervisor calls in the student for a talk where the student is informed about the supervisor's and the external examiner's reasons for the mark and a plan is made for improvement of the Master's thesis to make it pass. At a subsequent supervision meeting a revised Master's thesis agreement is made, with a revised title and a deadline 3 months later.

At the latest 14 days following the evaluation of the Master's thesis (or following the date it should have been handed in) the supervisor approves a new wording of the assignment and a revised supervision plan. A new agreement is entered and approved by the supervisor. The new deadline is 3 months after the thesis has been graded.

The same applies to exceeding the deadline.

Master's Thesis not Handed in in due Time

If a Master's thesis is not handed in at the deadline set it means that the student has used an examination attempt, cf. the Danish Universities Act.

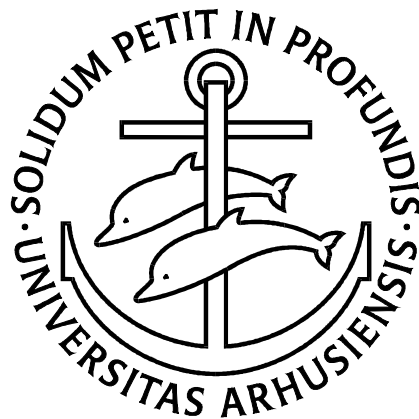
The student must contact the supervisor in order to sign a new agreement (extension). The new deadline is 3 months after the thesis should have been submitted.

At *repeated* exceeding of the deadline the same applies.

The Diploma will be issued by the Faculty of Arts. Normally this will take place 1-2 weeks after the grading. The Faculty will forward the diploma to you postal address, which is registered in our administrative system. Please make sure to leave your new address if you plan to move.

**Always remember to check our
website for new information!**

www.iho.au.dk



Also remember to check you
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