

Modern East Asian Studies

Master of Arts

Guidelines for Supervisor Application and Master Thesis Registration

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1. General Remarks

Before you start writing your master thesis, you need to take care of a few organisational issues. First, you have to choose a topic, to choose and apply for two supervisors, with whom you discuss and agree on the topic. Then, you have to fill out the master thesis registration form and submit it to the Examination Office. You officially begin the writing period at the end of which you have to submit the thesis to the Examination Office. These guidelines aim to help you with the administrative procedure.

2. Choosing Topic and Supervisor

Choosing a topic

It is a central aim of the MEAS programme to help students to develop a clear academic profile. It is thus imperative to choose a topic which shows some continuity with your BA. For students from the social sciences, it is advisable to stay within the discipline studied during your BA. Similarly, for students from the cultural sciences, it is advisable to focus on the same region studied in your BA.

All master theses completed earlier in the MEAS programme are listed in IZO's annual reports (Tätigkeitsbericht) available on the IZO website (<http://www.uni-frankfurt.de/43866712/taetigkeitsberichte>). This should give you an idea of possible topics. You are encouraged to choose your own topic and to propose it to your main supervisor. Otherwise, the main supervisor will determine the topic upon oral consultation.

Choosing a Supervisor

There are two supervisors for each master thesis – a main supervisor and an assistant supervisor. While the former mainly helps you during the writing process, both of them assess and grade the quality of your master thesis. In general, the central criterion in choosing your main supervisor should be your approach to the topic in question and to which of the three disciplines of the MEAS (economics, law, or political sciences) it belongs. The regional focus (China, Japan, Korea, or Southeast Asia) should be of secondary importance but is still relevant in choosing the assistant supervisor.

For more information on the main MEAS professors and their disciplinary/regional expertise, see below.

3. Applying for a Supervisor

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Main supervisor

To ensure optimal supervision, we have established a centralised application system for the following chairs (listed in alphabetical order):

Name	Discipline/Region	Chair	Institute/Faculty
Prof. Dr. Yonson Ahn <i>Cultural Studies, Gender Studies / Korea</i>		Korean Studies	Institute of East-Asian Philology, Faculty of Linguistics, Cultures, and Arts
Prof. Dr. Iwo Amelung <i>Humanities / China</i>		Sinology	Institute of East-Asian Philology, Faculty of Linguistics, Cultures, and Arts

Prof. Dr. Moritz Bälz <i>Law / Japan</i>	Japanese Law and its Cultural Foundations	Faculty of Law
Prof. Dr. Arndt Graf <i>Cultural Studies / Southeast Asia</i>	Southeast Asian Studies	Institute of East-Asian Philology, Faculty of Linguistics, Cultures, and Arts
Prof. Dr. Heike Holbig <i>Political Science / China</i>	Political Science with a Focus on Chinese and East Asian Areas	Institute for Political Science, Faculty of Social Sciences
Prof. Dr. Cornelia Storz <i>Economics / Japan</i>	Study of Economic Institutions, Innovation and East Asian Development	Faculty of Economics and Business Administration

Central Application Process

Application is possible during the whole of the semester.

Please send an **email to Mrs. Elssy Kiradjieva (kiradjieva@em.uni-frankfurt.de)**. Your email should include the following information:

- o Personal and contact data (name, matriculation number, email, phone number);
- o CV;
- o Transcript of records (for the MEAS master programme);
- o Bachelor Programme (Major/Minor, Specialisation);
- o Chairs to which you are applying, in order of preference. You need to write down 3 preferences;
- o If you already have an idea for a topic, please add a short description (max. 300 words).

Regarding the final allocation, students will be notified by email.

Allocation

Supervisors will be allocated on a “first-come, first-served” basis taking into account student preferences. If there are more applications than capacity at a particular chair, some students will be allocated their next highest preference.

After the final assignment of supervisors, students will still have the opportunity to withdraw from the allocation process. In this case, registration is again possible in the following semester.

Finding an assistant supervisor

All academic personnel with a doctoral degree, employed at one of the institutes or faculties co-operating within the MEAS programme can serve as assistant supervisors. In exceptional cases, external teachers are also permitted. You may directly contact the respective person,

introduce yourself and your topic, and ask whether he or she is willing to serve as an assistant supervisor for your thesis.

4. Registering at the Examination Office

Please note: The above application for supervision **does not replace the official registration with the Examination Office** (Philosophische Promotionskommission).

To do that, you need to download the form “Anmeldung zur Masterarbeit - Modern East Asian Studies (MEAS)” (Master Thesis Registration) available at the Examination Office (Philosophische Promotionskommission): <http://www.philprom.de/download/> (scroll down to letter M and “Modern East Asian Studies”). The form is available in both English and German. Please note that, for legal reasons, only the German version is binding, which means you *have to* submit the German form as well.

You have to register both supervisors’ names, the topic you have agreed upon and ask the main supervisor to sign the form. Then, you take the filled-out form to the examination office in order to sanction officially the title of your MA thesis and the beginning of the 5-month writing period.

5. Writing and Submitting the Thesis

Work on the MA thesis takes at the most 5 months. Please note that an extension of the deadline for the submission of the MA thesis is possible.

For more information on the formatting details and structure of the master thesis, please see the “Guidelines for Writing Seminar Papers & Master Theses” in the download section of the MEAS webpage (www.uni-frankfurt.de/70969252/MEAS_Guidelines_Seminar_Paper_Master_Thesis_March2018.pdf).

To submit your MA thesis officially, you need to send in three copies of the MA thesis to the examination office. In addition, a CD with a digital copy of your MA thesis also has to be presented.