



Poznań, 28 May 2024

**Institute of Anthropology and Ethnology**  
**Adam Mickiewicz University in Poznań**  
**MASTER THESIS AND MASTER'S EXAMINATION**  
**Cultural Differences and Transnational Processes**  
**MA in Anthropology**

*PODSTAWA PRAWNA Regulamin studiów Uniwersytetu im. Adama Mickiewicza w Poznaniu  
Zarządzenie nr 3/2020/2021 Rektora Uniwersytetu im. Adama Mickiewicza w Poznaniu z dnia  
7 września 2020 r. w sprawie składania i przechowywania prac dyplomowych z  
wykorzystaniem Archiwum Prac Dyplomowych oraz dokumentowania egzaminu  
dyplomowego.*

*Zarządzenie nr 4/2020/2021 Rektora Uniwersytetu im. Adama Mickiewicza w Poznaniu z dnia  
7 września 2020 r. w sprawie zasad wykorzystywania w Uniwersytecie im. Adama  
Mickiewicza w Poznaniu Jednolitego Systemu Antyplagiatowego (JSA) oraz procedur  
obowiązujących przy sprawdzaniu pisemnych prac dyplomowych z wykorzystaniem  
Jednolitego Systemu Antyplagiatowego (JSA).*

*Zarządzenie nr 5/2020/2021 Rektora Uniwersytetu im. Adama Mickiewicza w Poznaniu z dnia  
7 września 2020 r. w sprawie zasad przeprowadzania egzaminów dyplomowych.*

**I. GENERAL INFORMATION**

§ 1

The submission of a Master's thesis and its defence during the Master's examination form the basis for the award of a diploma of completion of the Master's degree in Ethnology and Anthropology, specialisation Cultural Differences and Transnational Processes (MA in Anthropology in English).

§ 2



The M.A. thesis demonstrates the student's mastery of the scholarly craft to an advanced degree, reflects the learning outcomes achieved within the scope of the study programme, and falls thematically within the discipline of ethnology and anthropology (and the scope of Cultural Differences and Transnational Processes programme). It demonstrates that the student has the ability to make an independent and critical analysis of the collected material and to correctly present its results in written form.

§ 3

The process of submitting and storing master's theses and conducting the master's examination is supported by the APD (Archive of Master's Theses) system, which is an integral part of USOS (University System of Study Support).

## II. PREPARATION OF THE MASTER'S THESIS. PROCEDURE AND CONDITIONS

§ 1

The master's thesis is written as part of the compulsory master's seminars in the field of Ethnology (semester three and four), amounting to 60 hours (30 + 30) and two additional classes: Data Collection in semester three (project design + fieldwork, 30 + 30 hours) and Writing of Master Thesis in semester four (ethnographic writing, 60 hours).

§ 2

The Master's seminar and the two aforementioned additional Master's classes (Data Collection and Writing of Master Thesis) in the field of Ethnology is conducted in the form of classes, the size of which should be max. 7 persons per group. If the number of students is smaller than 7, the seminar may be held in the form of individual consultations.

§ 3

A condition for passing the master's seminar is attendance at classes or consultations (the dates of consultations are determined by the supervisor), active participation in classes



(the forms of participation are determined by the supervisor), systematic preparation of the thesis, and reporting the progress of the thesis at the seminar or during consultations.

§ 4

The conceptualisation of the topic of the master's thesis takes place during the master's seminar and supporting classes. The title of the thesis is agreed with the thesis supervisor, and then it is submitted in English to the Institute's Council for approval.

§ 5

The student prepares her/his thesis under the supervision of a supervisor who can be an academic teacher with a doctoral degree, employed at the Institute of Anthropology and Ethnology-

§ 6

The student may write the thesis under the supervision of an academic teacher from another university or an employee from outside the University after obtaining the prior consent of the Programme Council operating at the Institute of Anthropology and Ethnology. The external employee evaluates the thesis and writes a review.

§ 7

The dissertation supervisor is chosen by the student of the programme towards the end of the first year of the studies (before the Intensive Programme) and register in the USOS system for the seminar and the supporting classes of his/her choice in the second year.

§ 8

Candidates for the thesis supervisor and the proposed thesis titles are subject to the opinion of the Programme Council of the field of study operating at the Institute of Anthropology and Ethnology.

§ 9

The Master's thesis is written in English.

§ 10

Passing the seminar and the supporting classes is a prerequisite for submitting the Master's thesis and taking the Master's examination.



### III. CONDITIONS FOR THE SUBMISSION OF THE THESIS

#### § 1

As a prerequisite for the submission of the thesis, it is necessary to fulfil the criteria related to the mode and conditions for the preparation of the thesis (cf. Part II above).

Additional criteria are:

#### 1. Editorial criteria:

- (a) volume of the thesis (the thesis should be no less than 60 pages of text excluding tables, illustrations and bibliography, i.e. approximately 120,000 characters including spaces);
- b) typescript format (Times New Roman 12 pt. font, spacing 1.5);
- c) the paper in a format compatible with the requirements of the APD system (attachments zipped in archive file format: ZIP, RAR or 7Z, also to be uploaded to the APD system);
- (d) title page in accordance with the template (appendix 1).

#### 2. Language criteria:

- (a) spelling correctness;
- (b) grammatical correctness;
- (c) stylistic correctness;
- (d) coherence of the written expression.

#### 3. Formal criteria:

- (a) footnotes and bibliography prepared in the uniform style indicated by the supervisor;
- (b) tables, illustrations and diagrams described (numbering, title, information on the source from which they come).

#### 4. Criteria related to the layout and editing of the thesis:

- (a) the thesis shall consist of the following parts:

- a title defining the topic of the thesis and its chronology (a metaphorical title is possible, but then supplemented by a sub-title explaining the topic of the thesis);



- an introductory section (definition and discussion of the aim and problem of the thesis, the source basis, the tools of the research work, the structure of the thesis);
  - a substantive section;
  - a concluding section
  - an illustration section (if the topic of the work requires it, the illustrations may also be broken into the text);
  - bibliography (separately: list of historical sources, scientific studies and websites).
- b) Taking into account the above layout, particular attention should be paid to ensuring that:
- the title of the work corresponds to the substantive and chronological scope of the work;
  - the layout of the work and the content of the individual chapters is justified by the subject and the research problem;
  - the chapters are logically connected with each other;
  - the volume of the chapters is appropriate to their content and proportionate to each other.

#### IV. EVALUATION OF THE THESIS

##### § 1

In order for the master's thesis to be accepted for evaluation, the student is obliged to:

- (a) obtaining (in USOS) all entries required in the programme;
- (b) completion of the thesis writing and approval of the thesis supervisor;
- c) registering the thesis, i.e. submitting the thesis data (thesis title, composition of the committee, planned date of defence) to the Office of Student Services by e-mail (from the university inbox);
- d) entering the thesis data into the APD (Thesis Archive);



- e) approval in the APD of the statement that the master's thesis has been written independently;
- f) submission of an electronic version of the master's thesis to the APD;
- g) checking the text in the anti-plagiarism system.

## § 2

The thesis is assessed by the thesis supervisor and a reviewer.

## § 3

In the evaluation of the Master's thesis, the following in particular are taken into account: compliance of the thesis topic with its title, the structure of the thesis, the selection of sources and literature on the subject, the ability to interpret and criticise sources, the knowledge and correctness of the application of methods, techniques and research tools appropriate to the scientific workshop of an ethnologist and cultural anthropologist, the ability to formulate the research problem, the ability to formulate theses and their argumentation with the citation of various research positions, the ability to make inferences, the coherence and logic in the written statement, the correctness of language and the correct use of professional terminology, the formal correctness (footnotes and bibliography).

## § 4

Both reviews are placed in the ADF system in a way that allows the student to familiarise themselves with their content.

## V. MASTER'S EXAM

### § 1

The student(s) will take the M.A. examination within three months from the date of submission of the thesis.



§ 2

In order to be admitted to the master's exam in the field of Ethnology and Anthropology, specialisation Cultural Differences and Transnational Processes, a student must obtain two positive reviews of the thesis posted in the APD system. In a situation where one of the thesis reviews is negative, the Vice-Dean may still allow the student to be admitted to the Master's examination. In the case of two negative reviews, the examination does not take place.

§ 3

The oral M.A. thesis exam takes place before a commission appointed by the Vice-Dean; the commission is composed of a chairperson (the Vice-Dean or a person authorised by the Vice-Dean from among the academic teachers), the thesis supervisor and a reviewer (or an additional reviewer).

§ 4

The subject of the examination is the knowledge, skills and competences specified in the Master's programme in ethnology and anthropology, specialisation Cultural Differences and Transnational Processes and its component is the defence of the Master's thesis. The examination primarily covers issues related to the topic of the thesis. The student has the right to read the reviews before the examination and to refer to the reviewers' comments at the beginning of the examination.

§ 5

During the M.A. examination, the student answers at least two questions on the topic of the thesis and on selected readings assigned by the thesis supervisor and reviewer to which the thesis relates. Questions may be asked by all committee members.

## VI. FINAL PROVISIONS

§ 1

The final result of the studies is determined by adding the average grade of the studies, the grade of the master's thesis as well as the grade of the master's exam in proportions determined by the Rules and Regulations of the Adam Mickiewicz University in Poznan.



§ 2

Issues not covered by these graduation rules are contained in the Rules and Regulations of the Adam Mickiewicz University of Poznań.

§ 3

Successful completion of the M.A. degree examination is a prerequisite for admission to doctoral studies.

§ 4

Any deviation from the defined rules must be approved by the Curriculum Council operating at the Institute of Anthropology and Ethnology.

Appendix. 1 Template for the title page of the Master's thesis





## Name and Surname

Name of the programme:

.....

Student ID:

.....

## Title of the Thesis

MASTER'S THESIS

Written under the supervision of

.....

Poznań, year