



Instructions on the Preparation of Master Theses

Master of Arts in Architectural and Cultural Heritage

Anhalt University of Applied Sciences

Dessau, May 2021

1 Introduction

The thesis is the highlight of the course. The students of study program MAC – Master of Arts in Architectural and Cultural Heritage each look for one of the given subject areas develop their own, specific question based on participation in the MAC courses during your studies and become specialists in this area in the course of an in-depth discussion. In the end, there is an independent scientific work.

In addition to the MAC degree program, these guidelines provide you with scientific work, and the Information on the MAC homepage helps with writing your thesis. If anything is unclear, please contact the MAC team.

With the thesis, the students show that they can critically work on a delimited question of their subject within a limited time. This takes a lot of effort to create, and most students are very motivated to write a good piece of work.

The instructions and information given below shall provide some orientation for the students concerning the elaboration of the Master thesis, and do not pretend to be exhaustive. Please read the whole document carefully!

We want to support you: With the question, its critical processing and the scientific character of a thesis are therefore addressed in the following three central areas that have a significant impact on the quality of a thesis.

1.1 The question & topic

The question & topic formulated in the introduction is the basis of the entire work. All following chapters serve to answer the formulated question(s). The question is also the yardstick by which it is judged whether the topic has been dealt with satisfactorily. Formulating, however, the catchy question is not easy and is therefore often associated with a lot of frustration.

Because of its central importance, the students should face this challenge with the support of the supervisor. The time and effort invested at this point are well spent!

The question is derived from the problem area that is worth working on when choosing a topic was identified. For this purpose, the problem is pointed out and specified. There is hardly a problem area that has not been dealt with. It is therefore important to present the results of previous research efforts below. Your work will be devoted to sub-problems that have received little or no attention so far or that create a different perspective. To show what problem is in your work in which way is processed, it often helps to break down the (partial) problem into one or more questions to reformulate. If this has been successful, the thesis has a question that is related to the thesis answer applies. The foundation has been laid.

1.2 The critical processing of the topic

The aim of the main part of a thesis is the development of a logically building on each other, stringent reasoning to answer the question. For this, the relevant literature as comprehensive and up to date as possible - tailored to the central problem of the work - prepared. The Existing literature should not be “written down”, but rather serve as a basis for developing one's knowledge.

1.3 The thesis as a scientific work

The aim of a scientific thesis in our subject is to describe, explain and shape phenomena. A good job therefore not only describes facts but also tries to fathom their causes. To do this, work needs a suitable theoretical foundation. Variables derived from this and their interrelationships serve as a foundation for the argumentation and make it possible to derive well-founded implications for corporate practice. Theses can also focus on theoretical perspectives in their analysis. Then theories serve not for the description and explanation of empirical phenomena but are themselves in the center and are contrasted with reality. In bachelor theses, take descriptive and pragmatic parts usually take up more space than in master's theses. In master's theses, the theoretically well-founded examination of the selected problem area is usually the heart of the work.

1.4 Often difficult: choosing the topic for a Master Thesis

Choosing a suitable and relevant topic is the first hurdle: on the one hand, there are a large number of interesting topics in the field of (international) architectural and cultural heritage with strategic and touristic management. On the other hand, is it is difficult to choose a thesis topic and break it down into sub-questions so that it can be worked on within five months (Master Thesis). In the first step, two questions are in the foreground:

How do I find a good topic?

We give you subject headings that narrow down a broad subject area. However, you need to break these headings down to your work. Some possible topics can be found on the MAC website in the area Master Thesis and Projects. The assignment of topics takes place in the MAC course on scientific work.

The independent theme design is not only a central learning step but promotes extensive identification of the students with their thesis. This helps, even in difficult and arduous phases, to maintain interest and keep working. The team of professors and lecturers may help and support you in choosing a topic if you do not find anything.

What are the characteristics of a good topic?

It is generally advisable to make a small contribution to working on a new field or to look at problem areas that have already been dealt with from a new perspective. Good is a subject if it fulfills one of the two requirements mentioned. Experience has shown that take students initially suggests too much for their thesis. We will therefore be in coordination with You to try to narrow down the question.

Please note the following:

- The thesis topic must be narrowed down so that it is within 20 weeks (master thesis) has to be completed.
- It makes no sense to design a topic in such a way that research methods are required that do not yet exist, that cannot be mastered by the students, or that exceed the available time frame.
- Refrain from developing topics that are too demanding for students. Problems that experienced scientists struggle with are not suitable.

The Master thesis shall be mainly characterized by the following features:

- scientific presentation
- logically stringent structuring
- complexity of information
- application of inter-disciplinary knowledge
- high language quality and well-designed visual presentation

2 Procedure

2.1 Preparation and requirements for the drafting of the Master Thesis

The topic for the master thesis is to be found and coordinated by the students independently and/or in consultation with the primary or secondary supervisor.

2.2 Registration of the Master Thesis

The master's thesis must be registered at the Dessau Examinations Office. The prerequisites for registration - according to the examination and study regulations (Prüfungs- und Studienordnungen) 2018 - must have completed at least the modules of the 1st and 2nd semesters. We recommend that all modules of the 1 to 3 semesters have been completed and passed, as the students can then concentrate fully on writing and preparing their master's thesis. You can view your grades in the HisQis-Portal.

The registration form must be filled out in full (signatures of the first and second supervisor as well as your own signature) and submitted to the examination office. The external second supervisor must also add the company address.

The examination office will issue a copy of the registration with the deadline for the master's thesis set by the examination office.

The following completed application forms shall be submitted to the Examination Office for the correct compliance with the Master thesis procedure:

- Application for Final Thesis
- Acknowledgment of the submission date of the Master thesis in the Master course MAC
- Proposal for the Master thesis in the Master course MAC (see. 2.3)

The associated forms are available online on HisQis-Portal of the Examination Office under the Point "Formulare für Dessau". (<https://service.asa.hs-anhalt.de>)

Editorial changes, such as adapting the title or the topic or the task, must be discussed with both supervisors and reported to the examination office. See also § 28 of the examination regulations for the Architectural and Cultural Heritage course.

2.3 Proposal for the Master thesis in the Master course MAC

When preparing the proposal, the following structure has proven itself:

Name, Firstname _____

Matriculation-Nr. _____

Semester WiSe _____

SuSe _____

Titel _____

1st supervisor _____

2nd supervisor _____

1 Introduction

First introduction to the specific topic

2 Problem and question

What is the problem? Why is the problem present?

What do I want to achieve with my work?

Presentation of specific questions

3 Procedure

How do I want to achieve my goals?

4 Rough outline of the work

5 List of sources

2.4 Supervisors of the Master Thesis

A teaching professor or lecturer at the Anhalt University of Applied Sciences is appointed as the primary examiner to supervise the master's thesis. The professor or lecturer must work for the duration of the master's thesis at the Anhalt University of Applied Sciences as part of a teaching assignment.

Teaching professors, lecturers from the Anhalt University of Applied Sciences, teaching professors from other universities and people experienced in professional practice who have an academic qualification corresponding to the master's degree can be appointed as the second supervisor.

If a second supervisor is proposed from outside the Anhalt University of Applied Sciences, an informal application must be submitted to the board of MAC with proof of technical and scientific qualification. This must be submitted to the examination office together with the "Application for admission to the master's thesis". For this purpose, the CV, as well as the research and publication list of the desired external second supervisor, must be sent to the chairman of the Board of MAC and the course coordinator from the MAC by email.

In the course of evaluating the master thesis, the second supervisor is obliged to prepare an assessment and to participate in the colloquium. The Anhalt University of Applied Sciences does not pay any remuneration for the preparation of the expert opinion or compensation for hours or travel expenses.

2.5 Processing time of the Master Thesis

The processing time is 20 weeks.

2.6 Return of the topic

A return of the topic (without crediting) is possible once within four weeks without giving reasons. The topic of the following Master Thesis must be different.¹

Subsequent return, non-return or delayed delivery leads to the evaluation "failed" (5).²

2.7 Extension of the processing time of the Master Thesis

In justified exceptional cases, the examination board can extend the processing time by a maximum of eight weeks at the request of the student and after hearing the examiners. The

¹ See also § 28 (3) of the examination regulations for the Architectural and Cultural Heritage course.

² See also §28 (3) and §31 (3) of the examination regulations for the Architectural and Cultural Heritage course.

extension must be submitted in due time to the Board of the MAC, as the latter must approve the application, and both examiners must have written approval for this.³

2.8 Assessment criteria

The time to correct the master's thesis is usually four weeks. The statements of the current study and examination regulations apply to the assessment.

When assessing the work, the following criteria, in particular, are taken into account:

- Work as a whole, the overall impression,
- structure, system, logic,
- differentiation of the questions raised, and the answers given,
- thoroughness and depth of the discussion with professors and lecturers for MAC,
- instructions for the preparation of theses,
- applied theoretical knowledge and skills,
- applied methodological knowledge and skills,
- the reality, application notes,
- quotations and bibliography,
- and formal design/ aspects (see 5).

2.9 Colloquium

Requirements for the colloquium

After the colloquium registration has been received, it is checked whether all the examinations required by the examination regulations have been successfully completed, whereupon admission to the colloquium is issued.

The first reviewer of the master's thesis will receive a copy of this notification. The colloquium can only be scheduled after the notification of admission has been received.

The prerequisite for admission to the colloquium is the submission of at least two positive assessments for the master's thesis and proof of passed module examinations (according to the study and examination regulations § 25 points 3 and 4).

When does the colloquium take place?

The date for the colloquium is usually made after the thesis has been submitted.

³ See also §28 (3) of the examination regulations for the Architectural and Cultural Heritage course.

The candidate will be notified before the colloquium, which is actually planned if his/ her master thesis has been assessed as "failed".

Procedure for the colloquium

Presentation on the key points of the thesis, there is the possibility to address errors, ambiguities, etc. of the thesis and to improve them (duration: approx. 20 to 30 minutes, depending on the determination of the first reviewer or chairman of the examination committee) followed by a discussion - it is expected that questions about the processed topic can be answered.

According to the examination regulations, the duration of the examination should not exceed 90 minutes.

Assessment of the colloquium

"Passed" (grade 1 to 4) - final examination passed a study finished.

"Failed" (grade 5) - there is the possibility of repeating the colloquium once (a second repetition is not possible), the repetition of the colloquium must be requested.

2.10 After passing the Master thesis and the colloquium

Fill out the application for de-registration (to be found in HisQis-Portal under *Formulare - Formulare für Dessau*) completely (including the discharge from the library) in the Student Service Center (stating when the de-registration should take place [either on the day after the colloquium, at the end of the semester or at any time in between]) if final documents are to be sent by post, provide the appropriate stamps with the application for de-registration and note the postal address on the application for de-registration. And if you register for using the university library, fill out the application form for the de-registration from the university library in the university library. For further information take a look at: <https://www.hs-anhalt.de/en/study/during-your-studies/formalities/unenrollment.html>

3 Submission

The thesis must be submitted on the day of the submission until 11.00 a.m. The timely submission of the master's thesis is confirmed by the examination office.

Unless otherwise communicated by the board and/ or the course coordinator for the MAC master's program, the master's thesis must be submitted to the examination office as follows:

- hardcover copies for submission and digital version (CD) in each copy
- Summary of your Master thesis: max. 4 pages⁴ (DIN A4 & portrait format)
- Author's declaration for the release of a publication through Anhalt University Library (only filled in by the student, in preparation for a possible publication after the oral examination)

In addition, the student has to upload the master's thesis to the Filr-Clod of the HS Anhalt (<https://helpdesk.wi.hs-anhalt.de/netzdienste/filr-cloud.html>) in the folder *Master-Thesis_MAC-MMH* in the respective final year.

- The folder and file(s) are to be named as follows:
Year_MAC_Titel-of-the-master-thesis_Lastname-Firstname (pdf-files)
- Summary of your Master thesis: max. 4 pages (DIN A4 & portrait format)
Year_MAC_Summary_Titel-of-the-master-thesis_Lastname-Firstname (pdf-files)

⁴ See also § 30 of the examination regulations for the Architectural and Cultural Heritage course.

4 Composition of the thesis

Title sheet

Brief or Abstract

Table of contents⁵

List of abbreviations and acronyms⁶

Text⁷

Summery

Annexes⁸

List of illustrations

List of tables and figures⁹

List of sources used archival¹⁰

Bibliography¹¹

Declaration on the independent elaboration of the thesis¹²

Note: The processing of the individual sections should be done using your findings and the literature and - if necessary - on attachments, maps, etc. refer.

5 with structure and page numbers (Note: Headings in the table of contents or the list of attachments must match the structure in the text or in the attachments to match!)

6 If necessary.

7 See Point 4.2 Structuring of the text.

8 List of annexes (if there are more than two annexes) and the annex(es)

9 If necessary.

10 All sources that you are using for your Master Thesis extend literature.

11 All literature that you use for your Master Thesis.

12 This declaration is to be included in the independently written paper/thesis as an annex. Papers/theses not including this declaration will not be accepted. (see. 5.4)

4.1 Subdivision and table of contents

4.1.1 Division

Every scientific paper must have a meaningful division to demonstrate the structure of the thesis and to indicate the main subject.

The division should be arranged in numerical order and according to the step-down principle. This division should be limited to a maximum of four levels.

Subdivisions should only be incorporated when there are two or more sub-paragraphs. Subdivisions may also be made in the form of paragraphs or indentations.

4.1.2 Table of contents

The table of contents lists the division of the thesis. All components of the thesis following the title sheet shall be included, indicating the associated page number. The structure of the table of contents shall follow the numerical division of the text.

1

1.1

1.1.1

1.1.2

1.1.3

1.2

1.2.1

1.2.2

1.2.2.1

1.2.2.2

2

Example of a numbered table of contents:

- 1 Introduction (problem and objective)
- 2 theory on the subject of the thesis
 - 2.1 Literature analysis and internet research
 - 2.1.1 Text 1.1
 - 2.1.2 Text 1.2
 - 2.1.3 Text 1.3
 - 2.2 Text 2
 - 2.3 Text 3
 - etc.
- 3 Material and methods (if applicable, description of the study area)
- 4 Results
 - 4.1 Analysis 1, draft 1, test series 1, investigation 1
 - 4.2 Analysis 2, draft 2, test series 2, investigation 2
 - etc.
- 5 Discussion
- 6 Conclusions
- 7 Summary
- 8 List of Annex
 - 8.1 Annex 1
 - 8.1 Annex 2
- 9 Bibliography
- 10 Declaration on the independent elaboration of the thesis

4.2 Structuring of the text

Introduction

Formulation of the question (topicality and relevance) and of the aim to be reached by the thesis. Explanation of the applied methods.

Main portion

Analysis and evaluation of the subject, with consideration and critical assessment of all parameters covered by the investigation.

End

Summary of the knowledge gained concerning the subject formulated in the beginning.

The thesis shall be written in a scientific style. Any terminology taken from everyday or journalist language shall be generally avoided. The use of "I" or "we" as well as complicated sentence structures and meaningless phrases shall be avoided.

4.3 Abbreviations

The use of abbreviations is possible in the thesis. A list of abbreviations must be created if the thesis contains more than abbreviations that are not in the Oxford dictionary.

4.4 Tables, figures, attachments, maps, drawings, plans, etc.

These instruments increase the value of scientific work, loosen up the text, process it better, and concentrate on the essentials.

Tables are characterized by at least two rows and at least two columns with code numbers, among other things. You will get a **numbered heading** that is referred to in the text, e.g. For example: "See also Tab. 3."

Illustrations/Figures are all forms of representations, maps, sketches, diagrams, etc. They are given a **numbered signature**. In the text, reference is made to the illustration, e.g. For example: "See also Fig. 10."

Examples of figure signatures:

"Fig. 24: Relationship between money and interest in the base year "

"Fig. 25: District of Bernburg (scale 1: 100000) "

Attachments are supplementary elaborations that cannot be directly classified in the text, or copies of documents, cards, test protocols, data entry lists, forms, drafts, models, CD-ROMs, etc. that appear at the end of the work. It must be referred to in the text. You will see a heading and in the top right corner the word "Attachment" with the corresponding numbering and - if necessary - page references.

Models, CD-ROM, or similar are included in the system list. There must be a system list in front of the systems.

5 Formal aspects of text processing

5.1 Format/layout

The thesis shall be written and printed in the following format:

- DIN A4 (portrait format)
- written on one side only!
- binding: solid binding
- Number of copies for submission: 3, and a digital version (CD)
- Size: usually 60 pages, max. 80 pages, incl. bibliography, sources, and written annexes
- This does not include the portion of illustrations.

Binding backbone with label:

Name, first name	Year
Title of the thesis	

5.2 Text format

- Block format
- Line distance: 1.5 lines, font: Arial (11 pt)
- Footnotes: Arial (8 pt).
- Margins: top/bottom/right/left: 3.0 cm each

The written presentation of the thesis is an important part of the brief. Accordingly, take care to write in a correct, clearly structured, and well legible form.

The thesis shall be written according to the Rules English Orthography and Grammar; the list of quoted documents (bibliography) shall follow the code DIN 1505-3, issue 1995-12.

5.3 Title sheet

Bernburg
Dessau
Köthen



Hochschule Anhalt

Anhalt University of Applied Sciences

Department of Architecture, Facility Management, and Geoinformation

Master Degree Program Architectural and Cultural Heritage

Master Thesis

for obtaining the academic degree

Master of Arts (M.A.)

Title Title Title Title Title Title Title Title Title Title

Title Title Title Title Title Title Title Title Title Title

Subtitle Subtitle Subtitle Subtitle Subtitle Subtitle

Subtitle Subtitle Subtitle Subtitle Subtitle Subtitle

Subtitle Subtitle Subtitle Subtitle Subtitle

presented by: Firstname Lastname - Title

First supervisor: Title Firstname Lastname, Institution

Second supervisor: Title Firstname Lastname, Institution

Place, Date

5.4 Declaration on the independent elaboration of the Master Thesis¹³

I,

Surname, First name: _____

Matriculation number: _____

declare that I have followed the Principles of Good Scientific Practice while writing the present Master's thesis in the Master degree Program Architectural and Cultural Heritage with the title:

_____.

I have written the thesis independently and have used no other sources or aids than those given and have marked the passages taken from other works word-for-word or paraphrased.

I furthermore declare that the submitted unencrypted electronic document exactly and without exception corresponds to the contents and wording of the printed copy of the paper/thesis. I give my consent to this electronic version being checked for plagiarism with analytical software.

Place, Date, Signature

Note 1: This declaration must also be handed over to the examination office if after Proceed with point 7 of the "Notes on preparing a thesis" will.

Note 2: If it is group work, everyone explains handwritten signature. The signatures must be assigned to each student.

¹³ This declaration is to be included in the independently written paper/thesis as an annex. Papers/theses not including this declaration will not be accepted.

5.6 Confidential Clause

This Master thesis is based on internal, confidential data and information of the following enterprise or institution: _____

This work may only be available to the first and second supervisor and an authorized member of the MAC board. Any publication and duplication of this master thesis – even in part – is prohibited.

An inspection of this work by third parties requires the expressed permission of the author and the above named enterprise or institution.

The blocking notice is valid for a period of _____ years.

Place, Date, Signature

Note: Sometimes companies or institutes or institutions consider blocking the master's thesis to be necessary, especially if internal or very sensitive information or data is essential for the work. This Clause is very rarely used and is only possible for a limited time.

5.7 Rules for quoting and the preparation of a bibliography

5.7.1 Quotations

The aim of a scientific thesis is not to exclusively quote other authors. Personal performance is important, i.e. to relate the knowledge gained from the study of literature and sources to the subject of the thesis, and to develop independent knowledge from this.

Any external influences (quotations, handwritten and oral statements, or concepts of third persons) have to be evidenced. They shall be marked in the text and indicated as a footnote at the bottom of the page.

Any non-evidencing of ideas and thoughts of other people is a severe violation of the scientific approach, possibly leading to the loss of the qualification acquired in this frivolous way.

If you have decided on a citation style, for example, the Oxford style, stick with this.

5.7.2 Bibliography

The bibliography contains all publications that have been used in the preparation of the paper and for direct or indirect quotations. It is added at the end of the thesis in alphabetic order of the surnames of the authors/editors.

In addition to the complete name (surname, first name), the following data must be given: complete title, place of publication, year of publication. For anthologies or journals, additional data are required: title of the anthology, name of the editor, year and/or volume number, a number of the pages of the quoted article.

For the quoting of online information, the name of the author, the title of the source, the origin, and the publishing date have to be completed by the indication of the complete web address and the date of the consultation.

Always use scientific literature only. Quotations from the “rainbow press” or the trivial literature are not suitable for substantiating or substantiating scientific ideas but can be used if they are rated accordingly. Likewise, Wikipedia, encyclopedias, course scripts, and the like should not be used as primary literature.

If possible, choose only the latest edition of a book or the source of the first publication of the statement. (Exception: you want to give a historical reference.)

Example of the bibliography in alphabetical order

Books:

Hentze, J. (1999): Food chemistry, Stuttgart: Verlag Paul Haupt

Journal Articles:

Schmidt, H., Löffler, L. & Brush, K. (2005): Biophysics, physiological ecology, and climate change: Does mechanism matter? - Journal of Theoretical Biology, 245: 59-65.

Publication series without author:

Federal Ministry of Food, Agriculture, and Forests (Ed.) 2004: Biotechnology in the agricultural and food industry. Hamburg, Berlin, Parey.

Internet:

Last name, initial. (Publishing year). Title. Access data, time. available online at Url.

Sternal, B. (edition 8/2001), 08/25/2001, 12:32 a.m. available online at [www.harz-urlaub.de /](http://www.harz-urlaub.de/)

....

5.7.3 Bibliographic abbreviations (a selection)

Volume	vol
Edition	edn
Editor/ Editors	ed/eds
Page/ Pages	p/pp

...

5.7.4 List of sources

In the historical sciences, primary sources (deeds, invoices, unpublished letters, filed documents, etc.) are separately listed.

The exact naming of the source has to be accompanied by its exact location, including the number of the sheet(s) in a file, if applicable.

6 Further Questions

If anything is unclear or you have further questions, please contact the MAC team or your course coordinator via E-Mail.