

**Masterkolloquium FAQ: How to *Abschlussarbeit* in English Linguistics (Altendorf, Jalanesh)**

This FAQ document tries to answer as many common questions as possible, but we are aware that not everything can be covered here. If you have a question, please read through the according section in this document carefully and see if you can find the answer you seek. If you have questions regarding formalities/structure, please look at the [Stylesheet](#). Should your question still not be answered, please ask your peers or bring your questions/issues to be discussed in the Masterkolloquium before contacting your supervisor individually. Thank you!

- 1. Getting started..... 2
  - 1.1 I am planning on writing my thesis in English Linguistics. Where do I start?..... 2
  - 1.2 What is the purpose of the Masterkolloquium and how can I join? ..... 2
  - 1.3 Do I have to find a topic for my thesis myself?..... 2
  - 1.4 How do I register my thesis with the APA (Akademisches Prüfungsamt)?..... 2
  - 1.5 What do I do if I have never worked on a (term) paper, thesis or similar project before? Where can I find resources on academic writing? ..... 2
  - 1.6 Can I write my thesis in German (or any other language)? ..... 3
- 2. Working on your Thesis ..... 3
  - 2.1 How many pages should my thesis have? ..... 3
  - 2.2 I want to change the title of my thesis. How can I do that? ..... 3
  - 2.3 What should the appendix consist of? ..... 3
  - 2.4 Does my thesis need to follow a specific structure? ..... 4
  - 2.5 Do I need to know how to do statistics? ..... 4
- 3. Research ..... 4
  - 3.1 Where can I find participants and literature for my topic? Where can I start researching literature? ..... 4
  - 3.2 Collected Links for Research ..... 4
- 4. Handing in your Thesis ..... 5
  - 4.1 How and where to do I send my thesis? ..... 5
  - 4.2 How long will it take to receive my grade?..... 5
  - 4.3 I need my grade urgently (because I’m applying for a Master/job/Referendariat, for BaFÖG etc.). What do I do? ..... 5
  - 4.4 Where can I find my official due date?..... 5
- 5. Collected Links & Documents ..... 5

## 1. Getting started

### 1.1 I am planning on writing my thesis in English Linguistics. Where do I start?

Your first step is to contact the lecturer who you would like to supervise your thesis (Prof. Altendorf, Dr. Paland or Dr. des. Jananesh) or to make an appointment for their office hours. They are going to talk to you about the follow-up steps.

### 1.2 What is the purpose of the Masterkolloquium and how can I join?

For students who are supervised by Prof. Altendorf or Dr. des. Jananesh, the Masterkolloquium is mandatory. Students who are supervised by Dr. Paland are welcome to join. It is recommended to participate during and if possible before writing your thesis, as it is an opportunity to get in contact with other students, who are working on their theses. In the Kolloquium you can ask any questions and present your data. You will also be assigned research groups (see chapter [1.7](#)).

If you want to join the Masterkolloquium, you can join the Stud.IP course “Kolloquium Masterarbeit” (with Prof. Altendorf). The Kolloquium takes place biweekly and preferably in person. You need to join in the beginning of each semester.

### 1.3 Do I have to find a topic for my thesis myself?

This depends on your supervisor. If you wish to be supervised by Prof. Altendorf or Dr. des. Jananesh, you will join the ongoing “Art of Requesting” research project on the perception of politeness.

### 1.4 How do I register my thesis with the APA (Akademisches Prüfungsamt)?

You need to complete [this form](#) and send it via e-mail to the person in charge for your subject at the APA (DEL, Master Lehramt, FÜBa etc.) with a scan of your ID card (*Personalausweis*) attached. The APA will reply to you with follow-up steps and more documents to complete. Your official deadline will not yet be determined by handing in this form.

### 1.5 What do I do if I have never worked on a (term) paper, thesis or similar project before? Where can I find resources on academic writing?

If you visit the Masterkolloquium, you will be able to ask questions about thesis structure and academic writing there. You need to follow the [Stylesheet](#) for linguistics for important guidelines on quoting and paraphrasing literature and on how to structure your bibliography.

Additionally, there are several services at the university for students who seek help regarding their *Abschlussarbeiten*, for example:

- TIB: <https://www.tib.eu/de/lernen-arbeiten/kursangebote/kurskalender>
- TIB [SchreibBar](#)
- Centre for Quality Enhancement in Teaching and Learning (ZQS): [document](#) with advice on how to plan and get started on your thesis
- ZQS: International Writing Team [interWRITE](#) (consultations on how to develop and improve your writing skills in a foreign language (also in German for international students))

- ZQS: [open consultation hours](#) (no appointment needed)
- [Methodenberatung](#) in the Institute of Psychology (methodology concerning your quantitative data)

If you just want to get an idea of an academic writing style outside of scientific papers, you can join the Stud.IP community "[Term Papers English Seminar](#)", where you can read through many term papers written and uploaded by (former) students throughout the years.

### 1.6 Can I write my thesis in German (or any other language)?

No, you will have to write your thesis in English.

## 2. Working on your Thesis

### 2.1 How many pages should my thesis have?

Bachelor's thesis: 30 pages (but not more)

Master's thesis: 60 pages (but not more)

Excluding bibliography and appendix

### 2.2 I want to change the title of my thesis. How can I do that?

Not at all. Please hand in your thesis with the exact title on the cover page, as it was registered. You can find the officially registered title as well as your due date in the QIS portal (see chapter [4.4](#)).

### 2.3 What should the appendix consist of?

Your appendix should provide transparency and comprehensibility on your methodology, on how you came to your results, and on where exactly your data comes from. The appendix is the very last chapter of your thesis document (i.e. appears after the plagiarism statement and your bibliography). It should include...

- a full version of the questionnaire(s) you used (if you used any),
- extra tables containing e.g. quantitative data.

If your appendix contains larger amounts of data, you can add a digital appendix to your study in the form of a USB-Stick etc. The digital appendix is not a chapter in your thesis document, you can hand it in with the printed version of your thesis (see chapter [4.1](#)). Please name any documents in this digital appendix in a sensible manner that makes the contents obvious (e.g. "Completed Questionnaire German" or "Participant data"). The digital appendix contains...

- the completed questionnaires in full form of all participants,
- a table with the exported participant data and their answers to the questionnaire in short form.

## 2.4 Does my thesis need to follow a specific structure?

**For empirical studies:** Yes, you can find the structure as a PDF-document in *Dateien* in “Kolloquium Masterarbeit – Kolloquiumstexte” on Stud.IP. It is called “Abschlussarbeiten Compulsory Structure”. This structure is meant to ensure the completeness and order of your thesis, and adhering to it will help you and your readers to follow your thoughts all throughout your thesis. It is also a structure oriented towards what you can find in many linguistic studies. In addition, the structure is compulsory.

## 2.5 Do I need to know how to do statistics?

No, it is not necessary to be proficient in statistical analysis to write a thesis in English linguistics, but you are welcome use statistics. Contact the [Methodenberatung](#) for support.

# 3. Research

## 3.1 Where can I find participants and literature for my topic? Where can I start researching literature?

**Participants:** You will be responsible to find the participants for your study yourself, and you will need a group of English L1-speakers. There are several ways to gather speakers for your study, e.g. through creating a flyer and posting it on social media.

**Literature:** First of all, work through the literature already provided in the Stud.IP course “Kolloquium Masterarbeit - Kolloquiumstexte”. Specifically, look at the table called “Collected Research” (see below).

## 3.2 Collected Links for Research

When researching from home, always use your VPN connection for full access!

|                |   |
|----------------|---|
| TIB Hannover   | <a href="https://www.tib.eu/de/">https://www.tib.eu/de/</a> (log in with your TIB account!)<br>VPN access: <a href="https://www.luis.uni-hannover.de/de/services/kommunikation/netz/angebote-im-service-netz/vpn-dienst">https://www.luis.uni-hannover.de/de/services/kommunikation/netz/angebote-im-service-netz/vpn-dienst</a>  |
| GWLB           | <a href="https://www.gwlb.de/recherche-sammlungen/recherche">https://www.gwlb.de/recherche-sammlungen/recherche</a>   |
| Google Scholar | <a href="https://scholar.google.de/">https://scholar.google.de/</a>   |
| ResearchGate   | <a href="https://www.researchgate.net/">https://www.researchgate.net/</a>   |
| JSTOR          | <a href="https://www.jstor.org/">https://www.jstor.org/</a>   |
| SpringerLink   | <a href="https://link.springer.com/">https://link.springer.com/</a>   |
| MLA/BLL        | <a href="https://dbis.ur.de/UBTIB/browse/subjects/5/?filter-subjects%5B%5D=Anglistik.+Amerikanistik&amp;q=MLA&amp;availability-filter-free=on&amp;availability-filter-local=on&amp;filter-publication-date-start=&amp;filter-publication-date-end=&amp;filter-report-date-start=&amp;filter-report-date-end=&amp;sort_by=1&amp;ps=25">https://dbis.ur.de/UBTIB/browse/subjects/5/?filter-subjects%5B%5D=Anglistik.+Amerikanistik&amp;q=MLA&amp;availability-filter-free=on&amp;availability-filter-local=on&amp;filter-publication-date-start=&amp;filter-publication-date-end=&amp;filter-report-date-start=&amp;filter-report-date-end=&amp;sort_by=1&amp;ps=25</a> |

In case you use a questionnaire, register for a Lime Survey account: <https://survey.uni-hannover.de/register/>.

## 4. Handing in your Thesis

### 4.1 How and where to do I send my thesis?

You need to hand in both a digital and printed version of your thesis.

**Digital:** You are required to send an e-mail with the PDF-file of your thesis to [office@engsem.uni-hannover.de](mailto:office@engsem.uni-hannover.de). Add both of your supervisors to the CC as well. You should receive a follow-up email confirming that your file has been received. You do not need to send your digital appendix (see chapters [2.3](#)) via e-mail.

**Printed:** You are required to put your printed and bound thesis into an envelope and put it in your supervisor's post box (7<sup>th</sup> floor) in the Conti-building (Königsworther Platz 1). On weekends or holidays, please hand your thesis to the porter on the ground floor. If you have one, please also add your digital appendix on a USB-stick to the envelope.

### 4.2 How long will it take to receive my grade?

Depending on the workload of your supervisors, it may take a few weeks. Please note that the correction process may take longer during the months of March, August and September.

### 4.3 I need my grade urgently (because I'm applying for a Master/Job/Referendariat, for BaFöG etc.). What do I do?

In this case, please contact your supervisors and inform them of your situation.

### 4.4 Where can I find my official due date?

You can find the official due date in your personal QIS. Log into your account and click on "my studies" → "Info of exams registered for" and click on the little "i" next to your degree. You can find your due date in the table below. Alternatively, the due date also appears on your transcript of records in QIS.

## 5. Collected Links & Documents

|  |   |
|--|---|
| Anmeldeformular und Ablaufplan der Anmeldung | <a href="https://www.uni-hannover.de/de/studium/im-studium/pruefungsinfos-fachberatung/deutsche-und-englische-linguistik-ma/formulare#c115036">https://www.uni-hannover.de/de/studium/im-studium/pruefungsinfos-fachberatung/deutsche-und-englische-linguistik-ma/formulare#c115036</a> |
| Questionnaire zum Durchklicken               | <a href="https://survey.uni-hannover.de/index.php/132919?lang=en">https://survey.uni-hannover.de/index.php/132919?lang=en</a>   |
| Einen LimeSurvey Account erstellen           | <a href="https://survey.uni-hannover.de/register/">https://survey.uni-hannover.de/register/</a>   |
| Stylesheet Linguistik (formale Vorgaben!)    | <a href="https://www.engsem.uni-hannover.de/fileadmin/engsem/StyleSheet_Linguistik_2016_.pdf">https://www.engsem.uni-hannover.de/fileadmin/engsem/StyleSheet_Linguistik_2016_.pdf</a>   |
| Eigenständigkeitserklärung / Plagiarism Form | <a href="https://www.engsem.uni-hannover.de/de/studium/studien-abschlussarbeiten#c37945">https://www.engsem.uni-hannover.de/de/studium/studien-abschlussarbeiten#c37945</a>   |

|  |   |
|--|---|
| TIB Workshops<br>(research, academic writing etc.) | <a href="https://www.tib.eu/de/lernen-arbeiten/kursangebote/kurskalender">https://www.tib.eu/de/lernen-arbeiten/kursangebote/kurskalender</a>   |
| TIB SchreibBar                                     | <a href="https://www.tib.eu/de/lernen-arbeiten/schreibbar">https://www.tib.eu/de/lernen-arbeiten/schreibbar</a>   |
| ZQS Starthilfe Schreiben                           | <a href="https://www.zqs.uni-hannover.de/fileadmin/zqs/PDF/Schluesselkompetenzen/Starthilfe_Schreiben.pdf">https://www.zqs.uni-hannover.de/fileadmin/zqs/PDF/Schluesselkompetenzen/Starthilfe_Schreiben.pdf</a>       |
| ZQS Team interWRITE                                | <a href="https://www.llc.uni-hannover.de/en/writing-support">https://www.llc.uni-hannover.de/en/writing-support</a>   |
| Stud.IP Veranstaltungen                            | <ul style="list-style-type: none"> <li>▪ <a href="#">Masterkolloquium WiSe 2024/25</a></li> <li>▪ <a href="#">Masterkolloquium - Kolloquiumstexte</a></li> </ul>  |
| Methodenberatung des Instituts für Psychologie     | <a href="https://www.psychologie.uni-hannover.de/en/methodenberatung/">https://www.psychologie.uni-hannover.de/en/methodenberatung/</a>   |
| VPN installation                                   | <a href="https://www.luis.uni-hannover.de/de/services/kommunikation/netz/angebote-im-service-netz/vpn-dienst">https://www.luis.uni-hannover.de/de/services/kommunikation/netz/angebote-im-service-netz/vpn-dienst</a> |