

Master's Thesis – Key Points at a Glance

I. General Information

Administration

1. **Coordination, appointments and supervision:** Moritz Heffter
Tel.: 0171-9386944
Email: m.heffter@me.com
Consultation hours on Mondays 10AM-12PM in room 201 or by arrangement.
2. **Exam registration:** Ms. Sirantoine
Tel.: 0761-31915-32
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3. **Recordings:** Fernando Aguila
Email: cfagpro2012@gmail.com
4. **Tutors** – assistance related to organisation matters and language difficulties:
Hazel Beh (hazelbeh@gmail.com) and Hao Zi Yoh (yohhaozi@hotmail.com)

Events/Lectures

Our university offers the following lectures on the Master's thesis:

- **Info-day**
This event takes place at the beginning of every semester. We will introduce and discuss the different options available for your thesis. You will receive information about the **organisation of the thesis** at the university and have the opportunity to ask questions. Further information will be posted on the notice board at the start of the semester.
- **Workshop I**
This workshop offers an overview of all areas of the Master's thesis, and is tailored for students interested in the production of CDs or DVDs. The programme includes:
 - Basics of researching and writing your thesis
 - Skill training involving the writing of factual texts about music. The workshop is particularly aimed at students with little experience in writing. Topics covered in the course are: How do I approach a literary text? How do I formulate an appropriate research question? Where can I find information? What constitutes good writing?
 - Introduction to recording technique and postproduction; this also includes an opportunity to do a trial recording with the sound engineer.
 - Conception and actual planning of the CD/DVD-recording project.
- **Workshop II**
This lecture aims to provide detailed advice and help in planning for the Master's thesis; meetings can be arranged throughout the whole semester. Detailed planning of the CD/DVD-recordings and its accompanying booklet will take place here.
- **Consultations** with Moritz Heffter: Mondays 10AM-12PM in R201 or to be arranged by email (m.heffter@me.com)
You can always arrange individual consultation appointments. The tutors also offer help in writing and correcting texts, especially to non-native speakers.

Hints and Tips for your Master's Thesis

1. Planning

It is advisable to begin planning for your thesis at the end of your second semester and to complete it by the start of your fourth. That leaves you with ample time - the whole of your fourth semester – to prepare for the two other major examinations: the graduate recital and repertoire examination.

Please do meet with Mr. Heffter to arrange your exam dates before registering at the examination office.

2. Different forms of Master's thesis projects

2.1 Scientific paper

The scientific paper is the classic graduate dissertation. It is the internationally recognised form of the Master's thesis and in most instances a requirement of admission to a third-cycle programme.

2.2 Lecture-recital

This project places a focus on music communication. There are little restrictions with regard to the form of the lecture-recital, and you are free to shape it creatively; keep in mind, however, that the time should be divided about equally between concert performance and lecture. Your lecture notes should also be handed in as a written paper.

2.3 CD/DVD-recording

The final option is the CD/DVD-recording, which includes planning and carrying out an entire CD/DVD-production. This would be interesting for those seeking to gain insight into professional production who can use the CD/DVD for applications etc. If you plan to pursue a third cycle degree, this option might not be suitable for you as a CD-production is not an internationally recognised form of the Master's thesis. The Workshop I which lasts one semester serves as a supplement to this option and should provide additional guidance in creating a good final product.

3. Writing tips

3.1 Literature

Do take advantage of the research possibilities in the library. The dictionaries (MGG/New Grove) are a good starting point. As soon as you have a clear idea of the theme of your paper, search for specialised literature in the library and the databases available there.

Internet research is useful in gaining an overview on your topic, but remember to always examine the quality of the website. Consider the following points:

1. Does the article include additional explanatory notes?
2. Are there references to other articles? Do other articles name this as a reference?
3. Is the content up-to-date?

Basically the following applies: articles dated over 20 years ago should be backed up by print media; never use Wikipedia as your only source of information.

3.2 General rules of citation

There are two types of citations: direct citation (a word-for-word quote) and indirect citation (putting the information in your own words).

The most important rule for choosing a citation style is consistency. These are the most common citation styles used at present:

- Harvard referencing: The source is indicated within parentheses and embedded in the text after the quote. Generally only partial citations are given (author, year, page), for example, (Müller 1997: 21). These are accompanied by a full reference list or bibliography in the end section of the paper.
- Footnotes: Bibliographic information is presented in footnotes at the end of every page (most word-processing programmes feature footnote functions). State the reference fully in the first citation (author: title, publisher, place, year, page) and subsequently as partial citations (author, year, page). Use the full stop at the end of every note, e.g. Gülke 2001, p. 2.

You will find a list of citation examples in the appendix. For more detailed information about citation, refer to the "Help!-Heft" on the website of the Freiburg University of Music, at: Studium – Downloads – Allgemein (only in German).

3.3 Style

The highest priority in writing your paper is clarity. Pay attention to the organisation and structure of the text – every different paragraph marks a new context. Feel free to use simple and easily understandable language in your writing!

3.4 Layout

Page setup and formatting for the scientific paper and lecture-recital text:

- Margins: left 3cm, right 2.5cm
- Font and font size: Times New Roman 12 pt., Arial 11 pt.
- Line spacing: 1.5 lines
- Continuous text, justified
- Paragraphs without indent and additional spacing
- Ensure that the individual pages are well proportioned – for example, avoid beginning a new chapter in the last two lines on a page.
- Use page numbers

3.5 Before submission

Plan sufficient time for the revision and editing of your paper. Go through the paper with the tutors before submitting your work to Mr. Heffter, they are happy to help you with proofreading.

4. Appendix

4.1 Title page example

4.2 CD-booklet example

4.3 Excerpts from the Master's thesis examination regulations

4.4 Bibliography and citation examples