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| Master of Arts in  Economic Governance and Development |

**Appointment of Thesis Supervisor Form**

**Student**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ID number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thesis Title Proposed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thesis Supervisor**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution (inc. address):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Contact Information (phone, e-mail):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures confirm agreement on behalf of the student and Thesis Supervisor.

**MA Thesis Supervision Guidelines**

Before signing the Form and giving it to a potential supervisor, the student should inform Cholpon Osmonalieva, Programme Manager by email c.osmonalieva@osce-academy.net and receive initial approval.

Signed Appointment of Thesis Supervisor Form must be submitted to the Programme Manager **by 4 April, 2018, 5 pm.**

The main responsibility of the thesis supervisor is to guide, direct and supervise the development of the student’s research and writing of his/her MA thesis. The supervisor will be requested to sign a service contract with the OSCE Academy for the period of supervision (for the period April-December, 2018).

**A thesis supervisor is expected to:**

* Advice the student throughout the research and writing process about the nature and feasibility of research, planning and conduct of research activities, methods to be used, availability of sources, the literature review, the theoretical framework, the standards for a graduate level thesis;
* Establish, at the beginning of supervision, together with the student an outline for supervision and the thesis writing that should include arrangements for meetings, deadlines for the student to submit drafts of thesis chapters and a final draft of the thesis.
* Be accessible for the student during the supervision process;
* Help the student with any research related questions or problems;
* Notify the student and the Academy management in timely manner about the unsatisfactory progress or other problems that could influence on the successful completion of the thesis by the student;
* Notify promptly the student and the Academy management about inability to start, continue, or finish the supervision and to advice on the replacement supervision;
* Grade the student’s MA thesis based on common standards of quality for a MA thesis and using the OSCE Academy grading guidelines;
* Submit the grade in the set format including detailed explanations and comments to the Programme Manager before the deadline.

**A student is expected to:**

* Work with his/her supervisor on various aspects of conducting research and thesis writing process, planning of research activities, scheduling meetings/contacts with the supervisor;
* Promptly turn to the supervisor with any concerns, problems or questions related to conducted research and thesis writing;
* Precisely follow the agreed research and writing plan and meet all deadlines put by the supervisor, make satisfactory research progress, always consult with the supervisor before making any changes to the agreed research plan;
* Be accessible to the supervisor and well prepared for the meetings/contacts with him/her;
* Complete and submit his/her thesis in the required format before the deadline;
* Follow and abide all regulations of the OSCE Academy including Anti-Plagiarism Rules