

How to Write a Prospectus for a Final Thesis (BA/MA)

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Your prospectus has two important functions: First of all, it will urge you to ask some essential questions about your project that will help you structure your ideas and become more aware about your specific approach. Second, it will help your advisor understand *what* you are planning to do and, this is equally important, *how* you will approach your topic. Your prospectus is a crucial point in the research process. On the basis of the prospectus your advisor will be able to give you specific advice on how to proceed. It is worth putting some work into your prospectus, as it will have an impact on the direction your thesis will take. A well-crafted prospectus will make the writing process much easier!

Your prospectus should be between 2 and 3 pages long. It should include:

1. Short **summary/abstract** of your project (appr. 5 sentences)
2. **Research question/thesis statement** (as precise as possible) and explanation why it is relevant (for the material/for the larger discourse etc.)
3. **Primary material** (which examples are you planning to work with and why?)
4. **Secondary material, theory, and method** (from what theoretical angle will you approach your analysis? How do you position your own research within the academic discourse on this topic? How will you proceed in your research and why?)
5. **Section outline** (as precise as possible)
6. Preliminary **bibliography**
7. If you want you can also attach a **time schedule** (when are you planning to work on what part of your thesis?)

Please send your prospectus to your advisor via e-mail attachment. You will hear back from your advisor as soon as possible with detailed feedback. On the basis of the prospectus, your advisor and you will decide at what point you can officially register your thesis.