Hochschule Trier
Campus Edelstein & Schmuck

Leaflet for the Master's graduation at the Gemstone and Jewellery Campus

The graduation work should show that students are able to independently solve a subject-specific problem using scientific and artistic methods within a given time frame.

1. Scope of the Master's graduation work.

A graduation work consists of 3 parts:

1) PREPARATORY PROJECTS
   a) Pre-project theory
   b) Pre-project practice

2) THESIS

3) PRESENTATION
   a) Colloquium
   b) Documentation

2. Examiners

Examiners can be the professors, research and artistic staff, academic lecturers of the department as well as experienced professionals. Also, teachers from foreign universities who have an equivalent qualification to academic in-house staff can supervise and/or observe graduation work.

Students can suggest 2 examiners. This suggestion does not establish a legal claim.

The Examination Board appoints supervisors and observers of the thesis; One of these two examiners must be a professor from the department of gemstones and jewellery.

The Examination Board can decide on exceptions in the event of compelling reasons.

3. Preparatory projects

1) PRE-PROJECT THEORY

This is an examined class taking place either during the 3rd (preferably) or 4th Master's semester conducted by your theory teacher.

In this course, students prepare their theory part of the thesis under guidance of the theory teacher

The oral examination of this class takes place in the "Seminar", in which the results

of the paper are presented, questioned and defended.

NOTE *Any unidentified or not previously authorised use of AI will lead to an immediate refusal of the work; it will be graded with "failed". In case of any necessary translations, do not use AI-based (generative) translating apps.*

As the topic of this paper is strongly related to your thesis topic it must be consulted with and agreed upon by the examiners of the thesis.

2) PRE-PROJECT PRACTICE

This a non-examined period of studio work in which students can prepare the practical part (thesis) of the graduation work. It in fact enables students prepare optimally for the practical thesis, collect materials, a try-out of technical possibilities and artistic ideas.

It takes place during the lecture-free period before entering the thesis.

4. Thesis Milestones.

The dates and deadlines for the thesis are specified in the 'Timetable for the Master's Thesis' – a document that is handed out in a preliminary version at the beginning of the 5th semester. The final version of the timetable is handed out at the end of the 3rd semester.

1) THESIS REGISTRATION.

The 1 month-period of registration and its deadline are announced by email from the study service. The "registration form MFA-thesis" is available by download: hochschule-trier.de/semesterinfo-io-e.

If a thesis is not registered by the deadline, it will be graded with "failed". A failed thesis attempt can be redone one time only.

NOTE: *It makes sense to register your thesis as early as possible in the registration month. This way, there is more time between handing in the thesis and the colloquium.*

2) THESIS DURATION

The timeframe for the thesis is 15 weeks. It begins with the date mentioned on the registration. In exceptional cases, the Examination Board may extend this timeframe by a maximum of 6 weeks upon justified request.

3) THESIS SUBMISSION

The thesis must be submitted latest on the deadline as announced by the student service (15 weeks + eventual extensions). It needs to be submitted in person at the 1st supervisor or - in prior consultation/agreement with the 1st supervisor- by a member of staff. If the thesis is not submitted by the deadline, it will be graded as "failed".

The following 3 parts must be submitted:

I. the **final theoretical-scientific part** in a printed reading version (pure text version with any supplementary images - printout in B/W is sufficient), supplemented by the chapter "final consideration" based on the experiences and

developments in the practical-artistic part This chapter is being written at the end of the practical-artistic part. In this version, the revision notes from the preliminary project must be incorporated. No further alterations are allowed.

NOTE: The final version of the theory section is submitted as well digitally to the supervisor, the observer and the theory supervisor.

II. the practical-artistic part in its original form.
These are the works produced during the thesis.
A few days before submission it is advisable to agree with the supervisors which works will be handed in.

The works must be packed individually and securely. Each package must be labelled with your name, a small picture and the title of the work.

NOTE: After submission, the thesis remains at the university until the documentation (see 7) has been handed in. For photo and presentation purposes, the work can be borrowed for a certain period of time, after written authorisation from the 1st supervisor. Read also part III birectly below

III. Preliminary pictures of the practical artistic part.
In order for the submitted work to be lent, a series of (simple mobile phone) images must be prepared so that evidence of the thesis is still available in the event of loss. The images must be handed in on Memory Stick/CD/SD-card or are to be sent by email to the first supervisor BEFORE the submission.

After successful handing in you will receive a confirmation signed by the person you've handed-in to.

NOTE After handing in, there is 3 weeks of time to clean out your goldsmithing workshop place and your student's table. Apart from that, you can use the workshops for the semester you have handed in the thesis. In case you prolong your matriculation for finishing the documentation, the workshops can be used at the "graduates fee".

Should your thesis not be passed you will get notice of this, in this case there is no colloquium.

5. Presentation

1) COLLOQUIUM

Students present their thesis in a colloquium. The regulations for oral examinations in accordance with Section 7 of the General Examination Regulations for Examinations in Degree Programmes at Trier University of Applied Sciences apply to the colloquium.

At the colloquium, the handed in practical work as well as the printout of the theoretical-scientific part must be available in an appropriate presentation.

The text of the presentation for the colloquium must be sent to the examiners by e-mail at least three working days before the colloquium. If the presentation is to be held in free speech, a text with the same meaning is to be submitted.

The colloquium text can also be included later as a 'final consideration' (see: 5.3) A)VII) in the documentation.

The colloquium has a duration of maximum 30 minutes of which maximum 15 minutes are available for the presentation of the work and at least 15 minutes are reserved for the defence.

The assessment of the colloquium includes the ability of the candidate to lay-out and explain the thesis and its development and artistic conclusions as well as the quality of the defence. (NOT the set-up of the presentation as this is not an exhibition!)

2] SCOPE OF THE DOCUMENTATION.

The documentation of the thesis should be designed and produced in a manner appropriate to the practical part of the thesis: The form, design and number of copies of the documentation are determined individually in agreement with the first supervisor.

The documentation consists of at least

a] A neatly bound book for the library (plus additional copies for the supervisors, if required),

b] Two data carriers (CD / DVD / SD card) with cover and booklet for the library (plus additional copies for the supervisors, if required).

NOTE: To avoid formal errors and reprints: The approval for the text, for the images of the works used and for the layout of the book must be obtained from the first supervisor before printing. An upload folder will be provided for this purpose.
It is strongly recommended to first clarify the photos and then to finalise the layout.
The Photography Assistant will be available in the weeks following the colloquium to provide advice and help on creating high-quality photos and a suitable layout.

The data carriers and the printed book must be submitted before the documentation deadline.

Your documentation is generally available for public inspection in the library. If there are compelling reasons (e.g. data-rights of third-party partners) against inspection, this must be clarified with the first supervisor and, upon agreement, noted in the documentation.

Here follows a detailed description of the form of the documentation. Failure to comply with the requirements below will result in refusal to accept the documentation.

3] FORM AND CONTENT OF THE DOCUMENTATION.

A] The book.

The book must contain the following parts:

I. Cover.

The cover must contain the following data:

> [Title of the thesis]
>
> [name of student]
>
> Documentation of the thesis for the award of the academic degree
> Master of Fine Arts
>
> Trier University of Applied Sciences
> Faculty of Art and Design

Dept. of Gemstone and Jewellery
Idar-Oberstein, Germany.

→ After the cover there need to be 3 blank pages. (they can contain pictures etc, but no text.

II. Main title page.

The main title page must contain the following data:

[Title of thesis]

Documentation of the thesis for the award of the
academic degree Master of Fine Arts

submitted by: [name of student]
submitted on: [date of the colloquium]

Supervisors:
[Title and name of supervisor]
[Title and name of assessor]
Theory supervisor:
[Title and name of lecturer of the preliminary project theory]

Trier University of Applied Sciences
Faculty of Art and Design
Dept. of Gemstone and Jewellery
Idar-Oberstein, Germany.

See an example in attachment 2 or visit the Library

→ This page should have Page number 3.

III. Abstract

In the Abstract, the content of the source text is summarised briefly and factually. The aim of writing a summary is to inform others who are not familiar with the text about the essential content.

The Abstract should not exceed 2500 characters.

IV. Table of contents

It should be organised like this example:

Abstract V

Part 1: Scientific-theoretical Part of the Thesis 5

Introduction 7

Title of chapter 1 9

Title of chapter 2 13

(Rest of the chapters…)

Part 2: Artistic-practical part of the Thesis 47

Final Reflection 81

Bibliography 82

List of Illustrations 85

Declaration of Authorship 87

Imprint 88

V. Part 1: Documentation of the scientific-theoretical of the Thesis.

This part starts on a right-sided page, stating "**Part 1: Documentation of the scientific-theoretical part**" and on the next pages contains the theoretical-scientific work with incorporated formal corrections according to academic standards.

NOTE: After submitting the "preliminary project theory", only spelling mistakes, errors in citation, references and image credits may be corrected; the content may no longer be edited.

VI. Part 2: Documentation of the Artistic-practical part

This part starts on a right-sided page stating: "**Part 2: Documentation of the artistic-practical part**" and on the next pages contains the visual reproduction of the artistic practical work consisting of:

a) a selection of representative photos and possibly design drawings, screenshots etc. documenting the development process of this part of the Master's thesis,

b) documenting high-quality photos of all results of the artistic-practical part of the Master's thesis.

NOTE: The images to be included in the book are determined in consultation with the supervisor and must be approved by the supervisor. It is advisable to obtain approval as early as possible. Without approval, the finished book may be rejected.

VII. Final reflection

After the artistic-practical part, a chapter entitled 'Final Reflection' is to be written, in which the results of the thesis are presented as an interplay between theoretical and practical work. This chapter should therefore only be written at the end or after the artistic-practical work.

This part starts on a right-sided page.

The final reflection can also be used as a text for a colloquium presentation (see 5. 1))
in your final reflection, you should review your topic, summarize methodology and analyse your result. You may as well look out in the future considering the relevance of your work. To do so, You can relate to issues that are derived from PART 1 and PART 2 as well as shine a light on the following:

- Personal narrative: Your position as a student exploring the chosen topic of your thesis.
- Historical awareness: The mask as both ancestral and modern, bridging eras.
- Artistic transformation: Jewellery as a reinterpretation of traditional forms with new voices.
- Social function: The mask as commentary, preservation, protest—even a cry.
- Clear structure: Synthesizes your thesis objectives, methods, and outcomes.
- Critical language: Uses terms like recontextualized, discourse, articulates, transformative potential.
- Cultural positioning: Frames your identity as part of the research context.
- Contribution to knowledge: Concludes with the impact and relevance of your work.

VIII. Declaration of authorship / External labour information.

External work may be used for the technical realisation but must be identified as such in the work (e.g. company references).

The following declaration* must be included:

> *Declaration of Authorship*
>
> *I, [first name surname], hereby declare that I have authored the presented thesis entitled'[title of the thesis]' independently and without the unauthorised help of third parties. I have not used any sources or aids other than those stated. Content taken verbatim or in essence from other sources is marked as such and provided with a corresponding source reference.*
>
> *I expressly declare that I have refrained from using artificial intelligence (AI), in particular AI-supported text generation programmes, data analysis tools or programming aids, when creating both the theoretical and the practical part of the work. The entire work is based exclusively on my own intellectual achievement and the permissible use of the sources provided.*
>
> *I am aware that any infringement of this declaration may result in sanctions by the university, which could go as far as the revocation of the academic degree.*
>
> *Idar-Oberstein, [Date]*
>
> *[Signature* (by hand after printing)*]*
>
> *[First name Surname]*

IX. Imprint (optionally with an ISBN delivered by the university)

The imprint reflects the publishing identity of the book—useful for branding, marketing, and bibliographic purposes.

In cases your overall work is of excellent quality (text, artwork, pictures and typography) the university may supply you with an ISBN to get your documentation officially registered on the university's and on your name in the national German library and its online databases.

An outstanding grade for the thesis alone does not establish an entitlement to receive an ISBN. Rather, the university reserves the right to prohibit the use of an ISBN in a documentation. The ISBN comes with a a small administrative fee.

The imprint can hold (for example):

> *IMPRINT*
>
> *This publication documents the BFA/MFA Thesis of [your name]*
>
> *Published by Trier University of Applied Sciences, Campus Gemstones and Jewellery, in cooperation with [your name] (Logo of the Campus can be included here)*
>
> *Translation: (if any) …*
>
> *Copy editing: (if any) …*
>
> *Graphic design: (if any) …*
>
> *Printed by: (your printing company: name and city)*
>
> [if you are awarded an ISBN you need to implement the following paragraph]
> *Bibliographic information published by the Deutsche Nationalbibliothek: The Deutsche Nationalbibliothek lists this publication in the Deutsche Nationalbibliografie; detailed bibliographic data are available at www.dnb.de.*
>
> *© 2022 Hochschule Trier, Campus Idar-Oberstein and [your name], Include the universities logo in the language of your course of study* (find it at www.hochschule-trier.de/semesterinfo-io-e).
>
> *All rights reserved. No part of this work may be reproduced or*

> *used in any form or by any means (graphic, electronic or mechanical, including photocopying or information storage and retrieval systems) without written permission from the copyright holders.*
>
> *ISBN 987-6-54321-000-0*
>
> *Made in Germany, 202X*

→ Before the back cover there need to be 3 blank pages. (they can contain pictures etc, but no text.

X. Back Cover: in case you are allowed to use a university OSBN there needs to be a barcode as well as a university logo on the back of your book.

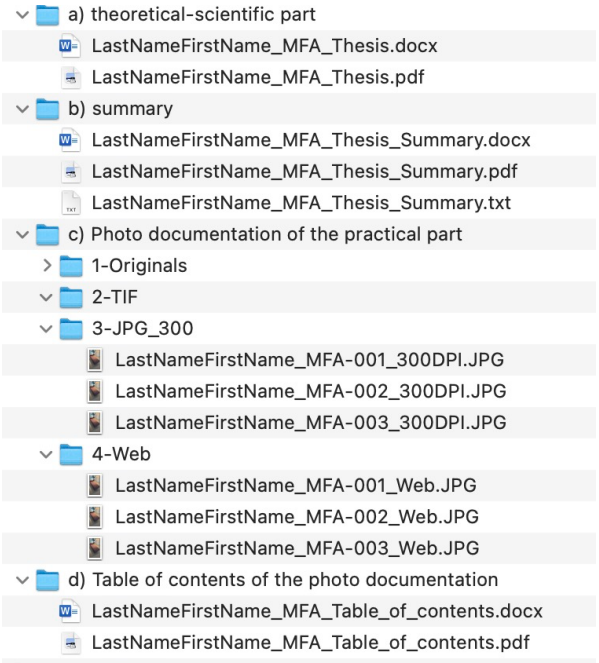
→ Do not forget to have the title and your name printed on the spine of the book.

B) The Data Carriers.

The complete documentation of the theoretical and practical work must be enclosed on data carriers (CD/DVD or, preferably, SD card).

I. Folder Structure on the date carriers

The data must be saved on each data carrier in the following folder structure:



a) The theoretical-scientific part.

as PDF and as Word file (i.e. 2x the same in different file formats) with file name pattern:

- LastnameFirstname_MFA_Thesis.pdf,
- LastNameFirstName_MFA_Thesis.docx.

b) The summary as separate in 3 different file formats (PDF, DOCX and TXT) with file name pattern:

- LastNameFirstName_MFA_Thesis_Summary.pdf
- LastNameFirstName_MFA_Thesis_Summary.docx
- LastNameFirstName_MFA_Thesis_Summary.txt

c) Photo documentation of the practical part.

All photos must be saved in 4 different resolutions in the following 4 separate folders:

"1-Originals"
Content: The unprocessed original data (as they come out of the camera - usually raw-format).

"2-TIF"
Content: The edited photos as TIFs with 300 dpi resolution, print size about 21 x 30 cm.
(Data name: LastNameFirstName_MFA-01.tif)

No photos in PSD format or TIFs with multiple layers!

"3-JPG_300"
Content: JPEGs in 300 dpi with print size about 21 x 30 cm.
(File names: LastNameFirstName_MFA-01.jpg)

"4-Web"
Content: Compressed JPEGs in 72 dpi with shortest side between 1200 px and 1800 px.
(File names: LastNameFirstName_MFA-01web.jpg)

d) Table of contents of the photo documentation

A table of contents must be inserted on each data carrier with the following information:

- Picture of the work,
- Type, "title", year of creation,
- Material, (not the its form "silver plate", but "silver")
- EK value (artist's price),
- File name of the pictures,
- photo rights



Necklace "Gold in the swamp" 2019,
Silver, brass, paint
Artist price: 1.070 Euro

File name: KaminskiKaren_BFA-03#

Photo: Gretchen Maier

Fig. 2: Example of a table of contents entry

This table of contents must be available in 2 different data formats:

- LastNameFirstName_MFA_Table_of_contents.pdf
- LastNameFirstName_MFA_Table_of_contents.docx.

Sleeve, cover and booklet with table of contents of the data carrier.

All data carriers (including SD cards) must be packed in a CD case and provided with a printed cover and a booklet with a photo directory. Cover and booklet can be one and the same if the case is transparent.

The data carriers must be labelled with first name and surname; the case of the data carriers must show the following information:

- FirstName LastName,
- title of the thesis,

- supervisors,
- date of the colloquium
- Contents of the data carriers.

The printed booklet (= photo directory) must contain at least the following information for each work:

- file name of the image,
- title of the respective work,
- thumbnails of the images contained on the data carrier.

6. rights and ownership of the thesis

According to the law, the university is owner of the thesis.

Statement from the Rhineland-Palatinate ministry of science and education:

"Even if the student provides the material himself (which, as is well known, is the rule), an acquisition of ownership of the thesis by the university of applied sciences is to be assumed according to § 950 BGB, because it must be regarded as the "manufacturer" in the legal sense. According to general opinion, § 950 BGB is to be interpreted in such a way that it is not primarily a matter of who produces a work with their own hands, but who controls the production process. Accordingly, a person who has a work produced by others on his or her behalf can also be a manufacturer in the legal sense. In the case of students' examinations, the students work at the instigation of the university; they produce the works for the purpose of the examination in the knowledge that the work is to be handed in to the university. If necessary, it would also be possible to see the delivery of the work as a transfer of ownership. Result: The university of applied sciences becomes the owner of the thesis.[1]

7. Permanent loan, handing over the practical work

After submission of the approved documentation (book and data-carriers), the practical part of the thesis - with the exception of the work for the university collection/permanent loan - can be returned to the graduate.

A permanent loan form must be completed for each work retained by the university for the university collection (can be found at www.hochschule-trier.de/semesterinfo-io-e). The permanent loan must be handed over in appropriate packaging.

8. Degree Certificate, final grade and de-matriculation

Only after all parts of the thesis (theoretical-scientific part, practical-artistic part, colloquium and documentation) have been passed the certificate will be produced. This administrative process can take up to 8 weeks.

NOTE *During this time, the student is advised to work through the ‚Route-Card', on which the completion of the last organisational matters (clean workplaces, return of keys, all books and tools) is confirmed by the responsible members of staff.*

The certificate will only be issued after all the points noted on the “Route-Card” [http://www.hochschule-trier.de/semesterinfo-io-e] have been countersigned by the person concerned and the route card has been handed in at secretariate.

NOTE *If, after passing all coursework and examinations, a confirmation of successful completion of studies is required before the degree certificate is issued, it is possible to obtain a "Confirmation of Academic*

[1] This is the translated version of a German text and intended for reference only.

Degree" from the Student Service Centre.

FINAL GRADE

The final grade on your degree certificate is composed of the cumulated grades of your 3 Project modules (14% + 14% + 17%), your 3 Theory modules (3%+6%+6%) and the graduation work (Pre-project 9%, Thesis 28%, Presentation 3%)

DE-MATRICULATION

As a rule, de-matriculation takes place automatically at the end of the respective semester (winter: 28 February, summer: 31 August) after passing the final examination. If de-matriculation is necessary earlier, an application for de-matriculation must be submitted (form available on the Internet or at the Student Services Office).

9. Extension due to illness; opening hours.

ILLNESS

In case of illness, please contact the supervisor immediately and submit your medical certificate to the Study Service without delay. Only periods of sick leave documented by such a doctor's certificate can be counted towards the processing time. In case of longer sick leave (more than 6 weeks) the examination board will be involved.

OPENING HOURS

When planning your work, please note the opening hours of the workshops, the photo and computer labs and the library (also/especially during lecture-free periods).

10. Information for Bafög beneficiaries.

Bafög beneficiaries have the option of applying for a loan waiver after completing their studies. (Form available on the internet or from the Student Services).

By submitting an application, students give the Examination Office permission to forward their grades to the Federal Office of Administration in Cologne. The Federal Office of Administration determines the students who are eligible for a waiver from the applications received.

(Detailed information about the Bafög office at UCB)

11. Contacts for questions.

Should you have any questions on one of the issues of this leaflet, do not hesitate to ask:

your respective first supervisor(s) and/or
the theory teacher, Julia
the Student Service, Manuela Matzenbacher,
the head of photography, Cornelia Wruck
the Chairperson of the Examination Committee, Prof. Ute Eitzenhöfer

Attachment 1: Formalia for your theory and text

Formalia

- Word or Open Office
- 30-50 pages without pictures and attachments for MFA thesis
- Font size: main text 12 pt / footnotes: 10 pt
- Line spacing: main text, 1.5 / footnote 1.0
- Margins: 4 cm (left), 2 cm (right), 2.5 cm (open), 2 cm (bottom)

Citation

There are different citation systems that are used equally side by side. Which system is used is up to the author of the work. The top priority is consistency, i.e. the systems should not be mixed.

Monograph

A monograph is an independently published individual presentation. The footnote to a monograph indicates author, title, place of publication, publisher (not obligatory), year and, in the case of a specific reference, the corresponding page number(s).

Example: *3 Daniel Miller: The comfort of things. Cambridge [u.a.]: Polity Press 2008, 36.*

If a quotation or paraphrased train of thought extends over more than one page, the reference to the page number is usually given as "64f" (instead of "64-65"). 64ff" refers to several subsequent pages (but not to how many pages). If the reference can be precisely delimited, it is advisable to specify "64-69" as above.

Anthology

An anthology is a collection of individual articles on a given topic. The footnote gives author, essay title, editor, title of the anthology (in italics), place of publication, publisher, year and, in the case of a concrete reference, the page of the cited passage within the essay. The page count is omitted; it is only mentioned in the bibliography.

Example: *2 Yvonne Stolz: „The evidence for jewellery production in Constantinople in the early Byzantine period." In: Adams Entwistle (Hg.): Intelligible beauty. London: British Museum 2010, 15.*

Articles

The footnote to journal articles indicates the title of the journal (in italics) after the author and the title of the article and the serial number or issue within the serial number. Many journals are paginated continuously within a volume - i.e. the pages of several issues are counted consecutively. In this case it is not necessary to mention the issue in question. However, if each issue is counted separately, not only the year but also the issue must be indicated.

Example: *3 Miriam Leranbaum: „‚Mistresses of Orthodoxy': Education in the Lives and Writings of Late Eighteenth-Century English Women Writers." Proceedings of the American Philosophical Society 121.4(1977), 288.*

Internet pages

An internet document generally accessible via a web browser is cited by the following information:
- name of the author
- Year of creation or year of provision (if known) - Title in inverted commas
- URL
- Date of access in round brackets

Example: Mark Israel (1997): „The alt.usage.english. FAQ file",
http://www.cis.ohiostate.edu/hypertext/faq/usenet/alt-usage-english-faq/faq.html (02.02.2002).

Trier University of Applied Sciences
Campus Gemstones & Jewellery

Attachment 2: Example of the main title page

MASK
THE CONTEXTUAL CRY

Documentation of the thesis
for the degree of Master of Fine Arts
in Gemstones and Jewellery
by Chidimma Omeke.
Submitted on 28 February 2025

Supervisors:
Prof. Theo Smeets
Typhaine Le Monnier M.F.A.

Theory supervisor:
Julia Wild M.A.

Trier University of Applied Sciences
Faculty of Design
Campus Gemstones and Jewellery
Idar-Oberstein, Germany.