

Information Sheet

Completing your Master's Degree

Are you approaching the finish line of your Master's Degree? Congratulations and good luck for your remaining exams! This guide is intended to help you complete the last steps towards the completion of your studies.

Please note: To avoid delays please complete the steps in the order as described below. Please check whether all requirements are met, otherwise no administrative processing can take place!

1. Master's Thesis: From Planning to Submission

Getting started

- The Master's Thesis is a written academic thesis, in which you independently explore a specific research question under supervision of one of our department members with an approximate length ranging from **25.000 to 30.000 words** (not counting appendices and tables/bibliography). In the new curriculum 2024 (becoming effective in the winter term 2024/25), no word limit is set any more.
- You can find a list of **department members who can supervise** the writing process of your Master's Thesis covering various research areas on the department's website under "**Studies**" -> "[Master Political Science](#)".
- In the **Master's Seminar**, which all master students have to attend, you will be able to present a concept and drafts of your thesis and to discuss it with your colleagues and the instructor of the Master's Seminar.
- After **confirming your topic** with the supervisor, you are free to register a working title in PLUSonline, under **Thesis Management (PAAV)** (you may also use this [link](#)). You then log on with your student access credentials and follow the instructions. Following confirmation by the Dean of the Faculty of Social Sciences, the Master's Thesis counts as

registered. It will then be marked as “Approved” in PAAV, under the section “Current status”.

- **Note:** A minimum of three supervision meetings is recommended. For each meeting, the date, together with the place, time, and the main topics discussed must be entered in PAAV. Please stay in touch with your supervisor!

Submission Requirements

- The **Master’s Thesis** is registered as “Approved” in PAAV, see previous steps (“Getting started”).
- **Protocols of the supervision process are provided** (1 appointment at the minimum).
- Please **make the following entries in the PAAV system**:
 - Abstract of your thesis in the original language (if different from English or German)
 - Abstract in English (4.000 characters at the maximum)
 - At least 3 keywords
- **Upload your Master’s Thesis** (formatted as *.pdf file) in the PAAV system. Subsequently, a plagiarism check is carried out by your supervisor. The PAAV system will inform you about the results of the plagiarism check. If the plagiarism check is negative (i.e., no hints of significant plagiarism have been detected), you can print out the thesis and finally submit it (see next point). If the plagiarism check is positive, your supervisor will contact you.
- **Print out your Master’s Thesis:** You have to submit **one printed and bound copy** of your thesis for the University’s Library. Your printing order is sent automatically from PAAV to the University’s Print Center and from there to the University’s Library. Details on the available formats and prices can be found on the Print Center’s [website](#) (alas only in German). Your supervisor gets a printed and bound copy only if he or she explicitly demands it.
- **Note:** A suggestion for the **design of the front sheet** can be found at the end of this information guide. In any case, the author’s name, the title of the thesis, the name of the supervisor and the department must be provided. Any other personal information (like your postal address, telephone number, birth date, or student number) is prohibited.
- **Important: Only if all the above noted requirements are met, the submission of the thesis can be accepted!** The supervisor will be given a deadline of two months for his or her assessment, which then will be available online through the PAAV system.

2. Registration for the Master’s Exam

Requirements

- **Positive assessment of the Master’s Thesis**
- **Submission of your [Examination Record](#) to the [Examination Office](#)**, either in person or by email (either to norbert.lagler@plus.ac.at or alexandra.trautmann@plus.ac.at). Please note: the usual processing time is 2-4 weeks!
- **Exam registration:** As soon as these documents are available in the Examination Office, you will receive the registration form for the Master’s Examination by email. You need to

decide who will be your two examiners (for a list of possible examiners see our [website](#)) and who will act as chairman/chairwoman. As a rule, the two areas that you chose as subjects of specialization from the elective modules will be the subjects of the exam. Please ask these persons per email and arrange the examination date with all three of them, i.e., your two examiners and the chairman/chairwoman of the exam. Then return the completed form according to the information provided in the email.

- **Note:** For students starting in the winter term 2024/25 or after, new rules will apply. The **new curriculum 2024** states that the master' exam consists of 1) a presentation of the master's thesis by the person taking the exam; 2) questions relating to the master's thesis by members of the examining committee; and 3) questions relating to another topic, different from the topic of the master's thesis, which is selected by the person taking the exam from the modules of the master programme.
- **Important: The exam must be registered in the Examination Office two weeks before its date.** No exceptions are possible!

3. Graduation Documents

- After you have passed the Master's Examination, the Examination Office will make every effort to complete and forward your graduation documents to you as quickly as possible. Please note, though, that processing your graduation documents may take up to **four weeks** (from the time you report the completion of your studies).
- As soon as your **graduation documents** (certificate, awarding decree, diploma supplement) are ready, they will be sent to you by email. Before that, you will be asked to fill in a **statistic form** and send it to the Examination Office (KW-GW-Pruefungsreferat@plus.ac.at).
- You may also register for a **graduation ceremony**, which is not obligatory, however. For further information, please consult the website of our [Communication Department](#).

Appendix: Design suggestion for the front page

Please note that for reasons of data protection **only your name, but no other personal information** (like your postal address, telephone number, birth date, or student number) is permitted to be cited on the front page.

TITLE OF THE THESIS

Master's Thesis
submitted for the Degree of Master of Arts
at the Faculty of Social Sciences
of the Paris Lodron University of Salzburg

Department of Political Science
Supervisor: Prof. Dr.

Submitted by
FORENAME
SURNAME

Salzburg, Month Year