

Guideline to complete your master study programme

Status: July 2023

Point 1: Registration of the master thesis

The master thesis **must be registered in "PAAV" at the beginning of the thesis.**

Topic and Supervisor must be approved by the dean first!

The registration in the online database "PAAV" is done via the PLUSonline business card. You need a valid user account for this. After entering the preliminary topic (working title) and selecting the supervisor, the student must approve the entry for the supervisor, so that the supervisor can confirm the work project in "PAAV".

The approval of the head of department and the dean is obtained by the examination office!

Point 2: List of finished courses

As soon as all courses listed in the curriculum or in Curriculum Support (CS) have been completed, the following documents must be submitted to the examination office (by email, in person or via postal service):

- completed list of finished courses (see homepage <https://www.plus.ac.at/natural-and-life-sciences/service-for-students/?lang=en>)
- Optional: Copies of the Notification(s) of Recognition from the Legal Department

PLEASE NOTE: The Curriculum Commission is responsible for recognition matters

Point 3: Submission of the master thesis

First steps:

- Thesis in the PAAV system has the status "approved".
- Logging of supervision (at least 1 appointment).
- Now make the following entries in the PAAV system:
 - o Abstract of the thesis in German or original language.
 - o Abstract in English (max. 4,000 characters each)
 - o At least 3 keywords

The next steps:

- Upload thesis in PAAV (PDF format)
- The plagiarism check is now carried out by the (first) supervisor
- The plagiarism check must be negative

Print center workflow:

- Print jobs for theses are automatically sent from PAAV to the print center after you have placed your order.
- Only the checked and submitted version of your thesis will be printed. The print job is submitted through PAAV. A deposit copy will be sent automatically to the library by the print center.
- You will be responsible for the cost of print orders and shipping by mail. You will be offered the best possible price! Details about the prices can be found in the PAAV linked and on the website of the Printcenter. Payment is made directly at the PAAV.
- A printed copy for supervisor will only be provided if specifically requested by him/her. Ordering and payment also takes place via PAAV.

Cover sheet of the master thesis:

- There **must be no** University logo on the cover page!
- There is **no need to include a declaration oath** in the Master's thesis!
PAAV asks you to confirm a declaration oath when uploading the Master's thesis - however, if it is included in the thesis, please sign it!
- Proposal for the design of the cover sheet of the master thesis:

<p style="text-align: center;">TITLE OF THE MASTER THESIS</p> <p style="text-align: center;">[THIS TITLE MUST MATCH THE TITLE (ORIGINAL LANGUAGE) IN THE PAAV].</p> <p style="text-align: center;">MASTER'S WORK</p> <p style="text-align: center;">for the attainment of the Master degree (MSc)</p> <p style="text-align: center;">at the Faculty of Natural and Life Sciences</p> <p style="text-align: center;">of the University of Salzburg</p> <p style="text-align: center;">Department *</p> <p style="text-align: center;">Supervisor: Prof. Dr.</p> <p style="text-align: center;">submitted by</p> <p style="text-align: center;">PRE- and SURNAME</p> <p style="text-align: center;">Salzburg, Month and Year</p>

Final steps:

- The assessment is uploaded by the supervisor in PAAV (the deadline for the upload is 2 months).
- As soon as this has been confirmed by the Examinations Office, you will be able to view the report in PAAV.

If you experience technical problems, please contact the IT department of the University of Salzburg: ticket@plus.ac.at or read the help texts provided in PAAV.

At the same time, the completed form "**Announcement of examiners and examination subjects of the commissioned Bachelor's or Master's examination**" must be submitted (**by email, in person or via postal service**) at the examination office to the responsible administrator <https://www.plus.ac.at/natural-and-life-sciences/service-for-students/?lang=en>

Please note that the chairperson can also be chosen by the student!

Point 4: Assessment/appointment form

Due to legal requirements, the supervisor **has a maximum of two months** from the official submission of the master's thesis to prepare the assessment.

- After the assessment of the Master's thesis has been entered or uploaded in PAAV by the supervisor, the assessment is only released by the Examinations Office at first and the deposit copy is printed via the Print Center.
- The grade of the master's thesis is entered in Curriculum Support by the Examinations Office **after** the payment of the deposit copy has been completed by the student.
- Once the thesis grade is entered in CS, the student will receive the "Announcement of Examination Date" form for the final board master's examination via email from the Examinations Office.
- The student must contact the chairperson and the two examiners regarding the exact date and place of the examination.

The formular of the examination date with all necessary signatures **must be submitted to the Examinations Office (by email, in person or via postal service) latest 2 weeks** before the planned examination date!

Point 5: Graduation documents

As of February 1, 2022, graduation documents have a digital signature and are emailed to your student email account. There is no need to pick them up in person anymore. Furthermore, the graduation documents can thus be forwarded in electronic form - e.g. for further education or applications.

The authenticity of the documents can be verified by uploading the relevant PDF at <http://www.signaturpruefung.gv.at/>

After the positive completion of your studies, you will receive an e-mail from the Examinations Office to your student e-mail address. Please send the mandatory UHSTAT2 statistics form in PDF format (all information regarding this can be found in the e-mail) immediately to the Examinations Office at the following address: nlw.pruefungsreferat@plus.ac.at.

Only then the Examinations Office will send you the final documents (degree certificate, award notification and Diploma Supplement) to your student e-mail address.

However, we ask for your understanding that the issuance and transmission of these documents **can and may take up to 4 weeks!**

Point 6: Sponision

Please note:

Attendance at the ceremonial graduation is not obligatory and requires registration with the Communication & Fundraising Department:

<https://www.plus.ac.at/kommunikation-und-fundraising/service-fuer-studierende/sponision-promotion/>