

How to finish the Master Programme EUS

Curriculum 2023

Caution: There are extra guides for the slightly different processes for Double Degree students!

Note:

Finishing the study programme takes some effort and patience, as it involves bureaucracy and your supervisor will need time to review your thesis!

You need 2 “organisations” in the process: the SCEUS for the handing in of the thesis and managing recognitions and the Prüfungspass – and the examinations department (Prüfungsreferat) of the KW/GW Faculties for the formalities:

<https://www.plus.ac.at/gesellschaftswissenschaftliche-fakultaet/oeffnungszeiten-kontakt-standort/pruefungsreferat/?lang=en>

You need to be enrolled as a student of Uni Salzburg to be able to graduate! Do not forget to pay the ÖH fee.

Make sure you are in time with everything – this means:

- Handing in your thesis 2 **MONTHS** before you would like to graduate (via PAAV in Plusonline). The deadline of 2 months might be shortened in case your supervisor allows it.
- Handing in recognitions (if you have any) at the SCEUS.
- Handing in a Prüfungspass at the examinations dept.

The whole process Step-by-Step:

Supervisors:

Who is allowed to do the supervision?

See list of supervisors on the SCEUS website

Master thesis:

How long shall the Master thesis be and what requirements are there?

The required length of a Master thesis can vary between different disciplines. The guidelines and information on the writing of a Master thesis at the faculty of Political Science mention an approximated length of 25,000 to a maximum of 30,000 words. However, your supervisor can give you more details on that as well as on other requirements he/she has (e.g. citation style etc.)

How to register for your Master thesis:

- When you start writing your thesis, you have to register it in Plusonline (Business card at Diplom-/Masterarbeiten - PAAV)
- Select your supervisor – caution, you have to search the specific department (Political Science, EU-Law etc.)
- Your supervisor and then the dean of the faculty have to approve your registration (they will receive an email automatically when you did the registration right)

After the Master thesis has been approved, it will appear on Plusonline as “approved”. The PAAV system will ask you to make some **entries**, e.g. an abstract, it is quite self explanatory. You can fill this later, before handing it in, if you prefer. If you have any questions, please ask at the KGW-Prüfungrefrat (link see above).

Recognitions:

If you have any courses to recognize from other universities or study programmes, you need to:

- Register them via Plusonline recognition and match them with the courses of EUS you want them to be recognized for
- Print and sign the list Plusonline makes.
- Have it confirmed at the SCEUS, we will then send it to the legal department. The legal department will take some time to work on it and then email you the confirmation (Bescheid) which you need to confirm by emailing back again.

There is a detailed guide on how to do recognitions on our website.

Handing in the thesis:

Note: Please do NOT use the University Logo on your thesis, this is not allowed.

Attention: When your thesis is finished, you have to hand it in online and in printed form (both is managed via the PAAV-system):

- via Plusonline-PAAV
 - fill in the supervision protocol (at least one meeting has to be mentioned)
 - upload the thesis

- then your supervisor has to do a plagiarism check and allow you to hand in the printed theses. It will be a good idea to stay in contact with your supervisor concerning these steps!!
- The printed thesis has to be handed in at/sent to the examination office of the KW/GW faculties. You will find more info in the PAAV-system. The University's Printcenter will assist you with the hardcopies.

Note: The examination department gives some info here:

<https://www.plus.ac.at/gesellschaftswissenschaftliche-fakultaet/studium-mehr/informationen-zum-masterabschluss/> e.g. a link to the Prüfungspass page and an Infosheet on handing in the thesis incl. a suggestion of how to model the front page. Unfortunately it is in German but it will still be helpful.

Attention: *Your thesis can only be accepted if you fulfil the requirements mentioned above! The requirements will be checked and your supervisor will write the review. The deadline for the assessment is 2 MONTHS (NOT weeks!!) and will only shorten if your supervisor explicitly agrees.*

Prüfungspass:

You have to hand in a Prüfungspass at the examinations department. It is simply a table listing all the classes you passed to fulfil the EUS curriculum (including recognized courses). You find it on the website of the examinations department (<https://www.plus.ac.at/gesellschaftswissenschaftliche-fakultaet/studium-mehr/studienrichtungen-2/european-union-studies-2/ma-european-union-studies-2/>). We advise you to send it to the SCEUS secretary first for checking before handing it in. The examinations department has to check and confirm the form, that usually takes about a week.

Deadlines:

There are no specific official time frames or deadlines for the registration or writing of the thesis or the handing in of the aforementioned documents. You register your thesis at some point when you start writing it and hand it in when it is finished. Recognitions and Prüfungspass can be managed along the way or afterwards. The graduation document will be issued as soon as everything is handed in (including the supervisors review). Students usually agree with their supervisors on a time frame and organize themselves.

Degree/notification of the granting of the Master degree:

When your documents are complete, your supervisor has reviewed and graded your thesis and you handed in the Prüfungspass, the degree certificate and the notification of the granting of the Master degree are issued by the examinations department. (You will be informed via email). This might take up to a month max.

Award certificates and notices will be issued electronically and sent via e-mail.

Signed physical copies can only be issued if an authority, a university, etc. will not accept the electronically issued documents. Their request must be proven in writing. Please send any form of correspondence from the respective authority, university, etc. via e-mail to KW-GW-Pruefungsreferat@plus.ac.at

Information on the graduation ceremony (“Sponson”):

If you want to participate in the official graduation ceremony, you have to register. Registration and info you can find here: <https://www.plus.ac.at/communication-and-fundraising/service-for-students/graduation-ceremonies/?lang=en>