

# How to finish the Master Programme EUS – Double Degree Olomouc Curriculum 2023

## 1. Students incoming from Olomouc (home University Olomouc)

### 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 secretary of SCEUS 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 at the SCEUS.
- Handing in a Prüfungspass at the examinations dept.

### The whole process Step-by-Step:

You will initiate this process after you finished your Master at Palacky University Olomouc and passed the courses in Salzburg which are indicated for the Double Degree in EUS.

### **Registering the Master thesis:**

You need a supervisor of your thesis in Salzburg who reviews your thesis – for Olomouc students this is Prof. Doris Wydra (unless she tells you otherwise). Make it clear when contacting her that you are a Double Degree student from Olomouc (and so have a slightly different path to finishing EUS.)

### 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:

You have to recognize courses and master exam from Olomouc.

- Contact the secretary of SCEUS and hand in your diploma and a transcript listing all your courses from Palacky University and a transcript of all the courses from Salzburg University.
- We will check, process and confirm the courses and 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

### 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:**

When your recognition is done, you have to hand in a Prüfungspass. It is a table listing all the classes you did to fulfil the EUS curriculum (including recognized courses). You will be contacted by the SCEUS secretary about that when your recognitions are done.

### **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.

**NOTIFY the SCEUS Secretary** when you receive the grading of your thesis so we can confirm the issuing of your graduation documents!

### **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](mailto:KW-GW-Pruefungsreferat@plus.ac.at)

### **Information on the graduation ceremony (“Sponsion”):**

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>

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## **2. Students outgoing to Olomouc (home University Salzburg)**

### **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 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. As Double Degree Student in Olomouc you will have two Supervisors. A Supervisor from Palacky University Olomouc and another Supervisor from Salzburg University. Make sure to find them early and be clear about the co-supervision.

#### **Master thesis:**

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

The Master thesis has to be on an EU-related topic! 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:**

You have to recognize the courses from Palacky University.

- Use the table of equivalent courses you got at the beginning of the DD programme!
- Register the courses via Plusonline recognition and match them with the courses of EUS you want them to be recognized for (See our guide on the website. Also the EUS Study guide is a good checklist.)
- 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 in Olomouc and in Salzburg, in Salzburg it has to be done online and in printed form (both is managed via the PAAV-system):

- In Olomouc: you need an EXTRA REVIEW from Olomouc to be able to finish the double degree. The SCEUS Secretary will assist you with that. Write to the SCEUS secretary and attach the thesis, it will be forwarded to the Olomouc supervisor – stay in touch with the SCEUS secretary who will receive the review from your Olomouc supervisor and pass the review on to you; in case the Olomouc professor sends the review to you directly, make sure

to hand it in at the SCEUS secretary right away;

- In Salzburg online: 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!!
  
- In Salzburg printed: 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.*

### **Recognitions in Olomouc and final course in Salzburg:**

After handing in the thesis and receiving the reviews from both Universities, you need to contact Olomouc University and do your recognitions. Radana Kuncova will help you with that. Also you need to register for and pass the course "Master Seminar DD Olomouc – Master Exam" in Salzburg, which is a special form of the Interdisciplinary Masterseminar for DD students. It consists only of one meeting, which is scheduled by the SCEUS secretary, where you present your thesis.

### **Prüfungspass:**

After you finished all the courses and recognitions at both universities, you have to hand in a Prüfungspass at the examinations department. It is 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 some time.

### **Deadlines:**

In Salzburg 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. Make sure to be clear about any deadlines Olomouc may have, to be sure not to miss anything!

### **Degree/notification of the granting of the Master degree in Salzburg:**

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.

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### **Information on the graduation ceremony (“Sponion”):**

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### **Finishing the Double Degree in Olomouc:**

After you passed your final exam in Salzburg and received your graduation documents, you need to contact Olomouc and follow the graduation process there. You will need your Diploma Supplement and Transcript of Records as well as the Diploma. Also check the smartinfo-sheet you got when starting your DD. Your supervisor and Radana Kuncova will help you with that process.