

## Guidelines for the Master's Degree Programme

### Human-Computer Interaction

11/2024

#### Introduction

In order to finish your Master's Degree in „Human-Computer Interaction“ at the Paris Lodron Universität Salzburg, it is necessary to complete the following steps:

- The completion of all relevant courses according to the Curriculum (25.06.2019) <https://www.plus.ac.at/wp-content/uploads/2021/02/mb190625-curr-hci.pdf>
- The submission of the „Prüfungspass“ (a proof of all exams you've finished) and further forms are to be found via this link below
- A positive evaluation of your master's thesis by your supervisor
- A positive completion of the master exam

Please find more information about forms and guidelines for the Master HCI [HERE](#)

#### 2. How to start your master's thesis

1. Find a topic of interest in the list provided by the FH / PLUS or suggest your own topic
2. Find a supervisor and discuss the topic with the supervisor  
(for detailed information please read the master guideline provided by FH Salzburg / PLUS which can be found in the FH Wiki)
3. **Register** your master's thesis online in the PLUOnline **PAAV** before writing it.

#### 3. How to proceed with your master's thesis

- Enroll for the „Master Thesis Seminar“ and take part in it
- Keep your supervisor updated on the progress

##### **For Master's thesis undertaken at Salzburg University of Applied Sciences:**

- the topic must be thematically assigned to one of the subjects/modules defined in the Master Programme.
- The student is entitled to propose the topic or to choose the topic from a number of suggestions made by the available supervisors.
- The topic as well as the supervisor must be checked and approved by the Head of Degree Programme.
- If the proposals do not meet the requirements or are not submitted on time, the Head of Degree Programme shall assign a supervisor and a topic in order to ensure compliance with the standard period of study.
- At Salzburg University of Applied Sciences the topic can only be changed once, and only within the first two months after approval.
  - This change must be justified in writing, approved by the Head of the Degree Programme and depends, among other things, on whether a suitable supervisor can be provided.

#### **For Master's thesis undertaken at the University of Salzburg,**

- the topic must be thematically assigned to one of the subjects/modules defined in the master program.
- The student is entitled to propose the topic or to choose the topic from a number of suggestions made by the available supervisors.
- Supervisors can be persons habilitated at the University of Salzburg.
  - Upon special request, the Dean of the Faculty of DAS - Faculty may also admit a non- habilitated person as supervisor. They must have completed a doctorate in the research area concerned. Dissertation students may act as co-supervisors.
- The rules for changing topics and/or supervisors at the University/ University of Applied Science are those defined in the current statutes.
- **The student must notify the topic and the supervisor of the degree thesis or master's thesis in PAAV** (A Master's thesis supervised by the University of Applied Science also has to be submitted in PAAV)
  - A change of Supervisor is permitted until the Master's thesis HCI Master's Guideline 2021/2022 7/32 is submitted.

#### **4. How to finish your master's thesis**

- Record the meetings with your supervisor in the PAAV
- Upload the master's thesis as a PDF file for the plagiarism check in PAAV, which will be confirmed by your supervisor. Please allow some time for that.
  
- Enter the abstracts in German and English, the keywords and the OESTAT categories.

Under the following link you can find further information how to print your master thesis's at PLUS and further information of the master examination:

<https://www.plus.ac.at/wirtschaftsabteilung/printcenter/studierende/formatepreise-2/>

- 1) Fill in your grades in "list of your finished courses" also known as "Prüfungspass"
- 2) After submission of Master's Thesis please announce the examiners and examination subjects for the master's examination (see Master HCI Guidelines FH Wiki) before your examination date which you agreed on with your supervisor and which has to be confirmed by the dean.
- 3) The form of examination date has to be sent in to the examination office at least 2 weeks before the actual examination date. Additionally, the Master thesis has to be confirmed by your super visor in PLUS online.

#### **Writing at PLUS:**

- Only the reviewed and submitted version of your thesis will be printed. The print job is submitted via PAAV. One mandatory copy will be sent to the PLUS library. The sending is done automatically through the print center.
- You will be responsible for the cost of your printed orders. Details about the prices can be found in the PAAV linked and on the website of the print center website. Payment is

made directly in the PAAV.

- A printed copy for supervisor/reviewer will only be produced if this is explicitly requested by the student. Ordering and payment are also done via PAAV by the students.

**Please do not use any university logo or seal in your thesis and use a hard bound cover for the master thesis.**

#### **Writing at FHS:**

- 2 printed versions are necessary + 1 PAAV, which is ordered and paid by the student via PAAV. The process after the order in PAAV is automatically which means the printed version goes directly to the library + **Send us the “list of your finished courses” = „Prüfungspass“**

#### **5. Master Examination Process**

- The examination will take approximately 50 minutes
- You will then be informed about your grade
- Notification by the examination office follows for picking up your master's degree

#### **6. Graduation documents**

Students will be notified as soon as possible via e-mail once the graduation documents have been completed. Please note that it will take some weeks for the documents to be issued. You should register for the graduation ceremony at the Admissions Department (Kapitelgasse 4).

<https://www.plus.ac.at/communication-and-fundraising/service-for-students/graduation-ceremonies/?lang=en>

#### **Contact:**

For information on examination matters, please contact the Examination Office ([das.pruefungsreferat@plus.ac.at](mailto:das.pruefungsreferat@plus.ac.at))

Links FHS:

Human Computer Interaction:

<https://www.fh-salzburg.ac.at/studium/ct/human-computer-interaction-joint-master>

If you want to register for the PLUS graduation ceremony:

<https://www.plus.ac.at/communication-and-fundraising/service-for-students/graduation-ceremonies/?lang=en>