

# How to finish the Master Programme EUS – Double-Degree LUISS

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

### Note:

Finishing the study programme takes some effort, as it involves a lot of bureaucracy! Do not underestimate the time it takes!

You need 2 “organisations” in the process: the secretary of SCEUS for the coordination of the exam date and -commission as well as handing in the final registration form – and the examinations office (Prüfungsreferat) of the KGW-Faculty for everything else:

<https://www.plus.ac.at/kultur-u-gesellschaftsw-fakultaet/studium-mehr/>

(and in an important intermediate step a third one, the legal department – see recognitions)

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

- Asking about the next possible exam dates as soon as you approximately know when you want to do your exam (at the SCEUS!)
- Handing in your thesis and other documents **2 MONTHS** before the exam (at the examinations office!) The deadline of 2 months might be shortened a little in case your supervisor allows it)
- Handing in the final registration form (at the SCEUS!) at least 15 days before the exam

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

You usually start the process in Salzburg when you have already finished your programme in Rome. Though you may start earlier if you prefer.

### **Supervisors:**

Who is allowed to do the supervision?

You need a supervisor of your thesis in Salzburg - see list of supervisors on the SCEUS website. Also

you will have a supervisor in Rome. Be clear with your supervisor about the co-supervision.

### **Master thesis:**

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

The requirements will be similar to the ones from LUISS. You need to discuss them with your supervisor.

How to register for your Master thesis:

- You have to register your thesis in PlusOnline (Business card at Diplom-/Masterarbeiten - PAAV)
- Your supervisor and then the dean of the faculty have to approve your registration

### **Further steps before you hand in the Master thesis:**

After the Master thesis has been approved, it will appear on PlusOnline as “approved”. Now the following entries have to be made on PlusOnline:

- Abstract of the thesis in German or original language
- Abstract of the thesis in English
- At least 3 keywords
- OESTAT-categories (given in the online form to choose from)

**Note:** You are advised to do any recognitions of courses at this stage at the latest, as it also takes some time to process.

### **Recognitions:**

As you did half the courses you need for EUS in Rome, you need to have them recognized for the course of the EUS curriculum

- Use the table of equivalent courses you got at the beginning of the programme (it is also on the website)
- Register the courses via PlusOnline and match them with the courses of EUS you want them to be recognized for (the studies representation STV EUS or students who did the Double Degree before can guide you with that process. Also the EUS Study guide is a good checklist.)
- Print and sign the list PlusOnline makes
- Have it checked and confirmed at the SCEUS (we will then send it to the legal department for final confirmation)
- The legal department will take some time to work on it and then email you the confirmation

### **Prüfungspass:**

After having received the confirmation of recognitions, you have to hand in a Prüfungspass at the examinations office. It is a table listing all the classes you did to fulfil the EUS curriculum (including

recognized courses). You find it on the website of the examinations office (see link on top of the page). The examinations office has to check and confirm the form, that usually takes some time.

### **Handing in the thesis:**

**Attention:** When your thesis is finished, you have to hand it in twice!

- 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 and the following documents have to be handed in at the examination office of the KGW faculty:
  - 3 hardback copies of the Master thesis; ring binding is not allowed! (the cover sheet has to contain all the information on the study programme, the candidate, the supervisor – see check list on the homepage of the examinations office)
  - 1 copy saved as PDF on CD-ROM in solid cases. On the CD-ROM the name of the author and the semester of handing in have to be written, on the case additionally the thesis title. There must not be any copy or reading protection on the CD-ROM. (the Printcenter is happy to assist you with the hardcopies and the CD)
  - Last chance to hand in the Prüfungspass (better do it earlier)

**Note:** Contact the examinations office in time - in order to check about your documents! Otherwise you will not be able to register for the examination!

Some documents can be sent via mail, others have to be handed in in person (or by a representative) – you need to clarify with the offices in advance.

**Attention:** *Your thesis can only be accepted if you fulfil the requirements mentioned above and if your documents are complete!*

*The documents will be checked and your thesis will be sent to the examiner by the examinations office. When the examiner receives the copy he or she will read the thesis and write the review. The deadline for the assessment is 2 MONTHS (NOT weeks!!) and will only shorten if your supervisor explicitly allows it.*

### **Applying for the examination:**

When, where, and how can I register for the Master examination?

The dates for the Master examinations for EUS are coordinated in advance by the secretary of SCEUS and are held about every 2 months. As soon as you approximately know when you want to take part in the examination **contact the SCEUS immediately** to be put on the list of potential examination

candidates. Make it clear that you are doing a Double Degree. Thereby, you will be taken in consideration during the planning of the next examination. To be on the safe side declare your interest early enough. It is possible to postpone your exam if there are any delays in your time-management. But if you wait too long it is possible that your favoured examiners are not available or even the exam date is full and you have to wait for the next one!

### Application:


- You need to be on the list at the SCEUS for an exam date
- All your documents etc. as mentioned before have to be handed in and approved at the examinations office
- Your supervisor has to grade your thesis and upload his/her review

ONLY Then you receive the form “Anmeldung einer Masterprüfung” (exam application – see below for how it looks like)

- fill it in as far as possible
- Send it to the SCEUS secretary (we will complete it, hand it in at the examinations office and send it back to you including the complete info)

### Deadline: 15 days before the examination date

The official registration for the examination will be done by the SCEUS at the examinations office until the deadline of 2 weeks before the examination.

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|---|--|-----------------------|----------------|
| <p><b>Bekanntgabe der Prüferinnen/Prüfer und<br/>des Prüfungstermines für die kommissionelle<br/>Bachelor-, Diplom- bzw. Masterprüfung</b></p> <p>Dieses Formular (inkl. den Mailbestätigungen der Prüferinnen/Prüfer) ist spätestens 2 Wochen vor<br/>Prüfungsantritt im Prüfungsreferat einzureichen!</p> |  <p>UNIVERSITÄT<br/>SALZBURG</p> <p>Kultur- und Gesellschaftsw. Fakultät<br/>Fakultätsbüro<br/>Prüfungsreferat</p> <p>Erzabt-Kloster-Straße 1<br/>A-5020 Salzburg – Austria<br/>Europe<br/>Sachbearbeiterin<br/>Gertraud Dander, Angelika Ganser<br/>Tel.: +43 / (0) 662 / 8044 – 4010/4009<br/>Fax: +43 / (0) 662 / 8044 – 4019<br/><a href="mailto:Gertraud.Dander@sbg.ac.at">Gertraud.Dander@sbg.ac.at</a></p> |                       |                |
| <table border="1" style="width: 100%;"><tr><td style="width: 50%;">Familienname, Vorname</td><td style="width: 50%;">Matrikelnummer</td></tr></table>   |  | Familienname, Vorname | Matrikelnummer |
| Familienname, Vorname   | Matrikelnummer   |                       |                |

*Header of the final document you need to register for your exam. You receive it from the examinations dept. when you have handed in everything. Fill it and send it to Miriam Krög.*

### Examination:

How long is the examination?

The Master examination will take about 45 minutes. It is composed of about 15 minutes presentation of the thesis, and 2 oral examinations from 2 different fields – the field you wrote your thesis in and one other you choose - of also about 15 minutes each.

How shall the presentation of the Master thesis be moulded?

Maximum 15 minutes of free speech (not just reading from your notes!)

Focus on research design and the most important results.

Contents adapted to the audience (do not start with the basic principles!)

You are allowed to use PowerPoint but you do not have to.

Who is part of the examination commission?

The examination commission consists of the primary examiner from the field of study of your Master thesis (normally your supervisor) and a second examiner from the second field of study chosen by you and a chairman/woman. You choose the fields, but it is likely that you cannot choose the whole commission, as not every examiner is able to attend every exam date.

What will be the topic of the examination?

The Master examination will focus on the topics of your thesis. However, basic knowledge of the fundamental parts of the studies will be expected.

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

Within one month after the examination the degree certificate and the notification of the granting of the Master degree are issued by the examinations office. (You will be informed via email on PlusOnline)

From this moment on you can pick up your documents. If it is not possible for you to pick them up you may contact the examinations department and ask if it would be possible to have them sent via postal service.

### **Graduation ceremony ("Sponsion"):**

You have to register if you want to participate in the official graduation ceremony. Registration is taken by the Studienabteilung (Studies Department) at Kapitelgasse 4 ([studium@sbg.ac.at](mailto:studium@sbg.ac.at)).

The registration has to take place 2 weeks before the date of the Sponsion at the latest (see website).

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## 2. Students outgoing to LUISS (home University Salzburg)

### **Note:**

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You need 2 “organisations” in the process: the secretary of SCEUS for the coordination of the exam date and -commission as well as handing in the final registration form – and the examinations office (Prüfungsreferat) of the KGW-Faculty for everything else:

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(and in an important intermediate step a third one, the legal department – see recognitions)

Make sure you are in time – this means:

- Handing in your thesis and other documents **2 MONTHS** before you want to graduate (at the examinations office!) The deadline of 2 months might be shortened a little in case your supervisor allows it)

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

You usually start the process in Salzburg when you have already finished your programme in Rome. Though you may start earlier if you prefer. You will be exempted from the Salzburg Master Exam, it will be recognized from LUISS!

### **Supervisors:**

Who is allowed to do the supervision?

You need a supervisor of your thesis in Salzburg - see list of supervisors on the SCEUS website. Also you will have a supervisor in Rome. Be clear with your supervisor about the co-supervision.

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**Note:** You are advised to do recognitions of courses at this stage at the latest, as it also takes some time to process.

### **Recognitions:**

You have to recognize the courses from LUISS University.

- Register them via plusonline and match them with the courses of EUS you want them to be recognized for (use the table of courses you got at the beginning of your DD and the learning agreements, if you are unsure ask the SCEUS secretary)
- Recognize one spare course for your Master examination!
- Print and sign the list Plusonline makes
- Have it confirmed at the SCEUS (we will then send it to the legal department for final confirmation (Bescheid, which will be sent to you via email))

### **Prüfungspass:**

You have to hand in a Prüfungspass at the examinations office. It is a table listing all the classes you did to fulfil the EUS curriculum (including recognized courses). You find it on the website of the examinations office (see link on top of the page).

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  - Last chance to hand in the Prüfungspass (better do it earlier)


**Note:** Contact the examinations office in time - in order to check about your documents! Otherwise you will not be able to graduate!

**Attention:** *Your thesis can only be accepted if you fulfil the requirements mentioned above and if your documents are complete!*

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## Graduation:

*You need to follow this whole process until you receive the form “Anmeldung einer Masterprüfung” (exam application), though you are exempted from the exam.*

|  |   |
|--|---|
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| <p>_____</p> <p>Matrikelnummer</p>   |   |

*Header of the final document you need. You receive it from the examinations dept. when you have handed in everything. If you got it, contact Miriam Krög.*

When you got the form, contact the SCEUS secretary who will then initiate the issuing of your graduation documents with the examination department.



**Degree/notification of the granting of the Master degree:**

Within about one month after you sent the exam application form to the SCEUS Secretary the degree certificate and the notification of the granting of the Master degree are issued by the examinations office. (You will be informed via email on PlusOnline)

From this moment on you can pick up your documents. If it is not possible for you to pick them up you may contact the examinations department and ask if it would be possible to have them sent via postal service.

**Information on the graduation ceremony ("Sponsion"):**

You have to register if you want to participate in the official graduation ceremony. Registration is taken by the Studienabteilung (Studies Department) at Kapitelgasse 4 ([studium@sbg.ac.at](mailto:studium@sbg.ac.at)).

The registration has to take place 2 weeks before the date of the Sponsion, the latest (see website).