

Guidelines for the Master's Degree Programme Human-Computer Interaction

2022

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://im.sbg.ac.at/pages/viewpage.action?pageId=87766008&pre-view=%2F87766008%2F87766609%2F1qvVt7Kbr3ZcHizr.pdf>
- The submission of the „Prüfungspass“ (a proof of all exams you've finished)

[Informatics, Applied Image and Signal Processing and Human-Computer Interaction \(plus.ac.at\)](#)

- A positive evaluation of your master's thesis by your supervisor
- A positive completion of the master exam

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 her/him
(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 PLUSonline **PAAV** before writing it.

Studies	Resources	Services
Student Files	Documentation	BM Blackboard
B Tuition Fees	Calendar	JIT Inter-university loan (Cluster Mittel)
PLUS Administration of Final Thesis (PAAV)	Evaluations	Q IT-Support

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 theses 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 and approved by the Head of Degree Programme and depends, among other things, on whether a suitable supervisor can be provided.

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

- 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.
- Supervisors can be persons habilitated at the University of Salzburg.
 - Upon special request, the Dean of the Faculty of Natural Sciences may also admit non-habilitated persons as supervisors. 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 are those defined in the current statutes.
- **The student must notify the topic and the supervisor of the degree thesis or master's thesis to the Dean in writing before starting the work.**
 - A change of Supervisor is permitted until the Master's thesis HCI Master's Guideline 2021/2022 7/32 is submitted.
- **The topic and the supervisor shall be deemed to have been accepted if the Dean does not reject them within one month after receipt of notification.**

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, which will be confirmed by your supervisor. Please allow some time for that.
- After the plagiarism check, the thesis can be bound
- Enter the abstracts in German and English, the keywords and the OESTAT categories.

The following documents can be submitted to the examination office when submitting the bound master's thesis in person or by postal service (PrintCenter) <https://www.plus.ac.at/wirtschaftsabteilung/printcenter/studierende/>

- **Writing at PLUS:** submit 3 printed versions to the examination office
→ 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:** bring 3 printed versions + 1 CD to your defence + submit 2 printed versions to the examinations office at PLUS
- **Send us a list of your finished courses („Prüfungspass“)**
- **Announce the examiners and examination subjects for the master's examination** (see Master HCI Guidelines FH Wiki) - **at least two weeks before your examination**

5. Master Examination

Part of the Master's examination - courses on the curriculum

The following documents are to be submitted to the Examination Office as soon as all courses on the curriculum have been completed:

- **completed examination pass**, see Faculty Office website - forms and guides for students:
<https://www.plus.ac.at/digitale-und-analytische-wissenschaften/service-fuer-studierende/formulare-und-leitfaeden-fuer-studierende/informatik-applied-image-and-signal-processing-und-human-computer-interaction/>
- Copies of any certificates of recognition and proof of practical experience
 - The examination will take approximately 40 minutes
 - You will then be informed about your grade
 - After the positive completion of all courses, the master's thesis and the examination, you will be notified by the examination department to pick up your master's degree. Or it can be sent by postal service

6. Graduation documents

Students will be notified immediately via e-mail once the graduation documents have been completed. Please note that it will take approximately two weeks for the documents to be issued.

The Master's examination certificate and the award certificates can be collected in person from Deborah Neureiter / Nicoletta Di Stolfo in the Examination Office after the examination has been passed.

- Go to www.statistik.at (Surveys/Educational institutions/Ustat2), complete the questionnaire in either German or English, print out the pdf document generated afterwards and hand it in with the completed HCI Master's Guideline 2021/2022 12/32 graduate survey (to be sent by email) at the Examination Office when collecting the graduation documents.

You should register for the graduation ceremony at the Admissions Department (Kapitelgasse 4).

For information on examination matters, please contact the Examination Office.

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

Contact:

Nicoletta Di Stolfo / Deborah Neureiter

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Office hours: Mo - Fri 9 - 12 a.m.

Forms, Guidelines, Scholarships: [Forms and Guidelines for Students \(plus.ac.at\)](#)

Links FHS:

Human Computer Interaction: <https://www.fh-salzburg.ac.at/studium/dmk/human-computer-interaction-joint-master>