

Guide to complete your study programme

for the Master's degree in Applied Geoinformatics (SKZ: 066 856)

Last updated: May 2023

STEP 1: REGISTERING YOUR MASTER'S THESIS

The **Master's thesis must be registered in "PAAV"** (PLUSonline *AbschlussArbeitenVerwaltung*) **before beginning the thesis**, as the topic and the supervisor must first be approved by the head of the Department of Geoinformatics.

Technical procedure: Follow the registration procedure in the online database for academic theses, "PAAV" for short, via your **PLUSonline profile page**. After entering the **preliminary topic/thesis title** and selecting **one** supervisor, the student must click to confirm the input so that the supervisor can then approve the thesis project in "PAAV". The Examinations Office will obtain the approval from the Head of the Department of Geoinformatics.

STEP 2: FIRST PART OF THE MASTER THESIS

As soon as all courses listed in the curriculum or in Curriculum Support (CS) have been completed, the following documents must be submitted **in person or by post** to the Examinations Office:

- The **"Prüfungspass"** ("List of finished courses"), fully completed, signed and dated (available to download here: <https://www.plus.ac.at/digital-and-analytical-sciences/service-for-students/forms-and-guidelines-for-students/applied-geoinformatics-copernicus-master-in-digital-earth/?lang=en>),
- Optional: **Copy/copies of the Notification(s) of Recognition from the Legal Department**

Before submitting the documents, please make sure that the compulsory work experience has also been recorded and a certificate has been created for the ePortfolio.

PLEASE NOTE: The Curriculum Commission is responsible for recognition matters.

STEP 3: SUBMITTING THE MASTER'S THESIS

Examples of how to format your Master's thesis can be found on the homepage of the **University's Printcenter**.

- ➔ **Please do not copy the university logo/university seal into your thesis!**
- ➔ A template for the title page of the Master's thesis is available for download on the DAS homepage. (<https://www.plus.ac.at/digital-and-analytical-sciences/service-for-students/forms-and-guidelines-for-students/applied-geoinformatics-copernicus-master-in-digital-earth/?lang=en>).
- ➔ There is no need to include an affidavit in the Master's thesis – "PAAV" asks you to confirm an affidavit when uploading the Master's thesis - however, if one is included in the thesis, **please sign it!**

Please complete the following points before submitting your Master's thesis:

- **Record** of all meetings with your supervisor in "PAAV".
- Enter the **abstracts** in German and English (if the original language is English, the German translation is not required), the **keywords** and the **ÖSTAT category(ies)** in "PAAV".
- Updating the **final title** of the Master's thesis in "PAAV".
- **Upload the Master's thesis (pdf document)** in "PAAV" and submit it electronically to the supervisor.
- **Start and verification of the plagiarism check** by the supervisor. Duration: up to 24 hours (this may take a few hours longer if necessary).
- After the plagiarism check has been carried out, the supervisor must **authorise the electronic submission** of the master's thesis directly in PAAV. **The Master's thesis can then be printed.**
- **PLEASE NOTE:** The submitted thesis, which has been checked for plagiarism and approved for submission in PAAV, may not be changed when the thesis is bound. Subsequent corrections are not permitted.

If you experience technical problems, please contact the IT department of the University of Salzburg: ticket@plus.ac.at or read the help texts provided in PAAV.

Submitting the Master's thesis:

- To officially submit the Master's thesis, **3 hardbound copies** must be submitted to the Examinations Office. Please do not submit spiral bindings or soft cover copies. The submission of the Master's thesis **can be done in person or by postal service.**
- The completed form "**Bekanntgabe der PrüferInnen und der Prüfungsfächer der kommissionellen Diplom-, Bachelor- bzw. Masterprüfung**" = "**Announcement of Examiners and Exam Subjects**" must be submitted along with the hard copies of the thesis. The student must also propose the chairperson of the examination board when submitting this form.

STEP 4: ASSESSMENT OF THE MASTER'S THESIS

The Examinations Office will send a hard-bound copy of the Master's thesis to the supervisor for evaluation. According to the University Act (UG), the deadline for the evaluation is a **maximum of 2 months** from the official submission date of the Master's thesis in the Examinations Office.

After the supervisor has uploaded the report to "PAAV", you will be informed immediately by email.

STEP 5: FINAL BOARD EXAMINATION

Once all results have been submitted to the examinations department, you will receive an e-mail with the last **form to schedule the final board examination.**

The Master's examination must be registered with the Examinations Office **no later than 14 days** before the chosen date.

Please submit the completed form including all signatures of the members of the examination board in person during office hours, by post or by e-mail.

Students will be notified immediately **via e-mail** after successfully passing the Master's examination and after the final documents have been prepared.

⇒ Please note that it takes **approximately two weeks for the documents to be issued**.

The Master's examination certificate, the award certificates for the academic degree as well as the Diploma Supplements **are sent digitally signed from the Examinations Office** after passing the examination.

Please go to <https://www.statistik.at/uhstat/uhstat2/#/questionnaire> fill in the UStat2 questionnaire either in German or English, print the pdf document generated afterwards and submit the completed graduate survey to the Examinations Office **before you get the awarding documents**.

You can register for a graduation ceremony here (optional): <https://www.plus.ac.at/communication-and-fundraising/service-for-students/graduation-ceremonies/?lang=en>

The Examinations Office will provide you with information on examination matters and the procedure; for all other questions, please contact the Dean and the Curriculum Committee during their respective office hours.

CONTACT EXAMINATIONS OFFICE

Beatrice Haring

Examinations Department, Faculty of Digital and Analytical Sciences, Examinations Office

Jakob-Haringer-Straße 6, A-5020 Salzburg

Hellbrunner Straße 34, A-5020 Salzburg

Tel. 0662/8044-1000

E-mail: beatrice.haring@plus.ac.at

Office hours by agreement

Forms, Instructions, Grants: <https://www.plus.ac.at/digital-and-analytical-sciences/service-for-students/?lang=en>