

How to finish the Master Programme EUS – Double-Degree LUISS Curriculum 2023

1. Students incoming from LUISS (home University LUISS)

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>

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 and examinations dept). 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 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 supervisors 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 (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.

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 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 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 KW/GW faculties. You will find more info in the PAAV-system. The University's Printcenter is happy to 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 and if your documents are complete!*

The documents 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:

After having received the confirmation of recognitions, 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/>). 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.

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

Information on the graduation ceremony ("Sponsion"):

If you want to participate in the official graduation ceremony, you have to register. Registration is taken by the Studienabteilung <https://www.plus.ac.at/communication-and-fundraising/service-for-students/graduation-ceremonies/?lang=en>

2. Students outgoing to LUISS (home University Salzburg)

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