

## Master Thesis and Exam Guideline

### Master's Programme Applied Image and Signal Processing

August 2023

#### 1. Registration of Master Thesis

Start by registering your Master Thesis in PLUSonline -> "PAAV" (PLUSonline Abschlussarbeitenverwaltung). Enter the (working) title/topic as well as the supervisor of your Master Thesis. Forward this form to your supervisor by pressing the button "an Betreuer:in übergeben".

Next, your supervisor will be asked to confirm. If s/he agrees, your Master Thesis will be accepted directly in "PAAV".

Finally, the Examination Office receives these details with the Dean requested to approve.

Note that according to the curriculum 90% of the required course credits for the master's programme have to be completed before you start the register process and that no second supervisor is allowed.

#### 2: First Part of Master Examination

As soon as all course credits according to the curriculum have been successfully completed, the following documents have to be submitted at the Examination Office in person, by email or by mail:

- completed List of Finished Courses > use form "Prüfungspass" and send us your SUAS-transcripts in addition
- Notification(s) about recognitions/transfer credits by the Legal Department (if any)

#### 3. Submission of master thesis

##### First steps:

- Master thesis in the PAAV system has the status "approved".
- Logging of supervision "Protokollierung" (at least 1 appointment)
- Now make the following entries in the PAAV system:

- Abstract of the thesis in German or original language
- Update title of thesis if necessary and adapt to original language
- Abstract in English (max. 4,000 characters each)
- At least 3 keywords

Generally the format of your thesis is up to you. Please follow the link for some useful tips:

[Printcenter-Leitfaden-v1900723.pdf \(plus.ac.at\)](#)

**Cover sheet of the thesis:**

**- There must be no! University logo and no matriculation number on the cover page.**

**Suggestion for the design of the cover page:**

<p style="text-align: center;"><b>MASTER THESIS TITLE</b></p> <p style="text-align: center;"><b>[THIS TITLE MUST BE THE SAME AS THE TITLE (ORIGINAL LANGUAGE) IN THE PAAV]</b></p>  <p style="text-align: center;"><b>MASTER THESIS</b></p> <p style="text-align: center;"><b>FOR THE DEGREE OF</b></p> <p style="text-align: center;"><b>XXX</b></p> <p style="text-align: center;"><b>AT THE XXX FACULTY</b></p> <p style="text-align: center;"><b>OF THE UNIVERSITY OF SALZBURG / SUAS</b></p> <p style="text-align: center;"><b>DEPARTMENT XXX</b></p> <p style="text-align: center;"><b>REVIEWER / SUPERVISOR XXX</b></p>  <p style="text-align: center;"><b>SUBMITTED BY</b></p> <p style="text-align: center;"><b>NAME</b></p>  <p style="text-align: center;"><b>SALZBURG, MONTH AND YEAR</b></p>
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#### The next steps:

- Upload master thesis in the PAAV system (PDF format)
- The plagiarism check is now carried out by the first reviewer.
- The plagiarism check must be negative

#### Print Center Workflow:

- Print jobs for final papers are automatically sent from PAAV to the print center after you submit your assignment
- 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 print orders. You will be offered the best possible price by the print center. Details about the prices can be found in the PAAV linked and on the website of the print center Studierende - Paris Lodron Universität Salzburg (plus.ac.at) Payment is made directly in the PAAV.
- A printed copy for supervisor/reviewer will only be produced if this is explicitly requested by him/her. Ordering and payment is also done via PAAV by the students.
- Please order **two additional copies for SUAS** and ask print center to send them to DAS-Examination Office (they will forward to SUAS)

#### **4: Assessment of Master Thesis**

The digital version of your Master Thesis is sent to your supervisor via PAAV. By law the supervisor is allowed a 2-month deadline to finish the assessment report. This document will be uploaded by your supervisor directly in "PAAV".

#### **5: Final Master's Exam**

As soon as all necessary formal steps have been completed the Faculty Office will contact the Department of Applied Image and Signal Processing to coordinate the date for the final Master's Exam. Of course, and prior to this, you can talk to your supervisor about possible examiners, exam subjects and a date. However, the final decision is up to the Dean. The date of defence has to be made public two weeks prior to the master exam latest!

After passing the final master's exam, the Examination Office will contact you by e-mail. Keep in mind that the handling of the documents can take up to 4 weeks. Furthermore, you are requested to complete information on the website: "Statistics Austria": [www.statistik.at](http://www.statistik.at) -> Questionnaire/institution of education/Ustat2. Print the pdf-document created and submit it at the Examination Office, this is a mandatory document.

If you want to register for the PLUS graduation ceremony:

<https://www.plus.ac.at/kommunikation-und-fundraising/service-fuer-studierende/sponson-promotion/> otherwise please contact SUAS.

## **5: Contact**

Informatik, Applied Image and Signal Processing und Human-Computer Interaction - Paris Lodron Universität Salzburg ([plus.ac.at](http://plus.ac.at))