Guide to complete your study programme

for the Master's degree in Data Science (SKZ: 066 645)

Last updated: November 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 and by the Dean.

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 AIHI.

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, by post or by e-mail 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/data-science/?lang=en)

- Optional: *Copy/copies of* the Notification(s) of Recognition from the Legal Department

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!**

➔ **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:

- **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**.

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.

- 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/data-science/?lang=en)
- The completed form **"Bekanntgabe der PrüferInnen und der Prüfungsfächer der kommissionellen Diplom-, Bachelor- bzw. Masterprüfung" = "Announcement of Examiners and Exam Subjects"** must be submitted. The student must also propose the chairperson of the examination board when submitting this form.

STEP 4: ASSESSMENT OF THE MASTER'S THESIS

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 <u>two weeks</u> for the documents to be issued**.

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

Please go to <u>https://www.statistik.at/uhstat/uhstat2/#/questionnaire</u> 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 **<u>before you get the awarding documents</u>**.

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

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

E-mail: <u>das.pruefungsreferat@plus.ac.at</u>

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