

Guide to completing the Master's Program in Philosophy

Philosophy Department (GW), University of Salzburg
(Curriculum 2020)

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1. Introduction

In order to complete the Masters, the following are required:

- The completion of courses stipulated in the Curriculum, for a total of 88 ECTS credits (according to the curriculum applicable from 1 October 2020).
- Submission of the Record of examinations approved by the Department of Philosophy to the exam department of the Dean's office.
- The positive assessment of the Master's thesis.
- The successful completion of the Master's final exam.

2. Planning of the Master's Thesis

The Master's thesis is a written academic thesis, in which the student works independently on a specific question.

The topic of the Master's thesis must fall within one of the subject areas of Philosophy. The student can suggest the topic herself or get advice from a supervisor. In any case, the research topic must be chosen so that the Master's thesis can be completed within six months.

A list of people who can supervise Master's theses in the various areas of philosophy can be found on the website of the department under "Service for students > Exams".

3. Registration and submission of the Master's thesis

3.1 Registration of the master thesis

The work must be entered with a working title by each student on their personal page in PLUSonline, under Thesis Management (PAAV) (link: <http://paav.sbg.ac.at>). You then log in with your access data and follow the instructions. You should then enter the following information:

- Personal data (name, matriculation number, date of birth)
- Preliminary title of the master thesis (if necessary, both in German and English)
- The field of work
- Approval for publication in ePlus
- The name and department of the supervisor

You can make changes to the data at any time, as long as you have not submitted the work.

Only after confirmation by the Dean the Master's thesis counts as registered. It is then marked as "Approved" in the PAAV, under the heading "Current status".

3.2 Supervisions

The supervisor supervises the work and writing process of the master thesis. In the course of the preparation of the Master's thesis, it is recommended that at least three supervision meetings take place. For each meeting, its date must be entered in the PAAV, together with the place, time, and the main topics discussed.

3.3 Accompanying seminar to the Master's thesis

To support the writing of the Master's thesis, the Philosophy Department regularly offers a Master's seminar, in which the Master's theses in progress are presented and discussed.

4. Submission and assessment of the Master's thesis

4.1. Submission of the Master's thesis

The work is initially submitted in digital form to the PAAV. Please tick the affidavit and then fill in all mandatory fields marked in red:

- German title (if the Thesis is written in German)
- Title in English
- Subject area
- Abstract (in English, and also in German if the Thesis is in German; max. 4000 characters)
- Keywords (at least three)

You can find a suggestion for the design of the front page in the appendix. When you are ready to submit, you can upload your Master's thesis (as a pdf). Once you have done so, please press "Handover to supervisor". A plagiarism check then takes place.

After you have discussed the result of the plagiarism check with your supervisor, three printed copies of the Master's thesis must be submitted to the examination office (Unipark Nonntal, Raum E.026, Erzabt-Klotzstraße 1). The printed copies can be ordered from the University Print Center. Hardcover binding is required (no spiral binding, no plastic cover). Further information can be found on the Printcenter homepage: www.uni-salzburg.at/printcenter.

4.2 Assessment of the master's thesis

The assessment of the Master's thesis by your supervisor can take up to 8 weeks. After the assessment, a report and your grade appear in the PAAV.

5. Submission of the Record of Examinations

The completed Record of examinations can be submitted as soon as all courses have been completed. All free electives are recognized by the secretary of department head Kathrin Hommel. For further credit questions, please contact the chair of the Curriculum Commission Philosophy, Prof. Johannes Brandl. The Record of examinations is available at the following link:

<https://www.uni-salzburg.at/index.php?id=63027>

In addition, approvals from other educational institutions may have to be enclosed with the Record of examinations. The documents can be submitted by e-mail, by post or directly to the examination office of the KGW faculty (ground floor of the Unipark Nonntal). The review of the documents can take up to 4 weeks.

6. Registration for the final exam

The prerequisite for registration for the oral master's examination is the submission of the Record of Examinations and the submitted master's thesis. If the assessment is positive, you will receive a registration form for the final exam by email from the examination office. The subject of the examination is "Philosophy".

The examination board consists of three people: two discussants and a chairperson. Your supervisor is automatically a member of the examination board. In consultation with him or her, you must choose the two other members of the examination board from the same list of people from which you chose your supervisor (see point 2 above). You and your supervisor may agree that the supervisor will be one of the discussants, or you may agree that the supervisor will serve as chairperson.

A discussant who is not the supervisor is not required to read the master's thesis, but should receive an electronic copy in advance, so that he or she can familiarize him- or herself with the thesis.

The next step is to look for a joint date for the Master's examination with everyone involved. As soon as this is fixed, all members of the commission must confirm the exam date by email.

The registration form and confirmation of the examination date (e-mail printouts) must arrive at the examination office **at least 14 days before the chosen examination date**, otherwise the examination cannot take place.

7. Final exam

The chairperson will write the protocol of the examination.

The duration of the master's examination is 60 minutes. At the beginning of the examination, the main results of the master's thesis are presented. Afterwards, the results are discussed. There is also the possibility to address questions or comments in the supervisor's report.

The candidate will be informed of the result of the examination after a brief consultation with the commission immediately after the examination.

8. End of the study program

As soon as the Master's examination certificate and the award notice have been issued, the candidate will be notified via email. The documents can then be collected from the examination office (Unipark Nonntal).

Following the handover of the final documents by the examination office, each student can register for the public graduation ceremony. This registration is voluntary and left to each student. Registrations will be accepted no later than two weeks before the announced graduation dates. The celebration takes place in the large auditorium of the university (Universitätsplatz 1, 1st floor). A fee is payable for this public ceremony. Registration takes place by email via the study department (studium@sbg.ac.at).

Appendix: title page

TITLE OF THE THESIS

Master's Thesis
submitted for the Degree of Master in Philosophy
at the Faculty of Cultural and Social Sciences
at the University of Salzburg

Department of Philosophy
Supervisor: Prof. Dr.

Submitted by
FIRST and SECOND NAME

Salzburg, DATE