PARIS
LODRON
UNIVERSITÄT
SALZBURG

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Department of Political Science

Rudolfskai 42
A-5020 Salzburg | Austria

Information Sheet

Completing your Master's Degree

Are you approaching the finish line of your Master's Degree? Congratulations and good luck for your remaining exams! This guide is intended to help you complete the last steps towards the completion of your studies.

Please note: To avoid delays please complete the steps in the order as described below. Please check whether all requirements are met, otherwise no administrative processing can take place!

1. Master's Thesis: From Planning to Submission

Getting started

- The Master's Thesis is a written academic thesis, in which you independently explore a specific research question under supervision of one of our department members with an approximate length ranging from **25.000 to 30.000 words** (not counting appendices and tables/bibliography).

- You can find a list of **department members who can supervise** the writing process of your Master's Thesis covering various research areas on the department's website under "**Studies**" -> **"Master Political Science"**.

- In the **Master's Seminar,** which all master students have to attend, you will be able to present drafts of your thesis and to discuss it with your colleagues and the instructor of the Master's Seminar.

- After **confirming your topic** with the supervisor, you are free to register a working title in PLUSonline, under **Thesis Management (PAAV)** (you may also use this link). You then log on with your access credentials and follow the instructions. Following confirmation by the Dean, the Master's Thesis counts as registered. It will then be

marked as "Approved" in the PAAV, under the section "Current status".

- **Note:** A minimum of three supervision meetings is recommended. For each meeting, the date, together with the place, time, and the main topics discussed must be entered in the PAAV. Please stay in touch with your supervisor!

Submission Requirements

- The **Master's Thesis is registered as "approved" in PAAV**, see previous steps ("Getting started")

- **Protocols of the supervision process are provided** (min. 1 appointment)

- Please **make the following entries in the PAAV system**:
  - Abstract of your thesis in the original language (if different than English or German)
  - Abstract in English (max. 4.000 characters)
  - At least 3 keywords

- **Upload your Master's Thesis** (formatted as .pdf file) in the PAAV system. Subsequently, a plagiarism check is carried out by your supervisor. The PAAV system will inform you about the results of the plagiarism check. If the plagiarism check is negative, you can print out the thesis and finally submit it (see next point). If the plagiarism check is positive, your supervisor will contact you.

- **Submission of your thesis**: Submit your Master's Thesis to the Examination Office (Prüfungsreferat, Uni-Park Nonntal, Room E.026, Erzabt-Klotz-Straße 1, Gertraud Dander or Marion Pohn). You will need:
  - **3 printed and bound copies** of the Master's Thesis
  - Binding: For the library's archive, the printed work must be freestanding. This requires a hard cover binding (no spiral binding, no plastic cover). A soft binding is at best possible with a solid cardboard cover. You may have your work printed and bound at the University's Print Center. For more information, see the Print Center's [website](#).

- **Note**: A suggestion for the design of the front sheet can be found at the end of this information guide. In any case, the author, the title of the thesis, the name of the supervisor and the department must be provided.

- **Important: Only if all the above noted requirements are met, the submission of the thesis can be accepted!** The Examination Office will forward the thesis to the supervisor. The supervisor will be given a deadline of two months for the assessment, which then will be available online through the PAAV system.

2. Registration for the Master's Exam

Requirements

- **Positive assessment of the Master's Thesis**

- **Submission of the [Examination Record](#) to the [Examination Office](#)**, either in person or by email. Due to Corona, the standard way to submit your examination record at the moment is by email. Please note: the usual processing time is 2-4 weeks!

- **Exam registration**: As soon as these documents are available in the Examination Office, you will receive the registration form for the Master's Examination by email. You need to decide who will be your two examiners (for a list of possible examiners see our website) and who will act as the chairman/chairwoman. As a rule, the two areas that you chose as subjects of specialization from the elective modules will be the subjects of the exam. Please ask these persons per email and arrange the examination date with all three of them, i.e., your two examiners and the chairman/chairwoman of the exam. Then return the completed form according to the information provided in the email.

- **Important: The exam must be registered in the Examination Office two weeks before its date.** No exceptions are possible!

3. Graduation Documents

- After you have passed the Master's Examination, the Examination Office will make every effort to complete and forward your graduation documents to you as quickly as possible. Please note, though, that processing your graduation documents may take up to **four weeks** (from the time you report the completion of your studies). As soon as your graduation documents are ready, you will be informed by email and may book an appointment to **collect your documents at the Examination Office**.

- You may also register for the **graduation ceremony**, which is not obligatory, however. If you would like to participate at the ceremony, further registration at the Admissions/Student Services Office (Kapitelgasse 4, e-mail: studium@sbg.ac.at) is required at least two weeks in advance of the respective dates. Due to Corona, currently no graduation ceremonies take place.

Appendix: Design suggestion for the front page

Please note that for reasons of data protection **only your name, but no other personal information** (like your postal address, telephone number, birth date, or student number) is permitted to be cited on the front page.

TITLE OF THE THESIS

Master's Thesis
submitted for the Degree of Master of Arts
at the Faculty of Social Sciences
of the Paris Lodron University of Salzburg

Department of Political Science
Supervisor: Prof. Dr. ....

Submitted by
FORENAME
SURNAME

Salzburg, Month Year