Guideline to complete your study programme
Copernicus Master in Digital Earth
Status: March 11, 2024

Point 1: Registration of the Master's Thesis

The Master's Thesis **must be registered in "PAAV" at the beginning of the thesis**.
Topic and Supervisor must be approved by the dean first!
The registration in the online database "PAAV" is done via the PLUSonline business card. You need a valid user account for this. After entering the preliminary topic (working title) and selecting the supervisor, the student must approve the entry for the supervisor, so that the supervisor can confirm the work project in "PAAV".
The approval of the head of department and the dean is obtained by the examination office!

- Please note: Supervisors: First supervisor = PLUS supervisor, second supervisor = UBS or UPOL supervisors – all have a PLUS, Department of Geoinformatics affiliation. All other supervisors shall be listed on the thesis title page.

Point 2: List of finished courses (Prüfungspass)

As soon as all courses listed in the curriculum or in Curriculum Support (CS) have been completed, the following documents must be submitted to the examination office (by email, in person or via postal service):

➔ completed list of finished courses "Prüfungspass" (see homepage Applied Geoinformatics, Copernicus Master in Digital Earth - Paris Lodron Universität Salzburg (plus.ac.at)
➔ transcript of records (signed and stamped) of Partner University (UPOL or UBS)
➔ In addition: Please list your courses from UPOL/UBS like explained here "Zeugnisnachtrag": https://www.plus.ac.at/wp-content/uploads/2023/08/Leitfaden-zum-Zeugnisnachtrag-fuer-Studierende-von-Joint-Degrees.pdf
➔ Optional: Copies of the Notification(s) of Recognition from the Legal Department

Please note: The Curriculum Commission is responsible for recognition matters.

Point 3: Submission of the Master's Thesis

First steps:

- Thesis in the PAAV system has the status "approved".

- Logging of supervision (at least 1 appointment).

- Now make the following entries in the PAAV system:
  - o Abstract of the thesis in German or original language.
  - o Abstract in English (max. 4,000 characters each)
  - o At least 3 keywords

List of scientific disciplines to be entered in PAAV

2074 Geodäsie, Vermessungswesen | Geodesy, Surveying
207401 3D-Vermessung | 3D-surveying
207402 Fernerkundung | Remote sensing
207403 Geodäsie | Geodesy
207404 Geoinformatik (105403, 507003) | Geoinformatics
207405 Ingenieurgeodäsie | Engineering geodesy
207406 Kartographie (105407) | Cartography
207407 Katastervermessung | Cadastral surveying
207408 Landesvermessung | Land surveying

207409 Navigationssysteme | Navigation systems
207410 Photogrammetrie | Photogrammetry
207411 Satellitengeodäsie | Satellite geodesy
207412 Satellitengestützte Koordinatenmessung | Satellite-based coordinate measuring
207413 Vermessungswesen | Surveying
https://www.fwf.ac.at/fileadmin/files/Dokumente/Antragstellung/wiss-disz-201507.pdf

The next steps:

- Upload thesis in PAAV (PDF format)

- *Please note, this will be the final step where you can change the title of your thesis, finally the title on the submitted document must match the PAAV entry.*

- The plagiarism check is now carried out by the (first) supervisor

- The plagiarism check must be negative

Print center workflow:

- Print jobs for theses are automatically sent from PAAV to the print center after you have placed your order.

- Only the checked and submitted version of your thesis will be printed. The print job is submitted through PAAV. A deposit copy will be sent automatically to the library by the print center.

- You will be responsible for the cost of print orders and shipping by mail. You will be offered the best possible price! Details about the prices can be found in the PAAV linked and on the website of the Printcenter. Payment is made directly at the PAAV.

- A printed copy for supervisor will only be provided if specifically requested by him/her. Ordering and payment also takes place via PAAV.

Cover sheet of the Master's Thesis:

- **No logos** and **"Matrikelnummer"** (student ID number) may be added to the cover page!

- There is **no need to include a declaration** in the Master's Thesis!
  PAAV asks you to confirm a declaration oath when uploading the Master's Thesis - however, <u>if it is included in the thesis, please sign it!</u>

- Proposal for the design of the cover sheet of the Master's Thesis:

  - Annex 1: UPOL
  - Annex 2: UBS

Final steps:

- The assessment is uploaded by the supervisor in PAAV.

- As soon as this has been confirmed by the Examinations Office, you will be able to view the report in PAAV.

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.

After that your master defense (final exam) is planned by the department and examination office (examiner, chairperson, date, etc.) and you will be informed.

Point 4: Assessment / Master exam

Due to legal requirements, the supervisor **has a maximum of two months** from the official submission of the Master's Thesis to prepare the assessment.

- After the assessment of the Master's Thesis has been entered or uploaded in PAAV by the supervisor, the assessment is only released by the Examinations Office at first and the deposit copy is printed via the Print Center.

- The grade of the Master's Thesis is entered in Curriculum Support by the Examinations Office **after** the payment of the deposit copy has been completed by the student.

-After that your master defense (final exam) is planned by the department and examination office (examiner, chairperson, date, etc.) and you will be informed.

Point 5: Graduation documents

You will receive your final documents (degree certificate, award notification and Diploma Supplement) at the ceremonial graduation, planned by the department.

After the positive completion of your studies, you will receive an e-mail from the Examinations Office to your student e-mail address. Please send the mandatory UHSTAT2 statistics form in PDF format (all information regarding this can be found in the e-mail) immediately to the Examinations Office.

- Annex 1: UPOL *(Formal regulations at UPOL require students following specific font and design regulations, information will be shared by UPOL faculty).*

TITLE OF THE MASTER's THESIS

[THIS TITLE MUST MATCH THE TITLE (ENGLISH LANGUAGE) IN THE PAAV]

MASTER'S THESIS

submitted in partial fulfillment of the requirements for the degree of

Master of Science (MSc)

PARIS-LODRON UNIVERSITY SALZBURG (PLUS)

Faculty of Digital and Analytical Sciences

Department of Geoinformatics

and

PALACKÝ UNIVERSITY OLOMOUC (UPOL)

Faculty of Science

Department of Geoinformatics

PLUS supervisor:

UPOL supervisor:

submitted by

PRE- and SURNAME as it appears in your passport

Salzburg & Olomouc, Month and Year

- Annex 2: UBS

TITLE OF THE MASTER's THESIS

[THIS TITLE MUST MATCH THE TITLE (ENGLISH LANGUAGE) IN THE PAAV]

MASTER'S THESIS

submitted in partial fulfillment of the requirements for the degree of

Master of Science (MSc)

PARIS-LODRON UNIVERSITY SALZBURG (PLUS)

Faculty of Digital and Analytical Sciences

Department of Geoinformatics

and

UNIVERSITY OF SOUTH BRITTANY (UBS)

Faculty of Sciences and Engineering Sciences

Mathematics, Computer Science, Statistics Department
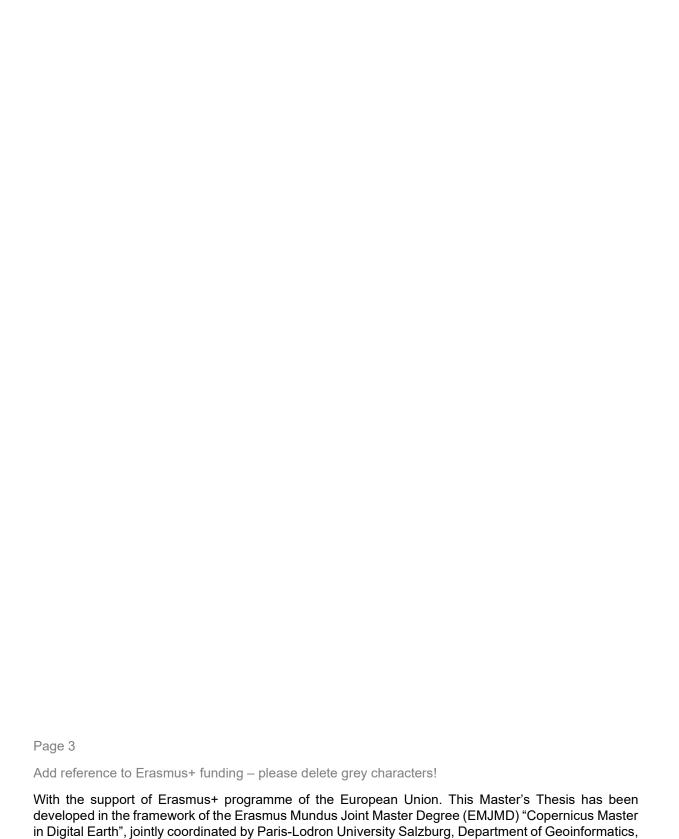
Data Science Specialisation

PLUS supervisor:

UBS supervisor:

Other supervisor:

submitted by

PRE- and SURNAME as it appears in your passport

Salzburg & Vannes, Month and Year