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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 an independent piece of academic writing, supervised by one of our departmental staff members, in which you explore a specific research question. It is typically between 25,000 and 30,000 words in length (not including appendices, tables, and bibliography). In the new curriculum 2024 (effective since the winter term 2024/25), no word limit is set any more.
- You can find a list of **departmental staff 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 must attend, you will have the opportunity to present a concept and first drafts of your thesis and to discuss them with the instructor of the Master's Seminar and your fellow students.
- 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](#)). Then, log on with your student access credentials and follow the instructions. Following

confirmation by the Dean of the Faculty of Social Sciences, the Master's Thesis will be regarded as registered. Under the section "Current status" in PAAV, it will be marked as "Approved".

- **Note:** At least one supervision meeting must take place, three or more meetings are recommended. For each meeting, the date, together with the place, time, and the main topics discussed must be entered in 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 (1 meeting at the minimum).
- Please make the following **entries in the PAAV system**:
  - abstract of your thesis in the original language (if different from English or German),
  - abstract in English (4.000 characters at the maximum),
  - 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 positive (i.e., hints of significant plagiarism have been detected), your supervisor will contact you. If the check is negative, you may proceed with the next steps.
- A **digital copy** of your Master's Thesis will be sent automatically from PAAV to the University's Library. Your supervisor will get a **printed and bound copy** only if he or she explicitly demands it (!); this must be ordered via PAAV. Information on the available formats and prices can be found on the Print Center's [website](#) (unfortunately, only in German).
- **Note:** The **appendix** of this information guide contains the **rules for designing the front page**. Please adhere to them strictly.
- **Important: Only if all the above noted requirements are met, the submission of the thesis can be accepted!** The supervisor will be given a deadline of two months for his or her assessment, which must also be uploaded to the PAAV system. Once confirmed by the faculty's Examination Office, the assessment will be available to you online via PAAV.

## **2. Registration for the Master's Examination**

### **Requirements**

- **Positive assessment of the Master's Thesis**
- **Submission of your Examination Record to the Examination Office**, either in person or by email (either to [norbert.lagler@plus.ac.at](mailto:norbert.lagler@plus.ac.at) or [alexandra.trautmann@plus.ac.at](mailto:alexandra.trautmann@plus.ac.at)). Please note: the usual processing time is 2-4 weeks!
- **Examination 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. Please note: The examination must be registered in the Examination Office **at least two**

**weeks before its date (!).** No exceptions are possible!

- **Examination format:** The format of your master's examination depends on the curriculum of the MA Political Science you are enrolled in:
  - If you study according to the **2016 curriculum**, you need to select two examiners (for a list of possible examiners see our [website](#)) as well as a 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. You will typically have written your master's thesis in one of these areas, so your supervisor will also be one of the examiners. Please contact the examiners and the chairman/chairwoman by email to arrange the examination date with them. Then return the completed form according to the information provided in the email from the Examination Office.
  - For students starting in the winter term 2024/25 or after, new rules apply. The new **2024 and 2025 curriculum** states that the master's examination consists of 1) a presentation of the master's thesis by the person taking the examination; 2) questions relating to the master's thesis by members of the examining committee; and 3) questions relating to another topic, different from the topic of the master's thesis, which is determined between the second examiner and you.

### 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** (certificate, awarding decree, diploma supplement) are ready, they will be sent to you by email. Before that, you will be asked to fill in a **statistic form** and send it to the Examination Office ([KW-GW-Pruefungsreferat@plus.ac.at](mailto:KW-GW-Pruefungsreferat@plus.ac.at)).
- You may also register for a **graduation ceremony**, although this is not obligatory. For further information, please consult the website of our [Communication Department](#).

The following information MUST be included on the title page. Students are free to choose the page layout and design. The university logo must NOT be used, as the university is the recipient (not the sender) of the thesis. Please note that for data protection reasons, NO personal information (such as address, phone number, date of birth, student ID number, etc.) other than name should be added.

**[Title of the Bachelor/Master/  
Diploma/Doctoral Thesis]**

**[Bachelor, Master or  
Diploma Thesis or Dissertation]**

**for the degree of  
[Degree, e.g. Bachelor of Arts, BA]**

e.g. B.Eng., MSc, MA.rer.nat., Mag.rer.nat. Mag.phil., Dr.rer.nat., Dr.phil., Dr.techn.: please refer to the study plan for the exact spelling; for doctoral candidates: see the letter of approval from the examination office for obtaining a doctoral degree., e.g. Dr.rer.nat)

**at the [Faculty name],  
University of Salzburg**

**submitted by  
[FIRST AND SECOND NAMES]**

**Supervisor: [Name with all academic titles, e.g. Univ.-Prof. Dr.]**

**Department: [Supervisor's department name]**

**Salzburg, [Month], [Year of submission]**