

Guideline to complete your master study programme

Point 1: Registration of the master thesis

The master 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 in PAAV is obtained by the examination office!

Point 2: List of finished courses

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 or via postal service):

- completed **list of finished courses** (see homepage <https://www.plus.ac.at/digital-and-analytical-sciences/service-for-students/forms-and-guidelines-for-students/?lang=en>)
- Optional: **Copies of the Notification(s) of Recognition** from the Legal Department

Point 3: Submission of the master 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:
 - Abstract of the thesis in German or original language.
 - Abstract in English (max. 4,000 characters each)
 - At least 3 keywords

The next steps: (Please note that there may be a processing time of **2-3 weeks** between uploading and submitting your thesis!)

- Upload thesis in PAAV (PDF format)
- The plagiarism check is now carried out by the (first) supervisor
- The plagiarism check must be negative

Cover sheet of the master thesis:

- There **must be no** University logo on the cover page!
- The sample title page for the design of the cover page of the Master's thesis can be found on the following page under "**Abschlussarbeiten**" – "**Muster-Deckblatt Abschlussarbeit / Sample Title Page for thesis (in English)**":

<https://www.plus.ac.at/studium/infos-fuer-alle-studierenden/leitfaeden-fuer-studierende/>

Please design the title page exactly like in the sample of the link above!

→ The thesis no longer needs to be printed out! However, private copies or copies for your supervisor can be printed at any time!

AND: There is **no need to include a declaration oath** in the Master's thesis!

PAAV asks you to confirm the declaration oath when uploading the Master's thesis - however, if it is included in the thesis, please sign it!

Final steps:

- The assessment is uploaded by the supervisor in PAAV (the deadline for the upload is 2 months).
- 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.

Point 4: Assessment/List of finished courses + Examination Date and Committee

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 assessor has entered or uploaded the review of the Master's thesis in PAAV, the review is released by the Examination Office and the grade of the Master's thesis is entered in “My Studies” *
- If the grade of the thesis is entered in “My Studies”, please contact the chairperson and the two examiners regarding an exact date, subjects and location of the Examination.
- Then fill out the form for the “Examination Date and Committee” (attached to the list of finished courses) for the Master's Exam and send it signed to the respective examination office.

Please note that the chairperson can also be chosen by the student!

- The formular with all necessary information and signatures **must be submitted to the Examinations Office (by email or via postal service) latest 2 weeks** before the planned examination date!
- **Important:** You can only take the exam once all requirements have been met!
 - Completion of all requirements according to the curriculum support, submission of the list of finished courses + (if possible, announcement of the exam date and exam board) etc...

Please note if you have ordered a printed copy:

The grade for the master's thesis can only be entered by the examination office once the student has paid for the printed copy!

Point 5: Graduation documents

As of February 1, 2022, graduation documents have a digital signature and are emailed to your student email account. There is no need to pick them up in person anymore.

Furthermore, the graduation documents can thus be forwarded in electronic form - e.g. for further education or applications.

The authenticity of the documents can be verified by uploading the relevant PDF at

<http://www.signaturpruefung.gv.at/>

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 at the following address: nlw.pruefungsreferat@plus.ac.at

Only then the Examinations Office will send you the final documents (degree certificate, award notification and Diploma Supplement) to your student e-mail address.

However, we ask for your understanding that the issuance and transmission of these documents **can and may take up to 4 weeks!**

Point 6: Ceremonial Graduation

Please note:

Attendance at the ceremonial graduation is not obligatory and requires registration with the **Communication & Fundraising Department:**

[Graduation ceremonies - Paris Lodron Universität Salzburg \(plus.ac.at\)](https://www.plus.ac.at/graduation)