

Master Thesis and Exam Guidelines

Master's Programme Chemistry and Physics of Materials (066 485)

October 2019

1. Registration of Master Thesis

Start by registering your Master Thesis in PLUSonline -> "PAAV" (PLUSonline Abschlussarbeitenverwaltung). Enter the (working) title/topic as well as the supervisor of your Master Thesis. Forward this form to your supervisor by pressing the button "an Betreuer/in übergeben".

Next, your supervisor will be asked to confirm. If s/he agrees, your Master Thesis will be accepted directly in "PAAV".

Finally, the Examination Office receives these details with the Dean requested to approve.

Note that according to the curriculum 90% of the required course credits for the master's programme have to be completed before you start the register process and that no second supervisor is allowed.

2: First Part of Master Examination

As soon as all course credits according to the curriculum have been successfully completed, the following documents have to be submitted at the Examination Office **in person or by postal service**:

- completed **List of Finished Courses** (available on: <https://www.uni-salzburg.at/index.php?id=63503&MP=200409-200745%2C37-200725&L=1>),
- **Notification(s) about recognitions/transfer credits by the Legal Department (if any),**

3: Submission of Master Thesis

Suggestions on the format of the thesis are available on the website of the **Print Center of the University of Salzburg**: <https://www.uni-salzburg.at/index.php?id=67925>

→ Please do not use any university logo or seal in your thesis and use a hard bound cover for the master thesis.

Prior to submission of your Master Thesis in "PAAV":

- „**Protokollierung**“ (enter at least 3 consultation meetings you've had with your supervisor),
- **Upload of Master Thesis** (pdf-document) is now active; upload your thesis and
- add **Abstracts, Keywords** and the so-called "**ÖSTAT-Kategorie**" (**science classification**),

- **Update the final title** of your Master Thesis and submit to your supervisor by pressing the button “**an Betreuer/in übergeben**”,
- your supervisor is now asked to start the **check for plagiarism** → this can take up to 24 hours and
- after this check is done your supervisor has to accept the final submission of the Master Thesis.

When **technical support with “PAAV” is needed**, please contact the IT Department of the University of Salzburg:

ticket@sbg.ac.at

Submission of Master Thesis at the Examination Office:

- submit **3 hard bound copies in person**;

A suggestion for the title page of the master thesis is provided on the Faculty Office website: https://www.uni-salzburg.at/fileadmin/multimedia/Fakultaetsbuero%20Naturwissenschaftliche%20Fakultaet/documents/cd_cover_2013.pdf.

4: Assessment of Master Thesis

A hard bound copy of the Master Thesis is sent to your supervisor by the Examination Office. By law the supervisor is allowed a **2-month deadline** to finish the assessment report. This document will be uploaded by your supervisor directly in “**PAAV**”.

5: Final Master’s Exam

As soon as all necessary formal steps have been completed the Faculty Office will contact the Department of Chemistry and Physics of Materials (CPM) to coordinate the date for the final Master’s Exam. Of course, and prior to this, you can talk to the head of the curricular committee Prof Diwald about possible examiners, exam subjects and a date. However, the final decision is up to the Department of CPM.

The date has to be made public by the Faculty Office two weeks prior to the master exam!

After passing the final master’s exam, the Examination Office will contact you by e-mail. Keep in mind that the handling of the documents can take up to 2 weeks.

The master certificate as well as the notification about the academic degree award should be picked up in person at the Examination Office.

Furthermore, you are requested to complete information on the website: "**Statistics Austria**": www.statistik.at -> Questionnaire/institution of education/Ustat2. Print the pdf-document created and submit it together with the form "**AbsolventInnenbefragung**" at the Examination Office.

If you want to register for the **graduation ceremony** please fill in the form "**Anmeldung zur Sponsions-/Promotionsfeier**" and submit this document and all attachments by e-mail at the Study Department: (studium@sbg.ac.at).

5: Contacts

Mag. Sandra Reiter, BA

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Office hours: Mo – Fri 9 – 12 a.m.

Forms, Guidelines, Scholarships: <http://www.uni-salzburg.at/nw.fakultaetsbuero>