

How to finish the Master Programme EUS – Double Degree Olomouc

1. Students incoming from Olomouc (home University Olomouc)

Note:

Finishing the study programme takes some effort, as it involves a lot of bureaucracy! Do not underestimate the time it takes!

You need 2 “organisations” in the process: the secretary of SCEUS and the examinations office (Prüfungsreferat) of the KGW-Faculty: <https://www.uni-salzburg.at/index.php?id=62865&MP=44700-200607%2C200409-200745%2C67-200723>

The whole process Step-by-Step:

You will initiate this process after you finished your Master at Palacky University Olomouc.

Master thesis and exam:

The Master thesis you wrote and the exam you took at Palacky University Olomouc have to be recognized at Salzburg University – see below.

Recognitions:

You have to recognize courses and master thesis and -exam from Olomouc.

- Contact the secretary of SCEUS and hand in a transcript listing all your courses from Palacky University and a transcript of all the courses from Salzburg University.
- We will check, process and confirm the courses

Prüfungspass:

When your recognition is done, you have to hand in a Prüfungspass. It is a table listing all the classes you did to fulfil the EUS curriculum (including recognized courses). You find it on the website of the examinations office (see link on top of the page).

Degree/notification of the granting of the Master degree:

When your documents are complete and all handed in, within about one month the degree certificate and the notification of the granting of the Master degree are issued by the examinations office. (You will be informed via email on PlusOnline)

From this moment on you can pick up your documents. If it is not possible for you to pick them up you may contact the examinations department and ask if it would be possible to have them sent via postal service.

Information on the graduation ceremony (“Sponsion”):

You have to register if you want to participate in the official graduation ceremony. Registration is taken by the Studienabteilung (Studies Department) at Kapitelgasse 4 (studium@sbg.ac.at).

The registration has to take place 2 weeks before the date of the Sponsion, the latest (see website).

2. Students outgoing to Olomouc (home University Salzburg)

Note:

Finishing the study programme takes some effort, as it involves a lot of bureaucracy! Do not underestimate the time it takes!

You need 2 “organisations” in the process: the secretary of SCEUS for the coordination of the exam date and -commission as well as handing in the final registration form – and the examinations office (Prüfungsreferat) of the KGW-Faculty for everything else:

<https://www.uni-salzburg.at/index.php?id=62865&MP=44700-200607%2C200409-200745%2C67-200723>

(and in an important intermediate step a third one, the legal department – see recognitions)

Make sure you are in time with everything – this means:

- **Asking about the next possible exam dates as soon as you approximately know when you want to do your exam (at the SCEUS!)**
- **Handing in your thesis and other documents 2 MONTHS before the exam (at the examinations office!) The deadline of 2 months might be shortened in case your supervisor allows it)**

- **Handing in the final registration form (at the SCEUS!) at least 15 days before the exam**

The whole process Step-by-Step:

Supervisors:

Who is allowed to do the supervision?

See list of supervisors on the SCEUS website. As Double Degree Student in Olomouc you will have two Supervisors. A Supervisor from Palacky University Olomouc and another Supervisor from Salzburg University. Make sure to find them early and be clear about the co-supervision.

Master thesis:

How long shall the Master thesis be and what requirements are there?

The required length of a Master thesis can vary between different programmes. The guidelines and information on the writing of a Master thesis at the faculty of Political Science mention an approximated length of 25,000 to a maximum of 30,000 words. However, your supervisor can give you more details on that as well as on other requirements he/she has (e.g. citation style etc.)

How to register for your Master thesis:

- You have to register your thesis in PlusOnline (Business card at Diplom-/Masterarbeiten - PAAV)
- Your supervisor and then the dean of the faculty have to approve your registration

Further steps before you hand in the Master thesis:

After the Master thesis has been approved, it will appear on PlusOnline as “approved”. Now the following entries have to be made on PlusOnline:

- Abstract of the thesis in German or original language
- Abstract of the thesis in English
- At least 3 keywords
- OESTAT-categories (given in the online form to choose from)

Note: You are advised to do any **recognitions** of courses at this stage at the latest, as it also takes some time to process.

Recognitions:

You have to recognize the courses from Palacky University.

- Register them via plusonline and match them with the courses of EUS you want them to be recognized for (use the table of courses you got at the beginning of your DD and the learning

- agreements, if you are unsure ask the SCEUS secretary)
- Print and sign the list Plusonline makes
 - Have it confirmed at the SCEUS (we will then send it to the legal department for final confirmation (Bescheid), which will be sent to you via email)

Prüfungspass:

You have to hand in a Prüfungspass at the examinations office. It is a table listing all the classes you did to fulfil the EUS curriculum (including recognized courses). You find it on the website of the examinations office (see link on top of the page).

Handing in the thesis:

Attention: When your thesis is finished, you have to hand it in three times!

- In Olomouc: tell you supervisor from Olomouc about the date of your (planned) master exam and hand in the thesis – you need an EXTRA REVIEW from Olomouc to be able to finish the double degree. Hand in this second review at the SCEUS Secretary (or remind your Olomouc supervisor to send it there directly)
- In Salzburg: via Plusonline-PAAV
 - fill in the supervision protocol (at least one meeting has to be mentioned)
 - upload the thesis
 - then your supervisor has to do a plagiarism check and allow you to hand in the printed theses. It will be a good idea to stay in contact with your supervisor concerning these steps!!
- In Salzburg: The printed thesis and the following documents have to be handed in at the examination office of the KGW faculty:
 - 3 hardback copies of the Master thesis; ring binding is not allowed! (the cover sheet has to contain all the information on the study programme, the candidate, the supervisor – see check list on the homepage of the examinations office)
 - 1 copy saved as PDF on CD-ROM in solid cases. On the CD-ROM the name of the author and the semester of handing in have to be written, on the case additionally the thesis title. There must not be any copy or reading protection on the CD-ROM. (the Printcenter is happy to assist you with the hardcopies and the CD)
 - Last chance to hand in the Prüfungspass (better do it earlier)

Note: Contact the examinations office in time - in order to check about your documents! Otherwise you will not be able to register for the examination!

Attention: *Your thesis can only be accepted if you fulfil the requirements mentioned above and if your*

documents are complete!

The documents will be checked and your thesis will be sent to the examiner by the examinations office. When the examiner receives the copy he or she will read the thesis and write the review. The deadline for the assessment is 2 MONTHS (NOT weeks!!) and will only shorten if your supervisor explicitly allows it.

Applying for the examination:

When, where, and how can I register for the Master examination?

The dates for the Master examinations for EUS are coordinated in advance by the secretary of SCEUS and are held about every 2 months. As soon as you approximately know when you want to take part in the examination **contact the SCEUS immediately** to be put on the list of potential examination candidates. Make it clear, that you are doing the Double Degree! Thereby, you will be taken in consideration during the planning of the next examination. To be on the safe side declare your interest early enough. It is possible to postpone your exam if there are any delays in your time-management. But if you wait too long it is possible that your favoured examiners are not available or even the exam date is full and you have to wait for the next one!

Application:


- You need to be on the list at the SCEUS for an exam date
- All your documents etc. as mentioned before have to be handed in and approved at the examinations office
- Your supervisor has to grade your thesis and upload his/her review

ONLY Then you receive the form "Anmeldung einer Masterprüfung" (exam application)

- fill it in as far as possible
- Send it to the SCEUS secretary (we will complete it, hand it in at the examinations office and send it back to you including the complete info)
- Last chance to hand in the SECOND REVIEW you get from Olomouc at the SCEUS secretary

Deadline: 15 days before the examination date

The official registration for the examination will be done by the SCEUS at the examinations office until the deadline of 2 weeks before the examination.

<p>Bekanntgabe der Prüferinnen/Prüfer und des Prüfungstermines für die kommissionelle Bachelor-, Diplom- bzw. Masterprüfung</p> <p>Dieses Formular (inkl. den Mailbestätigungen der Prüferinnen/Prüfer) ist spätestens 2 Wochen vor Prüfungsantritt im Prüfungsreferat einzureichen!</p> <p>_____</p> <p>Familienname, Vorname</p>	 <p>UNIVERSITÄT SALZBURG</p> <p>Kultur- und Gesellschaftsw. Fakultät Fakultätsbüro Prüfungsreferat</p> <p>Erzabt-Kloster-Straße 1 A-5020 Salzburg – Austria Europe</p> <p>Sachbearbeiterin Gertraud Dander, Angelika Ganser Tel.: +43 / (0) 662 / 8044 – 4010/4009 Fax.: +43 / (0) 662 / 8044 – 4019 Gertraud.Dander@sbg.ac.at</p>
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Header of the final document you need to register for your exam. You receive it from the examinations dept. when you have handed in everything. Fill it and send it to Miriam Krög.

Examination:

How long is the examination?

The Master examination will take about 50 minutes. It is composed of about 15 minutes presentation of the thesis, and 2 oral examinations from 2 different fields – the field you wrote your thesis in and one other you choose. Also there will be extra questions from your Olomouc supervisor.

How shall the presentation of the Master thesis be moulded?

Maximum 15 minutes of free speech (not just reading from your notes!)
Focus on research design and the most important results.
Contents adapted to the audience (do not start with the basic principles!)
You are allowed to use PowerPoint but you do not have to.

Who is part of the examination commission?

The examination commission consists of the primary examiner from the field of study of your Master thesis (normally your supervisor) and a second examiner from the second field of study chosen by you and a chairman/woman. You choose the fields, but it is likely that you cannot choose the whole commission, as not every examiner is able to attend every exam date.

What will be the topic of the examination?

The Master examination will focus on the topics of your thesis. However, basic knowledge of the fundamental parts of the studies will be expected.

Degree/notification of the granting of the Salzburg Master Degree:

Within one month after the examination the degree certificate and the notification of the granting of the Master degree are issued by the examinations office. (You will be informed via email on PlusOnline)

Make sure you also get a Transcript of Records and a Diploma Supplement! You might have to ask for them at the examinations department.

From this moment on you can pick up your documents. If it is not possible for you to pick them up you may contact the examinations department and ask if it would be possible to have them sent via postal service.

Information on the graduation ceremony (“Sponsion”):

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Finishing the Double Degree in Olomouc:

After you passed your final exam in Salzburg and received your graduation Documents you need to contact Olomouc and follow the graduation process there. You will need your Diploma Supplement and Transcript of Records as well as the Diploma. Also check the smartinfo-sheet you got when starting your DD. Your supervisor will help you with that process.