

Master thesis finish line

Please read everything in advance because some steps can be done simultaneously and some have to be done weeks before the examination. Also sometimes a step take a while, so if you have a deadline don't start to late.

1. Application of the master thesis:

Fill out the first form at <https://www.jku.at/studieren/studium-von-a-z/abschluesse/masterabschluss/>

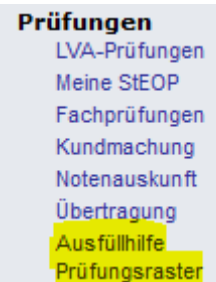
Take this to the secretary at the Institute, this process can take 1-2 weeks

2. Finishing all courses:

Best doing this right after finishing all your courses. Fill out the Prüfungsraster and take it to the Prüfungsservice

<https://www.jku.at/studieren/studium-von-a-z/abschluesse/masterabschluss/>

there is also some help in KUSSS on how to do this.



3. Finishing your thesis (has to happen after 1., not sure about 2.):

a. Print copy:

When you finished your thesis you have to print, bind it and make 2 copies (one for the library and one for the institute), check here for details:

<https://www.jku.at/studieren/studium-von-a-z/abschlussarbeiten/masterarbeit/>.

Info: printing the thesis can be done here: <https://www.oeh.jku.at/shop/produkte/77>

b. Digital copy:

You also have to upload a digital copy of your thesis here:

<https://forms.jku.at/pas/thesis>

After finishing the upload you get a certificate

Info: This copy has to be identical to the printed version and has to be done not earlier than one day in advance, the university is checking this and may reject your thesis if you have some differences.

Take the certificate from 3b. and the two printed versions of your thesis to the Prüfungsservice

4. Approval and registration of the examination (has to happen after step 4):

Fill out the form at (this has to happen **4 weeks** before the examination!):

<https://www.jku.at/studieren/studium-von-a-z/abschluesse/masterabschluss/>

You need two professors for the exam and one chairman, this can be any professor you prefer

5. Master exam (has to happen after 4.):

Write the date and time of your exam to the prüfungsservice, this has to happen 10 days before the examination (also check if the Prüfungsservice got the mail, sometimes they are swamped and may not see it in time)

6. Study and good luck for the exam