**Guidelines for Submission of MA Thesis at SSC**

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Opening hours: Mo 14:00-15:00 / Di, Mi 10:00-12:00 /Do 10:00-12:00 and 15:00-18:00 (Semester break: 15:00-16:00)

# Topic and Supervision of the MA Thesis

## Registration of the Topic and announcement of its Supervisor

A **prior condition** is your admission to the academic studies – your field of study appears within the Student Data Protocol (*Studienblatt*) as “registered” (*gemeldet*) and you possess, in the case of an independent study, a note of admission. You can also check your admission status under [http://uspace.univie.ac.at](https://uspace.univie.ac.at/)

**Deadline:** The registration of your topic has to be handed in to the responsible SSC before starting the MA Thesis.

**Documents** are available on the website of the SSC or at the SSC:

* + - [**Request for topic and supervision**](http://ssc-geo-astronomie.univie.ac.at/fileadmin/user_upload/SSC/SPL28/Formulare/Master/UEbernahme_des_Masterarbeitsthemas_NEU.doc)
		- [**Form SL/W1**](http://ssc-geo-astronomie.univie.ac.at/fileadmin/user_upload/SSC/SPL28/Formulare/Master/SL.W1_wissenschaftliche_Arbeit_Regeln.pdf)(single, “Rules of good academic practice” – *Regeln der guten wissenschaftlichen Praxis*)

**Procedure:**

1. Check online within the U:SPACE ([http://uspace.univie.ac.at](https://uspace.univie.ac.at/)) the accuracy and completeness of your personal data (address for service, telephone number, mail-address, academic degree etc.).
2. Fill out the **request for topic and supervision**, sign it and collect the signature of your thesis supervisor, the head of department and the director of studies (SPL28).
3. Confirm with your signature that you are aware of the rules for good academic practice (**Form SL/W1**).
4. Hand in all documents at the SSC.
5. **Design of the MA Thesis**
	1. Title page

The title page needs to have a specific form. Download the template [here](http://ssc-geo-astronomie.univie.ac.at/fileadmin/user_upload/SSC/SPL28/Formulare/Master/SL.010_Deckblatt_Masterarbeit_deutsch-englisch_011015.doc). It is obligatory to use both English and German language.

* 1. **Abstract of the Thesis within the Addendum**

All academic papers have to have an abstract of the paper within the addendum of the paper in German.

1. **Electronic Submission of the Thesis**

### Creation of a PDF-Document

You can upload only one document as PDF, and it is not possible to upload multiple partial documents. Please pay attention that your document includes a correct title page as well as an abstract!

**Further information** on how to create a PDF-Document you can find at:

<http://e-theses.univie.ac.at/pdf-erstellung.html>

### Upload of the Thesis

The submission can be made from every PC with Internet access (log in with password at https://hopla.univie.ac.at). A user-friendly web-mask supports the student with the input. Please **print out and sign the Upload-Affirmation**, which you get at the end of the electronic submission, you will need it when handing in your thesis at the SSC. After one week ask for the result of the plagiarism check at SSC. If your thesis has been cleared of plagiarism, forward your thesis together with the [thesis review form](http://ssc-geo-astronomie.univie.ac.at/fileadmin/user_upload/SSC/SPL28/Formulare/Master/SL.W5_Beurteilungsbogen_wissenschaftliche_Arbeit_Mag-Master1.pdf) to your supervisor and ask him for reviewing and grading. The thesis review form has to be signed by the reviewer.

If the print-version of your thesis should contain also multimedia attachments (pictures, videos, software, etc.), please state this when submitting your abstract. There is also the possibility to lock your thesis between one and five years, if you want to (request for usage exclusion according to § 86 section 2 UG 2002).

# Locking of the Thesis regarding its usage by other Persons

The publication for all positively evaluated theses exists is compulsory. You can file a request to lock your thesis to the usage by other persons for five years (at maximum), if important legal or economic interests are at stake (i.e. patents, use of sensitive data). This request has to be filed at the latest when uploading your thesis (see 3.2.)!

[**Form: SL / W3**](http://ssc-geo-astronomie.univie.ac.at/fileadmin/user_upload/SSC/SPL28/Formulare/Master/SL.W3_wissenschaftliche_Arbeit_DMD_Sperre_NEU-2.pdf)(single, “Locking of usage” / “Sperre der Benutzung”) on the website of the SSC or at the SSC.

**Further Steps:** You will be informed about the approval of your request via e-mail, in the case of a denial via an official note.

# Final Submission of the Thesis and Final Examination by a Commission

**Note:** Check on U:SPACE online ([http://uspace.univie.ac.at](https://uspace.univie.ac.at/)) your sustained admission to the university as well as the accuracy and completeness of your personal data (address for service, telephone number, email-address, academic degree etc.). If you have acquired additional degrees that are not registered on U:SPACE, please prove them to the “Referat Studienzulassung” (admission office) with the original documents. Only academic degrees, which have been verified this way, will be mentioned in the official note regarding the granting of an academic degree. You can find the opening hours of the admission office at  [http://studieren.univie.ac.at/](http://studieren.univie.ac.at) .

### Necessary documents to submit a thesis

The sustained admission to study and the positive graduation of all compulsory sections, modules and exams are **prior conditions**. Your field of study appears on the “Studienblatt” (student record sheet) as “angemeldet” (registered) and you possess, in the case of an individual study, a note of admission. You can also check your admission status **→**[http://uspace.univie.ac.at](https://uspace.univie.ac.at/). Please note, that an academic paper can only be submitted for a registered field of study.

**Procedure:**

Please hand in following documents during opening hours at the SSC at least 14 days before the final exam or defense:

* **Two copies** of your thesis:

hardback; format DIN A4;

double-sided print;

first page according to the style sheet of the SSC website (refer to 2.1)

last page: curriculum vitae with special consideration of your academic development. Also: German abstract (see special rules under 2.1.), also within hardback

### Upload-Affirmation (signed)

* + Participation at [survey Statistik Austria](https://www.statistik.at/ustat2/)
	+ Submission form ([pdf](http://ssc-geo-astronomie.univie.ac.at/fileadmin/user_upload/SSC/SPL28/Formulare/Master/UnterlagenEinreichungMagisterMaster.pdf)); [doc](http://ssc-geo-astronomie.univie.ac.at/fileadmin/user_upload/SSC/SPL28/Formulare/Master/UnterlagenEinreichungMagisterMaster.doc)
	+ [Thesis review form](http://ssc-geo-astronomie.univie.ac.at/fileadmin/user_upload/SSC/SPL28/Formulare/Master/SL.W5_Beurteilungsbogen_wissenschaftliche_Arbeit_Mag-Master1.pdf), signed by the supervisor (reviewer) (refer to 3.2)
	+ Copy of ***“Studienblatt”*** (Current student record sheet)
	+ signed copy of Curriculum Vitae
	+ If the Master defense takes place at University of Vienna, arrange date, location and examination committee at the office of the director of studies SPL28. Submit the [application sheet](http://ssc-geo-astronomie.univie.ac.at/fileadmin/user_upload/SSC/SPL28/Formulare/Master/SL.P2_Anmeldung_Abschlusspruefung_Diplom-Magister-Masterstudien_v1.0.pdf) (signed by the director of studies SPL28) to SSC.
	+ In case of request to lock your thesis to the usage by other persons (refer to 4.) submit the [**Form: SL / W3**](http://ssc-geo-astronomie.univie.ac.at/fileadmin/user_upload/SSC/SPL28/Formulare/Master/SL.W3_wissenschaftliche_Arbeit_DMD_Sperre_NEU-2.pdf)**.**

A set of all required forms are handed out by the SSC (yellow folder).

# Award of the Academic Degree and the Final Certificate

After the examination by a commission, an official note regarding the award of an academic degree and a final certificate will be issued within four weeks. You will be informed about completion of these documents via e-mail by the SSC.

If you want to empower somebody else to collect your documents, please be sure to empower the person explicitly for the signing of the waiver to file an appeal.

# Academic Celebration

When you collect your documents regarding the award of an academic degree, you have the option to register for the academic celebration of your graduation. Dates and more information are available from the event management (→<http://www.univie.ac.at/abschlussfeier>).

# Further Information

<http://www.univie.ac.at/satzung/studienrecht.html> <http://www.bmbwk.gv.at/universitaeten/recht/gesetze/ug02/Universitaetsgesetz_2002_inh.xml> <http://studieren.univie.ac.at/>