

# Guidelines for Submission of MA Thesis at SSC

Please note that this document merely is an unofficial translation for your reference.  
Only the information presented by the study service center (Studien Service Center SSC) is binding.  
This information might be updated without prior notice!

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Opening hours:	Tue, Wed 10 AM -12 AM; Thu 2 PM – 5 PM
Semester break:	Tue, Wed 10 AM -12 AM; Thu 2 PM – 4 PM

## 1 TOPIC AND SUPERVISION OF THE MA THESIS

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### 1.1. 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 → <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** (triplicate)
- **Form SL/W1** (single, “Rules of good academic practice” – *Regeln der guten wissenschaftlichen Praxis*)
- An **abstract** of the thesis (250-300 words, including research question, structure, method and sources)

### Studies Procedure:

1. Check online within the U:SPACE (<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.
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.

**Further Steps:** Your request will be submitted to the responsible Dean of Studies (SPL) for approval. You can collect the approved request approximately two weeks later at the SSC. In the case of a non-approval of the topic and/or the thesis supervisor you will get a note.

### 1.2. Change of the Topic or its Supervisor

If you want to change your topic or your supervisor after you handed in all documents described in 1.1., please fill out again a request for topic and supervision (triplicate), tick off "amendment" (*Änderungsantrag*) on the form, sign it and collect the signature of your supervisor again. Additionally attach an abstract of your new topic.

## 2 DESIGN OF THE MA THESIS

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### 2.1. Template of the MA Thesis

Information for the formal regulations of the individual academic templates you get on the website of the SSC or at the SSC. Samples of templates you can find on the website of the SSC in the category "Forms" (*Formulare*).

#### Procedure:

1. Click on the website of the SSC on "Forms".
2. Choose the form for your field of study.
3. You will find a sample as word-document under "Design of academic Papers" (*Gestaltung von wissenschaftlichen Arbeit*). Please delete in each case the not used option, if separated with an OR. All other texts please replace with your information.

### 2.2. 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 (minimum a 100 words). If the paper is written in a foreign language, a German abstract needs to be included.

## Special Rules:

1. African Studies and International Development, Oriental Studies and South Asia Studies: Academic papers need to include **additionally** to the German abstract also a single-paged **English Summary** within the addendum.
2. Romance Studies  
Academic papers written in German need to include **additionally** to the German abstract an **abstract (10 pages)** of the Findings in the studied **Romanic language** within the addendum.

## 3 ELECTRONIC SUBMISSION OF THE THESIS

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### 3.1 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 and your curriculum vitae!

**Further information** on how to create a PDF-Document at: <http://e-theses.univie.ac.at/pdf-erstellung.html>

### 3.2 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 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!

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).

**Detailed information** for uploading your thesis you can find on the University of Vienna Bulletin, exemplar 39, No. 260 from the 24.09.2015, which is possible to download under [MITTEILUNGSBLATT Studienjahr 2014/2015 – Ausgegeben am 24.09.2015](#) .

## 4 LOCKING OF THE THESIS REGARDING ITS USAGE BY OTHER PERSONS

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The publication for all positively evaluated theses existing 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** (single, “Locking of usage” / “Sperrung 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.

## 5 FINAL SUBMISSION OF THE THESIS

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**Note:** Check on U:SPACE online (<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 admission office opening hours at <http://studentpoint.univie.ac.at/en/infos/contact/>

### 5.1 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 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:

- **Two copies** of your thesis:

Hardback; format DIN A4; double-sided print; first page according to the style sheet of the SSC website;

Also: German abstract (see special rules under 2.1.), also within hardback

- **Upload Affirmation (signed)**
- **“Studienblatt”** (Current student record sheet) – if possible
- **“Prüfungspass”** (Exam File) – stamped and signed by the director of studies programme or by his/her support (if it has not been sent to SSC by SSS yet)
- **“Sammelzeugnis”** (Transcript/All-inclusive-certificate) – please mark all relevant exams appropriately
- **“Anerkennungsbescheid”** (Affirmation note) – if applicable
- **Approval of elective subjects** for master studies according to UniStG
- For a teaching degree **graduation-Certificate** for general pedagogical education about the school internship and **affirmation** of the graduation of the 2nd subject for teaching post according to UniStG
- For individual studies **Note of admission**
- Form **“Thema und Betreuung der wissenschaftlichen Arbeit”** (Topic and Supervision of the Thesis)
- Supplement **„Ansuchen um Beurteilung“** (Request for Examination)

- Supplement „*Merkblatt für die Verfasserin / den Verfasser*“ (Explanatory note for the Author)
- Possibly the request for the locking of your thesis for the usage by other persons (→see 4.)
- Possible verification of name change (marriage certificate)

**Note:** All required forms can be downloaded from the website of the SSC at <http://ssc-philkultur.univie.ac.at/formulare/masterstudium/>

**Further Steps:** As soon as your thesis has been cleared of plagiarism, we will forward your thesis to your supervisor. Your supervisor is allowed to furnish an opinion in the course of **two months**. The result of your thesis' examination will be send via email by the SSC. If required, you are entitled to inspect the examination report of your thesis and take copies in the course of half a year.

## 6 FINAL EXAMINATION BY A COMMISSION

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**Deadline:** The application for the oral final examination by a commission has to be handed in **at least 14 days before** the examination date at the SSC. Prior condition is the positive evaluation of the thesis.

**Documents:** Form SL / P2 “*Anmeldung zur Diplom-, Magister- oder Masterprüfung*” (Application to the MA-Examination) under the button “*Anmeldeformular*” on the website of the SSC under the category “Formulare” (Forms).

### **Procedure:**

1. Check your sustained admission to the university as well as the accuracy and completeness of your personal data and your academic degrees online in U:SPACE (see 5.).
2. Your Examination-Senate is formed of your 1st Examiner, 2nd Examiner and the Head of the Examination. Contact your Examination-Senate (e-mail or office hours) and coordinate a date for your examination.
3. Fill out the form “*Anmeldung zur Diplom-, Magister- oder Masterprüfung*” (Application to the MA-Examination) completely and hand it in at the SSC.

## 7 AWARD OF THE ACADEMIC DEGREE AND THE FINAL CERTIFICATE

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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 authorize somebody else to collect your documents, please be sure to authorize the person explicitly for the signing of the waiver to file an appeal. (Form available on the SSC website)

## 8 ACADEMIC CELEBRATION

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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 (→<https://events.univie.ac.at/en/ceremonies-celebrations/ceremonies-celebrations/>).

## 9 FURTHER INFORMATION

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<http://www.univie.ac.at/satzung/studienrecht.html>

<http://studentpoint.univie.ac.at/>