

Disclaimer: Following information has been assembled to the best of knowledge. In case of doubt the advice of the responsible academic institution (Chair of East Asian Economy and Society) does apply.

General Information on the Master Thesis – East Asian Economy and Society –

20.07.2009

See statutes of the University of Vienna §15; you can find all relevant documents under <http://ssc-philkultur.univie.ac.at/index.php?id=5824>

Note: The agendas of the President of Studies Legislation and Affairs (Studienpräses) were usually delegated to the responsible Directorate of Studies Programme (German short form: SPL)

- (1) Students are authorized to request a university professor with the license to teach as supervisor for the Master's thesis. The topic of the Master's thesis has to be chosen in consultation with the supervisor. To get approved, it must be sure that the topic can be finished within the legal time frame of six months.

- (2) University professors and habilitated staff are allowed and, in consideration of any further tasks at the university, also required to supervise a Master's thesis in accordance with the subject they teach.

- (3) If required, the President of Studies Legislation and Affairs (Studienpräses) can assign, by suggestion of the student, other qualified university staff with doctorate degree to supervise the Master's thesis.

- (4) The student has to inform the President of Studies Legislation and Affairs (Studienpräses) about the topic of the Master's thesis and the name of the supervisor in written form (in triplicate) prior to the commencement of working on the Master's thesis. If the President of Studies Legislation and Affairs (Studienpräses) explicitly approves or does not forbid the chosen topic and the supervisor per administrative decision within a month, the proposal passed. This time limit will be extended by two months, if the President of Studies Legislation and Affairs (Studienpräses) informs the student before the expiration of the time that a decision still could not have been made because further investigations are necessary. Until the submission of the Master's thesis (section 7) a change of the supervisor is possible. In case that the Master's thesis will be written in a foreign language, the student has to get the approval of the

supervisor and inform the President of Studies Legislation and Affairs (Studienpräses) (§ 59 section 1 Z 7 Universitätsgesetz 2002).

- (5) In reasonable cases the President of Studies Legislation and Affairs (Studienpräses) is allowed to request a statement of the supervisor and the student about their working plan or their time schedule for completing the Master's thesis. If the supervisor or the student does not realize the creation of a working plan or time schedule, the President of Studies Legislation and Affairs (Studienpräses) has to reach consent about a working plan or time schedule by holding a mediating dialogue. If an amicable solution still cannot be reached, the President of Studies Legislation and Affairs (Studienpräses) is authorized to dissolve the supervisor-student relation.

- (6) The jointly work on a Master's thesis by several students is approved with the consent of the President of Studies Legislation and Affairs (Studienpräses), if a separate evaluation of their work is possible (§ 81 section 3 Universitätsgesetz 2002). To ensure a separate evaluation, the different parts of the work must be written by a single student, who must be explicitly named. The jointly work on a Master's thesis must be pointed out; the nature of the collaboration has to be explained. This also applies if separate papers are handed in.

- (7) The finished Master's thesis has to be handed in to the President of Studies Legislation and Affairs (Studienpräses). The President of Studies Legislation and Affairs (Studienpräses) has to assign the thesis to a judge; the judge has to grade the Master's thesis within two months after receiving it. In special cases, particularly if the Master's thesis does not get graded within the timeframe, the President of Studies Legislation and Affairs (Studienpräses) has to reassign the Master's thesis to another judge for evaluation according to § 15 section 2 or 3 .

Checklist Master's Thesis

1. Look for a supervisor (mind his/her qualification)
2. Choose a topic
3. Hand in the title of your topic and the name of your supervisor in written form to the SPL (delegated by the President of Studies Legislation and Affairs "Studienpräses"
4. Inform yourself at the SCC about the final procedure before graduation
5. Upload the finished Master's thesis for a plagiarism examination. For more detailed information please refer to (http://studentpoint.univie.ac.at/services/service-stellen/studienservicecenter/fileadmin/user_upload/studentpoint/Pref_Kultur/Infoblatt_Hochschulschriften_Letzversion.pdf)
6. Hand in your completed Master's thesis in a duplicate, printed and hardback form to the SCC (NOT to your supervisor!)

Please Note! Since 01 March 2015, an expose (approx. 3 pages) of your planned Master thesis has to be presented to your supervisor (see #3 above) and filed together with the 'Antrag auf Betreuung' at the SSC.