

What kind of exam will the MA Examination be?

At the very end of your studies you will defend your MA project in front of an examination committee:

- According to the [EcoS Curriculum](#) the MA exam is a *Defensio* type of exam. A *Defensio* is a public defense of your thesis
- At least 4 people involved: student, two examiners (preferably senior EcoS staff members [one of which is your supervisor]), one head of exam (from the Directorate of Studies / SPL15); the defense is in principle open to the public
- Structure: 20 min presentation of your thesis, 2*20 min Q&A per examiner
- Aim: Prove expertise on thesis topic, answer open questions

How to get there step by step

1. Submit your MA thesis
 - a. **Electronically** upload your thesis as pdf-file [here](#)
 - b. **Personally** hand in your thesis at the Studies Service Center (SSC) together with several documents and forms (for these please see: **Guideline for submission of master thesis** [ger/eng](#))! Please make sure that you take care of all documents early enough!
 - c. As none of the **two** officially submitted hardcopies will remain with your supervisor and/or EcoS: Please consider Prof. Frank's request to receive a personal copy of your thesis.
2. **After** having received your grade: Fix a date for your master examination
 - a. Contact supervisor first
 - b. Find and contact second examiner (in general upon suggestion by supervisor)
 - c. Ask for Head of Exam by contacting the Directorate of Studies / SPL (<http://spl-ostasien.univie.ac.at/>); confirm the room for examination via the SPL
 - d. After date and place is fixed, **submit form** SL/P2 "Anmeldung zur Diplom-,Magister- oder Masterprüfung" to the SSC ([form](#))
Please note: You need to submit this form **at least 14 days prior to your exam day!**
3. Preparation for MA examination
 - a. Prepare your **poster** for the presentation in English ([guideline](#) / [poster template](#))
 - b. Send final poster to [josef.falko.loher\[at\]univie.ac.at](mailto:josef.falko.loher[at]univie.ac.at)
 - c. Remind your examiners of **questions**
 - You will receive their questions at least two weeks **before** the actual examination so you can prepare your answers accordingly
4. Further information
 - a. **Plan ahead:** An exam date 3 months after thesis submission is realistic
 - b. Japanology staff does not accept exams during vacation (Feb, July to Sept)
 - c. Examination date is usually Monday morning

Procedure of Exam

- Before the exam
 - Keep calm!
 - Come at least 15 min earlier
 - Dress code: business casual
- Bring enough **handouts** for exam committee: Poster in A4, horizontal format, b/w
- Bring one copy of your **poster** in A3, horizontal format, color
- The whole MA examination will take **60 min**
 - 20 min of poster presentation by student
 - 20 min Q&A with first examiner
 - 20 min Q&A with second examiner
- You may **prepare notes** for presentation and Q&A (do **not** read out a manuscript!)
- We discourage the use of Powerpoint.

Your poster presentation

- Using your poster you present your thesis' main points and put results in context
- Please read the [guideline](#) carefully and use the [template](#) for preparation
- Include research question(s), methods, main facts and results
- Tip: Stick to structure of poster
- Be prepared of spontaneous questions!
- For examples, check out posters of recent EcoS graduates ([here](#))

Q&A by examiners

- Make sure you receive your questions in time
- 2-4 questions per examiner: These may be additions, further discussions, state of art, method etc
- Answer in depth, yet concise
- Time is substantial: you have 20 min per examiner
- Preparation is very important -> research!
- You can use notes; do not read!
- Lively discussions may evolve

After the exam

- Leave the room for deliberation by examiners
- You receive one final grade
- After return: Feedback and congratulations
- Your exam date is **graduation day**
- Formal finalization might take up to three weeks