

**Prüfungsreferat der Naturwissenschaftlichen Fakultät, Faculty of Natural Sciences**

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Homepage: <http://nawi.uni-graz.at/de/studieren/>

Instagram: <https://www.instagram.com/nawi.unigratz/>

## INFORMATION LEAFLET – master's programme at the Faculty of Natural Sciences

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### Submission of academic results for the completion of your master's programme

Apart from your Master's thesis, all documents required for the completion of your studies as well as the relevant examination minutes, must be submitted to the Prüfungsreferat for verification of completeness and accuracy. [Please submit the relevant examination minutes by email to nawi.pruefref@uni-graz.at in good time, even if 3-4 courses are still incomplete.](mailto:nawi.pruefref@uni-graz.at) In addition, at this early stage, you will be able to determine which courses or academic results are still missing or might still be recognized. After having been completed all remaining academic results may be handed in later by email to [nawi.pruefref@uni-graz.at](mailto:nawi.pruefref@uni-graz.at), at the latest two weeks before your scheduled final examination date.

**You can find the correct form on following homepage:** <https://nawi.uni-graz.at/en/study-service/all-about-graduation/>

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### Master's thesis submission procedure

- 1) **Request to withhold access (OPTIONAL):** If the Master's thesis is to be withheld, the student must submit the request form [one week BEFORE the digital submission of the thesis](mailto:nawi.pruefref@uni-graz.at) to [nawi.pruefref@uni-graz.at](mailto:nawi.pruefref@uni-graz.at) (the request must be completed by the student and signed by the supervisor).
- 2) **Digital submission:**
  - **1<sup>st</sup> step of the digital submission:** The Master's thesis must be registered by the student in UNIGRAZonline. The instruction leaflet can be found on our homepage: <https://nawi.uni-graz.at/en/study-service/all-about-final-theses/>
    - ◆ If you are a student of a NAWI-Graz curriculum and have a TU Graz supervisor please register the thesis in TUGRAZonline as well.
  - **2<sup>nd</sup> step of the digital submission:** the registered Master's thesis must be approved by the supervisor in UNIGRAZonline  
Status: 🟢 [Form and content checked](#)
    - ◆ If you are a student of a NAWI-Graz curriculum and have a TU Graz supervisor the registration must be approved by the supervisor in TUGRAZonline only.
    - ◆ If your supervisor is neither from the University of Graz nor from the Technical University of Graz please get in touch with the Prüfungsreferat.
- 3) **Submission of the form "Ansuchen um Beurteilung der Masterarbeit" – last step of submission:**
  - Since 1st of October 2022 **no** hardback copy of the Master's thesis has to be submitted to the Prüfungsreferat anymore.
  - **Alternatively, please submit the form "Ansuchen um Beurteilung der Masterarbeit" completed and signed by you to [nawi.pruefref@uni-graz.at](mailto:nawi.pruefref@uni-graz.at).**  
**The form will be accepted when the 1<sup>st</sup> and 2<sup>nd</sup> step of the digital submission is completed.** Status: 🟢  
You can find the form on the following homepage: <https://nawi.uni-graz.at/en/study-service/all-about-final-theses/>  
With the submission of the form to [nawi.pruefref@uni-graz.at](mailto:nawi.pruefref@uni-graz.at) the Master's thesis is fully submitted.

After submitting the "Ansuchen um Beurteilung",  
there must be a minimum of 4 weeks before the final examination.



## Registration for the Master's examination

You may apply for the oral examination if

- 1.) all courses required for your master's programme have been completed successfully and entered into UNIGRAZonline,
- 2.) the Master's thesis has been successfully graded and the report has been submitted to the Prüfungsreferat two weeks before the final board examination date at the latest.

The form "**Anmeldung zur kommissionellen Prüfung**" is available at the Prüfungsreferat only and must be re-submitted two weeks before the scheduled date at the latest.