

A Guide to Finishing Your Studies



5 obligatory steps

- ✓ Register the topic of your Master's thesis
- ✓ Check your credits
- ✓ Send a preliminary abstract
- ✓ Submit your thesis
- ✓ Take the Master's exam

Step 1: Register the topic of your Master's thesis

Regular Master Students:

Determine the topic of your thesis with your supervisor during your **3rd semester** and finish your thesis by the end of the 4th semester.

Joint Degree Students:

Determine the topic of your thesis with your supervisor by the end of your **2nd semester** and finish your thesis by the end of the 4th semester. The thesis will be assessed by your thesis supervisor and by a faculty member of a partner university.

- ✓ Once you have a title for your thesis, fill out the relevant form (<https://static.uni-graz.at/fileadmin/gewi/downloads/ba-ma/MeldungDiplomMasterarbeit.pdf>)
- ✓ Get this paper signed by your supervisor and submit it to the Dean's office (<mailto:gewi.anerkennung@uni-graz.at>).

Step 2: Check your credits

- ✓ Make sure that you have the required ECTS needed to start writing your thesis in your SPO online system (via UGO online). Ideally, already assign the courses/credits you have taken to the correct modules in the SPO online system.
- ✓ For more info, check instructions: **SPO Online System** (https://static.uni-graz.at/fileadmin/gewi-institute/Anglistik/Joint_Degree_Materials/SPO_Online_System.pdf)

Step 3: Send a preliminary abstract

- ✓ In between registering & submitting your thesis: send a working abstract of your thesis to your academic coordinator so that they can find a second reader for your thesis. This step only applies to Joint Degree students.

Step 4: Submit your thesis

- ✓ Upload your thesis and abstracts in English and German as PDF documents via your UGO online ("Meine Abschlussarbeiten"/"My Theses")

- ✓ Abstracts should not be longer than 2000 characters (with spaces)
- ✓ Your thesis supervisor will automatically be informed by UGO online.
- ✓ The cover page of your thesis needs to look like this: https://static.uni-graz.at/fileadmin/gewi/downloads/ba-ma/TitelblattMasterarbeit_MA.pdf

Regular Master Students:

You will be required to submit two copies.
Word count – 20,000 to 25,000 words
(without references), written in English.

Joint Degree Students:

You will be required to submit three
copies of your thesis and your abstracts.
Word count – 25,000 to 30,000 words
(without references), written in English

Step 3: Take the Master's exam

The Master's exam:

- ✓ can only be taken once you have received positive grades for all your courses and your thesis
- ✓ covers two topics of your area of studies per each examiner (linguistics, literary studies or cultural studies)
- ✓ is oral (2x30 min. = 60 min.)
- ✓ includes discussion of questions and approaches related to your focus of studies

Before taking it, you should:

- ✓ find a second examiner from your field of studies and a chair
- ✓ negotiate topics and literature with your examiners
- ✓ arrange the date with your supervisor and a second examiner
- ✓ announce the date to Kordula Auer (kordula.auer@uni-graz.at) at least four weeks before the exam
- ✓ complete this form and submit it to the Dean's office (<https://static.uni-graz.at/fileadmin/gewi/downloads/ba-ma/AnmeldungzurDiplompruefung.pdf>)

Deadlines:

A minimum of **four weeks** between handing in your thesis and the exam;

A minimum of **two weeks** between receiving the grade for your thesis and the exam.

If you want to be finished with your studies in **Winter Semester**, everything must be finished (incl. the final exam) before the **end of March**.

If you want to be finished with your studies in **Summer Semester**, everything must be finished (incl. the final exam) before the **end of October**.

Useful links:

- ✓ Information about [submitting your thesis \(German\)](#):
- ✓ Information about the [final exam \(German\)](#):
- ✓ You can find all forms for finishing your studies [here](#):
 - [Registration of the topic of your thesis](#)
 - [Registration for the final exam](#)
 - In case you want to [change your supervisor](#)
 - In case you want to [change your topic](#)
 - [Submission of the thesis](#)
 - [Title page](#)

If you have any questions or need more information, please contact

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