

FINAL STEPS BEFORE GRADUATION

A short guide by the Dean's Office of the Faculty of Catholic Theology and the Dean's Office for Interfaculty Affairs



The following documents must be submitted to the Dean's Office:

Notification of topic of your thesis – approx. 6 months before graduation

- Form „Bekanntgabe des Themas der Diplomarbeit/Masterarbeit sowie der Betreuerin oder des Betreuers“/“Announcement of the topic of the diploma thesis/Master's thesis and the supervisor”

Electronic submission of your thesis – 2 months before graduation at the latest

- Enter both abstracts (German and English) in UGO
- Upload your thesis in PDF/A³ format.
- Enter “submit”/“einreichen” completing all required information.
- After electronic submission, the information (abstract, PDF file of the thesis) must be electronically approved by your supervisor
- Your uploaded thesis will automatically be subjected to a plagiarism check after a short check of entered data by the Dean's Office.
- NOTE: From 1 October 2022 your thesis is only submitted electronically; there is no need to provide printed and hard-bound copies. Your supervisor has the right to request a printout which must be delivered directly to them.

Registration for your final (commission) examination - 2 weeks before the exam date at the latest

- A positive mark for your thesis must be visible in UGO
- Form "Anmeldung zur kommissionellen Diplom- bzw. Masterprüfung"
- Completed form „Prüfungskartei“/Record of exams/grades (All grades have to be entered into and visible in UGO – You can ask the Dean's Office for a pre-check before submitting this record
- Photo (e-mail: gertraud.blass@uni-graz.at) - only if participating in the award ceremony!

All information and forms are available on our homepage

<https://theol.uni-graz.at/de/studieren/studienabschluss/>

Final certificate

Delivered to your student e-mail address with the university's digital official signature.

Awarding of the academic degree and registration for the academic ceremony at the Office of Academic Affairs

On submitting the final certificate and the completed online statistics form (<https://www.statistik.at/ustat2/>) you will receive the official Award of the academic degree at the Office of Academic Affairs.