

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

[Studienabschluss - Katholische Theologie \(uni-graz.at\)](#)

Final certificate

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

Certificate

The award notice (official document on the award of the akad. degree), graduates receive an official signature in electronic form. [Sponson / Promotion - Studienabteilung \(uni-graz.at\)](#)

Award ceremony – please register at the Office for Academic Affairs ([Studienabteilung](#))