

Prüfungsreferat der Naturwissenschaftlichen Fakultät
Faculty of Natural Sciences
Universitätsplatz 3, 8010 Graz
+43/316/380-5010, 5013, 5014, 5015, 5016
<http://nawi.uni-graz.at/de/studieren>

Opening hours:
Mon., Tue., Thu., Fri., 9 – 12 am
+ Wed. from 2 – 4 pm (except on days when
no courses are held)

INFORMATION LEAFLET – master programme at the Faculty of Natural Sciences

Submission of academic results for the completion of your master 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 in good time, even if **3-4 courses are still incomplete**. In addition, at this early stage, you will be able to determine which courses or academic results are still missing or might still to be recognized.

All remaining academic results may, after having been completed, be handed in later by email, phone or in person, at the latest two weeks before your scheduled final examination date.

Documents required for the submission of certificates/courses:

- Examination minutes, filled in by the student
 - Original academic performance records from other educational institutions
 - Any possible notice of recognition not yet available on UNIGRAZonline
-

Master's thesis submission procedure

- 1.) **Request to withhold access:** If the Master's thesis is to be withheld, the student must submit the request form **one week BEFORE the hardback Master's thesis is handed in** to the Prüfungsreferat (the request must be completed by the student and signed by the supervisor).
- 2.) **Registration:** The Master's thesis must be registered by the student in UNIGRAZonline, if necessary in TUGRAZonline and cleared by the supervisor **BEFORE the hardback Master's thesis is handed in** to the Prüfungsreferat!
- 3.) **Submission of hardback Master's thesis:**
 - a) Create your Master's thesis **WITHOUT** a declaration on oath (eidesstattliche Erklärung).
 - b) Both German and English language abstracts must be included in the hardback copy.
 - c) The Master's thesis must be submitted to the Prüfungsreferat in hardback at the latest four weeks before the scheduled date of the oral examination. Once the hardback copy has been handed in the Prüfungsreferat, the Master's thesis is officially submitted.

Required documents when submitting the Doctoral thesis:

- 2 hardback copies of the Master's thesis **WITHOUT** a declaration on oath (eidesstattliche Erklärung).
 - One form entitled "Submission of the Master's thesis"
-

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 by the supervisor and the report has been submitted to the Prüfungsreferat at the latest two weeks before the final board examination date.

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

The **forms** as well as relevant **information** can also be viewed on our homepage:
<http://nawi.uni-graz.at/de/studieren/informationen-und-formulare-fuer-studierende/>