

The final steps to earn your Master's Degree in Computer Science

March 10, 2021

This is a short check list on how to finish the Computer Science Master (see also the schedule¹).

- When you started your master's thesis you should have submitted the registration form². If you did not do that already, do it immediately.
- Fill out the examination roster³ for Computer Science and submit it to the “Prüfungs und Anerkennungsservice” (PAS) **not later than 4 weeks before the examination date**. *You can already hand-in the examination roster if there is only one grade missing.*
- Hand in two hard-bound copies of your thesis (and the upload confirmation) to the PAS **not later than 4 weeks before the examination date**.
- Parallel to that, upload the **exact document that was printed** to the web page⁴ and fill out the online form there. This should be done right before handing in the hard-bound copies, because the online upload and hand-in of the thesis **must not happen more than 1 day apart**. Bring your upload confirmation with you when you hand in the hard-bound copies.
- Fill out the registration form for the master's examination⁵ (nominating your examination committee (make sure that you download the specific form for Computer Science). Hand in this form **not later than 4 weeks before the examination date** and take care of the following:
 - Chose a committee head for your examination. You can pick any professor **except your thesis supervisor**. The head is also the person that examines the contents of your thesis (1st examiner).
 - Chose a professor that examines your major subject (2nd examiner). You can only pick a professor of which you attended a course that is part of your chosen major subject⁶, and that is not of type UE, PR, or SE. Fill out the name of your major subject in the form (e.g., “Software Engineering”, or “Networks and Security”). **Enter your major subject into the field of the form.**
 - Chose a professor that examines your complementary subject (3rd examiner). You can only pick a professor of which you attended a course that is part of your chosen complementary subject, has more than 1.5 ECTS, and that is not of type UE, PR, or SE. **Leave the field for the complementary subject blank.**

¹ http://informatik.jku.at/teaching/master/process_thesis.pdf

² <https://www.jku.at/en/studying/studies-from-a-z/thesis/masters-thesis/>

³ <https://www.jku.at/en/studying/studies-from-a-z/degree-completion/completion-of-a-masters-degree-program/>

⁴ <https://forms.jku.at/pas/thesis>

⁵ <https://www.jku.at/en/studying/studies-from-a-z/degree-completion/completion-of-a-masters-degree-program/>

- *We advise you to pick your thesis supervisor as either your examiner for your major or complementary subject.*
- *Usually your supervisor can help you choose suitable professors for your examination. Additionally, when contacting the professors, ask them what you should prepare for. However, in general, the professors are free to choose any subject within the major or complementary subject, respectively.*
- It is your job to **ask these professors** if they want to take part in your master examination, to **arrange a date and place** for the examination, and to **get the signatures** of all professors and the praeses Prof. Mössenböck. Submit the signed form to the PAS, which will get the signature from the vice rector.
- Notify the PAS about the date and place of the examination **not later than 2 weeks before the examination date.**
- *The examination usually consists of the following parts:*
 - 20 minutes presentation and defense of the thesis
 - 20 minutes oral examination about the major subject
 - 20 minutes oral examination about the complementary subject