

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

August 29, 2020

This is a short summary on how to finish the Computer Science Master.

- Have a master thesis and submit the registration form¹ as soon as you and your supervisor agreed on a topic. *In practice, you can register the thesis even if you already started working on it or nearly finished it.*
- Fill out the examination roster² and submit it to the “Prüfungs und Anerkennungsservice” (PAS) **at least four 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 **at least four weeks before the examination date**.
- Parallel to that, upload the **exact document that was printed** with the thesis submission form³. 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.

¹<https://www.jku.at/en/studying/studies-from-a-z/thesis/masters-thesis/>

²<https://www.jku.at/en/studying/studies-from-a-z/degree-completion/completion-of-a-masters-degree-program/>

³<https://forms.jku.at/pas/thesis>

- Fill out the document for nominating your examination committee⁴ (ensure that you download the specific form for Computer Science). Hand in this form **at least four 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**.
 - Chose a professor that examines the contents of your thesis (1st examiner). You can pick any professor **except your thesis supervisor**. *Usually, you again chose your committee head for this role.*
 - 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 subject⁵, 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”).
 - 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, and that is not of type UE, PR, or SE. **Leave the field for the complementary subject blank.**
 - *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 hold your examination, to **arrange a date and place** for the examination, and to **get the signatures** of all professors and the praeses Prof. Mössenböck. The PAS will only get the signature by the vice rector.
- Notify the PAS about the date and place of the examination **at least 10 days 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

⁴<https://www.jku.at/en/studying/studies-from-a-z/degree-completion/completion-of-a-masters-degree-program/>

⁵<https://studienhandbuch.jku.at/curr/793>