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 form\(^1\) as soon as you and your supervisor agreed on a topic. \textit{In practice, you can register the thesis even if you already started working on it or nearly finished it.}

- Fill out the examination roster\(^2\) and submit it to the “Prüfungs und Anerkennungsservice” (PAS) \textbf{at least four weeks before the examination date}. \textit{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 \textbf{at least four weeks before the examination date.}

- Parallel to that, upload the \textbf{exact document that was printed} with the thesis submission form\(^3\). This should be done right before handing in the hard-bound copies, because the online upload and hand-in of the thesis \textbf{must not happen more than 1 day apart}. Bring your upload confirmation with you when you hand in the hard-bound copies.

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\(^1\)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 committee\(^4\) (ensur-e 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 (1\(^{st}\) 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 (2\(^{nd}\) examiner). You can only pick a professor of which you attended a course that is part of your chosen major subject\(^5\), 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 (3\(^{rd}\) 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