

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

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This is a short check list on how to complete the Computer Science Master's Program (see also the schedule¹). If you came here looking for instructions specific to the Artificial Intelligence Master's Program, please see the official website on how to complete the program².

When you started your Master's thesis you should have submitted the registration form³. If you did not do that already, do it immediately.

Fill out the examination roster⁴ 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.*

Before uploading your work, please first **send the cover sheet to the Examination and Recognition Service** by email (pas@jku.at) to check the formal requirements.

After receiving positive feedback from the Examination and Recognition Service, upload the academic paper in PDF format to the PAS at the following address: forms.jku.at/pas/thesis

The PDF file must be saved in such a way that the text of the thesis can be further processed digitally. In particular, it must not contain scanned image files. The file must also not be encrypted or password protected and should be saved in **ISO 19005-1** compatible format (**PDF/A**) for long-term archiving. LaTeX documents support this using the *pdfx* package, while word processors have other specific export options.

Fill out the registration form for the Master's examination (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).

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

² <https://www.jku.at/en/degree-programs/types-of-degree-programs/masters-degree-programs/ma-artificial-intelligence/program-details/>

³ <https://www.jku.at/en/degree-programs/students/theses-and-dissertations/>

⁴ <https://www.jku.at/en/degree-programs/students/degree-completion/>

- 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 subject, 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.**
- 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’s 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. The PAS will also announce the examination publicly in KUSSS⁵.
- If the exam is held using as an **online video conference**, the meeting must be **created and sent to the PAS by the committee head**, after a date was decided.
- Notify the PAS about the date and place of the examination **not later than 2 weeks before the examination date.**
- In **special cases** or for more **advanced questions**, please **ask the PAS** for further details and support.

The examination itself usually consists of the following three parts:

1. 20 minutes presentation and defense of the thesis
2. 20 minutes oral examination about the major subject
3. 20 minutes oral examination about the complementary subject

At the moment after passing the exam, one has officially earned their degree. The official documents will be prepared afterwards to be delivered by mail or retrieved in person.

⁵ <https://kuss.jku.at/kuss/subjectProclamation.action>