

Last updated: June 2020

Guideline for the Completion of the Master's Degree in Media and Convergence Management

In order to provide you with some guidance regarding the completion of the Master's Degree MCM (Master's Thesis Submission, Final Examination, and Graduation), this leaflet should serve as a helpful guideline.

Step 1: Online submission of the electronic examination-book (ePB = elektronisches Prüfungsbuch)

- successful completion of all courses
- approval of the electronic examination-book by the Admissions Office
- approval of the electronic examination-book by the Program Director

Step 2: Master's Thesis

Online application for supervision of the Master's thesis

- Familiarize yourself with potential supervisors (see list on slide 4) and suggest a topic to one of them
- Alternatively, you can select topics (e.g., Marketing department)
- If they agree to supervise you, you have to submit an online application for supervision. Then go to:
- Online application via online student portal (Campussystem) → menu item “Meine Anträge” (my applications) → “Applications related to academic theses” → “Application for supervision of a master or diploma thesis”

Step 2: Master's Thesis

Online application for supervision of the Master's thesis

Potential thesis-supervisors (grouped by department):

- Department of Media and Communications (Univ.-Prof.Mag.DDr. Matthias Karmasin, Ao.Univ.-Prof. Dr. Sandra Diehl, Ass.Prof. Mag. Dr. Wieser Matthias, Postdoc-Ass. MMag. Dr. Isabell Koinig, Dr. Denise Voci, B.A.,M.A.)
- Department of Innovation Management and Entrepreneurship (Univ.-Prof. Dipl.-Ing. Dr. Erich Schwarz + Team)
- Department of Marketing and International Management (Univ.-Prof. Dr. Ralf Terlutter + Team)
- Department of Law (Ass. Prof. Dr. Doris Hattenberger)
- Department of Informatic Systems (Mag. Dr. David Ahlström, Assoc.Prof.Mag.Dr. Gerhard Leitner)
- Department of Information Technology (Assoc.-Prof. Dipl.-Ing. Dr. Mathias Lux)

Step 2: Master's Thesis

Online application for supervision of the Master's thesis

New!

- You can now apply for a step-wise evaluation of your MA-thesis
- Further details can be found at <https://www.aau.at/en/study/studying-at-aau/completing/master-and-diploma-theses/>

Phased assessment of a Master's thesis or Diploma thesis

Students may request the phased assessment of a Master's thesis or Diploma thesis following the successful completion of defined components (Master's or Diploma thesis modules). Please note, the phased assessment is not mandatory.

It is only permissible to assess a maximum of three completed components. The 1st and 2nd completed component comprise 8 ECTS credits each. A positive assessment shall be recorded as "participated with success" and a negative assessment shall be recorded as "participated without success". The final completed component (= the submitted Master's or Diploma thesis) comprises the ECTS credits that are still missing from the total credits as defined in the curriculum.

If you decide to opt for the phased assessment of your Master's thesis or Diploma thesis, corresponding proof must be uploaded together with the application requesting the phased assessment. Both the definition of what constitutes a completed component and the determination of the corresponding proof shall be announced in the university bulletin by the responsible curricular commission. The relevant link along with further information can be found in the corresponding online application form in the Campus system.

Applications can be submitted via the Campus system. Go to My applications > Submit new application >

Applications relating to academic theses > **application requesting the assessment of the 1st completed**

component of a Master's or Diploma thesis. As soon as this application has been approved, the **application**

requesting the assessment of the 2nd completed component of a Master's or Diploma thesis will be unlocked.

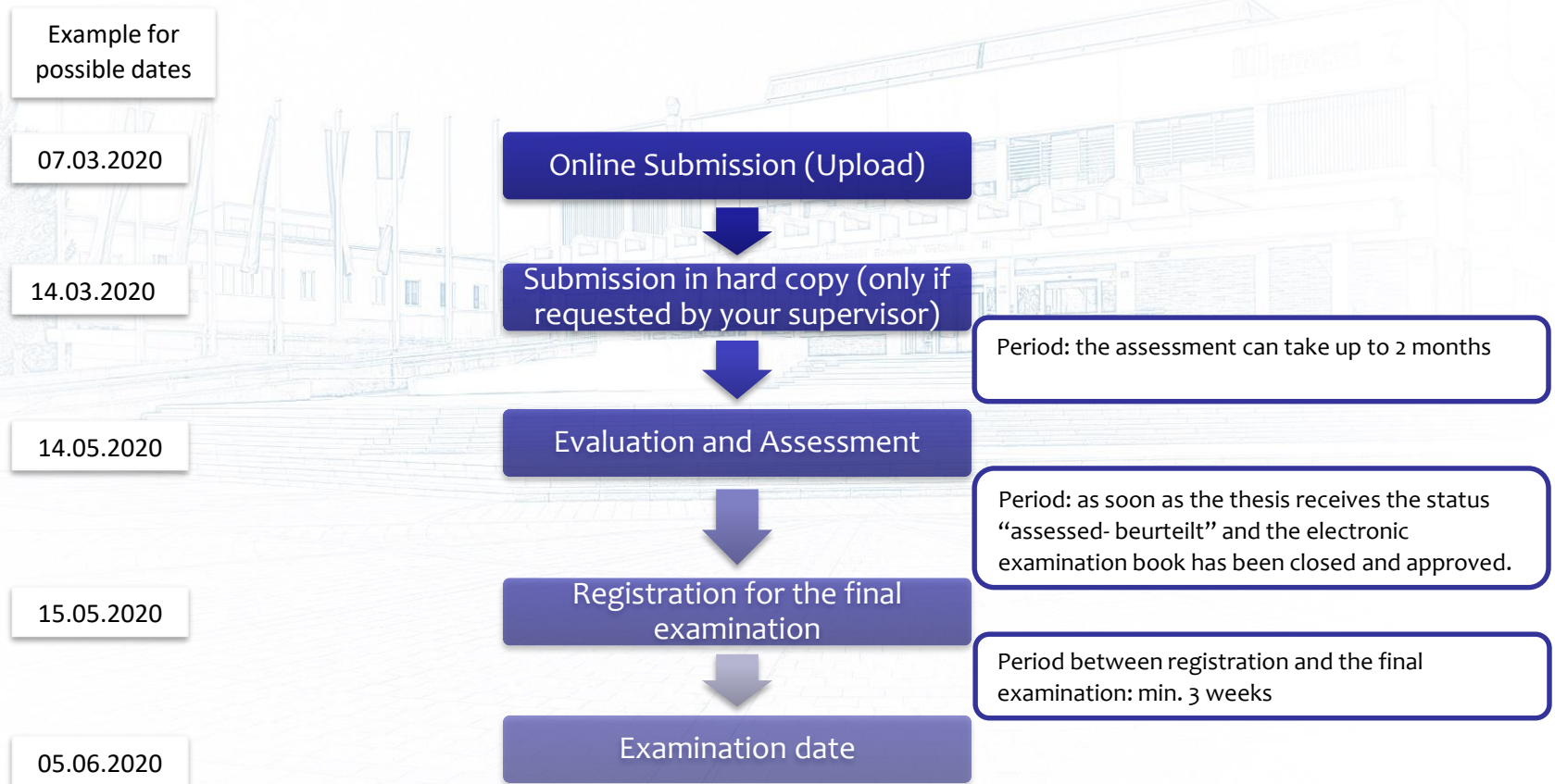
Step 3: Master's Thesis

Writing Process

Formal criteria:

- Please discuss the requirements of your MA-thesis (topic, structure, length) with your supervisor
- Bear in mind to follow the rules for drafting and writing academic papers. A detailed guideline can be found for download at <https://www.aau.at/en/media-and-communications/study/downloads/>

Step 4: Submission of the Master's Thesis and the Final Examination



Step 4: Submission of the Master's Thesis – Online Submission Upload

As soon as your Master's Thesis exists as a .pdf file, you can start the submission process in the student portal in the section „wiss. Arbeiten“ (scientific work):

1. Enter your Master's Thesis' final title in the field „Titel“.
2. Choose the .pdf file and start the upload process.
3. After the upload is complete, a window appears, in which you can check the uploaded file for formatting etc. If you want to continue, click „Vorgang fortsetzen“ or cancel your request by clicking „Vorgang abrechnen“.

Step 4: Submission of the Master's Thesis – Online Submission Upload

4. If you precede and click "submit thesis- Arbeit einreichen“, you submit your thesis and agree to your thesis being checked for plagiarism with the AAU's DocuL©c software. If you cancel your request, no submission has been made and you can repeat the process by submitting a new document. If the submission is complete, your thesis can neither be changed nor withdrawn.
5. Next Steps: On grounds of the plagerism report, your supervisor assigns the status of “no plagiarism" or "plagiarism“ to your thesis. If your thesis has received the label “no plagerism”, your supervisor will write your thesis review (Gutachten). As soon as your thesis review is uploaded, your thesis receives the status “assessed- beurteilt”. Your thesis review is available for download in your study portal.

Step 4: Final Examination

- Your final examination will cover two subject areas. The two areas of examination are the following:
 - The subject which the Master's Thesis has been assigned to and
 - A second subject of your choice according §14 (Electives I and Required Subjects excl. Complementary Subjects) → the second subject must, be another area of examination. Example: If you did your MA thesis in the area of Media Communications, you second examiner has to be either from the Economics department or the IT department.
- Please contact your preferred examiner well in advance and discuss the texts to be covered during the final exam.

Step 4: Registration for the final Examination

- Applications for the admission to the oral Master's examination have to be submitted **online**. In order to apply, please (1) log into your student account, (2) go to the tab „Meine Anträge = My Applications“ and click on „Antrag zur studienabschließenden Prüfung = Application for the Final Examination“. Our online-portal allows you to change the language, so you should be able to navigate around and fill in the application.
- Your online-application is only possible if you **fulfill all requirements**. In order to apply, you need
 - an approved electronic examination-book (ePB) and
 - a positively graded Master's Thesis (incl. a written thesis review = Gutachten)

Step 4: Registration for the final Examination

- Please consider that your application has to be submitted **at least three weeks** before the intended examination date. This deadline is obligatory as mentioned in the statutes („Satzung“) of the Alpen-Adria Universität Klagenfurt.

Academic year

2020/21



Media and Convergence Management

Academic year	Programme	From	Until	Deadline
2020/21	• Master's programme Media and Convergence Management	05.10.2020	09.10.2020	14.09.2020
2020/21	• Master's programme Media and Convergence Management	16.11.2020	20.11.2020	26.10.2020
2020/21	• Master's programme Media and Convergence Management	18.01.2021	22.01.2021	28.12.2020
2020/21	• Master's programme Media and Convergence Management	08.03.2021	12.03.2021	15.02.2021
2020/21	• Master's programme Media and Convergence Management	03.05.2021	07.05.2021	12.04.2021
2020/21	• Master's programme Media and Convergence Management	14.06.2021	18.06.2021	24.05.2021

official
examination
weeks
20/21

Step 4: Registration for the final Examination

- Students should meet the regular examination dates and deadlines, but also other exam dates are possible.
- In your online-application, you are also given the possibility to leave comments, such as suggestions for your date of examination etc. As soon as the Program Director approves your application, you receive an e-mail in your university e-mail account, which will provide you with your confirmed examination date.
- An approved examination date will be published on the university's online bulletin board: <https://campus.aau.at/antraege/public/stap/schaukasten>
- You will further receive notification of all changes to the status of your application in both your student account and by e-mail. For this reason, please check your mailbox on a regular basis.

Step 5 : Registration for Graduation Ceremony or order of Certificate without ceremony

- After passing your final examination you can sign up for the Graduation Ceremony.
- Log into your student account and go to the tab "Meine Anträge - My Applications" and click "Anmeldung zur Akademischen Abschlussfeier- Registration to graduation". Our online-portal allows you to change the language, so you should be able to navigate around and fill in the application.
- You can choose between the Graduation Ceremony and a Certificate without any formal ceremony.

On behalf of the MCM-Team, good
luck for
completing your study!