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 5) and suggest a topic to one of them
• 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)
• The online-portal allows you to change the language, so you should be able to navigate around and fill in the application.
Step 2: Master’s Thesis
Formal Criteria- Cover Page

The cover page of the Master’s Thesis must include:

- Student’s name (Author’s name)
- Title of the Master’s Thesis (subtitle if available)
- Master’s Thesis
- The academic degree you will receive: “Master of Science”
- The field of Study Program: “Media and Convergence Management”
- Name of the University: “Alpen-Adria Universität Klagenfurt”
- Name of the Faculty: “Faculty of Humanities”
- Name of the Supervisor
- Name of the Department
- Month/Year
Step 2: Master’s Thesis
Formal Criteria- Cover Page

Below you can find a list of Departments involved in the Master’s Degree program MCM, respectively the names of potential thesis supervisors (given in brackets):

- **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. M Mag. Dr. Isabell Koinig Bakk.phil., M Mag. Dr. Johanna Mutzl, Mag. Dr. Valentin Unterkircher, Mag. Dr. Paul Murschetz, MSc)

- **Department of Innovation Management and Entrepreneurship** (Mag. Dr. Ana Kuntaric; Zulaicha Parastuty MSc.)

- **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, Dipl.-Ing. Dr. Horst Pichler)

- **Department of Information Technology** (Assoc.-Prof. Dipl.-Ing. Dr. Mathias Lux)
Step 2: Master’s Thesis
Formal Criteria - Sample of Cover Page

Author's Name

Master's Thesis' Title
(Subtitle)

MASTER’S THESIS

Submitted in Partial Fulfillment of the Requirements for the Degree of
Master of Science

Studies of Media and Convergence Management
Alpen-Adria-Universität Klagenfurt
Faculty of Humanities

(First) Supervisor: ____________________________
(Second Supervisor: _________________________)

Department of

Month Year

http://www.uni-klu.ac.at/mcm/downloads/Cover_Page.pdf
Step 2: Master’s Thesis
Formal Criteria - Affidavit

• Please submit a signed declaration of honor with your Master’s Thesis. The affidavit (declaration of honor) should follow immediately after the cover page.

• The affidavit is retrievable from: http://www.uni-klu.ac.at/mcm/downloads/affidavit.pdf
Step 3: Procedure for the submission of the Master’s Thesis and the Final Examination

- **Online Submission Upload**: Period: within 7 days after upload
- **Submission in hard copy at the Admission office**: Period: the assessment takes up to 2 months (after submission in hard copy)
- **Evaluation and Assessment**: Period: as soon as the thesis receives the status “assessed- Beurteilt”, and the assessment is available in the study portal.
- **Registration for the final examination**: Period between registration and the final examination: 3 weeks
- **Examination date**

Example for possible dates:
- 07.03.2015
- 14.03.2015
- 14.05.2015
- 15.05.2015
- 05.06.2015
Step 3: 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 abrechen“.
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 DocoL©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.
Step 3: Submission of the Master’s Thesis - Submission in hard copy

- Within one week of submitting your thesis in electronic form, you must hand in two hard copies of your Master’s Thesis (including title page and affidavit) at the Admissions Office. It is important to meet this deadline, otherwise the whole procedure has to be repeated.

- Next Steps: On grounds of the plagiarism report, your supervisor assigns the status of “no plagiarism” or “plagiarism” to your thesis. You can check your thesis’ status in your study portal. If your thesis has received the label “no plagiarism”, your supervisor will write your thesis review (Gutachten) and forward it to the Admissions Office. As soon as your thesis receives the status “assessed- Beurteilt”, you can download your thesis review in your study portal.
Step 4: Final Examination

- Your final examination will cover two subjects. 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 are doing your MA thesis in Media Communications, you second subject has to be either from the Economics department or the IT department.

- Therefore, you need two examiners as well:
  - Your first examiner is your Thesis Supervisor
  - The second examiner covers the subject you have chosen. Please contact your preferred examiner well in advance.
Step 4: Registration for the final Examination

- Applications for the admission to the oral Master’s examination are only possible 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 assessment= Gutachten).

- 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.
Step 4: Registration for the Final Examination

- Regular examination dates and deadlines can be found online: [https://www.aau.at/en/study/support/term-dates-and-deadlines/](https://www.aau.at/en/study/support/term-dates-and-deadlines/)
- Students should meet the regular examination dates and deadlines, but there are also extraordinary dates 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 of your application, you receive an e-mail in your university e-mail account, which will provide you with your examination date.
- An approved examination date will be published on the university’s online bulletin board: [https://campus.aau.at/antraege/public/stap/schaukasten](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!