
Submission of the master thesis and registration for the master examination

Status: March 2013

1. Submission of the digital master thesis in MU-online

1.1. Creating the master thesis

The master thesis can be created in MU-online (https://online.unileoben.ac.at/mu_online) under "Theses - ...". Here, all information according to the checklist shown above has to be filled in.

- Supervising organization: Chair where the master thesis was written
- Supervisor (internal): Head or professor of the department
- Supervisor (external): Supervisor of the supervising company
- Co-supervisor (internal): Research assistant of the university
- Co-supervisor (external): Supervisor of the supervising company

1.2. Title page

The title page is generated automatically after entering the title and abstract. It can be downloaded in the tab "Thesis title page". Generating the title page may take a few minutes. This version of the title page must be used in the final master thesis.

1.3. Affidavit

Sign and upload the affidavit. This version of the affidavit must be used in the final master's thesis.

1.4. Declaration of consent for digital publication of scientific work

Sign and upload the affidavit of consent to digital publication of scholarly work. A printed copy must be included with the printed master's thesis. Here it has to be clarified with the supervising chair or the supervising company whether the master thesis has to be blocked.

1.5. Upload of the digital master thesis

The uploaded digital master thesis must correspond to the print version. It is mandatory that the thesis is uploaded in PDF/A format!

1.6. Plagiarism scan

After filling in all the details and uploading all the documents mentioned above, the master thesis will be subjected to a plagiarism scan. Master theses with a plagiarism percentage of >10% are considered as plagiarism. The grade of the master thesis will be released in Muonline after the plagiarism scan.

2. Submission of the printed master thesis

2.1. 2.1 Printing and binding of the master thesis

Master theses can be printed at the following providers:

- Buchbinderei Dienbauer GmbH (Gösser Str. 18, 8700 Leoben, Austria)
- Buchbinderei Universal Druckerei GmbH (Gösser Str. 11, 8700 Leoben)

It is advisable to inform the respective bookbindery early enough to be able to guarantee timely printing.

2.2. 2.2 Submission of the printed master theses

A printed version of the master thesis has to be handed over to the following organizations:

- Study Support Center/Library
- Supervising Chair

- Chair of Forming Technology (The thesis will be returned after the Master's examination)

2.3. Survey on study-related stays abroad (Uhstat)

Fill in the form at <https://www.statistik.at/uhstat/uhstat2> and present the confirmation at the time of submission.

3. Declaration of no obligation

A stamp with signature of the following organizations must be obtained for the declaration of non-binding:

- Institute/chair of the 1st examination subject
- Institute/chair of the 2nd examination subject
- Library

4. Registration for the master's examination

Registration for the Master's examination must be submitted to the Study Support Center and the Chair of Forming Technology no later than four weeks before the Master's examination. Please contact the secretary's office for this purpose.