

# GUIDELINES FOR SUPERVISING MASTER'S THESES

## FOR SUPERVISORS AND CHAIR ADMINISTRATION

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# 1. AGREEMENT ON MASTER'S THESIS

## 1.1. Create

- WHO?** Supervisor: Habilitated with *venia docendi* (exceptions to be approved by the Dean of Studies) or secretaries on behalf of the supervisor
- WHERE?** MU- Online
- for supervisor on the personal "business card/workplace"
  - for chair secretariats on the business card of the chair
  - superordinate area "Teaching & Research", below "Theses (agreements)"
- WHEN?** At the beginning of the project to supervise a Master's thesis
- WHAT?** Creating a new agreement and filling out the agreement with master data:
- Topic (working title)
  - Supervisor and 2nd assessor of the defensio
  - Start
  - Expected submission date
  - Place of production (abroad, if at least half of the work is carried out there)

Vereinbarungen für Masterarbeit/Dissertation  
erstellen/bearbeiten

Kandidat

Matrikelnummer

Familienname

Abbrechen/Schließen

Theses (agreements)  
erstellen/bearbeiten

Kandidat

Matriculation number

Last Name

Name

Titel

Studios

Typ der Abschlussarbeit

Supervisor (1. Assessor Defensio)

Selection

Theses New supervisor Confirmation Substitutes

Action

Refresh New thesis agreement deutsch

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Master data of the thesis Data sheet of the thesis Confirmation procedure

Thesis (assessed)

Subject	
Subject (engl.)	
Objectiv	
Supervisor (1. Assessor Defensio)	<input type="text" value="[Person auswählen]"/>
Contributor (2. Assessor Defensio)	<input type="text"/>
Optional contributor	<input type="text"/>
Optional contributor	<input type="text"/>
Begin	<input type="text" value="05.09.2022"/>
Planned submission date	<input type="text" value="14.02.2023"/>
Submitted on	<input type="text"/>
composed abroad?	<input type="text" value="Nein"/>

## 1.2. Confirm Part 1: Supervisor

- WHO?** Supervisor
- WHERE?** MU-Online "Theses (agreements)" – Tab "Confirmation Substitutes"
- WHEN?** If master data for the Master's thesis (as described under "1.1. Creating") has been entered
- WHAT?**
- Click on the checkbox "Release the agreement for confirmation", so the "e-mail notification text" and the agreement will be sent to students for confirmation (Fig. 1)
  - Waiting for confirmation from the student
  - Receipt of an e-mail confirming the agreement
  - A: If everything fits, confirm the agreement by the supervisor by clicking on confirmation (Fig. 2) → a message will be automatically forwarded to the head of the chair for confirmation
    - Waiting for e-mail about confirmation from the head of the chair about the project and possibly the project Use of Chair Resource
  - B: If something doesn't fit, don't confirm and make necessary changes in the data provided for the master's thesis.

Fig. 1



Stammdaten der Abschlussarbeit   Infoblatt zur Abschlussarbeit   **Bestätigungsverfahren**

Bestätigung der Vereinbarungen

- Wenn Sie die Vereinbarungen zur Abschlussarbeit zur Bestätigung freigeben, wird ein EMail an den Studierenden gesandt
- Der/die Studierende hat dann die Möglichkeit, diese Vereinbarungen zu bestätigen
- Der Betreuer wird per EMail von der Bestätigung informiert
- So lange der/die Studierende nicht bestätigt hat, können Sie die Freigabe jederzeit zurückziehen

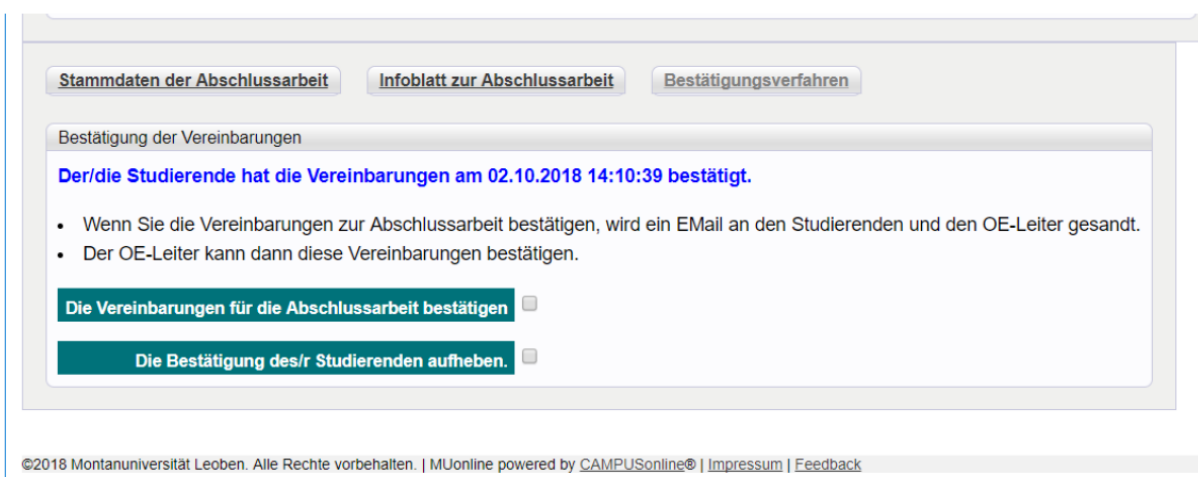
E-Mail-Benachrichtungstext

Die Vereinbarungen für Ihre geplante Abschlussarbeit sind komplett und wurden Ihnen von Ihrem Betreuer, Univ.-Prof. Dipl.-Ing. Dr.techn. Clara Schuecker, zur Bestätigung übersandt. Wenn Sie diese bestätigen wird Ihr Betreuer davon per EMail benachrichtigt. Sie können diese Bestätigung dann nicht mehr zurücknehmen. Die Möglichkeit zur Bestätigung finden Sie über Ihre Visitenkarte in MU\_online. [https://online.unileoben.ac.at/mu\\_online/vb/Mistofa.StartPage](https://online.unileoben.ac.at/mu_online/vb/Mistofa.StartPage)

[E-Mail-Benachrichtungstext bearbeiten](#)

Die Vereinbarungen zur Bestätigung freigeben ☐

Fig. 2



Stammdaten der Abschlussarbeit   Infoblatt zur Abschlussarbeit   **Bestätigungsverfahren**

Bestätigung der Vereinbarungen

**Der/die Studierende hat die Vereinbarungen am 02.10.2018 14:10:39 bestätigt.**

- Wenn Sie die Vereinbarungen zur Abschlussarbeit bestätigen, wird ein EMail an den Studierenden und den OE-Leiter gesandt.
- Der OE-Leiter kann dann diese Vereinbarungen bestätigen.

**Die Vereinbarungen für die Abschlussarbeit bestätigen** ☐

**Die Bestätigung des/r Studierenden aufheben.** ☐

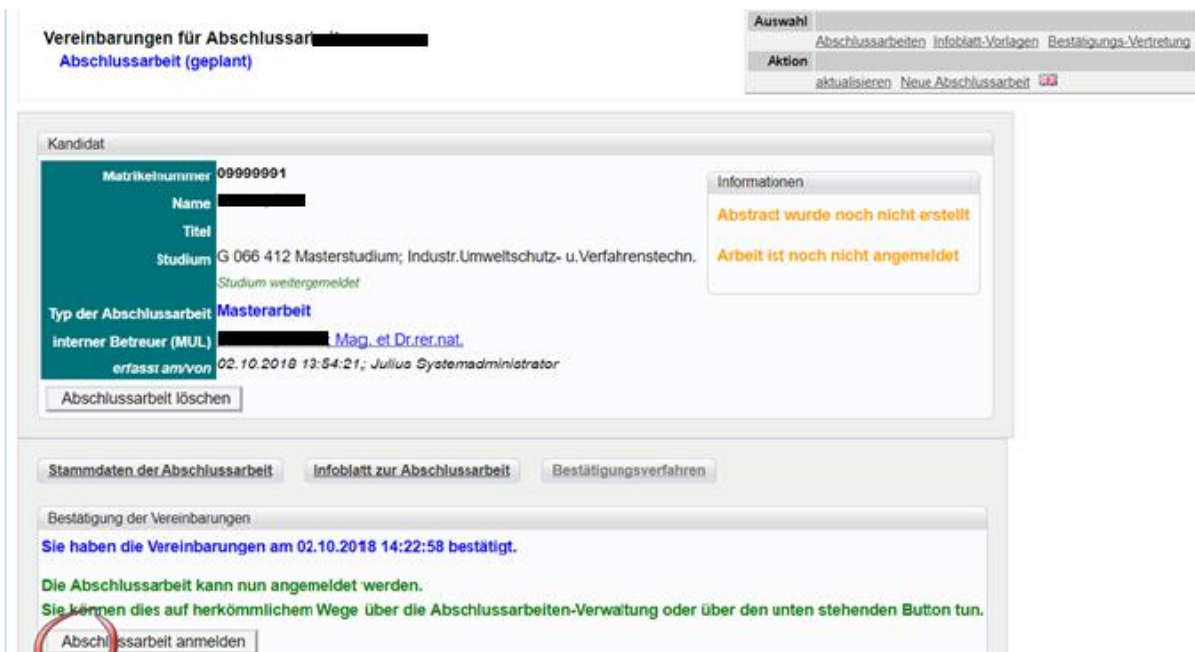
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### 1.3. Confirm Part 2: Head of the Chair

- WHO?** Head of the Chair
- WHERE?** MU-Online Personal Business Card - "Theses (agreements)"  
– Tab "Confirmation Substitutes"
- WHEN?** If a new agreement has been created, all data has been entered and this agreement has already been confirmed by the student and the supervisor
- WHAT?**
- Receipt of an e-mail requesting confirmation of acknowledgement and approval regarding the project of the Master's thesis and possible use of the department's resources
  - Click on the link and then the confirmation of the project of the master's thesis and the possible use of the department's resources

### 1.4. Log

- WHO?** Supervisor
- WHERE?** MU-Online "Theses (agreements)"
- WHEN?** When the confirmation procedure has been completed (if the head of the chair has approved the project, see "1.3. Confirmation Part 2: Head of the Chair")
- WHAT?**
- Officially register your thesis on MU-Online
  - Click on the "Register thesis" field



## 2. ADMINISTRATION THESES

### 2.1. Registration

- WHO?** Supervisor, chair
- WHERE?** MU-Online "Theses Administration"
- WHEN?** When the thesis and all steps from Chapter 1 have been completed, and the thesis has been logged
- WHAT?**
- By entering the student's matriculation number, check whether there has been automatic registration and data transfer of the Master's thesis from "Agreement on Master's Theses" to "Theses Administration"
  - Possible completion of missing data, if necessary

Matriculation number/Name	<input type="text"/>												
Name/date of birth	<input type="text"/>												
Degree programme	UG 066 <input type="text"/>												
Type	Masterarbeit	<input type="checkbox"/> Preliminary registration											
Language of full text	Deutsch <input type="text"/>												
Topic at time of registration	<input type="text"/>												
Topic on certificate / title (in the language of the full text)	<input type="text"/>												
English topic (for Engl. Transcript of Records)	<input type="text"/>												
Topic is visible	<input checked="" type="checkbox"/>												
Date	Submission of topic/start	<input type="text"/>											
	Actual submission date	<input type="text"/>											
	Date of assessment	<input type="text"/>											
Overall assessment	1 excellent	<input type="checkbox"/> Student notification when grade is released											
ECTS Credits	25												
Roles/Persons	<table border="1"> <tr> <td>Function</td> <td>Person</td> </tr> <tr> <td>Assessor</td> <td><input type="text"/></td> </tr> <tr> <td>1.Assessor</td> <td><input type="text"/></td> </tr> <tr> <td>2.Assessor</td> <td><input type="text"/></td> </tr> <tr> <td>Contributor</td> <td><input type="text"/></td> </tr> </table>			Function	Person	Assessor	<input type="text"/>	1.Assessor	<input type="text"/>	2.Assessor	<input type="text"/>	Contributor	<input type="text"/>
Function	Person												
Assessor	<input type="text"/>												
1.Assessor	<input type="text"/>												
2.Assessor	<input type="text"/>												
Contributor	<input type="text"/>												
Responsible Organisation	Internal	<input type="text"/>											
	External	<input type="text"/>											
	Other	<input type="text"/>	<input type="text"/>										
Allocated in SPO	Node	<input type="text"/>	Course <input type="text"/>										
Comment	<input type="text"/>												
	<input type="checkbox"/> Print on transcript												

## 2.2. Special Case: Joint/Dual/Double-Degree-Programs

<b>WER?</b>	Chair
<b>WO?</b>	MU-Online "Theses Administration"
<b>WANN?</b>	If the Master's degree takes place at a partner university as part of an International Joint/Dual/Double Degree Programme and not at the Montanuniversität Leoben
<b>WAS?</b>	Second entry with entry of basic data (name, degree programme, type, title, date of submission/assessment, grade, ECTS, external organisation)

Matrikelnummer/Name	09999991	Suchen										
Name / Geburtsdatum	Monthi, Bertl / 12.03.1986											
Studium	UG 066 414 Masterstudium; Industriellistik (Status:o)											
Typ	Masterarbeit <input checked="" type="checkbox"/> Anerkannt / Zweiterfassung bei interuniversitären Studien <input type="checkbox"/> Vorbehaltlich angemeldet											
Sprache des Volltextes	Deutsch											
Thema bei der Anmeldung												
Thema am Leistungsnachweis/Titel (in der Sprache des Volltextes)	Hokuspokus											
Thema in Englisch (für engl. Transcript of Records)	Hokuspokus											
Thema ist sichtbar	<input type="checkbox"/>											
Datum	Themenbekanntgabe/Beginn											
	Abgabe	03.09.2024										
	Datum der Beurteilung	03.09.2024										
Gesamtbeurteilung	1 sehr gut <input type="checkbox"/> Notenfreigabe-Studierendenbenachrichtigung											
ECTS-Credits	25											
Funktionen/Personen	<table border="1"> <thead> <tr> <th>Funktion</th> <th>Person</th> </tr> </thead> <tbody> <tr> <td>Beurteilende*r</td> <td></td> </tr> <tr> <td>1. Beurteilende*r</td> <td></td> </tr> <tr> <td>2. Beurteilende*r</td> <td></td> </tr> <tr> <td>Mitwirkende*r</td> <td></td> </tr> </tbody> </table>		Funktion	Person	Beurteilende*r		1. Beurteilende*r		2. Beurteilende*r		Mitwirkende*r	
Funktion	Person											
Beurteilende*r												
1. Beurteilende*r												
2. Beurteilende*r												
Mitwirkende*r												
Durchführende Organisation	Intern <input checked="" type="radio"/> Extern Technical University of Crete Sonstige											
Zugeordnet in SPO	Knoten	Veranstaltung										
Anmerkung	Andruck am Leistungsnachweis <input type="checkbox"/> Zuordnen											

### 3. WRITING THE MASTER'S THESIS

#### 3.1. Realisation

<b>WHO?</b>	Student, supervisor
<b>WHERE?</b>	Various implementation locations, MU-Online is not involved here
<b>WHEN?</b>	After registering for the Master's thesis
<b>WHAT?</b>	Support in defining the task, scheduling, conceptualization and implementation

#### 3.2. Corrections

<b>WHO?</b>	Student, supervisor
<b>WHERE?</b>	Various implementation locations, MU-Online is not involved here
<b>WHEN?</b>	Ongoing process
<b>WHAT?</b>	Suggest corrections and observe implementation by students

#### 3.3. Final

<b>WHO?</b>	Student/ Supervisor
<b>WHERE?</b>	At the Chair
<b>WHEN?</b>	Recommendation: up to 40 working days before the defensio
<b>WHAT?</b>	Receipt of the Master's thesis submitted by the student: in electronic form as a PDF/A file and as a bound version for assessment

## 4. SUBMISSION

### 4.1. Upload by the student

<b>WHO?</b>	Student
<b>WHERE?</b>	MU- Online
<b>WHEN?</b>	Absolute deadline for upload: 15 working days before the defensio
<b>WHAT?</b>	<ul style="list-style-type: none"> <li>Control of the already created basic data record, if necessary entry of the correct title in German and English</li> <li>Entry of abstract in German and English as well as the keywords</li> <li>Download the official title page generated in the MU online application "Title Page" and embed it in the full text of the Master's thesis; The official title page cannot be changed!</li> <li>Download of affidavit and declaration of consent, (optionally also blocking application), signature of these documents and subsequent upload</li> <li>Incorporation of the official title page as well as the (<u>not signed</u>) affidavit into the electronic and printed version of the work. (The declaration of consent will NOT be included!)</li> <li>Conversion of the full text to PDF/A version</li> <li>Check whether the PDF/A version of the paper is identical to the printed version</li> <li>Upload of the full text in PDF/A version to MU-Online; the printed copy, which will later be handed in to the SSC for the library, must be completely identical to the electronic version on MU-Online!</li> <li>Click on "Conclude now and notify supervisor"</li> <li>Submission of a copy of the printed Master's thesis at least 10 working days before the defensio at the SSC</li> </ul>

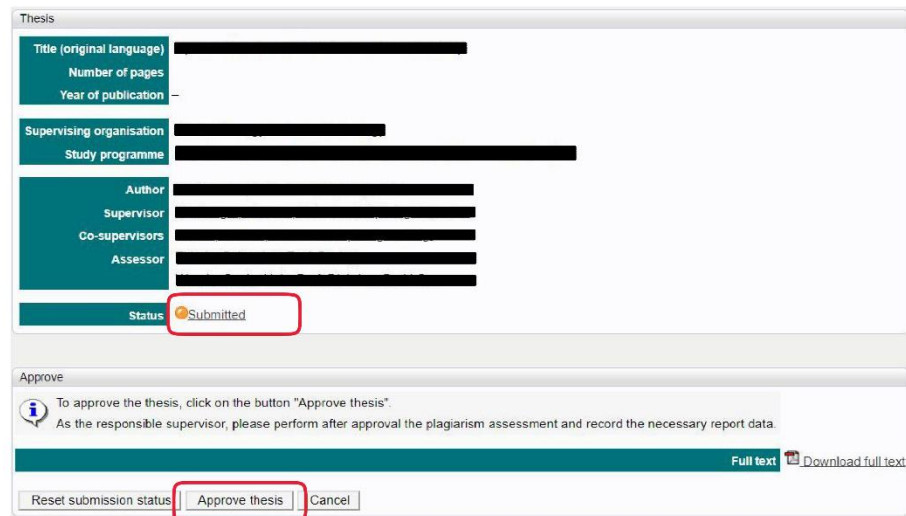
### 4.2. Control by the Chair

<b>WHO?</b>	Chair/ Supervisor
<b>WHERE?</b>	MU-Online "Theses – Submission/Publications"
<b>WHEN?</b>	Deadline for upload by the student 15 working days before the defensio
<b>WHAT?</b>	<ul style="list-style-type: none"> <li>Checking the accuracy of all data collected from the student in accordance with 4.1: <ul style="list-style-type: none"> <li>Title</li> <li>Abstract</li> <li>Keywords</li> <li>Affidavit and Declaration of Consent Signed</li> <li>Official title page and affidavit embedded in the uploaded pdf/A version</li> </ul> </li> <li>The full text in pdf/A in MU-Online MUST be identical to the bound copy that is handed in to the Chair/ SSC for the library!</li> <li>If necessary, request to students to correct/add entries</li> <li>Optionally, discuss a blocking request with the student (notification issued by SSC when the final documents are drawn up after a successful defensio)</li> <li>SPECIAL CASE: International Joint/Dual/Double Degree Programmes: Student completes at partner university - no upload to MU-Online under 'Theses/Publication'</li> </ul>



### 4.3. Release

- WHO?** Supervisor
- WHERE?** MU-Online "Theses – Submission/Publications"
- WHEN?** If uploads and information entered by the student are correct
- WHAT?**
- Approval of the submission/upload of the Master's thesis
  - Control of data



The screenshot shows the MU-Online interface for thesis submission. The 'Thesis' section includes fields for Title (original language), Number of pages, Year of publication, Supervising organisation, Study programme, Author, Supervisor, Co-supervisors, and Assessor. The 'Status' is 'Submitted'. The 'Approve' section contains instructions and buttons for 'Reset submission status', 'Approve thesis', and 'Cancel'. The 'Approve thesis' button is highlighted with a red box.

### 4.4. Plagiarism check

- WHO?** Supervisor
- WHERE?** Docoloc, other equivalent plagiarism software; MU- Online "Theses – Submission/Publications"
- WHEN?** If thesis has been released (see "4.3. Release")
- WHAT?**
- Perform mandatory plagiarism check (optional fields "not required", "not performed" must not be selected)
  - Upload Plagiarism Report MU-Online "Theses"
  - Assessment Enter Plagiarism Report
  - this MU online area will be adapted by AI according to new requirements, as well as currently superfluous fields will be removed

Thesis	
Title (original language)	
Number of pages	
Year of publication	-
Supervising organisation	
Study programme	
Author	
Supervisor	
Co-supervisors	
Assessor	
Status	<span style="border: 2px solid red; padding: 2px;">POK Form and content checked</span>
Approved	on

### Plagiarism check

For plagiarism assessment you can use the DocoLoc program provided by Montanuniversität Leoben.  
Your personal access data for this program are available on request in the ZID (Information Technology Service)

- By activating the link "add new" you will be able to add the plagiarism report (e.g. a DocoLoc report).
- The statement already contains a default text which you can accept or adapt.

In any case, please press the Save buttons.

**Plagiarism report** + Add [Change log](#)

**Plagiarism report** ☒ required ☐ not required  
 For this thesis a plagiarism check is required.  
 A plagiarism check is performed automatically if the plagiarism report is required.  
 Access this window later to view the plagiarism reports.

Save

**Plagiarism reports** *No plagiarism report entered*

**Statement** [Change log](#)

**Statement** The plagiarism check of the above listed thesis has been carried out. No obvious, recognizable plagiarism could be detected.

1 to 4000 characters  
3876 characters left

Save

**Plagiarism check** ☒ performed ☐ not carried out

Save

**Suspicion of plagiarism/categorisation** [Change log](#)

**Suspicion of plagiarism** ☐ Yes ☒ No ☐ not defined

**Officially categorised as plagiarism** ☐ Yes ☒ No

Save

## 4.5. Submission of printed/bound copies

<b>WHO?</b>	Student
<b>WHERE?</b>	Supervisor, SSC
<b>WHEN?</b>	Latest time of submission of the printed version (doesn't have to be bound) for supervisor <b>15 working days</b> and the bound copy at the SSC <b>10 working days</b> before the defensio
<b>WHAT?</b>	Submission of the bound Master's thesis to the supervisor and to the SSC

## 5. ASSESSMENT

### 5.1. Grading Administration

<b>WHO?</b>	Chair, Supervisor
<b>WHERE?</b>	MU-Online "Theses administration"
<b>WHEN?</b>	If the grade of the Master's thesis has been determined, no later than 5 weeks after submission (assessment period), up to 10 working days before the defensio, the grade must already have been validly set in the system by the SSC!
<b>WHAT?</b>	Grading: <ul style="list-style-type: none"> <li>• Entry of grade in Theses Administration, validation, defensio protocol Submit to SSC</li> <li>• Mark Master's thesis as finished in MU-Online Theses (agreements)</li> </ul>

### 5.2. Finish the thesis agreement

<b>WER?</b>	Chair, Supervisor
<b>WO?</b>	MU-Online " MU-Online "Theses agreements"
<b>WANN?</b>	As soon as the grade of the thesis is officially registered in the system.
<b>WAS?</b>	<ul style="list-style-type: none"> <li>• Add grade to the agreement</li> <li>• Mark Master's thesis in MU-Online "Master's thesis/dissertation agreement" as completed "Finish thesis act agreements"</li> </ul>

Delete thesis agreements

Finish thesis act agreements

### 5.3. Additional Documents - Blocking Request

- Discuss blocking request at student's request
- Support students with sufficient justification
- The decision on the blocking request belongs to the responsibility of the Dean of Studies
- Further information can be found in UG 2002 §86.

## 6. COPYRIGHT

<b>WHO?</b>	All actors involved in the process
<b>WHERE?</b>	<a href="https://bibliothek.unileoben.ac.at/services/urheberrecht-und-autorenrechte">https://bibliothek.unileoben.ac.at/services/urheberrecht-und-autorenrechte</a>
<b>WHEN?</b>	Valid at every stage of the implementation of the Master's thesis
<b>WHAT?</b>	<ul style="list-style-type: none"> <li>• Information on the general copyright law in Austria</li> <li>• Information on image use, image citations and copyright</li> <li>• Support to ensure compliance with copyright laws</li> </ul>

## 7. FAQ

### **What can I do if I don't see the application "Theses (agreement)" on my business card, even though I am entitled to supervise Master's theses through my *venia docendi*?**

Please send an e-mail to [studkan@unileoben.ac.at](mailto:studkan@unileoben.ac.at) so that the cause can be found. Temporarily, the secretariat of your chair can also create the agreement for the Master's thesis.

### **How long can it take to write a Master's thesis?**

The assignment of the Master's thesis must be chosen in such a way that it is possible and reasonable for students to complete it within six months.

### **Why does the supervisor need a printed version for the assessment?**

At MUL, the written copy of the thesis is the one that fulfils the necessary publication obligation according to the UG and must therefore also be finally assessed. Only if there is a separate regulation at a university that allows the exclusive submission of an electronic version of the master's thesis could this be dispensed with. These do not currently exist. Therefore, it is the responsibility of the assessor to check whether the submitted written, graded version is really identical to the uploaded digital, plagiarism-checked version.

### **How many copies do I have to hand in?**

In order to fulfil the publication obligation according to §86 (1) UG, it would theoretically be sufficient to submit ONE written copy of the assessor to the chair for grading, which is then passed on to the library for publication. In practice, the legally required publication copy must currently be submitted to the Study Support Center at least 10 working days before the defensio. The grade given by the assessor refers to this version!

### **Who sets the date of the defensio?**

The Chair of the Degree Programme Coordinator plans the defensio dates by committee. There are at least 4 main dates for the defensio per year, taking into account the 4 dates of the academic celebrations already fixed for the academic year: approx. one month to 10 working days BEFORE each celebration date at the latest.

### **Where can I see the defensio date?**

The dates for the defensiones are published by the respective chair of the degree programme officer.

## 8. TIMELINE DEFENSIO

