

FAQ Master's Thesis – Master in Data Science –

BEFORE GOING ABOUT THE THESIS

1. How do I find a thesis topic?

Ideally, you start to think about potential topics early on. Most interest in certain topics is sparked during our project courses. If you find a topic promising, it is advised to talk to a suitable supervisor about it to ensure it is suitable for a master's thesis. It is also possible to contact lecturers to ask them to suggest a topic. The thesis can be written in English or German. However, English is the preferred language. Both the Data Science and the Business Analytics programs are English language programs.

2. What are the prerequisites before going about my thesis?

You should have the SSC's approval of your thesis topic (see below for details) as well as completed all your modules. An exception is the master's seminar, which might also be beneficial to attend parallel to writing your master's thesis.

3. How do I find a supervisor?

The topic of a master's thesis and the supervisor must be officially announced and approved before beginning to work on it.

Habilitated university personnel are eligible as supervisors for the master's thesis, whereby the topic must be in the area of the university lecturer's research activities. If no habilitated supervisor can be found, there is an exception. Especially, if you desire a main supervisor from outside the University of Vienna, we ask you also to find a local co-supervisor.

When you find a potential supervisor(s), contact this person directly and ask if they accept the supervision. It is advised to inform the potential supervisor early on so that there is enough time to delimit the subject area and to work out a framework.

4. When and how do I officially declare my topic? / How do I officially submit my topic?

When you have found your topic and a suitable supervisor, you can declare your thesis topic. For this, you will need to send the following forms and documents to the SSC (Studies Service Center) of the Faculty of Computer Science:

- Master's Topic Declaration Form (<https://tinyurl.com/33xc8m85>) - filled out and signed by students and supervisor.
- Rules of good scientific practice (<https://tinyurl.com/yf92uhp4>) - filled out and signed by the student.

- One-page abstract and preliminary table of contents of your master's thesis - signed by supervisor.
- Proof of previous studies (original: Bachelor's degree certificate and award notice/admission letter)

Send all of these documents to: ssc.informatik@univie.ac.at

5. How long do I have between registering the topic until I need to finish?

There is no official timeframe. However, the topic should be chosen so that it is possible to complete the work within 6 months.

DURING WRITING THE THESIS

1. Where can I find assistance with writing my thesis?

Once you are done with registering the master's thesis, please register for the Master Seminar to discuss and present your topic. We recommend visiting the master seminar organized by your supervisor, who will inform you about the appropriate master seminar.

2. How does the thesis need to be formatted?

Please find all relevant information here: <https://tinyurl.com/murmw7cj>

3. How many pages does the thesis need to have?

There are no length requirements. The thesis needs to explain concisely what you did, how you did it, why you did it, and with what result/ insight.

4. How do I deal with sensitive or non-publishable data in my thesis?

As all theses written at the University of Vienna will be uploaded automatically as pdf to the library directory and are then free to download, it is possible to delay the publication of the thesis. The master's thesis can be delayed for a maximum period of five years with appropriate justification. The application for the delay must be submitted with the approval.

ONCE THE THESIS IS WRITTEN

1. Where and how do I submit my finished thesis?

In consultation with the supervisor, the completed master's thesis is submitted in electronic and printed form for assessment. The formal requirements for preparation and the exact procedure for submission can be found in Appendix I of the Bulletin (<https://tinyurl.com/murmw7cj>).

I. Electronic submission:

Upload the master thesis to <https://hopla.univie.ac.at> (access with your u:account).
The submission is successfully completed when you receive a confirmation.

II. Submission of the print version:

The print version (2 hard-bound copies) can be sent to the SSC by mail or submitted in person (please make an appointment beforehand). Together with these two printed copies, you need to apply for approval (find the form here: <https://tinyurl.com/2vv78s7j>), one signed copy of your title page (the template here: <https://tinyurl.com/5y4prt7s>) and the signed confirmation of the successful upload of the university thesis. These three documents and the printed theses must be handed in at the SSC by mail or in person within one week after the electronic submission.

2. How and when do I get a grade?

The supervisor is allowed to take up to 2 months to grade your thesis.

3. How do I go about scheduling a master's examination?

After a positive evaluation of the master's thesis and proof of the successful completion of all courses provided in the curriculum, registration for the master's examination can be made. Thus, the master's examination is the final part of the master's program.

The master's examination is an oral examination whereby the examination committee consists of at least three people. The student contacts the examination committee members and coordinates the date with all parties involved. Afterward, the official registration for the examination must be sent to the Studies Service Center (SSC) using this form: <https://tinyurl.com/3nc26d5k>.

The three persons on the examination committee need to be:

1. The chair of the examination committee is the head of the study program or a person appointed by the head of the study program.
2. The supervisor of the master's thesis is usually the first examiner.
3. An additional examiner eligible on serving on such a committee (typically an assistant, associate, or full professor).

Please note that registration must be submitted to the SSC at least two weeks before the examination date.

4. What is a typical schedule of a master's thesis examination?

Master's examinations are examinations open to the public. The examination consists of two parts and essentially includes the defense of the content of the candidate's own master's thesis:

Part 1: The candidate gets 20-30 minutes to presents his/her master thesis.

Part 2: This is followed by questioning from the examination committee. A question can relate to the thesis as well as related fields.

5. Will there be an official graduation ceremony? How do I register for it?

All graduates of the University of Vienna can register for graduation ceremonies via the webshop-based registration system: <https://event.univie.ac.at/en/ceremonies-and-celebrations/ceremonies->

[celebrations/](#) When registering via the webshop-based registration system, you can choose from a range of available dates. Dates and times are scheduled and announced as needed. You should expect at least four weeks between the actual graduation (examination, submission of certificates) and the ceremony. The actual period tends to be about six weeks because you can only register for a ceremony date after you have collected your official notice of degree award (Verleihungsbescheid) (usually about two weeks after the final examination). The Promotionskanzlei (office in charge of graduation ceremonies) requires you to register for the ceremony three weeks in advance.