

## CHECKLIST

### Writing and submitting theses at the Mozarteum University Salzburg

<b>General preparation</b>	
Completion of the course: Einführung in das wissenschaftliche Arbeiten BA bzw. Wissenschaftliches Arbeiten MA, etc. (depending on the degree)	
Selection of supervisor for the written work at: <a href="https://moz.ac.at/en/">https://moz.ac.at/en/</a> -> Study -> Service & Support -> General Downloads: Final papers: Supervision of academic papers	
Read the formal requirements for BA/MA theses in the implementation guidelines of the respective course at: <a href="https://moz.ac.at/en/">https://moz.ac.at/en/</a> -> Study -> Service & Support -> General Downloads: Guide and tips for writing papers	
Selection of the topic and consultation with the supervisor	
Register the topic in the Department Director of Studies/Bologna Process – no later than six months BEFORE submitting your work	
Note the deadline <sup>1</sup> - three months BEFORE the final exam	
<b>Process: Writing the thesis</b>	
Creating a concept and schedule with deadlines and necessary work steps	
Comprehensive research on the selected topic	
Writing the thesis and list of literature	
List quotations in accordance with the rules	
Obtaining the exploitation rights of the image / sheet material used	
Consultation with the supervisor regarding the progress	
Compliance with the respective guidelines for writing theses	
Understand that the work is being checked for plagiarism	
The supervisor of the written work is satisfied with the progress of the work	
<b>Preparation for submission</b>	
The supervisor of the written work agrees to the submission; all contested changes have been incorporated into the document (Note: <i>4-6 weeks should be planned for the grading</i> )	
The work is done and meets all requirements	
Acknowledgment that both a printed and an identical digital version of the work must be submitted ( <i>note: 1 copy or 5 copies of the bound BA/MA thesis, 4 copies of the PhD thesis – see implementation guidelines for the respective course at: <a href="https://moz.ac.at/en/">https://moz.ac.at/en/</a> -&gt; Study -&gt; Service &amp; Support -&gt; General Downloads: Guide and tips for writing papers</i> )	

<sup>1</sup> **IGP deadlines:** There are fixed exam dates and the thesis must be submitted three months before. The deadlines can be found on the german website of the Musikpädagogik Salzburg under "Termine": „Termine Modulabschlussprüfung IGP“.

**Deadlines for all students (except IGP):** The exam dates are agreed individually, a deadline of three months must be observed (except PhD).

Knowing the deadlines for submitting the work and the consequences at not compliance with the deadlines	
<b>Preparation upload and print of the thesis</b>	
Was the work written according the guidelines? Check whether the printed thesis meets the formal requirements (cover, title, declaration of consent, page size, etc.)	
Convert the work to PDF oder PDF/A - see instructions (the link can be found at: <a href="https://moz.ac.at/en">https://moz.ac.at/en</a> -> <i>Universität library</i> -> <i>Plagiarism check</i> -> <i>Upload of scientific theses</i> -> <i>Instructions (PDF)</i> )	
Check whether the layout of the PDF fits	
Ensure that the printed and the digital versions of the thesis are identical: use the PDF-file already used for the upload also for printing	
Print the work (PDF document) und bind the work	
<b>Upload the thesis for plagiarism check</b>	
Aknowledgment that a printed entry confirmation is necessary for submission (the workstation from which the upload is carried out has the option of printing) – printing the entry confirmation (and saving as a PDF for security)	
Read the instructions for uploading your thesis	
Aknowledgment that the thesis is checked for plagiarism and archived	
Upload the work (in form of a PDF that was created for print) using the form (the link can be found at: <a href="https://apps.moz.ac.at/apps/fe/lib/index.php?isl_v=en">https://apps.moz.ac.at/apps/fe/lib/index.php?isl_v=en</a> – Instructions for the upload (text/video) can also be found here	
Aknowledgment that the forwarding to plagiarism check takes up to three working days and is confirmed by email to your MOZ email adress	
<b>Submission and exam date</b>	
Timely submission of the printed version of the work, which is identical with the uploaded digital version, in the responsible department secretariat <sup>2</sup> (except PhD)	
Simultaneous submission of the printed entry confirmation and the grading in the responsible department	
Admission to the exam by Director of Studies/Bologna Process or Course and Examination Management, etc. only after the grade entry in MOZonline was set valid (depending the degree program – see implementation guidelines)	

(Stand: 2023)

<sup>2</sup> The responsible secretariat was set in CC when the topic was confirmed by email.