



FH KREMS
UNIVERSITY OF APPLIED
SCIENCES / AUSTRIA

атъ - Benvenuti - 欢迎光临 - Bienvenue - Bienvenidos أهلاً وسهلاً
venidos - أهلاً وسهلاً - Willkommen - Welcome - Добро пожаловать



Guidelines for Master Thesis and Master Exam

at the
IMC University of Applied Sciences Krems

Krems, January 2010
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In these guidelines, the names of the Master programmes are cited in abbreviated form.

The names used are:

- *Biotechnology* for
Fachhochschul Master's programme *Medical and Pharmaceutical
Biotechnology*
- *Export-Oriented Management* for
Fachhochschul Master's programme *Export-Oriented Management*
- *Health Management* for
Fachhochschul Master's programme *Health Management*
- *Tourism Management* for
Fachhochschul Master's programme *Tourism Management and Leisure
Industry*
- *Business Administration* for
Fachhochschul Master's programme *Business Administration and Electronic
Business Management*

1 Introduction

The award of an academic degree is based on the candidate's ability to write a scientific paper on his/her own and independently. The Master thesis serves to prove this ability.

In this regard, the following passage can be found in Hauser's comment on the 1993 Act governing Studies at Universities of Applied Sciences (FHSTG):

*"Mittels einer Masterarbeit ist – durch die selbständige Bearbeitung eines den Gegenstand des Fachhochschul-Studiums betreffenden Faches – der Nachweis zu erbringen, dass der Student in der Lage ist, berufsfeldbezogene Aufgaben, dem Stand der Wissenschaft und den Anforderungen der Praxis entsprechend, zu bewältigen."*¹

The resulting prominent role attached to the preparation of a Master thesis in the context of a student's academic education emphasises the necessity for these guidelines, which are to ensure that students follow a target-oriented approach when preparing their Master's theses and to provide students with an outline of the Master's examination procedure.

The first part of this document offers an overview of the objectives of a Master thesis and subsequently addresses requirements regarding content and form as well as the time schedule for the preparation of the thesis and for the Master's examination. The second part describes the oral part of the Master's examination which is conducted by a board of examiners.

¹ FHStG, § 3 (2) Z6

2 The Master Thesis

This part states the objectives of writing a Master thesis and subsequently addresses requirements regarding content and form as well as the time schedule for the preparation of the thesis and for the Master's examination.

2.1 Function

The Master thesis forms part of the Master's examination, which is an overall examination consisting of two parts:

- Preparation of a Master thesis
- Master's examination before a board of examiners

The approval of the Master thesis constitutes a prerequisite for the student's admission to the Master's examination before the examining committee.²

2.2 Purpose

A Master thesis constitutes a piece of independent scientific work and serves to prove that by independently working on a particular problem the student is able to develop solutions in accordance with state-of-the-art academic standards and the requirements of professional practice.

2.3 Choosing a topic

The selection of a suitable topic is of decisive importance for the successful preparation of a Master thesis. It is therefore recommended that students dedicate special attention and sufficient time to the selection of their topic. Students should first establish whether the topic or the problem can be addressed in line with scientific criteria. In this respect, students should particularly try to find out whether there is sufficient scientific literature available on the topic, whether the problem can be appropriately solved in the context of the Master

² cf. the Examination Regulations of the IMC University of Applied Sciences, as amended

thesis, and which scientific methods can be applied. It is of particular significance that the problem fits the thematic focus of the respective degree programme, whereby the problem may be taken either from a field of professional practice or from current scientific debate. In this context, students may choose topics from all functional areas within a business. The ideal situation would be that the problem to be addressed also coincides with the student's sphere of interest.

The topic of the Master thesis can be proposed by the students, by partners from research and industry, and by lecturers and professors of the relevant Master's programme. It is recommended that students either combine their Master thesis with their Applied Research and Training semester (ARTS) in the 3rd semester full-time or write a thesis which is commissioned by one of our business partners. In particular it makes sense to combine the search for a topic with the preparations for the Applied Research and Training semester (ARTS), and to check the possibility of a work on demand to develop a solution for a specific problem of their "host company" in the context of a Master thesis. This combination may be of considerable additional value both to the student and to the respective company. Topics which are suggested by the professors of the individual degree programmes are primarily taken from the relevant degree programme's fields of research.

The professors of the individual degree programmes will support students in their search for a suitable topic. In addition to individual coaching sessions, students will attend specific courses which assist them in finding a topic.

2.4 Language

Depending on the individual degree programmes, students may write their Master thesis in the following languages:

Programme	Language
Business Administration	German, English
Health Management	German, English
Tourism Management	English (with works on demand the programme director can grant another language as long as appropriate review is guaranteed)
Export	English (with works on demand the programme director can grant another language as long as appropriate review is guaranteed)
Biotechnology	English (with works on demand the programme director can grant German)

2.5 Supervising

The professors of the individual degree programmes as well as a number of part-time lecturers will act as academic advisors and supervise the students while preparing their theses. A list of potential coaches will be passed on at the beginning of the 2nd semester. It is recommended that students contact their potential coaches as early as possible in order to discuss the topics of their choice with him/her and with the programme director.

2.6 Confirmation of the topic

- The final approval of a topic requires the confirmation given by the programme director. Only when the topic has been confirmed, students can start to write their Master's theses. In order to have the topic approved by the programme director, the following documents must be handed in at the administration office of the relevant Master programme **by 15.06.YYYY** (end of 2nd semester). Completed "Master thesis – Confirmation of Topic" form
- Outline of the Master thesis (approx. 3 pages plus the list of bibliographical references as well as a schedule).

The outline of the Master thesis must include the following items:

- Working topic of the thesis
- Name of academic advisor
- Justification of the choice of the topic – desired outcome/ practical relevance
- Research questions / hypotheses
- Methodology of elaborating on the research questions / hypotheses
- Outline of the paper
- *Where it applies*: expected input by companies/research institutions/study abroad
- List of central sources of literature on the topic (minimum: 15 references)
- Milestones for the handling of the topic (schedule)

When deciding on the approval of the topic, the programme director will consider the following criteria:

- Relevance to the research and teaching programme of the degree programme
- Academic relevance
- Practical relevance
- Innovation potential
- Feasibility in the context of a Master thesis

By means of the signature of the programme director the assignment of the topic of the Master thesis to the student is binding, and the students can start with their preparation of the thesis.

2.7 Changing a confirmed topic

A topic which has already been confirmed by the programme director can only be changed in justified cases (e.g. changing of the hypothesis). The change of topic must be requested in writing from the programme director after consulting with the academic advisor (enclosing a newly completed form and the adapted draft).

Requests must be filed by 30 September (semester 3).

2.8 Content and form of the Master thesis

All students must comply with the relevant guidelines of the latest version of the IMC publication "Manual for Academic Research".

The font to be used is "Arial" (size 12 pt)

The Master thesis should comprise at least 80 and max. 100 pages (without registers and annexes).

2.9 Submission of the Master thesis

An unbound complete copy of the Master thesis must be submitted both as hard copy and on a CD (as word file) in due time, **at least 60 days** before the Master examination, to the administration office of the respective Master programme + **application for approval** (*the exact date will be announced by the programme director after the dates for the Master examination have been fixed, however, by the beginning of semester 4 at the latest*).

In the event that the student has already submitted the unbound copy directly to his or her academic advisor before the date fixed by the programme director, the application for approval signed by the academic advisor has to be passed on to the administration office of the degree programme in due time. The CD Rom (Word version) has to be submitted to the administration in due time

Within a period of **4 weeks after the submission date** the academic advisor will make a basic decision on the positive or negative assessment of the thesis.

If the thesis receives a positive assessment (**= approval**) with reservations, in exceptional cases students have the opportunity to make minor corrections (e.g. formatting, spelling, textual adaptations in one chapter, etc) before they submit the bound copies of the thesis.

The final admission to the Master examination requires the positive completion of semester 4 as well as the approval of the Master thesis. Students are informed about their admission by publication on the notice board.

The Master thesis is assessed in the form of a written opinion taking account of the following criteria:

- Processing of the relevant sources of information/literature
- Content, practical relevance and potential for innovation
- Form and generation

(A specimen of the assessment form can be found in the annex).

A Master thesis **which has been failed** can only once be revised and resubmitted for assessment within a fixed period of time. Changing the topic is not permitted. Master theses that are failed to be submitted for assessment at the main submission date (currently spring term/June) have to be submitted it at the first alternative date fixed for this purpose (currently fall term/November). Failure to submit the thesis in autumn is equivalent to a negative assessment (Failed). In this case, students are granted an additional period of time until the next submission date in the autumn of the following year, which is the second and last opportunity to hand in the Master thesis. If the thesis is still not submitted at that date or fails to be approved, the respective student is excluded from the programme. Students have to be informed in writing in any case about the deadlines granted to them and the consequences resulting from non-submission or non-approval.

In the event that a Master thesis submitted at the main submission date (currently spring term/June) is not approved, i.e. is failed, the student has to be granted an additional period of time until the next submission date for resubmission of the thesis (i.e. spring term of the following year). The student has to be informed in writing about the new deadline granted to him/her. Furthermore, the programme director has to appoint a second supervisor for the resubmission of the thesis and coordinate the resubmission with the student and the two supervisors. The coordination meeting will be documented in minutes, which will be added to the student's file. If the resubmitted thesis fails to be approved again, the student is excluded from the programme.

A Master thesis **which has been passed** entitles the student to take the Master examination.

Admission to the Master examination requires the successful completion of all courses of the 4th semester. Students failing one of these courses have to resit the relevant exam at the beginning of the following academic year.

In this case, the Master exam can be taken in autumn (fall term/November) at the earliest.

2.10 Submission of the bound copies of the Master thesis

Students must submit two bound copies of the final version of their Master thesis to the administration office of the respective programme (with double degrees three copies). In addition to the bound copies, students must also hand in a separate print-out of the abstract (max. 3 pages).

The **bound version plus the abstract** (inclusive of the cover page of the thesis) need to be uploaded on the eDesktop on Thesis Upload. The upload is possible after approval only. The submission as well as the upload **has to** be done **not later than 1 week prior to the first day of the Master examinations (date for forfeiture!)**.

The **layout of the book cover** must be as follows:

- Colour of the book cover: black
- Colour of the lettering: gold
- On the bottom of the spine: last name, first name(s)
- On the top of the spine:

➔ for Biotechnology: **IMC BIOTECH MA**

plus four-digit year-date (year in which the thesis is approved)

MUSTERMANN Max R.	IMC BIO MA 2011
--------------------------	------------------------

➔ for **Export-Oriented Management: IMC EXP VZ MA** (for the full-time programme) or **IMC EXP BB MA** (for the part-time programme) plus four-digit year-date (year in which the thesis is approved)

MUSTERMANN Max R.	IMC EXP VZ MA 2011
--------------------------	---------------------------

MUSTERMANN Max R.	IMC EXP BB MA 2012
--------------------------	---------------------------

➔ **for Health Management: IMC GES VZ MA** (for the full-time programme) or **IMC GES BB MA** (for the part-time programme) plus four-digit year-date (year in which the thesis is approved).

MUSTERMANN Max R.

IMC GES VZ MA 2010

MUSTERMANN Max R.

IMC GES BB MA 2010

➔ **for Tourism Management: IMC TSM MA** plus four-digit year-date (year in which the thesis is approved)

MUSTERMANN Max R.

IMC TSM MA 2010

➔ **for Business Administration: IMC UF VZ MA** (for full-time) or **IMC UF BB MA** (for part-time) plus four-digit year-date (year in which the thesis is approved)

MUSTERMANN Max R.

IMC UF VZ MA 2010

MUSTERMANN Max R.

IMC UF BB MA 2010

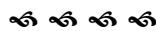
On the page following the cover sheet, the author of the thesis has to make a **statutory declaration**. With this declaration the student confirms that he/she has written the thesis by him/herself and has not used any unauthorised material that he/she has clearly indicated all parts taken from other sources and that he/she has not submitted the thesis as academic research paper somewhere else before. Papers submitted for a double degree have to be labelled accordingly. This declaration must be attached to each copy of the Master thesis and must be signed personally by the student. A photocopy of the signature is not permissible.

The statutory declaration must read as follows:

"I declare in lieu of an oath that I have written this Master thesis myself and that I have not used any sources or resources other than stated for its preparation. I further declare that I have clearly indicated all direct and indirect quotations. This Master thesis has not been submitted elsewhere for examination purposes."

Date: DD MM YYYY

Signature



The first text chapter (preface or introduction) must be preceded by an **abstract (max. 2 pages)** of the Master thesis. Master theses written in German must include an abstract in English.

The timely submission of the bound copies of the approved Master thesis is an obligatory requirement for the student's admission to the Master exam.

2.11 Public nature of the Master thesis

The approved Master thesis is generally open to the public. It is in the discretion of the programme director to allow third parties to look at the approved Master thesis and to report about the results of the work in the trade press, provided that they state the name of the author.

Company-commissioned theses whose publication would violate legal or economic interests of the commissioning parties can be withheld from publication for a maximum of five years by means of a **restriction note (clause of confidentiality)**. Students who want to obtain a restriction note have to apply in writing to the programme director and set forth the reasons for such restriction (pre-printed form). In this context the student must make credible that the publication of the thesis would endanger important legal or economic interests of

the commissioning party. The decision on the application must be made in writing. In the event that the programme director issues a restriction note, the supervisor and the programme director are the only persons who are allowed to read the Master thesis for the duration of the restriction. The restriction does not apply to the publication of an abstract and the defence of the thesis in the context of the oral Master examination.

A restriction note can also be issued if the publication of the Master thesis can probably result in serious disadvantages for the author. Students who want to obtain a restriction note for this reason also have to apply in writing to the programme director and set forth the grounds for such restriction

The restriction note signed by the company, the student and the programme director is to be included as the first page of the approved Master thesis (before the title page).

SPERRVERMERK/CLAUSE OF CONFIDENTIALITY

Auf Wunsch der Firma/Institution/Upon request of:

ist die vorliegende Master thesis für die Dauer von maximal 5 Jahren für die öffentliche Nutzung zu sperren/*will the present master thesis be retained from public access for the period of max.5 years*

_____ Jahren

Veröffentlichung, Vervielfältigung and Einsichtnahme sind ohne ausdrückliche Genehmigung der o.a. Firma and des Verfassers bis zum genannten Datum nicht gestattet/*Unauthorized reading, publication and duplication will not be allowed without explicit consent given by the above-mentioned company and the author before:*

zu veröffentlichen am/*publication allowed:*

Unterschrift/*Signature:* _____

Name/Funktion.

Name/position: _____

Firma /Firmenstempel/Company/Seal:

~~~~~

Verfasser Master thesis/*Author master thesis* \_\_\_\_\_

Unterschrift/*Signature:* \_\_\_\_\_

~~~~~

Studiengangsleiter /*Programme director:*

Unterschrift/*Signature:* _____

Stempel FH/ *Seal:*

Bestätigt am: /*Notified as of:* _____

Bestätigt ergangen am: /*Notified as of:* _____

2.12 Time schedule – 10 steps to the graduation

Note: The following table presents the sequel of the composition of a Master thesis.

Students will be informed about all relevant dates and deadlines by announcements displayed on the notice board. The necessary forms are available on *eDestkop* -> *Startseite* -> *Manuals* :

	Activity	Time span
1.	Search for topic	Semester 1 + 2
2.	Selection of advisor/coach	Semester 1 + 2
3.	Formulating a working title	Semester 2
4.	Submission of the topic and a first draft of the thesis	Semester 2–by 15.6.YYYY
5.	Confirmation of the topic by the programme director	by 15.7. YYYY
6.	Submission of the unbound version	60 days before the Master exam
7.	Approval	4 weeks after submission of the unbound version
8.	Minor corrections	Up to 2 weeks before the Master exam
9.	Submission of the bound copy	1 week before the Master exam
10.	Master examination	1st- 3rd week in June
	Graduation ceremony	

At the graduation ceremony, all students receive a “Diplomzusatz”³ (Diploma supplement) together with their diploma. It describes the acquired skills and qualifications and is intended to contribute to greater transparency and comparability of the training.

³ cf. § 4 (8) FHSTG; (2003)

3 The oral part of the Master examination

3.1 Basic information

The second part of the Master examination consists of the oral exam, which is taken in front of an examination board after all courses of the 4th semester have been successfully completed and the Master thesis has been approved. Candidates whose Master thesis failed to be approved are not admitted to the oral Master examination.

In general, the oral Master examinations of the individual degree programmes take place within the **first three weeks in June** (4th semester).

3.2 Elements and duration of the oral Master examination

The oral Master examination must be taken before an examining committee⁴ (consisting of the programme director, the coach of the Master thesis, and the examiners of the individual subjects) and comprises the **following parts** in all degree programmes:

- Presentation and defence of the Master thesis
- Examination talk about issues relevant to the degree programme and of the core areas of the Master course

Time for preparation: 50 minutes

Duration of the exam: 50 minutes

The examination talk about issues relevant to the degree programme is based on questions from the concerned core areas.

⁴ cf. §3 (2) Z6 FHStG ;

3.3. Structure of the examination in each degree programme

3.3.1 Export-Oriented Management

Presentation and defence of the Master thesis

Brief (7 minutes) presentation of the master thesis; questions on the master thesis by the examining committee

Questions about the core areas

„International Management and Business“ -2 special interest,

(valency 40 % = **2** questions to be prepared)

plus one optional subject, either:

„International Law and Global Political Studies“

(valency 20 % = **1** question to be prepared) *or*

„Human Resource and Intercultural Management“

(Valency 20 % = **1** question to be prepared)

The core areas are oriented towards the following courses and their relevant literature (will be published in the fall term):

Core area I International Management and Business (the candidate has to choose 2 from 4 special interests):

Special Interest I – Foreign Trade Techniques & Financing

LV Advanced Foreign Trade Techniques

LV Structured Export and Project Financing

LV Foreign Trade Techniques & Financing

Special Interest II – International Marketing & Sales

LV Strategic Marketing and Sales

LV e-Marketing and New Trends in Sales Techniques

LV International Marketing & Sales

Special interest III – Finance and Controlling

LV Strategic Controlling and Reporting

LV International Finance, Investment and Budgeting

LV Finance and Controlling

Special interest IV – Purchase & Logistics

- LV Supply Chain Management
- LV Strategic Purchase & Global Sourcing
- LV Purchase & Logistics

Core area II - option I International Law & Global Political Studies

- LV International Institutions & Strategic Relations
- LV European Union Law incl. EU Integration
- LV International Law & Global Political Studies

Core area II - option II Human Resource & Intercultural Management

- LV International Human Resource Management
- LV Change Management & New Management Methods
- LV Human Resource & Intercultural Management

3.3.2 Health Management

Presentation and defence of the Master thesis

Brief (7 minutes) presentation of the master thesis; questions on the master thesis by the examining committee

Questions about the core areas

- Strategic Management (Valency 40 %= **2** questions to be prepared)
- Functions and tools of management
(Valency 20 %= **1** question to be prepared)

The core areas are oriented towards the following courses and their relevant literature (will be published in the fall term):

Core area I: Strategic Management

- Strategy and business plan
- Strategic Change Management

- Risk Management
- Strategic Project Management
- Budgeting
- Knowledge Management

Core area II: Functions and tools of management

- Principles of Leadership
- Human Resources Management
- Social Marketing

Die core areas will be combined with ethical as well as political and socio-political aspects of the health care system.

3.3.3 Tourism Management:

Presentation and defence of the Master thesis

Brief (7 minutes) presentation of the master thesis; questions on the master thesis by the examining committee (core area Research & Methodology)

Questions about the core areas

- International Tourism Management & Specializations
(Valency 40 % = 2 questions to be prepared)
- E-Tourism (Valency 20 % = 1 question to be prepared)

During semester 4, the student chooses two specializations from the following:

- Specialization Meeting Industry & Events
- Specialization Arts & Culture
- Specialization Nature & Environment
- Specialization Sport & Health

Luxury and Upscale Tourism (this specialization will be considered within the context of the above mentioned specializations)

The core areas are oriented towards the following courses and their relevant literature (will be published in the fall term).

Core area I: International Tourism Management & Specializations

- Managing the Tourism Workforce
- Leadership Skills
- Financial Management
- Strategic Management for Tourism

Core area II: E-Tourism

- E-Tourism
- Information and Communication Technology for Tourism
- Integrated E-Strategy Development
- E-Marketing

3.3.4 Business Administration:

Presentation and defence of the Master thesis

Brief (7 minutes) presentation of the master thesis; questions on the master thesis by the examining committee

Questions about the core areas

- Strategic Management and Management Control
(Valency 30 %= **2** questions to be prepared)
- Takeovers and Successions
(Valency 30 %= **2** questions to be prepared)

The core areas are oriented towards the following courses and their relevant literature (will be published in the fall term).

Core area I: Strategic Management and Management Control

- Strategic Management
- Corporate Culture
- Business Excellence

- Management by Means of Ratios
- Consolidated Accounting
- Current Trends in Financing
- Strategic Controlling

Core area II: Takeovers and Successions

- Multi-project Management
- Analysis of the Group Accounts
- Due Dilligence
- Structured Financing
- Crisis Management
- Management in Critical Situations
- Acquisitions and Mergers
- International Marketing

3.3.5 Medical and Pharmaceutical Biotechnology:

Presentation and defence of the Master thesis

Brief (15 minutes) presentation of the master thesis; questions on the master thesis by the examining committee (15 minutes)

Questions about the core areas

- Medical Bioprocess Technology
(Valency 25 %= 2 questions to be prepared)
- Pharmaceutical Bioprocess Technology
(Valency 25 %= 2 questions to be prepared)

The core areas are oriented towards the following courses and their relevant literature (will be published in the fall term).

Core area I: Medical Bioprocess Technology

- Immunology
- Molecular therapeutic strategies
- Human pathophysiology
- Pharmacokinetics and pharmacodynamics
- Development biology and new therapeutical strategies

- Cancer/Aging
- Drug discovery systems
- Analytic methods in biomedicine theory
- Tissue engineering
- Artificial organs and drug delivery systems
- Nanobiotechnology
- Current issues in regenerative medicine
- Clinical Studies and GCP
- Bioethics

Core area II: Pharmaceutical Bioprocess Technology

- Equipment and production design
- Standardization
- Equipment, test and process validation
- Process control and process online monitoring
- Sampling and quality control
- Contamination control in production plants
- Upstream processing and fermentation
- Bioseparation and scale up techniques
- Recombinant protein production and modification theory
- Current advances in biopharmaceutical production technologies
- Biomedical technology: Industry and markets
- Pharmaceutical marketing
- Drug regulatory affairs
- Quality Management systems
- GLP and GMP regulations
- Risk assessment
- Biostatistics and trend analysis

4 Assessment of the Master examination

The Master examination is assessed with an overall grade which is calculated as follows:

In Business Administration

- Master thesis: 30 %
- Presentation & defence of the Master thesis: 10%
- Core area I : 30 %
- Core area II: 30 %

In Export-Oriented Management

In Health Management

In Tourism Management

- Master thesis: 30 %
- Presentation & defence of the Master thesis: 10%
- Core area I: 40 %
- Core area II: 20 %

In Biotechnology

- Master thesis: 30 %
- Presentation & defence of the Master thesis: 20%
- Core area I : 25 %
- Core area II: 25 %

The Master examination is successfully completed when all parts of the exam are passed. A failed oral diploma exam can only be retaken twice.

The Master examination is **an overall assessment** according to the following scale:

Pass with Distinction	The candidate's performance was excellent; GPA ≤ 1.2
Pass with Credit	The candidate's performance was clearly above average; GPA ≤ 1.4
Passed	The candidate has passed all parts of the examination.
Failed	The candidate has failed at least one part of the exam.

Failure to present oneself for the diploma examination at the time and place published without setting forth important reasons in writing (e.g. illness, pregnancy, military service/community service) is considered equivalent to failing the exam – the diploma examination is marked as "failed".

Four exam dates will be offered each academic year.

1. Initial taking of the exam to complete the course (normal duration of the studies) -> June
 - 1.1 Part One failed: next chance -> September
 - 1.2 Several parts failed: next chance -> November
2. Initial taking of the exam to complete the course -> November
 - 2.1 Part One failed: next chance -> March
 - 2.2 Several parts failed (in November): next chance -> June

5 Annex

Cover page for Master thesis (in German)

Cover page for Master thesis (in English)

For the Master programmes:

1

"Export-oriented Management"

"Health Management"

"Tourism and Leisure Management"

"Business Administration and E-Business Management"

2

„Medical and Pharmaceutical Biotechnology"

**the superscript numbers (in brackets) indicate the font size*

TITEL ^{(20)*}

UNTERTITEL ⁽¹⁶⁾

Masterarbeit ⁽²⁰⁾

eingereicht an der
IMC Fachhochschule Krems

Fachhochschul-Masterstudiengang

„**NN**.....“ ⁽¹⁴⁾

von

Vorname NAME ⁽¹⁸⁾

zur Erlangung des akademischen Grades ⁽¹⁴⁾

Master of Arts in Business (MA) ⁽²²⁾

Begutachter: Titel Vorname(n) Name ⁽¹⁶⁾

Eingereicht am: TT.MM.JJJJ ⁽¹²⁾

TITLE ⁽²⁰⁾

SUBTITLE ⁽¹⁶⁾

Master Thesis ⁽²⁰⁾

submitted at the
IMC University of Applied Sciences Krems

Master-Programme

„**NN**.....“ ⁽¹⁴⁾

by

First Name NAME ⁽¹⁸⁾

for the award of the academic degree ⁽¹⁴⁾

Master of Arts in Business (MA) ⁽²²⁾

Academic Advisor: Title First name(s) Name ⁽¹⁶⁾

Submitted on: DD.MM.JJJJ ⁽¹²⁾

TITEL^{(20)*}

UNTERTITEL⁽¹⁶⁾

Masterarbeit⁽²⁰⁾

**eingereicht an der
IMC Fachhochschule Krems**

**Fachhochschul-Masterstudiengang
*Medizinische und Pharmazeutische Biotechnologie⁽¹⁴⁾***

**von
Vorname NAME⁽¹⁸⁾**

zur Erlangung des akademischen Grades⁽¹⁴⁾

Master of Science in Engineering (MSc.)⁽²²⁾

Begutachter: Titel Vorname(n) Name⁽¹⁶⁾

Eingereicht am: TT.MM.JJJJ⁽¹²⁾

TITLE ⁽²⁰⁾

SUBTITLE ⁽¹⁶⁾

Master Thesis ⁽²⁰⁾

submitted at the
IMC University of Applied Sciences Krems

Master-Programme
Medical and Pharmaceutical Biotechnology ⁽¹⁴⁾

by
First Name NAME ⁽¹⁸⁾

for the award of the academic degree ⁽¹⁴⁾

Master of Science in Engineering (MSc.) ⁽²²⁾

Academic Advisor: Title First name(s) Name ⁽¹⁶⁾

Submitted on: DD.MM.JJJJ ⁽¹²⁾

APPLICATION FOR APPROVAL OF THE MASTER THESIS

Student: _____

IDNr: _____

Title of the Master thesis:

1) **First submission of the unbound versions of the Master thesis on** (date): _____

Academic advisor: _____

Master thesis approved* ☐ **YES** ☐ *approved with reservations* ☐ **No**

Date of the corrected version: _____

Approved YES (date): _____

Signature of coach/advisor: _____

Yes: *The Master thesis is released for binding*

When approved with reservation (only in exceptional cases) there is the chance to make minor corrections (e.g. with formatting, spelling, textual adaptations in one chapter, or similar) and a further submission to the coach/advisor before the submission deadline for the bound version of the Master thesis (time for corrections by the student: one week).

No: The Master thesis is not approved. The Master thesis cannot be submitted again. The student is expelled from the programme.