

Information for the submission of diploma/master thesis at the University Library (UB)

1) Quantity and overall form:

- 2 copies, hardcover, permanent professional binding

2) The thesis must include the following elements:

- Title page - with the following information:
 - ✓ name of the author
 - ✓ title of the thesis
 - ✓ type of thesis
 - ✓ academic degree awarded
 - ✓ University
 - ✓ Institute
 - ✓ field of study
 - ✓ supervisor
 - ✓ year of submission
 - ✓ date of approval
 - ✓ signature of the supervisor
- Table of contents
- Abstract (German and/or English), max. one A4 page
- A separate, i.e. not bound, duly completed and signed disclaimer for the submission of a diploma/master thesis. The disclaimer form is available in the library or online (German only):
<http://www.ufg.at/Abschlussarbeiten.3407.0.html>

3) Supplements

- If there is a supplementary volume (e.g. artistic work is a designed book), this must also be submitted 2 times hardcover bound.
- If film/video/audio material etc. exists as the artistic part of the thesis, it must be submitted twice as a CD/DVD in a sturdy cover or in an adhesive cover in the bound book - they must also be labelled accordingly.

University Library

Hauptplatz 8 / 1
4020 Linz

Tel.: +43 732 7898 2255
bibliothek.service@ufg.at
www.ufg.at/bibliothek

4) Submission of the digital version of the thesis for long-term archiving and our online repository

What is to be submitted?

The final thesis (including title page, abstract), which must correspond exactly with the printed form, as well as film/video/audio material etc. as part of an artistic work.

What format do I have to use for my thesis?

The digital thesis must be submitted as a PDF file. The quality of the resolution should not be reduced, and care should be taken that no print marks are included. All file names must begin with the first and last name of the author.

(Example: surname_first name_master thesis.pdf)

The conversion into the long-term archiving format PDF-A is handled by the library.

When is the thesis to be submitted?

The thesis has to be submitted at the Library **after** the approbation or final degree examination.

How can the thesis be submitted?

1. The submission takes place via email or, in case of larger files, via WeTransfer.com to the email address bibliothek.it@ufg.at

In any case you will receive a confirmation via email that the thesis has been submitted correctly.

2. You can also submit your thesis in person at the University Library. The files will be copied from your respective data storage device.

Please note: In both cases, the disclaimer for the submission of a thesis must be signed and the original **must be submitted** at the University Library **before** the digital submission is processed. The processing **may take a few days**.

Further questions?

For questions regarding file formats, disclaimer, publication (licensing according to Creative Commons license model) etc. please contact Mr. Dietmar Elmecker at the University Library by appointment.

Mobile: 0676 847898260 / Email: dietmar.elmecker@ufg.at, bibliothek.it@ufg.at

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Important notes:

- Before leaving the University, the following steps are required:
 - If graduating, your diploma/master thesis had to be submitted at the Library
 - Return of all borrowed media
 - Payment of any unpaid fines

You will find the necessary form at:

<http://www.ufg.at/Studienabschluss.2768.0.html>

There is no deadline for the submission to the Library (at the earliest after passing the exam).

- Please note that the submission of your thesis at the University Library is independent of the submission at your department.
- Upon request to the Vice Rector for Education, it is possible to have the diploma/master thesis blocked for public use for a maximum of 5 years in justified cases - see UG §86 (2).
- Format, cover colour and layout of your thesis are up to you.
- For conservational reasons, we do not accept fan-folders, boxes and posters.
- If you want to continue using the Library after graduating, you will receive your own library card. Except for your new log-in, borrowing conditions remain unchanged.

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