

**MA English formalities**  
**Department of English PHOÖ**  
**For theses supervised by Melissa Kennedy & Martina Pfeiler (LIT/CULT), and Elizabeth Erling (FD)**

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For all LiLeS information, see <https://www.LiLeS.at/infos-zum-studium/masterabschluss>

For all PHOÖ documents, see the PHOÖ English department homepage: <https://ph-ooe.at/ph-ooe/fachbereiche/sprachliche-bildung/wwwph-ooeatanglistik/department-of-english/downloads>

For PLUS students, also check out: [https://www.plus.ac.at/wp-content/uploads/2021/02/Info-Blatt\\_Diplom-Master\\_2017.pdf](https://www.plus.ac.at/wp-content/uploads/2021/02/Info-Blatt_Diplom-Master_2017.pdf)

## **ECTS**

The MA thesis is worth 20ECTS, ie 500 hours (3 months *full time* + 3 months to get feedback from your supervisor then edit and rewrite). This is a best-case scenario: most students take a year.

The MA exam is worth a total of 6ECTS, ie 2 for English=50 hours of preparation.

## **1. Enrolment**

Students officially enrol in the MA wherever their first BA registration is (even though all MA results will be entered in KUSSS at JKU). The enrolment for the MA thesis has nothing to do with the MA Seminar, which for English LIT/CULT (Kennedy) runs through PLUS (FD with Erling is via PHOÖ). Salzburg students *do not* have to register in PAAV, as your thesis will be officially registered in Linz by LiLeS.

**2. Submit the Mastervereinbarung.** The MAV is to be submitted at the **supervisor's** institution. The rules of their institution apply to all MA formalities. For PHOÖ English, use the MAV template model on the English department homepage, which has guidelines on what to write. The blank document is also on the LiLeS Masterabschluss page. Write the MAV in German. Submit the original signed document to the office of IL Sekundarstufe (Hr. Flotzinger) [office-sekab@ph-ooe.at](mailto:office-sekab@ph-ooe.at)

Once enrolled for the MA, students have up to a maximum of 8 years to write and defend their thesis. Supervisors might give additional deadlines (eg because they are retiring or to keep within their assigned workloads). It is up to the student to fit in with such deadlines, or risk having to find another supervisor part-way through.

Overview of where to enrol and how to submit:

## Fahrplan Masterarbeit

- Allgemeines: Die Masterarbeit umfasst 20 ECTS, das Masterarbeitsseminar 4 ECTS

### Möglichkeiten des Masterarbeitsprozesses

- Studierende:r werden von Ihnen als JKU-Lehrende:r betreut, ist über LiLeS Service-Center zugelassen:



- Masterarbeit wird im Verbund (nicht an JKU) betreut, Studierende:r ist über LiLeS Service-Center zugelassen:



- Studierende:r wird von Ihnen als JKU-Lehrende:r betreut, ist über PLUS zugelassen:



- Masterarbeit wird im Verbund (nicht an JKU) betreut, Studierende:r ist über PLUS zugelassen:



Alle Infos auf der LiLeS-Website: <https://www.liles.at/infos-zum-studium/masterabschluss>

www.liles.at

### 3. Writing the thesis

**The text length**, according to LiLeS, should be 60 to 90 pages (running text) or use the word count which is mentioned in the curriculum. In the English curriculum, it is stated that the Master thesis should include a minimum of 30.000 words (running text). The word-count is also to be stated in the MAV.

**As a writing template for the first pages**, use the PHOÖ template “Vorlage\_Masterarbeit\_Verbund\_PHOÖ”, downloadable from LiLeS: <https://www.LiLeS.at/infos-zum-studium/masterabschluss>. The front page is important because it is standardised to fit the LILES digital upload system: others might not be accepted. For PLUS students, use the PLUS template.

#### The first pages should have the following:

- ✓ The title page in the correct format containing your title in English (optional in German). Make sure your Matrikelnummer and SKZ are on it;
- ✓ The Eidesstattliche Erklärung in German;
- ✓ The Table of Contents;
- ✓ The abstract in German and in English;
- ✓ You can add an Acknowledgements page next, if you want

**The citation style** is set by the enrolment institution and written in the MAV. At the PHOÖ this is the DGPs-Standard, the German equivalent to the APA citation style. It’s a bit annoying, as it is set up for a German-language thesis, but don’t worry about it.

Info here: <https://www.LiLeS.at/infos-zum-studium/masterabschluss> and on the PHOÖ website (“Service” > “Zitierrichtlinien”) and on the English department website.

For students enrolled at PLUS but writing a thesis with a PHOÖ supervisor, use the PLUS template:

[https://www.plus.ac.at/wp-content/uploads/2021/03/Leitfaden\\_fu%CC%88r\\_den\\_Druck\\_von\\_Abschlussarbeiten.pdf](https://www.plus.ac.at/wp-content/uploads/2021/03/Leitfaden_fu%CC%88r_den_Druck_von_Abschlussarbeiten.pdf)

PLUS students can choose their own citation style (see Zitierregeln p. 5). **For theses in LIT/CULT, please use MLA. For theses in FD, please use APA.**

#### 4. Submitting the thesis

The **plagiarism check** must be done by the student using the software of their own institution (PHOÖ PlagScan) and send the result to [studienabteilung@ph-ooe.at](mailto:studienabteilung@ph-ooe.at) Generally, PlagScan percentages below 10% will not entail inquiries from LiLeS.

There are multiple forms of submission **that have to be done simultaneously**:

- Submit the thesis digitally to LiLeS [pruefung@LiLeS.at](mailto:pruefung@LiLeS.at) and to the PHOÖ [studienabteilung@ph-ooe.at](mailto:studienabteilung@ph-ooe.at)
- Upload the thesis to the <https://forms.jku.at/pas/thesisLiLeS> (or to PLUS for students enrolled at Salzburg)
- Give one hardcopy to the PHOÖ Studien- und Prüfungsabteilung *on the same day*.
- PLUS students, please send one hardcopy to the Salzburg Bibliothek UNIPark (Hauptbibliothek/Medienbearbeitung). You can also directly upload an Open Access PDF <https://eplus.uni-salzburg.at>
- More info from PLUS: [hier downloaden](#).

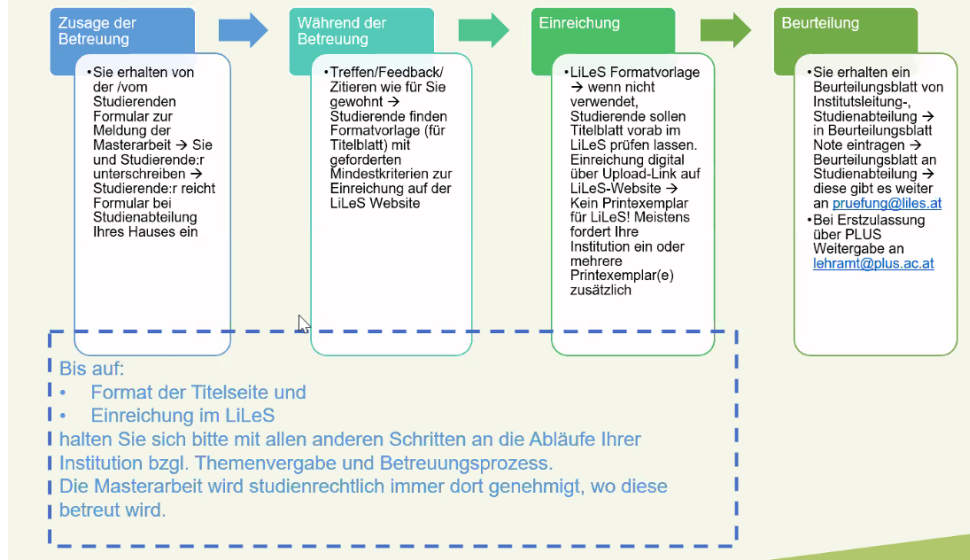
Following successful submission, the PHOÖ Prüfungsabteilung will provide the supervisor with a Beurteilungsblatt and a Gutachten.

-Send your supervisor a pdf version and ask if they'd also like a bound copy.

The supervisor has up to 8 weeks to submit the thesis grade to the PHOÖ Prüfungsabteilung, so be careful of the submission dates to fit the SoSe or WS (eg. for students receiving Studienbeihilfe or starting a teaching job):

- Submit **mid-July** for work needing a grade in KUSSS by the end of summer semester;
- Submit **mid-December** for work needing a grade in KUSSS by the end of winter semester.

## Beurteilungsprozess Masterarbeit im Detail (weitere Institutionen Standort OÖ, außer JKU)



### 5. Organising the MA Oral Exam

It is the student's responsibility to organise their exam. The exam needs three examiners, one from each subject. It must be held at the supervisor's institution, but it can be held online, or partly online, especially if one of the examiners is from PLUS.

You have to:

1. Find 3 examiners and organise the date/time/room. Allow plenty of time for this!
2. Download the Prüfungsraster from LiLes:

Signature page:

[https://www.liles.at/fileadmin/user\\_upload/pdf/Pruefungsraster/Master/Raster\\_Bildungswissenschaften\\_2020W\\_befuellbar.pdf](https://www.liles.at/fileadmin/user_upload/pdf/Pruefungsraster/Master/Raster_Bildungswissenschaften_2020W_befuellbar.pdf)

English page:

[https://www.liles.at/fileadmin/user\\_upload/pdf/Pruefungsraster/Master/507\\_Raster\\_UF\\_Englisch\\_2020W\\_befuellbar.pdf](https://www.liles.at/fileadmin/user_upload/pdf/Pruefungsraster/Master/507_Raster_UF_Englisch_2020W_befuellbar.pdf) You also need to download the page for your 2<sup>nd</sup> subject.

3. Email it to your examiners to sign. They can usually sign via digital HandySig. You are responsible for submitting this to LiLeS.

BEFORE the exam, all your grades must be entered in KUSSS (or PLUS-online for Salzburg students) at least 7 days before the exam date. Students and supervisor should check with LiLeS a week before the planned exam date to check this: the exam date will be cancelled if there is anything missing.

### 6. Oral Exam

For PLUS students, check out their info:

[https://www.plus.ac.at/wp-content/uploads/2021/05/Guidelines-for-master-exams-teacher-training-program\\_507.pdf](https://www.plus.ac.at/wp-content/uploads/2021/05/Guidelines-for-master-exams-teacher-training-program_507.pdf)

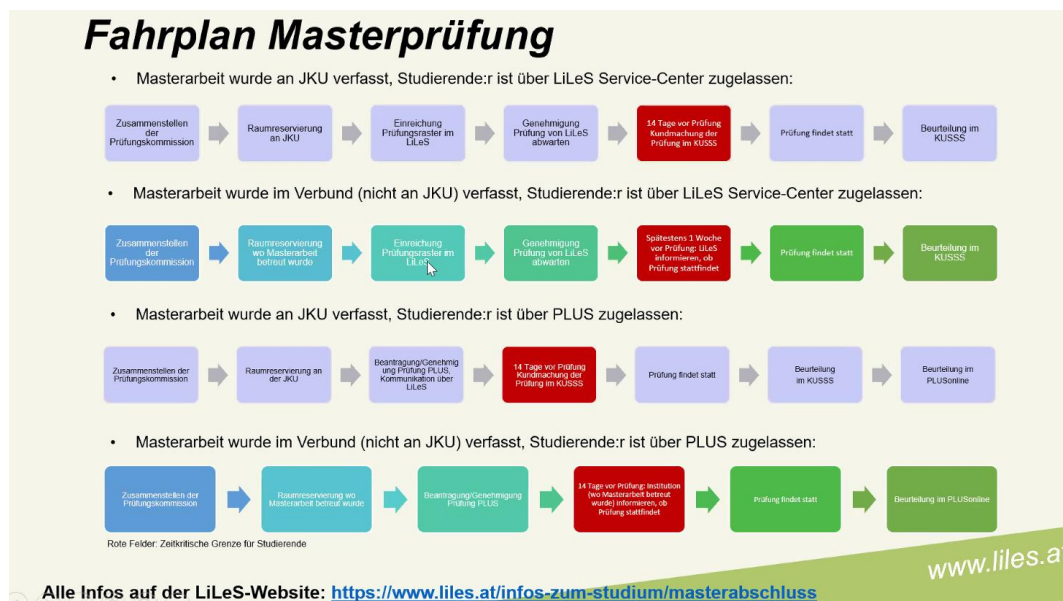
The total exam is worth 6ECTS, ie 2 for English=50 hours of preparation.

The thesis supervisor is usually the Chairperson, who will also take the minutes and Prüfungsprotokoll. The supervisor will organise all of this.

The exam takes about 90 minutes, with 20-30 minutes from each of the 3 subjects (Bildungswissenschaft, English, second subject). In the subject the student has written their thesis in, the 20-30 minutes is split between 10 minutes present the thesis and 10 minutes questions by your supervisor and often also by the other 2 examiners.

If English is the second subject, the 20 minute English part will be on one examination topic from a reading list organised with the professor in advance. For LIT/CULT, this consists of about 7 texts, eg 4 novels, short stories, films, media,+ 3 secondary resources articles. In LIT/CULT, a good recommendation is to choose the topic/theme/material from a course you enjoyed or wrote a term paper on (eg BA seminar; ACCL; UFP or UDF), and use that as a starting point for a reading list.

Overview of how to organise the oral exam:



Extra info on the exam:

# Fahrplan Masterprüfung

- Allgemeines: Kommissionelle Masterprüfung umfasst 6 ECTS (2 ECTS im Erweiterungsstudium Drittfach)
- Prüfungskommission besteht immer aus 3 Personen, müssen im Verbund festgelegt sein (Liste!)
- Kommissionelle Masterprüfung muss immer dort stattfinden, wo Masterarbeit betreut wurde, kann auch online stattfinden

## Bildung der Prüfungskommission

### Variante 1: Masterarbeit im Unterrichtsfach A

Vorsitz: Betreuer:in Masterarbeit  
 Prüfer:in 1: aus Unterrichtsfach B/Spezialisierung  
 Prüfer:in 2: aus BWG

### Variante 2: Masterarbeit im Unterrichtsfach B/in der Spezialisierung

Vorsitz: Betreuer:in Masterarbeit  
 Prüfer:in 1: aus Unterrichtsfach A  
 Prüfer:in 2: aus BWG

### Variante 3: Masterarbeit in BWG

Vorsitz: Betreuer:in Masterarbeit  
 Prüfer:in 1: aus Unterrichtsfach A  
 Prüfer:in 2: aus Unterrichtsfach B/Spezialisierung

### Variante 4: BWG-Teil der Masterprüfung schriftlich in Salzburg abgelegt (nur wenn Masterarbeit nicht in BWG verfasst wurde)

Vorsitz: ein/e beliebige:r Prüfer:in aus Verbund Mitte  
 Prüfer:in 1: Betreuer:in Masterarbeit  
 Prüfer:in 2: aus zweitem Unterrichtsfach/Spezialisierung, in dem/der Masterarbeit nicht verfasst wurde

### Variante 5: Erweiterungsstudium (Erweiterung um EIN drittes Fach)

Vorsitz: ein/e beliebige:r Prüfer:in aus Verbund Mitte  
 Prüfer:in 1: aus betreffendem Drittfach  
 Prüfer:in 2: aus betreffendem Drittfach

Achtung: Hier wird keine Masterarbeit verfasst

Faustregel:  
 Betreuung  
 Masterarbeit =  
 Vorsitz und  
 Prüfer:in bei  
 Masterprüfung

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## Kommissionelle Masterprüfung – was kommt auf Sie zu

