

REQUIREMENTS FOR MASTER THESIS AND DUTIES OF DEGREE CANDIDATES



REQUIREMENTS

- Basic knowledge of waste management (e.g.: Waste Management and Waste Disposal 813.100 or adequate previous education) required. Positive completion of the courses is also recommended:
-Seminar Waste Management (813.336) or Project (Seminar Waste Management) (813.353)
-Waste logistics (813.337) or disposal technology (813.339) or clarify prior knowledge in consultation with potential supervisor
- Skill to autonomous research of scientific literature (English, German, and e-Journals)
- Basic skills with computers and statistics
- Skillset to prepare and execute your practice thesis autonomous (e.g. collect data on site, surveys, perform experiments, etc.)

The attendance of additional lectures regarding the topic of your master thesis is **recommended**.

COURSE OF ACTION AND PROCEDURE

- The topic of your master thesis has to be agreed on in a **first meeting with your supervisor** (Univ.Prof. Dipl.-Ing. Dr.nat.techn. Marion Huber-Humer, Ao.Univ.Prof. Dipl.-Ing. Dr.nat.techn. Stefan Salhofer) and your co-supervisor.
- In advance of your master thesis inform yourself about the admission requirements/ necessary forms following the LINK <https://boku.ac.at/studienservices/themen/infos-studienabschluss/abschlussarbeiten/masterarbeiten>
Registration at the study services with the **required** form is necessary.
- Additional **registration at the institute** is necessary. The form can be found on BOKU-learn.
- Active participation (discussion!) in the **Masterseminar Abfallwirtschaft (813.437)** is obligate and participation in the **Exkursion aus Abfallwirtschaft (813.002)** during summer semester is **strongly recommended!**
Registration takes place via Boku-online.
- The **Masterseminar Abfallwirtschaft takes place 8x per year (4x per semester)**.
Seminar dates are published in BOKU-online.
 - **Active participation** (discussion!) during the Masterseminar Abfallwirtschaft is required. When the Seminar is hold as in-person meeting, the **confirmation of participation** of the Masterseminar is obtainable from the (Co-)supervisors right after the seminar. In case of online meetings, participation is registered at the zoom platform, and participants autonomously register their participation (form available).

Missing a maximum of 3 times per year is accepted. Signing off with the reason of hindrance has to be sent to: abf@boku.ac.at. Unexcused absence from the seminar or missing more than half of confirmations of participations have to be made up for the following semester.

- **3 steps of presentations:**
 1. Presentation/Introduction of the topic „**First presentation**“ (5 minutes)
 2. Presentation of intermediate results „**Intermediary presentation**“ (10 minutes)
 3. Presentation of the finished master thesis „**Final presentation**“ (20 minutes; no intermediary results)Consultation of your co-supervisors beforehand is recommended!
- Each presentation has to be registered at least a week in advance at the secretariat of the institute (abf@boku.ac.at) including name/matr. number/title of master thesis/name of supervisors/first-, intermediary- or final presentation.
- The **slides** (accepted format: MS Powerpoint, ODP or PDF) have to be **brought by the student (USB-Stick)**. Necessary Equipment for presentation (beamer, laptop) is being provided.

- A certificate for the Masterseminar can be given just after submission of the filled out and confirmed attendance verification.

ORDER OF EVENTS FOR YOUR MASTER THESIS

- First outline the procedure (preliminary list of contents) and create a schedule in compliance with your supervisors.
- Supervisors have to be informed about the progress of your master thesis and contacted if something is unclear.
- The finished master thesis has to be approved by your co-supervisor before being handed over to your supervisor with an appropriate amount of time in between.
- After completion of the thesis the student has to write an abstract about the thesis that has to be in both German and English language and is registered in BOKU-online. (<https://www.boku.ac.at/zid/themen/teach-learn/studium-meldung-weitermeldung-abschluss/abschlussarbeiten-abstracts-erfassung/>). The supervisor gets an automated confirmation and data records have to be checked from the supervisor before being released.
- A blockage of the scientific thesis - if required or wanted - has to be acquired by the student under the following LINK: <https://www.boku.ac.at/studienservices/themen/infos-studienabschluss/abschlussarbeiten/sperre-von-wissenschaftlichen-arbeiten/>
- **The final version of the master thesis has to be handed in a bounden form** (Prenome and Surname on the spine of the book) **at the institute secretariat or sent per mail** and uploaded in digital form (**MS Word format and pdf**) to BOKU-learn.
- Afterwards the results of your master thesis (assessment sheet) is passed on to the study services and forwarded to the student.
- All necessary forms and documents for the study services regarding your master thesis can be found on the BOKU homepage: <http://www.boku.ac.at/studienservices/themen/infos-studienabschluss/studienabschluss-von-masterstudien/studienabschluss-von-boku-masterstudien/>
- The coordinated date of the Defensio has to be passed on to the secretariat for room reservation.
- The results of your presentation and final examination (Defensio) is forwarded to the study services.

PRACTICAL WORK IN THE LABORATORY

- For practical work in the laboratory rudimentary knowledge of laboratory work or an internship in the laboratory is required.
- The lecture Chemie und Untersuchung von Abfällen (813.394) is recommended.
- Before starting work at the laboratory, you **have to sign a notice and comply and abide the rules of the laboratory**.
- Lab activities are performed by the degree candidate. The rules of the lab and analysis regulations have to be complied with. A clean and precise way of working is claimed.
- The setup, execution and evaluation of experiments have to be coordinated with the co-supervisor and the laboratory technician.
- Experiment- and analysis protocols have to be written (please use the existing digital forms). Any observations during the experiment have to be noted down and discussed with your co- and/or supervisors.
- For guaranteeing a smooth procedure in the laboratory all intended analyzing activities have to be planned and discussed in time with your co-, supervisor and the laboratory responsible person.
- The degree candidate has to behave in compliance with the safety procedures (wearing of protection clothing, no laboratory work in absence of laboratory personal, etc.)
- Safety instruction are handed over by the supervisor or head of laboratory.