

Guidelines for BME Master's thesis – procedure and requirements

1. Presentation of the Master's thesis as part of the BME course “Master Seminar”

The master's seminar is a preparation for the master's thesis. A specific topic can be chosen here, as well as the content of the master's seminar can be adapted to a thematically related master's thesis. For Master's theses that are supervised by external persons, regular meetings (at least twice per semester) on the progress of the thesis must be organized by the student with all parties involved (supervisor team and reviewer).

- The **final presentation** of the master's thesis (see also point 8 **Colloquium**) or the preliminary work for the master's thesis takes place as part of the course.
- Duration: 10-20 minutes presentation in the form of PowerPoint slides + 10 minutes of discussion.
- Content: Introduction to the topic (presentation of current state of knowledge), research question, methodology, solution to the research question (or interim results), evtl. written presentation, conclusion.
- Goals: Receive feedback, encourage discussion, strengthen scientific debate.
- Dates are scheduled by the institute.

2. Registration of the Master's thesis

The master's thesis starts with finding a supervisor and a topic. Once you've got those, you need to register your master's thesis using the [application form for master's thesis](#). Please bring the form to the CSBME Dean's Office, or send it by email to deansoffice.csbme@tugraz.at



Next step – the Dean's Office enters the thesis in **TUGRAZonline** at „My Thesis”.

Information provided by the Dean's Office CSBME at TU4U:



<https://tu4u.tugraz.at/en/students/organisation-and-administration/student-administration-through-the-deans-offices/deans-office-of-the-faculty-of-computer-science-and-biomedical-engineering/masters-programmes#c46374> and

General information from TU Graz at TU4U <https://tu4u.tugraz.at/en/students/finishing-my-studies/masters-theses>

3. Creating a first version (unbound)

After completion of the first full version, an unbound version (printed or digital, depending on agreement) is submitted to the supervisor for review. This version will be used for preliminary review by the supervisor.

The supervisor has at least 5 weeks to report back with corrections.

4. Approval by the supervisor

The master's thesis requires **approval from the supervisor** for final submission.

Approval is given informally.



Therefore, you should typically expect **11 weeks** between submitting the first draft and the final master's examination.

5. Submission of the final thesis

Please **only use** this template as the **cover sheet** :

<https://tu4u.tugraz.at/studierende/organisation-und-administration/vorlagen-im-corporate-design#c252670>



The **original** must be uploaded **digitally** to the **TUGRAZonline** system under **My Theses**.



For data protection reasons, do **not** include a **(signed) affidavit or CV** in your thesis! You submit your affidavit as part of the electronic submission process. Please note that your thesis is subject to publication requirements in accordance with the provisions of the University Act. If your thesis contains a CV and/or your signature, these will therefore be accessible to the public.

6. Plagiarism check by the supervising institute

After submission via TUG-online, the institute will conduct a **plagiarism check**.



If the result is correct, you will receive a PDF to forward to the CSBME Dean's Office. (see online form: [Registration Master's Examination](#))

7. Hardcover Copy (optional)

In exceptional cases, one or more **hardcover** copies may be requested by the supervisor.

Please check in advance whether this is necessary.

8. Colloquium / presentation at the institute

After the thesis has been submitted, a **colloquium** will be held at the institute. Depending on the institute, the presentation may take place as part of the master's seminar or as a separate event.

- See point 1 of this document.

9. Grading of the Master's thesis

The grade is given by the supervisor after the colloquium.

The grading is based on defined criteria (e.g., scientific work, methodology, presentation of results, independence).

10. „The Degree is within reach – please stay tuned.“

11. Registration for the final Master's exam

After successful submission and positive grading of the thesis, you have to register for the **final master's examination**.



- This step can also be taken into consideration within point 5 – *submission of the final thesis* .
- If you have any **questions**, please contact the CSBME Dean's Office by phone, in person, or via Discord. (Emails are not effective in this case.)

Registration takes place at the **Dean's office CSBME**.



- **Registration Form:** Master's examination <https://survey.tugraz.at/index.php/883434?lang=de>
- **Examination dates see:** <https://www.tugraz.at/index.php?id=39973>

12. Important



Please note all program-specific requirements and deadlines and consult personally with your institute/supervisor and the CSBME Dean's Office. Changes or special arrangements may be possible.

13. Contact

Discord CSBME Server:



Dean's Office

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