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Guide for Master's Thesis

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Version: July 2026

1. Topic selection

The topic is agreed upon with the supervisors. The application form "Anmeldung des Themas zur schriftlichen Masterarbeit" must be completed and submitted to **studienabschluss@bruckneruni.at** with the signatures of the first supervisor and the second reader (for time of submission, see 7). With the topic registration you determine the content of the thesis. The title on the other hand will be specified in the course of completing your thesis.

2. Format of a Master's Thesis

a) In a **PMA Degree**, an academic Master's Thesis is written.

b) In a **KMA Degree**, the following options are available:

- Academic Master's Thesis (degree programmes for Music, degree programmes for Dance)
- Lecture Performance (degree programmes for Music, degree programmes for Dance)
- CD or Multimedia Production (only degree programmes for Music)
- Video or Webproduction (only degree programmes for Dance)

3. Content, choice of supervisor, scope, defensio

3.1 PMA: Academic Thesis

- Content: A defined topic is systematically examined, theories and facts must be presented in a comprehensible manner and supported by sources.
- The first supervisor of the PMA thesis is to be chosen from the group of lecturers of the course "Colloquium KMA" or "Colloquium PMA". The second reader can be freely chosen from among the teachers of the ABU. Please note: The first supervisor or second reader must have a doctorate or a habilitation in science/pedagogy.
- Length approx. 200,000-250,000 characters incl. spaces (80 - 100 pages of text, approx. 2500 characters per page).
- The defensio takes place in the form of an examination discussion in which the candidate explains aspects of the content of the work and comments on critical questions posed by the commission (duration approx. 30 min. including discussion and announcement of results). The committee consists of the responsible dean, the first supervisor and the second reader.

3.2 KMA: Academic Thesis

- Content: A delimited topic is systematically examined, theories and facts must be presented in a comprehensible manner and supported by sources.
- The first supervisor of the KMA thesis is to be chosen from the group of the first supervisor of the course Colloquium Master's Theses. The second reader can be freely chosen from among the teachers of the ABU. Please note: The first supervisor or second reader must have a doctorate or a habilitation in science/pedagogy.
- Length: approx. 100,000-125,000 characters (40-50 pages of text, approx. 2500 characters per page including spaces).
- The defensio takes place form of a discussion, in which the candidate explains aspects of the content of the work and comments on critical questions posed by the commission (duration approx. 30 min. incl. discussion and announcement of results). The committee consists of the responsible dean, the first supervisor and the second reader.

3.3 KMA (Degree programme for Music): Lecture Performance

The Lecture Performance consists of two parts: a public lecture and a written part.

- In the public lecture, various musical and/or performative aspects relating to the (music)-scientific question raised are presented theoretically and practically.
  Duration of the lecture: 30 minutes
- The practical presentation should be performed solo or in an ensemble on one's own instrument/with one's own voice or using live electronic media. The length of the presentation should be in proportion to the number of words (40/60, 50/50, 60/40).
- Discussed musical works should not be performed in their entirety.
- The explanations must be given in free speech.
- Pieces from the programme of the final artistic concert may only be chosen in exceptional cases if the content is justified by the concept for the lecture performance; this requires separate consultation with the two supervisors.
- The Lecture Performance must be accompanied by a handout in the form of a programme note.
- The KMA Lecture Performance also includes a written part. In this, the candidate must write in-depth explanations on the topic of at least 37,500 characters (approx. 15 pages of text, approx. 2500 characters per page including spaces). It should not contain biographical data on the performers, but rather relevant information on the subject of the lecture performance, historical and cultural aspects.
- For submission of the written part, see points 7) and 8).
- The first supervisor or second reader of the lecture performance is to be chosen from the group of lecturers of the course "Colloquium KMA". The other supervisor can be freely chosen from among the teachers of the ABU. Please note: The first supervisor or second reader must have a doctorate or a habilitation in science/pedagogy.
- The defensio takes place in the form of an examination discussion following the public lecture, in which the candidate explains aspects of the lecture and the written part and comments on critical questions posed by the committee (duration: approx. 15 minutes). The commission consists of the responsible dean, the first supervisor and the second reader.

3.4 KMA (Degree programme for Dance): Lecture Performance

The Lecture Performance consists of two parts: a public lecture and a written part.

- In the public lecture, different dance practices, choreographies and/or repertoires are presented theoretically and practically. Duration of the lecture: 30 minutes
- The practical presentation should be solo or ensemble. The length of the presentation should be in proportion to the number of words (40/60, 50/50, 60/40).
- The explanations can be given in free speech or by means of different thematic media transfers such as (choreographic) drawings, pictures, photos, dance scores, animations, etc.
- The Lecture Performance must be accompanied by a handout in the form of a programme note.
- As a written part, the candidate must write in-depth explanations of the discussed work of at least 37,500 characters (approx. 15 pages of text, approx. 2500 characters per page including spaces). This should not include biographical data on the performers, but rather relevant information on the subject of the lecture performance, historical information (historical contextualisation) and, if applicable, theoretical and/or practical performance or editorial details.
- For submission of the written part, see points 7) and 8).
- The first supervisor or second reader of the Lecture Performance is to be chosen from the group of lecturers of the course "Colloquium KMA". The other supervisor can be freely chosen from among the teachers of the ABU. Please note: The first supervisor or second reader must have a doctorate or a habilitation in science/pedagogy.

- The defensio takes place in the form of an examination discussion following the public lecture, in which the

candidate must explain the content of the lecture and the written part and comment on critical questions posed by the committee (duration: approx. 15 minutes). The committee consists of the responsible dean, the first supervisor and the second reader.

3.5 KMA (Degree programme for Music): CD or multimedia production (Audio and/or Video)

- It must be a production that meets professional standards and functions on its own. The production must have a clear thematic focus and a concept appropriate to the medium.
- The theme and concept must be substantiated in terms of content and must not only present the performer(s) and their skills.
- Pieces from the programme of the final artistic concert may only be chosen for the CD/multimedia production in exceptional cases if the content is justified by the concept; this requires separate consultation with the first supervisor and second reader.
- The duration of the **CD production** is at least 30 to a maximum of 75 minutes.
- For an **audiovisual web production**, 15 minutes are sufficient plus the textual and pictorial design. The recording of a concert (1:1) is not permitted as an audiovisual web production.
- The production must not yet have been published or otherwise exploited in any other context.
- As a written performance (in addition to the booklet for CD productions, which can be freely designed), a scientific paper must be prepared, which must at least cover the following areas:
    - ➔ Justification of the choice of piece
    - ➔ Historical and/or analytical reflection and contextualisation of the material used.
    - ➔ Documentation of the production process (not analogous to the booklet!).
    - ➔ Length: 37,500 characters in total (approx. 15 pages of text, 2500 characters per page including spaces). The historical-analytical explanations should make up at least half of this text.
    - ➔ In the case of original compositions, a contextualisation to works by other composers is to be carried out.
- For the submission of the written part, see points 7) and 8).
- The first supervisor or second reader of the CD or multimedia production is to be chosen from among the supervisors of the course "Colloquium KMA". The other supervisor can be freely chosen from among the teachers of the ABU. Please note: The first supervisor or the second reader must have a doctorate or a habilitation in science/pedagogy.
- The defensio takes place in the form of an examination discussion, in which the candidate must explain aspects of the content of the thesis and respond to critical questions from the committee (duration: approx. 30 minutes). The committee consists of the responsible dean, the first supervisor and the second reader.

3.6 KMA (Degree programme for Dance): Video or web production

- It must be a production that meets professional standards and functions on its own. The production must have a clear thematic focus and a concept appropriate to the medium.
- The duration of the **video production** must be at least 30 to a maximum of 75 minutes.
- The performative, dance-choreographic part of the **web production** must have a length of approximately 15 minutes, plus the textual and visual design.
- The production must not have been published or otherwise exploited in any other context.
- The written performance must be a scientific paper which must at least cover the following areas:
    - ➔ Justification of the choice of piece
    - ➔ historical and/or analytical reflection and contextualisation of the material used
    - ➔ Documentation of the production process
    - ➔ Length: 37,500 characters in total (approx. 15 pages of text, 2500 characters per page including spaces). The historical-analytical explanations should make up at least half of this text.

- For the submission of the written part, see points 7) and 8).
- The first supervisor or the second reader of the Video or web production is to be chosen from among the supervisors of the course "Colloquium KMA". The other supervisor can be freely chosen from among the teachers of the ABU. Please note: The first supervisor or the second reader must have a doctorate or a habilitation in science/pedagogy.
- The defensio takes place in the form of an examination discussion, in which the candidate must explain aspects of the content of the thesis and respond to critical questions from the committee (duration: approx. 30 minutes). The committee consists of the responsible dean, the first supervisor and the second reader.

4. Form and language

- Standard font; 1 ½ line spacing; font size 12 pt
- Justified main text (hyphenation)
- The thesis can be written in German or English
- New spelling according to Duden in the current edition (for German)
- Gender-sensitive language must be used in all theses. There are a variety of linguistic options, which are chosen by the students in consultation with the first supervisor and the second reader. The use of the gender clause is not permitted.
- Submission as PDF document

5. Structure of a Master's Thesis

As a rule, every Master's Thesis includes:

- Title page / cover page → see cover page template (Names should be listed with academic titles): https://www.bruckneruni.ac.at/en/academics/information/graduation/final-thesis
- Abstract → The research question, the material studied and, if applicable, the results of the work. The abstract must precede the work, directly after the cover page. It is recommended to include the abstract in both German and English.
- Dedication, if applicable
- Foreword, if applicable
- Table of contents
- Introduction → Presentation and justification of the topic, research question, overview of the structure of the thesis and the approach as well as the literature and sources.
- Main body of text → State of research / literature review / questions. Discussion of individual aspects considering the different positions of various authors or collection and analysis of empirical data. The individually listed points apply in particular to Master's theses.
- Summary / Conclusion → Summary or in-depth reflection on the results of the work, if necessary, aspects that remained open and further questions
- Literature list → Complete list of literature and sources used in alphabetical order by author's last name; common bibliographic form after consultation with the supervisors.
- List of figures
- List of tables

- Material that complements the written main part is to be included in the appendices (interviews, sheet music material).
- The affidavit is **NOT** part of the thesis. Theses with a signed affidavit will **NOT** be accepted for data protection reasons. This applies to both digital and printed versions.

6. Citations

- In principle, the following applies: In a Master's thesis, citation is uniform and follows a common subject-specific convention. No citation method is prescribed at the ABU. Please contact the supervisor of the thesis to determine the citation method.
- Plagiarism: Every master's thesis submitted is checked for possible plagiarism.
  Plagiarism is theft of other people's intellectual property. It is not harmless and can even result in legal consequences, including damages and fines!
  The consequences for ABU students and graduates are as follows:
  - Rejection of the work ("Not passed") without the possibility of rectification.
  - in the case of subsequent discovery, the annulment of the assessment
  - Withdrawal of all assessments (certificates) obtained on the basis of the work in question.
  - Writing a new paper with a new topic (only possible if you are still enrolled at the time the plagiarism is discovered).

  This also applies to self-plagiarism!

7. Guidelines on Academic Integrity at ABU

The Guidelines on Academic Integrity at ABU can be found at https://www.bruckneruni.ac.at/en/research/research/academic-integrity. Here you will find important information on good scholarly practice.

8. Submission

a) Digital copies:

- Master's theses are to be submitted as PDF file to **studienabschluss@bruckneruni.at** at least 2 weeks before the date of the Defensio
- The following documents must also be submitted to **studienabschluss@bruckneruni.at**:
  - Abstract - see format template at:
    https://www.bruckneruni.ac.at/fileadmin/user_upload/02_Studienservices/Dokumente_Studienservice/Studienabschluss/Abschlussarbeit/Template_Abstract_BA_MA.docx
    This abstract, like the full text, is made publicly available by the university and refers to the master's thesis catalogued in the library.
  - Declaration of submission of a thesis:
    https://www.bruckneruni.ac.at/fileadmin/user_upload/02_Studienservices/Dokumente_Studienservice/Studienabschluss/Abschlussarbeit/Erklaerung_zur_Einreichung_einer_Abschlussarbeit_BA_MA_DOK_EN_und_DE_kombiniert.pdf
  - **Confirmation of the statistical survey https://uhstat2.hochschule.at:**
    Completing the statistical survey UHStat2 at the end of your studies is an obligation according to the University and Higher Education Statistics and Educational Documentation Ordinance (UHSBV). After submitting the data, please print out the confirmation and send it as a PDF-file to studienabschluss@bruckneruni.at.

b) Printed copies:

1 copy: for the library (hardcover, single-sided printing (if the master's thesis exceeds 51 pages, it may be printed double-sided)).

- An inexpensive binding option is available in the library
- Master's theses are to be deposited in the "Studienservice" mailbox at the Infopoint in the foyer of the university.
- The printed copy **MUST** be identical to the digital copy submitted.

c) Supervisors and/or second readers may request printed copies in addition to a digital copy; this is to be discussed with the supervisor and second reader in person.

8.1 Lecture Performance/ CD or Multimedia Production (Audio and/or Video) / Video or Web Production

In addition to 8a) and 8b), the following regulations apply:

- All parts of the production - written part, files, booklet, cover design, etc. - must be submitted digitally to the Dean's Office (**studienabschluss@bruckneruni.at**), the supervisor and the second reader.
- CDs and DVDs: hand in 1 copy in physical form (including the booklet) through the "Studienservice" mailbox at the Infopoint in the foyer of the university.
- Multimedia, video or web productions: The product must be submitted to **studienabschluss@bruckneruni.at** or handed in via the "Studienservice" mailbox at the Infopoint in the foyer in case a digital data carrier is used.
- Links to multimedia, video or web productions must also be sent to **studienabschluss@bruckneruni.at**.
- For more details on the timetable and deadlines, see 8).

9. Time frame and administrative process

a) The topic (form "Anmeldung des Themas zur schriftlichen Masterarbeit" can be found on the homepage https://www.bruckneruni.at/de/studium/formulare) has to be handed in at the Dean's Office or sent by e-mail during the enrolment for the 6th semester of the Bachelor programme. → **studienabschluss@bruckneruni.at**

b) It is recommended to attend the colloquium for BA theses at least two semesters before the planned completion.

c) **The registration for the defensio requires the approval of the finished thesis by the supervisor and second reader.**

Therefore, it is strongly recommended to allow sufficient time for the assessment by the first and second supervisors and to discuss the schedule with the supervisors.

Just the approval of the thesis by the supervisor alone is not sufficient, the student must request a defensio appointment by e-mail. Otherwise NO appointment will be coordinated! → **studienabschluss@bruckneruni.at**

d) The defensio usually takes place 3-4 weeks after registration. For lecture performances, please allow a waiting period of 5-6 weeks after registration.

e) Timing of the submission of the digital copy of the thesis to the supervisor, second reader and the Dean's Office:

Supervisor and second reader: Clarify the schedule for any feedback loops and the submission of the final version of your thesis with the supervisor and second reader in good time.

Dean's office: at the latest 2 weeks before the defensio the final version of the thesis has to be sent as PDF to

→ **studienabschluss@bruckneruni.at**

f) Special regulations:

- The deadline for the submission of the finished work must be agreed upon personally with the supervisor and the second supervisor in good time.
- Officially, the summer semester ends at the end of September. In order to formally complete the degree programme in the summer semester, the defensio must be completed within the grace period of the following winter semester (in October at the latest). Otherwise, the tuition fee for the winter semester must be paid on time.
- Officially, the winter semester ends at the end of February. In order to formally complete the degree programme in the winter semester, the defensio must be completed within the grace period of the following summer semester (in March at the latest). Otherwise, the tuition fee for the summer semester must be paid on time.

Please note that it can take up to 4 weeks for the diploma to be issued (this may be longer during the holidays / course-free periods).

10. Grading scale

The assessment of the written thesis and the associated oral examination (Defensio) is carried out according to the following grading scale:

„Mit ausgezeichnetem Erfolg bestanden“ (passed with high distinction)

„Mit sehr gutem Erfolg bestanden“ (passed with distinction)

„Mit Erfolg bestanden“ (passed with merit)

„Nicht bestanden” (failed)

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