

# **Master thesis: Submission and Restricted Access**

at the

SCHOOL OF ENGINEERING

of the UNIVERSITY OF APPLIED SCIENCES UPPER  
AUSTRIA

## 1. Submission

All students intending to take the master examination must hand in one hardcover copy of their Master thesis as well as an electronic version via upload, at the latest one week before the examination. The hardcover copy is kept in the library of the School of Engineering. The supervisor can demand an additional hardcover copy. All copies must be bound (see below).

### Tips for the thesis:

- Use the [template for academic work](#) (mandatory)
- Ensure accuracy of the title page as well as the sworn declaration
- Verify that hardcover and electronic versions are identical
- Sworn declaration
  - Hardcover: must be hand-signed
  - Electronic: does not have to be signed

### Tips for the hardcover:

- Paper strength: 100 g/m<sup>2</sup>
- Colour print-out if colour is used in the thesis
- Double-sided printing only for theses exceeding 200 pages

### Tips for the upload:

- Upload-link provided by the administration office
- Only PDF/PDFA-files allowed
- Mandatory file name (“year-month” matches the details on the title page, “SPERRE” matches the length of the blocking period)  
Without restricted access: “Year-month\_personalIDnumber\_surname.pdf”  
Example: “2021-07\_S3010596001\_Huber.pdf”  
With restricted access: “Year-month\_personalIDnumber\_surname\_SPERRE3.pdf”  
Example: “2021-07\_S3010596001\_Huber\_SPERRE3.pdf”

### Tips on binding:

- Hardcover binding: bookbinder’s adhesive binding (adhesive on rounded body), with headband (see illustration)
- Material: buckram or artificial woven leather
- Colour: dark blue or black
- Embossing with gold or aluminium foil:
  - **ONLY** the author’s name on the spine at the top
  - **ONLY** “Master thesis” on the book cover

**Spiralisation, adhesive binding with hinge strips or rail, foil as a cover or similar types of binding are not allowed and will not be accepted.**



Fig. 1: headband (seen in the spine of the book)

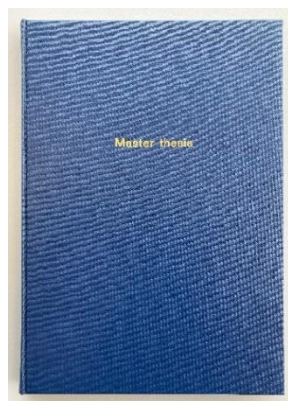


Fig. 2: book cover with correct embossing

Master theses can be bound correctly at every bookbinder.  
Bookbinding of copy shops generally do not comply with the guidelines.

## APPLICATION FOR THE SUSPENSION OF A MASTER'S THESIS

FHG 19 (3) A master's thesis that has received a positive assessment shall be published by lodging it with the library of the university of applied sciences. On lodging a master's thesis with a library, the author shall be entitled to apply for access to the copies deposited with the library to be withheld for a maximum of five years from the time of submission. Such applications shall be approved, if the student establishes that important legal or business interests of the student would be materially endangered by permitting access.

When submitting the Master's thesis, a corresponding application for suspension for a period of up to 5 years must be submitted. This application must be justified in detail. The respective supervisor must give an opinion on this application. The decision is incumbent on the head of the degree programme.

The restricted works may neither be made publicly available in the library nor borrowed directly or via interlibrary loan during the suspension period. The library copies are kept locked in a suitable separate room until the end of the embargo period. The supervisors are responsible for ensuring that the copies remaining with you are carefully stored and cannot be lent or accessed by third parties. The supervisors can also hand over their specimen copies to the library for safekeeping and they will be returned to them after the expiry of the embargo period. After expiry of the embargo period, the Master's thesis is made publicly accessible.

As a public teaching and research institution, the FH Upper Austria is called upon to publish its achievements within the framework of its contest with its competitors. Last but not least, the awarding of research funding is also made dependent on the number and quality of the activities - including master's theses - of the submitting institutions. For this reason, it is important for the University of Applied Sciences Upper Austria to have access to master's theses to demonstrate its scientific performance.

## APPLICATION FOR THE SUSPENSION OF A MASTER'S THESIS

<b>Name of student:</b>
<b>Personal identification number/matriculation number:</b>
<b>Degree Programme:</b>
<b>Title of the Master Thesis:</b>
<b>Partner organisation of the Master Thesis:</b>

I request the suspension of my Master's thesis for:  3 years  5 years

.....  
Date, signature of the student

**The suspension is supported on the basis of the justification given in the annex:**

.....  
Date, name, signature of FH-Supervisor

**The application to suspend the Master's thesis is granted (a rejection of the application must be justified in writing):**

.....  
Date, name, signature of Head of Studies

**A detailed justification of which important legal or business interests of the student or the partner organisation are at risk and how, must be documented on the next page.**

**Detailed justification:**