ℹ️ **This is a living document**
If you have any further questions or the information in this guide is not detailed enough, please add comments or feel free to suggest additions so that we can adapt the guide and provide you and your fellow students with the right information.

Guideline for Bachelor & Master students of Artificial Intelligence @JKU

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General

Welcome to the AI program at JKU! Please carefully read this guideline and keep it safe as it is meant to guide you through the whole duration of your AI degree program at JKU.

In order to successfully complete the AI program, students will be required to come to Linz in-person in order to officially enroll in the degree program in person (If you hold an Austrian or German school-leaving certificate or if you hold a school-leaving examination from South Tyrol or Liechtenstein, you do NOT need to show up in person in order to enroll).

Most courses will require on-site and in-person attendance, either in Linz, Bregenz, or Vienna. Students are required to be physically present to take examinations either in Linz, Bregenz, or in Vienna. Examinations may take place during the entire semester. The curriculum has been designed for students residing in close proximity to Linz, Bregenz, or Vienna. Be aware that spots in Vienna are highly in demand and limited. If examination spots in Vienna are fully booked, you are expected to travel to Linz to take exams during the whole semester.

Code of Conduct

Please carefully read this document and keep it in mind during your studies at JKU.

Application process

The button to start your online application and all deadlines can be found here.

Please do not get in touch with the admission office until at least 4-6 months after your application, as this is the usual duration for the admission process. The admissions office will get in touch if your application misses important documents etc. We do know that the visa process for some applicants might take extra time and that you need to know about the status of your application asap, but your emails and telephone calls will not speed up this process.

Important to note: Courses are offered only once a year. While you can enroll during summer term, starting the program at this time means you may be subject to adjusting your schedule differently as compared to the suggested schedule of courses. We highly recommend starting the program in October.

Timetable

Check this semester's timetable and live streams to Vienna and Bregenz here.
The timetable for summer term can be found here.

Curriculum

It is highly recommended to read through the curriculum (Bachelor's in AI; Master's in AI) in order to gain understanding of the program e.g. know what the SteOp is. Also, as there might be changes happening during your studies, please know that you study according to the current version of the curriculum if you have not finished all courses until September 30th of each year.

Preparation Courses

Each year in September, before the start of winter term, new AI students can take preparation courses in Python Programming as well as in Mathematics. These courses are entirely optional and students can sign up via KUSSS.

Mentoring Program

At the beginning of October, during the Welcome Event, we will create tutored groups of newly enrolled (first semester) students. The tutors are higher-semester AI students who will be available to show first-year students around the university, help them choose the right courses, and provide first-hand information about classes, exercises, and tutorials. The social aspect is also important and you will quickly meet others during the first few weeks to

form study groups, etc. Many of these friendships will last throughout your studies and beyond.

Course registration/ deregistration

Every February/September you can register for courses online on KUSSS for the duration of three weeks. Deadlines can be found here. At the beginning of March/October you can see your assigned courses in KUSSS. After the official registration period, you can still register for KVs and VLs if you write an email to office@ai-lab.jku.at. A registration of UEs is not possible anymore. After the 1st of November/ 1st of April no more course registrations are possible.

Good to know: As an AI Bachelor's student you can register for Master´s courses once you have completed 150 ECTS of your degree. In this case, just write an email to office@ai-lab.jku.at.

Accreditation

For any accreditation requests, please follow the steps on this Excel sheet.

Examination process

The following describes the default process. Deviations from this process are possible and depend on the class under consideration. Teachers will inform students about the actual procedure.

At the beginning of the semester, you can see the exam dates in KUSSS. You have to register for every exam until 3 days before the exam and for the desired place and date. Exams might take place in-person in Vienna/Linz/Bregenz or also offer the option to take the exam online from home. In case of in-person exams students are required to be physically present either in Linz, Bregenz, or in Vienna. Examinations may take place during the entire semester.

Your step-by-step guide to your Bachelor's thesis

The following steps are the most important and detailed below:

1. Register for the “Bachelor´s Thesis Seminar” after the completion of the “Seminar in AI” and the “Practical Work in AI”.
2. Submit your Bachelor's thesis.
3. When all grades are registered in KUSSS, please submit the roster to the PAS.

1. The “Seminar in AI” (3 ECTS credits, 4th semester, summer term) and the “Practical Work in AI” (7.5 ECTS credits, 5th semester, winter term) have been designed to help students prepare to write the required Bachelor’s thesis (6th semester, summer term).

Students can, however, switch their subject area again, if they wish to. The Bachelor's thesis itself will be formally supervised as part of the “Bachelor’s Thesis Seminar in AI” (9 ECTS credits, 6th semester, summer term). This course is, however, offered each semester, allowing students to complete their Bachelor’s degree every semester. Here you can find information on how these courses are structured and conducted at the Institute for Machine Learning.

2. After completion you submit your Bachelor's thesis in electronic form to your supervisor. You will be able to see your grade in KUSSS after a maximum of 6 weeks.

3. When all grades are visible in KUSSS, please fill in and submit your roster to the PAS.
    - Examination Roster - 033 536 Artificial Intelligence (graduation after October 1, 2021)

Your step-by-step guide to your Master’s thesis

Roadmap to Master's Thesis & Examination

(Note that comments are welcome and can be added throughout the document)

The following steps are the most important and detailed below:

1. Register for the “Master´s Thesis Seminar” when you're at least done with the analysis of your results
2. Fill out and submit the “Registration of a Master's Thesis” (as soon as possible but at least 2 months before handing it in)
3. Submit your thesis (in electronic form)
4. Fill out and submit the roster (at least 4 weeks before your Master's examination)
5. Find the committee members for your Master's examination
6. Submit the registration form for your Master's thesis examination (at least 10 days before the date of the examination)

1. The “Seminar in AI (Master's program)” (3 ECTS credits, 3rd semester, winter term) and “Practical Work in AI (Master's program)” (7.5 ECTS credits, 3rd semester, winter term) have been designed to help students prepare to write the required Master’s degree thesis. Students can, however, switch their subject area again, if they wish to. The Master’s thesis itself is formally supervised via the “Master’s Thesis Seminar” (1.5 ECTS credits, 4th semester, summer term). This course is offered each semester, allowing students to complete their Master’s degree every semester. Here you can find information on how these courses are structured and conducted at the Institute for Machine Learning.

2. Once you have a supervisor and a topic for your Master's thesis, please fill-in the following form: “Registration of a Master's thesis”. Under Master's Thesis Subject Area please enter your elective track or Machine Learning and Perception (if you are

supervised by a member of the Institute for Machine Learning or the Institute of Computational Perception). Submit the form to the Office of Examinations.

3. Submit your Master's thesis to the Office of Examinations (no later than **four weeks** before the final examination by commission). Before uploading your work, please first send the cover sheet to the Examination and Recognition Service by email pas@jku.at to check the formal requirements.
    - After receiving positive feedback from the Examination and Recognition Service, upload the academic paper in pdf format at the following address: forms.jku.at/pas/thesis, opens an external URL in a new window.
    - The PDF file must be saved in such a way that the text of the thesis can be further processed digitally. In particular, it must not contain scanned image files. The file must also not be encrypted or password protected and should be saved in ISO 19005-1 compatible format (PDF/A) for long-term archiving.
    - If your master thesis or diploma thesis is to be excluded from publication, you must obtain the confirmation of the supervisor, fill out the “Sperrantrag” and send both by email to hochschulschriften.bibliothek@jku.at. According to 86 para. 4 UG, the blocking request will only be granted if you can credibly demonstrate that important economic or legal interests are at risk.

4. Please fill out the roster in order to make sure that you have completed all courses and send the completed and signed examination roster as well as the registration for the Master´s examination (1st page of the same document) by email to: pruefung-tn@jku.at 4 weeks before the scheduled examination.
    - Examination Roster - 066 993 Artificial Intelligence (Graduation from October 1, 2025)

    The first page is the registration for the Master's examination (in the form, the committee head and the first examiner are one and the same person). The first section of the oral examination is already filled out as "Presentation and Defense of Master’s Thesis" (in German). Subject two should read “Machine Learning and Perception”, and subject three should be the selected elective track. In order to coordinate a date for the Master's examination, please note that all of the professors at the Institute for Machine Learning save the last Tuesday and Wednesday of each month for this purpose. Please also organize a room yourself via the Raumbewirtschaftung at JKU.

5. The Master’s degree examination is a comprehensive oral examination (1.5 ECTS credits). Please note that you are responsible for the whole organizational process of this examination, which includes finding the committee members, schedule a date and time as well as reserve a room. In order to be able to complete all necessary steps below, start looking for the committee members 2-3 months before the desired examination date.

As part of the oral examination, the student will be asked to put a 3-member examination committee together, consisting of a committee head (member 1) and two additional members (members 2 and 3). All committee members have to be professors or have explicit permission from the vice-rector for academic affairs. All three committee members should be teaching in the AI curriculum. This first committee member cannot be the thesis supervisor and will preside over the oral defense. The second committee member will conduct an examination in the subject area of “Machine Learning and Perception”. The third committee member will conduct an examination in regard to the selected elective track. The thesis supervisor should also be a member of the committee. Whereas two committee members may be from the same institute, all of the committee members should not be from the same institute. The oral exam consists of three sections (20 minutes each): The first section requires presenting and defending the Master’s thesis (a 15-minute presentation, plus 5 minutes of Q&A). The head of the committee will preside over this section and provide a grade. The second and third sections (20 minutes each) will focus on examining the required and elective track subjects (see the paragraph above); committee members 2 and 3 will conduct and grade this section.

In general, the Master’s examination may cover all of the subjects that the student has taken during the course of the Master’s degree program. Examiners will not narrow the examination content too much beforehand. In addition, all three of the examiners are encouraged to actively take in all three sections of the examination. Nevertheless, each examiner will be formally assigned one section of the examination and is responsible for grading. The overall grade is the rounded average from the three individual grades.

In order to facilitate the search for your committee members, please find a list below. Please note that you should choose your third committee member depending on your elective track.

Teacher	**committee member**	**Institute**	**email address**
Alois Ferscha	1-3 (second elective track)	Institute of Pervasive Computing	ferscha@pervasive.jku.at
Alois Zoitl	1,3 (former first and second elective track)	LIT Cyber-Physical Systems Lab	alois.zoitl@jku.at
Andreas Mayr	1,3 (life sciences)	Institute for Machine Learning	mayr@ml.jku.at
Andreas Müller	1,3 (former first elective track)	Institute of Robotics	a.mueller@jku.at

Carlos Cacino-Chacón	1,2	Institute of Computational Perception	carlos_eduardo.cacino_cachon@jku.at
Erich Kobler	1,3 (life sciences)	Institute for Machine Learning	erich.kobler@jku.at
Fabian Paischer	1,2	Institute for Machine Learning	paischer@ml.jku.at
Gerhard Widmer	1,2	Institute of Computational Perception	gerhard.widmer@jku.at
Günter Klambauer	1-3 (life sciences)	LIT AI Lab/ Institute for Machine Learning	klambauer@ml.jku.at
Jan Schlüter	1,2	Institute of Computational Perception (Vienna)	jan.schlueter@jku.at
Johannes Brandstetter	1,2	Institute for Machine Learning	brandstetter@ml.jku.at
Johannes Fürnkranz	1,2	Institute for application oriented knowledge processing	juffi@faw.jku.at
Manuel Kauers	1,3 (Symbolic AI)	Institute for Algebra	manuel.kauers@jku.at
Marc Streit	1,2	Institute of Computer Graphics	marc.streit@jku.at
Mario Ullrich	1,3 (Symbolic AI)	Institute of Analysis	mario.ullrich@jku.at
Markus Holzleitner	1,3 (AI for simulation)	Institute for Machine Learning	holzleitner@ml.jku.at
Markus Schedl	1,2	Institute of Computational Perception	markus.schedl@jku.at
Markus Schöberl	1,3 (former first elective track)	Institute of Automatic Control and Control Systems	markus.schoeberl@jku.at

Martina Mara	1,3 (AI and society)	LIT Robopsychology Lab	martina.mara@jku.at
Martina Seidl	1,3 (Symbolic AI)	Institute for Symbolic Artificial Intelligence	martina.seidl@jku.at
Mena Leemhuis	1,3 (Symbolic AI)	Institute for Symbolic Artificial Intelligence	mena.leemhuis@jku.at
Oliver Bimber	1,2	Institute of Computer Graphics	oliver.bimber@jku.at
Pieter-Jan Hoedt	1,2	Institute for Machine Learning	hoedt@ml.jku.at
Philipp Seidl	1,3 (life sciences)	Institute for Machine Learning	seidl@ml.jku.at
René Werner	1,3 (AI and society)	Department of Sociology	rene.werner@jku.at
Sepp Hochreiter	1-2	Institute for Machine Learning	hochreit@ml.jku.at
Sohvi Luukkonen	3 (life sciences)	Institute for Machine Learning	luukkonen@ml.jku.at
Sebastian Lehner	1,2	Institute for Machine Learning	s.lehner@ml.jku.at
Timo Bertram	1,2	Institute for Machine Learning	bertram@ml.jku.at
Uli Meyer	1,3 (AI and society)	Department of Sociology	uli.meyer@jku.at
Werner Zellinger	1,2	LIT AI Lab/ Institute for Machine Learning	zellinger@ai-lab.jku.at

Good to know: The Master's examination is open to the public, so feel free to attend your friend's/family member's examination.

Contact Information

If you have any questions or concerns regarding the AI program that have not been addressed above, please feel free to contact us by sending an e-mail to:

- AI study coordinator: Jenny Joana Knauth knauth@ai-lab.jku.at
- The AI office in Linz: office@ai-lab.jku.at
- The AI office in Vienna: ai-wien@jku.at

- The AI office in Bregenz: ai-bregenz@jku.at
- The Austrian Student Union for AI: ai@oeh.jku.at