

Guideline for the Doctoral Programme at the Faculty of Natural Sciences
Curricula 2003 and 2009
(Curriculum 2003 valid until 30.09.2017!)

21.02.2017

Dear students!

This guideline provides an overview of the most important formal steps during the doctoral study. For further information please have a look into the document „AUSFÜHRUNGSBESTIMMUNGEN DER NW PROM KOM“ (directive of the Promotion Committee) or contact the responsible administrator at the Department of Examination.

Important information: We'd like to point out that you are going to be enrolled into the newest version of the curriculum for the Doctoral Programme (2016) in case of arbitrary termination and re-enrollment into the doctoral study.

1. Registration of doctoral thesis:

Before starting the doctoral thesis:

To download forms, relevant information on the curriculum, login-codes and guidelines please follow the link:

<http://www.uni-salzburg.at/index.php?id=63459&MP=200409-200745%2C37-200725&L=1>

After enrolling to the Doctoral Programme at the **Study Department** (*Kapitelgasse 4-6*) and **at the latest by the end of your second semester**, you have to do the official registration of the doctoral thesis in our online-database PLUSonline.

Registration URL: https://online.uni-salzburg.at/plus_online/webnav.ini

Therefore please log in with your PLUSonline-code (matriculation number or surname and your private password – the account to PLUSonline is available at the students computer room SCR 2 next to the library, 1st floor). On your students start page please follow the link “**Dissertation**”.

Please fill in the following fields: study code, topic of your doctoral thesis, working title of your doctoral thesis, main supervisor and department of your supervisor, co-supervisor(s) and department(s) of your co-supervisor(s)). After that please save the information and log in once more. Now you can print the registration document “**Agreement of supervision**” (Betreuungsvereinbarung) once. **You, your main supervisor, your co-supervisor(s) and the head of department have to sign this document.**

In addition to the above mentioned registration document you have to generate a **scientific outline of your doctoral thesis** (*minimum 500 words: theoretical background, hypotheses, methods, a time schedule as well as a statement that you want to be awarded with the academic degree Dr.rer.nat., Dr.phil. or Dr.techn.*). All supervisors have to confirm this outline by signing it or by submitting a separate **statement** (about half a page in length). If the doctoral thesis is project-based (e.g. FWF) no statements are necessary. Please submit these documents personally and additionally to that e-mail them as a pdf-document to the responsible administrator at the Department of Examination.

A member of the faculty's Promotion Committee as well as the dean receives the registration documents for evaluation.

Doctoral thesis approved: A letter of confirmation is sent to you within the next days.

Doctoral thesis not approved: The negative statement is forwarded to you. Please revise your scientific outline according to the points of criticism and submit it again at the Department of Examination. The revised documents are re-evaluated – if approved, a letter of confirmation is going to be sent to you within the next days.

During winter term 2011/2012 all Doctoral Programme codes were changed. Now all codes consist of 3 parts (e.g. 796 600 **840 Psychology**). In case of a false study code, please e-mail to the administrators of the Department of Examination. In the process of evaluation of your scientific outline, the member of the Promotion Committee supports the current or suggests a new study code, depending on the topic of your doctoral thesis.

2. Credits for course work:

According to the curriculum you have to accumulate a total of 30 credits.

For more information on ECTS: *European Credit Transfer System* please follow the link:
<https://www.sbg.ac.at/dir/mb1/2005/mb050624-ects-richtlinie.htm>:

- **10 credits doctoral thesis seminars:** this is a departmental seminar series in that regular progress reports take place (*minimum 5 semesters à 2 credits*),
- **10 credits doctoral courses:** courses or lectures that are published in the course offer in PLUSonline
- **10 credits special achievements:** e.g. active participation in scientific conferences (*poster or oral presentation*), summer/winter-schools, workshops and many more. These special achievement-credits have to be approved by the dean (*on the basis of proof of participation in the conference, conference programme and/or respective certificates*). Please accompany these documents with a **letter of request addressed to the dean and submit these documents personally at the Department of Examination**. This letter has to be signed by your main supervisor. The dean awards you credits for these special achievements (*for further information about the credits for special achievements please have a look at the directive of the Promotion Committee from June 30th 2011*).

If you have a notification from the Vice Rector for Teaching that you have to accumulate additional credits in order to be accepted to the Doctoral Programme, then these additional credits have to be absolved additionally to the 30 credits listed above.

Once the credits are completed, please e-mail to the administrator at the Department of Examination. After checking the credits according to the regulations in the curriculum, you are going to receive confirmation of that by e-mail.

FORMAT OF BACHELOR/MASTER/DOCTORAL THESES (GERMAN VERSION) -> „LEITFADEN DES PRINTCENTERS FÜR DEN DRUCK VON ABSCHLUSSARBEITEN AN DER UNIVERSITÄT SALZBURG“:

- ➔ Please do not add the logo or the seal of the University of Salzburg into the thesis!
- ➔ Please be aware that only hardcopies can be accepted!

Two weeks prior to submission:

Before you submit your doctoral thesis please hand in the form “**Announcement of second reviewer**“. Please list two to three external persons with a high international reputation. Don't forget to submit contact information on the reviewers.

Additionally please provide the following information for our online database (PLUSonline -> Dissertation): **abstract** (maximum 3500 letters), 2 – 3 possible **keywords** and **ÖSTAT-category**.

We'd kindly like to ask you to e-mail the **updated title** of your doctoral thesis to the administrator a few hours/days prior to submission.

3. Submission of your Doctoral-Thesis

Hand in 4 hardcopies of your doctoral thesis and 3 CD's (doctoral thesis in pdf-format).

Furthermore hand in the form “**Announcement of two opponents for public defense**“. Two habilitated scientists of your department (*but not your co-supervisor(s)!*) have to be announced as opponents for the defense. The external reviewer is also allowed to participate as an opponent in the defense, but please note that the university cannot refund any cost for travel and/or accommodation for this person). The main supervisor acts as chairperson of the Examination Committee.

Additionally, fill in, sign and submit the form “**Documentation of supervision**“. This is the documentation of a minimum of three meetings you have to have with your (main)supervisor(s) during your doctoral study.

Please add your thesis into the “**Austrian Dissertation Database**” (URL and login-codes are available directly on the website of the Dean’s Office) and print out the form generated. Please sign the document and submit it together with the above mentioned forms at the Department of Examination.

4. Final exam – Defense:

The reviewing time of your doctoral thesis can take up to two months by law. After both positive reports are submitted at the Department of Examination you are going to receive a final form “**form for the date of the defense**” (Terminformblatt) by e-mail. Now please fix a date, time and place for your defense. Your main supervisor and the two opponents have to confirm date, time and room by signing the form (or by sending a short e-mail confirmation). The defense consists of a 30 min oral presentation of your doctoral thesis followed by a 30 min discussion. Please make sure that the place/room of your defense provides a data projector.

After you have fulfilled all the above listed requirements and have submitted all (signed) forms, the date of your defense has to be announced publically two weeks prior to this date. E.g. if you have scheduled your defense on April 30th, all the requirements listed above have to be fulfilled on April 16th. Therefore please submit the last form “**form for the date of the defense**” at the latest two weeks prior to the defense date.

Please don’t hesitate to contact the administrators at the Department of Examination if you have any further questions.

Contacts:

University of Salzburg - Faculty of the Natural Sciences
Dean’s Office and Department of Examination (1st floor)
Hellbrunner Straße 34
5020 Salzburg, Austria

Administrator for the Doctoral Programme in Natural Sciences and Philosophy at the Faculty of Natural Sciences:

Mag. Sandra Reiter, BA
Phone: 0043-662-8044-5012
E-mail: Sandra.Reiter@sbg.ac.at
Please mind the office hours (Monday – Friday 9 – 12 a.m.)

Administrator for the Doctoral Programme in Technical Sciences at the Faculty of Natural Sciences:

Deborah Neureiter, B.rer.nat.
Phone: 0043-662-8044-5003
E-mail: Deborah.Neureiter@sbg.ac.at
Please mind the office hours (Monday – Thursday 9 – 12 a.m.)