

# Guideline for the Doctoral Program at the Faculty of Natural Sciences

## Curriculum 2016

July 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.

### 1. Registration of Dissertation Project:

Please find all relevant forms directly on the website of the Faculty of Natural Sciences - Link: <http://www.uni-salzburg.at/index.php?id=63459&MP=200409-200745%2C37-200725&L=1>

On your **PLUSonline visiting card** you'll find a link called PAAV. There you have to fill in the main supervisor and at least one co-supervisor of your dissertation project. Your main **supervisor has to be a habilitated member of the University of Salzburg**; the co-supervisors have to be awarded with a doctor's degree at least.

- The registration of your doctoral thesis has to be finalized at the latest at the end of the first year of study.

#### ***Registration of dissertation project – before you attend the first dissertation seminar:***

Please **add all necessary information into PAAV**. Your supervisor team has to confirm this data directly via PAAV. If you need technical support please contact our IT Department: [ticket@sbg.ac.at](mailto:ticket@sbg.ac.at)

Please submit the **scientific outline** (about 1000-2000 words, theoretical background, hypotheses, method(s), time schedule as well as a statement that you want to be awarded with the academic degree Dr.rer.nat., Dr.phil., Dr.techn.) as well as the **statements of your supervisory team** personally and additionally to that by e-mail at the Department of Examination. If the dissertation is funded by a project (e.g. FWF) no statements of the supervisory team are necessary. Additionally upload the scientific outline and statements in PAAV.

Furthermore you have to present your dissertation project within a dissertation seminar. This presentation is going to be reviewed by a peer group, mainly by a person nominated from the Promotion Committee that provides a report about the presentation of your dissertation project directly to the Department of Examination. Before that you'll have to register this presentation at the Department of Examination – therefore you'll receive a form after all registration documents have been submitted.

- Positive statement: The statements of the Promotion Committee as well as the documents for the registration of your dissertation project are going to be revised and approved by the Dean. After that you are going to receive a letter of confirmation and 12 credits for the approved dissertation project directly from the Department of Examination.
- Negative statement: The key points of criticism from the nominated member of the Promotion Committee are forwarded to the Department of Examination as well as the Dean. You will be informed to revise the scientific outline according to the main points of criticism. After revision you have to resubmit the documents at the Department of Examination. Furthermore you have to present your dissertation project again in order to get it approved and credited.

- **Please bear in mind that according to the curriculum only one dissertation seminar will be recognized before the approval of your dissertation project!**

During winter term 2011/2012 all Doctoral Program 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. Completion of Course Work :**

**Curriculum 2016:** For your doctoral study you have to accumulate 30 credits (8-12 credits out of dissertation seminars, a minimum of 8 credits out of doctoral courses, 8 – 14 credits out of special credit projects)

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>

To recognize special credit projects, like participation in congresses and so on, please submit an informal letter – addressed to the Dean or the Head of the Department of Applied Geoinformatics – at the Department of Examination. This letter has to be approved by your main supervisor by signature. Please enclose certificates of participation, copies out of congress programs and so on.

These special credit projects are going to be evaluated and credited by the Dean.

Link: **Guideline for course recognition**

<http://www.uni-salzburg.at/fileadmin/multimedia/Fakultaetsbuero%20Naturwissenschaftliche%20Fakultaet/documents/Recognition.pdf>

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

After you accumulated all necessary 30 credits for your doctoral study **please e-mail this information together with your matriculation number directly to the responsible administrator at the Department of Examination**. Afterwards your course work will be checked and if applicable approved by e-mail by the Department of Examination.

## **3. Submission of Doctoral Thesis:**

Generally the format of your dissertation is up to you. Please follow the link for some useful tips:

[HTTP://WWW.UNI-SALZBURG.AT/FILEADMIN/MULTIMEDIA/FAKULTAETSBUERO%20NATURWISSENSCHAFTLICHE%20FAKULTAET/DOCUMENTS/RECOMMENDATIONS\\_FOR\\_BACHELOR\\_MASTER\\_DOCTORAL\\_THESSES.PDF](http://www.uni-salzburg.at/fileadmin/multimedia/Fakultaetsbuero%20Naturwissenschaftliche%20Fakultaet/documents/RECOMMENDATIONS_FOR_BACHELOR_MASTER_DOCTORAL_THESSES.PDF)

- ➔ Please do not add any logo of the University into your dissertation!
- ➔ The dissertation has to have a hardcover!

### **Prior to submission:**

**At the latest 1 week prior to the submission** of your dissertation you have to submit the following documents:

- Form „**ANNOUNCEMENT OF REVIEWERS**“ (2-3 possible external reviewers; your main supervisor acts as first reviewer; the external person acts as second reviewer; co-supervisors as well as co-authors are not allowed to supervise your thesis)  
Please enclose contact information as post address and e-mail address.
- **Documentation of supervision** -> you'll need to fill in the PAAV category: Protokollierung
- **Upload a your dissertation** in PAAV and forward this information to your main supervisor by activating “**an Betreuer/in übergeben**”
- Your main supervisor has to **start the check for plagiarism** (duration: 24 hours)
- The **results have to be checked** by your main supervisor – if okay, your supervisor unlocks the dissertation so that it is released for print
- Fill in the **abstracts** (German + English, maximum 3500 signs), a **minimum of 2 keywords** as well as the so called **ÖSTAT-Kategorie** (statistical category) directly into PAAV, additionally please update the **title** of your doctoral thesis

### **For submission:**

- **4 hardcopies** of your dissertation as well as **1 CD** containing your dissertation in pdf-format
- Form „**ANNOUNCEMENT OF 2-4 OPPONENTS FOR YOUR DEFENCE**“ (your main supervisor acts as head of the committee; co-supervisors are not allowed to participate in the defence as committee members; second reviewers are allowed to act as committee members but keep in mind that the University of Salzburg does not provide any travel refund)
- **Information on the paper-based thesis**, like a list of your participation in the various articles used for the dissertation as well as confirmations of all your co-authors; if one or more of your articles haven't been published yet, please submit the confirmations of submission of the various journals)

## **4. Further Procedures until the Defence / pick up of the Final Documents:**

### **After submission:**

The Department of Examination forwards the hardcopies of your doctoral thesis to the various examiners that are given a period of **2 month by law** to finish the report on your thesis. As soon as both reviews were submitted at the Department of Examination (and provided that all formal steps have been completed successfully) you are going to receive the reviews in pdf-format as well as the **last form for the date of your defence** by e-mail. Please submit this last form at the **latest 2 weeks prior to the date of the defence**. Committee members can either sign the form personally or can confirm the date, time and place of the defence by e-mail. Make sure that the room you choose for the defence provides a data projector.

## 5. Contacts:

### **Department of Examination:**

University of Salzburg – Faculty of Natural Sciences  
Faculty Office / Department of Examination (1<sup>st</sup> floor)  
Hellbrunner Straße 34  
5020 Salzburg, Austria

### **Doctoral Program of Natural Sciences and of Philosophy**

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