

Doctoral Study at the Faculty of Natural Sciences (Study Codes 091, 791, 792, 786)

Guideline → REGISTRATION – ECTS – THESIS – EXAM

1. Registration of your dissertation:

- After your registration to the doctoral study at the study department (Kapitelgasse 4-6) and before you start your dissertation you have to register your dissertation in our online-database (at the latest by the end of your second semester).
- Registration URL for the dissertation: https://online.uni-salzburg.at/plus_online/webnav.ini
Here you have to log in with your plusonline-code (Student identification number „Matrikel Nummer“ or last name and your private password – the account to plusonline is available at the student computer room SCR 2 next to the library, 1st floor) to your Plusonline student visiting card and click the Link “Dissertationen”.
- Please fill in the following fields: study code, topic of your thesis, title of your dissertation, main supervisor and department of supervisor, co-supervisor and dept. of your co-supervisor. (Maybe your supervisor can help you here, because at present all the forms and guidelines are written in German).
- When you have done this, save the information and log in once more. You will see the command “Anmeldung drucken” to print the registration document „Betreuungs-Vereinbarungen“(agreement of supervision). You, your main supervisor and your co-supervisor and the head of department (if you use resources of the department) have to sign this document.
- In addition to the above mentioned registration document you have to hand in a scientific outline of your dissertation (minimum 500 words and a work plan / schedule, plus a statement from you, that you want to be awarded with the academic degree e.g. „Dr.rer.nat., Dr.phil. or Dr.techn.“). Your two supervisors have to confirm this outline with their signature or with a separate statement.
- After the dean’s office (Fakultätsbüro – stairway 10, 1st floor, c/o Ms Mag. Andrea Kienesberger) receives the documents described above, they will be sent to a member of the faculty’s “dissertation committee”. If this member has no comments / corrections, the dean of the Faculty of Natural Sciences will approve your dissertation plan and you can start/continue with your work. You will receive a confirmation of the approval by email.

2. ECTS for your dissertation course work:

- You have to accumulate a total of 30 ECTS (European Credit Transfer System) – points for your dissertation course work (see available courses in plusonline for the Doctoral programme):
 - 10 ECTS “Dissertantenseminar”: this is a departmental seminar series, where you will present your thesis and results repeatedly (minimum 5 semesters).
 - 10 ECTS “Doctoral courses”: courses or lectures which are published in the “Studienangebot” (= list of available courses and lectures) for doctoral students.
 - 10 ECTS “special achievement”: e.g. active participation in a scientific conferences (with a poster or oral presentation), summer-schools, workshops, etc. These special benefit-ECTS have to be approved of by the dean (on the basis of proof of participation in the conference, conference-program and/or respective certificates etc., please accompany these documents with a letter of request to the dean; the letter has to be signed from your main supervisor). The dean will then award you the ECTS for these special achievements (for further information see the guideline of the dissertation committee on the homepage of the dean’s office (<http://www.uni-salzburg.at/nw.fakultaetsbuero>)).
- ➔ **If you have a notification from the vice rector of education’s office that you have to accumulate additional ECTS – points in order to be accepted in the doctoral program, then these will be added to the 30 ECTS listed above.**

Please send an email to the dean’s office (Andrea.Kienesberger@sbg.ac.at) when you have accumulated all required ECTS.

3. Submission of your Doctoral-Thesis (all the forms are available at <http://www.uni-salzburg.at/nw.fakultaetsbuero> --> forms for students).

- Hand in 4 copies of your dissertation and 3 CD’s with your thesis (in pdf-format – you will find the cover title of the CD on the homepage of the dean’s office).
- Hand in the form „Bekanntgabe der Vorschläge für den Zweitgutachter“(suggestions for a co-reviewer). Please list two to three possible reviewers, which should be experts in the topic of your dissertation (preferably, external scientist with a high international reputation).
- Hand in the form „Bekanntgabe der Diskutanten“. These are the opponents, who will lead the discussion after the final presentation of your dissertation (defense, “Defensio”, see below). You need to have two opponents. These can be two habilitated scientists from your department (but not your co-supervisor). One of them can also be your external reviewer, but please note that the university can not refund any costs for travel and/or accommodation for this person. Your main supervisor will be the chair-person during your “Defensio”.
- Fill in and sign the form „Dokumentation der Betreuung“. This is a documentation of a minimum of three meetings you have to have with your main supervisor, during which you have discussed your dissertation work with him/her.

4. Final exam – “Defensio” (defense) of your dissertation:

- After the dean’s office (c/o Ms Mag. Andrea Kienesberger) has received the two required reviews of your dissertation (from the first reviewer - your main supervisor, and the second – external - reviewer), you will receive a further form by email, on which you fix the date, time and place for your defense. The defense will consist of a 30-min oral presentation of your dissertation followed by 30 min discussion (see above). Your main supervisor and the two opponents have to confirm date, time and room with their signature (or a short email to Ms Mag. Andrea Kienesberger).

After you have fulfilled all the above listed requirements and have submitted all (signed) forms, the date of your defense will have to be announced publically for two weeks prior to this date. (As an example: if you have scheduled your defense for April 30, all the requirements listed above have to be fulfilled by April 16).

Hopefully we could help you with these guidelines. Please feel free to contact the dean’s office (c/o Mag. Andrea Kienesberger) if you have any further questions!

Faculty of the Natural Sciences
Dean’s Office and Department of Examinations
Hellbrunner Straße 34
A-5020 Salzburg, AUSTRIA
Phone: 0043-662-8044-5015
Fax: 0043-662-6389-5015
Email: Andrea.Kienesberger@sbg.ac.at
Homepage: <http://www.uni-salzburg.at/nw.fakultaetsbuero>
Office Hours Ms Kienesberger: Tuesday - Friday 10:00-12:00 am