

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

### Curriculum 2016

21.06.2016

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 the guideline for the registration of your dissertation project „LEITFADEN ZUR ANMELDUNG DER DISSERTATION“ as well as all the forms mentioned directly on the **website of the Faculty Office** - Link: [HTTP://WWW.UNI-SALZBURG.AT/INDEX.PHP?ID=63459&MP=200409-200745%2C37-200725&L=1!](http://www.uni-salzburg.at/index.php?id=63459&MP=200409-200745%2C37-200725&L=1)

Straight on the **front page of the PLUSonline Database** click on -> „DISSERTATIONEN“. 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:**

Please print the form „ANMELDUNG EINER DISSERTATION UND BETREUNGSVEREINBARUNG“ (registration of a doctoral thesis and agreement of supervision) once and collect the signatures of your supervisors as well as the signature of the **head of the department**.

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

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.

- 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!**

## 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)

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.

The 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>

After you accumulated the 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 from 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 to your dissertation!

### **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.
- 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 the PLUOnline Dissertation Database.
- Additionally please e-mail the final **title** of your doctoral thesis directly to the responsible administrator at the Department of Examination.

### **For submission:**

- **4 hardcopies** of your dissertation as well as **3 CDs** containing your dissertation in pdf-format
- Form „**ANNOUNCEMENT OF THE OPPONENTS FOR YOUR DEFENSE**“ (your main supervisor acts as head of the committee; co-supervisors are not allowed to participate in the defense as committee members; second reviewers are allowed to act as committee members but

- please keep in mind that the University of Salzburg does not provide any travel refund
- second part of the agreement of supervision: „**DOCUMENTATION OF SUPERVISION**“
  - Complete the “**ÖSTERREICHWEITE DISSERTATIONS DATENBANK**” (Austrian Dissertation Database): and print the confirmation so that you can sign and submit it at the Department of Examination. User Name and Login Codes are available directly on the website of the Faculty Office.
  - 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 finishing your study:**

##### ***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 defense** by e-mail. Please submit this last form at the **latest 2 weeks prior to the date of the defense**. Committee members can either sign the form personally or can confirm the date, time and place of the defense by e-mail. Make sure that the room you choose for the defense has access to a data projector.

##### **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 Programme of Natural Sciences and of Philosophy**

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##### **Doctoral Programme of Technical Sciences**

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During the semester there is also the possibility to visit the afternoon office hour that takes place every Wednesday from 1:30 p.m. to 3:30 p.m.