

Guideline for the Doctoral Programme at the Faculty of Natural Sciences

Curriculum 2016

October 2019

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 Examination Office.

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>

Start by registering your dissertation project in PLUSonline -> “PAAV”. Enter the main supervisor and at least one co-supervisor of your dissertation project as well as the (working) title/topic. Your main **supervisor has to be a habilitated member of the University of Salzburg (Univ.-Prof., Priv.-Doz., Univ.-Doz., Assoz.-Prof.)**; the co-supervisors have to be awarded with a doctor’s degree at least.

- According to the curriculum 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 **enter all necessary information in “PAAV”**. Your supervisor team will be asked to confirm this data directly in “PAAV”. When technical support with “PAAV” is needed, please contact the IT Department of the University of Salzburg: ticket@sbg.ac.at

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.) and the **statements of your supervisory team** in person and additionally to that by e-mail at the Examination Office. If the dissertation is funded by a project (e.g. FWF) no statements of the supervisory team are necessary. Additionally to that, upload the scientific outline and statements in “PAAV”.

Furthermore you have to present your dissertation project within a dissertation seminar. This presentation will 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 Examination Office. Before that you’ll have to register this presentation at the Examination Office – 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 Examination Office.
- Negative statement: The key points of criticism from the nominated member of the Promotion Committee are forwarded to the Examination Office 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 Examination Office. 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 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 Examination Office. 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/mb/2005/mb050624-ects-richtlinie.htm>

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

These special credit projects are going to be evaluated and credited by the Dean/Head of the Department of Geoinformatics.

Link: **Guideline for course recognition**

https://www.uni-salzburg.at/fileadmin/multimedia/Fakultaetsbuero%20Naturwissenschaftliche%20Fakultaet/documents/Anerkennungen_NW-Doktorat_03.pdf

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.

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 Examination Office**. Afterwards your course work will be checked and if applicable approved by e-mail by the Examination Office.

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!

Not later than 1 week prior to the submission of your dissertation you have to submit the following document:

- 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.

Prior to submission:

- **Documentation of supervision** -> you'll need to fill in the "PAAV" category: Protokollierung (enter at least 3 consultation meetings you've had with your supervisor(s))
- Fill in the **Abstracts** (German + English, maximum 3500 signs), a **minimum of 2 Keywords** as well as the so called "**ÖSTAT-Kategorie**" (science classification) directly in "PAAV", additionally, please update the **title** of your doctoral thesis
- **Upload your dissertation** in "PAAV" and forward this information to your main supervisor by pressing the button "**an Betreuer/in übergeben**"
- Your main supervisor is now asked to **start the check for plagiarism** (this can take up to 24 hours)
- After this check is done your supervisor has to **accept the final submission of the dissertation**
- **New: Call for PR abstracts:** Preparation of a PR abstract in pdf-format for the purpose of a better public presentation of science.
Generally, PR abstracts should be easily comprehensible by a wide range of typical newspaper readers. Ideally, the PR abstract shows how the dissertation thesis has made contributions to solving current challenges facing humanity. In fundamental or theoretical research, one could highlight to what extent the work contributes to further scientific developments. PR abstracts are motivating and inspiring portrays of the scientific topics of dissertation theses.
Furthermore add the following information: name, title, department, supervisors, optional: pictures and graphs; Length: about ¾ of a page.
Upon completion, submit the PR abstract before the official submission of the bound copies of the dissertation thesis to the responsible administrator of the Examination Office by e-mail.

For submission:

- Submit **4 hard copies** of the dissertation in person
A suggestion for the title page is provided on the Faculty Office website: https://www.uni-salzburg.at/fileadmin/multimedia/Fakultaetsbuero%20Naturwissenschaftliche%20Fakultaet/documents/cd_cover_2013.pdf
- Next, the 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. Assessment of Dissertation:

After submission:

The Examination Office forwards the hard copies of your doctoral thesis to the various examiners. By law the examiners are allowed a **2-month deadline** to finish the assessment report.

5. Final Exam / Defence:

As soon as both assessment reports are submitted at the Examination Office (and provided that all formal steps have been completed successfully) you will receive the reviews in pdf-format as well as the **last form for setting the date of the defence** by e-mail. Please submit this last form not later than **2 weeks prior to the defence**. Committee members can either sign the form in person 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.

After passing the defence, the Examination Office will contact you by e-mail. Keep in mind that the handling of the documents can take up to 2 weeks.

The doctoral certificate as well as the notification about the academic degree award should be picked up in person at the Examination Office.

Furthermore, you are requested to complete information on the website: **“Statistic Austria”**: www.statistik.at -> Questionnaire/Institution of education/Ustat2. Print the pdf-document created and submit it together with the form **“AbsolventInnenbefragung”** at the Examination Office.

If you want to register for the graduation ceremony please fill in the form **“Anmeldung zur Sponsions-/Promotionsfeier”** and submit this document and all attachments by e-mail at the Study Department: studium@sbg.ac.at

6. Contacts:

Examination Office:

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

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