

Guideline for the Doctoral Programme

- Natural and Life Sciences
- Digital and Analytical Sciences

Curriculum 2022 (August 2022)

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 „ANWENDUNGSRICHTLINIE DER 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:

NLS Faculty: [Doctoral Programme at Faculty of Natural and Life Sciences \(plus.ac.at\)](#)

DAS Faculty: [Doctoral Programme at Faculty of Digital and Analytical Sciences \(plus.ac.at\)](#)

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@plus.ac.at

Upload 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 PAAV. 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 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. Please return this form to the Examination Office at latest two weeks before your presentation.**

- 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!**

2. Completion of Course Work :

Curriculum 2022: 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 active participation in congresses and many more, please submit an informal letter – addressed to the Dean – at the Examination Office. **This letter has to be approved by your main supervisor** by signature, digital or email-confirmation. Please enclose certificates of participation, copies out of congress programs and others.

It's possible to apply after participation of activities and for more or all activities at once.

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

Please see also "Guideline for course recognition" at our Website.

If you have a **Notification from the Vice Rector for Educational Affairs** that you have to do 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:

[HTTPS://WWW.PLUS.AC.AT/WP-CONTENT/UPLOADS/2021/05/PRINTCENTER-LEITFADEN-V27052021.PDF](https://www.plus.ac.at/wp-content/uploads/2021/05/PRINTCENTER-LEITFADEN-V27052021.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**“ (your main supervisor suggests 3-4 possible external reviewers; your main supervisor can act as reviewer also, co-supervisors as well as co-authors are not allowed to supervise your thesis)
Please enclose contact information as post address, website 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** 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**
 - **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)
- **Call for PR abstracts / Graphical 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 or graphical abstract before the official submission of the bound copies of the dissertation thesis to the responsible administrator of the Examination Office by e-mail.
https://www.plus.ac.at/wp-content/uploads/2021/02/Vorlage_PR-Abstract.pdf

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.plus.ac.at/wp-content/uploads/2021/02/Titelblatt_Abschlussarbeit.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)

<p>4. Assessment of Dissertation:</p>
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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 PAAV - and provided that all formal steps have been completed successfully - you will receive 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.

After passing the defence, the Examination Office will send you the digital signed final documents. Keep in mind that the handling of the documents can take up to 4 weeks, but of course we try our best to handle quickly.

Graduation Ceremony:

<https://www.plus.ac.at/communication-and-fundraising/service-for-students/graduation-ceremonies/?lang=en>

6. Contact:

Examination Office:

University of Salzburg – Faculty of Natural and Life Sciences and Faculty of Digital and Analytical Sciences

Faculty Office / Examination Office (1st floor)

Hellbrunner Straße 34

5020 Salzburg, Austria

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