

Guideline for the Doctoral Programme

- Natural and Life Sciences
- Digital and Analytical Sciences

Curriculum 2022 (September 2024))

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 \(plus.ac.at\)](https://www.plus.ac.at/en/doctoral-programme-at-faculty-of-natural-and-life-sciences)

DAS Faculty: [Doctoral Programme at Faculty of Digital and Analytical Sciences \(plus.ac.at\)](https://www.plus.ac.at/en/doctoral-programme-at-faculty-of-digital-and-analytical-sciences)

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!**
- **Please note that the PLUS affiliation must be stated in all publications used for a cumulative dissertation!**

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:

The first steps before submission:

- **At least one week before submission:** Form "Announcement of the reviewers of the dissertation": **3-4 proposals from EXTERNAL habilitated professors, or INTERNALLY one person** from the supervisory team (main or secondary supervisor) from which the dean determines the reviewers.
Please **include information** on postal address, e-mail address and website for the externally proposed persons!
- **For cumulative dissertations**, please send the **confirmations of submission/acceptance** of your publications and a **confirmation of the co-authors** (list of work shares, confirmation with

signature, or by email) summarized as a pdf document by email to the examination office. You will find a template for this on our website, but you can also create your own list.

PAAV:

- Dissertation in the PAAV system has the status "approved".
- Logging of supervision (at least 1 appointment)
- Now make the following entries in the PAAV system:
 - o Abstract of the thesis in German or original language
 - o Update title of dissertation if necessary and adapt to original language
 - o Abstract in English (max. 4,000 characters each)
 - o At least 3 keywords

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

[Studierende - Paris Lodron Universität Salzburg \(plus.ac.at\)](https://www.plus.ac.at/studierende)

The next steps:

- Upload dissertation in the PAAV system (PDF format)
- The plagiarism check is now carried out by the first reviewer.
- The plagiarism check must be negative

Print Center Workflow:

- Print jobs for final papers are automatically sent from PAAV to the print center after you submit your assignment
- Only the reviewed and submitted version of your thesis will be printed. The print job is submitted via PAAV. One mandatory copy will be sent to the library. The sending is done automatically through the print center.
- You will be responsible for the cost of print orders. You will be offered the best possible price by the print center! Details about the prices can be found in the PAAV linked and on the website of the print center [Studierende - Paris Lodron Universität Salzburg \(plus.ac.at\)](https://www.plus.ac.at/studierende) Payment is made directly in the PAAV.
- A printed copy for supervisor/reviewer will only be produced if this is explicitly requested by him/her. Ordering and payment is also done via PAAV by the students.

- **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 portraits 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

Cover sheet of the dissertation:

- **There must be no! University logo and matriculation number on the cover page.**

Suggestion for the design of the cover page:

<p style="text-align: center;">DISSERTATION TITLE</p> <p style="text-align: center;">[THIS TITLE MUST BE THE SAME AS THE TITLE (ORIGINAL LANGUAGE) IN THE PAAV]</p> <p style="text-align: center;">DISSERTATION</p> <p style="text-align: center;">FOR THE DEGREE OF</p> <p style="text-align: center;">XXX</p> <p style="text-align: center;">AT THE XXX FACULTY</p> <p style="text-align: center;">OF THE UNIVERSITY OF SALZBURG</p> <p style="text-align: center;">DEPARTMENT XXX</p> <p style="text-align: center;">REVIEWER / SUPERVISOR XXX</p> <p style="text-align: center;">SUBMITTED BY</p> <p style="text-align: center;">NAME</p> <p style="text-align: center;">SALZBURG, MONTH AND YEAR</p>

4. Assessment of Dissertation and Final Exam / Defence:
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After submission:

- When submitting the form "Announcement of the opponents of the dissertation defense" Chair = main supervisor, secondary supervisor may be discussant, second supervisor may be opponent/discussant. Discussants are usually chosen from the department, in case of external discussants please contact the examination office in advance.
Attention: There is no travel allowance for external discussants.

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

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>

5. 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