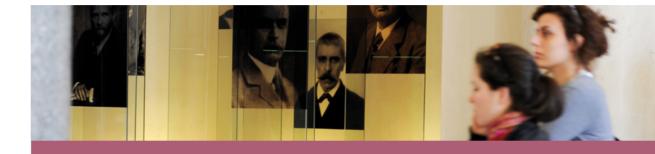


PhD Handbook Navigating your Doctorate





1

PhD Handbook: Navigating your Doctorate

Getting Started

2 Realising your Research Project

3 Doctoral Training

4 Support and Contacts



Doctoral Education at the University of Vienna Doctoral Education at the University of Vienna



Lucas Zinner Head of Research Services and Career Development

range of academic disciplines, which include a great variety of disciplinary cultures. The guidelines for doctoral education at the University of Vienna take this variety into account by defining only general rules. They allow enough freedom to arrange the doctorate

The University of Vienna

is characterised by a wide

according to the individual research projects and the academic culture at your faculty/department.

For example, while in some disciplines doctoral candidates need to already have a concrete idea of their research project when approaching potential supervisors, in other disciplines it is customary to elaborate the topic together with the supervisor. In some cases supervisors will even actively recruit doctoral candidates for a specific project.

Regardless of the academic practice, success and failure of the research project are closely linked to a thorough planning of your project. At the beginning of the doctorate, doctoral candidates have to write a research proposal, which has to be presented in front of the faculty members. This public presentation is a first quality check, helping you to ensure a successful start for your research activities. The research work constitutes the largest part of the doctorate and will demand most of your time. Doctoral candidates are expected to contribute to the knowledge in their field and to actively participate in current academic debates. Thus, as early stage researcher you will have the unique opportunity to engage in cutting edge research.

Even though research is at the centre of your doctorate and your results cannot always be planned in detail, there are several administrative and organisational steps which have to be taken into account. This handbook provides an overview of the most important guidelines and regulations regarding doctoral education at the University of Vienna, including tips and suggestions how to successfully organise your doctorate. **Chapter 1** focuses on the entry phase of the doctorate and describes the main steps you should keep in mind when starting a doctorate.

Chapter 2 describes how you can organise the phase in which you primarily dedicate yourself to your research and gives you an overview of the programme completion procedure.

Chapter 3 deals with the training component, including the coursework and achievements you have to accomplish.

Chapter 4 provides an overview of the main contact persons and service points at the University of Vienna and indicates authorities which are relevant to you.

On behalf of the University of Vienna and the Center for Doctoral Studies I wish you all the best for your doctoral studies!





1 Getting Started 1 Getting Started



Starting a doctorate implies that most of your time in the next years will be dedicated to conducting research. This might be a very attractive prospect, nevertheless this decision should be well prepared and several aspects considered, including funding schemes, the choice of your research topic, etc. Especially funding schemes are limited and being enrolled as a doctoral candidate at the University of Vienna does not automatically imply a financed research position. The University of Vienna as well as other institutions such as the Austrian Academy of Sciences offer fellowships, for which doctoral candidates can apply. We strongly recommend to search for adequate funding schemes and to resolve this aspect.

Before starting your doctorate you should affirm the following statements:

- I am highly motivated and have a clear idea of the topic I want to investigate.
- I have contacted potential supervisors at the University of Vienna who work in the research area I am interested in.
- I am aware of the efforts and the time-consuming process of doing a doctorate and can organise my situation in such a way that I predominantly can dedicate myself to my dissertation project.

Admission

To enrol in a doctoral programme at the University of Vienna you have to hold a degree on a master or diploma level in a field of study related to your research area. Admission is carried out by the Admission Office (Zulassungsstelle) and can be done throughout the whole year. It is advisable to contact potential supervisors before applying for admission and make sure there is a researcher working at the University of Vienna who could be interested in supervising your dissertation project. You will need at least one supervisor at the University of Vienna.

If you have a master's degree from a foreign institution or a degree which is not directly related to your PhD research area, your previous studies will be evaluated by the Director of the Doctoral Study Programme. S/he will check whether you meet the necessary requirements for a doctorate to ensure that you have sufficient knowledge in your future research field. In case you are lacking knowledge in a particular area, the Director of the Doctoral Study Programme can require you to attend additional courses (Auflagen). The extent of these additional courses can be up to 60 ECTS credits. Make sure that you provide all relevant information on your previous studies to ensure that your application for admission is successful. We also recommend including your research topic and the name of your (potential) supervisor in the registration form. This will help

the Director of the Doctoral Study Programme to assess your qualifications better. Please keep in mind that the processing of an application with an external degree can take up to twelve weeks.

Student Point is the first contact point for all information concerning admission, required documents, tuition fees, etc. If you wish to admit yourself to the University of Vienna read all relevant information on the website of Student Point and then approach the Admission Office to carry out the admission.

Contact:

Student Point | University of Vienna Universitätsring 1, 1010 Vienna T: +43 1 4277-10600 E: studentpoint@univie.ac.at http://studentpoint.univie.ac.at

Admission Office | University of Vienna Universitätsring 1, 1010 Vienna E: doktorat.zulassung@univie.ac.at

Important Note

Make sure that your admission is valid throughout the whole study period of your doctorate, e.g. even when you spend a semester abroad. Thus, do not forget to pay the tuition and students' union fee (ÖH Beitrag) each semester, otherwise your admission expires. The choice of the right topic is crucial, as this decision will influence many aspects of your doctorate, such as the choice of a supervisor, the research groups you will work with, and maybe even your future career. In addition, you are expected to make a contribution to the research in your field, thus, when choosing your topic you should carefully think about the relevance of your research question for your academic discipline. It is also important to give enough thought to the feasibility of your intended research project right at the beginning. Do you need special equipment and facilities and are these available? Do you have access to the necessary material, information, persons, etc.?

Please note,

that your research topic needs to be approved by the director of doctoral studies. The approval is based on your research proposal and its public presentation (see chapter Public Presentation and Approval of the Doctoral Thesis Project). Only after this approval you can carry on with your dissertation project.

We recommend

- Start reading relevant literature right from the beginning and make yourself familiar with the state of the art in your field of interest. The information you collect and the notes you take already at this stage can be a valuable source for your later research.
- Find a suitable literature management method right at the beginning. If you organise your literature and notes continuously, it will save you a lot of energy at a later stage.
- Draft research questions. By formulating research questions you force yourself to concentrate on and identify the vital issues of your research topic.

Supervisor

Choosing a supervisor or a research group is crucial. PhD candidates need one supervisor who is affiliated to the University of Vienna and officially authorised to supervise PhD candidates (in general these are all professors who are affiliated to the University of Vienna). You can also establish a supervisory team, including researchers from other research institutions in- or outside Austria who can provide feedback on different parts of the research project. Your supervisor has to officially confirm the supervision of your project when you register for the public presentation. Please note that admission itself does

not guarantee you a supervisor. PhD candidates are expected to contact gualified supervisors who match their research interests and agree with them on collaboration. When contacting potential supervisors it is important to make your ideas and motivation clear. A first draft of your research plan can be helpful to convince researchers of the potential of your research project. When discussing your future cooperation it is important that you clarify mutual expectations. Please also keep in mind that supervisors can only supervise a limited number of PhD candidates

in order to ensure the quality of supervision. So it might occur that a researcher, who works exactly in your field of interest, still has no capacity to supervise you.

Please note

Especially if you are not familiar with the University of Vienna, it is essential to make inquiries about potential supervisors and learn more about the key research areas at your future department before admitting yourself to the University of Vienna. You can find information about the researchers and their research interests on the websites of the faculties and departments. We also recommend that you visit lectures at the faculty and exchange views with experienced PhD candidates

The next step is to write your research proposal. In this phase, you are usually working closely together with your supervisor who provides feedback and guidance in this crucial phase of your doctorate. Following points should be settled:

 I have found a supervisor who has agreed to supervise my dissertation.
 I have clarified mutual expectations with my supervisor.

Research Proposal | A Project Plan

The research proposal serves as a planning tool for your research project. It is an academic text, in which you describe your dissertation project with regard to content and methodology. It includes your main research questions, the state of the art and the relevance of the topic in the context of the current academic debate in your field, as well as the methods you will apply in the project. It also includes a time schedule as well as information on resources. The research proposal indicates that you are able to reflect critically on the current state of research in your field, that you can connect this knowledge to your project and are able a make a new contribution to your field.

The research proposal is the basis for your public presentation of your research project at the Faculty and has to be submitted to the Studies-ServiceCenter (SSC) prior to the presentation. It usually consists of approximately five to ten pages and has to include the following information :

- Topic and research questions/hypotheses
- State of the art
- Method(s) and theoretical approach
- Time and work schedule
- Relevant literature

The clearer you define your research questions and methodological approach at the beginning, the easier it will be for you to realise your project. Of course, there can and most probably will be modifications to your initial project plan during your research. Sometimes the research questions have to be modified or the methodological approach has to be adjusted to the research progress. These modifications can be included in the annual progress reports. However, if you completely change your topic or the whole setup of your project, you need to apply for approval of your topic again.

While working on your research proposal you should already cooperate intensively with your supervisor. As an expert in your field, s/he will give you valuable input for the planning of your research project. PhD candidates are therefore encouraged to set up regular meetings with their supervisors to discuss content and structure of their research proposal.

Recommended literature (selection):

- Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, The Craft of Research, Chicago ³2008.
- Patrick Dunleavy, Authoring a PhD. How to Plan, Draft, Write and Finish a Doctoral Thesis or Dissertation, New York 2003.
- Helmut Gruber, Birgit Huemer, Markus
 Rheindorf, Wissenschaftliches Schreiben.
 Ein Praxisbuch für Studierende der Geistes- und
 Sozialwissenschaften, Wien 2009.
- Kate L. Turabian, A Manual for Writers of Research Papers, Theses, and Dissertations, Chicago ⁷2007.

the best of your ability, and

to achieve all that you are

you think carefully about

to help you decide how

attainable your goals are,

to decide whether you are

truly excited by your PhD

topic, and you should not

William Tecumseh

Cognitive Biology

Sherman Fitch.

Professor for

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faculty and what is expec-

This keeps you up to date

I believe the Public Presentation to be a good possibility to receive professional feedback on ones topic. The Doctoral Advisory Board was critical which helped me get a different perspective on my topic and to deepen my knowledge. It was very helpful to receive such feedback at such an early stage."

Doctoral candidate at the Faculty for Computer Science

2002 Universities Act §16 (5): "Das Dissertationsvorhaben ist bis spätestens Ende des ersten Studienjahrs im Rahmen einer öffentlichen Präsentation vorzustellen." University Gazette | University of Vienna 23.01.2009 – 9th edition Public Presentation and Approval of your Doctoral Thesis Project

Each doctoral candidate has to present his/her research proposal in front of the faculty members. This presentation is a crucial step as it is the basis for the approval of your dissertation topic. According to the statutes governing university studies, this presentation should be given within the first year. After your topic has been approved, you can sign a doctoral thesis agreement together with your supervisor, designing your individual doctoral programme (see chapter 2).

The public presentation has several objectives: It serves as quality assurance and should ensure that your dissertation project meets the international standards of your discipline. Furthermore, it allows doctoral candidates to receive feedback on their research project from experienced researchers already at an early stage of their doctorate. They also can be made aware of possible problems and weaknesses in their research design. On the other hand the public presentation provides new doctoral candidates the opportunity to present themselves to their academic community. This gives them the possibility

to become more visible as early stage researchers at the faculty. Thus, the presentations are good occasions for networking and active participation in the faculty's community.

How to register for the public presentation?

The public presentations are organised by the StudiesServiceCenters (SSC) at the faculties. Each faculty usually offers several dates per semester. In order to register for a presentation you need to hand in a number of documents at your StudiesServiceCenter, including:

- the form "Registration of the topic of the doctoral thesis and the supervisor (SL/ D11)".
- the form "Regulations relating to good scientific practice (SL/W1)",
- the form "Approval of financial support of the doctoral thesis project (SL/W4)" if you need resources of the faculty in order to realise your dissertation such as consumables, lab places, etc.,
- the research proposal, which has to be sent as PDF file to the SSC. The staff of the SSC will forward your research proposal to the responsible Director of the Doctoral Study Programme and the doctoral advisory board so they can give you feedback on your research project.

Please be aware that the Director of the Doctoral Study Programme can ask for additional information and documents, like a CV, an abstract, statements from your supervisors, etc. On the website of your SSC you will find all information about the specific registration procedure at your faculty.

What is the procedure of the public presentation and who is present?

The presentations are open to the public and doctoral candidates are encouraged to partake in the presentations of their peers to learn more about the research conducted at their faculty. The presentations are chaired by the director of doctoral studies. The doctoral advisory board, a group of researchers from your faculty, as well as faculty members will attend the presentations and provide feedback to the research projects. Inform yourself how much time you will have for your presentation and how the public presentation is organised, as this varies from faculty to faculty. Discuss the date of your presentation with your supervisor and make sure that s/he will be able to attend your presentation as well. The format of the presentations may vary from faculty to faculty; please inform yourself

about the format, dates and registration procedures on the website of your SSC.

Tip

When presenting your project, it is important to highlight your research questions, the methods you will apply as well as the relevance of your topic in the context of current research. After the presentation there will be enough time for discussion with the doctoral advisory board. The purpose of this procedure is to receive an evaluation from experienced researchers, whether your project meets the academic standards and if it can be realised successfully in a reasonable time frame.

Please note

Dates of public presentations and registration deadlines are published on the website of your SSC as well as on the website of the Center for Doctoral Studies.

http://doktorat.univie.ac.at



After the presentation

If your research proposal is well prepared and your presentation was successful, your topic and the supervisor(s) usually get approved by the director of doctoral studies right after the presentation. The next step is to conclude a doctoral thesis agreement together with your supervisor (see chapter 2).

If your proposed research project does not meet the academic standards or if the advisory board and the director of doctoral studies have reasonable doubts regarding the feasibility of your research project, your application for approval of the topic can be rejected. In this case you can withdraw your application, further elaborate your proposal and present it again at the next possible date. If you disagree with the decision of the director of doctoral studies and do not withdraw your application, your topic will be rejected with an official notice (Bescheid) to which you can object to.

"I think the Public Presentation is a good idea. I particularly enjoyed that doctoral candidates from different areas participate in these presentations. The input from professors of other fields of studies was in most cases very constructive because they had more distance to the topic and often had interesting suggestions. In general I believe that an exchange between doctoral candidates and researchers always has a positive impact on the progress of the scientific work."

Doctoral candidate at the Faculty for Theatre, Film and Media Studies

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et monasterium

Getting Started Brief summary

- The right decision about topic and supervisor(s) lays the foundation of a successful doctoral dissertation project. We strongly recommend that you consider these issues carefully.
- During the admission process only formal criteria and prior studies will be evaluated. There is no verification with respect to supervisors at the University of Vienna. It is essential to search thoroughly for potential supervisors prior to admission.
- Make sure that you receive sufficient feedback from your supervisor when developing your research proposal.

- The research proposal is an academic text which has to withstand a critical discussion during the public presentation.
- Discuss your work plan with your supervisor and allow for enough time to get feedback on your research proposal.
- Be aware of administrative issues and the respective deadlines.
- According to the statutes governing university studies the topic has to be approved within the first academic year.

2 Realising your Research Project 2 Realising your Research Project



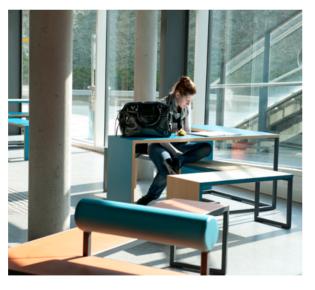
The research work will constitute the largest part of your doctoral study. In addition to conducting independent research, doctoral programmes at the University of Vienna include coursework (for more information see chapter 3). Doctoral candidates are encouraged to acquire additional competences in the field of transferable skills, attend workshops and conferences, take a period of their study abroad, etc. In this research phase your supervisor is your most important mentor. However, the doctorate is also characterised by a high degree of self-responsibility. As an early stage researcher you are expected to take responsibility for detailed planning and for the achievement of your milestones. At the same time you have to keep an eye on the overall research project. This often poses a big challenge. Thus, it is reasonable to constantly involve your supervisor, to clarify major steps regularly and to exchange views and share your experiences with your colleagues.

Doctoral Thesis Agreement – a Mutual Agreement

The doctoral thesis agreement is an important planning tool for your doctoral study. It is an agreement between the doctoral candidate. the supervisor and the University of Vienna. Based on the curriculum, the individual training programme is outlined and the collaboration between doctoral candidates and supervisors specified. The doctoral thesis agreement allows the organisation of your doctorate according to the individual needs of your research project and personal career plans. Together with your supervisor you specify the courses you will attend as well as other academic activities you will engage in during your doctorate. These activities can range from presentations at conferences, the attendance of summer schools and journal clubs, to internships, teaching activities or the publication of partial results of your research. With the help of annual progress reports, the doctoral thesis agreement can be adjusted to the research progress.

Submission and deadlines

The doctoral thesis agreement is set up after the approval of your topic, thus right after the public presentation. It has to be signed by your supervisor and yourself and handed in at the StudiesServiceCenter to be approved by the director of doctoral studies. There is no binding deadline for the submission. Yet as the doctoral thesis agreement defines your individual training programme, it is recommended to submit it soon after your presentation. The form for the doctoral thesis agreement can be found on the website of the Center for Doctoral Studies.



Annual Progress Reports – a Planning Tool

Professional project management comprises a periodical evaluation of the research progress and a detailed planning of milestones on a regular basis. This contributes essentially to a successful realisation of multi-year projects such as a dissertation project.

Academic work often requires concentrating on very detailed research aspects and questions. The annual progress reports help you consider the conceptual frame of your research project by looking at the project as a whole. This helps you to react to developments in your research that demand a modification of your initial plan and allows you to adjust your project plan according to the progress you make. The progress report comprises a brief description of the major steps you have achieved during the last academic year, as well as goals and activities you plan for the coming year. Additionally, it includes a statement of your supervisor commenting on the progress of your dissertation project. Once the doctoral thesis agreement has been signed, progress reports are to be sent to the SSC on an annual basis. The template for the progress report can be found on the website of the Center for Doctoral Studies.

Тір

Use the annual progress reports to discuss your dissertation project with your supervisor in detail at least once a year, to identify obstacles and to reflect on mutual expectations. If you are well prepared, progress reports can help you to get feedback on your work in a structured way and at the same time to get the confirmation that you are still on the right track.

2002 Universities Act §16 (10):

"Die Dissertationsvereinbarung ist von den Studierenden im Einvernehmen mit den betreuenden Personen auf Basis periodischer, jedenfalls jährlicher, Berichte über den Studienfortgang durch Anhänge zu ergänzen." University Gazette | University of Vienna 23.01.2009 – 9th edition "I have participated in workshops at the Center for Doctoral Studies since the very beginning of my doctoral studies.. They supported me and my dissertation project in many ways, e.g. project planning, scientific writing, SPSS analysis. The workshops also allow interdisciplinary exchange with other doctoral candidates which are very stimulating and can even result in the establishment of a successful dissertation writing group."

Doctoral candidate at the Centre for Translation Studies

Periodical Feedback Discussions with your Supervisor

Success and failure of your research project are strongly related to the interaction with your supervisor. Especially if you need concrete feedback on your writings or on your research activities such as a study visit abroad or a conference presentation, your supervisor can be a valuable source of support. Please keep in mind that supervisors are in charge of many duties. It is therefore mainly the doctoral candidates' responsibility to schedule regular meetings with their supervisors and to structure them productively.

When arranging regular meetings with

your supervisor, clarify how much time

you will need to discuss your questions.

Decide which topics are most important and what you expect from the meeting

(e.g. a clear decision in a certain issue,

the discussion of a particular research

Structure your priorities, maybe even

Summarise the results of the meeting

and send the minutes to your supervisor.

send an agenda to your supervisor in

We recommend

question, etc).

advance.

Study Abroad

Research is hardly ever limited to one location. Fieldwork, research at archives or institutions abroad, or academic cooperation automatically demand mobility at different stages. In addition, the exchange with academics at international research institutions is often verv inspiring, broadens vour horizon, stimulates new ideas, and has a positive effect on the development of your own research profile in many ways. Therefore, PhD candidates are strongly encouraged to take a study period abroad. To support this, the University of Vienna as well as various funding institutions offer grants and mobility programmes.

http://www.oead.at

http://doktorat.univie.ac.at

We recommend

- Start planning your research stay abroad in due time to have enough time to apply for mobility grants.
- Search for funding schemes in Austria as well as in the target country.
- Get in touch with your host institution to clarify organisational issues.
- Discuss location and duration with your supervisor and ask her/him for support in planning and preparing your stay abroad.
- Mobilise your network and get in contact with researchers you would like to meet or work with at the host institution.

Publications and Participation in Conferences

Dissemination of research results is an essential part of academic work. For PhD candidates it is important to be part of the academic community, to exchange views with colleagues, and to draw attention to their own research. Especially for future careers in academia it is important to become visible in the academic community and to establish networks with other researchers. Therefore, doctoral candidates are encouraged to present their research at international conferences or to publish parts of their research findings in academic journals. Some of the compulsory ECTS credits can be acquired through these academic activities. In addition, publications and presentations at conferences play an important role when applying for postdoctoral positions and fellowships. It is important that you think about your future career in due time and discuss your goals and how to achieve them with your supervisor.

We recommend

- Be proactive regarding your future career. Analyse your strengths and weaknesses and take advantage of trainings, workshops, etc. to further increase your qualifications.
- Search in relevant databases for calls for papers and conferences in your research area.
- Subscribe to relevant newsletters and sign up for mailing lists from relevant institutions in your field.
- Discuss conference participations and the option of publishing parts of your research with your supervisor(s).
- Search for grants that support conference participations.

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Inventions

The University of Vienna encourages its doctoral candidates to be innovative, and provides training and support in matters relating to inventions and intellectual property (such as copyright and patents) through the University Technology Transfer Office.

If you think you may have made an invention, alone or as part of a team, you should contact the Technology Transfer Office immediately to discuss your invention in detail. Your invention could be an (untested) idea, or a completed, working prototype, or anything in between. In order to obtain patent protection for an invention it is important to report any inventions to the University before publishing or disclosing them publicly in any manner.

If the University claims an invention (whether by entitlement through an employment contract, or by special arrangement), it will usually file a patent application, after which it is normally possible for inventors to submit publications in the normal manner. Published patent applications and patents name each inventor, so you will be able to add these to your CV. Inventors receive a share of any income that the University derives from selling or licensing its technologies

http://forschung.univie.ac.at/en/inventors

We recommend

- Especially if you are researching in the natural sciences, educate yourself about intellectual property and about patents in particular. Whether you stay in academia or move into industrial research patents will undoubtedly be relevant to your career. The Center for Doctoral Studies offers periodical workshops on patents and inventions.
- Think critically about your research results, particularly before you submit significant findings in a paper: you may have had an idea or have made a discovery with potential practical applications.
 Do not hesitate to contact the Technology Transfer Office if you think you may have made an invention, however minor.

Dissertation

The dissertation is the core element of the doctoral study. It proves your ability to carry out independent research on a high academic level. Doctoral candidates are expected to elaborate on new themes, raise new questions and contribute to the research in their field of study. Whether you submit your dissertation as a monograph or a collection of articles depends on your discipline and its culture. Regarding the language of the dissertation there are no set rules. However, in order to get recognised by your academic community it is advisable to write your dissertation in the common academic language of your field. Of course you should have a good command of this language. Discuss the appropriate format as well as the language of your dissertation with your supervisor. In any case, the dissertation must meet the international standards in your field of research as well as the regulations relating to good scientific practice.

We recommend

- Discuss with your supervisor format, structure and language of your dissertation.
- Make sure that you receive sufficient feedback from your supervisor in regular intervals.
- Establish a dissertation writing group with your colleagues. Working on a dissertation often is a lonely process. Periodical meetings with your colleagues can help you escape isolation, get feedback on your writings, and support you to stick to self-set goals, overcome a lack of motivation or writer's block.
- Present your research at conferences, workshops, seminars, etc. The feedback you receive from fellow colleagues often provides valuable input for your work.

Good scientific practice

"Good scientific practice embraces all the procedures and practices that are necessary for planning, conducting and reporting research and scholarship within a framework of scientific integrity. [...] And the audit trail created by good scientific practice provides quality assurance and a valuable buttress against scientific misconduct and fraud."

European Science Foundation Policy Briefing 10 "Good Scientific Practice in Research and Scholarship", p. 5

2 REALISING YOUR RESEARCH PROJECT

Completion of the Doctoral Study

Evaluation

To complete your doctoral study, all requirements outlined in your curriculum have to be fulfilled. This includes the positive evaluation of your thesis, its public defence and a set number of ECTS credits which you must have gained in the course of your doctoral study. Allow for enough time for the final phase. Even if you have worked very thoroughly, the final revision of the manuscript usually takes up more time than expected. Furthermore, the submission process and evaluation of your thesis will also require some time.

Thesis Submission

The thesis has to be submitted to your Studies-ServiceCenter. There are no set dates for the submission of your thesis. This can be done throughout the whole year. Depending on the faculty, three to five copies of your dissertation have to be submitted. The thesis will be evaluated by two reviewers. In addition, each thesis is subject to a plagiarism assessment. You have to upload your dissertation electronically to https:// hopla.univie.ac.at for this assessment. Please also take formal regulations into account e.g. the layout of the title page. The period from the submission of the thesis until the oral defence can take up to four months. Please contact your SSC for more information and all necessary forms. Keep in mind that you are only allowed to submit your thesis when you have achieved all required ECTS credits.

The dissertation is evaluated by two experts. In many disciplines it is a common practice to invite external experts as evaluators. Only in justified cases the supervisor can act as reviewer of your thesis. In this case, the second reviewer has to be an expert from outside the University of Vienna. Together with your supervisor, you can suggest three potential reviewers. Please note that the reviewers have a maximum of four months to write their reports. Only if both reports on your thesis are positive, you can register for the public defence. If one of the two reports is negative, a third report will be asked for. If this third report is also negative, your thesis is rejected and you can resubmit a revised version at a later point in time.

Defence

The public defence is the highlight of the doctoral study. Usually, it starts with the presentation of your research findings followed by a discussion with the committee. In your presentation you can already respond to the comments you received from the reviewers on your thesis. The committee is assembled by the director of doctoral studies and consists of at least three persons. Usually the supervisor(s) and at least one reviewer are part of this committee. After the positive defence you are awarded the academic degree according to the curriculum, either Doktor/Doktorin or PhD. To celebrate this great achievement with family and friends you can attend the official degree conferment ceremony at the University of Vienna, which takes place several times a year in the festive ambiance of the Main Ceremonial Chamber (Großer Festsaal) and is attended by the Rector and the Dean of the faculty.

Тір

Defences are open to the public. Usually the dates are announced on the websites of the departments. It is highly recommendable to attend some defences to get an impression of the atmosphere and the procedures of defences at your department.

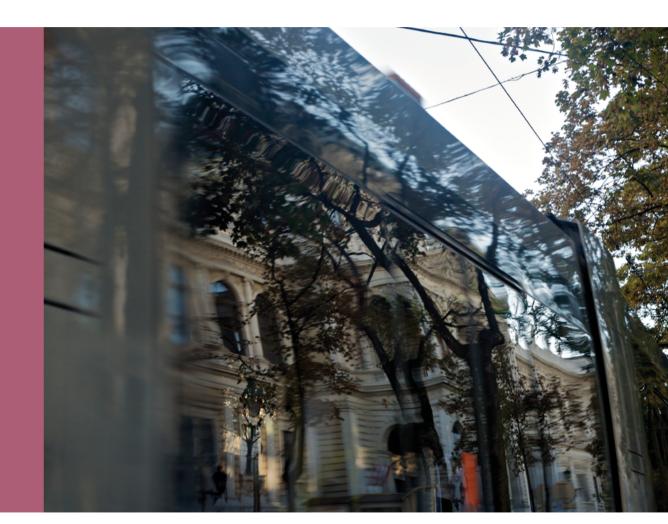
All forms you need for the submission and review of your dissertation as well as for the registration for the public defence can be found on the website of the Center for Doctoral Studies. http://doktorat.univie.ac.at/en/home



Realising your Research Project Brief summary

- Good planning contributes to the success of your thesis project. The doctoral thesis agreement and the annual progress reports are useful tools for both rough and detailed planning of your research work.
- Use the annual progress reports for structured feedback meetings with your supervisors, to inform them of the current status of your work, to set milestones and to agree on further activities.
- Talk regularly with your supervisors about mutual expectations and your research activities, such as research stays abroad, participation in conferences, etc. Discuss obstacles and problems which occur in the course of your research.
- Establish networks with researchers from your field of study.
- Disseminate your research results in seminars, at conferences and/or in the form of first publications.

- The doctoral study serves both to deepen your knowledge in a subarea as well as to broaden your horizon. Participate actively in academic activities at your department/faculty (lectures, workshops, etc.).
- Improve your competences in the field of transferable skills, e.g. project management, presentation techniques, acquisition of thirdparty funding.
- Plan your career actively and discuss activities which are beneficial for your future career with your supervisor. Make use of services the University provides to increase your competences.
- Schedule enough time for the final phase of your doctoral study. Sometimes the final revision and the administrative steps take up more time than initially expected.





3 DOCTORAL TRAINING

3 Doctoral Training 3 Doctoral Training



In the course of the doctoral study a number of achievements have to be accomplished. Though the focus of the doctoral study is on independent research and the writing of the thesis, doctoral education at the University of Vienna also includes the participation in courses, seminars, workshops, etc. The whole range of achievements is specified in the curriculum.

Curriculum

The curricula provide information on the qualification profile, the requirements for admission and on the structure of the doctorate. All in all, there are seven curricula that describe the doctoral degree programme in the humanities, social sciences, natural sciences including technical sciences, life sciences, law and business, economics and statistics. These curricula take into account the different requirements of doctoral training in the respective disciplines. Nonetheless the basic structure of the doctorate is the same in all curricula.

All seven curricula include the following characteristics:

- the duration of the doctoral programme of three years,
- the submission of a research proposal and the approval of the dissertation topic within the first year of the doctoral study period,
- a public presentation of the doctoral thesis project within the first year of the doctoral study period,
- the conclusion of the doctoral thesis agreement subsequent to the public presentation,
- the completion of a doctoral thesis,
- the public defence of the dissertation in front of a committee after the positive evaluation of the dissertation by reviewers.

Besides the general structure of the doctorate, the curricula determine the number of ECTS credits you have to earn by attending courses as well as further achievements you need to accomplish during the doctorate. Finally, the curriculum states which academic title (Dr. phil., Dr. rer. nat. or PhD) will be awarded after the successful completion of the doctorate. Please note that the different academic titles do not imply any differences regarding the research intensity of the single doctoral programmes.

As the curriculum is the basis of your doctorate, please read it carefully. All curricula can be found on the website of the Center for Doctoral Studies.



Coursework

Doctoral training at the University of Vienna also includes coursework, with help of which doctoral candidates are expected to improve their research skills. This coursework can include seminars, lectures, workshops, etc. The extent of compulsory courses is regulated in the curriculum. Usually this regulation is formulated in a very general way and gives space to individual planning of your doctoral study. This "individual training plan" is elaborated in the doctoral thesis agreement (see chapter 2). Keep in mind that even though doctoral education includes the attendance of courses, this is by no means the main focus of the doctorate. The core of the doctoral study is the research work.

Transferable Skills

In addition to research competences, early stage researchers are encouraged to acquire additional transferable skills such as project management, communication and many other skills necessary for their future careers. The Center for Doctoral Studies offers a wide range of workshops. These workshops are not compulsory, but are an additional offer for PhD candidates to support them in their research activities complementary to the core research training and the supervision at the departments.

You can find the workshop programme on the website of the Center for Doctoral Studies.

http://doktorat.univie.ac.at

Scheduling Courses

In general, courses can be attended only once the topic of the dissertation has been approved. Normally, directors of doctoral studies do not (or hardly ever) recognise coursework completed prior to the approval of the topic. If you plan to attend courses in the entry phase of your doctoral study, please check with the director of doctoral studies if these will be accepted. The courses offered by the departments are published in the online course directory of the University of Vienna. Doctoral candidates are expected to attend advanced courses, which allow them to improve their skills in methodology, academic theory, etc. Most faculties offer courses which are particularly designed for doctoral candidates. Courses from the master's programme can only be chosen in justified cases and if they are relevant to the dissertation project. Doctoral candidates can attend advanced courses at other research institutions in Austria or abroad and are encouraged to participate in conferences as well as develop skills that promote their careers.

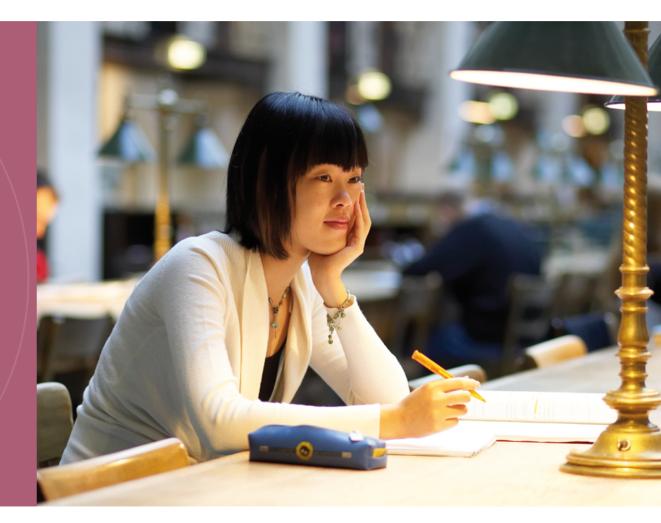
We strongly recommend to discuss these activities with your supervisor and to include them in your doctoral thesis agreement. Finally it is the director of doctoral studies who decides how many ECTS credits you will receive for external activities. Doctoral candidates are therefore advised to clarify beforehand how many and which external achievements can be used to fulfill the curriculum.



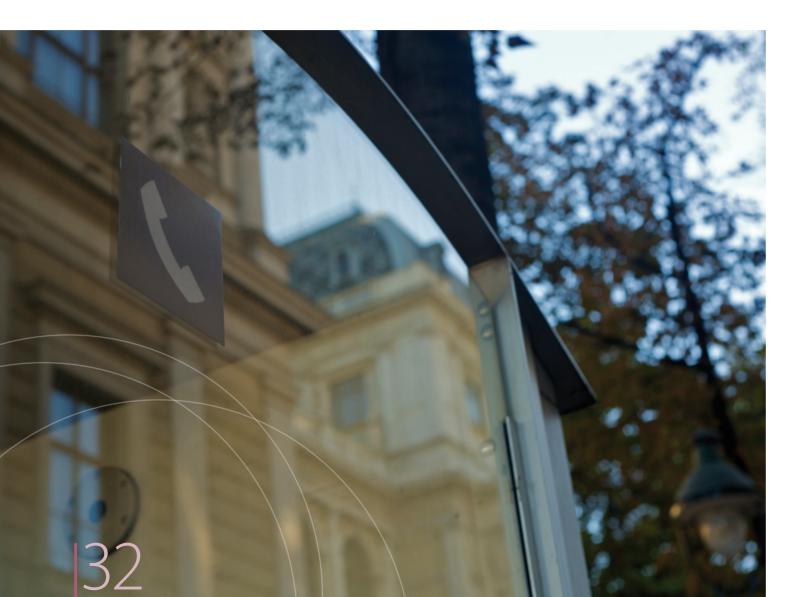
Doctoral Training Brief summary

■ Read your curriculum.

- Besides your research you also have to accomplish additional achievements in form of seminars, lectures, etc. The doctoral thesis agreement and the annual progress reports allow you to develop an individual "training plan" which is tailored to the specific needs of your dissertation project.
- Discuss the courses you wish to attend as well as other planned academic activities (e.g. conference participation, summer schools) with your supervisor.
- Be aware that only some of the required ECTS credits can be collected before the topic of the dissertation has been approved.
- Select courses which support you best in your professional and personal development.
- Only after the curriculum is fulfilled the doctoral programme can be completed and you can submit your thesis.
- Improve your competences in the field of transferable skills, e.g. project management, presentation techniques, acquisition of third-party funding.



4 Support and Contacts 4 Support and Contacts



During your doctorate you will have to deal with academic as well as administrative issues. Knowing the responsible persons and service units at the University of Vienna from the beginning on will help you overcome many of these issues. The following chapter gives you an overview of the most important actors and contact points.



Supervisors

Supervisors are experienced researchers who play a key role in your doctoral studies. They provide you with guidance, advice and are in a constant dialogue with you about the content of the thesis. The cooperation between supervisors and doctoral candidates goes beyond academic feedback; it also encompasses the access to material and intellectual resources. Supervisors ideally integrate their doctoral candidates into an academic environment and are actively involved in their career planning. Providing this kind of support is part of being a supervisor. Successful doctoral candidates contribute also to the supervisors' reputation.

It is important to clarify mutual expectations and to discuss particular needs and resources right at the beginning. In the doctoral thesis agreement, doctoral candidates and supervisors agree on how they will work together, how often they will meet for feedback discussions, etc. As with all cooperation, it can happen that the relation to your supervisor develops in a way that does not meet your expectations. In this case you can change the supervisor. Of course, you will need to find another researcher at the University of Vienna who is able to supervise your topic. If a supervisor on the other hand believes you do not meet her/his expectations, s/he can withdraw the cooperation with you.

Directors of Doctoral Studies | DSPL

Directors of doctoral studies play an important role in the process of quality assurance and are contact persons in different phases of the doctorate. For instance, in the context of admission, they evaluate external applications and decide whether participation in additional courses is necessary. They are also in charge of acceptance and approval of achievements (seminars, workshops, conferences, etc.), the approval of the dissertation topic and the approval of the doctoral thesis agreement. Finally, when submitting your doctoral thesis for evaluation, the directors of doctoral studies are responsible for ensuring that all achievements according to the curriculum have been accomplished. The directors of doctoral studies are nominated for a period of two years. You can find their names on the website of the Center for Doctoral Studies.

Doctoral Advisory Board

Each discipline has a doctoral advisory board which consists of experienced researchers from the respective field of study. The advisory board plays a significant role in the public presentations of your research proposal. The advisory board provides feedback to the candidates' dissertation project, and discusses the approval of the topic with the directors of doctoral studies. The members of the doctoral advisory boards are listed on the website of the Center for Doctoral Studies.

Fellow PhD Candidates

Network with fellow PhD candidates – you can learn a lot from each other, exchange views, support one another and give mutual feedback on your research. Moreover, during your doctorate you lay the foundation for your future career including networks, which can be beneficial both professionally as well as personally. The friendships you make during this time can also be of a great personal gain.

Тір

A good place to meet other PhDs is the international café for PhD candidates, organised every month by the Center for Doctoral Studies. Similar social gatherings are also organised by many faculties and students' representations.

Studienpräses

The Studienpräses is responsible for legal issues related to study affairs. Among the tasks which are especially relevant at the level of doctoral education are the nomination of reviewers, the dissertation embargo and ensuring good scientific practice. S/he is supported by the expertise of the directors of doctoral studies.

Contact:

Studienpräses of the University of Vienna Universitätsring 1, A-1010 Vienna E: studienpraeses@univie.ac.at

http://studienpraeses.univie.ac.at



Admission Office and Student Point

The formal admission to a doctoral programme is carried out at the Admission Office which is situated in the Main Building of the University of Vienna. The service unit "Student Point" gives advice regarding the admission process. Information on admission and the necessary forms are available on the website of Student Point.

Contact:

Student Point and Admission Office University of Vienna (Main Building) Universitätsring 1, A-1010 Vienna E: doktorat.zulassung@univie.ac.at E: studentpoint@univie.ac.at http://studentpoint.univie.ac.at

StudiesServiceCenter | SSC

The staff of the StudiesServiceCenters supports you in all administrative issues during the doctorate. They coordinate the public presentations, collect all relevant documents such as the registration of topic and supervisors, the doctoral thesis agreement and annual progress reports, etc. They also administrate the completion of the doctoral study from the submission of your thesis to the coordination of the defence.

Tip

The SSCs are in different locations. A list with all SSCs and their contact details can be found on the website of the Center for Doctoral Studies

http://doktorat.univie.ac.at/en/responsibili ties/service-units/studiesservicecenter

4 SUPPORT AND CONTACTS

Center for Doctoral Studies

The Center for Doctoral Studies is part of the service unit Research Services and Career Development and is the main contact point for doctoral candidates at the University of Vienna. It provides information on all issues related to doctoral education. On the website and in info sessions you can inform yourself about the structure of doctoral studies, about funding schemes and other services. Furthermore the Center for Doctoral Studies offers a great variety of services for PhD candidates which range from individual consultation, workshops to acquire transferable skills right through to consultation on applications for scholarships. It helps doctoral candidates to establish a thesis writing group and provides special services to international PhDs.

Tip

The monthly newsletter of the Center for Doctoral Studies informs you about topics related to doctoral education, interesting events and grants, etc. You can subscribe to the newsletter on the website of the Center for Doctoral Studies. Contact: Center for Doctoral Studies | Research Services and Career Development University of Vienna Berggasse 7, A-1090 Vienna E: info.doktorat@univie.ac.at http://doktorat.univie.ac.at

Consultation hours: Monday, Wednesday, Friday: 10:00 – 12:00 and by appointment

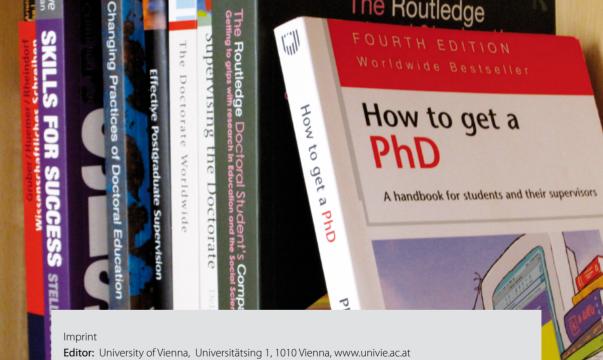
Checklist Checklist

The following checklist serves as orientation for essential steps which have to be considered during the doctorate. It certainly can be extended through further (academic) activities, such as publications, study stays abroad, networking activities (e.g. through writing groups), active participation in the academic life at the department, internships, etc.

- Choosing a topic and developing a first project plan
- Getting in contact with potential supervisors at the University of Vienna and discussing a collaboration
- □ Admisson
- □ Searching for literature and elaborating main research questions
- Writing a research proposal
- Presenting the dissertation project in a public presentation at the Faculty and having topic and supervision approved
- Formulating the doctoral thesis agreement together with the supervisor

- Focusing on the research and writing the dissertation
- Attending seminars, conferences, workshops
- Submitting annual progress reports
- Completing the dissertation
- $\hfill\square$ Submitting the dissertation to the SSC
- Plagiarism assessment uploading the dissertation to https://hopla.univie.ac.at
- Review of the dissertation by two experts
- □ Registration for the defence
- Defence

All forms for the admission can be found at the website of Student Point. All other forms you can find at http://doktorat.univie.ac.at/en/home



 Editor:
 University of Vienna, Universitätsing 1, 1010 Vienna, www.univie.ac.at

 Responsible for the content:
 University of Vienna, Center for Doctoral Studies, Berggasse 7, 1090 Vienna

 Graphic Design:
 Sonja Posch, www.ps-konzept.at

 Typesetting:
 Allison O'Reilly

 Fotos:
 University of Vienna/Barbara Mair, Aris Venetikidis (p. 4, 25, 32 & 34), Allison O'Reilly (p. 26 & 39),

 Johannes Zinner (p. 2), fotolia.de (p. 41)
 Printed by: Resch Druck

Doctorate/PHD







Center for Doctoral Studies University of Vienna | 8/2013