

Guidelines for the Doctoral Programme in the Faculty of Architecture and Planning of the TU Wien

Version: 13.01.2020

The following guidelines describe the future course of the Doctoral Programme in the Faculty of Architecture and Planning. The guidelines comply with the university law 2002 BCBl. 1 No. 120/2002 (UG) and the subsection of the University Matriculation Law statutory provisions (*Studienrechtliche Bestimmungen der Satzung*) and the curriculum for doctorate studies of the TU Wien; however, they also introduce additional measures for quality assurance and student support.

1. Doctoral studies are planned as a regular study period of three years and encompass the completion of study courses within the curricular quota (to the extent of 18 ECTS), the writing of a thesis, and the defence of the doctoral thesis.
2. **Registration (Inscription)** – Qualification for doctorate studies at the Technische Universität Wien (Vienna University of Technology) is the completion of a relevant degree, Master's degree, or teaching diploma instituted at the TU Wien, or a relevant degree at a recognised domestic or foreign, post-secondary educational institute, which is equivalent in content and range to a diploma, degree or Master's degree course instituted at the TU Wien. According to §5, section 3 FHStG, the inscription for the doctoral programme can be made also on the basis of having completed a relevant course of study leading to a degree or diploma or a Master's degree at a university of applied sciences.
 - a. Candidates who have completed a Master's degree in architecture, planning or building science at the TU Wien may inscribe for the doctoral programme without further qualifications. We recommend obtaining an informal acceptance of supervision from a supervisor before the inscription.
 - b. All other candidates apply by way of direct contact with a supervisor of their choice. An exposé of the thesis project is to be submitted.
 - c. After acceptance of supervision by the relevant person for a specific topic, this is then confirmed by the Dean of Studies, afterwards the inscription can take place. In certain cases (e.g. completion of a Master's degree at a university of applied sciences) the Dean of Studies can specify extra study courses to be completed after inscription.
3. After inscription, the candidates present their exposé at a **public colloquium** in front of the doctoral board, consisting of all potential doctoral supervisors. These colloquia take place twice a year and are designed to promote transparency and networking among the doctoral candidates. Advanced candidates in the

doctoral programme also present their interim statuses. (See point 7.)

4. **Thesis Contract** – In the course of the thesis contract, the candidate must inform the Dean of Studies about the topic and the supervisor, in written form. Study courses are to be completed within the curricular quota to the extent of 18 ECTS points. The choice has to be approved by the supervisor and requires the acceptance of the Dean of Studies.
5. A thesis is an independently executed scientific work. In performing this task, regular meetings are expected to take place between supervisor and thesis candidate in order to ensure the candidate's continuous and intensive treatment of the pertinent topic.
6. **Review** – One year after inscription in the doctoral programme a review takes place in the form of a presentation of the research plan.
 - a. The candidates submit a proposal describing the research project. The proposal must contain the following information: relevance to the current academic discourse, identification of the need for the research topic, formulation of a clear issue of research, explanation of suitable methods, also feasibility and schedule. The proposal should serve as guideline for the thesis, but can and should alter and evolve during the course of the work.
 - b. The candidate presents the proposal before an individual review jury. This consists of the supervisor, another professionally qualified member of the Faculty, and an external expert. The latter can also be a potential reviewer who is to assess the thesis after submission. The staff on the review jury is proposed by the supervisor and confirmed by the Dean of Studies.
 - c. The review jury provides a direct oral feedback.
The external member of the review jury does not have to be present at the presentation. A written statement suffices.
7. Doctoral candidates give **annual reports** (1-3 pages) on work progress, also on problems and hurdles. The report is submitted to the organ responsible for study matters.
8. **Submission and assessment** – The date of submission is left up to the students. After submission of the thesis to the Dean of Studies department, the assessment of the work by external reviewers can start.
 - a. The organ responsible for study matters must submit the thesis to at least two persons who are not supervisors; each has four months to judge thesis with an assessment review and a mark.
 - b. Assessment reviewers are proposed by the supervisor and candidate. Their assignment is done through the Dean of Studies. If possible, at least one of these persons should belong to the Technische Universität Wien and at least one of these persons to another faculty or university or an external research institute.
 - c. In any case, the supervisor has to give a written statement without a mark. On request, the supervisor can also prepare an assessment with a mark, in addition to the assessments by the reviewers. For the preparation of the written statement or the possible assessment by the supervisor, the deadline according to § 23 Paragraph 6 of the subsection of the University Matriculation Law statutory provisions (*Studienrechtliche Bestimmungen der Satzung*) applies. The supervisor must inform the Dean of Studies if he intends to prepare an assessment with a mark.
 - d. Thesis and assessment review are available to be viewed by Faculty members in the Dean of Studies department for two weeks.
9. Qualifications for inscription for the Rigorosum (thesis defence) are:
 - a. The positive completion of examinations on all the study courses prescribed to all candidates when inscribing for the doctoral programme,
 - b. completion of the curricular quota
 - c. and the positive assessment of the thesis.

10. **Rigorosum** – The Rigorosum (thesis defence) is an overall examination before a board and open to the public.
 - a. The thesis defence includes a scientific lecture by the candidate on the contents and results of the thesis, also a discussion and questioning of the contents and results of the thesis and of the scientific background associated with the topic.
 - b. The examination senate for the Rigorosum consists of three to five members. The thesis supervisor is in principle to be assigned as member of the examination senate. The assessors should if possible be members of the examination senate. If possible, at least one member of the examination senate should belong to a different faculty or university (if possible from abroad) from the supervisor.
 - c. The Rigorosum (thesis defence) mark is specified by the Rigorosum examination senate.

11. The overall assessment is based on the mark for the thesis and the mark for the Rigorosum.

Glossary:

The Doctoral Board assembles twice a year and consists of all potential doctoral supervisors in the Faculty. The members discuss general matters revolving around the theme of the doctorate and are discussion partners for the doctoral candidates in the colloquium.

At the Colloquia exposés and also advanced works are presented twice a year. The objective is to promote the transparency of the works and networking among the doctoral candidates.

The Review Jury acts as an individual “feedback panel” at the candidates’ presentation of their research plans and consists of the supervisor, a further professionally qualified member of the Faculty and an external expert.

The Examination Senate determines the Rigorosum (thesis defence) mark. The senate consists of three- to five members. Besides the supervisor, at least one of the assessment reviewers should be included. If possible, at least one member of the examination senate should belong to a different faculty or university from the supervisor.

