

Instructions for Doctoral Candidates

General information

Status: 25th February 2020

1) Admission/Enrolment

You start your doctoral studies by finding an adviser. Only full or associate professors may act as primary advisers at the Vienna University of Technology.

(If you attained your master's degree or equivalent abroad or at a different university or college, you must submit a written application for admission to the doctoral programme including all required documents to the Department of Studies. Additionally, you must enclose a letter of endorsement from your primary adviser.)

The successful completion of a technical relevant masters or diploma degree at a domestic or foreign approved post-secondary educational institution (e.g. university, college) is prerequisite for the admission to the doctoral programme of engineering sciences.

Enrolment in the "doctoral studies of engineering sciences" is to be conducted at the Department of Studies.

Vienna University of Technology
Department of Studies
1040 Vienna, Karlsplatz 13, Main Building, staircase 2/Mezzanine between 1st and 2nd floor
(Phone: +43 (0) 1 58801/41188)

Additional information can be found at:

<https://www.tuwien.at/en/tu-wien/organisation/service-providers/admission-office/overview/>

2) Adviser/Curriculum/Programme Duration

Adviser:

Doctoral students are individually supervised by a technically appropriately qualified university professor of their choice with a teaching licence. Optionally, doctoral students may request a secondary adviser, who must fulfil the same prerequisites.

To file an application for the permission of an external (non-faculty) adviser you must hand in the form: „Ansuchen um Zulassung einer_s fakultätsfremden Betreuer_in“ to the Dean of Studies of the respective field of study.

Assessor:

Doctoral students must submit at least two suggestions for assessors to the Dean of Studies for approval, who must not be advisers for the thesis. It is recommended to approve the assessors by the Dean of Studies, who must have a *venia docendi*, at an earlier stage of the thesis. The Dean of Studies determines the appointment of assessors in agreement with the adviser(s), after submission of the thesis at the latest. If possible, **at least one of these persons** should be associated with the Vienna University of Technology and at least one of these persons should be **associated with a different faculty** or university or **external research institution**.

Curriculum:

The doctoral programme is comprised of 180 ECTS points with an average duration of study of three years and includes:

- the completion of courses for 18 ECTS points
- a dissertation worth 162 ECTS points

Courses:

Doctoral students must select the courses in agreement with the adviser(s) of the dissertation and submit a confirmation of their adviser upon commencing their doctoral programme. (The **form** "Ansuchen um Genehmigung der wissenschaftlichen Vertiefung" is **to be submitted** at the **deanery**.)

Dissertation:

Doctoral students must submit a written declaration of the topic of their dissertation and their chosen advisers before commencing their work on their dissertation. (The **form** "Disserationsvereinbarung" is **to be submitted** at the **deanery**.)

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**Both forms must be submitted at the dean's office before formally beginning work on
doctoral thesis!!!**
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Course credits:

Examinations successfully completed at other domestic or foreign accredited post-secondary educational institutions, as well as scientific work in companies or non-university research organisations (in accordance with § 78 UG) can be approved for credit in the form of ECTS points by the Dean of Studies of the respective field of study.

https://www.tuwien.at/fileadmin/Assets/tu-wien/Organisation/universitaetsleitung/Dekanate/dekanatszentrum-3/Anerkennung_Pruefungen_EV.pdf

Dean of Studies for Architecture:

Ao.Univ.Prof. DI Dr. Christian KÜHN
(Phone: +43 1 58801/25220)
(Credit approval for doctoral programme in architecture)

Vice Deans of Studies Architecture:

Ao.Univ.Prof. DI Dr. Helmut SCHRAMM
(Phone: +43 1 58801/25502)
Ass.Prof. DI Dr. Michael SURBÖCK
(Phone: +43 1 58801/26016)

Dean of Studies for Urban and Regional Planning:

Associate Prof. Dipl.-Ing. Dr.techn. Thomas DILLINGER
(Phone: +43 1 58801/280702)
(Arrange appointments via mail: thomas.dillinger@tuwien.ac.at)
(Credit approval for doctoral programme in spatial and regional planning)

Programme Duration:

Doctoral students may register for an oral defence (viva voce) when all requirements of the doctoral curriculum have been successfully completed.

Information regarding formal requirements of dissertations:

- A dissertation is generally to be written in German. (It may be written in a foreign language if agreed upon with the adviser.)
- It must be durably printed in the page format A4 and
- bound in book form with a rigid cover.
- The book spine must be labelled with "first and last name" and the word "Dissertation." (not the title!)
- The pages must be printed with single spacing in the text.
- An English and German abstract titled "Kurzfassung" of approximately 1-2 typed pages must be included immediately after the title page.
- The doctoral candidate's curriculum vitae must be included as the last page of the dissertation.

3) VIVA VOCE/ACADEMIC DEGREE

Viva Voce:

Doctoral students may be admitted to the oral defence (viva voce) granted they have passed the exams of the upon admission specified courses. A positive assessment of the curricular part as well as the positive assessment of the dissertation (§6 par. 1 Curriculum) is prerequisite.

The oral defence is a general examination held before a board of examiners as a board examination open to the public. The disputation (viva voce) encompasses a scientific oral presentation of the doctoral candidate about the contents and findings of their dissertation and a discussion and an interview about the contents and findings of the dissertation as well as the subject matter associated with the scientific field of study of the dissertation (§6 par. 2 Curriculum).

The viva voce consists of two examination subjects:

- the part of the subject which is associated with the dissertation field of study (= examination subject of primary adviser) and
- a part of the subject which is determined by the Dean of Studies based on a related topic after hearing the candidate

Composition of the board of examiners:

According to § 6 par. 3 of the Curriculum the **board of examiners** for the viva voce consists of **three to five persons**, who are enlisted according to § 13 par. 2 and 3 of the article "Studienrechtliche Bestimmungen". The **primary adviser** is always to be appointed for the board of examiners. The **appraisers** should be on the board of examiners if feasible. If possible at least one person on the board of examiners should be associated with a different faculty or university (preferably from a foreign institution) than the primary adviser.

The **grade of the viva voce** (disputation) is determined by the board of examiners of the oral defence (§ 7 par. 2 Curriculum). The Dean of Studies of the respective field of study acts as the chairperson of the board of examiners.

Registration for the oral defence at the Dean's office:

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During office hours: **Mon, Tue, Wed and Fri from 10:00 a.m. to 11:00 a.m.**
(out of office hours by appointment **ONLY !!!**)
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Daniela CSITKOVITS
Assistenz Studiendekane
TU-Wien
Dekanat der Fakultät Architektur und Raumplanung / E 299-01
Karlsplatz 13, Stiege 3, 4. Stock, A-1040 Wien
Tel. Nr.: +43/1/58801 - 25006
daniela.csitkovits@tuwien.ac.at

(Please discuss possible desired dates for your oral defence with your adviser(s) in advance.)

For registration candidates must submit the following documents in a document folder:

- "Ansuchen um Approbation der Dissertation"* (application for approbation of dissertation)
- "Merkblatt Dissertation"* (information on the author of the dissertation)
- if not yet submitted to the Dean's office: "Ansuchen um Genehmigung der wissenschaftlichen Vertiefung"* (application for approval of specification) and "Meldung einer Dissertation"* (announcement of a doctoral thesis)
- comprehensive curriculum vitae (personally signed)
- birth certificate (copy)
- certificate of master's/diploma degree (copy) (not the certification!)
- (for graduates of foreign universities: official notification of admission to doctoral programme)
- two bound dissertation copies and the dissertation in PDF-format saved on a compact disc (max. 50 MB)
- copy of the first page of the dissertation
- record of studies ("Studienbuchblatt") for the current semester
- certificates of courses as proof for required ECTS points
- declaration of the English translation of the dissertation title

*) For downloading the forms see: <https://ar.tuwien.ac.at/en/Studies/Doctoral-PhD-programmes>

Before handing in the dissertation at the deanery or registering for the oral defence doctoral students must obtain their primary and secondary adviser's consent.

Issue of assessment:

The two assessors may take a maximum of four months for assessing the dissertation. The assessment must comprise a grade on a five-tier scale. The adviser(s) must write statements with respect to the dissertation. The grades of the assessors are significant for the final assessment.

Academic Degree:

Graduates of the doctoral programme receive an academic degree according to the following list:

784 600 Doctoral programme in Social and Economic Sciences Architecture

- „Doktor/in der Sozial- und Wirtschaftswissenschaften“
- „Doctor rerum socialium oeconomicarumque“
- (Dr.rer.soc.oec.)
- English equivalent: Doctor of Science

786 600 Doctoral programme in Engineering Sciences Architecture

- „Doktor/in der technischen Wissenschaften“
- „Doctor technicae“
- „Dr. techn.“
- English equivalent: Doctor of Science

784 630 Doctoral programme in Social and Economic Sciences Spatial Planning

- „Doktor/in der Sozial- und Wirtschaftswissenschaften“
- „Doctor rerum socialium oeconomicarumque“
- (Dr.rer.soc.oec.)
- English equivalent: Doctor of Science

786 630 Doctoral programme in Engineering Sciences Spatial Planning

- „Doktor/in der technischen Wissenschaften“
- „Doctor technicae“
- „Dr. techn.“
- English equivalent: Doctor of Science

conferred by a written certification (German/English)

The documents are issued by the deanery within **two weeks** and must be received **personally**.

(If a personal collection is not possible, a power of attorney and the copy of an ID are required.)

4) GRADUATION CEREMONY

Graduation Ceremony:

Registration for your graduation ceremony is handled by the secretary of the “Universitätskanzlei” from Monday to Friday (except on public holidays) from 09:00 a.m. to 12:00 o'clock and from 01:00 p.m. to 03:00 p.m.

Helga THALINGER

Karlsplatz 13, Staircase 1, 3rd Floor, A-1040 Vienna

Universitätskanzlei

Phone: +43/1/58801 – 41001

Fax: +43/1/58801 - 41088

helga.thalinger@tuwien.ac.at

<https://www.tuwien.at/en/tu-wien/organisation/service-providers/data-protection-and-document-management/graduation-ceremonies/>

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Please enquire about upcoming graduation ceremony dates there (Universitätskanzlei).
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