

# Guidelines for the DOCTORAL PROGRAM at the Faculty of Architecture and Urban Regional Planning at TU Wien

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The following guidelines outline the future structure of the doctoral program at the Faculty of Architecture and Planning. These guidelines are in accordance with the University Act 2002 BGBl. I No. 20/2002, "Study Law Provisions", and the curriculum for the doctoral program at TU Wien. However, they also introduce additional measure for quality assurance and student support.

1. The doctoral program is designed for a standard duration of three years and includes the completion of courses as part of the curricular component (amounting to 18 ECTS), the writing of a dissertation and the defense of the dissertation.

2. **Admission (Enrollment)** –

The admission requirement for the doctoral program at TU Wien is the completion of a relevant diploma, master's, or teaching degree program offered at TU Wien, or a relevant program at a recognized domestic or international post-secondary educational institution that is equivalent in content and scope to a diploma or master's program offered at TU Wien. The Admission to the doctoral program may also be granted, pursuant to §5, paragraph 3 of the FHStG, based on the completion of a relevant university of applied sciences diploma program or master's program.

- a. Candidates who have completed a masters program in Architektur, Urban Regional Planning or Building Science at TU Wien can enroll in the doctoral program without any additional requirements. It is recommended to obtain an informal commitment from a potential supervisor before enrollment.
- b. All other candidates must apply by directly contacting a supervisor of their choice. A proposal for the dissertation project must be submitted.
- c. After receiving the confirmation of supervision from the respective person for a specific topic, the confirmation is given by the Dean of Studies, followed by enrollment. In certain cases (e.g., completing the masters degree at a university of applied sciences), additional courses to be completed after enrollment may be determined by the Dean of Studies.

3. After admission the candidates present their proposal at a **public colloquium** in front of the doctoral committee,

consisting of all potential doctoral supervisors. These colloquia are held twice a year and aim to promote transparency and networking among the doctoral candidates. Advanced doctoral candidates also present their progress updates (See point 7.)

4. **Dissertation Agreement** – The candidate must inform the Dean of Studies in writing about the topic and the supervisor as part of the dissertation agreement. As part of the curricular component, courses amounting to 18 ECTS credits must be completed. The selection of courses must be made in agreement with the supervisor of the dissertation and requires approval from the Dean of Studies.
5. The dissertation is an independently conducted scientific work. Regular meetings between the supervisor and the doctoral candidate are expected to promote continuous and intensive engagement of the candidate with the respective topic.
- . **Review** – One year after admission to the doctoral program a review is conducted in the form of a presentation of the research plan.
  - a. The candidates submit a proposal that describes the research project. The proposal should include the following information: connection to the existing academic discourse, identification of the research need, formulation of a clear research question, explanation of appropriate methods as well as feasibility and timeline. The proposal is intended to serve as a guideline for the dissertation but it can and should develop over the course of work.
  - b. The candidate presents the proposal to an individual review jury. This jury consists of the supervisor, another academically qualified member of the faculty and an external expert. This external expert may also be a potential reviewer who will assess the dissertation after submission. The composition of the review jury is proposed by the supervisor and confirmed by the Dean of Studies.
  - c. The review jury provides direct oral feedback. The external member of the review jury does not need to be present at the presentation. A written statement is sufficient in this case.
7. In **annual reports** (1-3 pages), doctoral candidates report on the progress of their work as well as any problems and obstacles. The report is submitted to the academic body responsible for the program.
8. **Submission and Review** – The timing of the submission is at the discretion of the student. After the dissertation is submitted to the Dean's Office, the evaluation of the work by external reviewers begins.
  - a. The academic body must submit the dissertation to at least two persons who are not supervisors, who are required to evaluate the dissertation within a maximum of four months, providing a review and a grade each.
  - b. The reviewers are proposed by the supervisor and the candidate. The appointment is made by the Dean of Studies. If possible, at least one of these individuals should be from the Vienna University of Technology, and at least one should be from another faculty university or an external research institution.
  - c. The supervisor must provide a statement without a grade. Upon the supervisor's request, in addition to the reviews from the reviewers, a report may be written that will be included in the grading of the dissertation according to the "Academic Regulations." The supervisor must inform the Dean of Studies if they intend to write such a report. The deadline for the creation of the statement without a grade or any additional report by the supervisor is governed by § 23, paragraph 6 of the statute.
  - d. The dissertation and the reviews are available for faculty members at the Dean's Office for two weeks..

9. The requirements for the Rigorosium are:

- a. The successful completion of exams for all courses required for admission to the doctoral program.
- b. The completion of the curricular component.
- c. The successful evaluation of the dissertation.

10. **Rigorousum**– The Rigorousum (dissertation defense) is a publicly accessible committee-based comprehensive examination.

- a. The dissertation defense includes a scientific presentation by the candidate referring to the content and results of the dissertation, as well as a discussion and questioning on the content and results of the dissertation and the thematically related areas.
- b. The examination senate of the rigorous examination consists of three to five members. The supervisor of the dissertation is generally to be appointed as a member of the examination senate. The evaluators 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 (preferably from abroad) than the supervisor.
- c. The grade for the Rigorosum (the dissertation defense) is determined by the examination senate of the Rigorosum.

11. The overall assessment is determined by the grade for the dissertation as well as the grade for the Rigorosum.

**Glossar:**

**The doctoral committee** meets twice a year and consists of all potential doctoral supervisors of the faculty. The members discuss general matters related to the doctoral program and serve as discussion partners for the doctoral candidates during the colloquium.

**At the colloquium**, both initial proposals and advanced work are presented twice a year. The goal is to enhance the visibility of the research and promote networking among the doctoral candidates.

**The review jury** serves as an individual "feedback panel" during the presentation of the research plan by the doctoral candidate. It consists of the supervisor, another academically qualified member of the faculty and an external expert.

**The examination senate** determines the grade for the rigorous examination. It consists of three to five members. In addition to the supervisor, at least one of the reviewers should be present. If possible, at least one member of the examination senate should belong to a different faculty or university than the supervisor.

