

Guidelines¹ issued by the Rector of Studies on coursework to be completed in doctoral programmes

I. Scope

The guidelines provide a framework for the doctoral thesis agreement, which establishes and documents the specific form of the doctoral programme in accordance with Section 19, Paragraph 5, Part B of the Statute. They are based on the stipulations on coursework in Section 3, Paragraph 2 a and b of the Curriculum for Doctoral Programmes at Alpen-Adria-Universität Klagenfurt.

II. Definition

In accordance with Section 19, Paragraph 5, Part B of the Statute, the coursework to be completed must be specified in a doctoral thesis agreement between the student and supervisor (Curriculum 12W) or supervisor/adviser (Curriculum 18W) and requires approval by the Rector of Studies based on the opinion of the relevant doctorate advisory committee.

In accordance with Section 3, Paragraph 2 a of the Curriculum for Doctoral Programmes, **coursework must be completed to the following extent²:**

- 16-32 ECTS credits (or 8 to 16 semester hours):
Doctorate in Philosophy
Doctorate in Law
Doctorate in Technical Sciences
- 16-40 ECTS credits (or 8 to 20 semester hours):
Doctorate in Natural Sciences
- 24 [16³]-80 ECTS credits (or 12 to 40 semester hours):
Doctorate in Social Sciences and Economics

This includes both **examinations and other activities**, as long as they relate to the topic of the doctoral thesis. Other activities include:

- presentations at international conferences and workshops
- teaching activities
- publications
- activities completed at other universities.

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² Curriculum 12W only: also specified in semester hours.

³ Curriculum 18W only

III. Formal criteria

The exact coursework required along with the proof of achievement to be provided (with ECTS credits) is agreed with the supervisor (Curriculum 12W) or supervisor/adviser (Curriculum 18W). After the application for a doctoral thesis agreement is submitted electronically⁴, the agreement is approved by the Rector of Studies, taking into account the opinion of the relevant doctorate advisory committee (Section 19, Paragraph 5, Part B of the Statute). A doctoral thesis project (DISS1) must always be approved before a doctoral thesis agreement (DISS2) is concluded. Electronic applications for DISS1 and DISS2 can be submitted at the same time.

With regard to the required coursework to be completed, both course examinations (predominantly at Alpen-Adria-Universität Klagenfurt, particularly taking into account the multidisciplinary courses for doctoral programmes as well as specialist courses) and other activities (e.g. publications, teaching activities, presentations) must be included in the doctoral thesis agreement. Exceptions (i.e. examinations only) are possible where justified on a case-by-case basis.

a) Examinations

The choice of courses must be based on the topic selected by the student and on general theoretical and methodical academic approaches. If students are also accepted onto a thematic doctoral programme, the courses must be selected in accordance with the requirements of the chosen thematic doctoral programme, among other things.

When courses are chosen, the supervisor (Curriculum 12W) or supervisor/adviser (Curriculum 18W) should be consulted to ensure that Women's and Gender Studies are sufficiently represented in accordance with Section 26 Part E/I of the Alpen-Adria-Universität Klagenfurt Statute.

Certain examinations within the meaning of Section 3, Paragraph 2 a of the curriculum cannot be included in the doctoral thesis agreement:

- course examinations that are part of the StEOP (study entry and orientation phase) of a programme
- examinations within Bachelor's degree programmes (exceptions to this are possible where justified, e.g. statistics)
- language courses that serve the purpose of learning or mastering a language
- examinations within continuing education programmes
- examinations that have already been taken in other programmes of study
- examinations that have been taken solely within doctoral thesis or supervision seminars or private tutorials
- examinations that are to be taken solely externally.

b) Other activities

⁴ If the doctoral thesis project (DISS1) has been submitted in paper form, the application for a doctoral thesis agreement (DISS2) must also be made in paper form.

The following activities can also be included in the doctoral thesis agreement provided they relate to the topic of the doctoral thesis in accordance with Section 3, Paragraph 2 b of the Curriculum for Doctoral Programmes:

- **Presentations at international conferences and workshops:**
The number of ECTS credits depends on the type and scope of the presentation, language of the conference and further criteria specific to the subject. Two to four ECTS credits may be awarded per presentation.
- **Teaching activities:**
These are always awarded two ECTS credits per semester hour. To qualify for ECTS credits, the teaching activities must be carried out at an approved university, university of teacher education or university of applied sciences. Supervision activities and advisory activities for work experience cannot be included in the doctoral thesis agreement.
- **Publications:**
The number of ECTS credits depends on the quality and scope of the article. Publications that are part of a publication-based (cumulative) doctoral thesis cannot be included in the doctoral thesis agreement. Two to six ECTS credits may be awarded per publication.
- **Activities completed at other universities:**
The same regulations apply as for examinations at Alpen-Adria-Universität Klagenfurt.

c) Amendments to doctoral thesis agreements

Any amendment or unilateral termination of the doctoral thesis agreement must be undertaken by agreement with the supervisor (Curriculum 12W) or supervisor/adviser (Curriculum 18W). A change notification (DISS2) must be sent to the Rector of Studies. The Rector of Studies will make the final decision based on a new opinion from the doctorate advisory committee.

d) Checking the fulfilment of coursework requirements

The supervisor (Curriculum 12W) or supervisor/adviser (Curriculum 18W) must check the doctoral thesis agreement is fulfilled and implemented correctly following submission to the Admissions and Examinations Office. After that, the Admissions and Examinations Office will forward the documents to the relevant programme director for final checking and approval.