

Information sheet Doctorate Advisory Committee Dr. rer.nat.: Submission & presentation of the doctoral thesis proposal

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For general information on the doctoral programme please refer to the university's website at

<https://www.aau.at/en/doctoral-programme/stages/>

Following the successful registration for the doctoral programme, candidates must present their thesis project to members of the university in a public presentation. The doctorate advisory committee recommends presenting the thesis proposal once you have a prepared well-developed exposé – this means that the topic, research question(s), methodology and objectives can be addressed in concrete terms. As a rule, this will be the case in the course of the first year. The applicable presentation dates and registration deadlines for the respective academic year are listed on the website at: www.aau.at/doktorat/praesentationstermine¹

Forms DISS1 and DISS2 that are submitted between the two sessions scheduled each semester will also be considered at the respective sessions. If there are *exceptional circumstances* that require processing at particularly short notice, please notify the Office of Academic Affairs and the Chair of the Doctorate Advisory Committee at the time of submission. The Advisory Committee may then decide on the matter by means of a circular resolution.

1 Submission

The application for the approval of the doctoral thesis project (DISS1) incl. exposé and selected presentation date as well as the application for approval of the doctoral thesis agreement (DISS2) must be submitted electronically via the student portal in good time (no later than three weeks before the presentation date, see footnote). Please note that submissions received after the specified closing date cannot be considered.

1.1 Doctoral thesis project (DISS1)

Within the scope of the DISS1 application, you must upload a written exposé of the proposed thesis project. This must include

- the current state of research,
- the research objectives and a fully formulated statement of the issue to be investigated,
- the methods envisaged to address the research question and
- a timetable

and should have a length of approx. **five DIN A4 pages** (max. 9,000 characters incl. spaces).

1.2 Doctoral thesis agreement (DISS2)

Within the scope of the doctoral degree programme, you must attain academic achievements (examinations through courses and other accomplishments) amounting to a minimum of 16 and a maximum of 40 ECTS credits. Where you place yourself within this range, or whether the Doctorate Advisory Committee recommends steering towards the upper or lower limit, or towards the middle, depends on your prior knowledge in your area of thesis research. We generally recommend a midpoint alignment in terms of academic achievement, but this may vary from person to person.

¹See also: <https://www.aau.at/en/doctoral-programme/stages/introductory-stage/public-presentation/>

1.2.1 Examination achievements (§3 (2a) according to the curriculum²) include

- subject-specific courses, that may not be assigned to a Bachelor's degree programme (possible exception: Statistics courses) or a StEOP,
- interdisciplinary courses for doctoral studies,
- courses on women's and gender studies,
- doctoral seminars and/or exclusive tutorials.

When choosing courses, it is recommended to include both subject-specific courses and interdisciplinary courses in the doctoral thesis agreement. We recommend using generic descriptions when completing the information on intended courses in the corresponding table: The reason for this is that if you indicate a specific course and this course does not take place or cannot be attended for some reason, you will have to submit a change request.

The following table offers some **suggestions** for the description of the courses:

No	Course/Subject*	Type	ECTS credits
1	<Course No> (21W) Course from the topic area of the proposed thesis	PS	4
2	<Course No> (20S) Seminar for doctoral students	SE	2
3	A course in the field of scientific writing and publishing, such as „Scientific Writing for Doctoral Students in the Social Sciences“, „Publications“ or „Scientific Writing for Doctoral Students“	SE/KU	4
4	A course in the field of advanced statistical methods, such as „Advanced methods: Structural Equation Modelling“ or „Statistics IV – Multilevel Modelling“	SE	4
5	...		

* If you have already completed a specific course, state the correct course number including the actual title (as in No. 1 and No. 2). If you intend to attend a course, indicate the topic area and add existing course titles as examples (as in No. 3 und No. 4).

1.2.2 Further accomplishments (§3 (2b) according to the curriculum) may include

- summer schools,
- international conferences,
- publications
- courses taught by the student and
- courses taught at other universities,

whereby a *minimum of 2 ECTS credits* are required per entry and there must be a *thematic link to the doctoral thesis*. Publications that are part of a publication-based (cumulative) thesis **cannot** be included in the doctoral thesis agreement.

²Curriculum for Doctoral Programmes at the University of Klagenfurt (18W) – English

The following table offers some **suggestions** for the description of the publication accomplishments:

No	Accomplishment*	Evidence	ECTS credits
1	Active participation (lecture or poster) at an international conference, for example at xxx, yyy, or zzz	conference programme	2
2	Peer-reviewed paper in an international journal, e. g., journal xxx on the topic yyy	acceptance confirmation	4
3	Conference contribution (proceedings, full, or short paper) at xxx	conference programme	2
4	The student's own teaching (in the context of the doctoral thesis area) at a university/university of applied sciences	course register	2

* If you have already performed the activity listed, please provide precise details (esp. the year).

Evidence of accomplishments must be defined jointly with the supervisor or mentor and recorded in the doctoral thesis agreement. In the case of publications, the thematic reference to the doctoral thesis must be documented by means of key words or by listing target publication media by way of example. Furthermore, the type of publication and, if applicable, the desired quality indicator must be stated.

If the doctorate is part of a thematic doctoral programme, the academic achievements must be specified in accordance with the requirements of the doctoral programme (see the guideline issued by the Office of Academic Affairs pursuant to academic achievements in section 3 below).

2 Presentation

The public presentation of the doctoral thesis project should last no more than 20 minutes; the subsequent public discussion should also not exceed 20 minutes. The presentation should specifically outline the relevant state of research, the objectives and concrete research questions/hypotheses, the (proposed) research methodology as well as a timetable.

Supervisors or mentors are expected to attend the presentations and may comment on the doctoral project in their role as respondents in the non-public part of the Doctorate Advisory Committee meeting. After the presentation, the Advisory Committee may recommend the approval of your thesis project or may request that you make changes to your proposal and resubmit it.

3 Further Information

- Information on doctoral degree programmes at the University of Klagenfurt:
<https://www.aau.at/en/doctoral-programme/>
- Guidelines issued by the Office of Academic Affairs pursuant to academic achievements:
<https://www.aau.at/wp-content/uploads/2019/02/Mitteilungsblatt-2018-2019-10-Beilage-15.pdf> (*)
- Guidelines issued by the Office of Academic Affairs pursuant to cumulative doctoral theses:
<https://www.aau.at/wp-content/uploads/2019/02/Mitteilungsblatt-2018-2019-10-Beilage-13.pdf> (*)

(*) in German.

If you are unsure, please contact a member of the Doctorate Advisory Committee in your field or the chairperson of the Advisory Committee in good time BEFORE submission.