

# Unofficial Guidelines for Submission of a PhD Thesis

*This document is not binding in any way. It merely serves the purpose to summarize the procedure of submitting a PhD thesis.*

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1. **Reviewing process** At least two reviewers are required which must not be identical with the advisor. The advisor is allowed to write a third review, but this is not necessary (optional). It is recommended (but not required) that one of the external reviewers belong to a different faculty of TU Wien, or another university. All persons with at least a PhD degree qualify for being a reviewer. The deanery invites the reviewers in written based on the suggestion of the advisor and submits the draft (or the final version) of the thesis to the reviewers. Each reviewer must provide a single written report. It must contain a recommendation for the grade ( $n \in [1, 5] \subseteq \mathbb{N}$ ).

Depending on the decision of the advisor the candidate is allowed (or not) to receive the reviews from the reviewers. In case the candidate receives the reviews he/she can forward these to the deanery.

There is no remuneration for the reviewers. But some cost of an external reviewer are covered by the deanery (travel, hotel for 1 night, daily allowance) if the reviewer acts as a member of the examination board.

By law, the reviewers have 4 month after the official invitation by the deanery to prepare their reviews, but in practice 6 weeks should suffice (better 8 weeks). The reviewers should send their reviews to the deanery. The deanery must receive the reviews no later than 5 working days before the date of the defense. Electronic versions of the reviews are sufficient, but written and signed versions are preferred to be available at the date of the defense.

2. **Application and submission** Among other documents (see point 5 below) the student must submit a documentation sheet about the courses passed (18 ECTS) and file an application for admittance of the thesis. These, together with the thesis and the reviews, are the essential requirements for the admission to the defense. Once the thesis is submitted an entry for the thesis must be created in TISS (usually by the advisor).

Two printed versions of the final theses and two reviews by external reviewers must be made available to the deanery at least 5 working days before the date of the defense. The two printed versions of the theses must be signed by the PhD applicant. Moreover, an electronic pdf version of the thesis must be submitted as well. The thesis cannot be changed after this official submission.

3. **Defense** The advisor and one of the two external reviewers must participate in the defense as members of the examination board. A head of the board must be determined which is not a reviewer. The head can be any person associated with the TU Wien holding at least the degree of a Habilitation. In exceptional cases also persons from another university holding a Habilitation degree are allowed to act as head of the board. The head of the board is invited by the deanery based on the suggestion of the advisor.

The date for the defense can be anytime. The defense is open to the public. Typically, the candidate must present his/her thesis within 25 minutes. This is followed by a defense of the thesis during which the members of the board (typically the advisor and one external reviewer) examine the candidate with respect to the subject of the thesis and neighboring fields. The total duration of the defense (including the presentation) is typically one hour.

4. **Thesis format** There is no particular LaTeX style file for the thesis. But there are certain binding guidelines for the cover sheet, abstract in German, CV and the format (must be A4).
5. **Official guidelines** The official guidelines (in German) are available from the deanery under **Einreichunterlagen RIGOROSUM**. It contains a list of additional documents which must be submitted and declarations to be signed. Moreover, the legal framework is set by the *Satzung* of TU Wien, in particular, 13 and 23 of the *Satzungsteil Studienrechtliche Bestimmungen*, *Mitteilungsblatt 2003, 33. Stück, Nr. 289 idF* (only in German).

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