



Statutes of the Doctoral School of Chemistry

Version April 2025

(Please note: The English version of this document is a courtesy translation. Only the German version is legally binding.)

These statutes were written by the coordination team of the Doctoral School of Chemistry. In addition to subediting the statutes, the coordination team at the Doctoral School of Chemistry is responsible for implementing the content of the curriculum portions specific to the subject field of chemistry. All tasks are carried out in coordination with the officer responsible for study matters.

1. Scope of the Doctoral School of Chemistry

The Doctoral School of Chemistry aims at educating doctoral candidates in the scientific fields of the member institutes and research groups. For this purpose, doctoral candidates are provided with the opportunity to carry out individually supervised work on current chemistry topics. Independent solving of scientific questions, participation in advanced courses and a lively exchange of experience form the basis for successful professional development.

2. Academic degree to be awarded

Graduates of the Doctoral School of Chemistry are awarded the academic degree “Doctor of Technical Sciences” (abb. Dr.techn.) or “Doctor of Natural Sciences” (abb. Dr.rer.nat.), depending on whether they are studying in the Doctoral Programme in Technical Sciences or the Doctoral Programme in Natural Sciences. The officer responsible for study matters is responsible for deciding on admission.

The officer responsible for study matters at the Doctoral School of Chemistry is the responsible Dean of Studies, in accordance with the Excerpt of Statutes: Organisation of Academic Affairs at Graz University of Technology.

3. Objectives and subject-specific qualification profile

The graduates of the Doctoral School of Chemistry are capable of abstracting scientific questions and of independently carrying out scientific tasks at a high level.

They have a broad knowledge base as well as an in-depth specialisation within the wider field of chemistry and are thus able to expand and innovatively implement their scientific knowledge in

different fields of applications. Furthermore, they are capable of analysing and successfully solving interdisciplinary, application-orientated questions as well as assuming coordinating and supervising functions.

4. Subjects of the Doctoral School

The members of the Doctoral School of Chemistry consist of:

Group 1: university professors at the institutes assigned to the Doctoral School of Chemistry,

Group 2: associate professors, adjunct professors, academic staff with “venia docendi” teaching qualification, assistant professors who have concluded a qualification agreement and senior scientists of the institutes assigned to the Doctoral School of Chemistry, and

Group 3: doctoral candidates of the Doctoral School of Chemistry as well as those assigned to the Doctoral School.

(1) Associated institutes

6330 Institute of Inorganic Chemistry, Graz University of Technology

6350 Institute of Physical and Theoretical Chemistry, Graz University of Technology

6380 Institute of Chemistry and Technology of Materials, Graz University of Technology

6410 Institute of Organic Chemistry, Graz University of Technology

6430 Institute of Chemistry and Technology of Biobased Systems, Graz University of Technology

6450 Institute of Analytical Chemistry and Food Chemistry, Graz University of Technology

(2) Members associated with the Doctoral School

In addition to the persons mentioned in § 4, the coordination team can also appoint staff members with teaching qualifications from other institutes within the NAWI Graz cooperation framework or other universities as members of the Doctoral School, depending on the needs and development of the Doctoral School.

(3) Doctoral candidates

The coordination team must always keep an up-to-date list of all doctoral candidates, which can be viewed by the group 1 and group 2 members of the Doctoral School (in accordance with § 3 (3) of the curriculum for doctoral programmes) using the doctoral management tool.



5. Structure and tasks of the coordination team

The Doctoral School of Chemistry is headed by a tripartite coordination team, which is made up of one representative in the field of chemistry from each of the groups named in § 3 (3) of the curriculum for doctoral programmes. The members of the coordination team and their deputies are nominated by their respective peers and are appointed for a 3-year term. The coordination team elects a chairperson and a deputy chairperson.

The doctoral candidates of the Doctoral School of Chemistry elect a representative and a deputy representative for a two-year term. The representative participates in the preparation of the course plans for “Scientific Methods” and the doctoral seminars. The representative has the right to be heard in the event of disagreement (as outlined in § 4 (8) of the curriculum).

6. Guidelines for supervision and mentoring of doctoral candidates

- (1) At the beginning of the doctoral programme, the doctoral candidate and the supervisor, as well as any co-supervisors, jointly draw up and sign an educational agreement that must be submitted to the officer responsible for study matters. The educational agreement must be accompanied by a brief description of the doctoral project. A doctoral project is co-supervised if supervision is continuously provided by:
 1. more than one member of the Doctoral School with a teaching qualification.
 2. a member without a teaching qualification but with a doctorate who is continuously involved in the supervision of the doctoral candidate. In such a case, the supervisor with a teaching qualification is the primary responsible supervisor.

It is possible to amend the educational agreement to include co-supervision until the end of the first year of study, provided the doctoral candidate and the supervisor submit a joint application in time.

- (2) The doctoral candidate has the right to a mentor. Mentors should come from the Doctoral School environment and have earned at least a doctorate or equivalent academic degree. They do not have to be explicitly affiliated with the Doctoral School of Chemistry or Graz University of Technology (e.g., a mentor from a cooperating company). The mentor is nominated by the doctoral candidate. To maintain confidentiality, both the mentor and the mentee must sign a separate non-disclosure agreement before mentoring begins. Mentoring should aim to provide informal and confidential support to the doctoral candidate. The mentor should support the mentee in making progress with their studies throughout the entire duration of the doctoral programme.
- (3) The supervisor must conduct a formal meeting with the doctoral candidate at least once a year, during which the progress of work is discussed and the goals for the following year

are set. This meeting forms the basis for the progress report, which must be prepared by the doctoral candidate.

- (4) Doctoral candidates must upload a progress report in TUGRAZonline via “Mein Doktorat” (My Doctoral Programme) once a year. The currently valid form to be used is provided on the intranet-page (TU4U) of the Dean’s Office of the Faculty of Technical Chemistry, Chemical and Process Engineering, Biotechnology. A list of the courses selected for the curricular workload of the doctoral programme must be submitted along with the first progress report (no later than 12 months after the start of the doctoral project). Further progress reports must indicate the progress made regarding the completion of these courses.

7. Instructional classes

The scope of the curricular workload according to the guidelines of § 6 (4) of the Curriculum for the Doctoral Programme in Technical Sciences and the Doctoral Programme in Natural Sciences at Graz University of Technology totals 18 ECTS credit points and consists of the following:

- (1) Subject-specific basic courses (12 ECTS credit points)

The course catalogue for subject-specific basic courses includes all courses (with the exception of those of the bachelor’s degree programme) offered at the institutes associated with the Doctoral School and is commissioned by the officer responsible for study matters. The selection should include courses relevant to and supporting the work on the doctoral thesis. To support the concept of a broad basic educational foundation at a high level, doctoral candidates are strongly discouraged from selecting only lectures that are offered by the supervisor’s institute. It is expressly stated that doctoral candidates have the option of choosing courses from outside the course catalogue of the Doctoral School (see § 6 (2) 4 of the curriculum). Examinations completed at recognised national or international post-secondary educational institutions, universities or non-university research institutions (for instance summer schools or specialist courses) may also be approved by the officer responsible for study matters if there are no significant differences in the skills acquired. Courses that have been completed to fulfil the admission requirements for the doctoral programme may not be counted as subject-specific basic courses.

Completion of the course *General Aspects of Chemistry* (3 ECTS credit points) is mandatory.

(2) Scientific Methods and Communication (4 ECTS credit points)

- PhD seminar 1 and 2 (1 ECTS credit point each)

The PhD seminars are held once a year in the form of a mini symposium with the title DocDays and must be attended at least twice. In the PhD Seminar 1 in the first year of the doctoral programme, the doctoral candidate presents the doctoral project in the form of a poster (unless otherwise specified by the teaching staff responsible for the course). In the PhD Seminar 2 towards the end of their doctoral programme, the doctoral candidates present their research achievements in the form of an oral presentation.

All members of the Doctoral School are invited to participate in the annual DocDays.

- Scientific Work and Soft Skills (2 ECTS credit points)

A list of recommended courses (on academic writing, presentation skills, working in teams, etc.) is provided by the coordination team.

In consultation with the officer responsible for study matters, suitable events for internal continuing education can also be recognised.

(3) Exclusive tutorial for doctoral programmes (2 ECTS credit points)

The exclusive tutorial for doctoral candidates aims to provide personal supervision of the doctoral candidate by the supervisor.


The selected courses for the curricular workload must be submitted along with the first progress report. The form to be used and a list of recommended courses is provided by the Doctoral School on the intranet-page (TU4U) of the Dean's Office of the Faculty of Technical Chemistry, Chemical and Process Engineering, Biotechnology.

8. Publication guidelines at the Doctoral School

Doctoral candidates are expected to publish at least one manuscript as first author in an international, peer-reviewed journal or to have a first-author manuscript accepted for publication before completing their doctoral programme. Furthermore, they are expected to present the results of their research at international conferences. When submitting the doctoral thesis, a list of publications and, for submitted manuscripts, a confirmation of acceptance for publication by the journal must be enclosed. If no such publication exists, at least three reviews must be obtained for assessments of the doctoral thesis.

9. Guidelines for the doctoral thesis

The doctoral thesis must be written in English. Doctoral candidates must disclose in the doctoral thesis whether artificial intelligence or AI-based tools were used in any form in the preparation




of the doctoral thesis, and if so, how artificial intelligence was used in the writing process. In any case, doctoral candidates are fully responsible for the accuracy and originality of the content they generate and must disclose the use of AI-based tools in compliance with the “Leitlinie für den Einsatz von Künstlicher Intelligenz (KI)-gestützten Tools im Bereich der Lehre” (Guideline for the Use of Artificial Intelligence (AI)-Supported Tools in Teaching) of Graz University of Technology.

If the doctoral thesis is a collection of several publications, e.g. articles or papers (“Manteldissertation” or “kumulative Dissertation” in German), it must include at least three works that have either already been published or have been accepted for publication in peer-reviewed scientific journals. The doctoral candidate’s share of work in the publications must be clearly stated and confirmed by the co-authors, and must constitute at least 60% in at least one of the publications. The percentages of contribution to the publications must be made available to the evaluators. A doctoral thesis consisting of a collection of several publications must be framed with an introductory chapter, a description of the research question, a report on the current state of research, a description of the methodology used and a conclusion presenting the results of the doctoral project. The contribution of the doctoral thesis to scientific progress in the corresponding field of research must be elaborated. Methods, measurement arrangements, evaluations, solution methods etc. that are not included or not listed in the publications must be included in the descriptive chapters of such a publication-based doctoral thesis, e.g. in the form of attachments, and must be described in sufficient detail.

In accordance with § 31 (4) of the Excerpt of Statutes: Legal Regulations for Academic Affairs, the doctoral thesis is assessed by two evaluators. If no publication exists, at least three reviews must be obtained for assessments of the doctoral thesis. Evaluators are selected by the coordination team members of the Doctoral School and approved by the officer responsible for study matters in accordance with § 5 (2) of the curriculum. The supervisor and the doctoral candidate have the right to recommend evaluators. At least one evaluator must come from outside Graz University of Technology. At least one evaluator must not be an employee of the same institute at Graz University of Technology. All group 1 and group 2 members of the Doctoral School, according to § 3 (3) of the doctoral curriculum, must be informed by the coordination team about the pre-selection of evaluators and have the right to comment on the selection. Pre-selection of the evaluators should be completed at least two months before submission of the doctoral thesis. From this point on, all evaluators must familiarise themselves with the preliminary version of the doctoral thesis and the regulations of Graz University of Technology. This way, the doctoral candidate has the chance to consider suggestions for improvement before the submission of the thesis.

If the doctoral candidate has co-authored any publication relevant to the doctoral thesis, the other co-authors may not act as second or additional evaluators. Relevant publications include all publications that are part of the doctoral thesis (if the doctoral thesis is a collection of publications), and all publications by the doctoral candidate from which essential parts of the doctoral thesis have been adopted.



The final version of the doctoral thesis must be uploaded to TUGRAZonline.

The regulations for the submission process are available on the intranet-page (TU4U) of the Dean's Office of the Faculty of Technical Chemistry, Chemical and Process Engineering, Biotechnology.

10. Guidelines for the doctoral examination


The composition of the board of examiners is defined under § 7 (1) and (2) of the curriculum for the Doctoral Programme in Technical Sciences or the Doctoral Programme in Natural Sciences. Evaluators may be members of the board of examiners. The proposed examiners must be announced during the preliminary review process of the doctoral thesis via the doctoral management tool. The doctoral examination consists of two parts, these are (i) a presentation with a maximum length of approx. 30-40 minutes followed by a discussion and (ii) an oral examination by the board of examiners with a maximum length of 1 hour on the subject area of the doctoral thesis.

11. Confidentiality agreement

The group 1 and group 2 members of the Doctoral School (according to § 3 (3) of the curriculum for doctoral programmes) and the doctoral candidate representative on the coordination team must provide a written confidentiality agreement. This agreement refers in particular to (i) reports and statements issued by the doctoral candidates and the supervisors (§ 4 (4) and (6) of the curriculum for the Doctoral Programme in Technical Sciences or the Doctoral Programme in Natural Sciences at Graz University of Technology), (ii) any aspects regarding the assessment of a doctoral thesis (§ 5 (2) of the curriculum), and (iii) the overall scope of the doctoral project and the doctoral thesis as a whole, if the officer responsible for study matters has approved the application to restrict access to the submitted copies for a maximum of five years after handover of the doctoral thesis and project.

12. Self-evaluation of the Doctoral School

By decision of the Curricular Committee for doctoral programmes and university certificate programmes, the Doctoral School must conduct a self-evaluation every six years. This self-evaluation is carried out by the coordination team, which also writes the self-evaluation report. The report records the Doctoral School's publication output, graduation rates, study duration, and professional prospects of graduates in coordination with the Quality Management, Evaluation & Reporting organisational unit. Doctoral candidates are regularly surveyed; the results of these surveys are also included in the report. The completed self-evaluation report



must be published within the Doctoral School and forwarded to the Curricular Committee for doctoral programmes and university certificate programmes.

13. Transitional agreements

The present statutes are applicable to doctoral candidates who are subject to the curriculum for the Doctoral Programme in Technical Sciences and the curriculum for the Doctoral Programme in Natural Sciences at Graz University of Technology, version 2024, which came into effect on 1 October 2024. Doctoral candidates who began the Doctoral Programme in Technical Sciences or the Doctoral Programme in Natural Sciences at Graz University of Technology before 1 October 2024 and did not submit to the curriculum in the 2024 version are entitled to continue and complete their doctoral programme in accordance with the previously valid statutes until 30 September 2028. If the degree programme is not completed by 30 September 2028, doctoral candidates become subject to the curriculum and statutes of the Doctoral Programme as amended.

	NAME	DATE
Document number	ST 92081 DSCH 184-01	
Created / last updated	Chair of the Coordination Team DSCH Michaela Flock	24 March 2025
Checked	Curricular Committee for doctoral programmes and university certificate programmes	7 April 2025
Approved	Decision by the Senate	12 May 2025
Published	University Gazette	21 May 2025
Entry into force		22 May 2025