

Road to PhD

detailed explanation

ENROLL



1st semester

Enrolment for the doctoral programme: study@tugraz.at



Within the first semester, please do not forget to conclude the educational agreement with your supervisor. Upload your educational agreement to TUGRAZonline "My doctorate".



Upload your annual progress reports every year (at least 2 reports are mandatory).



After approx. 3 years you have finished your dissertation.

*Processing of defence at the Dean's Office:
Contact: Nina Zöchling, deansoffice.csbme@tugraz.at*

Start Preliminary Evaluation in TUGRAZonline "My doctorate".

- Enter the final title of your dissertation,
- upload list of publications,
- enter the desired reviewers/examiners.



Directly after you've started your preliminary evaluation, write to the Dean's Office.

- List of completed courses of your curriculum
- Desired date of defence
- Fill in statistics sheet [UhStat2](#)



The chair person of the examination board will be determined by the Dean's Office after you have announced the desired date for your defence.

Please make sure that the title of your thesis appears correctly in "my doctorate" - the title given there will be printed on the examination record and certificate!

The Dean's Office will send you an E-Mail: Confirmation of completeness and accuracy of documentation. Information about the chair person of the examination senate.



Dean's Office gives permission



The official notification of the Examination Board is sent by the Dean's office. You will receive this mail in cc.

Transmission of the final thesis:

- Digital, final version by email to the reviewers

(Please inform the external reviewers, who are not members of Graz University of Technology, about [the obligation of data protection and confidentiality](#)).

Arrange an appointment with the examination board (date and time).
Book a room.



Thesis entry in TUGRAZonline:
The thesis is created by the Dean's Office in TUGRAZonline (according to the entry in "My doctorate") and can only then be edited by you.



**8 weeks
before defense**

At least 8 weeks before defence every task listed above must be done!

Announcement of the date to the Dean's Office:

- Notify the date, time and place of the defence



The date will be published on the faculty homepage.

Date information to examination board:

- The Dean's Office sends the date of the (online) examination including the link to the cloud area for the defence via electronic calendar entry (Outlook) to the examination board.
- The link to the cloud area for the presentation is also sent to the student.
- For online defences the following public WebEx link <https://csbme.tugraz.at/go/defense> is used.
- The dean of studies and deputy deans are co-hosts.
- There is a breakout session for the examination committee.

Upload the final thesis:

- Enter the thesis (final version) under TUGRAZonline "My Thesis" and release it.
- Please send the link (of the abstract) by e-mail to the Dean's Office.



*Attention: Students who are employees of Graz University of Technology: please log into TUGRAZonline as a student (not as an employee) and upload the final version of your thesis!
You can get help from the [helpdesk](#).*



**4 weeks
before defense**

At least 4 weeks before defence every task listed above must be done!

Send the confirmation of the plagiarism check to the Dean's Office.



Check delivery of reviews:

The reviews of your examiners must be received by the Dean's Office by email (deansoffice.csbme@tugraz.at) 2 weeks before the defence, otherwise the defence CANNOT take place!



**2 weeks
before defense**

At least 2 weeks before defence every task listed above must be done!

Defence. Good luck.

After the defence

Immediately AFTER the examination you will receive the notification of your doctoral degree from the Dean of Studies.



Upon receipt of the notification, your academic degree is valid -
CONGRATULATIONS!



Go to the Dean's Office:

- Please collect your remaining documents from the Dean's Office.
(You will receive a notification by e-mail).



Academic ceremony - graduation

Graduation: If you would like to participate in the graduation ceremony, please register at least 4 weeks before the desired date defence (all dates can be found [HERE](#)).

Participation in the graduation ceremony is possible within one year (from the date of the defence)!

If you do not wish to participate the graduation ceremony, the certificate can be collected at the "Student Services" or can be sent to you on request.

