Important information for university assistants without doctorate and project assistants at Graz University of Technology

Welcome to Graz University of Technology! You have just signed your employment contract as a university assistant or project assistant. An important part of your work will be research. Your goal is to write a dissertation. To achieve this goal, please follow these five steps:

1. Curriculum for doctoral programme

Please read the curriculum for doctoral studies, which you can find at

<https://www.tugraz.at/en/studying-and-teaching/degree-and-certificate-programmes/doctoral-programmes/overview-doctoral-programmes/> .

The only difference between the two is the final PhD title (Dr. techn. or Dr. rer. nat.). Clarify with your PhD supervisor which title you should aim for and with which Doctoral School you will be associated. You can also find the statutes of your Doctoral School under the link above, please read them carefully.

1. Admission as a doctoral student

To enroll you need you need an informal confirmation of supervision with the name of the doctoral programme or Doctoral School. Please contact the study service immediately. You do not have to adhere to the usual enrolment times.
<https://www.tugraz.at/en/studying-and-teaching/degree-and-certificate-programmes/doctoral-programmes/overview-doctoral-programmes/#c32688>

1. Tuition fees

Doctoral students are exempt from tuition fees. Please remain validly enrolled to your doctoral programme throughout your employment.

<https://www.tugraz.at/en/studying-and-teaching/studying-at-tu-graz/financial-matters/tuition-fees-and-the-austrian-student-union-fee/#c34696>

1. Educational agreement

Please do not forget to conclude the educational agreement with your supervisor. The working title and description oft he dissertation project are recorded here and are published in the Doctoral Management.

<https://tu4u.tugraz.at/en/students/beginning-my-studies/doctoral-programmes-doctoral-schools/educational-agreement-in-tugrazonline/>

1. Annual Progress Report

Please submit an annual progress report. The purpose of the annual progress report and the supervisor’s statement is to illustrate and to help evaluate the progress in processing your assignment. The annual report is accessible to all members of the Doctoral School with teaching authorization.

https://tu4u.tugraz.at/en/students/beginning-my-studies/doctoral-programmes-doctoral-schools/annual-progress-report-on-tugrazonline/

We wish you much success!