**To Do List for the PhD Defence**

***(more detailed information and all forms are available* on [TU4U](https://tu4u.tugraz.at/en/students/organisation-and-administration/studienadministration-durch-dekanate/deans-office-of-the-faculty-of-computer-science-and-biomedical-engineering/doctoral-programmes/))**

**At least 8 weeks before the intended PhD defence date**

*Checking whether the educational agreement and the annual progress reports are confirmed in “my doctoral project”.*

**State your referees/examiners** (= form „[Proposed Examination Board Members](https://tu4u.tugraz.at/en/students/organisation-and-administration/studienadministration-durch-dekanate/deans-office-of-the-faculty-of-computer-science-and-biomedical-engineering/doctoral-programmes/" \l "c46688)“)

**Please make sure that the title of your PhD thesis is written correctly on the form! This title will be used in the online examination programme and will be displayed on your degree certificate.**

**List of publications** (short version without abstracts) **List of course examinations** (formless)

***An invitation e-mail will be sent to the referees/examiners by the Dean’s Office as soon as your choice of the referees/examiners is approved by the Dean of Studies and all deadlines are met. You will receive a copy of this e-mail.***

**The reviews of your examiners must be received by the dean's office by email ([deansoffice.csbme@tugraz.at](mailto:deansoffice.csbme@tugraz.at)) 2 weeks before the PhD defence date, otherwise the PhD defence cannot take place.**

**Next step: E-mail your PhD thesis to your referees**

*(Please send the* ***[data protection and non-disclosure agreement](https://tu4u.tugraz.at/en/students/finishing-my-studies/doctoral-theses/)*** *to your external referees, who are not employed at TU Graz.)*

***NEW!!!***

***PhD Thesis entry in TUG-online:***

***The PhD thesis is entered in TUG-online by the Dean's Office (according to the form “Proposed Examination Board Members”) and can only then be edited by you.***

**Coordinate your exam date with the referees/examiners and the responsible Dean of Studies** (the Dean of Studies is the head of your examination board).

**Book a room for the defence**

**Examinations via video conference**: You have to make sure yourself that the necessary equipment can be put into operation at the institute where the defence takes place.

More information on a PhD defence via Skype is provided [HERE](https://tu4u.tugraz.at/en/students/organisation-and-administration/studienadministration-durch-dekanate/deans-office-of-the-faculty-of-computer-science-and-biomedical-engineering/doctoral-programmes/" \l "c46689).

**Per webex:**

- The Dean's Office sends the date of the (online) examination including the link to the cloud area of the examination via electronic calendar entry (Outlook) - approx. 2 weeks before the examination - to the committee.

- The link to the cloud area for the presentation is also sent to the student.

- The public link

<https://tugraz.webex.com/tugraz/j.php?MTID=m8519d344ed8a6089b38983d9b43bbb2c> (valid until Nov 23) is used.

All deans of studies are co-hosts.

There is a breakout session for the examination board

**At least 4 weeks before the defence**

**Send date / time / place of the PhD defence to the Dean’s Office** (**[deansoffice.csbme@tugraz.at](mailto:deansoffice.csbme@tugraz.at)**). The date will be published on the faculty’s [homepage](https://www.tugraz.at/fakultaeten/infbio/news/doctoral-examinations/).

**Upload the final pdf-file and enter the abstracts of your PhD thesis in TUGRAZonline**. Send the link of the abstracts to the Dean’s Office(**[deansoffice.csbme@tugraz.at](mailto:deansoffice.csbme@tugraz.at)**).

***In case you are also a TU Graz employee please log into TUGRAZonline via your student account, not your employee account, because otherwise you cannot upload your pdf and enter the abstracts.***

***If you need technical support, please turn to TU Graz IT-Support.***

**At least 2 weeks before the defence**

**Submit 2 hardbound copies of your PhD thesis to the Dean’s Office** (incl. the [affirmation of the plagiarism check](https://tu4u.tugraz.at/en/students/organisation-and-administration/studienadministration-durch-dekanate/deans-office-of-the-faculty-of-computer-science-and-biomedical-engineering/doctoral-programmes/" \l "c46688) issued by your institute)[.**Fill out the UStat2 survey**](https://www.statistik.at/uhstat/uhstat2/#/questionnaire) and send it to **[deansoffice.csbme@tugraz.at](mailto:deansoffice.csbme@tugraz.at)** (or bring it to the Dean’s Office at the latest when picking up your degree documents).

**The reviews of your examiners must be received by the dean's office by email ([deansoffice.csbme@tugraz.at](mailto:deansoffice.csbme@tugraz.at)), otherwise the PhD defence cannot take place!**

**After the defence**

**Immediately after the examination, the Dean of Studies will give you your PhD degree documents.**

***Congratulations – your PhD degree is now officially valid!***

**Pick up your remaining degree documents at the Dean’s Office** (You will receive an e-mail when they are ready.)

**Graduation Ceremony**

If you wish to participate in the graduation ceremony register per [https://csbme.tugraz.at/go/promotion\_en](https://csbme.tugraz.at/go/promotion_en" \t "_blank) at least 4 weeks before the desired date. **([see our website for all dates](https://www.tugraz.at/fakultaeten/infbio/studies/doctorate-phd/promotion/)).**

**You can take part *within one year* after your PhD defence.**

If you do not want to take part in the ceremony your diploma will be sent to the Registration Office of TU Graz (Rechbauerstraße 12/I) and has to be picked up there by yourself or can also be posted to you if you wish so.

