

Graz University of Technology

Doctoral Programme

Guide

The content of this guide is based on the
**“Curriculum for the Doctoral Programme in Technical/Natural Sciences”
and the statutes of all Doctoral Schools**

adapted by the Studienvertretung Doktorat, PhD Union.

© Concept & Design:

GAM.Lab / Doctoral School of Architecture, TU Graz

This guide is for all PhD students at Graz University of Technology. Specific regulations for your Doctoral School can be found in the corresponding statutes (marked with 📄). The standard tool for managing the PhD process can be found in TUGRAZonline: “My Doctoral Project” (marked with 📧)

◆ Admission

Prerequisite for starting a PhD at Graz University of Technology is a relevant master’s degree (or equivalent) in the respective field from a university or another recognised post-secondary educational institution. For admission you need to find a supervisor who is willing to provide you with a supervision confirmation. For your enrollment as a doctoral student, you contact the Registrar's Office.

☑ Check list: Admission at Registrar's Office

- Supervision confirmation
- Master’s degree certificate (or equivalent)
- Official identity document with photograph

◆ Supervision

After admission to the doctoral programme, you and your supervisor define a topic for your doctoral project and conclude an educational agreement. The necessary forms must be submitted electronically via TUGRAZonline (“My Doctoral Project” 📧) within the first 6 months of your studies.

☑ Check list: Educational Agreement

- Preliminary title of thesis and short description (abstract)
- Approval of proposed doctoral project by supervisor and Dean of Studies

The supervisor – as an expert in your field – is your professional guide, your first response, your role model during the whole period of your PhD, who enables you to become a self-organized researcher. You are expected to show your own engagement and initiative and be self-organized during your PhD.

◆ Mentoring (optional)

The mentor is a guide through your PhD project, complementing the supervisor. You are encouraged to meet the mentor regularly to discuss everything helpful to develop skills and make the best of your education as a PhD student. For details about how to get a mentor see 📄 or ask the coordination team of your doctoral school.

☑ **Check list: Mentoring (optional)**

- Find a mentor by yourself or via your Doc School
- Report name of mentor to Doc School by declaring your mentor in the Doctoral management tool (“My Doctoral Project” 📁)
- Optional: Sign confidentiality agreement (you and mentor)
- Meet your mentor regularly throughout your studies

◆ **Instructional Classes**

During the doctoral programme you need to complete instructional classes for at least 14 semester hours. These consist of courses on subject specifics, soft skills, scientific methods and communication, as well as a privatissimum.

If your master's degree is from outside the field of your PhD, the Dean of Studies may require more than the 14 semester hours. Usually, at the beginning of your studies you select appropriate courses together with your supervisor and submit the selection to the Dean of Studies. For details about what and how to choose see 📄.

◆ **Yearly Reflection and Progress Report**

You are obliged to submit yearly reflection and progress reports via the doctoral management tool 📁 in TUGRAZonline at the end of each year of your studies.


These reports stimulate you to reflect on your progress so far and allows you to plan your next steps in the forthcoming year – use this chance! The yearly report also serves as a good starting point for the annual employee appraisal and your meetings with your mentor.

◆ **Get Involved in your Doctoral School and Scientific/Arts Community**


TUGraz activities in PhD education are structured in different Doc Schools. Your Doc School is the home of all PhD students and senior scientists of your field at TU Graz. Members of the Doc School are your first collaboration partners and colleagues to learn from and discuss problems with. You will also present your PhD proposal and research results to them, in meetings of all the Doc School members (“Doc Days”) or in the Doctoral Seminar. A minimum of two presentations to the Doc School – one at the beginning and one at the end of your studies – is compulsory. For details see 📄.

It is essential for your PhD to use the knowledge and expertise of your Doc School, your research group and the whole scientific/ arts community and to combine it with your own ideas to realize your research and contribute back to the community. Another important part of your studies is to disseminate your research results in scientific publications, present them at conferences/exhibitions and build an international scientific network.

◆ Finishing Up

At the end of your studies, you write a doctoral thesis. It documents your ability to master new scientific problems independently. The thesis is to be bound and designed in compliance with the layout rules of Graz University of Technology and should have a formal structure. Most doctoral schools also allow for a paper-based (cumulative) dissertation. The phases described below represent the general procedure at TU Graz. Detailed information can be found in  and via your Dean's office.

◆ Pre-submission Phase (~ 2 months before submission)

Together with your supervisor you suggest reviewers for your thesis to the head of your Doc School. Please bear in mind that not all the reviewers should work at the same institution (details in ). Then the preliminary version of your thesis is sent out to the reviewers selected by the Doc School Coordination Team for inspection before finishing up.

Check list: Pre-submission of Doctoral Thesis

- Pre-selection of reviewers
- List of your publications from the doctoral project
- Title and preliminary version of your thesis


◆ Submission of your Thesis (~ 2 months before exam)

At this stage, the instructional classes must be completed. The submitted thesis is your final version, which cannot be changed afterwards.

Check list: Submission of Doctoral Thesis

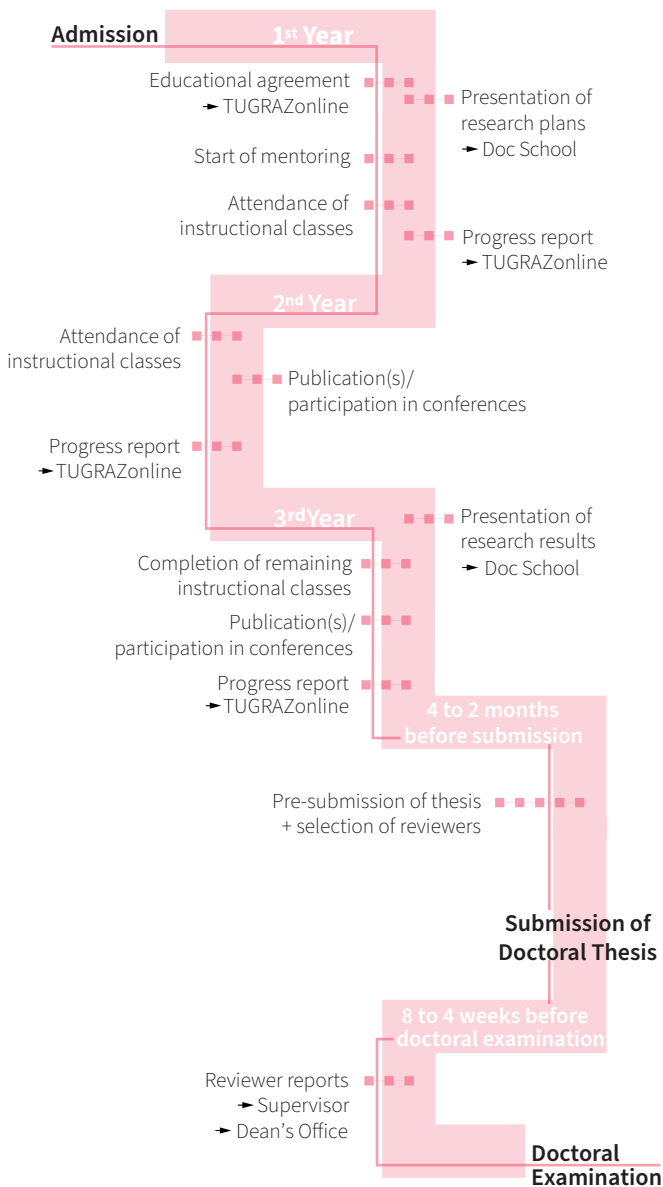
- All marks for instructional classes registered in TUGRAZonline
- Thesis (incl. abstract) is entered in TUGRAZonline
- Additional documents (USTAT, plagiarism check, etc.) required by Dean's office are provided

◆ Assessment and Doctoral Examination (Defense)



The reviewers provide a written assessment of the thesis. The doctoral examination is your final exam in the doctoral programme. You start by giving a 30 minutes presentation of your research results. Afterwards, you are orally examined by the examination committee and defend your thesis. Details in .

◆ Period of Study

The minimum duration of the PhD studies is six semesters (3 years). In this time, you should perform all the research, write your doctoral thesis and complete the instructional classes of the PhD studies. The Dean of Studies in charge may allow a shorter period of studies.



◆ Links

- ◆ The doctoral management tool  where you will have to upload all relevant documents can be found when signing in to **online.tugraz.at** with your student profile and go to "My Doctoral Project" 
- ◆ **Additional information and documents relevant for your studies** (e.g. "Curriculum for the Doctoral Programme in Technical/Natural Sciences" and statutes) can be downloaded from **<https://www.tugraz.at/go/doctoral-programmes>**
- ◆ The Dean's office of your Doctoral School possibly also has a separate website for PhDs in TU4U
- ◆ The **PhD Union** is a broad platform that provides additional support and encourages interdisciplinary cooperation, see: **<https://doktorat.htugraz.at>**
- ◆ As PhD students you can also make use of the ombudsperson for all students | **ombudsstelle@tugraz.at**
- ◆ If you are employed by TU Graz, the workers' council (BRWiss) can help you with all questions regarding your employment | **brwiss@tugraz.at**

◆ Contact

◆ Admission

Registrar's Office, Rechbauerstrasse 12/1st floor |
study@tugraz.at | Tel. +43 (316) 873 6149

◆ Dean of Studies

See the public website of your doctoral school

◆ PhD Union

doktorat@htugraz.at

◆ Your Doc School speaker

See the public website of your doctoral school

