

PhD at TU Graz: DocSchool

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Representatives of the Doctoral School of Physics

20. January 2025

What are you gonna hear:

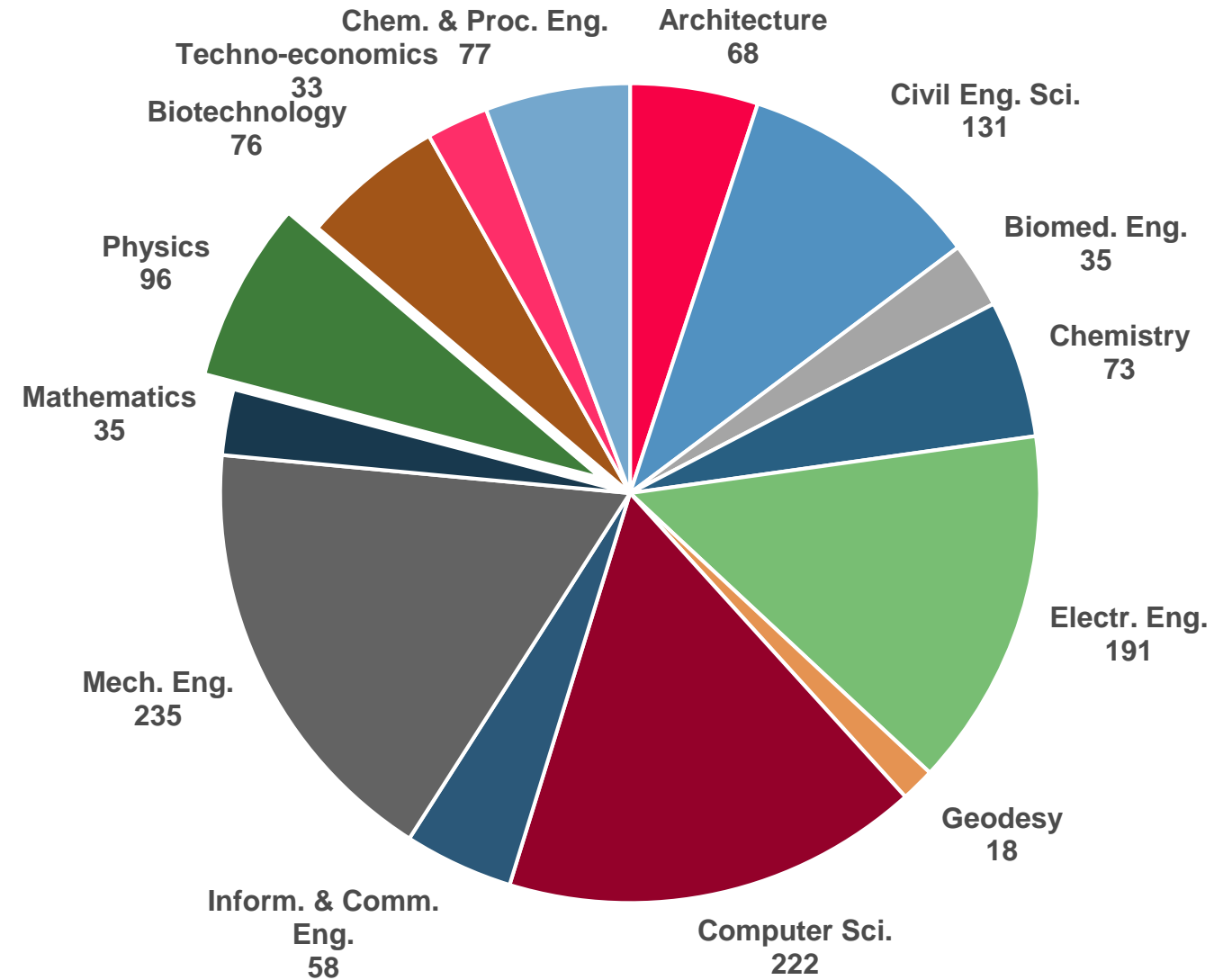
- PhD at TU Graz
- Curriculum & Statutes
- Timeline of your PhD

- Tips & Tricks
- What makes a good PhD journey
- Questions, discussion

Please ask questions right away!

PhD students at TU Graz

- ~1300 PhD students
- 14 DocSchools
- 2 Curricula
 - Natural sciences
 - Technical sciences
- 3 contract forms
 - University Project Assistant
 - University Assistant
 - No university contract
- Average duration: 3-5 years



Data from 2024

University Law

Statutes of TU Graz

Curriculum (**Dr. techn.** or **Dr. rer. nat.**)

DocSchool Statutes

Architecture

Biomed. Eng.

Chem. & Proc. Eng.

Chemistry

Civil Eng.

Computer Sci.

Electrical Eng.

Geodesy

Info. Comm. Eng.

Mathematics

Mechanical Eng.

Biotechnology

Physics

Techno-economics

Where to get information?

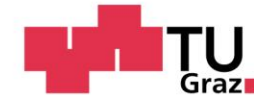
- **DSP part of TU website:** <https://www.tugraz.at/studium/studienangebot/doktoratsstudien/doctoral-school-physik>
 - Curriculum, Statutes, contacts (or Google: doctoral school physics tu graz)
Maintained by: communications
- **TU4U:** <http://dtp.tugraz.at/regulations.html>
 - Curriculum, Statutes, basically every other form (also see Timeline part of this presentation)
Maintained by: Dean's office!
- **Faculty website:** <https://mpuq.tugraz.at>
 - Contacts
Maintained by: Dean's office
- **DSP website:** <https://dsp.tugraz.at>
 - News, less official forms, latest changes in regulations
Maintained by: Coordination Team
- **The DSP coordination team**

Hard Facts: Curriculum & Statutes

Curriculum (new in 2024)

- University wide
- Valid for all PhD students
- Contains:
 - Admission, curricular workload, and period of study
 - Doctoral Schools
 - Rights and Duties of Supervisors and Students
 - PhD Thesis regulations
 - Instructional Classes
 - Thesis Defence
 - Overall Assessment

Graz University of Technology



Curriculum of the
Doctoral Programme in Technical Sciences

Curriculum version of 2024

The changes to this curriculum for the Doctoral Programme in Technical Sciences were approved by the Curricular Committee for Doctoral and Postgraduate Programmes at the meeting of 10 June 2024.

The Senate of Graz University of Technology issues the Doctoral Programme in Technical Sciences on the basis of the Universities Act 2002 (UG), originally published in the Austrian Federal Law Gazette (BGBl.) No. 120/2002 and applicable as amended, and the Excerpt of Statutes: Legal Regulations for Academic Affairs of Graz University of Technology.

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

Curriculum 2024 // Instructional classes

- 21 ECTS in total
 - 9-12 ECTS Subject specific courses
 - 4-7 ECTS Scientific Methods and Communication
 - 2 ECTS Scientific Methods + attending Colloquia
 - 2 ECTS Doctoral Seminar = attend DocDay + present 2x
 - 0-3 ECTS Soft-Skill courses (right now: only LV allowed!)
 - 2 ECTS Privatissimum

930.001	Fundamental and Applied Research: Third-Party Funding, Grant Proposal Collaboration, Resources and Impact
930.002	Inventions, Patents, and Technology Exploitation
940.085/086	Scientific Writing Skills for Master and PhD students
940.090/091	Scientific Presentation Skills for Master and PhD students
940.900	Writing Competence – A Success Factor
940.930	Finding Scientific Literature and Publishing your Texts
940.940	Successful Teamwork in Projects
940.941	Conflict Management
940.942/943	Communication Styles, Discussion Techniques and Rhetorics
940.950	Leadership
940.960	Diversity Management
940.965	Intercultural Social Competence for Work and Life
940.980	Self-Organization, Time Management and Working Techniques

Markus Aichhorn, Robin Steentjes
January 20, 2025

Fakultät für Mathematik, Physik und Geodäsie
Tel. 0316/873 8112, Fax 0316/873 8113
www.mpuug.tugraz.at/dekanat physik.mpuug@tugraz.at



An das / To Dekanat der Fakultät für Mathematik, Physik und Geodäsie
Studienrichtung Physik / Study Programme Physics

Meldung fachspezifische Basisfächer* für das Studienjahr /
Report subject specific basic courses* for the academic year:

*8 Semesterstunden (SSt) sind verpflichtend / 8 semester course hours (SSt) are obligatory

FAMILIENNAME, Vorname(n) / Surname, given name	
Matrikel-Nr. / Registration number	Studienkennzahl / Study Code
Beginn Doktoratsstudium / Beginning Doctoral Programme	

Aktuelles Studienjahr / Current academic year:

LV-Nr. / Course no	LV-Titel / Course title	SSt	LV-Typ / Course type	Studienplanzuordnung / Curriculum version

Vergangene Studienjahre / Past academic years:

LV-Nr. / Course no	LV-Titel / Course title	SSt	LV-Typ / Course type	Studienplanzuordnung / Curriculum version
		8,00		

Unterschriften / Signatures

Datum / Date

DoktorandIn /
Doctoral Student
BetreuerIn /
Supervisor

Wird vom Dekanat eingeholt / To be collected by the Dean's Office
StudiendekanIn /
Dean of Studies

*) Gesetzliche Grundlage / Legal basis
Curriculum für das Doktoratsstudium der Technischen Wissenschaften / Naturwissenschaften und Statuten der Doctoral School Physik /
Curriculum for the Doctoral Programme in Technical / Natural Sciences and Statutes of the Doctoral School of Physics.

Curriculum 2024 // Thesis & Examination

- You will have to write a thesis
 - At least 1 external examiner
 - (= outside of TU Graz, but stricter rules in Statutes!)
 - ‘Normal’ thesis, or ‘cumulative’ thesis
 - (= collection of **multiple** publications with added chapters for context)
 - Will be published (by TU) by default. Exceptions are possible (but sometimes complicated)
-
- The PhD defense consists of
 - a presentation by the student plus public discussion
 - an oral examination by the examiners

DocSchool // Organisation

Coordination Team:

Head:	Markus Aichhorn
Deputy head:	Peter Hadley
Student representatives:	Elena Unterleutner
	Robbin Steentjes
	Lukas Fürst
	Robert Schwarzl

Next election of student representatives: 2026

If you are interested: Get in touch with the student representatives!

Statutes (to be updated 2025)

- Valid for DSP students only
- Contains more specific rules for:
 - Its own organisation structure
 - Member institutes
 - Publication requirements
 - Examiner requirements
 - Curricular workload
 - Mentoring
 - Doctoral exam

Statutes of the Doctoral School of Physics

The curriculum for the Doctoral Programme in Engineering Sciences at Graz University of Technology and the curriculum for the Doctoral Programme in Natural Sciences shall apply in their currently valid version.

Governing Body Responsible for Study Regulations

The governing body responsible for study regulations at the Doctoral School of Physics is the Dean of Studies responsible for the bachelor's and master's degree programmes in Technical Physics.

Objective of the Doctoral Programme

Beyond pre-professional education and training, the objective of the Doctoral Programmes in Engineering Sciences or Natural Sciences at Graz University of Technology is for students to acquire the ability to undertake consolidated, independent scientific work in the field of physics.

Academic Degree

Mentoring

All the students have the right to have a mentor
A mentor is not your daily supervisor

New curriculum:
Encourages everybody to get a mentor. Measures to enhance this are discussed.

If you want a mentor: Get in touch with the coordination team

Data Management Plan

- Rules from the faculty
- All PhD students should have a DMP
- ``All data (and code) that is needed to reproduce results published in the thesis needs to be available for at least 10 years after publication.``
- FAIR principles
 - Findable, Accessible, Interoperable, Reusable
- There are courses available to help you
- Useful for others AND for yourself



TU Graz RDM Policy:

**Faculty-specific Implementation Strategy
Mathematics, Physics and Geodesy**

v1.2 (20.5.2022)

If you are not convinced that this is necessary, here is a 5 minute video worth watching:

<https://www.youtube.com/watch?v=N2zK3sAtr-4>

Travel funds

- UA: 1500 EUR/yr (University)
- Everybody: 1200 EUR in total (DocSchool) (get in touch with aichhorn@tugraz.at)
- Many other scholarships (National, EU, Private, event-specific)

Travel reporting tips:

- Apply before you go
- Save every invoice, bill, email...
- Report as soon as possible

DocDays

Twice a year, joint with DocSchool@UniGraz:

Last week of February: two-days event 26. and 27. 2. 2025

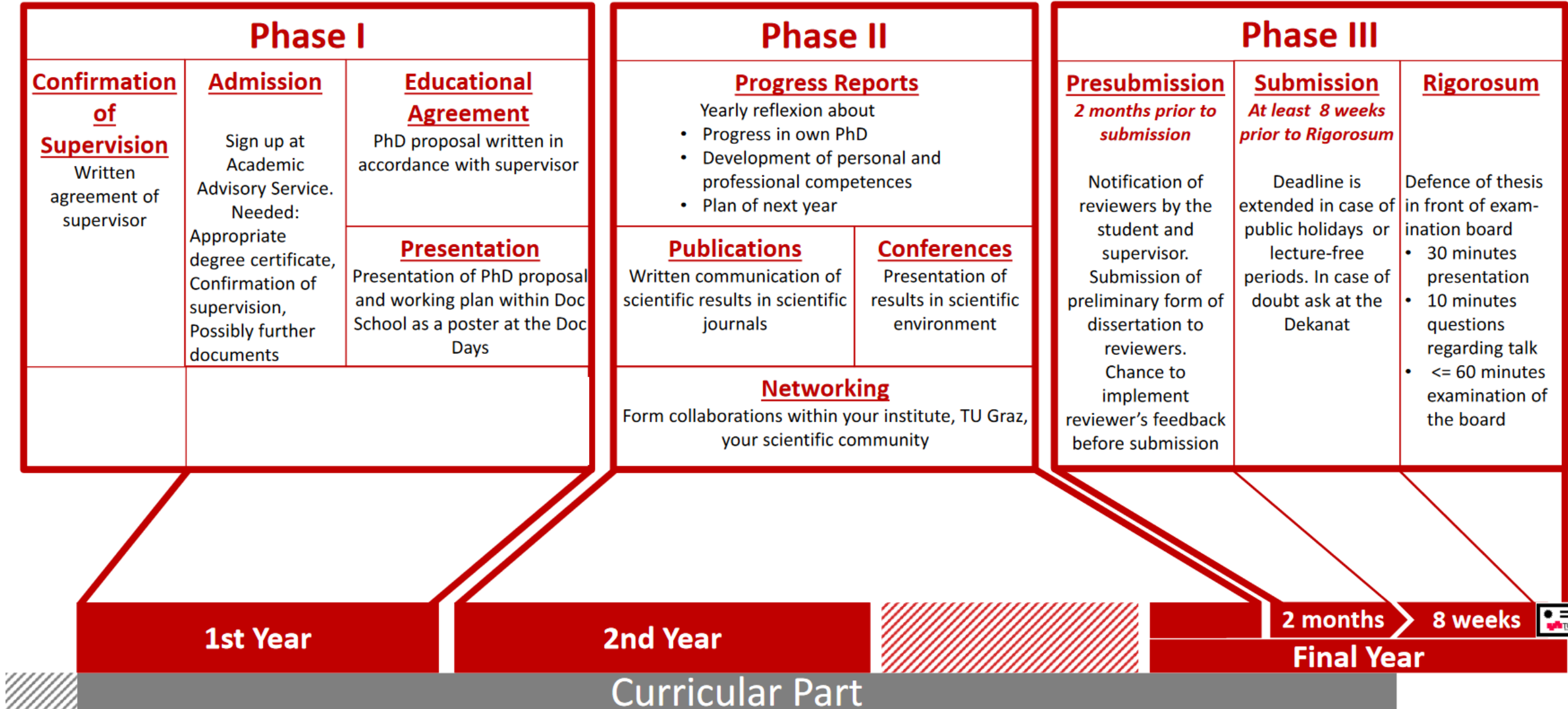
Last week of September: Retreat-style event with student organisers.

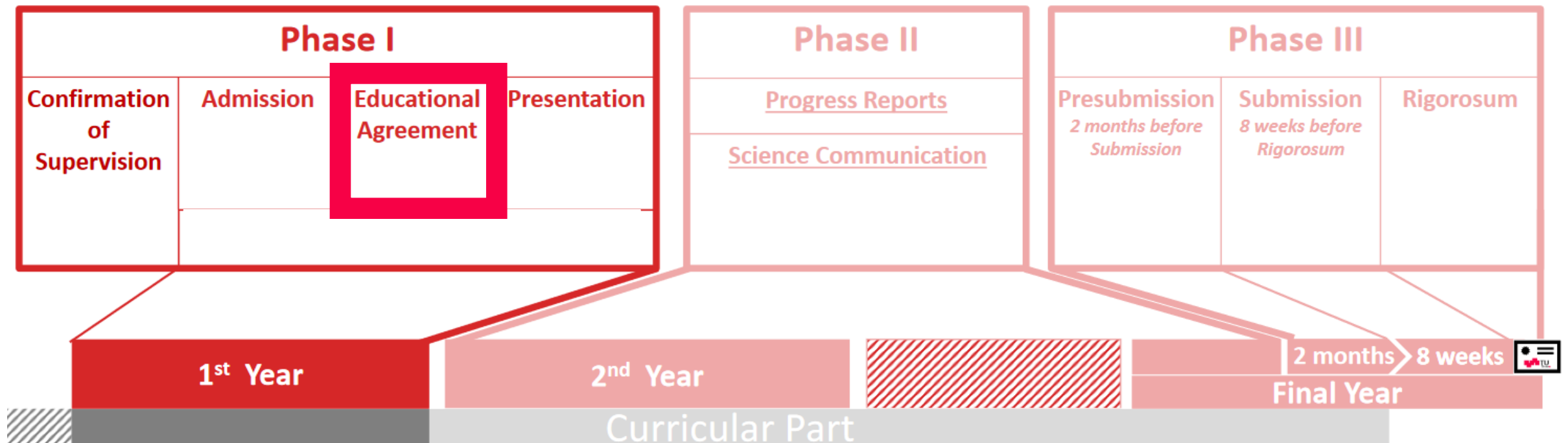
Two participations necessary:

- In the first year: Presentation of the PhD topic
- Last year: Oral presentation about the results

Everybody is encouraged to participate at all DocDays!


Timeline of your PhD








Timeline of your PhD


Favourites



My Degree Programme



My Courses



My Exam Dates



Calendar


My bookmarked courses


TeachCenter



Transcripts




SBOX Webmail


















My Doctoral Project

Show only Favourites ^

All applications ▾

 Filter by application title...

  Recommendation ▾

 My Degree Programme	 My Courses	 My bookmarked courses	 My Exam Dates
 My Achievements	 Recognitions / Achievement supplements	 My Theses	 My Doctoral Project
 Registration Documents	 Transcripts	 Student Files	 Tuition Fees
 Current/Home Address	 My Applications	 Calendar	 Evaluations


TUGRAZ online

Doctoral Theses



My ProjectAll studentsNewsfeedTasks

EN

Details




Dipl.-Ing.
Steentjes Robbin
-
Matr.Num.: 11829409

 robbin.steentjes@tugraz.at 

Registration status: progress valid
Supervisor: [Zojer Egbert](#)

Mentors:


 Add mentor

Phase overview

Welcome to the doctoral studies portal! You can organise all matters related to your doctoral studies here.


Phase 1 - Educational agreement

After submitting your educational agreement, you can start working on your doctoral thesis. Once the educational agreement has been accepted, you can upload progress reports.

 Educational agreement
Doctoral research proposal confirmed


Phase 2 - Progress reports

A progress report is to be delivered every year. The goal for the PhD student is to reflect on their own work as well as new skills and knowledge they acquired. By writing the reports, the student should deal with the question of how well and how far the work on the thesis has progressed each year. This makes it possible to identify any problems and counteract early enough. After submission, the progress report can be viewed by the student's supervisor as well as the members of their doctoral school with a teaching qualification.


 Complete progress report


Phase 3 - Submission and assessment


At least two months before submitting the doctoral thesis, the student has to determine the desired submission date. In the course of this process, the student can propose assessors for the assessment of the thesis as well as the oral examination.


 Please contact the Dean's Office prior to starting the pre-assessment process.


Current task:


 Complete progress report

 complete S1

 Student Dossier

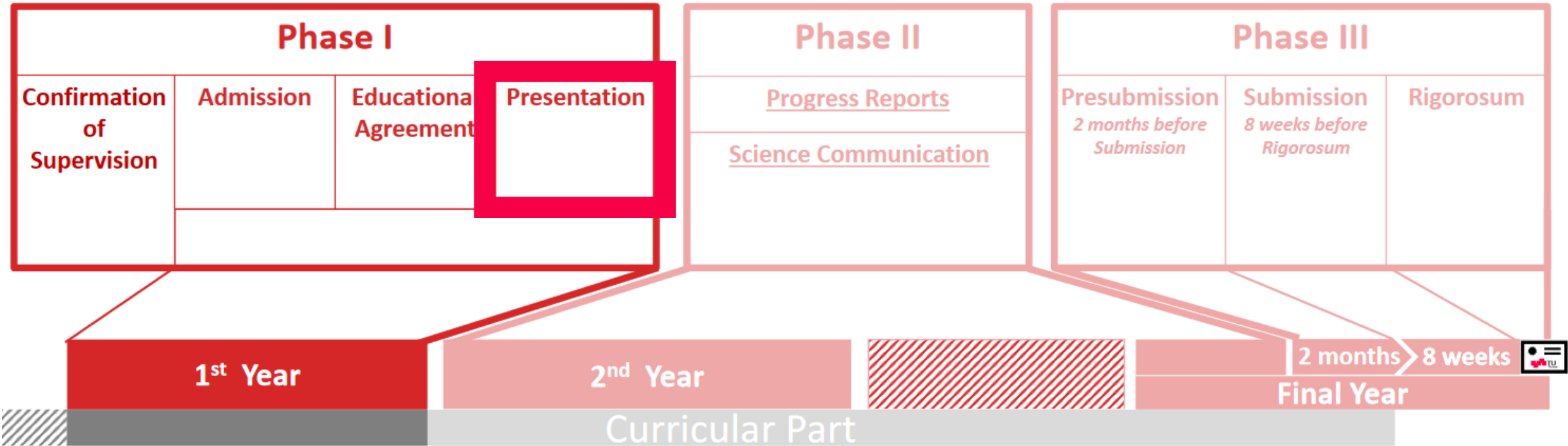
 Academic progress

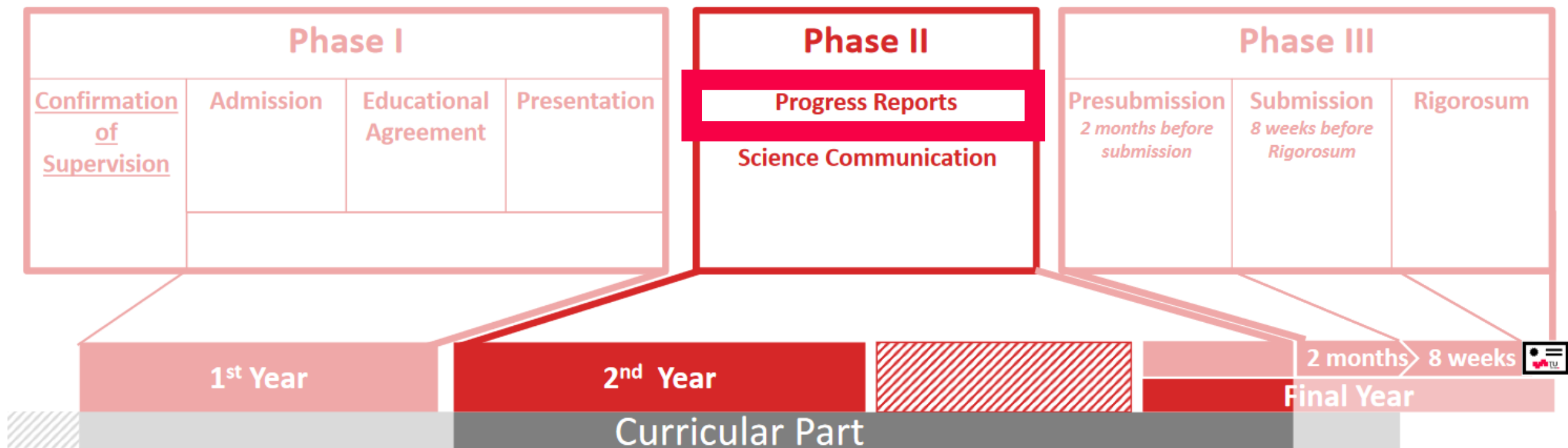
 Go to phase overview

 Other doctoral students

You can find more information about your studies here:

Next DocDay:
26. and 27.2.2025
talks from nearly finished students
posters from beginning students






Details



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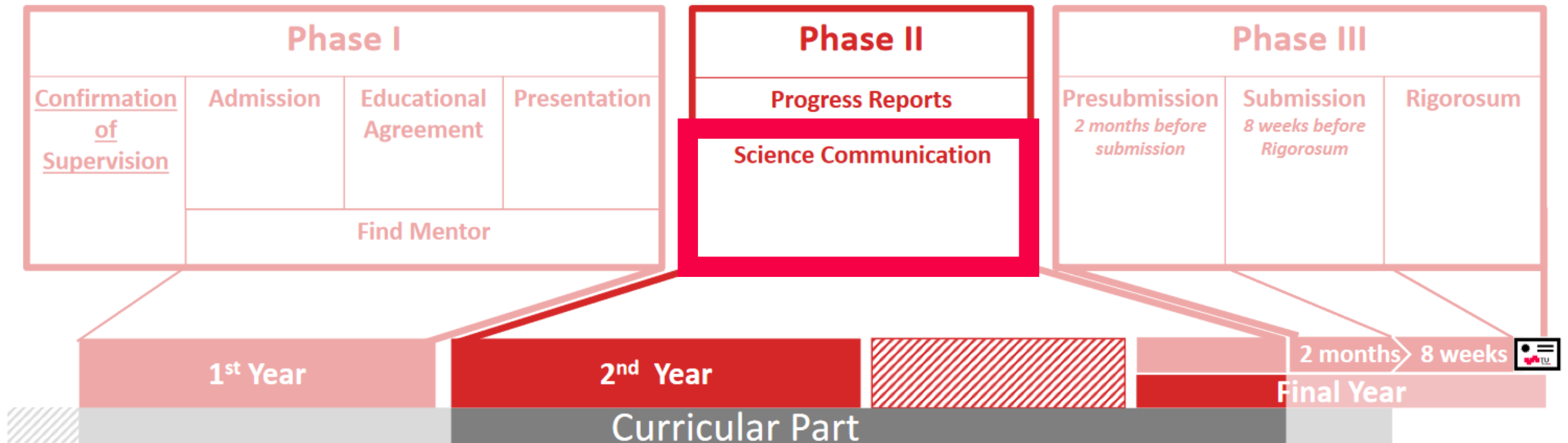
 Student Dossier

 Academic progress

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 Other doctoral students

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Timeline of your PhD

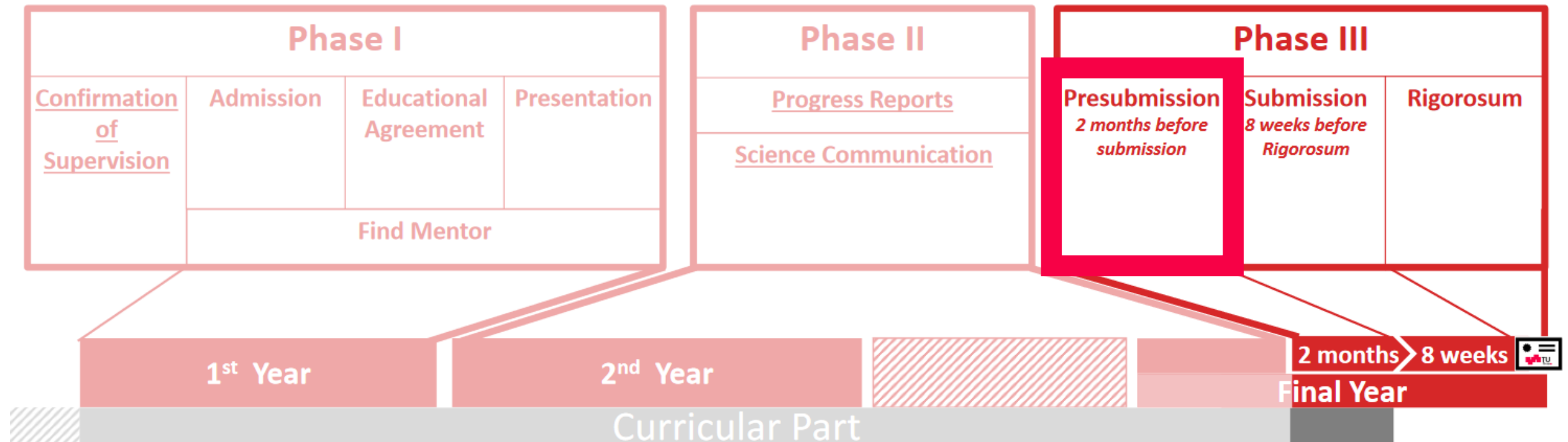
Faculty of Mathematics, Physics and Geodesy
www.mpug.tugraz.at/dekanat/dekanat
Phone: 0316/873 8112, 0316/873 4457

E-Mail: physik.mpug@tugraz.at

Forms can be found in [TU4U](#)

4 months before thesis defence

<input type="checkbox"/>	Introduction pre-assessment: The completed and signed form for the pre-assessment of the reviewers of the PhD thesis must be scanned and sent, including the required documents, to the Head of the Doctoral School of Physics (cc physik.mpug@tugraz.at)	Pre Assessment
<input type="checkbox"/>	After approval by the Head of the Doctoral School of Physics and the Dean of Studies the reviewers are to be provided with a preliminary version of the PhD thesis	
<input type="checkbox"/>	It has to be clarified whether the reviewers accept a PDF file of the thesis, or if they need a bound version. – if yes, the student has to send it to the reviewers.	



2 months before thesis defence:

→ Submit the following documents to physik.mpug@tugraz.at

When all documents are complete, the Dean's Office will inform you that a date for the thesis defence can be arranged with the examination board.
(approx. 8 weeks before the planned thesis defence).

The digital version of the thesis will be sent to the reviewers by the Dean's Office. The date for the thesis defence can only be fixed if the reviews have been received on time.
(approx. 3 weeks before the planned thesis defence).

<input type="checkbox"/>	Grades of the required courses according to the curricular part (6 SS) and the subject specific basic courses (8 SS) have to be completed	Report subject specific basic courses
<input type="checkbox"/>	The title page of your PhD thesis must be sent by e-mail tot he Dean of Studies for approval (cc physik.mpug@tugraz.at)	Theses – Templates for title page and declaration of academic honesty
<input type="checkbox"/>	Upload your thesis in TUGRAZonline	TUGRAZonline → business card → "thesis"
<input type="checkbox"/>	If required: Filling in the "embargo" (restriction of use) of the PhD thesis and send the request to physik.mpug@tugraz.at for the approval of the Dean of Studies	Instructions for submitting a thesis in TUGRAZonline
<input type="checkbox"/>	Confirmation of the plagiarism check	verification of the plagiarism check
<input type="checkbox"/>	Confirmation of the filled out questionnaire	Statistic Austria
<input type="checkbox"/>	To fill out if you want to participate in the graduation ceremony	Dates for the graduation ceremony
<input type="checkbox"/>	Participation at graduation ceremony	40 €
<input type="checkbox"/>	Diploma roll without ceremony	10 €
<input type="checkbox"/>	Final documents without diploma roll	0 €
<input type="checkbox"/>	If desired: Tie or scarf	25 €

confirmation of payment or copy of bank transfer
IBAN: AT96 1200 0516 5610 1801, BIC: BKAUATWW
Receiver: TU Graz, usage: URKUNDENROLLE

An appointment to pick up the documents must be made with the Dean's Office or an address for mailing via RSA letter must be communicated

confirmation of payment or copy of bank transfer
IBAN: AT20 2081 5002 0072 0324, BIC: STSPAT2G
Receiver: alumniTUGraz1887
(or to buy it directly at alumniTUGraz 1887, Petersgasse 10, 8010 Graz)

IMPORTANT: Please take note about the [time schedule of the examination before the committee](#)

Phase III

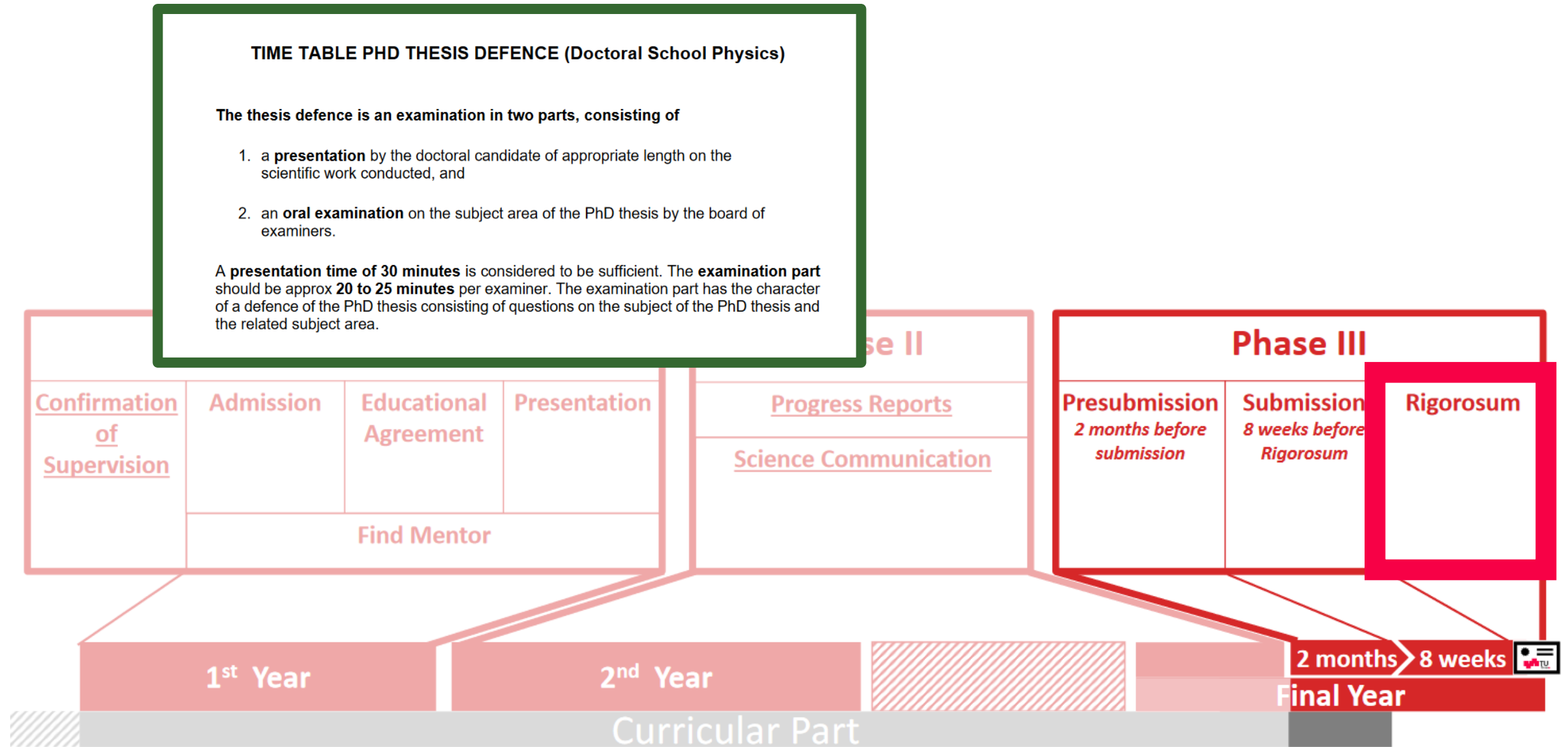
Presubmission
2 months before
submission

Submission
8 weeks before
Rigorosum

Rigorosum

2 months > 8 weeks

Final Year



Tips and tricks

Student

- Student discounts
- Student events
- Student help & organisations
- Free courses
- University Sports (KFU)
 - <https://sportinstitut.uni-graz.at/de/>

Employees:

- TU Graz bicycle, discounted public transport tickets & more
- Gebäude und Technik: Equipment
- Works council (BRwiss) discounts and benefits



TU Graz infrastructure

- PhiLab, FabLab
- 3D printing, laser cutting
- Carsharing
- Copyshop
- In-house training
 - Leadership
 - Teaching
 - First-aid
 - Scientific skills



Tips for a good PhD journey (from a supervisor...)

Research and science is a collaborative effort

Individual researcher in a (smaller or bigger) research group

Be initiative! There should be give and take

Make the PhD project yours!

Build up a network, be it inside or outside academia.

Take care of yourself and your environment!

Take care of yourself!

Being and staying healthy is very important

Physical: Sport courses at USI Graz, take care to get time off.

Mental health: Difficult to spot and to accept
Look after each other

Harassments: It is NOT okay!
It is NOT normal!
It does NOT happen to everybody!
You are NOT alone!

Measures:

Ombudsstelle for students, Mentor, AKG, Betriebsrat

Coaching for TU Graz staff, psychosoziale Beratung der HTU

Barrierefreies Studieren und Arbeiten, Arbeiterkammer

Get in Touch!

- Doctoral School of Physics
 - Contacts: aichhorn@tugraz.at
elena.unterleutner@tugraz.at
- PhD Union
 - Contact: doktorat@htugraz.at
 - Social & career activities
 - Help with issues
 - Wants to make your life as PhD better
- Dean's office
 - Contact: physik.mpug@tugraz.at



Questions

Statutes // Publication requirements

Requirements:

- At least 1 publication on the subject of the thesis in an internationally refereed scientific journal.
- If no such publication exists, three reviewers for the thesis are needed.
 - This rarely happens. Contact us asap if you plan to finish the doctorate this way.
- Preferably, 1 first-author publication (but this is no hard rule)

NATURE | NEWS

Physics paper sets record with more than 5,000 authors

Detector teams at the Large Hadron Collider collaborated for a more precise estimate of the size of the Higgs boson.

[Davide Castelvecchi](#)

15 May 2015

Statutes // Cumulative dissertation

Requirements:

- Current: **multiple** publications
- New statutes: ~ 3 publications with significant author share
(to be discussed and specified)

If you want to do that, get in touch with the Dean of studies well ahead of submitting the thesis.

Some external referees will not accept cumulative dissertations (anglosaxonian,...), others expect them (scandinavian,...). Consider that!

Statutes // External examiners

Must have a position at the home institution that allows to supervise PhD students.

Examiner is suggested by the candidate (and the supervisor), and appointed officially by the coordination team.

Examiner should join the exam onsite. Hybrid solution is also possible.

Representative bodies

Doctoral School of Physics

Elections for Student Representative!

- during/around next DocDay
- Call for candidates! (send an email to Markus, Robert, or me)
- help shape the DocSchool
- grow your network
- gain experience in (academic) management