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*The only legally binding version of the directives and regulations of the Technische Universität Wien is the German version published in the University Gazette of TU Wien. The English version provided here is intended as a service (guide) for our international staff members and doesn't replace the German version.*

**Directive of the Vice Rector for Academic Affairs concerning the electronic submission requirement for theses (doctoral theses, diploma theses, master's theses) at TU Wien**  
(online 14.10.2015)

On the basis of § 19 para. 2 subpara. 1 of the Universities Act 2002 – UG (Federal Law Gazette I No. 120 as applicable) in connection with § 1 of the provisions of the Chapter Study Law of the TU Wien Statute and § 86 UG, the Vice Rector for Academic Affairs provides as follows:

**Preamble**

The directive complements the regulation concerning the submission of academic work according to §§ 22 and 23 of the provisions of the Chapter Study Law of the TU Wien Statute (in the version of the Senate decision dated 27 June 2011) and § 86 of the Universities Act 2002 – UG (Federal Law Gazette I No. 120 as applicable) concerning the publication requirement of diploma or master's theses and doctoral theses.

**§ 1**

**Submission of and submission requirement for theses in printed and electronic form**

All theses (doctoral theses, diploma theses, master's theses) must be submitted in printed form to the governing body responsible for study law for evaluation (§22 para. 5 and § 23 para. 7 of the provisions of the Chapter Study Law of the TU Wien Statute) and must also be submitted to TU Wien in electronic form for publication purposes.

**§ 2**

**Administrative handling**

(1) The student must submit a PDF file of the electronic version of the academic work to the supervisor before it is assessed. The electronic thesis is uploaded by the supervisor via the TISS information system. When the grade of the thesis is communicated to the department of administration of studies and records, the electronic version is automatically transferred to the University Library via TISS.

(2) When creating the PDF file, it must be ensured that all fonts used are embedded in the document and that the usability is not restricted (e.g. password protection). The PDF file must be submitted in the standard formats PDF/A or PDF as of version 1.4.

(3) In the case of annexes which cannot be converted into PDF files and in the case of documents which exceed the size of 50 MB in the PDF format, the University Library of TU Wien provides support.

**§ 3**  
**Declaration of consent**

(1) If the student makes a declaration of consent, the thesis is made publicly available on the thesis server or the University Library. This declaration of consent can be revoked at any time.

(2) If the academic work is blocked (§ 86 para. 2 UG), the electronic version cannot be publicly accessed either. The declaration of consent or a disclaimer of the consent to publication can also be given electronically via TISS.

**§ 4**  
**Entry into force**

This directive enters into force on 1 September 2013 after its publication in the University Gazette of TU Wien.

O.Univ.Prof. Dr. Adalbert Prechtl  
Vice Rector for Academic Affairs

Note: Only the German directive in the University Gazette of TU Wien is legally binding.

Übermittelt vom Rektorat am 6.2.2015