

## Information sheet regarding the supervision and assessment of dissertations as well as the assessment within doctoral programmes

### Supervisors

The student shall be supervised by a person suited for advising in the specific field of research.

According to §23 para. 3 of the Provisions of the Chapter Study Law of the TU Wien Statute the following persons are entitled to supervise and/or assess doctoral theses in the subject in which they have a *venia docendi*: university professors, associate professors, professors emeriti, retired university professors as well as private teachers. If possible, the student is entitled to select a supervisor.

§23 para. 4 of the Provisions of the Chapter Study Law of the TU Wien Statute stipulates that the body responsible for study matters is also entitled to entrust persons with a *venia docendi* of an accredited Austrian or foreign university or members of an external research institution with the supervision and the assessment of doctoral theses if their qualifications are equivalent to a *venia docendi* according to para. 4 above. The body responsible for study matters is also entitled to entrust honorary professors according to the "Honours" part of the statute with their respective subject with an honorary *venia docendi*.

### Assessment of dissertations

The completed doctoral thesis shall be submitted for assessment to the body responsible for study matters (§23 para. 6 of the Provisions of the Chapter Study Law of the TU Wien Statute). The body responsible for study matters must, pursuant to para. 3 and/or 4, submit the thesis to **at least two people who are not supervisors** and who must assess the dissertation within **no more than four months** by **issuing an expert opinion and awarding a grade**. If possible, at least one of these persons should be from Technische Universität Wien and at least one of these persons should be from another faculty or university or an external research institution. For interdisciplinary doctoral theses, the assessors should represent all involved disciplines.

According to the 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 (§ 2 para. 1) the student must submit a PDF file of the electronic version of the academic work to the supervisor before it is assessed.

If only two persons are entrusted with the assessment of the doctoral thesis and if one of the two assessments is negative, the body responsible for study matters shall appoint another person from the

group of people stated in para. 3 and 4 of the Provisions of the Chapter Study Law of the TU Wien. This person shall assess the doctoral thesis within a period of two months.

If the assessors cannot come to a decision concerning the grade of the doctoral thesis, the arithmetic mean of the proposed assessments shall be calculated and the result shall be rounded to a whole number; a result which is larger than .5 shall be rounded up (§23 para. 8 of the Provisions of the Chapter Study Law of the TU Wien Statute). A certificate needs to be issued for the dissertation.

The **supervisor** has to submit an **expert opinion without grade**.

By request of the supervisor he/she may submit – in addition to the assessments by the assessors - an expert opinion with a grade which will be taken into account in the assessment of the dissertation. The deadline for the submission of the expert opinion without a grade as well as for the possible expert opinion with a grade is stipulated in §23 para. 6 of the Provisions of the Chapter Study Law of the TU Wien Statute. The supervisor has to inform the Dean of Academic Affairs if he/she intends to draw up an expert opinion with a grade. A faculty may decide on a different regulation.

### The doctoral examination

The requirements for the admission to the doctoral examination are: a) the positive completion of the examinations of all courses required for the admission to the doctoral (PhD) programme; b) the completion of the curricular part c) the positive assessment of the doctoral thesis (§ 6 para.1 of the curriculum).

The doctoral examination (defence of the doctoral thesis) is a public general examination before a committee. The defence of the doctoral thesis comprises a scientific presentation by the candidate on the contents and results of the doctoral thesis as well as a discussion and questioning on the contents and results of the doctoral thesis and the thematically related scientific environment (§ 6 para.2 of the curriculum).

According to § 6 para.3 of the curriculum, the **examining committee** of the doctoral examination consists of **three to five members** who are chosen according to §13, para. 2 and 3 of the provisions of the Chapter Study Law of the TU Wien Statute. The **supervisor of the doctoral thesis shall generally be appointed as a member** of the examining committee. If possible, **the assessors** shall be members of the examining committee. If possible, at least one member of the examining committee should be from another faculty or university (preferably from abroad) than the faculty or university of the supervisor. The grade of the doctoral examination (the defence of the doctoral thesis) shall be determined by the examining committee of the doctoral examination (§ 6 para. 2).

### Overall grade

The **overall grade** according to §73 para. 3 UG 2002 results from the grade of the doctoral thesis and the grade of the doctoral examination (the defence of the doctoral thesis). This overall grade shall be “pass” if every subject has been passed, and shall otherwise be “fail”. The overall assessment shall be “**pass with distinction**” if the grade in no subject is worse than “good” and more than half of the subjects are “excellent” (§ 73 para. 3 UG 2002).