

## Completion of the Doctor of Philosophy, Doctor of Science, and PhD in Practice

When submitting, please note that the assessment of your dissertation by the appraisers can take up to four months. The exact examination dates and registration weeks for the thesis defense can be found on the [website](#). The “Application for Admission to the Thesis Defense” can only be granted if all requirements according to the curriculum have been fulfilled. You can find all necessary forms, organized by doctoral/PhD program, [here](#).

### Submission of documents

- Before you can upload your dissertation digitally to AkademieOnline, together with your first supervisor, you must prepare a list of 3 persons (for Dr.rer.nat. min. 1 person) for commissioning the external review and fill out the [associated form](#). The criteria formulated in the curriculum must be adhered to. The supervisor/s will discuss in particular the accuracy of fit and the potential appraiser’s *venia*. If necessary, the Registrar’s Office can also be consulted about the *venia*.
- Then upload your dissertation digitally via AkademieOnline, including an abstract and a short biography in German and English. Please note that you have the option of submitting a revocation application (“Sperrantrag”). This option is available in AkademieOnline (using the online form) after uploading the dissertation. See also the [FAQs on the website](#).
- The digital version of the dissertation is then subjected to a plagiarism check using appropriate software. The resulting similarity-report will be forwarded to the reviewers (supervisor/s, external appraiser) for assessment in due course. See also the [guideline on mandatory plagiarism checks for dissertations](#).
- The submission of the bound version of the dissertation (two copies) also includes the [declaration on oath](#) (“Eidesstaatliche Erklärung”), the form for admission for approbation of the dissertation (“Ansuchen um Approbation der Dissertation”) and, if necessary, the revocation application (“Sperrantrag”) in the Registrar’s Office. Please note that the bound copies must be identical to

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the digitally uploaded version – also, typing or spelling errors may not be corrected subsequently.

- The Registrar's Office will formally verify the qualifications of the three external appraisers and inform you about the start of the review process.
- All reviewers (supervisor/s, external appraiser) will receive the digital version of your dissertation, the similarity-report, and an information sheet about the evaluation process. From this moment on, the appraisers will have a total of four months to evaluate your dissertation.

### Formal requirements for the dissertation thesis

- The copies for the University Library of the Academy and the Austrian National Library are to be submitted as bound editions - in a durable professional binding (no spiral binding).
- The following information must be visible on the cover sheet:
  - Title of the dissertation
  - Name and academic degree/s of author
  - Aspired academic degree (Dr.phil. / PhD / Dr.rer.nat.)
  - Location, year
  - Registration number („Matrikelnummer“)
  - Study number („Studienkennzahl lt. Studienblatt“)
  - Field of study („Studienrichtung lt. Studienblatt“)
  - Supervisor/s
- Table of Contents
- Abstract (de/en), each ca. 1000-1500 characters incl. spaces
- Short biography(de/en), each ca. 1800 characters incl. spaces
- We recommend DIN A4 (210 x 297 mm), upright format
- We recommend double-sided printing

If you have further questions, previously published dissertations can be borrowed from or viewed in the [University Library](#). If you have any questions regarding publication (copyright, open access models), please feel free to contact the University Library.

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## Thesis Defense (Defensio)

- Once all reviews are available, you and your supervisor will be informed by the Registrar's Office. In addition, the expert reviews (by first supervisor, second supervisor if applicable, and external appraiser), the "Application for Admission to the Thesis Defense" ("Ansuchen um Zulassung zur Ablegung der Defensio") and the "Examination panel" ("Prüfungssenat") form are sent to you and your supervisor. In coordination with all parties involved (if necessary second supervisor, external appraiser and chair person of the examination panel, to be chosen from the CuKo) you agree on a possible examination date.  
A chair person of the examination panel is to be elected from the CuKo.
- Please note: A thesis defense is possible in presence as well as online. The decision about the format is up to you. The room and technical equipment is organized by your institute. Please discuss this with your supervisor.
- Once the date has been agreed upon and fixed, you can submit the "Examination Panel" („Prüfungssenat“) form at the Registrar's Office within the registration week.
- If the date has been approved by the Vice-Rector, the Registrar's Office will inform all parties involved, as well as the respective institute and the Center for Doctoral Studies about the set date. The Center for Doctoral Studies will then contact you to obtain all important information for the announcement.
- Since a thesis defense is a public event, it will be announced via the Academy website (under "Events") and via the "Mitteilungsblatt" (Newsletter). If you are a PhD in Practice candidate, your defense will also be announced via SARA.

## After the thesis defense

- In order to receive your graduation certificate, you must go to the University Library to retrieve a so-called "Lastenfreiheit," which proves that you are free from library encumbrances. Thereby, the library will change your status to alumni\_a ("Absolvent\_in"). This will allow you to use the library free of charge for life.
- After completing the Doctor of Philosophy / PhD in Practice program, it may make sense to apply for awards and/or grants. You can find more information about this on the page of the Department [Art | Research | Support](#).

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- Are you interested in postdoc funding? Feel free to contact us for an information appointment at [doktoratszentrum@akbild.ac.at](mailto:doktoratszentrum@akbild.ac.at) or find out more about our [Calls / Contests Art and Research](#).
- A publication of the dissertation / PhD project may be beneficial.

## Contact

If you have questions related to the doctoral program and after: Center for Doctoral Studies, Schillerplatz 3, 1010 Vienna, email: [doktoratszentrum@akbild.ac.at](mailto:doktoratszentrum@akbild.ac.at), [website](#)

If you have questions about the administrative processing: Registrar's Office (Studien- und Prüfungsabteilung), Schillerplatz 3, Vienna, [studienabteilung@akbild.ac.at](mailto:studienabteilung@akbild.ac.at).

If you have questions about the publication (licensing according to open access licensing models, etc.): Open Access AG, Andreas Ferus, [openaccess@akbild.ac.at](mailto:openaccess@akbild.ac.at)