

FINAL STEPS TO YOUR DOCTORAL DEGREE

A short guide by the Dean's Office of the Faculty of Catholic Theology and the Dean's Office for Inter-Faculty Affairs



The following documents must be submitted to the Dean's Office:

Announcement of your dissertation topic – see Curriculum

- Form "Meldung zum Doktoratstudium / Dissertationsthema" ("Registration for doctoral studies" / dissertation topic)
- Form "Betreuungsverinbarung für Dissertationen" (Supervision Agreement for Dissertations)
- Description of the dissertation project with regard to the central content-related questions (exposé)

Electronic submission of your dissertation – 4 months before graduation at the latest

- Electronic submission of abstracts (German and English) through UGO
- Upload of full dissertation in PDF/A³ format
- Complete all necessary details online and press "einreichen"/"submit" button
- Your supervisor must approve your electronic submission
- After a final check of your submission by the Dean's office, the thesis will undergo an automatic plagiarism check.
- **Note: From 1 October, 2022 dissertations are only submitted electronically**, no printed and hard-bound copies are required. Your supervisor has the right to ask for a printout which has to be delivered directly to them.

Registration for your viva (Rigorousum) – 4 months before graduation at the latest

- A positive mark for your dissertation has to be entered into and visible in UGO
- Registration form "Anmeldung zum Rigorousum"
- Completed "Prüfungskartei" / record of exams (You can also send this or hand it in at the Dean's office for a pre-check)
- 1 passport photo (e-mail: gertraud.blass@uni-graz.at) - only for participants in the award ceremony!

Forms/downloads are available on our homepage

<https://theol.uni-graz.at/de/studieren/studienabschluss/>

Certificate

A digitally signed certificate will be sent you your university e-mail address.

Award ceremony – please register at the Office for Academic Affairs ([Studienabteilung](#))

On submission of your online statistics form (<https://www.statistik.at/ustat2/>) to the Office for Academic Affairs, you will receive the **official certificate of the award of the academic degree**.