



Application for Admission to the Doctoral Programme “Teaching Methodology” at University Graz

Admission to the Doctoral School for “Teaching Methodology”

Agreement on Supervision

family name, first name, academic title(s)		matriculation number or date of birth
phone:	email:	

Required preliminary studies: _____

I hereby apply for admission to the doctoral programme

UB 794 055 Teaching Methodology; subject¹ _____

at University Graz as well as admission to the Doctoral School for **TEACHING METHODOLOGY**.

Preliminary subject of planned dissertation:

Planned completion date of the
dissertation [month/year]

¹ A complete list of subjects can be found online: [Doktoratsschule Fachdidaktik \(uni-graz.at\)](https://www.uni-graz.at/doktoratsschule/fachdidaktik)



Agreement on Supervision

Duties of the supervisor

- supervise the doctoral candidate in their doctoral project (subject to approval of application).
- create a timetable detailing the individual work phases until the completion of the doctoral thesis together with the doctoral candidate.
- be available to the doctoral candidate for at least two supervisory meetings per semester,
- confirm the doctoral candidate's documentation of the supervisory meetings or, if necessary, clarify the contents of said supervisory meetings.
- emphasize the importance of adherence to criteria of good scientific practice in their field of research.
- provide constructive feedback to the progress status of the doctoral thesis on a regular basis.
- support the doctoral candidate in modifying their original research concept, should the initially agreed upon project turn out to be unrealizable in its currently planned form during the work process.
- inform the doctoral candidate about calls for papers and scientific events and to facilitate exchanges with fellow researchers and academics in their respective fields of research.
- support the doctoral candidate in presenting their dissertation project or individual research results to the public.
- provide the doctoral candidate with opportunities to discuss their doctoral thesis in terms of potential improvements and necessary adaptations before submitting it.
- support doctoral candidates in publishing their doctoral thesis or parts of their doctoral thesis in articles/papers.
- point out career opportunities outside and inside of universities to the doctoral candidate and provide targeted support to doctoral candidates who would like to continue their academic work.

Duties of the doctoral candidate

- create a timetable detailing the individual work phases until the completion of the doctoral thesis together with the supervisor.
- aim to complete the doctoral thesis by the date stated on page 1.
- attend at least two supervisory meetings with the supervisor per semester.
- document the contents and agreements of the supervisory meetings and have them confirmed by the supervisor or, if necessary, clarified.
- report the work progress of the doctoral thesis to the supervisor in the course of the supervisory meetings, especially regarding delays or interruptions.
- inform the supervisor about interruptions of the doctoral project as well as discarding of the topic of the doctoral thesis.
- adhere to the criteria of good scientific practice in their field of research.
- present their dissertation project or individual research results to the public, if given the opportunity.



Termination of the Supervision Agreement

Until the dissertation is submitted, it is possible to terminate the supervision agreement by mutual consent at any time. In the event of serious violations of the obligations specified in the supervision agreement, the management of the responsible doctoral school or the responsible dean of studies can be contacted.

A later change of the dissertation topic or the supervisor is possible until the submission of the dissertation. This must be communicated to the selection committee (according to §2 Para. 5 of the curriculum) in writing, stating the reasons for a change. A change of the dissertation topic or the supervisor is only possible with the approval of the selection committee.

Date and signature of the doctoral candidate	
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Main supervisor

Subject of teaching authorisation of the main supervisor

Date and signature of the main supervisor

Optional: Second supervisor

Date and signature of second supervisor

Institute or Research Centre where the dissertation is carried out **(if such resources are required)**:

Signature Head of Institute/Research Center

The following attachments must be included with this application:

- Academic CV with proof (degree certificates) of the previous completed studies/research and study focus/specialisation.
- If applicable, proof of further academic achievements
- Proof of the required language skills
- Letter of motivation (Statement of Purpose)
- Brief synopsis incl. provisional timetable – see Curriculum par. 2 subsection 2
- Break-down of required financial or material resources of an academic unit of the University of Graz.



Dates of the supervision talks for the dissertation for the doctoral program²

Teaching Methodology

Supervisor:	
Doctoral candidate:	

Date	Signature Supervisor	Signature Doctoral Candidate

² This page is not part of the official agreement, but remains with the doctoral candidate and/or their supervisor