

**Prüfungsreferat der Naturwissenschaftlichen Fakultät**  
**Faculty of Natural Sciences**  
Universitätsplatz 3, 8010 Graz  
+43/316/380-5010, 5013, 5014, 5015, 5016  
<http://nawi.uni-graz.at/de/studieren>

Opening hours:  
Mon., Tue., Thu., Fri., 9 – 12 am  
+ Wed. from 2 – 4 pm (except on days when  
no courses are held)

## INFORMATION LEAFLET – doctoral programme at the Faculty of Natural Sciences

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### Submission of academic results for the completion of your doctoral programme

Apart from your Doctoral thesis, all documents required for the completion of your studies as well as the relevant examination minutes, must be submitted to the Prüfungsreferat for verification of completeness and accuracy. Please submit the relevant examination minutes in good time, even if **2-3 courses are still incomplete**. In addition, at this early stage, you will be able to determine which courses or academic results are still missing or might still to be recognized.

All remaining academic results may, after having been completed, be handed in later by email, phone or in person, at the latest two weeks at the latest before your scheduled final examination date.

#### Documents required for the submission of certificates:

- Examination minutes, filled in by the student
  - Original academic performance records from other educational institutions
  - Any possible notice of recognition not yet available on UNIGRAZonline
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### Doctoral thesis submission procedure

- 1.) **Reviewers:** Please specify the reviewers as soon as this people have been appointed. WARNING: according to curriculum version, if the reviewers are from the University of Graz they have to be from different institutional branches. If you are in the curriculum version 11W your supervisor has to be one of the reviewers of the Doctoral thesis.
- 2.) **Request to withhold access:** If the Doctoral thesis is to be withheld, the student must submit the request form **one week BEFORE the hardback Doctoral thesis is handed in** to the Prüfungsreferat (the request must be completed by the student and signed by the supervisor).
- 3.) **Registration:** The Doctoral thesis must be registered by the student in UNIGRAZonline and cleared by the reviewers **BEFORE the hardback Doctoral thesis is handed in** to the Prüfungsreferat! The Doctoral thesis may only be registered, once the reviewers have
- 4.) been registered by the Prüfungsreferat.
- 5.) **Submission of hardback Doctoral thesis:** The Doctoral thesis must be submitted to the Prüfungsreferat in hardback at the latest four weeks before the scheduled date of the oral examination (*Rigorosum*). **Both German and English language abstracts must be included in the hardback copy!** Once the hardback copy has been handed in, the Doctoral thesis is officially submitted.

#### Required documents when submitting the Doctoral thesis:

- **4 hardback copies** of the Doctoral thesis, if all reviewers are from the University of Graz, Technical University of Graz or Medical University of Graz, or **3 hardback copies** of the Doctoral thesis, if the one reviewer is not from one of the universities mentioned above.
- One form entitled “Application for the assessment of the Doctoral thesis”



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## Registration for the final examination (Rigorosum)

You may apply for the oral examination (*Rigorosum*) if

- 1.) all courses required for your doctoral programme have been completed successfully and entered into UNIGRAZonline,
- 2.) the Doctoral thesis has been successfully graded by both reviewers, and both of their reports have been submitted to the Prüfungsreferat at the latest two weeks before the final board examination date.

The application form for the Rigorosum “**Anmeldung zur kommissionellen Prüfung - Rigorosum**” is only available at the Prüfungsreferat and must be re-submitted at the latest two weeks before the scheduled date.

Curriculum version **11W**: the supervisor has to be one of the reviewers of the Doctoral thesis and part of the final examination board.

Curriculum version **19W**: the first reviewer has to be part of the final examination board.