INFORMATION LEAFLET – doctoral programme at the Faculty of Natural Sciences

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, since the processing time may take 8-10 weeks. In addition, at this early stage, you will be able to determine which courses or academic results are still missing or might still 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 before your scheduled final examination date.

Documents required for the submission of certificates/courses:
- Examination minutes, completed by the student
- Original academic performance records from other educational institutions
- Any possible notice of recognition not yet available on UNIGRAZonline

Doctoral thesis submission procedure

1) **Reviewers**: please specify the reviewers of the Doctoral thesis by form when they have been appointed. Be aware of the directives of your curriculum version. **WARNING**: In case of a cumulative Doctoral thesis the 2nd reviewer is not allowed to be co-author of the publications. The dean of studies decides on exceptions.

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 1st reviewer **BEFORE the hardback Doctoral thesis is handed in** to the Prüfungsreferat! The Doctoral thesis may only be registered, once all reviewers have been registered by the Prüfungsreferat.

4) **Submission of hardback Doctoral thesis**:
   - a) Create your Doctoral thesis **WITHOUT** a declaration on oath (eidesstattliche Erklärung)
   - b) Both German and English language abstracts must be included in the hardback copy!
   - c) 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). 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 **without** a declaration on oath (eidesstattliche Erklärung) are needed in the Prüfungsreferat, if all reviewers are employees from the University of Graz, Technical University of Graz or Medical University of Graz. **Please deliver hardback copies of the Doctoral thesis to reviewers which are not from the Universities mentioned above on your own.**
- One form entitled “Application for the assessment of the Doctoral thesis”

The forms as well as relevant information can also be viewed on our homepage:
http://nawi.uni-graz.at/de/studieren/informationen-und-formulare-fuer-studierende/  
Doktorat_11W+19W_Infoblatt_englisch.doc

Please turn over!
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 all reviewers and all 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.