

**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

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 by email to nawi.pruefref@uni-graz.at in good time, even if 1-2 courses are still incomplete.](mailto:nawi.pruefref@uni-graz.at) 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. After having been completed all remaining academic results may be handed in later by email to nawi.pruefref@uni-graz.at, at the latest two weeks before your scheduled final examination date.

You can find the correct form on following homepage: <https://nawi.uni-graz.at/de/sidebar-default-elements/pruefungsprotokolle/>

Doctoral thesis submission procedure

- 1.) **Reviewers:** Please specify the reviewers as soon as these 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 (OPTIONAL):** If the Doctoral thesis is to be withheld, the student must submit the request form [one week BEFORE the digital submission of the thesis](mailto:nawi.pruefref@uni-graz.at) to nawi.pruefref@uni-graz.at (the request must be completed by the student and signed by the supervisor).
- 3.) **Digital submission:**
 - **1st step of the digital submission:** The Doctoral thesis must be registered by the student in UNIGRAZonline. The instruction leaflet can be found on our homepage: <https://nawi.unigraz.at/de/studieren/>
 - **2nd step of the digital submission:** the registered Doctoral thesis must be approved by the supervisor in UNIGRAZonline. Status:  [Form and content checked](#)
- 4.) **Submission of the form “Ansuchen um Beurteilung der Dissertation“ – last step of submission:**
 - Since 1st of October 2022 **no** hardback copy of the Doctoral thesis has to be submitted to the Prüfungsreferat anymore.
 - **Alternatively, please submit the form “Ansuchen um Beurteilung der Dissertation“ completed and signed by you to nawi.pruefref@uni-graz.at.**
 - **The form will be accepted when the 1st and 2nd step of the digital submission is completed.** Status: 
 - You can find the form on following homepage: <https://nawi.uni-graz.at/de/studieren/informationen-und-formulare-fuer-studierende/einreichen-von-diplom-masterarbeiten-und-dissertationen/>
 - With the submission of the form to nawi.pruefref@uni-graz.at the Doctoral thesis is fully submitted.

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 two weeks before the scheduled date at the latest.

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.

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/>

Please turn over!

Doktorat_11W+19W_Infoblatt_englisch.doc