

5 steps to your doctoral program at the URBI

Before beginning the program:

- 1. Step: Preliminary agreement with a supervisor on the supervision of the dissertation (personal conversation) and the dissertation topic.** Only habilitated members of the respective doctoral school at the URBI can be supervisors. This preliminary agreement is meant to simplify the admission procedure and enrollment at the doctoral school. The results must be recorded in writing using the form *Preliminary Agreement and Application to the Doctoral School* which includes the student's and supervisor's details, the study program applied for (selection of curriculum) and a working title, as well as a short description (as an enclosure) of the research goal and the research question. This form must be submitted to the appropriate head of the department and the head of the doctoral school for approval and subsequently to the Dean's Office of the Faculty of Environmental, Regional and Educational Sciences (Prüfungsreferat, Merangasse 18/EG). The authorized dean of studies grants the approval.
- 2. Step: Application for admission to the doctoral program.** Admission to the doctoral program is granted by the Office of Academic Affairs (Studien- und Prüfungsabteilung). For admission, proof of a master's degree or a diploma program degree in a relevant field of expertise (graduation certificate from a master's or diploma program, *Sponsionsbescheid*) is required, as well as a copy of your completed and signed form *Preliminary Agreement and Application to the Doctoral School*. You can find this copy at the Dean's Office of the Faculty of Environmental, Regional and Educational Sciences (Prüfungsreferat, Merangasse 18/EG) after approval by the authorized dean of studies.

During the first semester of the program:

- 3. Step: Writing a proposal.** The proposal (description of the dissertation project) must include the following details:
 - the objectives and the research question,
 - a detailed literature discussion on the current state of research,
 - research methods,
 - added academic value and project implications,
 - a schedule (duration of the doctoral program is at least 6 semesters) as well as
 - a comprehensive bibliography.The proposal must convincingly demonstrate the meaningfulness and the feasibility of the dissertation project.
- 4. Step: Reaching a supervision agreement with the supervisor and choosing a mentor.** Only a person with an authorization to teach (habilitation) and who is a member of the respective doctoral school can be selected as supervisor of a dissertation. As a rule, the mentor should also be chosen from the members of the doctoral school. If necessary, other people with an authorization to teach (habilitation) at a university or research institution may be requested to mentor, if they are habilitated on the subject of the dissertation. It is the mentor's responsibility to support the doctoral student and the supervisor with regard to the former receiving an adequate education and effective supervision, and to monitor the progress of the dissertation project. The form *Supervision Agreement for Dissertations* is to be completed,

signed and submitted along with the proposal to the Dean's Office of the Faculty of Environmental, Regional and Educational Sciences (Prüfungsreferat, Merangasse 18).

5. **Step: Deciding on a core subject and an elective subject, as well as selecting courses.** Use the protocol sheet (*Protokollblatt*) for the doctoral program, in order to specify your dissertation subject and the elective subject after consulting with your dissertation supervisor. Include your intended courses in the form to ensure in advance that the courses are suitable for the core subject, the elective subject and the interdisciplinary methodology. Please bear in mind that, in general, these courses are offered specifically for the doctoral program. Courses that are also associated with a bachelor's program are excluded. The decision on the admissibility of the elective subject or courses is the responsibility of the dean of studies.

Formal admission to the doctoral school is granted by the dean of studies based on the submitted documents.