

PhD order
of
University for Continuing Education Krems
Ordinance to implement Part II § 11 of the Statutes

Content

1. Preamble	1
2. Admission requirements	1
3. Duration of studies	2
4. Attendance fee	2
5. Extended PhD faculty	2
Annex 1: Agreement on the acceptance of a doctoral candidate	3
Annex 2: Dissertation agreement	5
Annex 3: General Guidelines for Writing a Dissertation	8
Appendix 4: Scoring scheme for determining the grade for the dissertation and the viva voce	12

1. Preamble

On the basis of the statutes of University for Continuing Education Krems, the PhD regulations determine the general regulations for PhD studies at University for Continuing Education Krems.

Find specific goals, contents and regulations in the respective PhD curricula.

A PhD program is a postgraduate program aiming to develop the ability of contributing to science's development within the respective fields through independent research, and serves the education of young scientists. The PhD program's design shall enable graduates to carry out independent research at an international level. Upon successful completion of their studies, students are awarded the academic degree of Doctor of Philosophy (PhD).

2. Admission requirements

2.1 Admission to the PhD program requires the completion of an ordinary Master's or Diploma program. Graduates holding a Master's degree from continuing education studies are admitted also in accordance with the regulations in the curricula of the respective PhD studies.

2.2 Persons who meet the admission requirements are entitled to apply for one of the dissertation topics advertised within the framework of the respective thematic programs or to propose a dissertation topic in agreement with the supervisor. The Rectorate decides on assigning the applicants' topic based on a proposal by the PhD faculty's program to which the respective topic belongs.

2.3 Admission is granted after the material and financial conditions are ensured in order to enable students to fully concentrate on their studies.

2.4 The rectorate grants the approval.

3. Duration of studies

The studies last at least three years (six semesters).

4. Attendance fee

No attendance fee is paid for participating in the PhD program. The supervising department provides an appropriate equipment workplace to ensure the PhD students' full devotion to their studies and completion within the timetable, i.e. personnel, material and financial resources.

5. Extended PhD faculty

In addition to the regulations in the statutes, external habilitated persons can work in the PhD faculty. They join the PhD faculty as associated members and can participate as lecturers and supervisors in PhD studies. Yet, they do not have the right to take care in the election for the PhD coordinator.

Annex 1: Agreement on the acceptance of a doctoral candidate

Suprvision Agreement

Agreement on the acceptance of a doctoral candidate for the PhD program
at University for Continuing Education Krems

1. Supervisor

I hereby declare that I am willing to accept the dissertant As part of the
.....

The preliminary topic of the dissertation:

.....

I hereby declare that the doctoral candidate can process the above-mentioned preliminary topic in the period of three years in such a way that a dissertation can be drawn successfully and abides by the guidelines for writing dissertations within the framework of the PhD study of University for Continuing Education Krems. Furthermore, I declare that the project is financially secured to such an extent to successfully complete the PhD program and provide the resources and methodological foundations necessary in order to execute the work at my department.

During the three-year PhD program, I agree to be personally available to the doctoral candidate for any questions that may rise during the successful completion of his/her work at my department. Furthermore, I agree to organize the execution of the scientific work of the above-mentioned dissertation project in such a way that the dissertant is able to complete the study achievements required for obtaining the PhD without restriction.

I acknowledged the PhD regulations and agree in taking the PhD Committee's chair.

.....
Academic degree(s), family name, First name(s) of supervisor

.....
E-mail of supervisor

.....
Phone number

.....
Signature of supervisor

.....
date

Department / Head of Department

Department for

.....
Head of Department

.....
E-mail of Head of Department

.....
Phone number

.....
Signature of Head of Department

.....
Phone number

Doctoral candidate

I hereby declare that I am prepared to meet the time and personal requirements necessary for the successful completion of the above-mentioned dissertation and to advance continuously the above-mentioned research project over a period of three years.

.....
Academic degree(s), family name, first name(s) of doctoral candidate

.....
E-mail of doctoral candidate

.....
Phone number

.....
Signature of doctoral candidate

.....
Phone number

The agreement on the acceptance of a doctoral candidate needs to be filled in before he/she is admitted to the PhD program.

The original has to be sent to the Service Center for Students at University for Continuing Education Krens.

- Copy for the supervisor
- Copy for the doctoral candidate

.....
Received on

.....
Signature and Stamp of Service Center for Students

Annex 2: Dissertation agreement

Dissertation Agreement

Agreement according to § 11 of the study law part of the statutes of University for Continuing Education Krems

1. Personal data

Registration number	
Academic degree(s)	
Family name	
First name(s)	
Date of birth	
Email	
Phone number	

2. Supervisor

Academic degree(s) first name, family name	
Faculty	
Department	

3. PhD Committee

Academic degree(s), first name, family name	
Academic degree(s), first name, family name	
Academic degree(s), first name, family name	

4. Dissertation project

PhD Program Curriculum BLT. No. (see Annex)	BLT PhD Program
The dissertation is assigned to the field	
The dissertation is written in (language)	
Academic degree awarded	Doctor of Philosophy
Topic (working title) of the dissertation	

5. Realization

1. The doctoral candidate submits periodic reports on the progress of his/her work to the supervisor.
2. The doctoral candidate presents the work's progress to the PhD Committee twice a year. The presentation is recorded.
3. The doctoral candidate abides by the rules of good scientific practice.
4. Dissolution or significant changes to the dissertation agreement require the opinion of the PhD commission and the approval of the Rectorate member responsible for research.

The following supplements are part of the dissertation agreement:

- Exposé of the dissertation project
- Time table
- (*If applicable also other documents = to be designed individually*)

Date Signature of doctoral candidate

Date Signature of supervisor

Date Signature of Head of Department

To be submitted to the Service Center for Students.

6. Statement on the supervisor's qualification (Venia)

The teaching authorization of the supervising person covers the dissertation area.

yes

no

Justification (in case of non-approval)

Date

Name

Chair of the PhD Commission

7. Decision of the Rectorate member responsible for research

The dissertation agreement is

approved

not approved

Justification (in case of non-approval)

Date

Name

Rectorate member responsible for research

Annex 3: General Guidelines for Writing a Dissertation

1. The dissertation is written in form of a monograph or a cumulative dissertation. In case of a cumulative dissertation, several papers related to a subject are submitted as a dissertation. These works shall be accompanied by a summary (frame script) explaining the scientific subject, the method and the scientific relevance of the works. The cumulative dissertation has to correspond in its entirety to a dissertation in the form of a monograph with regard to the scientific contribution.
2. The dissertation has to be based on the doctoral candidate's scientific work within the framework of the PhD program in question. The dissertation must contain original data or analyses. The dissertation should be written preferably in English, yet a German version is permitted.
3. The dissertation has to be divided into:
 - Cover page
 - Introductory remarks
 - Affidavit
 - Table of contents
 - Questions and hypotheses
 - State of research
 - Materials and Methods
 - Outcomes
 - Discussion and conclusions
 - Bibliography
 - Curriculum vitae
 - Abstract and summary (in English and German)
 - Acknowledgements (optional)
- 3.1. Cover page: The dissertation's cover page is to be designed according to guidelines, as in the template shown below:

"Title of the work"

Dissertation for the acquisition of the academic degree

Doctor of Philosophy (PhD)

at University for Continuing Education Krems

submitted by

"[Enter title, first and last name]"

on "[Enter date]"

Under the supervision of "[Enter title, first & last name of supervisor]"

at "[Enter Faculty/Department]"

Management: "[Enter title, first and last name of board member]"

- 3.2.** Affidavit: The doctoral candidate affirms with his/her signature that the present dissertation is an independent original work written by him/herself. The affidavit is to be placed before the table of contents, worded as follows:

I hereby declare under oath that I have written this dissertation myself, that I have not used any other sources and aids than those I have completely indicated and that I have submitted this work or essential parts of it as an examination only here and nowhere else.

Place, date, name and signature

4. Rules for the writing of a cumulative dissertation

To assess as cumulative dissertation at least two papers have to be available as first author or "equally contributing author" in journals with impact factor.

The work has to reach at least the "accepted with revisions" stage, whereby the revised version needs to be included in the dissertation. In the case of publications with shared first authorship, a written statement from the supervisor is required, stating that the doctoral candidate has made a significant contribution to the results and has written essential parts of the work himself/herself.

The cumulative dissertation has to be submitted in bound form in which all parts are copied on DIN A4 page format regardless of the print format of the original publications. The pages have to be numbered consecutively; the page numbering of publications must also be printed.

- Cover page

The cover page is to be designed in accordance with section 4.1.

- Table of contents

The page references of the table of contents refer to the consecutive page numbering in the dissertation. Included publications/manuscripts are listed like chapters with a page reference.

Further material of the dissertation that has not yet been published or is not intended for publication can be presented in separate chapters.

- Introductory remarks

Before the publications, an introduction has to describe the research project clarifying with which overriding question the individual publications/manuscripts are connected and which aspects the individual publications/manuscripts covers in each case.

- Discussion

The final discussion refers to the entirety of all publications/manuscripts and chapters. It has to link the individual results of the publications/manuscripts, and particularly present conclusively which contribution the publications/manuscripts have achieved through answering the questions posed by the topic of the dissertation and formulated in the introduction.

In addition, the methodology used has to be discussed across the board. Finally, the work's contribution towards progressing science in the selected research field has to be described.

- Summary

Other formal requirements of the PhD regulations are also applicable to cumulative dissertations (e.g. academic curriculum vitae, bibliography, correct citation, etc.). This applies in particular to a summary in English and in German (abstract), which should contain the most important points of the introduction and the overall discussion.

Appendix 4: Scoring scheme for determining the grade for the dissertation and the viva voce

Date:

Examiner:

Topic:

Assessment of the dissertation

		credits
• Presentation of the research question	[_____]	max. 10
• Explanation of relevance in the context of the state of science	[_____]	max. 10
• Presentation of the methodology in a logical sequence	[_____]	max. 10
• Presentation of the results	[_____]	max. 10
• Is consistency between result and methodology recognizable?	[_____]	max. 5
• Is the conclusion supported by results?	[_____]	max. 5
		max. 50
	Total credits [_____]	
	Grade: _____	

Assessment of the rigorosum

a) Presentation of the results

• Are the problem and objective clearly stated?		max. 5
• Are the methodology and results consistent?	[_____]	max. 5
• Are the results presented clearly?	[_____]	max. 5
• Is the layout suitable?	[_____]	max. 5
• Is clarity of the content provided?	[_____]	max. 5
• Discussion of the results	[_____]	max. 5

b) Defense and examination interview

• General knowledge of the subject area	[_____]	
• Defense of the dissertation	[_____]	max. 10
• Rhetoric	[_____]	max. 5
		max. 5
		max. 50
	Total credits [_____]	

Grade: _____

Name, signature of the examiner: _____

Assessment:

50-45 credits
44-39 credits
38-32 credits

Very Good
Good
Satisfactory

31-25 credits Sufficient
< 25 credits Fail