**Doctoral thesis agreement[[1]](#endnote-1)**

**Agreement made between the doctoral candidate, the supervisor/s and the University of Vienna in compliance with Article §15 (sections 12–13) of the statutes governing studies at the University of Vienna**

|  |  |  |
| --- | --- | --- |
|  | **Personal Data** |  |
|  | Registration number: |  | Date of Birth (dd.mm.yyyy): |       |  |
|  | Last Name: |  |  |
|  | First Name: |       |  |

|  | **Supervisors** |  |
| --- | --- | --- |
|  | Last Name, First Name: |       | University, Department: |       |  |
|  | Last Name, First Name: |       | University, Department: |       |  |
|  | Last Name, First Name: |       | University, Department: |       |  |

|  | **Thesis Project** |  |
| --- | --- | --- |
|  | Curriculum: | Doctoral/PhD Program in the Natural Sciences in the field of Life Sciences |  |
|  | Degree program code (according to the student record sheet/“Studienblatt“):  | A 794 620 490 |  |
|  | Academic discipline or field of doctoral research (according to the student record sheet/“Studienblatt“):  | Molecular Biosciences |  |
|  | Topic:      |  |

In carrying out the above mentioned thesis the project supervisor/s and the doctoral candidate agree on the following points:

1. The realization of the thesis project is based on the research proposal (“Exposé”) and the time and work schedule agreed upon by doctoral candidate and supervisor/s. [[2]](#endnote-2)
2. The thesis is written in **English** *(e.g. English, German, etc.)*.
3. Periodically, at least annually, informal reports documenting progress and development of the thesis project have to be handed in (see also Article §15, section 14 of the statutes governing studies at the University of Vienna). In coordination with the supervisor/s these reports are to be submitted to the director of the study program and added to the doctoral thesis agreement as annexes.
4. The supervisor/s commit/s himself/herself/themselves to continuously oversee the progress of the thesis project and comment on handed in texts (interim reports, chapters, drafts etc.) within an adequate period of time in a written or oral way.
Specification:

1. The supervisor/s support/s the doctoral candidate in the following way *(e.g. by institutional integration. Example: incorporation in the workgroup “Macro Reading Group“)*:[[3]](#endnote-3)

1. Work progress is discussed  *(please, fill in the chosen frequency of feedback meetings, e.g. weekly, monthly etc.)*.[[4]](#endnote-4)
2. In consultation with the supervisor/s the doctoral candidate will attend the following courses with or without continuous assessment of coursework (seminars, lectures etc.) and earn the following amount of ECTS credits **30**. The performance requirements through course attendance are determined in each specific curriculum. The update of this agreement is communicated through yearly annexes. (*Example: doctoral course, Philosophy of Science, WS (winter semester) 2009/10; 4 ECTS credits (seminar with continuous assessment of coursework))* [[5]](#endnote-5)

1. In consultation with the supervisor/s the doctoral candidate is planning to attend the following courses in transferable skills *(Example: Academic Writing in English)*: [[6]](#endnote-6)

1. The doctoral candidate is planning the following personal scientific contributions (e.g. conference attendance, summer schools, publication of articles, organization of a conference, internships or lecureship etc.). In case of activities earning the doctoral candidate credits these have to be put down in the agreement as well *(Example:* *Presentation: Workshop on Trade, Firm Dynamics and Growth (London, May 2010))*:[[7]](#endnote-7)

1. The doctoral candidate commits himself/herself to act according to the rules and regulations of proper scientific conduct.
2. In compliance with Article §15, section 14 of the statutes governing studies at the University of Vienna unilateral rescission of the doctoral thesis agreement or significant changes to it have to be approved by the administrative body responsible for study matters.

**The following supplements are required as part of the doctoral thesis agreement**

If the supplements have not already been handed in during the registration of the topic of the doctoral thesis, this needs to be done at this stage):

* + Research proposal (“Exposé“)
	+ Registration of the topic of the doctoral thesis and the supervisors (SL.D11)
	+ Registration of the topic of the doctoral thesis and the supervisors - supplementary form (SL.D12)
	+ Supplementary sheet ”Rules and regulations of proper scientific conduct“

|  | **Date and signatures**  |  |
| --- | --- | --- |
|  | Date |  Doctoral Candidate/signature |  |
|  | Date  |   Supervisor(s)/signature(s) |  |

|  |  |  |
| --- | --- | --- |
|  | **Decision of the Studienpräses** (please, tick the correct box) |  |
|  | Study program: 56 - Doctoral Program Molecular Biology |  |
|  | Director of the [Study Programme](http://online.univie.ac.at/inst?inum=A8502&lang=en) (first name last name): Pavel KOVARIK |  |
|  | The doctoral thesis agreement is | [ ]   | approved  | [ ]  | not approved  |  |
|  | Date | Stamp | For the Studienpräses: *Pavel Kovarik* Director of the study program/signature |  |

1. **Explanatory notes**:

 The doctoral thesis agreement is put down in Article §15, section 12 of the statutes governing studies at the University of Vienna. Its purpose is the concrete description of the doctoral study program, agreed upon by the doctoral candidate, supervisor/s and the University of Vienna (representing the administrative body responsible for study matters, respectively the director of the study program). If monetary or non-monetary resources are required from an organizational unit, permission of the head of the unit is required. [↑](#endnote-ref-1)
2. The thesis project should be outlined in a way that allows its realization in an adequate period of time. The time schedule should contain realistic and achievable work steps and take the doctoral candidate’s other commitments into account (part-time employment, obligations of care etc.). [↑](#endnote-ref-2)
3. Examples of institutional integration are membership in a workgroup, participation in a research project, but also the regular attendance of events at the institute. If there is more than one supervisor the concrete responsibility of each person concerning the thesis project is to be recorded in the agreement. [↑](#endnote-ref-3)
4. Feedback meetings are expected to take place at least once per semester and should be summarized in reports. Especially in the entry phase a higher frequency of feedback meetings is recommended. In case of more than one supervisor, the frequency of feedback meetings has to be specified for each person individually. [↑](#endnote-ref-4)
5. Other than in the curricula, where type and amount of performance requirements are recorded, the doctoral thesis agreement is supposed to contribute to a [concretization](http://www.dict.cc/englisch-deutsch/concretization.html) of these requirements. Annexes are supposed to specify and update these requirements on a yearly basis. The doctoral candidate and the supervisor/s should agree on the required study achievements together as to best support the thesis project through suitable seminars, lectures and other types of achievements. Any choice taken should focus on the demands of the thesis project and its development throughout the course of the doctoral study program.

In principle, any achievements made before the doctoral thesis agreement may be noted in the contract and charged to the candidate’s performance requirements. The final decision concerning the approval of study achievements is made by the administrative body responsible for study matters.

Study achievements defined in the context of admission are not part of those achievements that have to be fulfilled during the course of the doctoral study program. As a general rule their attendance is seen as additional. Concerning the approval of study achievements the rules of the Universities Act 2002 apply. [↑](#endnote-ref-5)
6. The participation in courses teaching transferable skills that are marked as such in the schedule of lectures, are approved separately. We recommend a choice of courses that are most suitable for the thesis project and best support the doctoral candidate’s future career. The individual choice of courses should be put down in the yearly report on progress and further project development. [↑](#endnote-ref-6)
7. Conference attendance, as well as projects within or without the university and other commitments should be specified in consultation with the supervisor/s. In this context we recommend taking into account the doctoral candidate’s future career plans. [↑](#endnote-ref-7)