

# COMPLETION OF THE PHD-PROGRAM HANDOUT



The completed PhD-project has to be submitted to the Studies' Office at the latest **four months before the defense** on the recommendation of the PhD-supervisor(s). The specific deadlines for the respective academic year can be found in the file "Rahmentermin" under the following link: [www.ufg.at/studienabschluss](http://www.ufg.at/studienabschluss)

## 1. *Submission of Documents four Months before the Defense*

**The following documents are to be handed in four months before the defense in the Studies' Office:**

- 7 or 8 copies of the bound version of the PhD-project (please consult with the Studies' Office regarding the exact number), whereby at least 3 of the copies (incl. enclosures) must meet the formal requirements of the University Library. (see A.)
- The digital version of the PhD-project as a PDF document on a USB stick. (see B.)
- The form "Request for evaluation of the dissertation" ("Ansuchen um Beurteilung der Dissertation"), on which the proposal for the external reviewer has to be indicated. The form can be downloaded here: [www.ufg.at/studienabschluss](http://www.ufg.at/studienabschluss)  
This proposal is to be forwarded by the Studies' Office to the Department of Art.Research | PhD for review.

The external reviewer must meet the following criteria:

- is authorized to supervise dissertations or PhD-projects,
  - has the necessary professional expertise for the PhD-project in question,
  - is not employed at the University of Art and Design Linz,
  - was not involved in the supervision process of the PhD-student,
  - has no close relationship in the sense of bias to the PhD-student,
  - the PhD-supervisors agree with the choice.
- A loose, i.e. not bound, completed and signed "Declaration for the submission of a dissertation" ("Erklärung zur Abgabe einer Dissertation"). The PDF form can be found at: <https://www.ufg.at/Dissertationen.14624.0.html>

### A. *Formal Requirements for the Bound Library Copies*

- Copies for the University Library must be submitted as a hardcover edition – in a durable professional binding.
- The following information must be visible on the title page:
  - ✓ Author's name
  - ✓ Title of the work
  - ✓ Type of work
  - ✓ Acad. degree awarded
  - ✓ University
  - ✓ PhD-supervisor(s)
  - ✓ Place and year of submission
- Table of contents
- Abstract (German and/or English), max. one A4 page each
- You are free to choose the format, cover color and layout of your work.

### Supplements

- If a supplementary volume exists (e.g. artistic work is a designed book), this must also be handed in hardcover-bound 3 times.
- If a film/video/audio material etc. exists as an artistic work, it must be handed in 3 times – also labeled accordingly – as a CD/DVD in a hard cover or in an adhesive sleeve in the bound work.
- For reasons of conservation, the Library does not accept fanfolds, boxes and posters.

### *B. Digital Version of the PhD-Project for long-term Archiving*

- The digital version of the PhD-project, which must correspond exactly to the printed form, as well as film/video/audio material etc. as parts of an artistic work, must be submitted.
- The PhD-project is to be submitted as a PDF file. The quality of the resolution should not be reduced and care should be taken that there are no print marks.
- All file names must begin with the surname and first name (example: Surname\_FirstName\_PhD-Project.pdf).
- Conversion to the long-term archive format PDF-A is carried out by the University Library.

Upon application to the member of the Rectorate responsible for teaching, it is possible to have the PhD-project blocked for public use for a maximum of 5 years in justified cases – see UG §86 (2).

### **Contact**

For questions about file formats, the declaration for the submission of a dissertation, publication (licensing according to Creative Commons licensing model) → [University Library](#), Dietmar Elmecker, by appointment, M: +43 676 84 7898 260, [bibliothek.it@ufg.at](mailto:bibliothek.it@ufg.at)

## *2. Defense*

- The registration for the defense has to be done approximately one month before the defense in the Studies' Office. The specific deadlines for the respective academic year can be found in the file „Rahmentermine“ under the following link: [www.ufg.at/studienabschluss](http://www.ufg.at/studienabschluss).
- There are predetermined deadlines and dates set by the Studies' Office for the defense (“Rahmentermine”). In exceptional cases, examination dates can also be arranged independently by PhD-candidates with the examination board members (in written form).
- The defense usually consists of a presentation of the PhD-project and the subsequent defense.
- Reviews (“Gutachten”) on the PhD-project are written by the first supervisor, if applicable by the second supervisor, and by the external reviewer.  
The reviews should contain a statement on the topic, on the methods, on the placement of the PhD-project in the state of the art as well as a summarizing evaluation.
- For the examination board at the defense, the following composition is given: the first supervisor, if applicable the second supervisor, the external reviewer and two further members of the staff of the Arts University Linz who are authorized to supervise PhD-projects.
- The latter two persons are proposed by the respective PhD-supervisor(s) and the proposal is communicated to the Studies' Office.
- For the preparation of the review and the participation in the defense, the external reviewer will receive reimbursement of travel expenses for economy class up to a maximum of € 500,-- as well as the costs for 1 to 2 overnight stays in Linz (please make use of the special conditions of the Arts University Linz at the Hotel Wolfinger). In addition, the reviewer will receive a remuneration of € 150,--. After the defense, the following documents have to be sent digitally to the [Department of Art.Research | PhD](#), to [veronika.schwediauer@ufg.at](mailto:veronika.schwediauer@ufg.at):
  - ✓ completed and signed [invoice form](#) incl. travel expenses
  - ✓ Invoices for travel and accommodation expenses

- ✓ If no Austrian residence is available: completed and signed [tax declaration form](#), scan of passport

### 3. *After the Defense*

- Completion of the questionnaire (UStat 2) upon completion of regular studies at: <https://www.statistik.at/uhstat/uhstat2/#/questionnaire>
- "Confirmation of Termination of Admission or Running Slip" ("Bestätigung für die Beendigung der Zulassung bzw. Laufzettel"): return all borrowed media and settle outstanding charges in the Library; settle outstanding bills in the Finance Department; return keys and cancel building access authorization in the Department of Building Services and Utilities; Download the form at: [www.ufg.at/studienabschluss](http://www.ufg.at/studienabschluss)
- Request for participation in the graduation ceremony  
Registration deadline! Two dates: End of winter semester and end of summer semester.  
If the publication requirement is not met, participation in the celebration is not possible.
- After completing the PhD-program, it may make sense to apply for awards and grants. More information can be found on the page of the department Art.Research | PhD: <https://www.ufg.at/Informationen-zu-Foerderungen.2706.0.html>.
- It may make sense to publish the PhD-project.
- If you want to continue to use the University Library after you leave the University, you will receive your own library card. Except for your new log-in, everything will remain the same for you.
- Forum Kunstuniversität Linz (Alumni Association), Hauptplatz 6, 3rd floor (room number: 03.31), [forum@ufg.at](mailto:forum@ufg.at), Tel.: +43 732/7898/2471, Office hours: Tuesday to Thursday from 9:00 a.m. to 12:30 p.m. and by telephone appointment

### 4. *Contact*

For all questions regarding the content of the PhD-program and afterwards → [Art.Research | PhD](#), Dr. Veronika Schwediauer, Hauptplatz 6, 4020 Linz, [veronika.schwediauer@ufg.at](mailto:veronika.schwediauer@ufg.at), M: +43 676 84 7898 2202, Office Days: Mondays, Tuesdays; [www.ufg.at/phd](http://www.ufg.at/phd)

For administrative processing etc. → [Studies' Office](#), Hauptplatz 6, 4020 Linz, [studien.office@ufg.at](mailto:studien.office@ufg.at)

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