

DOCTORAL  
HANDBOOK

WELCOME

## WELCOME TO THE ACADEMY OF FINE ARTS AND THE CENTER FOR DOCTORAL STUDIES.

The Center for Doctoral Studies is the main organizational interface unit for doctoral/PhD students and supervisors at the Academy of Fine Arts Vienna.

With October 2019, the Center for Doctoral Studies will be coordinated by me, Melanie Sindelar. Feel free to contact me if you have any questions regarding the PhD programmes, scholarship applications, or the support and services offered by the Center.

The Center for Doctoral Studies is at your service for the whole duration of your study. Besides offering and organizing workshops, grants and scholarships, the Doctoral Center also provides support for external grant applications. You can find all information regarding the offers and activities of the Center at our website

<https://www.akbild.ac.at/center-for-doctoral-studies>

The Center for Doctoral Studies disseminates email-updates via a newsletter on a regular basis. As a doctoral student, you will automatically receive updates to your Akbild-email address. The Akbilddok-Newsletter informs about calls for scholarships, papers, conferences, events, and other news relevant to doctoral students. It also informs about current activities of the Center of Doctoral Studies, e.g. workshops or grants, but also offers information about external scholarship deadlines and calls that explicitly address doctoral/PhD students. The newsletter is published regularly and will be delivered to your academy-email-address.

Furthermore we would like to make you aware of the newsletter Art | Research. This newsletter provides information to researchers of all career stages, and might be of interest to you as well. It can be accessed here:

[https://www.akbild.ac.at/portal\\_en/art-research/art-research-service/research-newsletter](https://www.akbild.ac.at/portal_en/art-research/art-research-service/research-newsletter)

Should you have questions or would like to receive counseling or advice, you can contact me for an appointment via email [doktoratszentrum@akbild.ac.at](mailto:doktoratszentrum@akbild.ac.at) or via telephone 01 588 16 1115.

I wish you the best of luck and success with your doctoral studies.  
Best wishes,

**Melanie Sindelar**  
Coordinator Center for Doctoral Studies

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### CENTER FOR DOCTORAL STUDIES

Academy of Fine Arts Vienna  
Augasse 2-6, B1.11.5B  
1090 Wien

## QUESTIONS YOU SHOULD ASK YOURSELF BEFORE STARTING A DOCTORATE

### 1. Why do I want to pursue a doctorate?

This question has no real answer. There might be many reasons for wanting to write a dissertation. It is helpful, however, to be aware of these reasons and to reflect upon them. Depending on your motivation, various questions arise before and during your dissertation.

Possible reasons for writing a dissertation can be :

#### a. Research interests/academic career

#### b. non-academic career

#### c. professional goals in research management/art management

#### a. Research interest/academic career: Are you passionate about your topic/subject and would like to do further research in the subject?

- In this case you need an appropriate (artistic) research environment.
- Is your doctoral supervisor suitable for your subject? Please ask other students and colleagues for information. Also ask doctoral students who are already supervised by him/her about their experiences. Consult the list of supervisors on the homepage of the doctoral center (under Forms and Documents), and get an idea of the different research areas of the supervisors.
- If you are planning an academic career, gaining teaching experience is a good idea. Explore your options for teaching experience. Can you take advantage of teaching training courses at universities?
- What are your career opportunities after the dissertation? Think about what your academic career could look like and what steps you could take to avoid precarious working conditions. Also consider a plan B in this respect, in case you do not find a scientific job immediately after graduation.
- Are you willing to interact with the scientific community, attend conferences, and collaborate on projects?

#### b. Non-academic career: You need an academic qualification in order to be professionally successful outside the university, e.g. in the arts and cultural sector, or in business.

- It may make sense to be more pragmatic in terms of the time and resources you devote to your doctorate. Discuss this with your dissertation supervisor.
- You may need to obtain specific professional qualifications during your doctoral studies.
- To finance your doctoral studies, a job-related activity could be „more suitable“ than a scholarship: you will need professional experience.
- Choose your dissertation topic according to your professional goals.

#### d. Professional ambitions in research management/ art and culture management

- When choosing your topic, consider your professional objectives in the targeted sector.
- It is important to gain further professional qualifications during the doctoral phase.
- In this case, funding by means of a professional position would be „preferable“ to a scholarship, as you may need the professional experience later and can already build up networks. The most helpful option would be a position at the university, as this will give you a direct insight into the university and scientific structures, or in a cultural institution.
- Try to take on coordination tasks during your doctoral studies, work in committees, or get some management experience in cultural institutions.

Following these points, it is recommended that you consider the following areas:

**2. Do I meet the formal requirements for the study program?**

- What does the curriculum entail?
- What are the admission requirements (which diploma or master degree)?
- Are there any language requirements to be fulfilled?
- Are there admission procedures (admission test for PhD in practice, confirmation of supervision by Dr. techn.)?

**3. What does my financing look like in the doctoral phase?**

- Position as a research assistant financed by third-party funds
- Position in science management
- Study assistance
- Outside source
- Scholarship
- Position as research assistant financed from university funds
- Family support
- Employment that is not closely related to the dissertation
- Activity in the arts

**Also consider the advantages and disadvantages of your funding.**

- Is there enough time for a doctorate?
- What effects might my professional activity have on my doctoral schedule?
- How long does my financing last?
- Does my family or my partner support me?
- Can I bridge periods without financing?
- Do I need research stays (at home or abroad), and how can I finance them?

**4. What are my personal and social circumstances?**

- What does my life and family planning look like?
- Is my motivation sufficient?
- Does my time and self-management work?
- Am I aware of the fact that precarious employment relationships and uncertain career opportunities are far more common in academia than in the private sector? How can I deal with these factors?

**5. Choosing a second supervisor**

- When is the right time to choose a second supervisor?
- How is the participation of the second supervisor in the supervision of the dissertation regulated?
- What are the formal rules for someone to become a second supervisor?
- Why do I need a second supervision? (career opportunities, expertise, etc.)

At the Academy of Fine Arts, a dissertation agreement must be concluded between the doctoral candidate and the supervisor within the first year of study (exception: doctorate in architecture). This contains a written record of the mutual expectations regarding the type and manner of supervision.

## DOCTORAL PROGRAMS AT THE ACADEMY OF FINE ARTS VIENNA

The Academy of Fine Arts Vienna offers four doctoral programs:

- Doctorate of Philosophy (Dr. phil.)
- Doctorate of technical sciences (in the field of architecture) (Dr. techn.)
- Doctorate of natural sciences (Dr. rer. nat.)
- PhD in Practice (PhD)

### Doctor of Philosophy (Dr. phil.)

Doctoral studies at the Academy of Fine Arts Vienna serve to deepen candidates' understanding of history and theory, and support them in carrying out experimental research in art history and cultural studies, or of the respective social contexts of the artistic/cultural field involved.

#### ADMISSION

a Master's or similar degree (Diplomstudium) in the fields of the humanities, cultural studies, fine arts, or Secondary School Teacher Accreditation in a relevant school subject is prerequisite. This PhD program comprises 6 semesters (which is equal to 180 ECTS credits). One year after admission at the latest, a Thesis Agreement (Dissertationsvereinbarung) has to be concluded, specifying the main parameters of the supervision process.

Candidates are expected to attend courses comprising a minimum of 14 credit hours (or 20 ECTS credits). At least three such courses must be chosen from the seminars specifically offered to PhD candidates: Dissertant\_innenseminare (3 ECTS credits or 2 credit hours each), and/or Privatissima (individual tutorials for selected participants, 2 ECTS credits or 2 credit hours each). All other courses can be freely chosen from the range of courses offered by the Academy of Fine Arts Vienna or by other Austrian or international institutions of post-secondary education; such courses must, however, in form and content be relevant to the candidate's doctoral thesis, or complement the respective field of studies. These electives are to be specified in the Thesis Agreement.

### Doctor of Technical Sciences (Dr. techn.)

The doctoral programme in the technical sciences serves in a special way for the theoretical, historical or experimental research of questions that arise in the context of architecture, city and art. A specific focus in terms of content or methodology is not prescribed. The aim is to develop innovative scientific approaches to problems that are relevant in the context of contemporary debates, as well as works that theoretically deal with the position of architectural design. Admission requirements are the completion of a relevant or related diploma, master or master's degree, primarily in architecture. Admission is also possible on the basis of a degree from a recognised domestic or foreign post-secondary educational institution, provided that it is equivalent to the above-mentioned studies.

#### ADMISSION

a confirmation of supervision by a university teacher of the Academy of Fine Arts Vienna with a teaching authorisation (venia docendi) according to § 13 of the statute provisions „Studienrechtliche Teil“ (part of the study law) on the basis of an exposé (recommendation approx. 10 DIN A4 pages) is required, in which the applicant provides appropriate information on his/her academic question and objectives.

The duration of study is six semesters. This corresponds to 180 ECTS points. The courses to be completed are divided into 4 semester week hours „Dissertant\_innenseminar“ (4 × 5 = 20 ECTS) and 4 semester week hours „Privatissima“ (4 × 5 = 20 ECTS).

**Doctor of Science (Dr.rer.nat.)**

The doctoral program in the natural sciences serves to deepen the theoretical and experimental study and scientific treatment of approaches and problems that arise in the course of a scientific or technological examination of art in general as well as objects of art and cultural history. It is therefore to be understood as an accompanied research activity within the framework of those subjects or disciplines from the natural and technical sciences which are particularly related, both methodically and thematically, to problems arising in the field of art and the preservation of cultural heritage.

**ADMISSION**

is the completion of a scientific or technical diploma or master's degree in a relevant subject, as well as the completion of a relevant artistic diploma or master's degree. The duration of study is 6 semesters. This corresponds to 180 ECTS points. At the latest one year after admission, a dissertation agreement must be concluded and approved by the governing body responsible for study law. In the course of the doctoral studies, courses of at least 14 semester hours per week (or 20 ECTS points) must be completed. At least three courses have to be completed in the form of doctoral seminars (3 ECTS points / 2 SWS each) and/or private seminars (2 ECTS points / 2 SWS each). The remaining courses are to be taken as freely selectable courses from the courses offered by the Academy of Fine Arts Vienna or another domestic or foreign post-secondary educational institution and must be related to the content of the dissertation or complement the course of study in a meaningful way. The freely selectable courses are to be laid down in the dissertation agreement.

**PhD-in-Practice (PhD)**

The PhD in Practice is an English language postgraduate course in research-based visual arts. The program addresses artists, as well as other cultural producers, who pursue research with artistic methods. It understands research as a productive work on and with different materials, which aims at a negotiation, reflection and critique of knowledge and knowledge-producing institutions. The theme of the programme is the specific productivity of artistic procedures and strategies as research as well as the critical reflection of one's own artistic practice, which can become both a method and an object of research. In this orientation, the PhD program draws on a long tradition of research-based artistic practices that have been developed in dialogue with activist, sub- and pop-cultural as well as academic fields.

**ADMISSION**

for the PhD program PhD in Practice are

1. the completion of a professionally relevant course of study (Master's, Master's or Diploma) at a recognized domestic or foreign post-secondary educational institution;
  2. the positive completion of the admission procedure.
  3. knowledge of English (language level B2), which will be tested during the admission procedure.
- At the latest one year after admission, a PhD project agreement must be concluded and approved by the governing body responsible for study law.

With a workload of 240 ECTS points, the PhD in Practice programme is designed for a regular study period of 8 semesters. The PhD in Practice is based on two units: Courses and the PhD project. Courses comprise a total of 80 ECTS, the PhD project comprises 160 ECTS, of which 80 ECTS each are allocated to the artistic-scientific research project and the dissertation.

## STAGES OF DOCTORAL STUDIES

Doctoral studies are roughly structured along five milestones:

1. **matriculation**
2. **the decision on the topic and finding a supervisor**
3. **signing of the dissertation / PhD agreement (in general after the first year of studies)**
4. **writing the thesis**
5. **submitting the dissertation / PhD project and defense**

### 1. Enrollment

Enrolment takes place in person in the Registrar's Office. The specific admission requirements are laid down in the respective curriculum/curricula. In summary, for each doctoral program at the Academy of Fine Arts, a degree from a relevant diploma, master's or master's program is an admission requirement.

Please note that for the doctoral programme in architecture, a confirmation of supervision must be submitted for enrolment. There is an admission procedure for the PhD in Practice program, more information can be found on the website.

Applicants who did not complete their diploma or MA studies in Austria must provide proof of the equivalence of their international degree before admission. Information on this can be obtained from the Registrar's Office.

#### IMPORTANT:

Please use your official academy email address, as this is where you will receive relevant information about your studies (approval of the dissertation agreement, information on grants and calls for applications). Therefore, please check this account regularly or set up a forwarding.

### 2. Specification of Topic/Title and Supervisor(s), Drafting of the Exposé

After the successful enrolment you determine the topic of your dissertation as well as your supervisor (possibly also a second supervisor) and start to write the exposé.

You develop a concrete idea for a topic to be studied and look for a supervisor who has the professional qualifications to provide you with the best possible support in working on your dissertation topic. A list of the supervisors of the Academy of Fine Arts Vienna can be found under Forms and Documents on the website of the Center for Doctoral Studies.

### 3. Dissertation Agreement

One year after enrolment for the Dr.phil., Dr.rer.nat. and PhD in Practice, the dissertation agreement must be concluded and submitted to the Admissions Office for approval by the governing body responsible for study law. For the doctoral studies of architecture (Dr.techn.) no PhD agreement has to be concluded.

#### 4. Writing of the Doctoral Thesis

In addition to conducting research, writing the dissertation and attending relevant courses, it makes sense to acquire relevant skills and competences, e.g. by attending workshops, courses, etc.

Furthermore, the exchange of experiences and networking (attending relevant conferences, lectures, etc.) with other colleagues is often an important support. Together with the Center for Doctoral Studies, the Division of Art | Research | Support sends out a regular newsletter with relevant events. In addition, the activities of the Center for Doctoral Studies are announced via the e-mail distribution list.

#### 5. Submission of the Doctoral Thesis

As soon as you have completed your thesis, you can submit it electronically and must hand in a hard bound copy to the Admissions Office. For the evaluation of your thesis, expert reviews are required.

If (1) you have completed all courses according to the curriculum and (2) the reviews have been submitted and you have received a positive overall grade for your dissertation, you can register for the defense (for Dr. techn. rigorosum).

After successful completion of the Defensio / Rigorosum you have completed your doctoral studies.

**Congratulations!**



## DISSERTATION AGREEMENT

For doctoral studies in philosophy (Dr. phil.), natural sciences (Dr. rer. nat.) and the PhD in Practice, a dissertation agreement must be concluded one year after enrollment at the latest.

The PhD agreement is an agreement that defines the framework of the doctoral program and the relationship between the supervisor and the PhD student and the university (triangulation). It is an individual agreement that defines the content of the dissertation (working title and exposé), but in which the expectations of the supervisor and the PhD student are recorded and agreed in writing.

The dissertation agreement is the central document in which you and your supervisor agree on the content of your dissertation and the mutual expectations. The Thesis Agreement includes the agreement of supervision, the exposé (see separate information sheet) and regulates the main points of supervision. Thus, the agreement includes the number and regularity of meetings, the deliverables to be accomplished, the preliminary schedule of the dissertation as well as details on the acquisition of key competencies and, if applicable, participation in international conferences or collaboration on publications. Furthermore, the agreement on the dissertation will specify the optional courses in which the curricula allow a certain degree of flexibility.

### The dissertation agreement essentially contains the following points

- Name of the student, matriculation number, date of birth
- Name(s) of the supervisor(s)
- Subject of the dissertation
- the language in which the thesis is written and the defensio is held
- the exposé on which the approval is based (as a separate document => see also the information sheet)
- the freely chosen optional courses
- the key points concerning supervision, in particular the frequency of the planned feedback meetings between students and supervisors
- Acquisition of key competences and knowledge, contributions of the doctoral candidate (conference participation, publications...)
- Declaration of commitment of the students to adhere to the rules of good scientific practice

### Steps towards the dissertation agreement

- Submission within the first year (12 months) after enrollment
- Signature of doctoral candidate, supervisor, and the governing body responsible for study law
- Submission to the Registrar's Office
- Changes (e.g. working title, second supervisor, agreed courses) must be signed by the doctoral candidate and the supervisor and submitted to the Registrar's Office

The template of the agreement can be downloaded from the website of the Center for Doctoral Studies.

## RECOMMENDATIONS FOR WRITING AN EXPOSÉ

The exposé is one important milestone in a doctoral/PhD study program and is an important step in the planning of the doctoral/PhD project. An exposé contains a concise description of the main content and methodological approaches of the dissertation project, a bibliography and a time- and work plan. Moreover, it is an important tool that will help you to successfully complete the multi-year dissertation/PhD project. The clearer you define the research question, procedure and goal, the easier the project is to implement.

The exposé does not stipulate that the dissertation/PhD project has to be carried out exactly the outlined way. The focus and/or approaches (methods) can change in the course of the research. A dissertation/PhD project is always a process in which many things develop during or through your work. However, the exposé is a clear starting point for the (artistic) research project of the dissertation/PhD.

The exposé is part of the dissertation/PhD project agreement, which has to be completed within the first year after enrollment for Dr. phil., Dr. rer. nat. and the PhD-in-practice and delivered to the Registrar's office for approval through the Vice Rector for Art and Teaching. For the doctoral study in Architecture (Dr. techn.) a confirmation of supervision and an exposé is already required before the admission to the Dr. techn. program.

### Recommendations to the Exposé

The scope of the exposé depends on the particular discipline-specific practice, but should not exceed 30,000 characters (about 10 DIN A4 pages) (excluding bibliography and time and work schedule). An exposé usually contains the following points:

- **Working title of the dissertation/PhD project**

- **Abstract (up to 2000 characters)**

The aim of the abstract is to give a quick overview of your planned dissertation. The abstract briefly summarizes the main (artistic) research questions and aims of your PhD / dissertation project, the research context and the methodology. In general the abstract is updated before submitting the dissertation.

- **Content description of the dissertation/PhD project with clear research questions**

What is the core issue of your dissertation / PhD? What is the focus of the dissertation / PhD? Project? How is the topic to be dealt with embedded in a larger (artistic) research question / in your discipline / your subject? Where are points of contact with other research fields? But also, how are you delineating your PhD/dissertation project?

- **Central research questions and goals**

Which research questions should be investigated in detail in the dissertation/PhD project? Try to cluster individual questions in groups and ensure a red thread through the work. Why are you interested in these questions and why are they relevant for your research field / discipline? How does your research contribute to the development of knowledge in your field?

- **Overview of the state of the art**

Which (theoretical and / or methodological) concepts and central references will you use? Which authors are relevant? Which works / studies are available? Which results / findings exist? What is the starting point of your research? How do you position your dissertation/PhD project vis a vis this state of the art?

**■ Presentation of planned methods and research design**

In order to answer your research question(s) you need to describe specific (methodological) approach(es) and the sources / materials (research corpus) to be used. If the development of a method is part of the dissertation, describe your general approach: How do you want to tackle the research project? Is it a theoretical work, will you work empirically? Is there a combination of projects / empirical work and texts? How are these related to each other? Is there a certain type of investigation, such as interviews, observations, archival research or project visit? How do you analyze / interpret your sources / material?

**■ Relevant literature**

You don't have to list all the literature you will use, but the central literature that you have identified as the starting point for your dissertation, and that appears in the proposal. This bibliography is also used to recognize how you position your work theoretically and methodically.

**■ Time and work plan, possibly resource plan**

Plan realistically, consider how much time you need for each step and how much time you have available for the dissertation/PhD project (for example, if you are holding a paid job). Present this plan in a rough time frame, which includes the overall planned duration for your dissertation/Phd (3 years, 4 years, etc.). Please note that several months (4-6) have to be considered between the submission of the dissertation/Phd project and the defensio due to the review process.

**■ Possibly: special features**

If necessary, explain features such as Co-authors or projects into which your dissertation/PhD project is embedded.

## SCHOLARSHIPS OF THE ACADEMY OF FINE ARTS AND THE CENTER FOR DOCTORAL STUDIES

The Center for Doctoral Studies offers four grants for doctoral / PhD candidates of the Academy of Fine Arts Vienna. Please check the newsletter or the website of the Center for Doctoral Studies for current deadlines.

### Travel Allowances for PhD Candidates

The travel allowances support regular doctoral students of the Academy in presenting dissertation / PhD project results at international conferences and symposia or for the presentation of art projects. Prerequisite is an active participation in the conference, the symposium or the art presentation.

In general up to max. EUR 450,- can be awarded per person and per application. The travel allowances can only be awarded once per academic year and only twice during the whole doctoral/PhD study period.

### SUBMISSION DEADLINE

The request can be made at any time, but must be **at least two weeks before the start of the journey** be submitted.

### Short term grants abroad

The scholarship for a short-term stay abroad for doctoral/PhD candidates supports stays abroad for e.g. research, field research, archival research, interviews, which are necessary for the dissertation or the PhD project. Stays abroad are funded for a minimum of 2 to a maximum of 8 weeks.

- The funding can be granted for a period of at least 2 to a maximum of 8 weeks.

The grant is paid out as a scholarship and it serves as a subsidy to partially cover travel and subsistence costs during the stay abroad. The grant can only be awarded once during the whole doctoral/PhD study period.

### ATTENTION

Parallel funding (e.g. Marietta Blau, ÖAW doc, ERASMUS plus) is excluded!

### Learning-on-the-Job Grant

The scholarship is intended to enable doctoral/PhD candidates to gain practical experience and to get to know processes in connection with the organization of a conference, the publication of a book, the planning and holding of a workshop, etc., and to acquire additional competencies in addition to the academic qualifications.

**Applicants are the doctoral/PhD supervisors who apply for a scholarship for a doctoral/PhD candidate for a planned activity/project.**

The funding amount per Learning-on-the-Job scholarship is usually € 750.- in exceptional cases, depending on the duration and scope of the activity up to a maximum of € 1,500.- can be awarded. The scholarship can only be awarded once during the whole doctoral/PhD study period.

**Dissertation Completion Fellowship**

The Dissertation Completion Fellowship aims to support PhD students in the final phase of the dissertation until completion.

Each year, four fellowships for six months each can be awarded. The amount of the fellowship is € 1.000,- per month. The fellowship can only be awarded once during the whole doctoral/PhD study.

**Other opportunities at the Academy of Fine Arts Vienna****Lektor\_innen Program –Program to acquire and develop teaching skills for doctoral students**

The program is aimed at doctoral students who have already completed their dissertation agreement and are aiming for a professional career as a university lecturer. During this two-semester program, academically qualified persons with little or no teaching experience acquire the theoretical and practical foundations of academic teaching, which enable them to independently offer research-led and student-centered teaching (see concept of the Lecturer Program).

The selection of the participants takes place in two stages: In the Vice-Rectorate for Art | Teaching, the submissions are examined based on formal criteria (fulfillment of the application requirements, completeness of the documents). The final selection is made by a commission.

**External grants****ÖAW DOC**

The DOC Fellowship Programme of the Austrian Academy of Sciences offers funding for highly qualified doctoral candidates in all areas of research. The fellowships in the amount of 38,000 Euros allow young researchers to dedicate themselves to working in focused fashion to complete their doctoral thesis within a clear timeframe.

Applications for a DOC Fellowship are open to doctoral candidates of all ages who

- completed their Diplom or Master's degrees no more than two years ago,
- are writing their thesis at an Austrian university, and
- submit a project exposé and a reference from their doctoral supervisor.

**IFK\_Junior Fellowships**

The IFK\_Junior Fellowships at the Internationales Forschungszentrum Kulturwissenschaften der Kunstuniversität Linz in Wien are intended for young Austrian academics doing their dissertations, as well as for non-Austrian doctoral students who are being supervised at an Austrian university.

The dissertation project must be an interdisciplinary undertaking in the humanities, social sciences or art that addresses the study of culture(s), its issues and methods.

Research projects may, but are not required to, relate to the current IFK research foci.

## SUBMITTING THE DOCTORAL THESIS

Congratulations, you are ready to take on the last few steps in your doctoral program. After completing your doctoral thesis, you are required to add a title page and an abstract in both German and English as well as a profile. You can find all necessary forms for the completion of your doctoral/PhD studies online:

<https://www.akbild.ac.at/Portal/kunst-forschung/doktoratszentrum/formulare-und-dokumente>

As soon as you have completed your doctoral thesis, you can submit it electronically. For this purpose, please log onto the Academy Online System and upload a PDF of your thesis.

**Please note that after submitting the PDF, you are not permitted to make any changes to your thesis! The hardcover copies must correspond exactly to the submitted PDF.**

This is why you are not allowed to correct any typos etc. afterwards.

After uploading your thesis, you and your supervisor(s) will receive a notification that your thesis can now be assessed and graded. Please note that your thesis supervisors as well as the external appraisers have a maximum of four months to assess and evaluate. To ensure that you will be able to keep your scheduled Thesis Defense date, you should submit your thesis at least five months prior to the scheduled day. You can find all registration deadlines and examination dates for doctoral vivae / Thesis Defenses online.

**After uploading your thesis, you are required to submit the following documents to the Registrar's Office:**

- Two hardcover copies of your doctoral thesis (no spiral binding!)
- Form Declaration on Oath
- Form Admission for Approbation

### NOTE

The form „Admission for Approbation“ must contain a list of external appraisers.

### APPRAISAL AND ASSESSMENT

The exact procedures for appraisal and assessment depend on the curriculum that you are enrolled in. Please check your curriculum for binding information on this procedure.

### REGISTRATION FOR THE THESIS DEFENSE

The Thesis Defense is an oral and public presentation and defense of your thesis before an examination panel. You are allowed to register for the Thesis Defense as soon as you have

- (1) successfully completed all the courses required by the curriculum, and**
- (2) the appraisals have been submitted, with a positive final grade for your thesis.**

The Thesis Defense can be held after a minimum of two weeks has elapsed after the submittal of the two appraisals.

When registering for your Thesis Defense, please submit the two forms „Ansuchen um Zulassung zur Ablegung der Defensio“ (Application for Admission of taking the Thesis Defense: Form for PhD in Practice, Form for all other doctoral studies) and Examination Panel Thesis Defense at the Registrar's Office (you find all forms here). Please also note the respective calendar dates.

### PLEASE NOTE

Prior to submitting these two forms, please ensure that all members of the examination panel have approved your desired date for the Thesis Defense. Usually, it is the best option for doctoral candidates to contact the respective departmental secretariat.

If your examination panel comprises members who are not employees of the Academy of Fine Arts Vienna, they will be required to submit the forms Data Sheet for External Examiners as well as the Confirmation of the External Examiners' Venia.

**GRADUATION**

**After successfully delivering your Thesis Defense, you have completed your doctoral studies. Congratulations!**

As soon as your final certificate is ready, you will receive an email from the Registrar's Office (please read this email carefully as you will have to obtain some statistics and a confirmation from the library). Then you can come and pick up your certificate.

Please also notify the Registrar's Office whether you wish to participate in the degree award ceremony at the end of June.