



## Doctoral thesis agreement<sup>1</sup>

**Agreement made between doctoral candidate, supervisor/s and the University of Vienna in compliance with Article §16 (sections 9–10) of the statutes governing studies at the University of Vienna**

### Doctoral Candidate

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: \_\_\_\_\_  
Degree program code (according to the student record sheet/"Studienblatt"): \_\_\_\_\_ A  
Academic discipline or field of doctoral research (according to the student record sheet/"Studienblatt"): \_\_\_\_\_  
Topic: \_\_\_\_\_

In carrying out the above mentioned thesis project supervisor/s and 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. <sup>2</sup>
2. The thesis is written in \_\_\_\_\_ (English, German, ...).
3. Periodically, but at least annually, informal reports documenting progress and development of the thesis project have to be handed in (see also Article §16, section 10 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/themselves to continuously oversee progress of the thesis project and comment on texts handed in (interim reports, chapters, drafts etc.) within an adequate period of time in a written or oral way.  
Specification:
5. The supervisor/s support/s the doctoral candidate in the following way (e.g. by institutional integration):<sup>3</sup>  
*e.g. incorporation in the workgroup "Macro Reading Group"*
6. Work progress is discussed \_\_\_\_\_ (please, fill in the chosen frequency of feedback meetings, e.g. weekly, monthly etc.).<sup>4</sup>
7. 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 \_\_\_\_\_. The performance requirements through course attendance are determined in each specific curriculum. The update of this agreement is communicated through yearly annexes.<sup>5</sup>  
*e.g. doctoral course, Philosophy of Science, WS (winter semester) 2009/10; 4 ECTS credits (seminar with continuous assessment of coursework)*
8. In consultation with the supervisor/s the doctoral candidate is planning to attend the following courses in transferable skills:<sup>6</sup>  
*e.g. Academic Writing in English*
9. 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 lectureship etc.). In case of activities earning the doctoral candidate credits these have to be put down in the agreement as well:<sup>7</sup>  
*e.g. Presentation: Workshop on Trade, Firm Dynamics and Growth (London, May 2010)*
10. The doctoral candidate commits himself to act according to the rules and regulations of proper scientific conduct.
11. In compliance with Article §16, section 10 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:**

- Research proposal ("Exposé")
- Registration of the the topic of the doctoral thesis and the supervisors
- Supplementary sheet "Rules and regulations of proper scientific conduct"
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**Date and signatures**

Date

*Name*  
Doctoral Candidate/signature

Date

*Name/s*  
Supervisor(s)/signature(s)

**Decision of the administrative body responsible for study matters** (please, tick the correct box)

Study program:

The doctoral thesis project is  approved  not approved

For the administrative body responsible for study matters (Studienpräses)

Date

Stamp

*Name*  
Director of the study program/signature

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### Explanatory notes:

<sup>1</sup> The doctoral thesis agreement is put down in Article §16, section 9 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). In case of monetary or non-monetary resources required from an organizational unit, permission of the head of the unit is required.

<sup>2</sup> 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.).

<sup>3</sup> Examples of institutional integration are membership in a workgroup, participation in a research project, but also the regular attendance of events at the institute. In case of more than one supervisor the concrete responsibility of each person concerning the thesis project is to be recorded in the agreement.

<sup>4</sup> 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.

<sup>5</sup> Other than in the curricula, where type and amount of performance requirements are put down, the doctoral thesis agreement is supposed to contribute to a concretization of these requirements. Annexes are supposed to specify and update them on a yearly basis. Doctoral candidate and 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 put down in the contract and charged to the candidate's performance requirements. The final decision concerning approval as study achievements is taken 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 approval as study achievements the rules of the Universities Act 2002 apply.

<sup>6</sup> 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.

The final decision concerning approval as study achievements is taken by the administrative body responsible for study matters.

<sup>7</sup> 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.

The final decision concerning approval as study achievements is taken by the administrative body responsible for study matters