Dissertation Process

For students who started their PhD studies **in WS21/22 or later**

All forms can be downloaded from here and here

Form: Provisional Confirmation of Supervision (provisorische Betreuungszusage)

Enrollment (Immatrikulation)

Submit to Chair of PhD affairs information about the Dissertationskolloquium (time, location, candidate name, supervisor name, topic) + suggestion for examination senate

2./3. sem. **Dissertationskolloquium** (done in a Dissertatantenseminar, but public)

Submit to Examination and Recognition Services (PAS):
- **Form**: "Information about the Dissertation Supervisors" (Bekanntgabe der Betreuer*innen)
- **Form**: "Dissertation Agreement" (Dissertationsvereinbarung)

Dissertantenseminar

Submit to Präses: Report for Pre-Defense

5./6. sem. **Pre-Defense**

Dissertantenseminar

- 10 weeks

Submit to Chair of PhD affairs (plain-text email, see explanations):
- main supervisor + suggestion for the external reviewer and the 4th examiner at the defense
- title, abstract
- list of publications

Arrange date, time and location of defense with defense senate

- 8 weeks

Submit to Examination and Recognition Services (PAS):
- email with thesis title, abstract, supervisors, and suggestion for the reviewer
- **Form** (if applicable): " Application for an external reviewer/examiner" + reviewer's/examiner's CV if not from JKU

- 4 weeks

Submit to Examination and Recognition Services (PAS):
- upload PDF of thesis to https://forms.jku.at/pas/thesis
- **Form**: "Application to make the dissertation publicly inaccessible" (Sperrantrag) (if applicable)
- **Form**: "Examination Roster" (Prüfungsraster, see template)
- **Form**: "Registration Form for Oral Defense" (Festlegung des Prüfungssenats, with signatures of examiners)

- 2 weeks

Notify Examination and Recognition Services (PAS) about date, time, location of the defense (the reviewers must have submitted their marks by then)

Defense