Dissertation Process

For students who started their PhD studies **before WS21/22**

All forms can be downloaded from here and here

Enrollment (Immatrikulation)

Dissertantenseminar

Dissertantenseminar

Submit to Chair of PhD Affairs : Report for Pre-Defense

5./6. sem. **Pre-Defense** (equivalent to Dissertationskolloquium)

Submit to Examination and Recognition Services (PAS):
- **Form**: "Register a dissertation" (Meldung einer Dissertation)
- **Form**: "Dissertation Agreement" (Dissertationsvereinbarung)

Dissertantenseminar

- 10 weeks

Submit to Chair of PhD Affairs (plain-text email, see explanations):
- suggestion for the 2 reviewers 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):
- printed page with thesis title, abstract and suggestion for the 2 reviewers
- **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 the 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