

Thesis Agreement: On putting three documents into one

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When pursuing a PhD you should have the freedom to become an expert in a very special field of science. Consequently, the curriculum [1] does not squeeze you in some tight corset but boils down to the lowest common denominator valid for every PhD candidate at TU Wien. This brings not only freedom but also some danger, and every PhD should (or even has to) specify some more rules for their studies. To this end, TU Wien provides three important document forms which are combined in one PDF file [2], the wide-sense thesis agreement. See the paper in your hands as some kind of explanation on how to fill in these three document forms.

1 Announcement of a doctoral thesis

The *announcement of a doctoral thesis*, which is shown in Figure 1, is the first of three document forms. You should submit it early in your PhD studies and it is necessary for completing your dissertation. You need to submit a short abstract of your planned research together with the announcement of your thesis.

- 1 Your master (or equivalent) program, which enables you to pursue a dissertation.
- 2 The program you enroll in (784.xxx Social Sciences and Economics, 786.xxx Technical Sciences, 791.xxx Natural Sciences) depends on the discipline in which you are pursuing your doctoral degree. All of these programs are equivalent to a PhD and they only differ in the title (Dr.techn., Dr.rer.nar., Dr.rer.soc.oec.) you are awarded once you finish. Which of the studies you should enroll depends on your personal flavor but also your supervisor may favor one over the other.
- 3 There are two types of writing your doctoral thesis called *cumulative dissertation* and *monograph*. A cumulative dissertation is more or less your published papers stapled together to one file and an introduction which explains how the findings in your papers sum up to the great whole. The monograph is a complete new work combining your already published papers in a new frame. Ask your supervisor if they prefer a monograph/cumulative dissertation.
- 4 If you need materials, lab resources or funding from the organizational unit you also need approval of the head of the institute.

2 Thesis agreement

The *thesis agreement* (in the narrow sense) is an agreement between your supervisor and you. It should provide security

Meldung einer Dissertation
Announcement of a doctoral thesis



Doktorand / Doktorandin Doctoral Candidate			
Matrikelnummer: Registration number:		Geburtsdatum: Date of birth:	
Familienname, Vorname: Last Name, First Name :			
Anschrift: Address:			
Vorstudium: Undergraduate program:	1		
Universität: University:		Abschlussdatum: Date of completion:	
Tel.: Phone:		E-Mail: E-mail:	
Dissertation Doctoral Thesis			
2	784 - Sozial- und Wirtschaftswissenschaften 784 - Social Sciences and Economics	2	786 - Technische Wissenschaften 786 - Technical Sciences
		2	791 - Naturwissenschaften 791 - Natural Sciences
Fachgebiet: Field of Study:		Kumulative Dissertation Cumulative doctoral thesis	3
Thema der Dissertation (Arbeitstitel): Topic of the thesis (working title):			
Betreuung Supervision			
Familienname, Vorname: Last Name, First Name :			
Universität, Institut: University, Institute:			
Datum und Unterschriften Date and Signatures			
Datum: Date:	Unterschrift Doktorand / Doktorand: Signature Doctoral Candidate:		
Datum: Date:	Unterschrift Betreuerin / Betreuer: Signature Supervisor:		
Datum: Date:	Unterschrift Institutsleitung ³ : Signature Head of the Institute: 4		
Entscheidung des Studiendekans Decision of the Dean of Academic Affairs			
Das Dissertationsvorhaben wird genehmigt / nicht genehmigt ² The Dissertation Proposal is approved / not approved ²			
Datum: Date:	Unterschrift Studiendekan: Signature Dean of Academic Affairs:		

Gemäß §23 Abs. 6 des Satzungsstückes "Studienrechtliche Bestimmungen" ist bei Bekanntgabe von Thema und Betreuung der Dissertation an das Studienrechtliche Organ (Studiendekane) eine kurze Darstellung der Problemstellung der Dissertation abzugeben.
According to §23 (6) "Studienrechtliche Satzung" (academic statutes) a short abstract has to be handed in together with the announcement of the thesis.

Figure 1: First Document: Announcement of a doctoral thesis.

for both your supervisor and you. Both of you agree on e.g. the form and language of your thesis and how often you meet your supervisor.

- 5 Here you decide in which language your dissertation will be written. **Note:** The language can be changed at any time too by resubmitting a new agreement.
- 6 Here you and your supervisor should agree on how often and in which form both of you discuss the ongoing scientific research.
- 7 Here you agree with your supervisor about how often you see/hear each other and talk about the process and state of your studies. This helps you getting regular meetings with your supervisor. It ensures that she/he has time capacities for you and your research. If she/he has a very tight schedule you may remind her/him about this agreement.

