



PhD Study Guidelines

Information on the graduation from the
Medical University of Graz

Contact and General Information:

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1 Dissertation Guidelines

1.1 General

The dissertation must be a complete original work that the student has prepared and composed independently. This needs to be stated in a Declaration in the preface of the thesis (cf. example in appendix I).

Thus, it must include no other sources except as noted by citations. All data, tables, figures and text citations which have been reproduced from any other source, must be explicitly acknowledged as such.

Any material or data presented in the thesis that had been contributed by a person other than the PhD candidate has to be acknowledged as such by name and affiliation in all respective sections of the thesis, including the text of the Results and Discussion sections and the Figure Legends. This also applies even if only a subset of data was contributed by this person.

The pieces of data, which have been published, must be indicated clearly.

The dissertation is to be composed in English (American English). A summary is to be provided in both English and German.

1.2 Formal criteria

International Size A4 paper, upright format

Plain fonts such as Times New Roman or Arial, 12pt, and a line spacing of 1.5 are mandatory.

Left margins should be 30-35 mm (to allow adequate room for binding and trimming), right margins no less than 25 mm. Top and bottom margins should be at least 20 mm.

There is no lower or upper limitation of pages, but it is recommended that the main body of the text ranges between 70-110 pages (i.e. without summaries, index, references and appendix)

For citation of literature the Vancouver or Harvard style of referencing (e.g. British Journal of Pharmacology) is recommended.



1.3 Structure

The title page should contain the nature of the work (Dissertation), the title of the work, the academic degree (e.g. M.Sc.) and name of the candidate (with the last name indicated), the academic degree sought for (Ph.D.), the affiliation where the work was done, the name of the supervisor and the year of submission (cf. example title page in appendix II).

The thesis should be structured in the following sections: front page, summary (English), Zusammenfassung (German), comprehensive introduction into the field, methods, results, overall discussion and references.

If the dissertation covers diverse topics, these can be covered by separate parts which are thematically linked by a combined introduction and summary.

2 Publication Guidelines

At least one publication has to be accepted in an internationally approved „peer-reviewed“ journal (SCI listed) with the student as first author.

If two or more joint 1st authors are publishing together (regardless if both are PhD students or not), the citation impact of the journal is to be divided equally among them.

3 Guidelines for the submission of the dissertation and enrolment for doctoral viva

3.1 Prerequisites according to the degree course scheme:

- The student must have passed all courses (positive assessment)
- The dissertation must be finished
- Publication with student as first author must have been accepted or published



3.2 To Do's:

3.2.1 For the supervisor:

The supervisor sends an informal e-mail to the assistant of the dean for doctoral programmes, with the following information:

- Name of the PhD student
- Enrolment number of the PhD student
- Title of the dissertation
- Doctoral programme (MolMed/Brain/DK)
- Requested date and time (incl. room reservation) for the examination (at the earliest 8 weeks after the submission of the forms to the department for study and exam, and subject to the arrival of the assessments)
- Proposal of 2 assessors for the dissertation
- Proposal of 3 examiners for the overall examination (one is the supervisor) before the examination commission (one examiner must be a non-member of the Thesis Committee)
- Proposal of one chair for the overall examination (can be one of the examiners)
- Enclosures with the e-mail:
 - Pdf of the dissertation
 - Pdf of the paper or the letter of acceptance

3.2.2 For the student:

The student uploads her/his theses to MedOnline. After being informed by email she/he picks up two forms (“assessment of the dissertation” and “enrolment for the doctoral viva”) in the office for doctoral studies. Then she/he obtains the signatures and stamps of the proposed members of the examination board, the dean of doctoral studies, the study rector and the supervisor and hands in the two forms and one hardcopy of the dissertation in the department for study and exam.

The department for study and exam first confirms the presumable date to the student by email and, in a second step, officially announces the examination.



4 Doctoral Viva Guidelines

In the doctoral viva the doctoral candidate's comprehensive faculty knowledge is examined by an examination board consisting of three examiners (one of them can be the chair). The supervisor of the doctoral thesis is appointed as one of the examiners unless any serious reasons speak against it. Within the scope of the doctoral viva it shall be evaluated whether the doctoral candidate possesses the ability to apply the acquired knowledge in the field of the respective program topic.

The doctoral viva comprises the following topics:

1. the doctoral thesis, including the current knowledge relevant for the respective scientific problem
2. the specialist area of the thesis topic
3. areas of lectures and courses attended by the student

The doctoral viva is held in English within the frame of a public presentation (defense, „Defensio dissertationis“, approx. 30 min) followed by a scientific discussion in which primarily the examination board asks questions, but the auditorium may also participate (approx. 30 min). The examination board has to evaluate the originality of the results, the soundness of scientific methods of the thesis, interpretation and conclusions. In the final part of the examination the general and specialized knowledge of the doctoral candidate relating to the thesis and the lectures and courses attended by the student are assessed by the examiners. In particular cases (filed patent) the Study Rector is, at the request of the doctoral candidate or the supervisor, entitled to restrict the auditory to a small-qualified number.

The PhD study has been completed successfully if (1) all courses, (2) the doctoral thesis and (3) the doctoral viva have been completed successfully. All are essential components for evaluation. A negative evaluation in one of them cannot be compensated by achievements in the other.

5 Doctoral Title and Graduation

After successfully defending the dissertation and completing the doctoral viva, the Study Rector officially awards the graduate of the PhD program the academic title of "Doctor of Philosophy", abbreviated as "PhD". It is possible to register for the awarding of the PhD degree in solemn form for a service charge of EUR 36,-. Dates and registration can be found on www.medunigraz.at/phd.



Appendix I: Declaration

Declaration

I hereby declare that this thesis is my own original work and that I have fully acknowledged by name all of those individuals and organisations that have contributed to the research for this thesis. Due acknowledgement has been made in the text to all other material used. Throughout this thesis and in all related publications I followed the guidelines of “Good Scientific Practice”.

Graz, [date & signature]



Appendix II: Title Page

Dissertation

{ TITLE }

submitted by

{Dr.med.univ./dent. /Mag.rer.nat. /M.Sc....}

{Forename SURNAME}

for the Academic Degree of

Doctor of Philosophy

(Ph.D.)

at the

Medical University of Graz

Institute / Department of ...

under Supervision of

{Assoc.Prof. Dr. Forename SURNAME}

{Year of Submission}