

# Handout COMPLETION OF THE PHD PROGRAMME

Kunstuniversität zu Linz



University of Arts Linz

## 1. Submission of the PhD-Thesis

The thesis defense is a public university event. It must therefore take place during the lecture period. All reviewers are legally entitled to a period of 4 months for writing the review. Reviewers can agree to a shortening of the deadline themselves (in which case the examination date can take place earlier); please ask for a written consent to a shortening of the deadline.

**The following must be submitted to the Study Office no later than six months prior to the thesis defense:**

- The digital version of the PhD project (PDF): This must exactly match the printed version and must be uploaded for plagiarism checking at <https://calls.kunstuni-linz.at/calls/EA22/>. Subsequently, all documents (see next points) have to be handed in or sent by registered mail within 48 hours to the Study Office, Hauptplatz 6, 4020 Linz (the date of the postmark is valid).

The report of the plagiarism software will be sent to the supervisor(s) by the Study Office.

- 7 or 8 copies of the bound version of the PhD project (please contact the Study Office for the exact number), whereby at least 3 of the copies (incl. supplements) must meet the formal requirements of the University Library (see point 2.A.).
- The form "Request for evaluation of the dissertation" ("Ansuchen um Beurteilung der Dissertation"), on which the external reviewer has to be indicated. The form can be downloaded here: <https://www.kunstuni-linz.at/en/studies/study-admission/degree>  
The proposal of the external reviewer must be agreed upon in advance between the PhD candidate and the PhD supervisor(s). The proposal is to be forwarded by the Study Office to the Department Art.Research | PhD for review ([phd.office@kunstuni-linz.at](mailto:phd.office@kunstuni-linz.at)).

The external reviewer must fulfil the following criteria:

- ✓ is authorised to supervise dissertations or PhD theses,
- ✓ has the necessary professional expertise for the PhD project in question,
- ✓ is not employed at the University of Arts Linz,  
(in the case of a PhD in the course of a PhD cooperation, the external reviewer must also not be employed at the respective cooperating university)
- ✓ was not involved in the supervision process of the PhD candidate,
- ✓ has no close relationship in the sense of bias to the PhD candidate.

The organisation of the thesis defense is the responsibility of the PhD candidates. Please arrange appointments with the supervisors and the reviewers in writing! The agreed examination date must be communicated to the Study Office.

Further information on the completion of the PhD Programme can also be found in the curriculum and the statutes; both can be downloaded at [www.kunstuni-linz.at/phd/links/en](http://www.kunstuni-linz.at/phd/links/en).

## 2. *The PhD Project to be Submitted*

- In all cases, a written PhD thesis must be prepared and submitted that meets the formal requirements of the University Library (see point 2.A. below).
- Artistic parts of the PhD project must be appropriately documented, contextualized, and reflected upon.
- The submitted PhD project must be **archivable** (for archiving in the library) and **producible in multiple ways** (as visual material for the reviewers); this also applies to the artistic parts of the PhD thesis.

**Therefore, the artistic parts of the work must be documented in a suitable form** – e.g. in an accompanying volume, by means of photos, video, film or similar.

E.g.: A painted picture or sculpture cannot be archived or produced in multiple ways as objects and therefore cannot be submitted. However, a book with photos of the objects or a video of them will meet the criteria.

- If you are unsure about the format of the artistic parts of your PhD thesis, please consult your supervisor(s) and the Department [Art.Research | PhD](#) as soon as possible.

### 2.A. *Form Requirements for the Bound Library Copies*

- Copies for the University Library must be submitted as a hardcover edition in a durable professional binding.
- The following information must be visible on the title page:
  - ✓ Name of author
  - ✓ Title of the work
  - ✓ Type of work
  - ✓ Acad. degree awarded (PhD)
  - ✓ University
  - ✓ PhD supervisor(s)
  - ✓ Place and year of submission
- Table of contents
- Abstract (German and/or English), max. one A4 page each
- Format, cover color and layout of your paper are up to you.

### Supplements

- If a supplementary volume exists (e.g. artistic work is a designed book), this must also be handed in hardcover-bound 3 times.
- If a film/video/audio material etc. exists as an artistic work, it must be handed in 3 times – also labeled accordingly – as a CD/DVD in a hard cover or in an adhesive sleeve in the bound work.
- For conservation reasons, the library does not accept fanfolds, boxes or posters.

Upon application to the member of the Rectorate responsible for research, it is possible to have the PhD- project blocked for public use for a maximum of 5 years in justified cases – see UG §86 (2).

### Contact

For questions about file formats, the declaration for the submission of a dissertation, publication (licensing according to Creative Commons licensing model) @ [University Library, bibliothek.it@kunstuni-linz.at](mailto:bibliothek.it@kunstuni-linz.at)

### 3. Thesis defense

- Formal registration for the thesis defense is to be made approximately one month before the date of the thesis defense in the Study Office.
- If there are artistic parts of the PhD thesis that are site- and/or time-bound (e.g. exhibition, performance or similar), it is possible to invite the members of the examination board to a presentation of these artistic parts already before the actual thesis defense. In this case, this must be clarified **in good time** with the PhD supervisors and the Study Office.  
However, also in this case, the artistic parts of the PhD project must be documented in a suitable form (see point 2.).
- For the examination board at the thesis defense , the following composition is given: the first supervisor, the second supervisor (if applicable), the external reviewer and two further members of staff of the University of Arts Linz who are authorized to supervise PhD projects.  
The latter two persons, i.e. the two additional members of the examination board, will be agreed upon between the PhD candidate and the PhD supervisor(s) and requested by the PhD supervisor. The names of the two colleagues are to be communicated to the Study Office.  
In the case of PhD theses in the course of an international cooperation, at least two persons of the examination board must be employed at the University of Arts Linz.
- The thesis defense takes place in presence and in public. The examination consists of a short presentation of the PhD candidate, a presentation of the PhD project and a subsequent discussion ("thesis defense ").
- Reviews of the PhD project are written by the first supervisor, by the second supervisor (if applicable) and by the external reviewer.  
The reviews should contain a statement on the topic, on the methods, on the classification of the PhD project in the state of the art of research as well as a summary assessment (assessment on the grading scale from 1 to 5, where 1 corresponds to the best and 5 to the worst grade).
- **External reviewers and external supervisors** will be reimbursed for travel expenses for economy class up to a maximum of € 500,-- as well as the costs for 1 to 2 overnight stays in Linz for writing the review and participating in the thesis defense . The persons concerned are responsible for organizing their own travel and accommodation.  
Please book e.g. at the very well located [Hotel Wolfinger](#) in Linz. Please inform the Hotel Wolfinger that you are taking advantage of the special conditions of the University of Arts Linz (€ 89,-- per night for a single room, as of 2023-03). In general, a maximum of € 110,--in costs per hotel night will be reimbursed.

External reviewers will receive an additional remuneration of € 150,--.

After the thesis defense, the following documents have to be sent digitally to [susanne.dujardin@kunstuni-linz.at](mailto:susanne.dujardin@kunstuni-linz.at):

- ✓ completed and signed [invoice form](#)  
*For external reviewers:* Please indicate the sum of the remuneration of € 150,-- and the travel expenses in the "sum".  
*For external supervisors:* Please indicate in the "sum" the sum of the total travel expenses
- ✓ Invoices for travel and accommodation expenses
- ✓ If there is no Austrian residence: completed and signed [tax declaration form](#), scan of the passport.

#### 4. *Organisation of the thesis defense*

PhD candidates themselves are responsible for the organisation and planning of their thesis defense.

The following information must be communicated to the Study Office: date, members of the examination board, location.

After coordinating the date with the PhD supervisors and the external reviewer, the **room reservation** is made in the Department Building Services and Utilities: Alfred Wollersberger, +43 676 84 7898 256, [alfred.wollersberger@kunstuni-linz.at](mailto:alfred.wollersberger@kunstuni-linz.at)

When making your reservation, please also ask whether the required technology (projector, loudspeakers, etc.) is available in the room and agree on when you can enter the room or who will open the door for you.

*Recommended rooms (each equipped with projector and speakers):*

Domgasse 1: Expostmusik, 4. OG, DO0454  
DG21 Seminarraum, EG, DOEG21

Hauptplatz 6: Repräsentationsraum West / Hörsaal C, 5. OG,  
H60501 Repräsentationsraum Ost / Hörsaal D, 5.  
OG, H60504

If you have any questions regarding **room set-up and equipment** (tables, chairs, loudspeakers, projectors, etc.), please contact the respective contact person in the Department Building Services and Utilities, depending on the location:

Domgasse location: Peter Lehner, +43 676 84 7898 313, [peter.lehner@kunstuni-linz.at](mailto:peter.lehner@kunstuni-linz.at)

Hauptplatz 6 location: Ewald Haider, +43 732 7898 2213, [ewald.haider@kunstuni-linz.at](mailto:ewald.haider@kunstuni-linz.at) or  
Markus Haider, +43 676 84 7898 230, [markus.haider@kunstuni-linz.at](mailto:markus.haider@kunstuni-linz.at)

If you need additional **technical equipment** (e.g. laptop, camera system, etc.), please contact the IT Services, +43 732 7898 3262, [it.helpdesk@kunstuni-linz.at](mailto:it.helpdesk@kunstuni-linz.at)

The thesis defense is open to the public. You are welcome to advertise your thesis defense via the PhD mailing list: Send an email with all the information (possibly with a picture) to [PhD.Studierende@LISTS.ufg.ac.at](mailto:PhD.Studierende@LISTS.ufg.ac.at)

We recommend that you **try out your presentation and the equipment in good time** before the start of your thesis defense !

## 5. *After the thesis defense*

- "Confirmation for the termination of admission or docket" ("Bestätigung für die Beendigung der Zulassung bzw. Laufzettel"): The completed form must be handed in at the Study Office. Download

the form at: <https://www.kunstuni-linz.at/Studienabschluss.2768+M52087573ab0.0.html>

- Your doctoral certificate must be collected from the Study Office; the preparation of the certificate takes approx. 3-4 days.
- Registration for participation in the doctoral or graduation ceremony; dates can be found online here: <https://kunstuni-linz.at/Einteilung-Studienjahr-Zeittafel.1214.0.html>  
If the publication requirement is not fulfilled, participation in the ceremony is not possible.
- After completing the PhD, it may make sense to apply for prizes and funding. You can find more information on this on the page of the Department Art.Research | PhD: <https://www.kunstuni-linz.at/Informationen-zu-Foerderungen.2706.0.html>
- A publication of the PhD project may be useful.
- If you need support or assistance as a post-doc (e.g. obtaining third-party funding etc.), please contact the Department [Art.Research | PhD](#).
- If you wish to continue using the University Library after exmatriculation, you will receive your own library card. Except for your new log-in, everything will remain the same for you.
- Alumni Association → [Forum Kunstuniversität Linz](#)

## 6. *Contacts*

For administrative processing etc. → [Study Office](#), +43 732 7898 2206, Hauptplatz 6, 4020 Linz, [studien.office@kunstuni-linz.at](mailto:studien.office@kunstuni-linz.at)

For all content-related questions & problems concerning the PhD programme → Department [Art.Research | PhD](#), [phd.office@kunstuni-linz.at](mailto:phd.office@kunstuni-linz.at), [www.kunstuni-linz.at/phd](http://www.kunstuni-linz.at/phd)

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Alumniverein → [Forum Kunstuniversität Linz](#), [forum@kunstuni-linz.at](mailto:forum@kunstuni-linz.at), Tel.: +43 732 7898 2471, Office hours: Tuesday to Thursday from 9:00 a.m. to 12:30 p.m. and by telephone appointment