



Checklist for Submitting and Defending a Dissertation

General remarks

Dissertations can be written as monographs or cumulative dissertations.

There are no specific guidelines regarding the length and form of the dissertation.

A prerequisite for the submission of the dissertation is the approval of the topic and supervision, as well as the submission of the form "Regulations relating to good scientific practice" (SL / W1) - [see Public Presentations at the Faculty](#).

Attend some [defenses of your peers](#) to get an impression of the atmosphere and the procedure.

**Your first point of contact for enquiries is the SSC Physics / DSPL Office:
dspl.physics@univie.ac.at**

Dissertation and reviewers

1. Complete All Academic Requirements

- Ensure that all coursework, examinations, and other programme requirements (e.g. 24 ECTS, annual progress reports) are fulfilled.

Note: State all changes and additions to the doctoral thesis agreement, as well as the ECTS you wish to be taken into account for your final grading, in the annual progress report DZ/V2.

2. Submit Statement of Own Contribution

- Submit the form "[Statement of own contribution](#)" electronically to the [SSC Physics – DSPL Office](#) - at the latest when you start writing your dissertation.

Note 1: Also indicate your own contribution to -as of yet- unpublished results discussed in the dissertation.

Note 2: This information also needs to be included either in the respective chapters or as an appendix in your dissertation.

3. Write the Dissertation

- Ensure the dissertation adheres to academic standards and includes all required sections.



- Prepare your dissertation according to the [formal guidelines](#) (including formatting and binding requirements) of the University of Vienna.
- If you opt for a cumulative dissertation, follow the guidelines "[Use of publications in academic theses \(cumulative academic theses\)](#)"

4. Check for Copyrights / Licenses and use of AI

- For the use of images, comply with the [checklist on the use of images](#) and the guide for "[Considering Copyright in Scientific Works](#)".
- For the use of AI, adhere to the recommendations "[Working with AI](#)".

5. Obtain Supervisor's Approval

- Have your supervisor review and approve the final version of your dissertation and agree on potential reviewers.

6. Request the Assignment of Reviewers

- Propose three reviewers by submitting the form "[Assignment of a thesis to reviewers](#)" (SL / D3) electronically to the [SSC Physics / DSPL Office](#).
- Send a CV and a list of publications of each of your proposed external reviewers electronically to the [SSC Physics / DSPL Office](#).
- Submit electronically an abstract of your dissertation in both German and English using the form "[Assignment of a thesis to reviewers - abstract](#)" (SL / D4) to the [SSC Physics / DSPL Office](#).

Note 1: At least two reviewers should be external. Travel and/or accommodation costs can be reimbursed with up to 700 EUR/defense. First point of contact for the processing is the administrative staff of your research group.

Note 2: In justified exceptional cases, the defense may be held online. Send your inquiry electronically to the [SSC Physics / DSPL Office](#).

Note 3: Reviewers must not be close to you or your supervisor (e.g. coauthors of joint publications in the past 5 years) or VDSP mentors.

Note 4: Two of the three proposed external reviewers will be selected. This can take about 2 weeks.

Note 5: Reviewers are given 4 months to assess the dissertation – see also "[Information sheet for external reviewers](#)".

7. Submit the Dissertation Electronically

- Upload the dissertation to the university's plagiarism check via [u:space](#) and follow the instructions provided on the platform.



Note 1: The printed version must exactly match the electronically submitted version. Do not proceed with printing your dissertation until you have received feedback (via email to your u:account) confirming a successful plagiarism check.

Note 2: After this submission it is not possible for you to make any changes to the dissertation.

8. Hand in the Printed Copies

- Ensure that the three, double-side printed, hard-bound copies meet the [binding requirements](#).

Note 1: Please only use the title page that was automatically created by u:space.

Note 2: Neither the SSC Physics nor the VDSP reimburse printing costs.

- Submit the following forms electronically to the [SSC Physics / DSPL Office](#)
 - The upload confirmation (“Hochladebestätigung”) of u:space
 - Transcripts of all completed courses from the dissertation agreement
 - The form [“Doctoral Thesis Submission”](#) (SL / D6)
- Hand in three hard-bound copies of your dissertation at the [SSC Physics](#) during their opening hours or deposit the hard-bound copies in the post box opposite the SSC Physics Office.

Defense and Completion of Studies

9. Register for the Defense (viva voce)

- Submit electronically the following documents to the [SSC Physics / DSPL Office](#):
 - [“Registration for doctoral thesis defense”](#) (SL / P4)
 - Confirmation of the [survey taken at study-related stays abroad \(UHSTAT\)](#)
- If you are planning to apply for a [doctorate sub auspiciis praesidentis](#), inform the [SSC Physics / DSPL Office](#) together with the submission of the forms.

Note: You can only officially register for the defense if both reviewers have positively evaluated your dissertation. You will be notified by the SSC Physics once the reviews are available.

10. Schedule the Defense

- Coordinate with your supervisor, your reviewers, and the [SSC Physics / DSPL Office](#) to schedule the date and time of your defense. Potential availabilities can be enquired at the earliest after the confirmation of the reviewers.

Note: The minimum period between registration and defense is 14 days.



- Submit electronically a short description (max. 150 words) in English to the [SSC Physics / DSPL Office](#) to invite all faculty members.

11. Prepare the Defense Presentation

- Create a presentation summarizing your thesis, focusing on key findings and contributions.
- Practice your presentation and prepare for potential questions from the examination committee.

Note 1: Overall, the defense takes 60 minutes. Thereof, 25 minutes are scheduled for your presentation. Each reviewer is given about 15 minutes for questions before the Q&A is opened to the audience.

Note 2: Defenses are open to the public. You can bring along colleagues, family or friends if you wish.

Note 3: If you expect more than 20 persons to attend, inform the SSC Physics / DSPL Office to find a suitable lecture hall.

12. Receive the Defense Outcome and Certificates

- Obtain the outcome of the defense from the examination committee immediately following the defense.

Note: More information on the examination committee and procedure can be found [here](#).

- Wait for the final documents confirming your successful completion of studies to be sent electronically by the [SSC Physics / DSPL Office](#) within 4 weeks.
- Optional: participate in the graduation ceremony to celebrate the completion of your doctoral studies.

Note: [Registration for the graduation ceremony](#) is only possible once the official notice has entered into legal force.

This checklist is based on the official guidelines provided by the Faculty of Physics at the University of Vienna to be found / linked at the website of the [SSC Physics](#). Students are encouraged to consult the SSC Physics / DSPL Office and their supervisor(s) for specific requirements, deadlines, and updates.

SSC Physics - [StudiesServiceCenter Physics](#)

DSPL - [Physics Directorate of Doctoral Studies](#)

VDSP - [Vienna Doctoral School in Physics](#)