

Guidelines

for the implementation of the curriculum for the PhD doctoral programme "Biomolecular Technology of Proteins" at the University of Natural Resources and Life Sciences Vienna (BOKU), which came into force on 1 October 2015.

§ 2

The admission requirement for the PhD programme "Biomolecular Technology of Proteins" at BOKU is 300 ECTS in one or more standard studies, whereby at least a master's degree in natural sciences or engineering, an equivalent university degree or a degree in medical or veterinary medicine is required. A further requirement is the admission to the doctoral programme "Biomolecular Technology of Proteins" (BioToP).

In the absence of full equivalence, admission may be granted with the requirement of examinations up to a maximum of 60 ECTS. These must be taken during the respective doctoral programme in addition to the oral examination.

§ 3 (3)

The doctoral programme is to be set up as a project (= planned project) in order to create legal certainty for all participants and to ensure the greatest possible (intra-university) transparency and publicity.

The registration of the dissertation must take the project aspect into account and include the following information listed in the curriculum in a summary of no more than 2 DIN A4 pages:

- The dissertation topic (joint proposal by the student's supervisor and the student; the language of the dissertation must be English),
- Naming a supervisor with a relevant major teaching authorisation or equivalent qualification,
- Submission of a work plan approved by the supervisor with the
 - supervisory team
In addition to the supervisor, the supervisory team must include at least one university lecturer with a major teaching authorisation. All advisors shall monitor the progress of the doctoral candidate together with the supervisor. The supervisory team may also include potential assessors and examiners – each with major teaching authorisation. The (public) nomination in the supervisory team of a doctoral programme is recognised within the university (performance agreement).
 - Timetable
 - Resource plan
(Use of infrastructure, material, possible salary, etc.; the approval of the responsible head of department is required for this).
- Proposal for doctoral courses (see § 5 [1])

A form for the work and resource plan is available in the BOKU network.

The doctoral project, but in particular the topic, the course list and the supervisor, is considered to have been accepted if the dean of studies does not prohibit it within two months after receipt of the project application in the Department of Studies by notice.

The change of the supervisor or the topic is possible until the submission of the dissertation. However, a new project must be registered and a statement must be gotten from the previous supervisor. In the event of changes to the courses, the course list must be re-approved.

§ 5 (1) and (3)

The scientific courses (LV) of the first part of the doctoral examination must be applied for by the doctoral candidate with the consent of the supervisor when registering the doctoral project and must be assessed by the programme supervisor and prescribed by the dean of studies by notice before the completion of the course.

In justified cases, the course list can be changed up to the submission of the dissertation, but no examinations on changed subjects may be taken before the approval of the dean of studies has been obtained.

A stepwise application (= partial determination) of the course up to a minimum of 42 ECTS is possible. The selection of more than 42 ECTS is permissible, but also mandatory after being prescribed.

The following rules must be observed when selecting a course:

- The following courses that have been set up for BioToP must be completed: Basic Courses I–IV (total: 12 ECTS), Seminars to Basic Courses I–IV (total: 4 ECTS), Journal Clubs I–IV (total: 4 ECTS), Doctoral Seminars I–IV (total: 4 ECTS).
- Two of the instructional courses set up for BioToP (total: 6 ECTS) must be completed.
- The other courses to be taken must be "related to the dissertation topic".
- These courses can be selected from the courses offered at all Austrian and foreign universities, provided that a record of achievement can be issued for them. Outside BOKU, it must be checked beforehand whether such a record of achievement (with assessment, extent, and date) can actually be issued (e.g. admission requirements, place restrictions).
- No courses from Bachelor's degree programmes
- If a course is assigned to both a Bachelor's and a Master's degree programme or to no specific degree programme, it may be selected.
- No courses from Universities of Applied Sciences
- A maximum of 21 ECTS with the supervisor
- No additional doctoral seminar
- No language lectures, no specialist language, no excursions, no "instructions for scientific work", "Privatissima" or similar.
- Soft skills courses can be credited with a maximum of 6 ECTS.

- In the case of courses at universities or post-secondary educational institutions outside BOKU, the dean of studies will check whether the specified ECTS can correspond to the amount of work (25 hours per 1 ECTS).
- For doctoral students whose supervisor is not from BOKU (persons who have not acquired a major teaching authorisation at BOKU and who are not in an employment relationship with BOKU), at least 10 ECTS of the course must be completed at BOKU.

The following applies to a subsequent exchange of courses:

- It must be justified in a comprehensible way (e.g. course is no longer offered, the direction of the dissertation topic has changed in such a way that another course is more closely related to the dissertation topic, an unforeseeable well-suited course is offered once by a visiting professor or a newly appointed professor).
- No negative record of achievement has as yet been issued for the course to be exchanged.
- The course to be exchanged has not yet been completed.

Creditability of publications for examinations:

Non-university research achievements, in particular publications, shall upon application by the student be recognised by decree as examinations for courses included in the approved individual study plan, on the basis of equivalence. The extent of such recognitions may not exceed 5 ECTS and the underlying publications may not be part of a cumulative dissertation. The equivalence of a publication with the course must be confirmed by the course lecturer.

§ 6 (1)

With the consent of the supervisor, it is permissible to submit several already published works that have a subject-related connection ("cumulative dissertation") and fulfil the following requirements as a dissertation instead of a paper dedicated to a specific topic ("monograph"). In this case, a summary of the papers ("framework paper") shall be appended to the papers, which shall also explain the relation of the papers to a specific scientific topic, the method as well as the scientific and, if applicable, practical relevance. The examination of the facts as to whether a monograph or a cumulative dissertation has been submitted is the responsibility of the dean of studies.

Provisions concerning the monograph:

A monograph is a comprehensive, complete treatise on a single subject. A monograph may only contain an introduction with a problem statement, a chapter on materials and methods, a results section, a discussion with possible conclusions, and a summary. A monograph may not be composed of several (not yet or already) published articles in specialist journals, nor of chapters which in themselves have the character and structure of an independent magazine article.

Provisions concerning the cumulative dissertation:

At least two papers as first author and at least two in "journals with impact factor".

Thus, if the dissertation consists of two papers, both of which were written by the dissertation candidate as first author in "journals with impact factor", then the requirement is already met with these two papers.

The papers must be at least at the "accepted for publication" stage.

Whether these prerequisites of a cumulative dissertation are fulfilled is to be assessed by the assessors; a corresponding statement must be included in the assessments.

A total of two stiff-bound copies with names on the spine and one digital version must be handed in at the study department. One bound copy each is forwarded to the National Library and to the University Library (cf. homepage of the study department).

A hold on the dissertation can be set up for up to five years upon application with justification by the dissertation holder to the study department by means of a form. The library will be informed of this and it will lead to a block on viewing and borrowing.

§ 6 (5)

Along with the submission of the dissertation, the doctoral candidate shall indicate a preferred date for the second part of the doctoral examination. It must be taken into account here that the dean of studies has sufficient time to obtain the assessments and to put together an examination senate. The student is entitled to propose assessors.

§ 6 (6)

The assessors may neither be supervisors nor co-authors, but may be part of the supervisory team.

At least one assessor must not be a member of BOKU.

§ 7 (1)

If the dissertation is assessed positively (written report with proposed grade, for which the assessors have a maximum of two months), the dean of studies sets a date and the examination senate for the second part of the doctoral examination, taking into account the stated wishes of the student.

§ 7 (2)

The examination senate shall consist of at least two examiners with a major teaching authorisation or equivalent qualification and a chairperson. The dissertation candidate has the right to propose examiners. The supervisor may not be a member of the examination senate. At least one examiner must belong to a different institution or department than the candidate.

The second part of the doctoral examination is to be conducted as a dissertation defence. It must be conducted in English. As a general rule, the duration should not exceed 90 minutes. The following time frame should be observed as much as possible:

- Presentation of the dissertation: 15–30 minutes
- Defence of the dissertation: 30–45 minutes

Since "oral examinations are open to the public", in the true spirit of an open university, the public is certainly welcome. It is permissible to restrict access to a number of persons appropriate to the spatial conditions, if necessary. In the case of oral examinations conducted by a committee, each member of the examining committee must be present for the entire duration of the examination. All members of an examining committee are entitled to ask the candidate questions. The public and any assessors present may also ask questions during the time allotted.

In this way, the examination regulations, which are required in every curriculum, are not listed as a separate paragraph, but are composed of paragraphs 3 to 7 and are explained by these guidelines.

§ 8

The title PhD awarded is equivalent to a scientific or scientific-technical doctorate (Dr. rer. nat. or Dr. nat. techn.).

1 October 2015