

NAVIGATING AND MANAGING YOUR DOCTORAL STUDIES

International Joint Cross-Border PhD Programme
in International Economic Relations and Management

YOUR DOCTORAL STUDIES

Dear doctoral students and early-stage researchers, cordially welcome to the JOINT doctoral studies.

Together with eminent, internationally recognized and accredited partner universities

- Juraj Dobrila University of Pula, Faculty of Economics and Tourism „Dr. Mijo Mirković” Pula, Croatia
- University of Economics in Bratislava, Faculty of International Relations, Slovak Republic
- University Sopron, Alexandre Lamfalussy Faculty of Economics, Sopron, Hungary
- University North, Varaždin, Croatia,
- University of Mostar, Faculty of Economics, Bosnia and Herzegovina
- Czech University of Life Sciences, Faculty of Economics and Management, Prague, Czech Republic.

the University of Applied Sciences Burgenland has put a lot of effort and passion in shaping this JOINT cooperative doctoral study programme, aiming at international collaboration as a cross-cutting priority, enabling access to the best talents, knowledge and resources.

Providing a highly scientifically oriented education with international standards, this joint interdisciplinary doctoral programme aims to enable doctoral candidates to develop their thorough fundamental knowledge in a variety of specializations, allowing them to work with supervisors within their respective areas of expertise at the respective partner universities abroad.

A doctoral study means “training through research”. During doctoral studies, early-stage researchers and scientists generate new knowledge and create an important contribution to their scientific community. By the end of this PhD doctoral study programme, doctoral students finalize their independent scientific work in form of a dissertation and complete a PhD (Doctor of Philosophy) programme affordably, time-efficiently and on a part-time basis in order to be able to conduct independent scientific research in their respective field of expertise.



KEY STAGES OF YOUR DOCTORAL STUDIES

From the very beginning until the end of your doctoral studies...

Lasting at least 3 years (7 terms), with the possibility of extension up to six years, this joint PhD doctoral programme is divided into four key stages:

STAGE 1	STAGE 2	STAGE 3	STAGE 4
Educational phase	Research phase	Scientific phase	Final phase with Defensio

The total academic requirement of this cooperative cross-border doctoral programme comes up to 180 ECTS, with estimated workload of approximately 4500 working hours. The 180 ECTS comprise

- modular lectures, teaching modules, f2f-sessions, online distance-learning sessions, hybrid sessions and doctoral colloquia (**educational credits**),
- presentation of your research results and findings, monitorings of your thesis, your individual research work, consultations and work with supervisor (**research & scientific credits**) and
- presentations of your work-in-progress at various scientific conferences with overall publication activity (**publication credits**).

BUT: The total academic requirement of the joint doctoral programme was raised at some partner universities from 180 to 240 ECTS.

Subjects	Credits in						Total
	1	2	3	4	5	6	
	semester						
I. Education credits							
Basic subjects	5+5	5+5	-	-	-	-	
Compulsory subjects of the programme	5	5	5	5	-	-	
Optional subjects	-	-	-	-	6	-	
Total educational credits	15	15	5	5	6	10	56
II. Research credits/Thesis work	10	10	10	10	17	17	74
III. Publication credits	Credit points according to publication activity at the end of the doctoral program (in total)						Compulsory 50
IV. Supplementary credits	If required for a 4 th year of study						* [60] see Year 4
Total (obtainable credits)	30	30	30	30	30	30	180 [240]

STAGE 1: Educational phase

(YEAR 1, semesters 1 and 2) at the UAS Burgenland inclusive all academic requirements

The first academic year of the doctoral studies (semester 1 and 2) is carried out at the University of Applied Sciences Burgenland, Eisenstadt, Austria, under responsibility of Consortium and professors from partner universities.

Important: At the latest within the second (summer) semester, PhD candidates are assigned their supervisors according to their research and scientific field. And are expected to start working with supervisor(s) in order to **get their final RESEARCH PROPOSAL of the dissertation fixed (at least by the end of the third semester!!!)**

The students are encouraged to make their presentations of RP within the second semester at the International Conference for Doctoral Students and Early-Stage Researchers, taking place in May each academic year in Eisenstadt.

SEMESTER 1	SEMESTER 2
Educational phase	
<ul style="list-style-type: none"> attend regularly f2f/online/hybrid modules, consultations & doctoral colloquia meet all academic requirements and obligations write assignments & essays (deadlines) work on the design of your final research proposal start working intensively on literature review for your thesis 	<ul style="list-style-type: none"> attend f2f/online/hybrid lectures , modules, consultations & doctoral colloquia meet all prescribed academic requirements write assignments & essays start working intensively with your supervisor participate in scientific conference in Eisenstadt (May): presentation of your work-in-progress

Within the first academic year (winter and summer term), your academic educational requirements (60 ECTS) shall be met as follows:

YEAR I (semesters 1+2 at UAS Burgenland) (with professors from partner universities)		
Course	Course Type	ECTS
World Economy (WEC)	Compulsory	5
Economic Philosophy (EPHIL)	Compulsory	5
Advanced Statistics and Multivariate Analysis (AMA I,II,III)	Compulsory	
Academic Research Methodology (ARM I,II,III,IV)	Compulsory	5
Economics of Innovation (ECINNOV)	Compulsory	5
Macroeconomic Analysis and Policy (MAP)	Compulsory	5
Thesis work/Research credits		20
Publication credits		10

Prior to entering the third semester, all the modules of joint curriculum must be passed satisfactorily. Within the third semester at the latest, your RP should be fixed and signed by your supervisor(s) and yourself.

Defining the Research Proposal and dissertation topic (Semester 2 or at the latest 3)

After the academic requirements are fulfilled (normally in semester 2 or at the latest 3) and approximately two years before the final public defence of the Dissertation, the Research Proposal should be fixed together and in accordance with your supervisor(s).

It describes what you want to investigate, why it is important to do so, and how you will do your planned research.

The Research proposal (RP) is a thematically and methodologically concise description of your planned doctoral thesis. Moreover, it is an important planning instrument that helps you to structure your perennial dissertation thesis and to realize it step by step. The clearer you define your research questions, approach and goals, the easier you will manage the realization.

The purpose of defending the Research Proposal Defence is to let your supervisor and the Scientific and Academic Committee jointly judge whether you are on a promising track, or whether a major shift is required. The Research Proposal Defence normally takes place after the coursework is completed and approximately two years before the final defence of the Dissertation.

The research proposal (RP) should include following information:

- (working) title of your research idea
- short description of the topic
- related current state of research (literature review)
- research problem statement
- research questions
- possible hypotheses (if already available)
- illustration of research methods and methodology;
- relevant and existing reference literature
- time and work schedule
- expected findings, results or contributions to new scientific knowledge in the field (if?).

Note: Templates: once you are enrolled as a student, you will find all the templates for this in Moodle.

There are some golden rules, which can contribute to a good research proposal:

- Be clear and realistic in your objectives.
- Come straight to the point (No waffle!)
- State and justify your objectives: “because it is interesting”, “because I like it” is not enough!!!
- Ask yourself why your research is important for you, wider society and to the research community.
- Provide a structure and use headings.
- Avoid long and convoluted titles.
- Avoid long solid blocks of text and use smaller paragraphs.
- Write short, clear formulated sentences.
- If helpful, insert images/charts/diagrams to help break up the text.
- Quote all literature sources used!!!
- **Be careful with PLAGIARISM:** Make sure that you acknowledge the authors of all publications you use to write in your proposal. Failure to do so will be considered as plagiarism. If you quote an author ad verbatim, make sure that you use quotation marks and perhaps also italics to indicate it. Although the author has presented his/her information in the best possible way, do not copy word for word what he/she has written, but try to analyse his/her thoughts in your own words.

The proposal should use Times New Roman, 12 point with 1,5 line spacing.

Stage 2: Research phase

(semesters 3 and 4)

In order to enter the second year of your joint doctorate, you are expected to complete all the required ECTS from the first academic year.

Within the second year (winter and summer term), all research and publication credits (ECTS) have to be gained as follows:

YEAR 2 (semesters 3+4)		
Course	Course Type	ECTS
Seminar/Individual work with supervisor 1	Compulsory	5
Seminar/Individual work with supervisor 2	Compulsory	5
Thesis work/research credits	(2x10)	20
Publication credits	(2x15)	30

Important: within the third semester at the latest, your RP should be fixed and signed by your supervisor(s) and yourself.

SEMESTER 3	SEMESTER 4
Research phase	
<ul style="list-style-type: none"> Focus on literature review for your PhD thesis, work intensively with your supervisor(s) elaborate your RP thoroughly, fix and defend it (if you have not done so already) attend conferences (esp. prepare for the conference in May) and publish your research findings 	<ul style="list-style-type: none"> work on your doctoral thesis, think thoroughly about methodology focus on and intensify your research activity (collect and analyze data material) attend conferences regularly, present and publish your scientific findings and results

Important: As there are some special provisions at the Universities Sopron and University of Economics in Bratislava during this second year of the study: please talk to your supervisor (s) and clear them up. Or contact the Head of Centre for Doctorate Programmes and Head of Consortium in order to get the information how to proceed.

STEP 3: Scientific phase

(semester 5 and 6)

After you have passed successfully all the academic requirements in Sopron or Bratislava, you are eligible to start within

SEMESTER 5	SEMESTER 6
Scientific phase	
<ul style="list-style-type: none"> cooperate closely with your supervisor(s) intensify writing on your thesis regularly publish your scientific results 	<ul style="list-style-type: none"> make final research and (if 100% finished), make a request for PUBLIC HEARING --> pass it attend conferences and publish your scientific results

Within the third year (winter and summer term), you are expected to meet all research and publication ECTS as follows:

YEAR 3 (semesters 5+6 at the selected partner university)		
Course	Course Type	ECTS
Individual work with supervisor(s) 3	Optional	6
Active participation in scientific conferences, research workshops, doctoral/scientific seminar(s)	Compulsory	10
Thesis work/Research work with supervisor(s) 4	Compulsory	17
Thesis work/Research work with supervisor(s) 5	Compulsory	17
Publication credits		10

BUT: The total academic requirement of the joint doctoral programme was raised at some partner universities from 180 to 240 ECTS, determined as follows:

Subjects	Credits in						Total
	I	2	3	4	5	6	
	semester						
I. Education credits							
Basic subjects	5+5	5+5	-	-	-	-	
Compulsory subjects of the programme	5	5	5	5	-	-	
Optional subjects	-	-	-	-	6	-	
Total educational credits	15	15	5	5	6	10	56
II. Research credits/Thesis work	10	10	10	10	17	17	74
III. Publication credits	Credit points according to publication activity at the end of the doctoral program (in total)						Compulsory 50
IV. Supplementary credits	If required for a 4 th year of study						[60] * see Year 4
Total (obtainable credits)	30	30	30	30	30	30	180 [240]

If the year 4 is added, the detailed additional year looks like:

*YEAR 4 (semesters 7 to 8, in case that the partner university requires that)		
Course	Course Type	ECTS
Project work with supervisor	Compulsory	15
Active participation in scientific conferences, research, publications, workshops	Compulsory	3
Doctoral/scientific seminar with supervisor	Compulsory	12
Supplementary credits, if required		30
In TOTAL		60

Pre-doctoral Exam (Complex Exam/Rigorousum) or Departmental discussion

Some partner universities demand rigorousum /complex exam or departmental discussion to be taken as a proof of the PhD candidate's acquired knowledge in the chosen scientific field, normally by the end of the 4th semester (organized by the university of your supervisor), prior to take in the PUBLIC HEARING (the so-called pre-defence).

The complex exam (University of Sopron) /departmental discussion (University of Economics in Bratislava) must be completed before the Scientific Committee and the public. The complex exam/departmental discussion, including the written elaboration of a research question and its oral presentation, must be accepted by the Head of the Doctoral School at the respective partner institution. The PhD candidate has to be informed in writing whether or not the proposed research proposal has been accepted. Dispensation from the complex exam/departmental discussion cannot be granted. The best source of detailed information about complex exam/ departmental discussion is your supervisor.

IMPORTANT: For the University of Sopron look at the Special Provisions, p. 14 of this document to see how to register for complex exam!!!!

After successfully passing complex exam and/or departmental discussion and after you have written your dissertation up to 100% and made all your publications, you are expected to register for Public hearing in Eisenstadt (6th semester). The public hearing is taking place twice, in February and October each year. Dates are tba for each academic year.

Public Hearing / public pre-defence

The PhD candidate, who has finished his/her doctoral thesis up to 100% and published all the required articles, has to present his/her work within the public hearing (pre-defence), at least six months prior to finally defending it. The doctoral candidate has to register for the public hearing at least two months before it (i.e. by the end of December for the public hearing in February/March and by the end of June for public hearing taking place in September/October). You are expected to hand in also

- Registration with the template: Request for the public hearing
- The complete (100%) dissertation, sent electronically
- the thesis booklet (a short version of your thesis, 20-25 pages as a compilation of your doctoral thesis, with all research results and candidate's scientific contribution)
- the short evaluation report from your supervisor, giving the green light for the Public Hearing
- the list of your publications on the template available (see Moodle)
- declaration of authorship.

The two reviewers /opponents are nominated by the consortium: they need approximately up to three months to prepare the review.

The public defence, taking place in Eisenstadt twice a year (in February/March and September/October), is opened by the Chairperson, who describes the order in which it will take place. The Chairperson presents the doctoral student, the thesis title, the two opponents/reviewers and the members of the scientific academic committee. The floor is then handed over to the doctoral student, who accounts for any corrections of printing errors or other modifications to be made to the thesis. The Chairperson of the public defence can also be the doctoral student's supervisor.

The public defence consists of a presentation of the central findings followed by a general discussion about the research subject with the examination commission members. The presentation normally lasts 20, but not more than 30 minutes. After the presentation, the Chair of the committee invites the members of the committee to put some questions. Questions are an integral part of the record. The members of the committee give some observations, recommendations and suggestions for amendment in order to continue a doctoral dissertation. The doctoral candidate accepts the suggestions of the members of the committee and takes them into account on further writing of his/ her doctoral thesis under the condition that all suggested points should be amended within the time of 6 (six) months for minor corrections and up to one year (12 months) for major amendments.

4. Final phase (with final defensio)

semester 7 (with completion of dissertation and final defensio)

Final phase		
make amendments of your dissertation after the PUBLIC HEARING	submit the final version of your thesis	register for defence and defend your dissertation

Doctoral Thesis, completion of the dissertation and the final public defence

The doctoral thesis proves the ability of the doctoral candidate to conduct independent scientific work on the highest academic level. It shows his/her capability to comprehend and reflect the latest state of art in his/her field of research and extend this field through methodologically founded contributions.

The doctoral thesis (dissertation), based on guidelines and rules of respective university of his/her supervisor(s) has to be submitted in written form and electronically (for plagiarism assessment!!!) in English; the candidate shall provide four bound copies of the doctoral thesis along with the following documents at least three months before defence:

- the report of the supervisor(s)
- a short executive summary, maximum one page with central question(s), objective of the PhD thesis, core results and practicability
- a thesis booklet, a short mini-thesis as a compilation of all research findings and results including candidate`s own scientific contribution (max. 20-25 pages),
- the maximum one page long curriculum vitae (short biodata), written in third person singular
- the full list of publications for the time of doctoral studies, connected exclusively to the dissertation`s subject, including the off-prints of publications or together with the for the edition accepted declaration.
- the written declaration of authorship of his/her dissertation.

The dissertation with the executive summary must also be submitted in electronic form.

Prior to submission, the thesis should be proof-read by an English native speaker or EFL expert and must pass the plagiarism test.

In order to graduate from the PhD doctoral study programme, a student must meet all the academic requirements outlined in the curriculum and successfully defend his/her doctoral thesis. All doctoral oral defences and presentations and monitorings are open to the public.

The reviewers, normally nominated as external reviewers, not coming from the same university as the supervisor of the candidate, have a maximum of 4 (four) months after the written submission of the thesis to review the thesis and write their report. Only if both reviewers submit a positive report on the thesis, the doctoral candidate can register for the public defense. If a reviewer assesses the thesis negatively then the thesis is handed to a further reviewer. If he/she also assesses the thesis negatively then the overall result is negative and the thesis has to be revised before it can be handed in again.

Solely with the positive assessment of the doctoral thesis and when all demands of the curriculum have been met, a registration for the final public defense is possible.

There are strict guidelines concerning length and form of a doctoral thesis at each partner university- and the candidate should follow these guidelines.

However, it is NOT possible to hand in a cumulative dissertation as a compilation of several articles touching a similar topic.

It is crucial to stick to the standards of the own discipline. The decision how the thesis will look like should be discussed with the supervisor(s). In any case, the doctoral thesis has to be written in English and has to comply with the international standards of the discipline.

The public defense consists of a presentation of the central findings followed by a general discussion about the research subject with the examination commission.

The examination committee is assembled by the Director of the Doctoral Study Programme. It consists of at least three persons. Normally the supervisor as well as one of the reviewers are part of the committee. At the end of the presentation each member of the committee awards a grade for the whole examination.

The PhD candidate HAS DEFENDED the doctoral dissertation with the grade

- summa cum laude, summa cum laude, mit höchstem Lob, mit Auszeichnung, ausgezeichnet (eine hervorragende Leistung),
- cum laude, mit Lob, gut (eine den Durchschnitt übertreffende Leistung)
- rite, ausreichend (eine Leistung, die trotz ihrer Mängel noch den Anforderungen genügt),

or HAS NOT DEFENDED with:

- non probatum, non sufficit, non rite, insuffizienter, ungenügend, nicht bestanden (eine an erheblichen Mängeln leidende, insgesamt unbrauchbare Leistung) (beneath 66,7%)

The defense is passed and graded with a majority vote of the members of Committee.

Recommendation: Prior to the own defence, it is highly recommendable to attend some defences to get an impression of the atmosphere and the procedure of defences at candidate's host university.

Academic Degree PhD

The International Joint Cross-Border PhD Programme in International Economic Relations and Management was submitted to the Agency for Quality Assurance and Accreditation Austria (AQ) in accordance with § 27 para. 1 and registered by the AQ in accordance with § 27 para. 6 HS-QSG.

After the successful completion of all academic and other requirements, doctoral students are awarded the internationally recognized academic degree 'Doctor of Philosophy' (PhD) with a single joint document of Consortium in a closing ceremony in Eisenstadt, on behalf of all partner universities in the Consortium. The academic degree is internationally recognized.

The academic degrees in International Economic Relations and Management in the International Joint Cross-Border PhD programme, jointly awarded by the participating universities are therefore recognized foreign degrees in Austria and may be used in official documents in accordance with § 88 para. 1a of the 2002 law governing universities.

The title "PhD" may be used in any way and be entered in public documents, according to § 88 of the Universities Act, BGBl. I No. 120/2002.

IMPORTANT ADDITIONAL INFORMATION

Annual Progress Reports

Doctoral Candidates are obliged to send once a year their annual reports to Consortium, with the signature of their supervisors. The idea behind annual reports is twofold:

- **First**, they take stock of the progress made during each year of the doctoral studies. This may sound trivial, yet it helps both doctoral candidates and their supervisors to keep on track with their doctoral thesis and to avoid pitfalls that could have easily been avoided in retrospect (e.g. unrealistic timetable, procrastination, etc.).
- **Second**, annual reports become necessary when the dissertation registration is signed. For instance, it might occur that the initially intended data collection becomes impossible because it turns out that the access to special archives or datasets was denied. Alternatively, it might be that new opportunities turn up, such as new conferences or workshops on the topic of the doctoral dissertation. These changes to the dissertation agreement need to be documented in the annual reports. However, it is important to emphasize that ultimately it is up to the Head of the Consortium of the PhD study programme to accept these changes.

Continuous research work and publications

You are repeatedly asking about the correct procedure concerning publications and something is sure: Publication of research findings in a peer-reviewed journal is an obligation for all researchers and scientists. Communicating your research results and findings at scientific conferences and through publications are an integral part of your scientific work. You are encouraged to present your research as early as possible in the scientific community to exchange with colleagues and to direct attention to your own research in conference in May, organized in Eisenstadt.

Especially if you pursue an academic career, conference presentations and publications are of high importance. Conferences are also a good opportunity to receive feedback for your research and to establish your personal network.

What am I supposed to do?

Pursuant to § 6.2 (Research Work) of the Agreement between the respective partner universities, a doctoral candidate is allowed to defend his/her dissertation only after he/she has published research articles with 50 ECTS credit points in total, divided as follows:

Group I: Scientific research work	ECTS
Monography	up to 20
Part of Monography – co-authorship	up to 8
Scientific article, published in journals, indexed by SCI or SSCI (up to 3 co-authors – category A1)	up to 8

Group II: Scientific Conferences and others	ECTS
Published plenary lecture at international scientific conference	up to 5
Presentation of the plenary lecture at home or international scientific conference	up to 5
Other published articles (up to 2 co-authors – category A2)	up to 5
Conference proceedings	up to 10
Other documented expert work based on the judgement of Consortium/Academic Scientific Committee	up to 20

That means, you are expected to gather 50 ECTS PRIOR to the final defence of your thesis.

Publication activity of doctoral candidates: the doctoral candidates are obliged to discuss their publication activity with their supervisors. The supervisor is responsible for evaluating the published articles of his/her candidate. After the Consortium has received the evaluation of the published article from the supervisor, the final decision about ECTS points is accepted by the Consortium.

IMPORTANT: there are different provisions for publication activity at the

- **University of Sopron** At least two articles published in a peer-reviewed certified scientific journal or volume, at least two articles in a conference publication, at least two other publications (text-book, review, professional publication etc.) and
- **University of Economics in Bratislava.** Please consult your supervisor about the procedure. You are expected to publish your findings and your own research results. Writing an article on any other subject than your research field does not count!

For a number of reasons, doctoral candidates are being increasingly provided with an obligation, to publish their academic research during their candidature with his/her supervisor. This has the potential to benefit candidates by giving them direct experience with the scholarly publication process, as well as developing a portfolio of research outputs, putting them at some advantage in often extremely competitive academic job markets.

(Mason, 2018)

Solely PRESENTATION activity does not equal the PUBLICATION activity: i.e. if you are only presenting your research findings without publishing them in a scientific journal, you cannot expect to be granted the ECTS points. Only presentation of your findings coupled with publication of your research results allows you to be granted the ECTS publication points.

Be aware of the fact that: The publication process is full of uncertainty. There can be lengthy waiting periods at various stages from submission to publication. Researchers at all stages of their careers experience critical reviews, a request for major revisions or even a rejection- but this must be seen as an inevitable part of the publication process.

PRESENTATION activity does not equal PUBLICATION activity: i.e. if you are only presenting your research findings without publishing them in a scientific journal, you cannot expect to be granted the ECTS points. Only presentation of your findings coupled with publication of your research results allows you to get the ECTS publication points.

BUT: you have to bear in mind, that the procedure for publishing may last quite long, as there are two reviewers necessary to categorize and to evaluate your article before being published.

Where do I get the information about conferences and possibilities of publishing?

- On behalf of Consortium, the Head of Consortium is permanently informing you about the possibilities of joining conferences or publishing your articles/papers.
- You can search for the possibilities by your own – your own initiative counts.

What am I obliged to do to get the ECTS-publishing points awarded?

For being awarded the ECTS, you have to send the full publication itself in electronic form to the Head of Consortium (Prof. Dr. Irena Zavrl (irena.zavrl@fh-burgenland.at), with exact details concerning publishing house, ISBN/ISSN and the pages from-to (as the paper is usually published in a journal or a book) on the template received.

Support from the Head of Consortium and Academic & Scientific Committee

Besides your supervisor, also the Head of Scientific Committee with her seat in Eisenstadt at the UAS Burgenland provides the PhD candidates with information and counseling at all administrative and organizational stages that need to be taken during doctoral studies. But also distinguished professors, members of Consortium and doctoral advisory board are important contact persons who will support you in the course of the doctorate scientifically matters.

Special provisions

There are some special provisions for the doctoral students, having their supervisors at the **University of Sopron**:

- Complex exam/rigorosum can be taken only after gaining 180 ECTS out of the education and publication process (six publications: at least two articles published in a peer-reviewed certified scientific journal or volume; at least two articles in a conference proceedings- a notice suffices; at least two other publications (textbook, review, professional publication, etc.).

First of all you have to register into the MTMT system and upload your publication.

All doctoral students have to register into the MTMT system (Library of Scientific Publications).

You can find a user's guide in English:

https://m2.mtmt.hu/frontend/help_eng.html

On the register surface you have to choose the English version

<https://m2.mtmt.hu/frontend/#>

If you need any help, do not hesitate to ask help. Where you have to choose your scientific field, you will find the list only in Hungarian language.

Please register!

- after the successful complex exam/rigorosum final defensio should be taken within the next 2 years
- only after successfully passing the complex exam/rigorosum, the students can apply for public hearing (pre-defence) in Eisenstadt
- dates for all exams and for final defensio can be set all year at the University of Sopron.
- dissertations should be ready 2 months prior to each exam /dispute or defensio
- evaluators are selected/agreed by the university where the student writes the dissertation, even for the public hearing held in Eisenstadt
- theses booklets are obligatory for both, public hearing and for final defence
- evaluators for the final defensio are selected by the university where the student writes his/her dissertation. The final defensio takes place at the home university of the candidates` supervisor.
- evaluators have at least 2 months time to write their critics/evaluations/final reports
- students have to prepare a written answer to the critics/evaluation/report (they have 2 months time for it)
- after arriving of answers to the critics, the university has at least 3 weeks to set the date for the final defensio, which happens at the university where the student writes his dissertation
- after the successful defense of dissertation the doctorate school of Sopron forwards the details to the Doctoral and Habilitation Council of University who supports the PhD grade, and at the next faculty ceremony (February or July) the student can receive the grade. Only personally, as the students are to take an official oath.

There are some special provisions for the doctoral students who have their supervisors at the **University of Bratislava**:

- In 3rd /4th semester the students should make a dissertation exam presenting one chapter of their thesis (40-50 pages) and answer the questions of the examination board
- During 6th/7th or 8th semester the candidates have to have a Dispute at the Faculty Department (100% of the dissertation ready)
- Only after the successful dispute, the students can apply for the Public hearing in Eisenstadt.

Important notice

The doctoral candidate, who does not pay for the current semester, loses the right to study, until he/she has fulfilled all his/her financial obligations.

Your possibility-your choice:

within the three years of your doctoral study you are offered a possibility to take a leave of absence (Beurlaubung) of up to two semesters. Applications for a leave with reason mentioned (maternity/paternity leave, military service, pregnancy, childcare, care-taking duties, voluntary year, illness, injury or disablement which considerably impair your PhD study) have to be submitted until November 30th (winter term) or April 30th (summer term) at Consortium.

Consequences: while you are taking a leave, your admission remains valid, but you do not have to pay tuition fees. BUT: you are not allowed to attend courses or take examinations or hand in scientific papers within our Consortium from December 1st to February 28th (winter term) and from March 1st to September 30th (summer term). You are allowed to use the UAS Library, University Library and the services of computer services and platform Moodle.

Email, Webex and online links:

Click or scan for easy access:



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AT THE END, REMEMBER ...

You can be anything you want to be – no limits!

Be and stay motivated, challenged, excited and inspired!!

Bring enough passion with you!!

Stay engaged!!

and

Pave your way to your successful future!!!

Your participation helps sharing the knowledge and vast experience within this scientific community. As this joint doctoral programme is shaped in a way to attract your interest and meet all your needs – therefore we trust you will be very successful.

You can be anything you want to be – no limits!!

Therefore, we all wish you great time and great success!

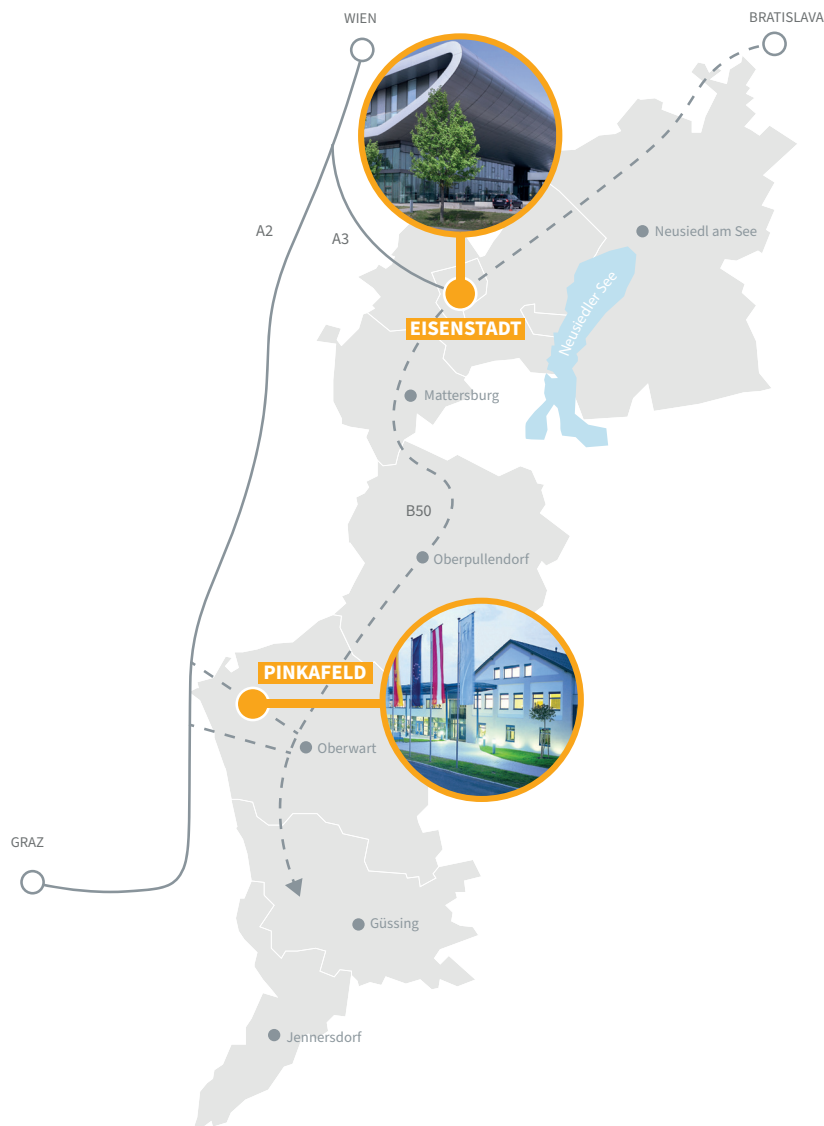
On behalf of the Consortium:

Univ.-Prof. Dr. Sc. Dr. h. c. Irena Zavrl, PhD

University of Applied Sciences Burgenland, Austria

Director of Centre for Doctorate Programmes

Head of Consortium and Scientific Committee for Research and Doctoral Studies



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