

## Checklist for supervisors and doctoral candidates for the final phase of doctoral studies

Social Sciences Directorate of Doctoral Studies (Directorate of Studies 40)  
(Last updated on 31 July 2025)

The following checklist provides information for preparing the final phase of the doctoral programme (submission, assessment and public defence), including the recommended distribution of tasks between supervisors and doctoral candidates. Additional information and forms relating to the submission of a thesis and public defence is available on the [ViDSS website](#).

If you still have questions about the process after reading this document, please do not hesitate to contact us:

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## Distribution of tasks in the final phase of doctoral studies

	Supervisor(s)	Doctoral candidate
<b>Before submission</b>		
Complete courses comprising 30 ECTS credits in total; <a href="#">recognition of external activities</a> completed?		X
Check: Have all supervisors been reported to the SSC? <sup>1</sup>		X
Check: Does the thesis meet the <a href="#">Guidelines concerning doctoral theses</a> ? <sup>2</sup>		X
In case of co-authorship: Prepare statement(s) on the contribution of co-authors (see <a href="#">Guidelines concerning doctoral theses</a> )		X
Collect proposals for <a href="#">potential reviewers</a>	X	X
Contact potential reviewers regarding their availability	X	
Submit the forms "Assignment of a thesis to reviewers" ( <a href="#">SL/D3</a> ) and "Abstract" ( <a href="#">SL/D4</a> ) <sup>3</sup>	(X)	X

<sup>1</sup> Supervisors are usually listed in the doctoral thesis agreement. If there have been changes in supervision or if you are unsure which supervisors are officially recorded, please send an email to the SSC ([doktorat.sozialwissenschaften@univie.ac.at](mailto:doktorat.sozialwissenschaften@univie.ac.at)).

<sup>2</sup> Please consult the guidelines especially if your thesis includes published material and/or co-authored sections.

<sup>3</sup> We recommend submitting the forms SL/D3 and SL/D4 several weeks before the upload of the doctoral thesis.

Especially in case of international reviewers: start coordinating the date of the public defence with the reviewers, the doctoral candidate and the Directorate of Studies (to act as chairperson or delegate the chair) <sup>4</sup>	X	
<b>Submission</b>		
Submit the doctoral thesis electronically (via u:space)		X
Print and bind the doctoral thesis		X
Submit the form “Doctoral thesis submission” ( <a href="#">SL/D6</a> ) and the confirmation of upload to the SSC via email		X
Submit three hardbound copies of the doctoral thesis to the SSC		X
<b>After submission</b>		
Start coordinating the date of the public defence with the reviewers, the candidate, the Directorate of Studies (to act as chairperson or delegate the chair) and the SSC	X	
Serve as contact person (together with the SSC) if reviewers have questions about the assessment of doctoral theses at the University of Vienna	X	
<b>After receipt of reviews</b>		
Submit the form “Registration for doctoral thesis defence” ( <a href="#">SL/P4</a> )		X
Prepare the presentation for the public defence (respond to feedback from the reviewers)		X
If applicable, rehearse the public defence (mock presentations) in PhD clubs or colloquia	(X)	X
<b>After the public defence</b>		
Collect the printed certificate from the SSC after you have been notified that the documents are ready (up to six weeks after the public defence). Digitally signed documents will be sent to the candidate within seven days after the public defence.		X

<sup>4</sup> Alternatively, planning of the public defence may also begin later. In many cases, it is advisable for supervisors and reviewers to coordinate regarding the possibility of an earlier submission of the reviews and a potential date for the public defence (note that there should be at least 14 days between the receipt of the reviews and the public defence). For the (pre)planning of a potential defence date, the SSC ([doktorat.sozialwissenschaften@univie.ac.at](mailto:doktorat.sozialwissenschaften@univie.ac.at)) and the chairperson (usually the member of the DSPL team responsible for the subject area) should be involved. The SSC is responsible for organising a room for the public defence. Alternatively, supervisors and candidates may also suggest another room at the University, if it is available.