# Guidelines for the Submission and Assessment of the Dissertation

## Doctoral Studies at ABU

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# 1 Formal Criteria

## 1.1 Scope

**The following applies for the artistic-scholarly doctorate:**

The written part of the dissertation is a newly written work that must contain at least 160,000 characters (including spaces; at least 80 pages, excluding images, musical examples, bibliography, abstracts and appendices) and must be related to the artistic part of the dissertation in terms of content.

**The following applies for the scholarly doctorate:**

The dissertation is a newly written work that must contain at least 270,000 characters (including spaces; at least 150 pages, excluding images, musical examples, bibliography, abstracts and appendices).

## 1.2 Formal requirements for the written part

The following format requirements for the artistic-scholarly as well as the scholarly doctorate must be observed when preparing the thesis:

- Format: only DIN A4 (210 x 297 mm), portrait layout
- The pages of the written part of the dissertation are to be printed double-sided.
- Edge distances must be chosen so that they allow binding and stitching.
- The bilingual title page must be designed according to a template that is available in the download area for the completion of the doctorate: https://www.bruckneruni.ac.at/en/academics/information/graduation/final-thesis
- A German and an English summary (two abstracts, max. 400 words each) and up to 8 keywords are to be included.
- Gender-equitable language must be used in all theses. There are various linguistic possibilities. Guidelines for gender-equitable language use are to be found also in the Websites area for Graduation (same link as above).
- Subject-specific citation rules are be observed.

## 1.3 Format specifications for artistic documentation in artistic-scholarly dissertations

The documentation of the artistic research processes and activities must remain unalterably available for the future upon submission. ABU offers two different formats for this purpose.

a) Via an exposition on the Research Catalogue of the Society of Artistic Research: https://www.researchcatalogue.net

b) On an archivable, read-only media format (USB stick; 5 copies).

**Information on "a) Research Catalogue":**

Required contents on the Research Catalogue Exposition:

- For the Research Catalogue, the regulations of the platform apply.
- The doctoral candidates open a page on the (free) Research Catalogue of the Society for Artistic Research. It is recommended to use the Research Catalogue in the Block Editor so that it is compatible with modern formats of use on smartphones and tablets.
- The first page of the exposition must be presented in the same way as the cover page of the written part of the dissertation. On this page, the PDF for the written thesis is also uploaded and a note on using the exposition when reading the written thesis is created. This means that the entire work is published and can be read and viewed in its entirety.
- The abstract and keywords of the written part of the dissertation are also to be used as the abstract and keywords of the exposition, with the additional note that the exposition is a documentation of the artistic research processes or of the art created as part of the research.
- The exposition is divided in the same way as the written thesis, i.e. a subpage is created for each chapter on which the corresponding media or excerpts of the media described in the written thesis can be found.
- All media that are uploaded are related to the written thesis and have exact titles and page references as and where they appear in the thesis. The link to the corresponding page in the Research Catalogue is listed in the thesis.
- When the page is finished, the doctoral candidates export their exposition in HTML format, which is saved as a ZIP file. This file must be sent to the Student Services.
- From the time of submission, the exposition may no longer be changed.

If the entire dissertation, including the defence ("Disputation"), is assessed positively, the page must be published by the doctoral candidate in the Research Catalogue in the form in which it was assessed by the reviewers and can therefore no longer be edited.

# 2 Registration for Submission and Assessment of the Dissertation

The registration for submission of the dissertation can be submitted to the Student Services at any time after the dissertation has been finalized.[1]

The form "Registration for the Submission and Assessment of the Dissertation" including the following documents must be submitted digitally (studium@bruckneruni.at). The application form can be downloaded from the forms section on the homepage. This form must include contact details and web links to the proposed reviewers.

The Student Services confirms receipt of the registration. If there are any errors, the doctoral candidate will be informed. The doctoral candidate sends the corrected documents to the Student Services. After successful verification, the candidate is informed that the form will be forwarded to the responsible Vice-Rectorate.

The reviewers are not contacted by the doctoral candidates or supervisors, but by the responsible Vice-Rectorate. Once the reviewers have accepted, the doctoral candidate will receive the upload link with all further information on submitting the dissertation.

# 3 Submission

The dissertation is to be submitted electronically AND physically (5 copies).

**After receiving the upload link, the following documents must be uploaded within three weeks:**

- Cover sheet (according to template)
- Declaration on the submission of the thesis

[1] https://www.bruckneruni.ac.at/fileadmin/user_upload/Anmeldung_zur_Einreichung_und_Beurteilung_der_Dissertation_11.07.2024.pdf

- Transfer of rights and data privacy policy
- Dissertation (written and, if applicable, artistic part)
- Abstracts as an additional separate document in German and English

The doctoral candidate should inform the Student Services via email that the submission has been completed.
The plagiarism check is carried out by Quality Management. After the check, the responsible Vice-Rectorate, the Student Services, the supervisors and the doctoral candidate are informed of the result.

## 3.1 Important notes

- The withdrawal of an erroneously uploaded work can only take place AFTER a plagiarism check has been carried out and is only possible if there is NO suspicion of plagiarism.
- If you have any questions or problems with the upload, please contact Student Services.
- Further provisions on submission (forms, deadlines, etc.) can be found on the webpages of the Student Services and the doctoral programmes.

Once the documents have been submitted in full, the reviewers receive the dissertation solely from the responsible Vice-Rectorate. The evaluations are prepared within a maximum of four months.

**Information on electronic submission of the written part of the dissertation:**

Only one document in PDF format (PDF/A-1 or PDF/A-2) can be submitted. Please ensure that this document contains a correct title page as well as abstracts and common standard fonts (this excludes, if desired, items such as musical notation annotations and illustrations). IT support will be happy to assist with any conversion problems.

**Information on electronic submission of the artistic part of the dissertation:**

As described in 1.3, the submission takes place via exposition on the Research Catalogue of the Society of Artistic Research (https://www.researchcatalogue.net) or alternatively via an archivable, read-only media format (USB stick; 5 copies).

## 3.2 Submission of the print version

- The print version must be identical to the uploaded electronic version of the thesis (PDF/A-1 or PDF/A-2). Five copies must be submitted (bound hardcover version; printed double-sided).[2]
- The bound theses must be submitted to Student Services during office hours within ten working days of submitting the electronic version. The Student Services gives the bound versions to the head of the doctoral programmes.
- Any exclusion of use in accordance with §11 (5) *PrivHG/Sperrantrag* must be submitted together with the bound thesis, stating a plausible and detailed justification. Applications submitted at a later date can no longer be considered. (Details can be found on p. 10 of this guide under "Temporary blocking of publication").

# 4 Selection of external reviewers

Reviewers belong to the relevant academic community (respectively in the artistic-scholarly doctorate: the Artistic Research Community), are well-established academically and are habilitated teachers or have a corresponding qualification that corresponds to an (artistic-scholarly or scholarly) habilitation. (See the habilitation regulations of ABU).

To ensure objectivity and the exclusion of conflicts of interest, the following guidelines apply:

**External reviewers**

- are not in a close personal and/or professional relationship with the doctoral candidate or one of the supervisors,
- have not written any joint publications as co-authors or co-editors in the last five years, nor have they carried out any joint artistic collaborations,
- are not professionally dependent on one of the persons involved and have no close professional or personal ties to the supervisor or doctoral candidate that go beyond the usual sporadic academic exchange (e.g. at conferences or workshops);
- do not benefit professionally or personally from the positive or negative review of the dissertation.

[2] An inexpensive binding option is available in the library (but only up to a maximum of 120 pages).

Doctoral candidates submit in consultation with their supervisors a proposal of three potential external reviewers through the registration form. It is important to ensure that at least two genders are represented among the reviewers, i.e. first and second supervisor and external reviewer. If this is truly not possible for justified reasons, it is the responsibility of the Vice-Rector for Research to approve an exception in the given case.

The responsible Vice-Rector is in charge of selecting the external reviewers from the three nominees and liaises with the supervisors and doctoral candidate on this matter. In the event of a deviation from the suggested three reviewers, this person will be named to the doctoral candidate and, if desired, he/she may comment on the selection in writing to the Vice-Rector within five days. The reviewers will then be contacted by the responsible Vice-Rectorate regarding their availability. External reviewers are reimbursed for travel and accommodation costs and receive a small expense allowance.

These guidelines, including the catalogue of criteria for the assessment of the dissertation and the declaration of impartiality (see appendix), are sent to the reviewers, who return the signed declaration of impartiality to the responsible Vice-Rectorate.
The declaration of impartiality, the notes on assessment, the information on the grading scale as well as a cover letter to the reviewers with the assessment guidelines for the dissertation can be found in the appendix for reference for information. **These documents are made available to the reviewers exclusively by the responsible Vice-Rectorate.**

# 5 Disputation date

The date for the disputation (defence) will be coordinated by the responsible Vice Rectorate at the earliest after the dissertation has been uploaded.

# 6 Grading scale

For the assessment of the dissertation, the Austrian grading scale is to be used: very good (1), good (2), satisfactory (3), sufficient (4), not sufficient (5).

According to the recommendations of the Bologna Follow-up Group, grades in Austria are defined as follows:

Very good (1): Above-average performance

Good (2): Generally good, some mistakes

Satisfactory (3): Balanced, number of significant errors

Sufficient (4): Performance according to the minimum criteria

Not sufficient (5): Significant improvements are required, need for further work

The disputation (defence) is also graded on a scale of very good (1), good (2), satisfactory (3), sufficient (4), not sufficient (5).

The **overall assessment** for the doctorate is based on the individual assessments awarded for the dissertation and the defence. The overall assessment of the doctorate is as follows:

• with an average of up to 1.5: passed with excellent success;

• with an average above 1.5 to 2.5: passed with very good success;

• with an average above 2.5 to 4.0: passed with success;

• with an average above 4.0: failed.

# 7 Archiving and Publication

## 7.1 Archiving and publication in physical form

Dissertations that receive a positive assessment are made available to the public in physical form at the University Library of Anton Bruckner University and at the Austrian National Library.

Formats of artistic-scholarly dissertations:

The bound hardcover version of the written part is to be supplemented by the documentation of the artistic part:

- Either with reference to the unalterable website in the **Research Catalogue (RC) of the Society for Artistic Research**, which documents the artistic parts of the dissertation;
- OR alternatively by enclosing an archivable, read-only media format as documentation of the artistic part.

In any case, the artistic part is documented and unalterably archived.

## 7.2 Archiving and publication in digital form

All dissertations (scholarly dissertation or written part of the artistic-scholarly dissertation) must be submitted in digital form for digital archiving. Publication of the digital format (“free to read”) is

voluntary. As part of the “Thesis Submission Declaration”, one must select whether the submitted digital version is to be published “free to read” via the ABPU repository “Phaidra”.

## 7.3 Documentation of the artistic part of artistic-scholarly dissertations

The documentation can be provided either on the Research Catalogue (https://www.researchcatalogue.net/) or alternatively on a USB stick.

- The regulations of the platform apply to the Research Catalogue. The link to the Research Catalogue must be mentioned in the written part of the thesis.
- If a USB stick is submitted, it will be archived together with the printed version of the written part and is considered published when it is shelved in the library. In the written part of the thesis, reference must be made to the physical copy (USB stick) in the ABU library. A total of five USB sticks with identical multimedia supplements must be submitted.

## 7.4 Temporary blocking of publication

It is possible to submit an application to block the publication of the dissertation for one to a maximum of five years. The embargo refers to the print copy that must be published in accordance with § 11 (4) PrivHG. The application for exclusion of use in accordance with § 11 (5) PrivHG (the application form can be downloaded from the forms section on the homepage) must be submitted to Student Services together with the printed version, stating the reasons. The request must be considered by the responsible Vice-Rector if the student can credibly demonstrate that important legal or economic interests of the student are at risk. The abstract and metadata remain visible in the library catalogue and in the Phaidra repository for the duration of the embargo.

# 8 Receipt of the Doctoral Certificate

The following documents must be submitted in order to obtain the certificate documents:

- Library confirmation that no overdue fines are outstanding.
- Confirmation from the doctoral programmes that books or equipment purchased through the Doctoral Study Fund but owned by the University have been returned.
- Statistical survey: A statistical survey on graduation is mandatory for all students: https://www.statistik.at/uhstat/uhstat2/#/questionnaire Please complete the questionnaire and send the confirmation you receive to Student Services (studium@bruckneruni.at).

# 9 Chronological Overview

| When | What | How \| Notes |
|---|---|---|
| From finalisation of the dissertation | Registration for submission at Study Services | **Form** |
| | Reviewers | Reviewers are contacted by the Vice-Rectorate |
| Approx. 6M beforehand | Upload link goes to doctoral candidate | Student Services |
| | Title page according to **template** | |
| | Abstracts DE and EN | max. 400 words and 8 keywords |
| | Declaration on the submission of the thesis | **Form** |
| | Written part of the dissertation (in gender-equitable language DE/EN) Upload as PDF as well as printed and bound in 5 copies | Min. 200.000 characters (artistic-scholarly), min. 375.000 characters (scholarly)<br><br>Submission with, if relevant, temporary publication blocking request |
| | Submission of bound theses to Student Services | Within 10 working days after submitting the electronic version |
| | Artistic part documented in the Research Catalogue or on USB sticks (5 copies) | |
| | Coordination of dates for the defence (Doctoral candidate, supervisors, external experts, Vice Rectorate, Head of the Doctoral Programmes, Media and Production Services) | by the Vice Rectorate |
| | Plagiarism check | Quality Management |
| Approx. 5M beforehand | Assessors and reviewers evaluate the dissertation | within 4 months |
| Approx. 1M beforehand | Positive Beurteilung der gesamten Dissertation (Gutachten) sowie in der Folge Disputation und Gesamt-beurteilung<br><br>Positive assessment of the entire dissertation (evaluations) as well as in the following defence and overall assessment | |

| | | |
|---|---|---|
| | If applicable, publication on the Research Catalogue | Publication by doctoral candidate |
| | Submission of library confirmation as well as the confirmation of the doctoral programmes and the **statistical survey** to Student Services | **Form, statistical survey** |
| 0M | Receipt of doctoral certificate | Student Services |

# Appendix

## Appendix 1: Declaration of Impartiality | Erklärung der Unparteilichkeit

Name (Use block letters | In Druckbuchstaben) _____

is appointed as an expert reviewer in a PhD procedure | wird als Gutachter*in in einem Promotionsverfahren bestellt

Place an x

Bitte mit x ankreuzen:

I, the undersigned, confirm that

Der/die Unterzeichnende bestätigt, dass

☐ I have read the attached instructions
ich die beigefügten Anweisungen gelesen habe,

☐ I cannot see that there are any circumstances in this matter that disqualify me on the grounds of partiality
ich in dieser Angelegenheit keine Umstände erkennen kann, die mich aufgrund von Befangenheit disqualifizieren würden.

☐ I request that the following circumstances be assessed to determine potential disqualification
Ich beantrage, dass die folgenden Umstände geprüft werden, um eine mögliche Disqualifikation festzustellen oder auszuschließen.

_____

_____

_____

_____

_____

_____

If necessary, use a separate sheet | Falls notwendig, verwenden Sie bitte ein separates Blatt.

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Place and date
Ort und Datum

Signature
Unterschrift

If you wish to discuss issues related to impartiality before signing, please contact the Vice President for Research of Anton Bruckner Private University at vr-forschung@bruckneruni.at.
Wenn Sie vor der Unterzeichnung Fragen zur Unparteilichkeit besprechen möchten, wenden Sie sich bitte an den/die Vizerektor/in für Forschung der Anton Bruckner Privatuniversität unter vr-forschung@bruckneruni.at.

**Instructions for completion of the declaration of impartiality**

The form is to be filled in by everyone who is appointed as a member of the expert committee on the evaluation of doctoral projects at Anton Bruckner University (ABPU).
Anyone who is to perform work as a committee member shall always assess their own impartiality.
If after this assessment you ascertain that you have a partiality issue in relation to one or more of the parties in the case, the Vice President for Research must be so informed as soon as possible.

- If you are unsure about your own impartiality, you must list the circumstances about which you are unsure and ask that the relevant department of ABPU assesses your impartiality.
- If it is concluded that impartiality is not compromised, but that there are still links that should be elucidated or assessed by the department, you should list these on the form or on a separate page.

**About the assessment of impartiality**

External reviewers are subject to the guidelines relating to impartiality that has been adopted by the *Promotionsausschuss* (doctoral committee) in accordance with national and international standards.

A: Automatic disqualification

- As an external reviewer one will be automatically disqualified because one has a special affiliation to one party in the case, for example by family ties

B: Further circumstances that lead to the refusal of the expert's appointment for reasons of impartiality are

- You have a close personal or professional relationship with the doctoral candidate or one of the supervisors,
- You have authored any joint publications as co-authors or co-editors in the last 5 years
- You have worked in any joint artistic collaborations in the last 5 years
- You have belonged to profession-specific committees that meet frequently and regularly along with the doctoral candidate and/or supervisor in the last 5 years
- You are professionally dependent on any party in the matter
- You have close professional or personal connections to supervisors or doctoral candidates that go beyond the usual sporadic academic exchange (e.g. at conferences or workshops).
- You benefit professionally, financially, or personally from the positive or negative review of the dissertation

**Anleitung zum Ausfüllen der Unbefangenheitserklärung**

Das Formular ist von allen Personen auszufüllen, die als Mitglied der Gutachter*innenkommission für die Begutachtung von Dissertationsprojekten an der Anton Bruckner Privatuniversität (ABPU) bestellt werden. Jede/r, der/die als Ausschussmitglied tätig werden soll, hat stets die eigene Unparteilichkeit zu prüfen.

Wenn Sie nach dieser Beurteilung feststellen, dass Sie in Bezug auf eine oder mehrere der Parteien des Falles befangen sind, muss der/die Vizerektor/in für Forschung so schnell wie möglich darüber informiert werden.

- Wenn Sie Zweifel an Ihrer eigenen Unparteilichkeit haben, müssen Sie die Umstände auflisten, die Sie zweifeln lassen, und bitten Sie die zuständige Dienststelle der ABPU, Ihre Unparteilichkeit zu prüfen.
- Kommen Sie zu dem Schluss, dass Ihre Unparteilichkeit nicht gefährdet ist, dass aber dennoch Zusammenhänge bestehen, die zu klären oder zu bewerten sind, sollten Sie diese im Formular oder auf einem gesonderten Blatt aufführen.

**Über die Beurteilung der Unparteilichkeit**

Externe Gutachter*innen unterliegen den Richtlinien zur Unparteilichkeit, die vom Promotionsausschuss in Übereinstimmung mit nationalen und internationalen Standards verabschiedet wurden.

A: Automatische Disqualifizierung

- Als externer Gutachter*in wird man automatisch disqualifiziert werden, wenn man einer Partei in der Sache zum Beispiel durch familiäre Bindungen besonders verbunden ist.

B: Weitere Umstände, die zu einer Ablehnung Ihrer Gutachter*innentätigkeit aus Gründen der Parteilichkeit führen, sind:

- Sie stehen in einem persönlichen oder professionellen Naheverhältnis zur/zum Dissertant*in oder einem der Betreuer*innen,
- Sie haben in den letzten 5 Jahren gemeinsame Publikationen als Ko-Autor*in bzw. Ko-Herausgeber*in verfasst
- Sie haben in den letzten 5 Jahren gemeinsame künstlerischen Kollaborationen getätigt,
- Sie stehen in einem professionellen Abhängigkeitsverhältnis zu einer der beteiligten Personen und oder haben enge berufliche oder persönliche Verbindungen zu Betreuenden oder Dissertant*in, die über den üblichen sporadischen akademischen Austausch (z. B. bei Konferenzen oder Workshops) hinausgehen.
- Sie haben enge berufliche oder persönliche Verbindungen zu Betreuenden oder Dissertant*in, die über den üblichen sporadischen akademischen Austausch (z. B. bei Konferenzen oder Workshops) hinausgehen.
- Sie profitieren beruflich, finanziell oder persönlich von der positiven oder negativen Begutachtung der Dissertation.

## Appendix 2: Bewertungsrichtlinien für externe Gutachter*innen und Betreuer*innen [DE]

Sehr geehrte Frau Prof.in Dr.in [Name], / Sehr geehrter Herr Prof. Dr. [Name],

Sie haben sich bereit erklärt, die Beurteilung einer Dissertation der Anton Bruckner Privatuniversität (ABPU) zu übernehmen. Vielen Dank!

Alle Beurteiler*innen, das heißt die Betreuer*innen und der/die externe*r Gutachter*in erhalten die Dissertation zeitgleich, für die Beurteilung haben Sie laut Satzung der ABPU max. 4 Monate Zeit, Sie werden jedoch gebeten, im Sinne der*des Dissertanten*in die Beurteilungsfrist so kurz wie möglich zu halten.
Die zu beurteilende Arbeit ist eine wissenschaftliche bzw. künstlerisch-wissenschaftliche Arbeit zur Erlangung des akademischen Grades PhD bzw. Doc. artium, die für sich alleine zu stehen hat. Änderungen bzw. Korrekturen sind nicht mehr möglich.

Bei der Beurteilung können nachstehende Fragestellungen hilfreich sein:

- Ist das Forschungsvorhaben bzw. sind die Forschungsfragen der Dissertation klar formuliert?
- Wie umfassend wurde der Forschungsstand des Themenbereichs dargestellt?
- Sind Forschungsfrage, Forschungsansatz, Methodologie und Methode konsistent, bzw. wurden passende Methoden verwendet oder gegebenenfalls neue Methoden entwickelt?
- Ist im Falle der künstlerisch-wissenschaftlichen Dissertation der Ansatz der künstlerischen Forschung transparent nachvollziehbar? Das heißt, wurden künstlerische und wissenschaftliche Methoden aufeinander bezogen und wird das Ergebnis der Forschung auf beiden Ebenen nachvollziehbar und vermittelbar?
- Wie umfassend und konsistent ist die Datensammlung und Material- und Quellenauswertung?
- Tragen die Experimente/Fallstudien/ die künstlerischen Forschungsprozesse und künstlerischen bzw. akademischen Darstellungen zur Untersuchung des Forschungsgebietes bzw. zur Beantwortung der Forschungsfragen bei?
- Hat die/der Dissertant*in eine adäquate Beschreibung ihrer/seiner Experimente/Fallstudien etc. vorgenommen?
- Wurden Ergebnisse schlüssig hergeleitet, beschrieben, analysiert und interpretiert entsprechend relevanter wissenschaftlicher Standards?
- Sind die Literaturverweise korrekt zitiert worden?

- Welche Qualität hat der sprachliche Ausdruck der Arbeit?
- Repräsentiert die Arbeit eine Erweiterung des Wissens in diesem Forschungsfeld?
- Zeigt die Dissertation, dass die/der Studierende selbständig wissenschaftlich bzw. künstlerisch-wissenschaftlich arbeiten kann?

Für die Beurteilung ist die Österreichische Notenskala sehr gut (1), gut (2), befriedigend (3), genügend (4), nicht genügend (5) zu verwenden. Nach den Empfehlungen der Bologna Follow-up Gruppe werden die Noten in Österreich wie folgt definiert:

1 SEHR GUT: Hervorragende Leistung
2 GUT: Generell gut, einige Fehler
3 BEFRIEDIGEND: Ausgewogen, Zahl entscheidender Fehler
4 GENÜGEND: Leistung entsprechend den Minimalkriterien
5 NICHT GENÜGEND: Es sind erhebliche Verbesserungen erforderlich, Erfordernis weiterer Arbeit

Bei drei positiven Gutachten kann sich die*der Dissertant*in für die abschließende Disputation anmelden. Wenn zwei Gutachten positiv sind, das dritte jedoch negativ, wird von der*dem Vizerektor*in für Forschung ein/e weitere Beurteiler*in bestellt. Dieses Gutachten entscheidet dann, ob die Dissertation positiv oder negativ beurteilt wird. Im Falle eines dritten positiven Gutachtens ist die*der Dissertant*in berechtigt, sich zur Disputation anzumelden. Ist das dritte Gutachten negativ, wird die Arbeit mit „nicht genügend“ beurteilt und die*der Dissertant*in ist nicht berechtigt, zur Abschlussprüfung anzutreten. Sie*er hat die Möglichkeit, anhand der Gutachten eine Überarbeitung vorzunehmen und die modifizierte Arbeit neuerlich einzureichen.

Verfasser*innen von Dissertationen müssen an der ABPU unterschreiben, dass sie sich an die Regeln der guten wissenschaftlichen Praxis halten. Zusätzlich werden alle wissenschaftlichen Arbeiten einer Plagiatskontrolle unterzogen. Sollten Sie beim Beurteilen feststellen, dass die Regeln der guten wissenschaftlichen Praxis nicht eingehalten wurden, z.B. weil Sie Textgleichheiten zu anderen Autor*innen finden, nicht zitierte Quellen oder Stilbrüche im Text, die eventuell Plagiate indizieren könnten, so kontaktieren Sie bitte die Leitung der Doktoratsprogramme.

## Appendix 3 Assessment guidelines for external reviewers and supervisors [ENG]

Dear Prof. Dr. [name],

You have agreed to undertake the assessment of a dissertation at the Anton Bruckner Private University (ABPU). Thank you very much!

All assessors, i.e. the supervisors and the external reviewer, will receive the dissertation at the same time. According to the statutes of the ABPU, you have a maximum of 4 months for the assessment, but you are asked to keep the assessment period as short as possible in the interests of the doctoral candidate.

The thesis to be assessed is an academic or artistic-scholarly work for the award of an academic degree, which has to stand on its own. Changes or corrections are no longer possible.

The following questions may be helpful in the assessment:

- Is the research project or are the research questions of the dissertation clearly formulated?
- How comprehensively has the state of research in the subject area been presented?
- Are the research question, research approach, methodology and methods consistent or were suitable methods used or, if necessary, new methods developed?
- In the case of the artistic-scholarly dissertation, is the approach of the artistic research transparently comprehensible? In other words, were artistic and academic methods related to each other and is the result of the research comprehensible and communicable on both levels?
- How comprehensive and consistent is the data collection and evaluation of material and sources?
- Do the experiments/case studies/the artistic research processes and artistic or academic representations contribute to the investigation of the research area or to answering the research questions?
- Has the doctoral candidate provided an adequate description of their experiments/case studies etc.?
- Were results conclusively derived, described, analysed and interpreted according to relevant academic standards?
- Have the references been cited correctly?

- What is the quality of the language used in the dissertation?
- Does the thesis represent an expansion of knowledge in this field of research?
- Does the dissertation show that the student can work independently in a scholarly or artistic-scholarly manner?

The Austrian grading scale very good (1), good (2), satisfactory (3), sufficient (4), insufficient (5) is to be used for the assessment. According to the recommendations of the Bologna Follow-up Group, the grades in Austria are defined as follows

1 VERY GOOD: Above average performance
2 GOOD: Overall good solid work with some mistakes
3 SATISFACTORY: Balanced with a number of crucial mistakes
4 SUFFICIENT: A performance that meets the minimum requirements
5 NOT SUFFICIENT: Significant improvements are required, further work is needed

If three assessments are positive, the doctoral candidate can register for the final disputation (defence). If two reviews are positive but the third is negative, the Vice-Rector for Research will appoint a further assessor. This reviewer then decides whether the dissertation will be assessed positively or negatively. If the third assessment is positive, the doctoral candidate is entitled to register for the disputation (defence); if the third assessment is negative, the thesis is graded as “not sufficient” and the doctoral candidate is not entitled to take the final examination. He/she does have the opportunity to revise the thesis on the basis of the reviews and resubmit the modified thesis.

At ABPU, authors of dissertations must sign that they will adhere to the rules of good academic practice. In addition, all academic work is subject to a plagiarism check. If you find during the assessment that the rules of good academic practice have not been adhered to, e.g. because you find text similarities to other authors, sources that have not been cited or stylistic breaks in the text that could possibly indicate plagiarism, please contact the head of the doctoral programmes.