

Steps at the end of your studies

(As of 18 November 2025)

- **Have you completed all your courses?**

Please check this yourself initially by comparing the courses you have completed with the relevant prose study plan on our homepage (you can find the study plans under Academics/Curricula).

[Outlook: we are currently in a technical transition phase. In future, it will be possible for you to view your own study progress via the Curriculum Support in bonline or the „My studies“ application and to check which modules and courses you have already completed and which are still open.]

- **Have you completed courses that have not yet been graded by the lecturer?**

In this case, please contact the lecturer in question and ask them to grade the course.

- **Does a course you have completed (outside the relevant curriculum) still need to be recognized for your studies?**

Informationen on the procedure for recognition and the application form can be found here:
<https://www.bruckneruni.ac.at/en/academics/information/course-crediting>

- **Have you registered in time at the Student Service for the desired examination period for the final artistic examination?**

Please note that in the case of a double degree programme KBA and PBA or KMA and PMA, you must register separately for each degree programme. You can find the registration forms here:
<https://www.bruckneruni.ac.at/en/academics/information/graduation/forms>

Please note the registration deadlines:

<https://www.bruckneruni.ac.at/en/academics/information/dates-deadlines/deadlines-graduation>

- **Registration for the Defensio**

Please refer to the guidelines for Bachelor´s and Master´s theses, which you can find here:
<https://www.bruckneruni.ac.at/en/academics/information/graduation/final-thesis>

For the doctoral programme, please follow the guidelines for doctoral studies when submitting your dissertation. The guidelines can be found here:

https://www.bruckneruni.ac.at/fileadmin/user_upload/02_Studienservices/Dokumente_StudienService/Studienabschluss/Abschlussarbeit/Guidelines_for_the_Submission_and_Assessment_of_the_Dissertation_Version_12-25.pdf



Important: It can take up to four weeks to issue the final certificate (possibly longer during the holidays/time without courses).



All grades and recognition of courses as well as confirmations necessary for graduation **must be received by Student Service by the end of the late enrolment period/grace period of the following semester** in which you are graduating.

If this is not the case, you must re-enrol for another semester **within the enrolment period** in order to obtain your degree.

Without timely re-enrolment, your studies will be closed and you will only have the opportunity to re-enrol and validly obtain your degree in the following semester.

In order to receive your graduation certificate, the following confirmations must be submitted to Student Service.

How do you do that?

Upload these documents to your electronic student file in bonline (application „Student Dossier“ on your desktop; by clicking on „Document management“ and „Add“ you can select the relevant section for which you want to upload a document).

- **Confirmation from the library** (section in the Student Dossier for upload: ABU_Bibliothek Bestätigung)
Use the form to obtain information from the library that there are no outstanding amounts on your user account.
https://www.bruckneruni.ac.at/fileadmin/user_upload/Bibliothek_Bestaetigung.pdf
- **Statistical survey** (section in the Student Dossier for upload: ABU_U_UHStat2_Bestätigung)
Completing the UHStat2 statistical survey at the end of your studies is an obligation under the „Universitäts- und Hochschulstatistik- und Bildungsdokumentationsverordnung (UHSBV)“.
<https://uhstat2.hochschule.at>
Please print out the confirmation after submitting the data.
- **Please enter a current private email address** (section in the Student Dossier for upload: ABU_Email_Adresse_privat)
This is also an obligation under the „Universitäts- und Hochschulstatistik- und Bildungsdokumentationsverordnung (UHSBV)“. We will also send you a short questionnaire about your professional development approximately 15 months after you graduate.
You can find the form here:
https://www.bruckneruni.ac.at/fileadmin/user_upload/02_Studienservices/Dokumente_StudienService/Studienabschluss/Email_Adresse_privat_EN.pdf