

## Registration of the Doctoral Thesis Topic / Supervision Agreement

Please fill out in CAPITAL LETTERS.

### 1. Personal data and information about the planned dissertation project

Personal data		
Academic degree(s) / First name(s)		
Surname(s)		
Matriculation number / Date of birth		
Correspondence address		
Telephone number / E-Mail address		
Completed studies: <input type="checkbox"/> Master's degree OR <input type="checkbox"/> Diploma studies OR <input type="checkbox"/> Other		
Designation of the completed course of studies <sup>1</sup>		

Information concerning the PhD research project	
Subject area (see study programmes as per website)	
Working title and short description of the dissertation project:	
<input type="checkbox"/> First application OR <input type="checkbox"/> Changes to the original application (Please tick as appropriate.)	

<sup>1</sup> The completed course of studies must be a relevant artistic or academic diploma or master's degree programme or an equivalent programme at a recognized post-secondary or tertiary institution of education. In the case of an academic degree, proof of artistic experience must be provided.

## 2. Confirmations of acceptance by the supervisors

Confirmation of ACADEMIC supervision		
Academic degree / First name(s)		
Surname		
Employed at (institution)		
Telephone number / E-mail address		
<p>I am fully familiar with the applicant's planned research project and hereby declare that I am prepared to assume the academic supervision of the aforementioned dissertation project in accordance with the applicable guidelines of the Curriculum. An opinion on the research project has been transmitted to the head of the doctoral studies programme.            No material or financial compensation is required for the supervision of the dissertation project.</p> <p>With this Supervision Agreement, the supervisor undertakes to:</p> <ul style="list-style-type: none"> <li>• prepare a binding timetable for the dissertation project together with the student;</li> <li>• provide the student with the appropriate supervision in accordance with the curriculum;</li> <li>• support the student with any necessary adjustments to the research concept if, in the course of the work process, the dissertation project as agreed upon at the beginning proves to be infeasible in the originally planned form;</li> <li>• support the student, in a suitable manner, with the dissemination (e.g. public presentations) of the dissertation project, provide the student with information about conferences, meetings, etc. and actively promote the student's participation in the scientific/artistic community by providing contacts and integrating the student into appropriate networks;</li> <li>• support the student in the pursuit of his/her academic career.</li> </ul>		
Signature of ACADEMIC supervisor / Date		

Confirmation of ARTISTIC supervision		
Academic degree / First name(s)		
Surname		
Employed at (institution)		
Telephone number / E-mail address		
<p>I am fully familiar with the applicant's planned research project and hereby declare that I am prepared to assume the artistic supervision of the aforementioned dissertation project in accordance with the applicable guidelines of the Curriculum. An opinion on the research project has been transmitted to the head of the doctoral studies programme. No material or financial compensation is required for the supervision of the dissertation project.</p> <p>With this Supervision Agreement, the supervisor undertakes to:</p> <ul style="list-style-type: none"> <li>• prepare a binding timetable for the dissertation project together with the student;</li> <li>• provide the student with the appropriate supervision in accordance with the curriculum;</li> <li>• support the student with any necessary adjustments to the research concept if, in the course of the work process, the dissertation project as agreed upon at the beginning proves to be infeasible in the originally planned form;</li> <li>• support the student, in a suitable manner, with the dissemination (e.g. public presentations) of the dissertation project, provide the student with information about conferences, meetings, etc. and actively promote the student's participation in the scientific/artistic community by providing contacts and integrating the student into appropriate networks;</li> <li>• support the student in the pursuit of his/her academic career.</li> </ul>		
Signature of ARTISTIC supervisor / Date		

### 3. Further information / Signature of the applicant

The following obligatory annexes are to be submitted together with this form via the MUKonline application platform:

- a) Informative concept for the proposed dissertation project (topic, research questions, methods, literature) in a maximum of 4,000 words
- b) Motivation letter
- c) Curriculum vitae
- d) Artistic portfolio
- e) Description of previous activities and experience in the field of artistic research (max. 400 words)
- f) Copy of the applicant's Master's thesis and/or appropriate current publications (publication list)
- g) Graduation certificate(s) (Master's or equivalent degree)
- h) The application fee is 50 euros.

**Further information for applicants:**

- a) At least one of the two supervisors must be from the MUK supervisor pool; external supervisors must have a post-doctoral qualification (*Habilitation* or equivalent).
- b) Only completely submitted applications will be accepted.
- c) On the basis of the submitted documents, the doctoral committee will decide whether the applicant will be invited to an admission board examination.
- d) At the admission board examination the applicant must present the concept of the research project (20 minutes maximum). This will be followed by a conversation between the doctoral committee and the applicant (40 minutes maximum).
- e) The doctoral committee will decide on the basis of the submitted documents, the opinions obtained from the supervisors and the decision of the examination board regarding the fulfilment of the admission requirements (a simple majority decision; in the event of a tie, the chairperson of the doctoral committee will decide).

**With this Supervision Agreement, the student to be supervised undertakes to:**

- comply with all regulations as stipulated in the official rules and policies of the university (Articles of Association of the University, Curriculum, study regulations, etc.);
- make every effort to complete the dissertation project within the standard six-semester period of study;
- reliably comply with all agreements made with the supervisors (deadlines, timetable, work steps, work packages, etc.) and consider these binding;
- regularly consult with the supervisors on the progress of the dissertation project, agree on the next work steps and notify the supervisors in a timely manner of any delays or interruptions;
- inform the supervisors and the head of the doctoral studies programme without delay of any decision to discontinue or change the topic of the dissertation project or to discontinue doctoral studies.

**Termination of the Supervision Agreement:**

Until the submission of the dissertation project, the Supervision Agreement may be terminated at any time subject to the approval of the doctoral committee.

In the event of breaches of the obligations stipulated in the Supervision Agreement, the head of the doctoral studies programme or the Director of Studies is to be contacted.

<b>Signature of the applicant</b>		
<p>I hereby confirm that I have entered my personal data completely and truthfully on the application platform.</p> <p><b>Applicant's declaration on his/her honour</b></p> <p>I hereby declare that I am doing my dissertation project myself and that it has not yet been presented anywhere else for examination purposes. I hereby undertake to comply with all study regulations (Articles of Association of the University, Curriculum and all other rules and regulations of the MUK) as well as with the standards of good scientific practice.</p> <p>I am fully aware that in the event of non-compliance with these provisions all relevant legal action will be initiated against me.</p>		
Signature of the applicant / Date		