

START INTO THE PHD PROGRAMME

HANDOUT

Kunstuniversität zu Linz



University of Arts Linz

At the Arts University Linz, there is a PhD programme for all departments. Research projects are possible by, between and across all artistic, design, scientific and technology-oriented disciplines represented at the Arts University Linz. The focus is on the individual research project, which is realized with the best possible support. The PhD programme serves to support and further develop independent artistic and/or scientific work and to promote young researchers. The PhD programme has a minimum duration of six semesters. The PhD candidates are considered as early stage researchers.

Application Process to the PhD Programme

1. Information

Please visit our homepage www.kunstuni-linz.at/phd for detailed information about the PhD programme. In order to clarify further questions regarding the application procedure as well as the PhD programme, **study advisory meetings** are offered on a regular basis. Attendance is **mandatory**. Current dates can be found at www.kunstuni-linz.at/phd/aktuelles.

2. Exposé

The PhD project is presented in the exposé. It is a comprehensible presentation of the PhD project including selected literature or artistic references (e.g. 5-10 pages in total are usual). Apart from that, supplementary documents relevant to the project, such as portfolios, etc. can be handed in. What is exactly required, is decided by your supervisor; please discuss it with her*him.

3. Determination of the PhD Supervisors

A list of possible PhD supervisors at the Arts University Linz can be found at www.kunstuni-linz.at/phd/links. It is important that the supervisor has professional expertise in your project. You can contact the suitable supervisor for your project and ask for supervision (please include the abstract or exposé of your work). Assistance in finding suitable supervisors (matching) is offered during the study advisory meetings.

If there is interest in a cooperation and the exposé is rated as good, a confirmation of supervision can be given. The application for the PhD programme requires the signature of the first supervisor of the Arts University Linz. This is done by signing the "Application for Admission" (forms → www.kunstuni-linz.at/phd/links). The supervisor can also suggest further elaboration and improvement of the exposé.

The Arts University Linz encourages and supports the supervision by a team, i.e. by two supervisors, as it has many advantages. The first supervisor must be an authorised PhD supervisor of the Arts University Linz. Secondary supervisors can be from other universities, but must be authorised to supervise doctoral students/PhD students and should be appointed at the latest when the supervision agreement is concluded.

4. Submission of the Application

The deadlines for applying to the PhD programme can be found at www.kunstuni-linz.at/phd/aktuelles. There are two deadlines per year (approx. in September and approx. in January/February).

To apply, please submit the following documents **in German or English in digital form to veronika.schwediauer@kunstuni-linz.at** by the applicable deadlines.

Please name the files as follows: "Surname_Exposé" or "Surname_Diploma Supplement" etc.:

- Application for admission including confirmation of supervision by at least one supervisor and including all signatures (forms → www.kunstuni-linz.at/phd/links)
- Scan of your Master's or Diploma certificate
- Diploma Supplement, which provides information **on the duration and scope of your studies**. If you are unable to obtain this from your university, we require at least a Transcript of Records. Both can be requested from the university where you completed your studies.
- Scan of your Bachelor's degree certificate
- Exposé or description of the PhD project incl. selected literature or artistic references.

You will receive a confirmation email about the receipt of your application.

Important notes:

1. Incomplete applications will not be considered.
2. The examination of foreign degrees can take several months!
3. Foreign certificates have to be certified in some cases – depending on the country of origin. You do not have to submit this certification by the application deadline. However, you must present the certification at the time of enrolment. Obtaining the certification can take several months. Please prepare accordingly. You can find more information at: https://kunstuni-linz.at/fileadmin/media/zentrale_verwaltung/studien_und_pruefungsabteilung/zulassung_zum_studium/Beglaubigung_auslaendischer_Urkunden_im_Hochschulwesen.pdf

After the application has been submitted, two steps are carried out within the university:

Verification of Eligibility for Admission through Previous Degrees

The eligibility for admission to the PhD programme is given by the completion of a subject-related diploma or master's degree programme, diploma or master's degree programme of a university of applied sciences or another equivalent programme at a recognised domestic or foreign post-secondary educational institution. The transcripts and the diploma supplement are required in order to check whether you are eligible for enrolment in the PhD programme on the basis of your academic qualifications.

Review of the Exposé by the Research Board

The [Research Board](#) reviews and approves or disapproves the exposés of the PhD projects. The meetings of the Research Board take place around mid-March for the summer semester and around mid-October for the winter semester. You will be informed promptly about the results of the review.

5. Enrolment

If your application has been approved, you can enrol at the [Admission and Examination Department](#) until the end of the grace period (end of April in the summer semester, end of November in the winter semester). Please inform yourself in advance about the enrolment process on our homepage: <https://kunstuni-linz.at/Start-ins-Studium.5246+M52087573ab0.0.html>

Please complete the [online pre-registration](#) before you go to the Admission and Examination Department (if PhD cannot be selected as a study programme for technical reasons, please simply select another study

programme and complete the pre-registration; this can then be corrected on site).

Enrolment takes place **in person** at the Admission and Examination Department. Please bring your **original documents (especially certificates and passport)** with you to the enrolment. Please read the additional information on the homepage about any further documents you may need: <https://kunstuni-linz.at/Start-ins-Studium.5246+M52087573ab0.0.html>.

You will receive a payment slip for the **transfer of the outstanding fees** at the Admission and Examination Department. In the case of first-time enrolment, the outstanding fees must be credited to the University's account by the end of the grace period (end of April or end of November) at the latest.

Three to four days after you have made the transfer/payment, you will receive an automatic e-mail to **activate your student account**. We kindly ask you to also check your spam account, as this is an automated email that sometimes arrives there.

Please be sure to observe the applicable deadlines!

By the end of the respective grace period (end of April in the summer semester, end of November in the winter semester), not only the personal enrolment must have taken place in the Admission and Examination Department, but also the fees due must have arrived in the University's account!

Please complete the enrolment process **by mid-April or mid-November at the latest** to avoid any problems.

PhD-Phase_Requirements

- **Supervision agreements** are research contracts between PhD candidates and supervisors that cover the rights and obligations of both parties as well as all performance elements and work steps to be fulfilled until graduation. The supervision agreement must be sent by email to the PhD programme coordinator **no later than six months after enrolment**. Supervision agreements are submitted to the Research Board for review (approval or rejection). **A template as well as the handout** with assistance for the preparation are available for download here: www.kunstuni-linz.at/phd/links
- **Supervision agreement: agreed performance elements** from the supervision agreement must be fulfilled by the end of the study programme.
- **PhD colloquia of the Arts University Linz** take place once a semester. They are internal university conferences at which PhD candidates can present their projects in a protected setting. Furthermore, the colloquia serve the purpose of networking with and between the PhDs and colleagues from the university. Participation is expected. Dates can be found on the homepage: www.kunstuni-linz.at/phd/aktuelles

Important Information and Offers

- **Mail address of the Arts University:** Please check your email account with the domain @kunstuni-linz.at regularly or forward your mails to another account. The university administration uses this email address, especially for urgent messages!
- **PhD email distribution list:** serves as communication for PhD-relevant information and networking between PhD candidates → please subscribe! → www.kunstuni-linz.at/phd/links
- **Deadlines for continued enrolment:** The deadlines for continued enrolment (**after** the first semester!) are the end of March and the end of October – by then the outstanding tuition fees must not only have been paid, but must also have been credited to the university's account!
- **More information on the PhD programme** → www.kunstuni-linz.at/phd/en
- **Workshops for PhDs, further events** → www.kunstuni-linz.at/phd/aktuelles
- **University staff training open to PhD candidates:** <http://www.kunstuni-linz.at/PE-Weiterbildung.8958.0.html>

- **Online representation of PhD projects on the homepage:** PhD candidates and graduates have the opportunity to present their [PhD projects in detail on the homepage of the Arts University Linz](#). To do so, the information must be entered [here](#).
- **Wonderful news from our PhDs** (exhibitions, prizes etc.) → News articles homepage
- **Access to courses and offers for students (e.g. access to the workshops)** of the Arts University Linz
- **Teaching Programme of the Arts University Linz for PhDs:** Call annually from January via the PhD email list
- **Working desks for PhD candidates**, if interested: → Coordinator of the PhD programme
- **Self-organised networking and setting of own impulses by PhD candidates desired!**
- **Phaidra**, archive of digital theses at the Arts University Linz → <https://phaidra.ufg.at/>
- **Funding possibilities from the Arts University for staff and PhDs** → <https://kunstuni-linz.at/Foerderungen-fuer-Mitarbeiter-innen.20184.0.html>
- **Grants for students** → <https://kunstuni-linz.at/Stipendien-Preise.3337.0.html>
- **Open calls** of the Arts University Linz → <https://calls.kunstuni-linz.at/calls/>
- **Erasmus programme for PhD candidates** → <https://kunstuni-linz.at/b-Studierendenmobilitaet-im-Ausland-O.19917.0.html>
- **Advice for scholarships and grants, concrete "application advice"** → Coordinator of the PhD programme
- **Support, assistance etc.** → Coordinator of the PhD programme
- **Problems and conflicts in the supervision process** → Coordinator of the PhD programme
- **PhD student representation of the ÖH** → www.oeh-ufg.at

Contact

For all questions regarding the PhD programme → Dr. Veronika Schwediauer, coordinator of the PhD programme, Department Art.Research | PhD, Hauptplatz 6, 4020 Linz, veronika.schwediauer@kunstuni-linz.at, M: +43 676 84 7898 2202, Office Days: Mondays, Wednesdays; www.kunstuni-linz.at/phd

For enrolment → [Admission and Examination Department](#), Hauptplatz 6, 4020 Linz, studien.office@kunstuni-linz.at