

Unofficial Translation of *Verordnung über die Formvorschriften bei der Einreichung wissenschaftlicher Arbeiten*

Legally binding version: Verordnung über die Formvorschriften bei der Einreichung wissenschaftlicher Arbeiten, erschienen im Mitteilungsblatt der Universität Wien nach UG 2002, 11. Stück, Studienjahr 2023/2024, Nr. 62 - am 28.02.2024 :

https://mtbl.univie.ac.at/storage/media/mtbl02/2023_2024/2023_2024_62.pdf

62 Statutory Order Regarding Formal Requirements when Submitting Scientific Theses

In accordance with § 16, paragraph 4 of the Statutes of the University of Vienna, section regulating study law, published in the Bulletin of the University of Vienna on 03 December, 2014, 6th issue, no. 29, as amended the following is decreed:

§ 1. (1) In accordance with § 16, paragraph 1 of the Statutes of the University of Vienna, section regulating study law, academic theses have to be submitted electronically. In addition, the submission of a printed version is required, which also has to be submitted by the student.

(2) The electronic submission shall precede the submission of the printed version.

(3) The submission procedure of an academic thesis is initiated by uploading the electronic version. In keeping with § 14, paragraph 10 and §15, paragraph 15 of the Statutes of the University of Vienna, section regulating study law, the evaluation period starts with the submission of the printed version of the academic thesis, which shall be submitted to the responsible StudentServiceCenter within ten working days of uploading it. The printed version represents the binding version under study law. The printed version has to be identical to the uploaded electronic version of the academic thesis.

Formal Requirements for Academic Theses

§ 2: (1) The title page shall be bilingual (German/English) and meet the requirements of the u:space upload platform.

(2) The thesis must include an abstract (summary) in German.

Formal Requirements for the Submission of the Electronic Version

§ 3. (1) All documents shall be uploaded in PDF format (PDF/A). Each academic thesis shall be uploaded as one single document in PDF format. The text shall be machine-readable.

(2) The successful upload will be documented by an upload confirmation (Hochladebestätigung), which shall be signed and, handed in when submitting the printed thesis.

Formal Requirements for the Submission of the Printed Version

§ 4. (1) The printout of the submitted electronic version (PDF/A) is to be used for the submission of the printed thesis.

(2) The thesis shall be submitted in DIN A4, portrait (vertical) format, bound in hard cover and printed double-sided.

§ 5. The University of Vienna makes the title, abstract and metadata of the electronic version available online on the university publication server or on a similarly suitable platform of the University of Vienna.

§ 6. Detailed information on the formal requirements which apply when submitting academic theses can be found in Annex I.

Final and Transitional Provisions

§ 7. The present statutory order comes into effect on 1 March, 2024 for all Directors of the Study Programmes of the University of Vienna. The statutory order regarding formal requirements when submitting academic theses published in the Bulletin of the University of Vienna, 39th issue, no. 260, on 24 September, 2015 expires with the coming into effect of the present statutory order.

President of studies legislation and affairs
Lieberzeit

Annex I

Information Regarding Writing and Submitting of Academic Theses

I) Writing a Thesis

The following **formal requirements** shall be observed when writing a thesis:

- Format: exclusively DIN A4 (210 x 297 mm), portrait (vertical) format
- Double-sided printing
- Margins shall be selected in such a manner as to allow binding and stapling.
- The bilingual title sheet is created as part of the upload process and shall be merged with the document. For special cases, the title sheet shall be created by using a template.
- A German and, if possible, an English abstract (min. 500 characters incl. spaces) must be included in the thesis. If the thesis is written in a foreign language, an abstract in the respective language shall be included.
- The subject relevant citation rules shall be observed and all aids used shall be documented in the thesis.

Images (pictures, graphics, etc.) are also subject to citation law and citation rules. Accordingly, when using images, the sources are to be cited and **copyright laws and licence rights** have to be observed.

II) Electronic Submission

Only one document in PDF format can be uploaded. Uploading a document divided into several parts is not admissible. Please make sure that your document contains a correct title sheet and an abstract.

Generating a PDF Document

When converting to a PDF document, please ensure that the PDF is created in the version specified by Adobe PDF/A-1 (based on PDF 1.4) or PDF/A-2 (based on PDF 1.7) and that you include all the relevant fonts into your document. Restrictions are not admissible (e.g. password protection); printing and copying of content must not be restricted.

Documents with a maximum size of 200 MB can be uploaded. If you have any questions about submitting or converting documents, please contact the FirstLevelSupport desk of the Library of the University of Vienna (u-theses.ub@univie.ac.at).

Attachments to the main body of the thesis can be uploaded separately. These are attachments to the thesis that substantiate the research and are important for the thesis. The attachments are saved for archiving purposes and are not published by default.

Upload

The upload can be carried out from any computer with internet access (password-protected log-in with the u:account at <https://uspace.univie.ac.at>). The user-friendly interface supports the student with the entry and guides them through the submission process in nine steps.

In case of important economic or legal interests, an embargo request for academic theses can be declared for one to a maximum of five years. The request of the embargo, according to § 86, paragraph 4 of the Universities Act 2002 (application form SL/W3 available at the responsible StudentServiceCenter) shall be submitted at the same time as the hard copy version of the thesis to the responsible StudentServiceCenter.

Mandatory declarations shall be made during the upload process. They include the confirmation of authorship and compliance with good academic practice (declaration of authorship) as well as the consequences of misconduct (in accordance with Statutes of the University of Vienna, section regulating study law, § 17.)

The electronic version of the academic thesis is supplied for long-term digital archiving. The abstract and the metadata (name of the author(s), main title, subtitle, publishing year, title in another language, statement of size, year of publication, language, date of assessment, degree programme code, type of thesis, degree programme title or university continuing education and training programme or field of study,, faculty, supervisors, co-supervisor, reviewers, key words in German, key words in another language, abstract in German, abstract in another language, classification, authorisation to use the work (full text yes/no), embargo period, u:thesis-ID, AC-number, URN, DOI, ORCID, institution, PDF layout identical, link to u:search, download full text) of the academic thesis are made available to the public via the University of Vienna's website so that the University can fulfil its obligation to provide information to the public. For long-term archiving, the University of Vienna is entitled to make technological changes to the electronic version of the academic thesis if that is necessary for technical reasons.

1. The binding declaration also includes a indemnification and a declaration to hold the University of Vienna harmless. In case of infringement of the rights of a third party, the University of Vienna shall be indemnified and held harmless from any claims asserted against it by a third party in this respect. This applies in particular to copyrights and personal rights of third parties and extends to the duration of statutory copyright law.

2. In addition, the University of Vienna can be granted a **voluntary license** to use electronic version of the academic thesis. This can be revoked at any time (email to u-theses@ub.univie.ac.at). The granting of rights is free of charge. The academic thesis, which is made available online, is also available to the public free of charge. This means that the University of Vienna is granted the free, nonexclusive, revocable right, unlimited in time and place, to reproduce the electronic version of the academic thesis in its entirety and to make it available to the public by wire or wireless means. The granting of rights also includes the right of publication if no publication has taken place to date. The granting of rights only concerns the publication of the academic thesis on the University of Vienna's publication server (or a similar suitable platform) and the associated worldwide accessibility and findability of the thesis on the internet. The granting of rights to the University of Vienna and the offer of the University of Vienna to the public are free of charge.
3. The granted right is not transferable and can only be sublicensed if the University of Vienna has the university publication server (or a similar comparable platform) operated by a third party. The copyright to the academic thesis remains unaffected. Consequently, the academic thesis can continue to be used by the author themselves and/or permission to use the work can be granted to third parties (e.g. publishers). If a third party is granted an (exclusive) right to use the academic thesis, the voluntary license to use the thesis may be terminated at any time.
4. After uploading, a **upload confirmation** (Hochladebestätigung) with the metadata, the mandatory declarations and a confirmation of successful upload is displayed and also sent to the student by e-mail. This confirmation shall be signed and submitted together with the printed version of the thesis to the responsible StudentServiceCenter.

III) Submission of the Printed Version (Hard Copy)

1. The **printed version must be identical to the uploaded electronic version**. It is therefore strongly recommended to use the uploaded electronic version (PDF/A-1 or PDF/A-2) for the print version.
2. The numbers of copies to be submitted can be inquired from the responsible StudentServiceCenter.
3. The bound, printed copies shall be submitted to the responsible StudentServiceCenter within 10 working days after uploading the electronic version.
4. Embargo requests in keeping with § 86, paragraph 4 of the Universities Act 2002 shall be submitted together with the academic thesis, stating a plausible and detailed reason. Embargo requests submitted at any subsequent time shall not be taken into consideration.
5. The confirmation of the successful upload (see II, point 4) shall be submitted together with the print version at the latest.
6. After checking for textual similarities (plagiarism check), the StudentServiceCenter shall forward the thesis to the reviewers for evaluation, if there are no objections.

IV) Important Information

- The **withdrawal** of an inadvertently uploaded thesis can only be carried out AFTER the plagiarism check and is only possible if there is NO suspicion of plagiarism.
- Incorrect title pages shall be corrected both in the electronic version and the printed version.

- Correction of typing errors and layout modification are not possible after the academic thesis has been assessed and cannot be made in either the electronic or the printed version.
- Service addresses for questions and problems:
 - For general questions about the degree and submission process, please contact the responsible StudentServiceCenter.
 - The FirstLevelSupport desk of the Library of the University of Vienna provides assistance with questions about the uploading process (u-theses.ub@univie.ac.at).
 - For all questions after uploading, the SecondLevelSupport desk of the Office of the President of studies legislation and affairs is available (e-einreichung@univie.ac.at).
- **Theses written in collaboration shall be uploaded by each author individually**, in accordance with the Statutes of the University of Vienna, section regulating study law (§ 14, paragraph 8). In this case, the confirmation of authorship refers to the part written from the author of the co-authored work. All authors must be listed on the title page.
- If scientific publications are used in the context of academic theses, the points listed in the relevant guidelines shall also be taken into account (<https://studienpraeses.univie.ac.at>).
- Further regulations concerning academic thesis submission (forms, deadlines, etc.) are available on the websites of the responsible StudentServiceCentres.