

Doctoral Student handbook

Doctoral Programme in Psychotherapy
Science

This information package contains all essential information about Doctoral studies at Sigmund Freud University. Please read it thoroughly and carefully and consult it first in case you have any questions.

Updated in May 2019

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Foreword

The Doctoral Student Handbook is designed to orient you in scholarly and organisational matters of the International Doctorate Programme of Sigmund Freud University Vienna.

The Student Handbook aims to serve you. Its main purpose is to be your personal “Users ‘Manual” for the University. It will provide you with an overview of the academic matters, including the programme curricula, but it will also offer you the overview of policies and expectations we have established for the International Doctorate Programme.

We strongly believe that reading through this Student Handbook will help you coordinate yourself in the sometimes overwhelming university structures and will allow you to plan your study programme effectively.

1. Mission of the International Doctorate Programme of Sigmund Freud University Vienna

The International Doctorate Programme of Sigmund Freud University Vienna aims at bridging clinical practice with the empirical and theoretical investigation, to form a holistic understanding of how psychotherapy works.

Areas of Research: Doctoral research projects should pertain to questions within the framework of Psychotherapy, and may use either qualitative or quantitative methods of research. We are equally open to new fields and techniques. Primary relevance will be given to themes relevant to immediate psychotherapeutic practice. It is also possible to conduct interdisciplinary projects: for instance, projects connected to the relationship between culture and psychotherapy, as well as in the field of the history of psychotherapy, or even to connections between mathematical decision-making theory and psychotherapy.

Advantages for doctoral students at the SFU include intensive personal supervision; individual consultancy, which addresses the single individual students; specific and manifold project development; contact with students from different countries and flexible arrangements.

2. Basic departmental data

Institution responsible:	Sigmund Freud Private University Vienna, Austria
Name of the Programme:	Doctoral Programme in Psychotherapy Science
Degree to be awarded:	Doktor/Doktorin der Psychotherapiewissenschaft (Dr.scient.pth.)
Comparability of PhD:	On March 2008, the Bundesministerium für Wissenschaft und Forschung / ENIC NARIC AUSTRIA (The Austrian Federal Ministry of Science and Research) has issued the following statement: "According to international standards of Postgraduate Programmes, the Doctor of Psychotherapy Science is an academic degree that is equivalent to the Ph.D. degree."
Address:	1020 Wien, Freudplatz 1, Austria
Website:	https://ptw.sfu.ac.at/en/academics/doctoral-programme/
Phone:	+43 (0)1 798 40 98/ 451
Rector of University:	Prof. Dr. Alfred Pritz (alfred.pritz@sfu.ac.at)
Dean of the Faculty:	Prof. Dr. Jutta Fiegl (jutta.fiegl@sfu.ac.at)
Head of the Programme:	Prof. Dr. Martin Poltrum (martin.poltrum@sfu.ac.at)
Co-Head of the Programme:	Dr. Alfred Uhl (alfred.uhl@sfu.ac.at)
Coordinator:	Dr. Erzsébet Fanni Tóth, MA (erzsebet.toth@sfu.ac.at)
Admission:	Mag. Emma McNally MSc. (emma.mcnally@sfu.ac.at)
Doctoral Office:	Mrs. Ulrike Fenz (psychotherapyphd@sfu.ac.at)
IT support:	Mr. Stephan Cesnik (stephan.cesnik@sfu.ac.at)
Finance Office:	(accounting@sfu.ac.at)

3. Academic information

3.1. Structure of the doctorate programme

The International Doctorate Programme of Sigmund Freud University Vienna consists of three years, and each year is divided into two semesters (winter and summer terms).

3.2. Academic calendar

The academic calendar at Sigmund Freud University is shaped by the Austrian educational traditions. The winter term starts in September, each year. The summer term starts in February each year. There are **two intensive Doctoral seminar weeks** organised every academic year. The exact dates are announced on the website of the university: <https://ptw.sfu.ac.at/en/academics/doctoral-programme/calendar-timetable/>.

Furthermore, as Sigmund Freud University is located in Austria, and most of its faculty and staff live in Austria, the University observes the main national holidays.

Please note, that there is a difference between the term “academic year” and “study year.” While academic year refers to the period between September and August each year, the study year might differ in case of every student. Since Sigmund Freud University allows its Doctoral students to start their doctorate education in both the Winter and Summer terms, the end of the study year for some of the students might be signified by the completion of the second semester, and as such, it could be in February as well as in July.

Each academic year Sigmund Freud University holds two graduation ceremonies – usually in May and November. The exact dates are announced on the website of the university.

3.3. Programme curriculum and credits

The academic curriculum of the International Doctorate Programme of Sigmund Freud University Vienna is divided into eight modules (see Appendix I).

The first module is devoted to Generic Competencies and includes units as Academic Didactics, Citation-, Reception- and Discourse Research and Writing the research proposal. Students earn 10 ECTS for it.

The second module’s main focus is historical knowledge and aims at introducing Doctoral students with the prehistory and history of Psychotherapy. 8 ECTS can be earned by completing it.

The third module is based on theory. It incorporates courses on philosophy of science and psychotherapy as a profession and as science. After completing the module students earn 12 ECTS.

Fourthly, Doctoral students will have the opportunity to deepen their knowledge of methodology and methods of psychotherapy science. By attending four courses on qualitative, quantitative and mixed research methods, they receive 8 ECTS.

Besides, as Sigmund Freud University Vienna puts great emphasis on interdisciplinary networking of its doctoral candidates, it provides space for presenting research projects in an interactive course. For active participation, students earn 4 ECTS.

Furthermore, a module on Research reflection is offered to Doctoral students, by which students learn to design and formulate their research ideas into a detailed scientific research proposal. In this module, students are awarded 5 ECTS.

The seventh module is concerned with the active participation in scientific discourse of the Doctoral students. 8 ECTS can be earned by publishing articles about their doctorate research in scientific journals.

Last but not least, the module of Defence of the dissertation (doctoral examination), which is awarded by 5 ECTS marks the successful completion of the Doctoral education.

3.3.1. First year of doctoral study – The preparation

The first year of the programme focuses on coursework and on introducing the student to the world of psychotherapy research.

Students are required to find a doctorate supervisor and announce it to the Doctoral Office preferably by the end of their first semester but by no later than the end of their first study year at Sigmund Freud University Vienna. Students are recommended to find a supervisor as early as possible, to consult with him/her on the selection of the research topic and proposed methodology. The Doctoral supervisor must be a member of the SFU teaching staff. Students might also select a second supervisor, but it is necessary that it is agreed upon by both of the supervisors. Nevertheless, the head of the Doctoral Programme will have to grant permission for selecting a supervisor, who is not a member of the SFU staff, and it is the students' responsibility to file such a request.

By the first seminar week, all first-year doctorate students will be expected to prepare a short (approx. 15-minutes-long) presentation, explaining the main focus of their proposed research, describe their theoretical background, explain their methodology, and estimate the expected results. After the presentation, each student presentation will be evaluated by faculty members of Sigmund

Freud University together with fellow students of the International Doctorate Programme of Sigmund Freud University Vienna.

Upon returning home, each doctorate student is required to develop his/her research proposal based on the feedback he/she received during the doctorate seminars. In consultation with the doctorate supervisor, the student should write a comprehensive research proposal of approx. 15-20 pages, which includes an elaborate theoretical overview, proposed methodology, expected results, estimated time frame of the project. Students must hand in their Doctoral research proposal two weeks before their second doctorate seminar week, but no later than by the end of the second semester. The doctorate research proposal must be submitted electronically to the Doctoral Office. The Doctoral Office will have the proposal approved by the student's doctorate supervisor and the head of the doctorate school.

During the second seminar week, each doctorate student is expected to present their elaborate research proposal in front of SFU faculty members and fellow students. The presentation should contain information about the theoretical background of the research topic, about well-developed research methods and the student is required to show the estimated time-frame of his/her research project. The presentation will be followed by a thorough evaluation by both the SFU staff and fellow students. Active participation and meaningful contribution to the discussion is required from every doctorate student.

After the successful presentation of the research proposal students are required to fill in the designated application forms for the Ethics Commission via its online platform. Further information is available at SFU Research Website - Ethics Commission: <https://ethik.sfu.ac.at/en/>

MAJOR DEADLINES FOR THE FIRST STUDY YEAR

By the end of the first semester	Selection of doctorate supervisor
	Announcement of Doctoral supervisor to the Doctoral Office
	First presentation of research ideas
Two weeks before the end of the second semester	Electronic submission of the research proposal
	Approval of proposals by supervisor and head of Doctorate Programme
Second doctoral seminar	Presentation of research proposal
By the end of the second doctoral seminar week	Submission of research proposals and filled in application forms to the Doctoral Office
The week after the second semester seminar week	Submission of Dissertation Progress Report (see Appendix IV)
	Submission of Annual Evaluation of the work with the Doctoral Supervisor (see Appendix III)

3.3.2. Second year of doctoral study – The research period

Normally, following the first year of developing research ideas, writing a research proposal and getting approval by the doctorate supervisor, the head of the doctorate school and the SFU Ethical Commission, the second study year is devoted to research.

To proceed with their research projects, all second year Doctoral students are highly recommended to pursue literature research and devote half of their time to writing their dissertation chapter on theoretical background/methods of their research. A literature review is an account of what has been published on a topic by recognised scholars and researchers, and as such it conveys to the reader what knowledge and ideas have been established on a topic, and what their strengths and weaknesses are. Therefore, Doctoral students at Sigmund Freud University are asked to develop a piece of writing, which should cover theoretical debates and show awareness of both methodological approaches as well as research findings in the sub-fields, which are essential for conducting innovative research in psychotherapy science. It is advised that during the second year of doctorate studies students compile an 80 item Bibliography. This Bibliography should explicitly define the major themes and sub-fields the Doctoral student aims at studying.

Doctoral students at Sigmund Freud University have a number of options in carrying out their research, depending upon their special requirements. They may elect to spend the entire year collecting data, undertaking intensive fieldwork, survey research and/or working in archives and libraries while maintaining contact with the International Doctorate Programme of Sigmund Freud University Vienna.

One of the advantages of the International Doctorate Programme of Sigmund Freud University Vienna is that it does not require its students to reside in Vienna, and strongly encourages them to pursue empirical, archival or field-based research in the institution/region/country of their interest. Nevertheless, Doctoral students will be expected to consult their doctorate supervisor, at least, twice a year and to make a formal report on the progress of their work at the end of each academic year. Besides, it is the student's own responsibility to notify the Doctorate School about their work in process. Reports must be submitted electronically to the Doctoral Office.

Students may seek funding for studies abroad from other sources and may participate with their Doctoral projects in international research groups affiliated or not affiliated with Sigmund Freud University. The International Doctorate Programme of Sigmund Freud University Vienna supports its Doctoral students in applying for such funding and extending the research period. Students who wish

to pursue extended fieldwork, archival research or primary data collection, are encouraged to seek external support for their research.

During the second year of the doctorate education students are expected to attend the spring and fall seminar weeks, and fulfil the requirements of the specific individual courses. Furthermore, they must hold presentations about the progress of their research in front of the faculty members and fellow students.

MAJOR DEADLINES FOR THE SECOND STUDY YEAR:

By the beginning of the third semester	Obtaining Ethical Approval for the proposal Doctoral research project
Seminar week in the third semester	Presentation of the research project
Two weeks before the end of the fourth semester (second study year)	Electronic submission of the Theoretical Overview/Methods chapter of the dissertation (min. 50 typed pages) and 80 item Bibliography
Seminar week in the fourth semester	Presentation of the research project
The week after the fourth semester seminar week	Submission of Dissertation Progress Report (see Appendix IV)
	Submission of Annual Evaluation of the work with the Doctoral supervisor (see Appendix III)
During the second study year	Active participation in scientific discourse is highly encouraged

3.3.3. Third year of doctoral study – The writing period

After completing their research and/or study abroad, doctoral students are required to write their doctorate dissertation. The last two terms of the Doctoral Studies Doctoral students, therefore, are primarily expected to writing their Doctoral dissertation in close consultation with their supervisor(s).

All students will participate in the mandatory Doctoral Research Seminar. At this seminar, each student will formally present his/her dissertation and preliminary results to the faculty members.

Furthermore, as in previous study years, students are highly expected to maintain good working relationship with their Doctoral supervisor(s), to work intensively on their doctorate research and

dissertation. Lastly, students shall evaluate their work in progress and work with the supervisor(s) by the provided form (see Appendix).

MAJOR DEADLINES FOR THE THIRD STUDY YEAR

Seminar week in the fifth semester	Presentation of the research project
Seminar week in the sixth semester	Presentation of the research project
The week after the sixth semester seminar week	Submission of Dissertation Progress Report (see Appendix IV)
	Submission of Annual Evaluation of the work with the Doctoral supervisor (see Appendix III)
During the third study year	Active participation in scientific discourse is highly encouraged

3.4.Course enrolment requirements

FINANCIAL STATEMENT: Each Doctoral candidate is obliged to contact the Finance Office (email: accounting@sfu.ac.at) before the beginning of every semester in order to clarify his/her financial obligations to the University. The Finance Office will review the payment balance of each Doctoral candidate individually and issue a statement to the PhD Office. This positive statement from the Finance Office is necessary to

- a. get supervision
- b. register for the Doctoral seminar and attend classes
- c. obtain official documents (e.g. getting transcripts, visa invitations, proof of student status, etc.)

In order to avoid the stress of last-minute correspondence (and risk the cancellation of registration), please pay your bills on time and get the approval as soon as possible.

REGISTRATION FOR SEMINAR WEEKS: each Doctoral candidate is required to register for the Doctoral Seminar weeks via email to ulrike.fenz@sfu.ac.at. The precondition of registration is a positive statement of the Finance Office. Please mind that only those students are allowed to attend lectures and seminars, who register in advance.

3.5.Attendance of the Doctoral Seminar weeks

Courses offered during the intensive six days of seminar weeks are treated as a unity. Ordinarily these may not be divided with credit. When a student withdraws from the intensive coursework at midweek (i.e. fails to attend the courses), the student will not receive full credits for the coursework. This becomes part of the student's record for that term, even though he/she had previously officially registered for the course. Should the student fail to attend the entire Seminar week, no course credits will be granted, and the term record is considered unsatisfactory and is subject to review by the Doctorate Team. Therefore, students are advised to take all courses during the Doctoral seminar weeks to successfully finish their doctorate education within the reserved six semesters.

3.5.1. Suspending course work during the Doctoral seminar weeks

If the student decides to divide the full coursework intended to be completed within one semester and attends only parts of the Doctoral seminar week, he/she might be granted the opportunity to catch up with the missed coursework. The students, however, should keep in mind that the given course might not be offered with the subsequent term and/or academic year, and consequently, partial absence and lack of even small amount of course credits might hinder the student in finishing his/her doctorate education in time.

3.5.2. Repeating courses and attending Doctoral seminar weeks after competition of six semesters

Students who wish to repeat a course for which they have already received a passing grade and course credit may do so. Nevertheless, the second attendance of the course will neither appear on their academic transcript nor will it count in any way toward their degree requirement.

3.6.Course credits

Students enrolling in Doctoral seminar weeks, by active participation in research seminars and by fulfilling other requirements of the Doctoral Programme will be granted ECTS points. For the complete list, please consult the website of the University.

3.7.“Stopping the clock”

After passing the first successful semester, doctoral students may “stop the clock” of their doctorate education, if they wish to take a leave of absence from Sigmund Freud University. **Leave may be taken for up to 12 months but cannot be shorter than six months (i.e. one semester).** Leave may be taken for personal reasons or to pursue non-SFU funded study or research. If the leave is longer than 12 months, Doctoral students must consult with their Doctoral Supervisor and the head of the Doctorate School. Each student who wishes to "stop the clock" must fill in a form (see the Appendix

II), and submit it to the Doctoral Office either electronically or in person. Request for leave will, in every case, have to be approved by the student's Doctoral supervisor and the head of the Doctorate Programme.

Important information: There is no stopping the clock during the first semester of the Doctoral studies. Submission of this form is possible maximum two weeks before the actual semester, from which the student wishes to be excused, starts. On leave semesters, the student is not expected to attend Doctoral seminars. Furthermore, if on leave, it is not possible to submit Doctoral dissertation and complete the doctoral examination. In the leave period student shall not use the resources of Sigmund Freud University Vienna, including consultation with supervisor(s), the University Library, etc. Please note that a leave of absence only applies to the International Doctorate Programme of Sigmund Freud University Vienna – in case the student pursues other training at the University, he/she should submit another request for leave to the responsible departmental head.

3.8. Additional terms

The normative duration of the doctorate studies at Sigmund Freud University is 6 semesters. Tuition fees are set on individual basis, and are due at the start of each semester. Students may pay them in instalments, if they are granted permission by the head of the Finance Office.

While being enrolled in the doctorate programme, students are required to attend lectures and seminars organised at the premises of the University. The lectures and seminars are always offered during seminar weeks in the beginning of the fall and the spring semesters. During the 6 semesters of the PhD education students are not charged extra money for their attendance.

Important information: the seminar weeks of the PhD programme are not equivalent with the Summer School of the Sigmund Freud University. Students are encouraged to broaden their horizon by attending the Summer School courses, yet, ECTS points awarded for them cannot be acknowledged within the PhD programme.

Furthermore, during the 6 semesters of their PhD education students receive personal supervision while writing their doctoral dissertation. If this is not completed within the prescribed period, they may still receive assistance from their supervisor(s), provided they continue to pay tuition fees. Alternatively, they may take a leave ("stop the clock of their PhD education"), in which case there are

no additional fees, yet, they may not be entitled to personal assistance either. Students may submit their dissertation when it is completed.

4. Academic performance

All Doctoral students at Sigmund Freud University are required to meet the obligations of the courses in which they are enrolled – set individually by each instructor.

4.1. Language requirements

Each Doctoral student should note that the language of education of the International Doctoral Programme of Sigmund Freud University Vienna is English. Therefore, it is the responsibility of every student that he/she develops sufficient language skills, which enable him/her to follow lectures, participate in coursework and discussion and to produce written work on high level in academic English.

In case there are serious doubts about the English language skills of the student, members of the Doctorate Team might ask for an oral exam, which will be organised in-house with the faculty members and the student. If the student is found to be unable to pass the exam, he/she will be required to “stop the clock” (make a study pause), thus, will not be allowed to take courses and receive Doctoral supervision. The student will be given the opportunity to improve his/her language skills and demonstrate it to the Doctorate Team within one year. In case the student fails to do so, the relevant sections of the Student Contract will be applied, which might even lead to ex-matriculation of the student from the International Doctoral Programme of Sigmund Freud University Vienna.

4.2. Active participation in scientific discourse

Because active participation in scientific discourse is an integral part of Doctoral education at Sigmund Freud University, all enrolled students are **required to gain 8 ECTS** for publishing their research in English or German language in peer-reviewed scientific journals during their Doctoral education at SFU.

Based on the decision of the PhD team ECTS points can be awarded for publishing research findings as papers in journals, anthologies – as only author or as first/last author – or as monographs. The minimum requirement is one (=1) article. Such article may not be included in cumulative dissertations (and must be approved by the supervisor before publication).

Please note that ECTS point can be awarded only if (1) the publication occurred during the Doctoral education and (2) the Doctoral student fulfilled the criteria set by the Programme. Therefore, he/she should deliver the following documents to the Doctoral Office:

- Written approval of the abstract AND the text of the article that dates before the submission of the text
- Electronic and hard copy version of the publication
- Information about the journal
- If the article is not published yet, written information from the editors about its approval and expected date of publication.

4.3. Minimum requirements

To meet the minimum academic requirements in any term, a student must complete the coursework and gain the minimum amount of course credits designated for the given academic period. A Doctoral student who fails to meet the minimum requirements ordinarily will be required to withdraw for the term.

Besides the course credits, students are obliged to fulfil other requirements, such as presenting their research to faculty members and fellow students at designated time slots; finding a doctorate supervisor and submitting an academic research proposal by the end of their first study year.

4.4. Exclusion from a course

A student, who fails to register for the Summer and/or Winter term courses, at least, two weeks before their start, or who neglects to attend any course, may, after they receive written warning by the Doctoral Office and/or the course instructor, be excluded from the course by the instructor. A student might also be excluded from a course if he/she has committed academic dishonesty (see later in more detail) in the course. Moreover, exclusion might occur in cases when the student seriously violates the anti-discrimination policy of the University, and by this, significantly hinders the instructor and/or fellow students in their scientific work. The written warning should, in every case, contain details of the specific case.

Exclusion from a course at Sigmund Freud University is equivalent in all respects to failing a course. Consequently, it will be noted in the student's academic record, and the student will not receive course credits for the given course.

Students excluded from a course are denied any right to further course/instructor evaluation.

4.5.Submission of written work

Doctorate students at Sigmund Freud University are responsible for ensuring that required course work is submitted and received on time. Written work should in every case submitted electronically to the instructor of the course, the supervisor or the Doctoral Office. Furthermore, when the work is submitted electronically, students are recommended to ask for confirming receipt.

4.6.Academic dishonesty

4.6.1. Plagiarism and Collaboration

It is expected that all written assignments, dissertations, and examinations and any other work submitted for academic credit will be the student's own. Doctorate students at Sigmund Freud University should always take excessive care to distinguish their ideas and knowledge from information derived from sources. By the term "sources" we consider not only primary and secondary material published in print or electronically, but also information and opinions gained directly from other people through discussion, evaluation, conversation with professors or fellow students etc. Direct quotations must be placed properly within quotation marks ("...") and must be cited fully (for further guidelines about referencing please consult APA). Furthermore, all paraphrased material must be acknowledged completely. Students are allowed to utilise ideas or facts from a student's writings, yet, the sources must be indicated in this case as well.

It is the responsibility of each Doctoral student to learn the proper forms of citation. Students at Sigmund Freud University are expected to be familiar with the referencing style of the American Psychological Association (www.apastyle.org). In the case of serious doubt, students are recommended to seek advice from their doctorate supervisor before their work is submitted.

Doctorate students, who submit written work not their own (fully or partially) and who have been found responsible for violating these rules, will be required to have an official meeting with the Head of the Doctorate Programme, who shall decide about each case.

4.6.2. Submission of the same work more than once

Students enrolled at the International Doctoral Programme of Sigmund Freud University Vienna are expected to submit written assignments prepared solely for that purpose.

4.6.3. Fabrication and falsification

Intentional and unauthorised alteration of any information or citation in the academic material is considered as falsification and is prohibited by Sigmund Freud University. Therefore, students are discouraged from inventing data or fabrication of research procedures to make their results look more appealing.

Besides, inventing or counterfeiting information for utilisation for academic purposes is considered as academic dishonesty and is punished at Sigmund Freud University. Consequently, all doctoral students caught e.g. at altering experimental procedures as results, reporting false information about clinical experience shall be the subject to an official procedure. Students will be required to have an official meeting with the Head of the Doctorate Programme, who shall decide on each case.

4.6.4. Ghost-writing

Sigmund Freud University expects its students to obey the rules of academic honesty. Therefore, hiring dissertation writing companies and accepting services of any commercial (third) party is strictly forbidden. Students, who are caught in submitting work other than their own will be held liable for their actions.

4.6.5. Abuse of academic material

Doctorate students are expected to treat the academic material with care. Any abuse, including intentionally or knowingly destroying, stealing library or other academic resource material, intentionally destroying another student's database or hiding resource materials so fellow students may not use them is to be punished.

4.6.6. Falsification of attendance list signatures

Falsification of signatures related to course attendance will not be tolerated by academic staff and will be punished.

5. Doctoral Supervision

5.1. Finding a Doctoral supervisor

By the end of their first semester at Sigmund Freud University the doctoral students will be expected to choose a Doctoral Supervisor, and regularly consult with him or her. Doctoral supervisors have to be affiliated with Sigmund Freud University, and their list of can be found on the internal website of Sigmund Freud University – accessible after student login. Please note, that in some exceptional cases the student might be allowed to work with an external first supervisor, if the head of the Doctoral Programme gave permission to it. Nevertheless, students are highly encouraged to work primarily with experts of their home institution, Sigmund Freud University.

Please note that is fully the student's responsibility to find a supervisor. Furthermore, it is expected that the student notifies the Doctoral Office by no later than the end of the 1st semester of his/her studies.

In exceptional cases, a student might have a second supervisor if it is needed for his/her scientific work. Nevertheless, it has to be agreed upon by both of the supervisors and the head of the Doctorate Programme.

Each student may individually choose his/her supervisor. The supervisor does not have to be habilitated, but he/she must have specialized expertise, or least a doctoral degree. Changing the supervisor is possible upon prior approval by the head of the programme. Supervisors cannot write reviewers' reports, but may act as first examiners if they are habilitated. If the supervisor is not habilitated, one of the reviewers acts as the first examiner.

5.2.Cooperation with the Doctoral supervisor

Doctoral students are encouraged to develop a good working relationship with their Doctoral supervisors, who are experts in their fields and can contribute significantly to the success of individual Doctoral research projects. As most of our Doctoral students reside in countries other than Austria, and their communication with their supervisor(s) is restricted to online means, it is highly advisable to utilise modern technology, including online phoning, document share software and the like.

5.3.Changing Doctoral supervisor

In the case of serious matters, PhD students are allowed to change their Doctoral supervisors. Changing Supervisor may be the most appropriate course of action if, for example, a student's research interests alter direction significantly at an early stage of Doctoral study. In some rare cases there might be a shift in the academic focus of the topic, or due to a change in the supervisor's career, it may become necessary to change Doctoral supervisors. Besides, in cases when there is a serious and unsolvable conflict between the student and the Doctoral supervisor, the student after negotiating all other possibilities might opt for changing supervisors. Nevertheless, as in cases of changed supervision students might be hindered in the progress of their research work, we advise everybody to choose this option as the last resource.

In any case, it is the responsibility of the student to report his/her wish to the Doctoral Office and the Head of the Doctorate Programme. A detailed explanation of the case should be attached, together with the supportive statement of the current and the prospective supervisor. After submission, the Head of the Doctorate Programme shall evaluate the request and notify the student.

5.4. Annual evaluation of the work with the Doctoral supervisor

Students are requested to evaluate the quality of the cooperation with their Doctoral supervisor at the end of each study year. The questionnaire for evaluation can be found in Appendix III of the Student Handbook. All the responses will be treated confidentially.

In the case of serious problems, students may use the same questionnaire to report their opinion to the Doctorate Team. In such instances, students may send in the questionnaire at any time of the academic year and do not have to wait until their study year ends.

6. Finishing doctorate studies

6.1. Requirements of finishing Doctoral education at Sigmund Freud University

Finishing doctorate education is a multiple-step procedure at Sigmund Freud University, which involves the active cooperation of the doctoral candidate and both the administration and academic staff of the University. The procedure might take several weeks. Consequently, students are required to get acquaintance with its procedures in advance and in the case of any insecurity they should get in contact with the Doctoral Office.

Students have to inform the Doctoral Office in writing about their wish to proceed with the final examination and dissertation defence. The Doctoral Office will review the student's file, and decide whether the candidate has fulfilled all course requirements, has gained sufficient credits and has fulfilled partial requirements of the Doctoral Programme. The Doctoral Office will also check whether the Doctoral candidate has paid the required amount for his/her Doctoral education.

If both academic and financial requirements are met, the candidate is allowed to submit the electronic version of his/her dissertation to the Doctoral Office (see 6.2.1.).

6.2. Formal requirement of the doctorate dissertation

The doctorate dissertation at Sigmund Freud University is expected to be approx. 200-pages long, excluding table of content, bibliography, appendix and acknowledgements. The dissertation has to be typed by using font Times New Roman, font size 12,5 and line spacing exactly 15,5 pt.

The order of content should be as follows: cover sheet, table of contents, the text of the dissertation, appendix if necessary, images (images can also be set in line with the text with keywords), questionnaires, etc, bibliography, curriculum vitae, declaration, abstract in German AND English.

Candidates are required to submit abstracts in German and English with their theses and to pledge that they have used no other resources for writing their thesis than listed in the bibliography. Quotations must be clearly marked, and relevant oral suggestions or any other assistance by third parties expressly stated.

Dissertations should be bound in dark red, with spine containing the first and the last name of the Doctoral candidate in gold lettering (no title), alignment left.

For more information, please consult the internal website of the University (accessible after student login) or ask the help of the Doctoral Office.

Cumulative dissertation:

It is possible to write a cumulative dissertation instead of a monograph. The following rules apply:

1. Application

Applications for a cumulative dissertation must be submitted to the head of the programme. A three-member commission consisting of permanent faculty members of Sigmund Freud University is set up for this specific purpose decides whether an application is accepted. In this context the examination regulations of the doctoral programme apply.

2. Topic

The topic of all contributions to the dissertation must be related to psychotherapy science. The submitted elements must cover a coherent research topic: the dissertation should not consist of thematically unrelated publications that are merely strung together.

3. Content

The scientific contributions to the dissertation must mostly be compiled on one's own. The cumulative dissertation must include at least two scientific articles as first author and one scientific article in co-authorship. However, complex research topics can often only be tackled within larger research groups and in cooperation with others. Therefore co-authorships are generally possible. They are evaluated depending on the main authorship and other co-authorships. For joint publications, a declaration by all authors must be attached, explaining the contribution of all parties involved. The introduction must include a theoretical part, including methodology and a methodological presentation of the research topic. In addition, transitions and connections must be created between the various publications. The dissertation must conclude with a reflection, discussion and summary.

4. Academic quality of the publications

Articles in recognised national and international peer-reviewed journals (at least standard journals) are suitable publications. They must be major articles; research notes, reviews, conference abstracts or the like are not suitable. Such articles may already be published or must have been accepted for publication.

5. Language of the publications

We highly recommend publishing in internationally recognised academic journals in English language. In some cases, publications in German could also be acceptable. Only if the supervisor(s), the reviewers and the committee members of the final doctorate exam are fully capable of understanding a language other than English can the Doctorate Team consider a paper published in that language. Nevertheless it has to be announced in written form in advance to the Doctoral Team. The Doctorate Team has to ask for an official translation in order to consider it acceptable for becoming part of a cumulative dissertation.

6. Length of a publication

Each article submitted as part of the cumulative dissertation should be min. 10 (ten) pages long written in Times New Roman, font size 12.

7. Task of the reviewers

The appointed reviewers evaluate the complete dissertation. In their review, they are in no way bound by an already published article or by a publication commitment for an article. Co-authors of submitted publications cannot be reviewers.

8. Excluded publications

It is not allowed to submit publications that have already been used for obtaining another academic degree. It is also not allowed to submit publications which have been published before the official start of the doctorate studies at Sigmund Freud University, even if they are related to the doctoral topic. Publications, for which the students already received ECTS points for a module “Active participation in the scientific discourse” are also not eligible for being part of a cumulative dissertation. Publications in the journals affiliated with Sigmund Freud University cannot be included in the cumulative dissertation. A respective affidavit must be enclosed.

6.2.1. Submission of doctorate dissertation

The first and most important step to initiate the finishing procedure of the doctorate education is to obtain written approval of the Doctoral supervisor(s).

Then, the student is requested to file a written statement to the Doctoral Office, announcing his/her willingness to finish his/her doctorate studies.

The electronic version of the Doctorate Dissertation must be submitted to the Doctoral Office 1 month before the Doctorate Examination, the latest. It has to be the final version of the dissertation, including all the required additional statements, curriculum vitae, English and German abstracts and the like. The electronically submitted dissertation will be checked for plagiarism, and a report will be issued about its results. In case the Doctoral candidate is found to have committed academic dishonesty, the relevant sections of SFU regulations will apply.

Besides the electronic submission, Doctoral candidates are expected to submit five bound copies of their dissertation to Mrs. Ulrike Fenz at the Doctoral Office on the day of your exam at the latest.

6.3. Evaluation of doctorate dissertation

After the dissertation is submitted, it must be reviewed within four months.

Submitted dissertations will be assessed by two habilitated university lecturers or two university professors. Both of them will provide separate extensive reviews of candidates' dissertation, the applied methodological approach and the scientific results achieved. Assessment will primarily be based on the implications and the significance of the scientific results gained and the evidence of students' independent research competence. If the dissertation is supervised by a second or additional person, such persons may not be appointed as reviewers (one supervisor may, of course, continue to be a reviewer). The supervisor does not have to be habilitated, but he/she must have specialized expertise in the respective field. However, both reviewers' reports must be written by habilitated experts or university professors, who also form the examining committee at the oral examination of the dissertation ("Rigorosum" - dissertation defence).

Evaluation reports will be handed into the Doctoral Office. If the reports assess the dissertation positively, the Doctoral Office will notify the Doctoral candidate to proceed with the next steps.

6.4. Setting up the doctoral examination committee

The Doctoral candidate, in close cooperation with the supervisor, shall set up the Doctoral Examination Committee. He/she must approach 2 habilitated university professors from permanent faculty members of the Sigmund Freud University (their list can be found on the internal website of the University, accessible after student login) on the basis of their special areas of expertise in relation to the research topic of the dissertation, and invite them to be his/her doctoral examiners.

Furthermore, a person chairing the Doctoral exam will have to be selected, who will be responsible for coordinating and administering the doctoral examination.

The following persons take part in the dissertation defence (“Rigorosum”):

- 1.) supervisor, 2.) reviewer a and/or b, 3.) chairman/woman

habilitated supervisor	not-habilitated supervisor
supervisor acts as first examiner*	reviewer a or b act as first examiner
reviewer a or b act as second examiner	reviewer b or a act as second examiner
Chairman/woman: is habilitated or a professor of the SFU faculty, is neither supervisor nor reviewer	Chairman/woman: is habilitated or a professor of the SFU faculty, is neither supervisor nor reviewer

* If the supervisor is not available, reviewer b or reviewer a acts as a first examiner.

The Doctoral candidate has to send his/her Doctoral dissertation to all three members of the Doctoral Examination Committee and negotiate the date of the Examination. When an agreement is reached, the student must inform the Doctoral Office about the members of the Doctoral Committee and time of the Examination.

The Committee members might suggest relevant literature for the Doctoral candidate to review for the Doctoral Exam. Its content is, however, a matter of personal negotiation.

6.5. Doctoral examination

The Doctoral Committee will conduct a public, oral examination, which is to be held no later than six months after the electronic submission of the thesis. The office will check payment, ECTS points earned and attendance and will give green light to fix an exam date. The following can be fixed: (a) Examinors: 1st (=supervisor) and 2nd examiner and a person chairing the Doctoral exam has to be selected.

The examining committee consists of three members: 1.) supervisor, 2.) reviewer a and/or b, 3.) chairman:

habilitated supervisor	not-habilitated supervisor
supervisor acts as first examiner	reviewer a or b act as first examiner

reviewer a or b act as second examiner	reviewer b or a act as second examiner
chairman: is habilitated or a professor of the SFU faculty, is neither supervisor nor reviewer	chairman: is habilitated or a professor of the SFU faculty, is neither supervisor nor reviewer

During the exam the candidates present the main results of their research work; the methodology applied as well as the points made in the reviews. In an open discussion between the Committee and the candidate, applicants will be examined on their dissertation, their specific research area, and research related coursework. Besides, during this talk, the reviewers' reports should also be discussed.

The Board of Examiners will have a closed discussion on a candidate's evaluation. They will consider the reviews of the Doctoral dissertation, the candidate's dissertation presentation, and the final oral examination.

The final oral examination's topic is a topic from the field of psychotherapy science, which should not overlap with the dissertation topic. This topic must be agreed upon with the second examiner who mainly examines it, while the supervisor, respectively the reviewer (in case the supervisor is not habilitated) focusses on the dissertation itself. The chairman of the examining committee is entitled to ask questions. At the candidate's request, and with the approval of the examining committee, the defence of the dissertation may be held in English, provided the grading is warranted. Other foreign languages must be approved by the doctoral committee beforehand.

The grading is discussed by the examining committee in private.

a) The final grading of the dissertation results from the grades in the two reports. In case of decimal figures of 0.5, the grade is rounded down.

b) The oral examination consists of 2 parts, resulting in 2 grades. The final grade is then calculated as indicated under a)

c) Overall grading:

α) passed with distinction

Overall grade point average ≤ 1.40

For calculating the grade point average, all exams must have exclusively been graded 1 (“excellent”) and 2 (“good”). Key factors are the grading of the dissertation and of the dissertation defence, whereby the dissertation earns 120 ECTS points and the dissertation’s defence 5 ECTS credits. Candidates only pass with distinction if the dissertation was graded 1 (“excellent”) and the defence of the dissertation was graded at least 2 (“good”).

β)passed

all courses, exams and theses are passed.

The candidate must be informed on the result immediately after the decision-making. If the grade is a 5 (“insufficient”), relevant reasons must be provided; the title and grade of the dissertation must be indicated on the doctorate certificate and – if necessary – a timeframe for repeating the exam must be set. If the affidavit is violated, the entire exam will automatically be considered "failed" and the conferral of the doctorate will be cancelled.

7. Financial information

It is the responsibility of each Doctoral student at Sigmund Freud University to be aware of the financial terms and conditions they signed in their study contract. Furthermore, they are required to keep contact with the Finance Office of the University (accounting@sfu.ac.at), and notify the Office in case there are any significant changes in their financial situation, which might have an effect on their Doctoral education. Finance Office should also be contacted if Doctoral students have a special request. Nevertheless, we would kindly request everybody to read their study contract and the relevant sections of the Student Handbook before approaching the Finance Office.

8. Facilities of the University

Teaching at Sigmund Freud University primarily takes place at the Main University Building, located in Freudplatz 1, 1020 Vienna. Sigmund Freud University Vienna, however, offers other unique facilities and services. In the neighbouring 1st district it runs the International and the Children’s Clinic, which provide psychotherapy for hundreds of people per annum. Furthermore, the SFU buildings house a library, a reading room, several work stations and photocopying stations etc.

9. Student card

Students who officially enrol in study programmes at Sigmund Freud University are eligible for obtaining a Student Card. For application, the student is required to consult the Doctoral Office by email, and to hand in two passport-sized photographs.

10. Addressing grievances

The International Doctoral Programme of Sigmund Freud University Vienna acknowledges that there might be cases when Doctoral students feel that they have been mistreated or misunderstood. Therefore, faculty and staff members encourage open communication of any complaints or grievances that Doctoral students may have in regards to fair treatment. Considering the character of the problem, students might choose from contacting their supervisor, the Doctoral Office (Mrs. Ulrike Fenz: Ulrike.fenz@sfu.ac.at), the Doctoral Programme Coordinator (Dr. Erzsébet Fanni Tóth: erzsebet.toth@sfu.ac.at) or the heads of the programme, Univ.-Prof. Dr. Martin Poltrum (martin.poltrum@sfu.ac.at) or Dr. Alfred Uhl (Alfred.uhl@sfu.ac.at).

10.1. Filing a grievance

To file a grievance, Doctoral students must submit a written statement summarising the issue to the Doctorate Team. Grievances must be written in English language and must be submitted to the one of the above-listed staff members of Sigmund Freud University within one month of the problem. The written statement should include (a) a *grievance statement*, i.e. a description of the specific case, (b) *background information* on the issue, that is statement of the facts supporting the grievance and impact of the case on the Doctoral student, and (c) *requested resolution*, namely a statement the Doctoral student is requesting as a satisfactory resolution to his/her grievance.

Doctoral students may use the grievance procedure without fear of punishment or revenge: it is a clear violation of university regulations for a supervisor to retaliate against a Doctoral student who uses the grievance procedure.

10.2. Grievance resolution procedure

Faculty of staff members receiving written statements of grievances from students will ask the Doctorate Team to schedule a meeting to discuss the issues raised and to consider possible solutions. If the Doctoral student filing a grievance wishes, he/she might be present at the meeting or can be represented by another person. The Doctoral Office arranges that each member of the Doctorate Team receives a copy of the grievance statement before the meeting. If a solution cannot be found during the Doctorate Team meeting, the case will be forwarded to the Rector and the Vice Rectors of

the Sigmund Freud University, and will be discussed with special care. The decision is communicated to the Doctoral student via the Doctoral Office.

11. Student extra-curricular activities

Students are encouraged to develop a supportive peer network and provide mentoring for each other. In the case of similar research interests, students might establish research cooperation.

Secondly, Doctoral students at Sigmund Freud University have the possibility to elect a student representative, who will speak on behalf of them in the Student Association of Sigmund Freud University.

Thirdly, initiated by our doctoral students there is an active Facebook group gathering most of the Doctoral students and alumni of the International Doctoral Programme of Sigmund Freud University Vienna. All students are encouraged to join the group “SFU-International Doctoral Program” and take part in the discussions with fellow students and some faculty members.

12. Anti-discrimination policy

Discriminating against individuals on the basis of race, colour, sex, sexual orientation, gender identity, religion, age, national or ethnic origin, political beliefs, veteran status, or disability unrelated to job or course requirements is inconsistent with the purposes of our University and with the Austrian law. Sigmund Freud University expects all its students and faculty members to cooperate in mutual respect. It encourages the exchange of opinion and orderly questioning of ideas, as they might contribute to the learning process. Nevertheless, the University reserves its responsibility to manage its responsibility to manage relations, to ensure that ideas and arguments proceed in an orderly fashion. In the case of serious disruption of mutual respect, the violator shall be held responsible, and in serious cases might not be permitted to participate in further class work.

13. Notice to Doctoral students

Please note that review of scholarly, financial, organisational and other considerations might lead to changes in the policies, rules, and regulations of Sigmund Freud University. The Faculty of Psychotherapy Science and the International Doctoral Programme of Sigmund Freud University Vienna, therefore, reserve the right to make changes to the Student Handbook at any time. These changes may have an impact on the tuition and all other fees, curriculum, courses offered at particular semester. Furthermore, academic requirements, academic policies, rules about student

conduct and discipline and other rules and regulations applicable to students might be altered. Therefore, we encourage you to follow the website of the International Doctoral Programme of Sigmund Freud University Vienna and download the most current version of this Student Handbook.

While every effort has been made to ensure that this Student Handbook is accurate and up to date, it may include typographical or other errors. Changes are periodically made to this publication and will be incorporated in new editions.

Appendix I



Curriculum of the Psychotherapy Science Doctoral Programme at the Sigmund Freud Private University Vienna

1	Module	Generic Competencies	SST	ECTS
Contents	SE Research Proposal		2	4
	SE Citation-, Reception-, and Discourse Research		1	2
	SE Academic Didactics		1	2
	SE Opportunities and Limitations of the Transfer between Profession and Science		1	2
	Total			10
Course Aim	After successful completion of this module, students will possess theoretical and practical knowledge, skills, and competencies that will enable them to carry out independent scientific activities and help them prove themselves in their future field of activity. This is why the module focuses on the expansion of knowledge, transfer of			

	knowledge, the ability to analyze and form syntheses, and the presentation of knowledge.		
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2	Module Historical Knowledge	SST	ECTS
Contents	SE Prehistory and History of Psychotherapy Based On Selected Examples	1	2
	SE History of Science and Its Relevance to Psychotherapy Science	1	2
	SE Historical Development of Concepts of Identity (Individual and Society) and Their Impact on Psychotherapy Schools	1	2
	SE History of Psychotherapy Research	1	2
	Total		8
Course Aim	After successful completion of this module, students will possess the advanced knowledge, skills, and competences to define psychotherapy and its science in the framework of its historical development. Historical thinking is essential for scientific work in order to understand the present; it enables us to establish distance to academic positions and thus promotes independent thinking.		

3	Module Theoretical Knowledge	SST	ECTS
Contents	SE Philosophy of Science	1	2
	SE Psychotherapy as a Profession and a Science I	1	2
	SE Psychotherapy as a Profession and a Science II	1	2
	SE Process- and Outcome research	2	4
	SE Integrative Psychotherapy, Dynamical Systems Theory	1	2

	Total		12
Course Aim	After successful completion of this module, students will be familiar with the specific position of psychotherapy science within the canon of sciences as well as with its major theoretical positions, and they will be able to assess these critically, incorporate them into their own research, and provide independent contributions.		

4	Module Methodology and Methods of Psychotherapy Science	SST	ECTS
Contents	SE Methodology and Methods of Psychotherapy Science I	1	2
	SE Methodology and Methods of Psychotherapy Science II	1	2
	SE Methodology and Methods of Psychotherapy Science III	1	2
	SE Methodology and Methods of Psychotherapy Science IV	1	2
	Total		8
Course Aim	After successful completion of this module, students will possess in-depth knowledge about the theoretical reflection of scientific methods (qualitative, quantitative, and combined) and will be able to critically reflect on their potential, limitations, and possible synergies both within the framework of psychotherapy science and interdisciplinary research. In addition, students will have acquired a sound understanding of characteristic research methods and will be able to apply them to solve important problems in research and/or praxis.		

5	Module Interdisciplinary	SST	ECTS
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	Networking for Doctoral Candidates		
Contents	KO (Interactive Course) Interdisciplinary Networking for Doctoral Candidates The students will present their thesis project in an interactive course to course participants recruited from various fields of study.	2	4
	Total	2	4
Course Aim	Students will have mastered the art of presenting research projects and results, and will be able to competently answer questions from an interdisciplinary perspective.		

6	Module Research Reflection	SST	ECTS
Contents	Students are required to write a detailed description (research proposal) of their proposed dissertation. This proposal must include the research problem, methodology, objectives, literature, and a project schedule.	-	5
	Total		5
Course Aim	The ability to plan research projects, including the written presentation; reflected knowledge and disposition of the student's own dissertation.		

7	Module Active Participation in Scientific Discourse	SST	ECTS
Contents	Presentation of own research findings as papers in journals, anthologies - as only author or as first/last author - or as	-	8

	monographs. The minimum requirement is one (=1) article. Such article may not be included in cumulative dissertations (and must be approved by the supervisor before publication).		
	Total		8
Course Aim	The students will have mastered the art of presenting research results at national and international platforms, and will be able to analyse and critically assess their own capabilities and the capabilities of others. The module will enable them to present their research results both to laymen and experts and convey complex correlations competently and comprehensibly.		

8	Module Writing the Dissertation	SST	ECTS
Contents	Writing of a doctoral dissertation at academic level in close cooperation with a supervisor	-	120
	Total		120

9	Module Defense of the Dissertation (Doctoral Examination)	SST	ECTS
Contents	Comprehensive oral defence of the dissertation that serves as a graduation examination and includes the discussion of a non-thematically related area of psychotherapy science before an examination committee.	-	5
	Total		5
Course Aim	After successful completion of this module, students will have mastered the presentation, reflection, and analysis of		

	<p>their thesis results in the overall context of the doctoral program. The focus will be the recapitulation and presentation of the results of their thesis, the demonstration of how the thesis provides both added insights to the discipline and benefits for society, evaluation and methodological competence, and the presentation. In addition, students will be so familiar with a non-thematically related area of psychotherapy science that they are able to discuss it with the examination committee at a highly professional level.</p>		
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	<p>Total ECTS Points for the Doctoral Programme</p>		<p>180</p>
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Appendix II

For

International Doctoral Programme in Psychotherapy Science

Sigmund Freud University Vienna

Freudplatz 1

1020 Wien

Request for Leave

Personal Information	
Family name:	
First name:	
Date of birth:	
Citizenship:	Sex:
Address:	Street:
	ZIP:
	City:
	Country:
Phone:	
E-Mail:	
Registration number (Matrikelnummer):	

Information about leave (please mark the appropriate)	
Length of leave (number of semesters, but maximum of 2 semesters):	
from:	to:
<input type="checkbox"/> Professional reason	
<input type="checkbox"/> Pregnancy	
<input type="checkbox"/> Child care	
<input type="checkbox"/> Illness	
<input type="checkbox"/> Nursing	
<input type="checkbox"/> Other important matter, namely:	

Note:

Submission of this form is possible maximum 2 weeks before the actual semester, from which the student wishes to be excused, starts.

On leave semesters, the student is not expected to attend Doctoral seminars. Furthermore, if on leave, it is not possible to submit Doctoral dissertation and complete the doctoral examination. In the leave period student shall not use the resources of Sigmund Freud University Vienna, including consultation with supervisor(s), the University Library, etc. Please note that a leave of absence only applies to the International Doctoral Programme of Sigmund Freud University Vienna - in case the student pursues other training at the University, he/she should submit another request for leave to the responsible departmental head.

Date: _____

Signature of the student: _____

Signature of the Doctoral supervisor:

Signature of the Head of the Doctorate
School: _____

Appendix III

Annual Evaluation of the work with the Doctoral supervisor

Dear Students,

We are working on improving the quality of the International Doctoral Programme of Sigmund Freud University Vienna and for such, we would like to ask your cooperation. As you have been with us for some time now, we would kindly ask you to fill in the following questionnaire and reflect on the process of supervision and professor-student cooperation at SFU.

All your responses will be treated with confidence.

Please email your responses to the Doctoral Office: ulrike.fenz@sfu.ac.at

1. In which semester of your programme are you in? _____
2. Do you have a supervisor?
A: Yes B: No
A2: If Yes, who is your supervisor? _____
A3: Do you have a second supervisor? _____
3. How often do you talk to, or exchange e-mails with your supervisor?

4. How satisfied are you with your *supervisor*, in terms of responsiveness (the time to get back to you with advice, response etc)?

5. How satisfied are you with your supervisor, in terms of *quality* (the usefulness of advice, the general intellectual quality of supervision etc)?

6. How do you evaluate your dissertation progress? Going ahead as planned?
Some difficulties?

7. Do you see major difficulties in finishing your dissertation? What are these:
money, isolation, lack of supervision, lack of useful data?

8. Do you have any other comments, suggestions for us?

Thank you for your time and answers.

Appendix IV

International Doctoral Programme of Sigmund Freud University Vienna Dissertation Progress Report for Doctoral Students

Please email your responses to the Doctoral Office: ulrike.fenz@sfu.ac.at

Your name:

Date of completing this report:

Section I. Progress report to be filed

Please fill in the following information to be updated in your file:

1. Your supervisor:
2. Second supervisor:
3. (for second year and up) Please write about your **accomplishments towards your dissertation** over the last academic year (AY) (please answer under a. or b.):

a. If you are on your **fieldwork**, please give a short - few sentence - summary of your activities over the last AY (eg. number of interviews you have made, other kinds of data that you have collected, participant observation periods done etc.)

b. If you are **writing up**, please give a short - few sentence - summary of your progress. Please start with a list of chapters planned. What chapters do you have drafted already? What is a rough estimate of how much you have written up as a percentage that you have planned to do?

c. **If you have stopped the clock**, please give a short - few sentence - account on how you have spent your last academic year, just to give us a general sense. No need to address confidential or private matters, unless you see fit.

4. Your **conference participation** - please give a list of conferences (only where you have presented your work) over this AY.

5. Your **publication activity** - please give a list of publications that you have submitted for publication at journals, edited volumes over this AY (can be co-authored of course).

6. **Other activity** - please write about other academic (maybe non/academic work-related) activity that you pursue - teaching, full-time job, part-time job, paid research assistance, consulting, editing, or any other kind of academic work not mentioned above.

8. **If you have stopped the clock**, when will we see you back?