

Regulation on the formal requirements when submitting academic works

(proclaimed in the University Gazette of the University of Vienna, on 24 September 2015,
39th edition, number 260)

Based on § 16 (4) of the Statutes section “Study law”, proclaimed in the University Gazette of the University of Vienna, on 3 December 2014, 6th edition, number 29, it is decreed:

§ 1. (1) According to § 16 (1) of the study law-related section of the Statutes of the University of Vienna, academic works must be submitted in electronic form. In addition it is necessary to submit a printed version, and it is also the students who are obliged to do this.

(2) The electronic version has to be delivered before the print version.

(3) The submission process for the academic work begins when the electronic version is uploaded. The assessment period according to § 14 (10) and § 15 (15) of the study law-related section of the Statutes of the University of Vienna begins with the delivery of the print version, which has to arrive at the responsible StudiesServiceCenter within ten working days of the work being uploaded. The print version is the binding version according to the study law.

Formal requirements for the electronic version

§ 2. (1) Documents must be uploaded in PDF format. Every academic work must be uploaded as a single document in PDF format. The text must be machine-readable.

(2) The successfully completed upload is documented by a confirmation page which has to be printed out, signed and presented when submitting the bound work.

Formal requirements for the printed version

§ 3. (1) For delivering the bound work, the printout of the submitted electronic version (PDF) has to be used.

(2) The work must be submitted in DIN A4 portrait format, hardbound and printed on both sides.

(3) The title page must be written in two languages (German/English) and must correspond with the requirements.

(4) An abstract also has to be included in the appendix in the bound version. If the work is written in a foreign language, a German abstract definitely has to be included in the appendix.

§ 4 The University of Vienna shall make the title, abstract and metadata of the electronic version available online on the website of the University of Vienna.

§ 5. Appendix I regulates more details on the applicable formal requirements when submitting academic works.

Final and transitional provisions

§ 6. This regulation shall come into force on 1 October 2015 for all directorates of studies established at the University of Vienna. The regulation on the formal requirements when submitting academic works, published in the University Gazette of the University of Vienna, 46th edition, number 382, issued on 30 September 2008, becomes invalid when this regulation comes into effect.

Lieberzeit

(president of studies legislation and affairs)

Appendix I

Information on the creation and delivery of theses

I) Creation of the work

When creating the work, the following **formal requirements** must be observed:

- Format: solely DIN A4 (210 x 297 mm), portrait format
- The pages must be printed on both sides.
- Margin sizes must be chosen so that they allow binding and sewing.
- The title page in two languages must be created according to a template which is available at the responsible StudiesServiceCenter.
- In the appendix a German and, if possible, also an English abstract (minimum of 100 words) must be included in the version. If the work is written in a foreign language, a German abstract definitely has to be included in the appendix in the bound version. Any additional requirements of the individual curricula shall remain unaffected.
- The relevant rules of citation must be observed.

Please note that illustrations (pictures, graphics, etc.) are also subject to the citation right and rules of citation. This means that when pictures are used, the sources also have to be indicated and **copyrights must be observed**. Please note that when making the academic work available on the Internet, reference to free utilisation of works may not be sufficient.

II) Electronic delivery

Only one document in PDF format may be uploaded. It is not possible to upload several partial documents. It must be ensured that this document contains a correct title page and an abstract.

Creation of the PDF document:

If there are any **attachments** which cannot be converted into PDF, and if there are problems converting documents which are larger than 40 MB, the first level support of the University Library will provide help: e-theses.ub@univie.ac.at

To be able to use the PDF service of the Vienna University Computer Center (ZID), it is necessary to use common standard fonts which are available in Microsoft Office products (e.g. Arial, Georgia, Times New Roman, Trebuchet). The document which needs to be converted can be sent as an attachment by e-mail to the service address pdf.zid@univie.ac.at.

If you convert your work into a PDF document yourself, it must be ensured that you create a PDF 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 all used fonts are embedded in the document. No restrictions (such as password protection) may be used; printing and copying contents must be permitted.

You will find further information at <https://hopla.univie.ac.at/> (in German)

Uploading:

The work can be delivered from any PC with Internet access (log in via u:account and password at <https://hopla.univie.ac.at>). A user-friendly web screen helps students with the entry process.

The **metadata** are recorded. If the print version of your work comprises a **multimedia attachment** (illustrated book, video, software, etc.) (see Creation of the PDF document / attachments), please make sure you indicate this when entering the **abstract** and contact the first level support via e-mail (e-theses.ub@univie.ac.at).

- It is also possible to announce a blocking request for one year up to a maximum of five years for the academic work. The application to exclude use according to § 86 (2) of the Austrian Universities Act (application form SL/W3 available in the responsible StudiesServiceCenter) must be submitted to the responsible StudiesServiceCenter with indication of a reason together with the print version.
- After the metadata are collected, the work is uploaded as a PDF file (PDF/A-1 or PDF/A-2).

After the work is uploaded, the **binding declaration on the content** must be confirmed. It comprises confirmation of authorship and compliance with good academic practice (*Guidelines of the Rectorate as amended, current version from 31 January 2006, University Gazette of the University of Vienna, academic year 2005/06, 15th edition, number 112*) and also the consequences of misconduct (*according to the study law-related section of the Statutes of the University of Vienna, §18 (2) and (3)*).

The **electronic version** of the academic work is sent for digital preservation. The metadata comprise the author, title, year of publication, author's name, second author's name, title, subheading (addition to the title), 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, faculty, supervisors, reviewers, co-supervisor, 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), blocking period to prevent open access, document ID, AC number, institution, PDF layout identical, link to u:search, link to the online catalogue of the Vienna University Library, copyright notice, full text download of the academic work shall be made available to the public via the website of the University of Vienna so that the University is able to comply with its obligation to inform the public. The University of Vienna shall be entitled to make technological changes to the electronic version of the academic work for the purpose of digital preservation if this is required for technical reasons.

1. The binding declaration is also a declaration to indemnify and hold the University harmless. In the event of violation of the rights of a third party, the University of Vienna shall be indemnified and held harmless and exempted from any claims made against it in this respect by a third party. This shall apply in particular to copyrights and personal rights of third parties and shall extend to the duration of the statutory copyright.
2. The University of Vienna can also be granted a **voluntary authorisation to use the work** for the electronic version of the academic work. This can be terminated at any time. The rights shall be granted free of charge. The academic work made available online shall also be available to the public free of charge. This means that the University of Vienna is granted the non-exclusive, revocable right which shall not be limited in time and place and shall be free of charge to reproduce the electronic version of the academic work in full and make this available to the public by wire or wireless means. The granted rights shall also include the right to publication if there has been no publication so far. The granting of rights concerns only the publication of the academic work on the thesis server (or a similar, suitable platform) of the University of Vienna and the associated worldwide accessibility and findability of the work on the Internet. The granting of rights to the University of Vienna and the University of Vienna's offer to the public are free of charge.
3. The granted right is non-transferable and is sublicensable only if the University of Vienna lets the thesis server (or a similar, comparable platform) be operated by a third party. The copyright to the academic work shall remain unaffected by this. Consequently the academic work can continue to be used by the author himself/herself and/or authorisations to use the work can be granted to third parties (e.g. publishing houses). If a third party is granted the (exclusive) right to use the academic work, termination of the voluntary authorisation to use the work is possible at any time.

4. After the work is uploaded, a **confirmation of entry** is displayed with the metadata and a confirmation that the work has been successfully uploaded. This is additionally sent by e-mail to the student. This confirmation has to be printed out, signed and delivered to the responsible StudiesServiceCenter together with the printed version of the work.

III) Delivery of the print version

1. The **print version** has to be **identical in content** with the uploaded **electronic version of the work**. Using the uploaded electronic version (PDF/A-1 or PDF/A-2) for the print version is therefore strongly recommended.
2. The number of copies which have to be submitted can be discovered in the responsible StudiesServiceCenter.
3. The bound works must be submitted to the responsible StudiesServiceCenter during opening hours for the public within ten working days after the electronic version has been delivered.
4. Any exclusion of use according to § 86 (2) of the Universities Act (blocking application) has to be submitted together with the academic work with indication of a plausible and detailed reason. Applications delivered at a later point can no longer be taken into consideration.
5. The confirmation that the work has been successfully uploaded (see II, item 4) must be delivered together with the print version.
6. After a check has been made to see if there is duplicated content (plagiarism assessment), in the event of the work being unobjectionable the StudiesServiceCenter passes on the printed version of the work to the assessor(s).

IV) Important information

- **Withdrawal** of an erroneously uploaded work can be done only AFTER a plagiarism assessment has been carried out and only if there is NO suspicion of plagiarism.
- Incorrect title pages have to be corrected in the electronic version and also in the print version.
- Corrections of typing errors or layout changes are no longer possible after the academic work has been assessed and cannot be made in the electronic version or in the print version.
- For any questions about or problems with uploading, the first level support of the University Library (e-theses.ub@univie.ac.at) is available, the responsible StudiesServiceCenter is available for all other questions.
- For **jointly written works** according to the study law-related section of the Statutes of the University of Vienna (§ 14 (8)), the work has to be **uploaded by each author**. In this case confirmation of authorship refers to the part which the author wrote in the jointly written work. All authors must be listed on the title page.
- In the case of a cumulative academic work, the items in the corresponding guidelines (which can be viewed on the website of the president of studies legislation and affairs) must also be taken into consideration.

<https://studienpraeses.univie.ac.at/home/> (in German)

- Other requirements for delivery (forms, deadlines, etc.) can be found on the websites of the responsible StudiesServiceCenters.