

# Announcement

**Academic Year 2023/2024 – Issued on 28.02.2024 – Number 62**

All function titles are to be understood as gender neutral.

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## Guidelines, Regulations

### **62 Regulation on the Formatting Requirements for the Submission of Scientific Works**

Based on § 16 (4) of the Statute Part "Studienrecht", announced in the bulletin of the University of Vienna, on 03.12.2014 in its current version, Issue 6, No. 29, it is decreed:

§ 1. (1) According to § 16 (1) study law part of the statutes of the University of Vienna, scientific works must be submitted in electronic form. Additionally, the submission of a printed version is required, which must also be done by the students.

(2) The electronic submission must occur before the submission of the printed version.

(3) The submission process for the evaluation of the scientific work begins with the uploading of the electronic version. The evaluation period according to § 14 (10) and § 15 (15) study law part of the statutes of the University of Vienna starts with the submission of the printed version, which must be done at the responsible StudyServiceCenter within ten working days after uploading the electronic version. The printed version constitutes the legally binding version for study law purposes. The printed version must be identical to the uploaded electronic version of the work.

### **Formatting Requirements for Scientific Works**

§ 2. (1) The title page must be bilingual (German/English) and comply with the guidelines on the upload platform u:space.

(2) The work must include an abstract in German.

### **Provisions for the Electronic Version**

§ 3. (1) Documents are to be uploaded in PDF format (PDF/A). Each scientific work must be uploaded as a single document in PDF format. The text must be machine-readable.

(2) The successful upload is documented by a confirmation of upload, which must be signed and submitted when handing in the bound work.

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## Provisions for the Printed Version

§ 4. (1) The printed version of the bound work must use the printout of the submitted electronic version (PDF/A).

(2) The work must be submitted in DIN A4 portrait format, hardbound, and printed double-sided.

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

§ 6. Further details regarding the formatting requirements for submitting scientific works are regulated in Annex I.

## Final and Transitional Provisions

§ 7. This regulation takes effect on March 1, 2024, for all study program directorates at the University of Vienna. The regulation on the formatting requirements for submitting scientific works, published in the University of Vienna's bulletin, issue 39, no. 260, issued on September 24, 2015, is hereby repealed with the commencement of this regulation.

The Studienpräses  
Lieberzeit

## Annex I

### Information on the Creation and Submission of Academic Theses

#### I) Creating the Thesis

When creating the thesis, the following **formatting requirements** must be observed:

- Format: exclusively DIN A4 (210 x 297 mm), portrait orientation.
- Pages must be printed double-sided.
- Margins must be chosen to allow for binding and stapling.
- The bilingual title page is created during the upload process and must be merged with the document. For special cases, the title page should be designed using a template.
- A German and, if possible, an English abstract (min. 500 characters including spaces) is mandatory to include in the work. If the thesis is written in a foreign language, an abstract in that language must also be included.
- Subject-specific citation rules must be adhered to, and all used resources must be documented in the work.

Figures (images, graphics, etc.) are also subject to citation rights and rules. Therefore, the sources of images used must be cited, and **copyright and license rights must be taken into account**.

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## II) Electronic Submission

Only one document in PDF format can be uploaded; uploading multiple document parts is not possible. Ensure this document includes a correct title page and an abstract.

### Creating the PDF Document:

When converting to a PDF document, ensure it is generated in the PDF/A-1 (based on PDF 1.4) or PDF/A-2 (based on PDF 1.7) version specified by Adobe, with all fonts embedded in the document. No restrictions (e.g., password protection) should be applied; printing and copying content must be allowed. Documents up to 200 MB can be uploaded. For assistance with uploading or converting documents, contact the University Library's FirstLevelSupport ([u-theses.ub@univie.ac.at](mailto:u-theses.ub@univie.ac.at)). Supplementary materials to the main work can be uploaded separately for archival purposes and are not usually published.

### Upload:

The submission can be made from any PC with internet access (log in using the u:account and password at <https://uspace.univie.ac.at/>). A user-friendly web interface assists students in entering data and guides them through the submission process in nine steps.

For important economic or legal interests, a request to restrict access to the scientific work can be made for one to a maximum of five years. The application for exclusion of use according to § 86 (4) UG (application form SL/W3 available at the responsible StudyServiceCenter) must be submitted with a justification along with the printed version at the StudyServiceCenter.

During the upload process, **mandatory declarations** must be made, including “Bestätigung der Urheberschaft” (confirmation of authorship), “Einhaltung der guten wissenschaftlichen Praxis” (declaration of academic integrity), and acknowledgment of the “Konsequenzen bei Fehlverhalten” (consequences of misconduct) (according to the study law part of the University of Vienna statutes, § 17).

The **electronic version** of the scientific work is archived for long-term digital preservation. The abstract and metadata, including author details, title, publication year, language, evaluation date, study code, type of academic work, field of study, faculty, supervisors, keywords in German and other languages, abstracts in German and other languages, classification, text use permission, embargo date, identifiers like u:thesis ID, AC number, URN, DOI, ORCID, and the institution are made publicly available through the University of Vienna's internet service. This ensures the university fulfills its public information obligations. The University of Vienna has the right to make technological changes to the electronic version for archiving purposes if needed for technical reasons.

1. The mandatory declaration also includes an indemnity and hold harmless clause. In the event of a third-party rights infringement, the University of Vienna must be indemnified and held harmless from any claims made against it by a third party, particularly concerning copyright and personality rights of others. This obligation extends for the duration of the legal copyright term.

2. Additionally, the University of Vienna may be granted a **voluntary license** to use the electronic version of the scientific work. This license can be revoked at any time via email to [u-theses.ub@univie.ac.at](mailto:u-theses.ub@univie.ac.at). The grant of rights is free of charge, and the scientific work made available online is also provided to the public free of charge. This means that the University of Vienna is granted the free, non-exclusive, unlimited in time and place, revocable right to reproduce the electronic version of the scientific work in its entirety and to make it available to the public via wired or wireless means. This right includes the right to publish if no publication has occurred yet, specifically pertaining to the publication of the scientific work on the University of Vienna's academic works server (or a similar appropriate platform), facilitating global access and findability of the work on the internet. The grant of rights to the University of Vienna and its offer to the public are provided free of charge.
3. The granted right is non-transferable and can only be sublicensed if the University of Vienna opts to have the academic works server (or a similar comparable platform) operated by a third party. The copyright of the scientific work remains unaffected. As such, the work can still be utilized by the author themselves and/or licenses for use can be granted to third parties (e.g., publishers). If an (exclusive) right to use the work is granted to a third party, the voluntary license for use can be terminated at any time.
4. After uploading, a **confirmation of record** (upload confirmation) displaying the metadata, mandatory declarations, and a confirmation of successful uploading will be shown and additionally sent via email to the student. This confirmation must be signed and submitted along with the printed version of the work at the relevant StudyServiceCenter.

### III) Submission of the Printed Version

1. The **printed version** must be identical to the uploaded **electronic version of the work**. It is strongly recommended to use the uploaded electronic version (PDF/A-1 or PDF/A-2) for the printed version.
2. The number of copies to be submitted should be inquired at the responsible StudyServiceCenter.
3. Bound works must be submitted within ten working days after the submission of the electronic version at the responsible StudyServiceCenter.
4. Any request for restriction of use according to § 86 (4) UG (blocking application) must be submitted with a plausible and detailed explanation along with the scientific work. Applications submitted later cannot be considered.
5. The confirmation of successful upload (see II, item 4) must be submitted at the latest together with the printed version.
6. After a plagiarism check, if there are no concerns, the work will be forwarded by the StudyServiceCenter to the evaluator(s).

#### IV) Important Notes

- **Withdrawing** an erroneously uploaded work is only possible AFTER a plagiarism check and if NO suspicion of plagiarism exists.
- Incorrect title pages must be corrected in both the electronic and printed versions.
- Corrections of typographical errors or layout changes are not possible after the assessment of the scientific work and cannot be made in either the electronic or printed version.
- Service contact in case of questions and issues:
  - For general questions about graduation and the submission process, contact the responsible StudyServiceCenter.
  - For upload queries, the First Level Support of the University Library ([u-theses.ub@univie.ac.at](mailto:u-theses.ub@univie.ac.at)) is available.
  - For post-upload inquiries, the Second Level Support of the Office of the Study Dean ([e-einreichung@univie.ac.at](mailto:e-einreichung@univie.ac.at)) can assist.
- In the case of **co-authored works, each author must upload the work**. The copyright confirmation applies to the portion of the work created by that author. All authors should be listed on the title page.
- When using scientific publications within scientific works, additional points mentioned in the relevant guide (<https://studienpraeses.univie.ac.at>) should be considered.
- Further provisions for the submission of scientific works (forms, deadlines, etc.) can be found on the websites of the responsible StudyServiceCenters.