

## INFORMATION

### Proficiency Evaluation

- The Proficiency Evaluation is possible at the earliest half-a-year and at the latest 1,5 years after enrolling.
- For the current registration deadlines please check:  
<http://www.informatik.tuwien.ac.at/dekanat/termine>
- The Proficiency Evaluation Committee is suggested by the student (after consulting the supervision).
- The National Expert is either a member of TU Wien (but not a member of the Faculty of Informatics) or a member of another Austrian University.
- The Chairperson is a member of the Faculty of Informatics but not a member of the supervision- institute.

### PROCEDURE

- Please following documentation hand to the dean's office:
  1. Application for the Proficiency  
(<http://www.informatik.tuwien.ac.at/dekanat/AnsuchenProficiency.pdf>)
  2. Research Proposal (ca. 10 pages)
- After the approval of the Dean of Studies you will be assigned to the next possible Proficiency Evaluation date.
- You can propose a Proficiency Evaluation date as well.

#### Presentation of the Research Proposal to the Proficiency Evaluation Committee:

- The presentation should be **30 minutes** long, is announced officially, and open to all faculty members. The presentation is followed by a scientific discussion. Overall the duration of the Proficiency Evaluation should be 90 minutes long.
- Immediate after the Proficiency Evaluation the result will be announced by the committee.
- Details for improvement are documented, approved by the dean of studies and hand to the student (via e-mail).

#### **Announcement of a doctoral thesis:**

Form: [http://www.informatik.tuwien.ac.at/dekanat/Meldung\\_Dissvorhaben\\_2013\\_06\\_17.pdf](http://www.informatik.tuwien.ac.at/dekanat/Meldung_Dissvorhaben_2013_06_17.pdf)

After a positive Proficiency Evaluation the form "Announcement of a doctoral thesis" is to hand to the dean's office.

Detailed information to the announcement can be found at the **"Standard Procedure for Doctoral Program at the Faculty of Informatics"** (5. and 7.)

Details: <http://www.informatik.tuwien.ac.at/dekanat/doctoral-program-informatics.pdf>