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## GUIDELINES FOR THE CONFERRAL OF A DEGREE IN HUMAN MEDICINE

### RESEARCH TRIMESTER AND THESIS

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#### PREAMBLE

All titles and pronouns used in the following document are understood as gender neutral. For readability, the male gender has been used.

These regulations and the relating documents exist in both the German and English languages. Thesis supervisors outside of the German-speaking region must be made aware of the English versions of these regulations and corresponding documents by the student.

The foundation for the graduation statutes are set by the accreditation and the prerequisites set in the application for accreditation. A positively graded thesis, based on the data obtained during the research trimester, and an examination in accordance with these guidelines are essential elements for graduation at the Paracelsus Medical University.

#### 1. RESEARCH TRIMESTER

1.1 The research trimester is a mandatory part of the medical curriculum and is made up of 16 weeks. Each student in the 4<sup>th</sup> academic year, who at this point is referred to as a thesis candidate, must absolve a research project to a concrete project topic in a clinic or at an institute of the Paracelsus Medical University, in a teaching hospital or at an associated partner institution locally or overseas under the supervision and direction of a thesis supervisor. The purpose of the research trimester is to acquire novel data, be it clinical or experimental data or data acquired by means of database analysis (in silico) and to use these data as basis for the thesis. The beginning and end dates for the trimester are set by the university.

1.2 In the third academic year the Research Office publishes a topic list of the projects and institutions to choose from for the research trimester in the following academic year. Each candidate has to choose two topics from a topic list within a selection period given by the Research Office and submit them in the approved form and granted time to the Research Office. At the end of the selection period, the Dean of Research assumes the responsibility of assigning the candidates to the published topics (matching). The even assignment of candidates throughout the trimesters and the preferred topics expressed by the candidates are taken into account as much as possible. For academic organization, the Dean of Research can assign the candidates to other topics rather than their chosen preferences, such as when more candidates signed up for an individual topic than can be used in the research or if, in view of the selected topics, an even distribution of the candidates over the trimesters is not possible.

1.3 With the approval of the Dean of Research, in well-founded exceptional cases, the research trimester can be absolved in non-associated research institutions or in researching other topics than those listed as possibilities on the topic list. In this case, it is the responsibility of the candidate to submit a written application to the Dean of Research by the 15th of November of the 3rd academic year at the latest. This application contains: the planned research topic, proposed host institution, name, affiliation and contact information of the intended thesis supervisor, planned time of the research trimester and a well-founded, objective reason. If the Dean of Research approves the application, all of the regulations of these guidelines apply analogously for the research trimester and the thesis built on it. If the Dean of Research does not approve the application, the candidate must select a topic from the regular list of topics.

1.4 After successful matching, however at least 4 weeks before the beginning of the research trimester, the student must present the “Contract for the Acceptance of a Thesis Candidate for Graduation at the Paracelsus Medical University” (see appendix 1) to the supervisor and along with these guidelines for the candidate, the student must submit the completed original (both sides signed) contract to the Research Office.

1.5 For research trimesters with topics outside of the list of topics offered and/or to take place on non-associated institutions, the candidate must present the thesis supervisor with the “Special Agreement for the Research Trimester” (see Appendix 2) instead of the contract listed in 1.4, along with these guidelines. The original signed contract must be submitted to the Research Office at least 4 weeks before the beginning of the research trimester.

Moreover, the “Special Agreement for the Research Trimester” is to be submitted to the Research Office in all cases where the Dean of Research requires it of the candidate for the respective research trimester.

1.6 The organizational preparation of the research trimester is the responsibility of the candidate and at his own cost. This includes, in particular, getting in contact with the thesis supervisor, preparation for arrival, room and board, visa, insurance, etc. as much as the particular research trimester requires it. The candidate must follow the actions and approaches exactly as communicated by the Research Office. Candidates must note that preparations for the research trimester must be completed by themselves. Furthermore, the beginning or end of the research trimester can fall during times that are usually course-free.

1.7 The candidate must submit a report of the research trimester in electronic form to the Research Office within 2 months after conclusion of the research trimester if requested by the Research Office. Additionally, starting with the academic year 2012/2013 a synopsis of the thesis (one page, the following information in short form: Name of candidate, title of submitted thesis, abstract, question and hypothesis, material and methods along with results) must be submitted. The Research office will forward the synopsis to the thesis supervisor and his response communicated to the candidate.

## 2. Thesis

2.1 The ability to individually develop a scientific topic is displayed in the written “Thesis for obtaining the academic degree of Medical Doctor (Dr. med. univ.) (Thesis)”. The thesis must be individually completed and written by the candidate. This is certified in a sworn declaration by the candidate in a preamble of the thesis. The thesis can be written in German or English and must meet the requirements in the “Guidelines for Developing a Written Thesis at the Paracelsus Medical University” (see appendix 3).

2.2 A collaborative treatment of a topic by multiple candidates is allowed when the scientific contents and methodological spectrum of the topic require it and the individual performance of each candidate is clearly recognizable in the title and text of the thesis, so that the individual contributions of the candidates to the collaborative topic can be separately evaluated. Candidates working collectively on a topic must also be supervised by the same thesis supervisor. The thesis supervisor, as well as the Dean of Research certify in writing the recognition of the individual performance before the thesis can be submitted. The theses on the collaborative topic can only be evaluated and published when it has been certified by the Dean of Research and the thesis advisor. This certification must be presented by the candidates by the submission deadline of the thesis at the latest. Please refer to the relevant distinct rules for the preparation of the thesis in Appendix 3, Item 20.

2.3 A university teacher with teaching credentials on a recognized local or foreign university, as well as a retired university professor, can act as a thesis supervisor as long as the teaching certification of the university teacher is for the subject to which the topic of the thesis is assigned.

2.4 A switch of topics and/or thesis supervisor requires special authorization by the Dean of Research, which must be applied for by the candidate in written form and objectively justified. This is possible until the submission deadline of the thesis papers.

## 3. Evaluation

3.1 The thesis must be submitted by the candidate to the Research Office in form of two hardbound copies. In addition to the hardbound examples, the thesis as well as a summary (abstract with max. 150 words, max. 1 A4 page), must be submitted in .pdf-format on CD-ROM. In addition, the candidate must submit both of the evaluation templates (see Appendices 4 and 5) with their personal information and the information on the thesis supervisor, topic, and dates of the research trimester, in .doc-format and per e-mail to the Research Office. The Research Office determines at the beginning of the 4th academic year the end of the delivery period in the 5th academic year as well as the date for the Defense. The student has to organize the 5th academic year, in particular the times planned for the development of the thesis in a way to assure the compliance with the given submission period for the thesis.

3.2 If the immediate supervisor and the thesis supervisor are not the same person, it is the responsibility of the specified thesis supervisor to be informed in a timely manner over the status and progress of the thesis in order to guarantee submission by the deadline.

If the deadline is not met by the candidate or the submitted documents are not complete, an extension of the review process beyond the planned graduation date must be taken into account. The same applies when necessary extensions of the review process occur, such as negative evaluations which require more than two reviewers, or in the case of dismissal of the evaluation by the reviewer(s).

3.3 When the thesis and the completed evaluation documents have been submitted, the Dean of Research initiates the evaluation process and solicits the evaluations from the thesis supervisor (primary evaluation) for the thesis. If the evaluation of the thesis supervisor is positive, an additional habilitated member of the university is solicited for an evaluation (secondary evaluation). This person is proposed to the Dean from the Leitungsteam Forschung.

The decision of a positive or negative evaluation of the thesis supervisor should be available no more than 4 weeks after the thesis was submitted on schedule to the Research Office. The evaluation of the secondary evaluator should be available no more than 4 weeks thereafter, at the latest.

3.4 The evaluator should present a short comment/evaluation (1/2 – 1 page) which clearly states whether the requisites of the paper are met, are positive, or whether it should be evaluated as negative. A negative review is required to have detailed and constructive reasoning for the refusal. Grading follows the grading system typical in the Austrian school system: Excellent (1) to Poor (4) is seen as positive, Insufficient (5) is negative. If both evaluators of the thesis give positive but different grades, then the arithmetical average of the suggested grades are factored. If the average does not result in a whole number, the up or down rounding must be conducted according to section 3.5 as a part of the defense.

The thesis is passed when it receives positive evaluations by both the thesis supervisor and the secondary evaluator.

The thesis is considered failed when both the thesis supervisor and the secondary evaluator deem it 'Insufficient'.

The review process will be interrupted in the event of a negative first- or second evaluation. Before any further review of the thesis the Dean of Research will request a correction of the work respective to comments and criticism of the academic evaluators from the candidate. The candidate receives the report, a set deadline to correct the thesis and the request to resubmit the work. If the thesis candidate in consultation with the supervisor determines the negative review is not justified or relevant to the work, a written point-to-point reply by the candidate must be submitted (electronically .pdf, as well as the signed original). After the correction period and post submission of the corrected work (or alternatively, the point-to-point reply) the review process continues as follows:

Should the supervisor's review originally have been negative, the corrected thesis must be submitted once again to the supervisor as well as to two more reviewers in order to be evaluated.

If the review is positively graded by the advisor and yet negatively graded by the second reviewer, the corrected thesis must once more be submitted to both original reviewers in addition to another reviewer in order to be graded.

The final grading determination subsequent to all reviews will be ultimately decided by the Dean of Research or his representative.

3.5 Part of the evaluation process is a public scientific presentation of the thesis after the submission of the thesis (Defense) by the thesis candidate on one of the dates set by the Paracelsus Medical University. The thesis supervisor and the secondary evaluator are both invited to the presentation. The Defense (presentation of the thesis by thesis candidate and their defense through questions and discussions) will be used by the Dean of Research or the representative of the University present on-site who will take the Defense as a basis for up or down rounding of the intermediate grade (Resolve) in case of a non-integer grade according to the evaluation report Section 3.4.

3.6 After completion of the evaluation process, the candidate is allowed access to the evaluation and the results of the evaluations.

#### **4. Compulsory Publication**

4.1 Before the academic degree can be awarded, a positively evaluated thesis must be published by the candidate. Both of the complete, hardbound examples submitted to the Research Office or the revised paper are therefore, after a positive evaluation, sent to the University Library from the Research Office.

4.2 The parts of the thesis which display single works that are not available for mass reproduction are exempted from the compulsory publication.

4.3 At the time of submission, the candidate is entitled to apply for the exclusion of publication of the submitted examples for a maximum of five years after submission. The Dean of Research must grant the application when the candidate can convincingly portray that otherwise important legal or economic interests of the candidate are jeopardized (see Appendix 6).

Appendix 1

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CONTRACT FOR THE ACCEPTANCE OF A THESIS CANDIDATE FOR GRADUATION AT THE  
PARACELSUS MEDICAL UNIVERSITY

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In signing this, I agree to guarantee the supervision of the below-named thesis candidate as relates to the scientific component of their thesis during the research semester and in writing the thesis.

The tentative topic of the thesis is (written legibly!):

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.....

I hereby declare that the topic named here, or a slightly altered topic, can be scientifically handled by the thesis candidate during the research trimester well enough in order to develop a thesis which meets the guidelines for developing a thesis at Paracelsus Medical University. The graduation requirements including the guidelines for developing a thesis have been recognized by the thesis candidate, myself and all those who will be directly advising or supervising the thesis candidate.

I agree to be personally available during research trimester, as well as in the preparation and follow up to for the thesis candidate to answer any questions necessary for the successful completion of their thesis at our institute/clinic.

In addition, I declare that the patients, patient data, test-subjects, test-subject-data, research animals, materials, in addition to the basic methodology necessary for carrying out the research necessary for the development of a thesis at my/our institute/clinic are available. I also declare that all patient and/or test-subject-data for the thesis can be provided to the candidate in the necessary and proper form without breaching the data protection regulations by maintaining the relevant ethical guidelines. In addition, I declare that all the necessary permits and notifications (e.g. animal research permit, ethics commission notification, radiation protection permit, etc.) are available at the beginning of the thesis timeframe and that the topic can realistically be handled by the candidate within four months (research trimester) and that the thesis can be completed by the expected submission deadline in February of the following year. I also acknowledge that the thesis must be made available to the public (compulsory publication according to § 86 of the Austrian Federal University Law 2002).

Title, Name of the Thesis Supervisor: .....

Institute/Clinic: .....

.....  
Signature of the Thesis Supervisor

.....  
Date

.....  
E-Mail of the Thesis Supervisor

.....  
Tel. Nr.

**To be filled out by the thesis candidate:**

In signing this, I agree to the successful completion of the time and personal requirements necessary for the thesis as stated above, to complete the assigned tasks conscientiously, and to follow the requirements of my thesis supervisor, and the advisors and substitutes he/she authorizes. I also agree to abide by the house rules and other institutional and clinical guidelines. I agree to publication of data obtained by me in a scientific journal by the thesis supervisor. If the data I obtain are not published by the thesis supervisor, I recognize that personal publication of the data is only allowed with written permission of the thesis supervisor.

If the thesis supervisor and the immediate advisor are not the same individual, the thesis supervisor is to be informed of the thesis in a timely manner before the submission deadline. This thesis must be authorized by the thesis supervisor prior to submission.

Name of the Thesis Candidate: .....

.....  
Signature of the Thesis Candidate

.....  
Date

.....  
E-Mail

.....  
Tel. Nr.

*The contract for accepting a thesis candidate is to be filled out as close to the date of a successful matching as possible, at the latest 4 weeks before the begin of the research trimester. One copy is kept by the thesis supervisor, one copy is for the thesis candidate; the original is to be submitted to the Research Office of the Paracelsus Medical University.*

## Appendix 2

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### SPECIAL AGREEMENT FOR THE RESEARCH TRIMESTER

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Within the scope of a research trimester, the thesis candidate is assigned to an authorized and qualified institution for the purpose of carrying out research under the supervision and direction of a thesis supervisor in accordance with the "Guidelines for Developing a Written Thesis" of the Paracelsus Medical University. The data obtained and the knowledge gained build the foundation for the development of a thesis.

According to the curriculum of Human Medicine at the Paracelsus Medical University, the research trimester must be completed in an institution with whom a corresponding written contractual agreement has been closed.

Mr./Ms. .... (first and last name of the thesis candidate in block letters) has expressed a desire to absolve their research trimester under your supervision and direction at your institution. If you meet the requirements for the supervision of the above-named thesis candidate according to the "Guidelines for Developing a Written Thesis" of the Paracelsus Medical University and are willing to assume the supervision, you are respectfully requested to confirm the following:

In signing this, I agree to guarantee the supervision of the above-named thesis candidate as relates to the scientific component of their thesis during the research semester and in writing Thesis.

I hereby declare that the topic named here, or a slightly altered topic, can be scientifically handled by the thesis candidate during the research trimester well enough in order to develop a thesis, which meets the guidelines for developing a thesis at Paracelsus Medical University. The graduation requirements including the guidelines for developing a thesis have been recognized by the thesis candidate, myself and all those who will be directly advising or supervising the thesis candidate.

I agree to be personally available during research trimester, as well as in the preparation and follow up to for the thesis candidate to answer any questions necessary for the successful completion of their thesis on our institute/clinic.

In addition, I declare that the patients, patient data, test-subjects, test-subject-data, research animals, materials, in addition to the basic methodology necessary for carrying out the research necessary for the development of a thesis at my/our institute/clinic are available. I also declare that all patient data, test-subject-data for the thesis can be provided to the candidate in the necessary and proper form without breaching the data protection regulations by maintaining the relevant ethical guidelines. In addition, I declare that all the necessary permits and notifications (e.g. animal research permit, ethics commission notification, radiation protection permit, etc.) are available at the beginning of the thesis timeframe and that the topic can realistically be handled by the candidate within four months (research trimester) and that the thesis can be completed by the expected submission deadline in February of the following year. I also acknowledge that the thesis must be

made available to the public (compulsory publication according to § 86 of the Austrian Federal University Law 2002).

The tentative topic of the thesis is:

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Name/Title and address of the research institution where the research trimester will be carried out:

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.....

Title, Name of the Thesis Supervisor: .....

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Signature of the Thesis Supervisor

.....  
Date

.....  
E-mail of the Thesis Supervisor

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Tel. Nr.

.....  
Seal

**To be filled out by the thesis candidate:**

Reason for developing a thesis with exceptional conditions:

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In signing this, I agree to the successful completion of the time and personal requirements necessary for the thesis as stated above, to complete the assigned tasks conscientiously, and to follow the requirements of my thesis supervisor, and the advisors and substitutes he/she authorizes. I also agree to abide by the house rules and other institutional and clinical guidelines. I also agree to publication of data obtained by me in a scientific journal by the thesis supervisor. If the data I obtain are not published by the thesis supervisor, I recognize that personal publication of the data is only allowed with written permission of the thesis supervisor.

If the thesis supervisor and the immediate advisor are not the same individual, the thesis supervisor is to be informed of the thesis in a timely manner before the submission deadline. This thesis must be authorized by the thesis supervisor prior to submission.

Name of the Thesis Candidate: .....

.....  
Signature of the Thesis Candidate

.....  
Date

.....  
E-Mail

.....  
Tel. Nr.

*The contract for accepting a thesis candidate is to be filled out as close to the date of a successful matching as possible, at the latest 4 weeks before the begin of the research trimester. One copy is kept by the thesis supervisor, one copy is for the thesis candidate; the original is to be turned in to the Research Office of the Paracelsus Medical University.*

## Appendix 3

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### GUIDELINES FOR DEVELOPING A WRITTEN THESIS

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1. Presentation of a written thesis is a requirement for graduating from the Paracelsus Medical University. The thesis should be based on the scientific work of the student that was performed during the research trimester. The thesis must include novel clinical or experimental data or data acquired by means of database analysis (in silico). These data must constitute new scientific knowledge, prove or evaluate existing knowledge and be presented in a reduced form in the thesis. Review papers are not accepted as theses. The thesis can be written in German or in English.
2. The thesis should be at least 25 pages long but no longer than 50 pages including all attachments (Body: font "Arial" or "Futura LtBT", font-size 11, line-spacing 1.5). Substantially exceeding the maximal number of pages requires that a corresponding written justification is submitted. According to this, the Dean of Research can authorize the extension of the number of pages. The document should include continuous page numbering in the bottom right corner with page 1 starting with the summary (see below). The cover page should not be numbered however the table of contents is usually numbered using roman numerals.
3. The written thesis must be divided into the following sections:
  - Cover page
  - Sworn declaration
  - Table of contents
  - Summary (German abstract)
  - English abstract
  - Introduction
  - Literature review (an acceptable alternative is to present the literature systematically within a longer introduction)
  - Questions and hypotheses
  - Materials and methods
  - Results
  - Discussion
  - Conclusions
  - Bibliography
  - Curriculum vitae
  - Acknowledgements
4. **Title page:** The title page of the thesis must be designed according to the sample provided in these regulations and should appear as follows:

**“[Displayed text may not exceed more than one line ]”**

Thesis for obtaining the academic degree  
of Medical Doctor (Dr. med. univ.)  
at the Paracelsus Medical University, Salzburg

submitted by

**“[Enter Title, First & Last Name (Futura/Arial, 11pt, bold)]”**

on “[Enter Date (Futura/Arial, 11pt)]”

**supervised by “[Enter Title, Supervisor’s First & Last Name (Futura/Arial, 11pt)]”**

on “[Enter Institute/Clinic (Futura/Aria, 11pt)]”

Head of department: “[Enter Title, First & Last Name (Futura/Aria, 11pt)]”

5. **Sworn Declaration:** the candidate must authenticate a sworn oath with his signature that the submitted thesis is a personally completed and written original work. The sworn declaration, which should come before the table of contents, is to be written as follows:

*I hereby swear that I personally wrote this thesis, that I did not use any other sources or additional references than those I have comprehensively quoted, and that the work on hand or major elements of it have only been submitted here and nowhere else as examination performance.*

*Location, Date*

*Name and Signature*

6. **Table of Contents:** the table of contents should list the chapters and subchapters of the thesis and should clearly depict their hierarchy. Furthermore, the appropriate page number should be placed on the right edge of the page for the respective chapters and subchapters.
7. **Summary (German Abstract):** the abstract should contain at least 150 words but not exceed one DIN-A4 page. The abstract should begin with an introductory sentence regarding the importance of the topic and should continue with the specific questions and hypotheses to be tested in the first paragraph. The second paragraph of the summary should characterize the material and methods sufficiently and concisely. The third paragraph should summarize key results and present at least some quantitative data. The fourth paragraph of the summary should provide an interpretation of the results as well as draw a conclusion that directly refers to the questions or hypotheses. The abstract should not contain literary citations.
8. **English Abstract:** the English abstract should be a translation of the German abstract of the previous page.
9. **Introduction:** the introduction should be at least one but no more than 2 pages long and should lead the reader to the topic and the general objective of the thesis in a very concise way. Most importantly, the introduction needs to explain the clinical or scientific importance of the topic. It should briefly pinpoint which of the facts the thesis is based on are already known and should then develop the open questions that will be addressed in the thesis. In this case, the goal of the introduction should not be a comprehensive and systematic review of the literature; this should be done in the chapter "Literature review". The end of the introduction should contain a general, primary goal of the thesis that is worded in a comprehensible way and should be understandable for a reader with a basic medical education. Alternatively, the systematic review of the literature and the specific questions/hypotheses can be dealt with in a lengthier introduction. The introduction should then contain the next two chapters.
10. **Literature review:** the literature review should be at least 5 but no more than 10 pages long. This overview should synthesize the relevant literature, which the thesis is based on in various subchapters. The chapter should not be written like a text book but should rather summarize the primary literature adequately and present the most recent scientific knowledge. This is not accomplished by listing/dealing with one scientific article after another. Rather, the writer should make general statements by means of a synthesis and these statements should then be supported by appropriate citations. The reader should be put in a position where he/she is able to gain an overview of the latest research on the respective topic in a relatively short period of time.

All statements must be supported by citations. It is essential that the statements that are supported by citations are taken from the results section of the cited original article. Statements or opinions taken from the discussion section of the original article or secondarily cited statements are not appropriate. Citations taken from review articles are permissible as long as they are used for non-central aspects of the thesis. However, these are to be marked as such (i.e. reviewed in Ref. Nr." or "for review article see Ref. Nr."). All subchapters should have a clear and obvious connection to the topic of the thesis. When reviewing the literature, it would be desirable to address open questions in the various subchapters that will be dealt with throughout the thesis.

11. **Questions/hypotheses:** this section should be no longer than 1 page and should not repeat the general goal of the thesis. Rather, in this section, open questions that were addressed in the introduction and the literature overview are to be phrased or reworded into very specific questions and hypotheses. These are the questions/hypotheses that should be answered/addressed using the findings that are acquired in the thesis. If more than one question or hypothesis is spelled out, then these should preferably be numbered. It is important that the questions and hypotheses are worded in a way that allows for a clear answer.
12. **Materials and Methods:** the first subchapter of this section should describe in detail the materials, laboratory animals, subjects, or patients who were investigated in the study, including data such as gender, age distribution and other relevant criteria. The number of studied subjects or objects is extremely important. If the scientific work consists of multiple partial experiments, then the number of subjects or objects for each single experiment is to be stated specifically. If comparisons are made between groups, the number of subjects/objects per group is to be stated specifically. If the experimental design involved laboratory animals or animal testing, it should be clearly stated that an application for this was submitted to the Board of Ethics and that it was approved. If the experimental design involved testing on human subjects that warranted a statement from the Board of Ethics, then this should be mentioned, as well as the fact that the Board of Ethics approved the application. The description of the methods is to be specifically explained, as well as the measurement principles. Based on this description, another person with a pertinent scientific-medical background should be able to repeat the experiment. If the description of the method was already published in an original article or a so called "technical note", the author can refer to this article or cite it. If the method is essential for the acquisition of the key results in the thesis, it should be summarized briefly. If the results are analyzed statistically, the statistical methods should be described in detail in the results section of the thesis.
13. **Results:** the presentation of the results should be neutral and should contain a first step of synthesis, i.e. single results should not be mentioned in the text; rather, these should be displayed in tables/charts, if applicable, and a summarizing depiction of the results is to be presented. Ideally, the presentation of the results should be aligned with the questions/hypotheses that were presented in the chapter "Questions/hypotheses". If possible, each paragraph should begin with a key result that clearly corresponds with the above stated questions/hypotheses. Detailed results should, if necessary, be presented in the following sentences of the particular paragraph. Basically, the reader should be able to grasp all necessary information by reading only the first sentences of each paragraph. In this section, the results generally should not be interpreted unless this is essential for understanding the experiments. The results section typically does not contain literary citations.

14. **Discussion:** In the beginning of the discussion section, it is wise to briefly restate the specific questions/hypotheses as well as the respective key results. This paragraph should not be longer than half a page.

The next subchapter which can be titled "Discussion of Methods" should critically deal with the experimental design, the material and the method. On the one hand, limitations of the study design should be stated clearly while on the other hand an explanation should be given as to why these limitations do not challenge the key findings of the study.

In the next paragraph the results should be compared to the results found in the literature. It is important not to merely repeat results but to place them in the context of other studies. In this section, the student should not present new results of his/her own. It should be made clear whether the student's own results are in accordance or in discrepancy to relevant, cited studies. If there is a discrepancy, an explanation or a guess should be given as to why differences occurred. If there is no explanation for the discrepancies, at least this should be stated clearly. The last paragraph of the discussion should contain an interpretation of the results; this constitutes an essential part of the thesis. At the end, plans for future experiments resulting from the findings in the thesis may be presented.

15. **Conclusions:** this section should contain specific conclusions drawn from the thesis. These conclusions should be in direct reference to the questions and hypotheses stated in the beginning. Note that the conclusions should not be speculative but should be supported by the findings in the thesis.

16. **Bibliography:** the compilation of the references and the format should be discussed with the advisor. In any case, the format of the references should be one found in an established journal. In text citations should be in text format, i.e. when there is only one author: name of author + year (for example: Schnitzelhuber 2005), when there are two authors: name of both authors + year (for example: Schnitzelhuber and Wurmmeier 2005); when there are more than two authors: the name of the first author followed by "et al." or "and co-workers" + year (for example: Schnitzelhuber et al. 2005). These citations are to be placed in parentheses. In this case, the references should be placed at the end of the thesis and should be in alphabetical order. If more than one article from the same first author published within the same year are cited in the thesis, then the citations should be marked with lower case letter such as "a, b, c" etc. respectively. These letter should also appear in the references list so that the in text citation refers directly to the references list.

Alternatively, citations can be represented through numbers in parentheses. These numbers should be sequential. In this case, the reference section should not be sorted alphabetically but instead in the order in which the citations appear in the thesis.

It is very important that the body of the thesis does not contain citations that are not referenced in the reference section and that the reference section does not contain a reference that cannot be found in the text.

Please note that citations must refer to clearly acquired results in the respective articles but cannot refer to possible assumptions or speculations voiced in the cited papers. Further, all statements made by the writer of the thesis must refer directly to the cited study and not to a secondary citation in the cited article. The number of references should be appropriate for the questions/hypothesis; i.e. all studies/articles that are relevant for the specific topic should be listed. However, there should not be an excessive number of references to minor aspects of the

thesis. The list of references should match the format of a well established journal article and should at minimum contain:

- Last name and initial of first name of all authors
- Title of the article
- Name (or appropriate abbreviation) of the journal in which the article was published
- Year in which article was published
- Volume Number
- Page numbers of first and last page of the article

Examples:

a) Original articles:

Schwatzer G, Rembremerdenk, K. Quantitative Studien zur Beziehung von Sitzungsdauer und Erfolg. *Int. J. Obes.* 1998; 203:488-506.

b) Book chapters:

Schlaumayer G, Rotwein M, Patzer H: Aspects of the genetics of hypertension.  
In *Atherosclerosis and Cardiovascular Diseases*.  
Strauss F, Freundlich H, Eds. New York, Academic Press, 2004, p 65-89

c) Webpage:

Beta cell function in type 2 diabetes: glucose metabolism and insulin secretion in the normal pancreas [article online]. 1999.

[http://www.amaryl.com/TXT/Clinical\\_Management/Overview/beta\\_cell\\_failure\\_TXT.html](http://www.amaryl.com/TXT/Clinical_Management/Overview/beta_cell_failure_TXT.html).

It is important that all citations in the reference list appear in the same format.

17. **Curriculum Vitae:** the format of the curriculum vitae can be chosen individually and should contain, if applicable, the information of whether the thesis was presented at national or international congresses, whether abstracts were published and if the thesis was submitted for publication as an original article and whether it was accepted.
18. **Acknowledgements:** The format in which the acknowledgements are written can be chosen individually by the student. The advisor as well as other persons who contributed to the thesis should be mentioned here.
19. **Special case of cumulative thesis:** The submission in the form of a cumulative thesis is only permitted after approval by the Dean of Research. A written application for permission has to be requested through the Research Office. In order to qualify, one or more original publications (full paper, short report, technical report or brief communication) under first authorship by the thesis candidate must be published. The score value of publications with shared first authorship (equal contribution) of the student and one or more other authors is treated according to the requirements which are applicable for habilitation at the PMU. Furthermore, a written analysis of the supervisor is required, stating that the candidate contributed significantly to the results as well as major parts were added comprehensively by the student himself. The publication(s) in question must have been printed or at least accepted for publication in a scientific journal (peer-reviewed, listed in SCI) to be approved. The cumulative thesis must be structured as follows:

- a) Cover Sheet
  - b) A statement under penalty of perjury modified to "... submitted only here and in the Journal"
  - c) Table of Contents
  - d) Summary (abstract in German)
  - e) English language abstract
  - f) Literature review (5-10 pages) including literature review.
  - g) Original work (as a reprint, preprint or as original manuscript, if the work is only a accepted for publication – in this case, the relevant correspondence with the respective journal editor must be included
  - h) Curriculum Vitae
  - i) Acknowledgement
  - j) Confirmation by the supervisor that the candidate contributed significantly to the results of the thesis and a majority of the work was completed by the candidate.
- Items a – f, h and I will be conducted in standard thesis method.

## **20. Special regulation of the treatment of a collaborative topic selected by multiple PhD students:**

In addition to paragraph 2.2 of the treatment of a collaborative topic by multiple candidates following modified rules must be observed:

- submission of separate works by each thesis candidate
- The individual contribution and the individual performance of each student is clearly recognizable in the title and text of the thesis (i.e. "...with special emphasis on...")
- The cover sheet must include a reference in regards to the statement by the Dean of Research (footnote or asterisk\* after the title of the cover sheet and a note on the Dean's statement as a footnote including page numbers)
- The Affidavit must be written in plural and has to include all participating candidate's names
- The explanation by the Dean of Research must be attached in the hardcopy of the thesis following the Affidavit and be written as follows:

This thesis is the result of a collaborative project; the experimental project was jointly performed by NAME OF CANDIDATE in collaboration with NAME OF OTHER CANDIDATES. The authors contributed equally to the results of the research. The individual contribution of NAME OF CANDIDATE in regards to the research is clearly recognizable in the title and text of the thesis. Therefore, all passages with the same wording and presentation of identical results in this thesis include NAME OF OTHER PhD CANDIDATES with the permission of the thesis supervisor and in accordance with the Guidelines for the Conferral of the Research Trimester and Thesis at the Paracelsus Medical University Salzburg.

NAME AND SIGNATURE OF THE DEAN  
Dean of Research

Date

## Appendix 4

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**EVALUATION OF THE THESIS FROM**  
**"[CLICK HERE AND ENTER THE NAME OF THE STUDENT]"**

---

Mr./Ms. "[Click here and enter the name of the student]" has written a thesis with the title  
"[Click here and enter the Title of the Thesis]"

according to the guidelines for developing a written thesis at the Paracelsus Medical University during the research trimester in the academic year "[Click here and enter the year in the format JJJJ/JJ]" from "[Click here and enter the beginning date of the research trimester in the format TT/MM/JJJJ]" until "[Click here and enter the end date of the research trimester in the format TT/MM/JJJJ]" , on "[Click here and enter the name of the institute/clinic]" under my scientific guidance, assistance and supervision.

I evaluate the thesis as follows (to be filled out by the thesis advisor/supervisor):

"[Click here and enter text]"

In summary, I therefore give the thesis the following grade: ..... \*

.....  
Location, Date

.....  
Signature and Seal

\* Grading is according to the generally accepted Austrian grading system:  
Excellent – Good – Satisfactory – Poor – Fail

## Appendix 5

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### SECOND EVALUATION OF THE THESIS FROM "[CLICK HERE AND ENTER THE NAME OF THE STUDENT]"

---

Mr./Ms. "[Click here and enter the name of the student]" has written a thesis with the title  
"[Click here and enter the Title of the Thesis]"

according to the guidelines for developing a written thesis at the Paracelsus Medical University during the research trimester in the academic year "[Click here and enter the year in the format JJJJ/JJ]" from "[Click here and enter the beginning date of the research trimester in the format TT/MM/JJJJ]" until "[Click here and enter the end date of the research trimester in the format TT/MM/JJJJ]" , on "[Click here and enter the name of the institute/clinic]" under the scientific guidance, assistance and supervision of "[Click here and enter the name of the supervisor]" .

I evaluate the thesis as follows (to be filled out by the secondary evaluator):

"[Click here and enter text]"

In summary, I therefore give the thesis the following grade: ..... \*

.....  
Location, Date

.....  
Signature and Seal

\* Grading is according to the generally accepted Austrian grading system:  
Excellent – Good – Satisfactory – Poor – Fail

**Appendix 6**

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APPLICATION FOR USAGE RESTICTION OF THE THESIS

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**Applicant:**

"[Click here and enter the name of the applicant]"  
"[Click here and enter the street address]"  
"[Click here and enter City, State and Postal Code]"

To the Dean of Research at the Paracelsus Medical University, Salzburg  
"[Click here and enter the name of the Dean]"

According to point 4.3 of the "Regulations for the Conferral of a Degree in Human Medicine" at the Paracelsus Medical University, Salzburg, the below named person applies for usage restrictions of the thesis with the title

---

for the duration of ..... year(s).

**Reason:**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

.....  
Location, Date

.....  
Signature of the Applicant