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178. Directive of the Vice-Rector for Teaching and Study Matters – Innsbruck PhD School for Biomedical Sciences (IPSbs)

178. Guidelines of the Vice-Rector for Teaching and Study Matters– Innsbruck PhD School for Biomedical Sciences (IPSbs)

I. General Information, Goals

The activities of the Innsbruck PhD School for Biomedical Sciences (IPSbs) at the Medical University of Innsbruck (MUI) are oriented thematically towards the research focus of the MUI within the scope of programmes. A programme in terms of the IPSbs is the entirety of scientific issues and research projects as well as accompanying courses within a common thematic framework. Thus, in a programme, scientists who supervise doctorate candidates in their research work within their PhD thesis in the field of the programme team up. The programmes serve to ensure the quality of the doctorate candidates' education.

The goal of the IPSbs at the MUI is to offer a modern education of doctorate candidates in the field of biomedical sciences, which meets the highest international standards, and therefore to promote research at the MUI as well as to train highly qualified young scientists. The facilities as well as the organisational measures of the IPSbs are aligned to create the best environment for a high-quality scientific education and define the minimum educational standards. The PhD/Doctor of Philosophy programme at the MUI stands for highest quality and is designed to be attractive for qualified young scientists.

II. Organisation

A programme can be established upon application of at least five scientists who have research funds, which they acquired competitively, as well as the required PhD positions at their disposal. The application has to name the topic of the programme and must contain a proposal for programme-specific courses in consideration of the curriculum. The requested programme is established or terminated by decision of the Vice-Rector for Teaching and Study Matters in collaboration with all Programme Coordinators after a statement of the Curricular Commission in the course of an assessment by the Vice-Rector for Teaching and Study Matters.

A programme committee for every programme of the PhD studies is established. The speaker of such a programme committee, the so-called Programme Speaker, leads, coordinates, and represents the respective interests and issues.

The Programme Speakers of the respective programmes are members of the Panel of Coordinators, which coordinates the activities between the programmes at a higher level and discusses the topics beyond the scope of the programme itself. The Scientific Advisory Board advises the Panel of Coordinators.

The Chairman/Chairwoman of the Panel of Coordinators has the function of a Director of the PhD Programme and represents the issues of all programmes towards the highest organs of the university.

Furthermore, Dissertation Committees are provided by statute, which consist of the Advisor of the respective PhD thesis as well as the doctorate candidate.

III. Panels

Art. 1 Panel of Coordinators

- (1) The Panel of Coordinators consists of the Programme Speakers in accordance with art. 2 par. 4 of all programmes as well as the students council of the PhD programme. A Chairman/Chairwoman presides over the Panel of Coordinators.

- (2) The Panel of Coordinators has the following responsibilities:
 - Creating a proposal regarding the Chairman/Chairwoman of the Panel of Coordinators as well as their proxy (see par. 3);
 - Covering general topics and overarching topics beyond the scope of one programme;
 - Creating proposals for the general courses as well as programme-overarching courses;
 - Creating proposals for the Curricular Commission, the Senate, and the Rectorate regarding the improvement and further development of the PhD programme.
 - Creating a proposal regarding the members of the Scientific Advisory Board (see art. 4 par. 2);
 - Creating proposals regarding evaluation measures.
- (3) A Chairman/Chairwoman presides over the Panel of Coordinators. By suggestion of the Panel of Coordinators, the Rectorate appoints the Chairman/Chairwoman as well as their proxy for the duration of four years. A one-time reappointment is possible. The proposal of the Panel of Coordinators is not binding for the Rectorate.
- (4) The Chairman/Chairwoman can be dismissed by the Rectorate after a proposal by the Panel of Coordinators. The proposal requires a two-third majority in the Panel of Coordinators. Regardless of the proposal of the Panel of Coordinators, the Rectorate is entitled to dismiss the Chairman/Chairman on its own.
- (5) The Chairman/Chairwoman particularly has the following responsibilities:
 - Convening and leading the meetings of the Panel of Coordinators;
 - Managing the current affairs, especially the representation of the Panel of Coordinators towards the highest organs of the university.

Art. 2 Programme Committee

- (1) A Programme Committee must be established for every programme. Each Programme Committee consists of all advisors within a programme who have supervised at least one doctorate candidate within the last five years within the programme.
- (2) In addition, the student's council of the PhD programme is entitled to delegate two doctorate candidates of the respective programme to the Programme Committee. The delegated doctorate candidates should come from considerably different semesters.
- (3) The Programme Committee has the following responsibilities:
 - Creating a proposal regarding the Chairman/Chairwoman of the Programme Committee as well as their proxy (see par. 4);
 - Deciding over the admission of new scientists into the respective programme. The decision requires a simple majority of votes;
 - Deciding over the expulsion of a member. The decision requires a two-third majority;
 - Creating a proposal for programme-specific courses;
 - Creating a proposal for programme-specific activities;
- (4) The Rectorate appoints a Programme Speaker as well as their proxy after a proposal of the Programme Committee. Up to two proxies can be appointed. The proposal of the Programme Panel of Coordinators is not binding for the Rectorate.
- (5) The Chairman/Chairwoman particularly has the following responsibilities:
 - Regular convening of Programme Committee meetings.
 - Involvement in the organisation and coordination of courses within the programme;
 - Involvement in the quality assurance and ensuring of the continuity of the programme;
 - Consultation of the advisors and the doctorate candidates during the PhD programme, especially concerning the recognition of credits (e.g. for external courses) as well as ex-ante reviews of all application forms with regard to correctness and completeness before their submission;
 - Ex-ante reviewing of successfully completed courses and, if necessary, recommending the doctorate candidate's admission to the rigorosum to the appropriated organ for study matters;
 - Contact person in case of conflicts after dealing with the advisor as well as the PhD Thesis Committee.

Art. 3 PhD Thesis Committee

- (1) The composition as well as the duties of the PhD Thesis Committee are regulated more specifically in the curriculum of the PhD programme at the MUI. According to the curriculum, the advisor of the PhD thesis and the doctorate candidate are among the members of the PhD Thesis Committee.
- (2) The advisor particularly has the following responsibilities:
 - As the scientific project leader, the advisor is responsible for the respective PhD project, for choosing the doctorate candidate as well as for educating the doctorate candidate.
 - In coordination with the leader of the organisational entity, the advisor must provide the provision of the necessary resources, the accompanying assistance of the PhD project as well as, in particular, the financial funds of the PhD position.
 - The advisor is responsible for ensuring the quality of the assistance. This includes particularly the continuing scientific assistance of the doctorate candidate as well as the regular conducting of research training seminars.
- (3) The doctorate candidate has the right to convene a yearly meeting of the PhD Thesis Committee after consultation with the advisor. The doctorate candidate is solely responsible for the appropriate scheduling, inviting of the PhD Thesis Committee as well as providing the necessary, up-to-date, and fully completed application forms.

Art. 4 Scientific Advisory Board

- (1) The Scientific Advisory Board consists of at least three external scientists with experience in PhD programmes within the medical-scientific field; these scientists should preferably come from European countries (e.g. EUROLIFE partner universities).
- (2) The members are appointed by the Rectorate for the duration of four years on a proposal of the Panel of Coordinators. The proposal of the Panel of Coordinators is not binding for the Rectorate.
- (3) The particular duty of the Scientific Advisory Board is to advise the Panel of Coordinators.

IV. Implementation

This directive comes into force on the day following announcement in the Bulletin of the Medical University of Innsbruck.

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Vice-Rector for Teaching and Study Matters
