

Infoletter for PhD Students at the MUI

The PhD Office is your point of contact for all administrative questions:

Fritz-Pregl-Straße 3, 4th Floor, Room: 4-060.

During the COVID-19 pandemic, you have to make an appointment to go there!

Mag. Brigitte Amtmann (contact person for official forms, **back office**)

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N.N. (position presently advertised; contact person for organizational questions, **front office**)

Tel.: +43 (0)512/9003-70818 E-Mail: phd-school@i-med.ac.at

Registration process

- Read the information at the MUI Homepage: <https://biomed-phd.i-med.ac.at/>
- In doubt, i.e. if you have NOT graduated at an Austrian university (M.Sc. or Dr.med.univ.), ask the PhD front office first whether your previous degree allows you to apply
- Retrieve the correct, i.e. most recent forms: <https://biomed-phd.i-med.ac.at/applications-forms/>
at the moment there are two forms:
-Admission to the PhD/Doctor of Philosophy, and
-Study agreement/Registration
- **E-mails will be sent to your official @student.i-med.ac.at account, but not to your institutional or private account! Therefore, please always check your official @student.i-med.ac.at account**

During your study

- Read your PhD curriculum (= Studienplan) at <https://biomed-phd.i-med.ac.at/>
- Use your official e-mail address for official inquiries; MUI will NOT RESPOND to private e-mails!
- If you have any questions on your salary statement, ask your supervisor
- **Pay your student fees before the deadline every semester.** Failure to pay these fees on time will automatically lead to irreversible exmatriculation. You will be reminded twice via your @student.i-med e-mail account. You are obliged to check your account regularly (make sure that you do not exceed your quota limit; i.e., prevent a full inbox – this precludes notification!)
- Non-EU students can apply for an exemption from payment of the tuition fee by using the form provided under “Application and forms” by attaching a statement of the supervisor and by paying the regular student fees!
- **After being enrolled for 4 years, you will have to pay the tuition fee of ~400 Euro per semester**
- Attend the annual PhD Life Science Meeting, and present your work there and interact with your scientific community!

PhD thesis committee meetings

- One PhD thesis committee meeting is mandatory per year
- It is your responsibility to organize the PhD thesis committee meeting at least once a year
- Find a suitable date with the entire PhD thesis committee
- Invite the entire committee and give them a reminder
- Bring the correct form, i.e. most recent version
- Submit the signed Thesis Committee Meeting form to the PhD back office within one week

Lectures/Courses

- Make sure to register for the lectures/courses that are required to complete your PhD studies
- The registration mode depends on the PhD-programme. For some you can register for courses through the PhD front office, via i-med.inside, the lecturer, or the programme coordinator. This information can be found at <https://biomed-phd.i-med.ac.at/>
- If uncertain about type, time, location and sudden cancellation of a lecture or course, consult the person with whom you have registered
- For studies at the LFU you would have to be registered at the LFU as well (“Mitbelegung”), ask the PhD front office for the respective details

Credits for external lectures/courses

- Retrieve the correct form, i.e. most recent version
- Discuss – preferentially well ahead - the possibility of approval and suitable category with the PhD-programme coordinator before submission to the PhD back office

General subjects

- Remember, that usually only 2 ECTS are accepted for a particular topic, e.g. three statistic lectures with 1 ECTS each are not accepted, exception: animal experimentation = 3 ECTS
- It is highly recommended to take at least one ECTS each from the topics “ethics” and “statistics”

Changes within the thesis

- Retrieve the correct form and use it for changes regarding supervisor, composition of PhD thesis committee, doctoral programme or topic, as all these changes require notification and approval of the Vice Rector for Study Matters
- This form is optional concerning minor (!) changes in the topic, if the broad field of research remains the same

End of second year

- Think about a stay abroad, e.g. https://www.i-med.ac.at/international/Outgoing/outgoings_erasmus.html
- Check your credit calculator together with original print outs with the PhD back office (e.g., MCBDB) or the programme coordinator (e.g., IIT) for completion of all requirements: in the end you must have the minimum amount of ECTS points **in each category!**

Before submission of the thesis

- A final PhD thesis committee meeting must have taken place. This committee will propose potential reviewers and examiners
- Check the final credit calculator first with the PhD Back Office (e.g., MCBDB) or the coordinator (e.g., IIT). Eventually your coordinator will sign the “Final thesis committee meeting” form, that all course requirements have been achieved: https://biomed-phd.i-med.ac.at/wp-content/uploads/2022/01/2022_Final-Thesis-Committee_.pdf
- Consult the “Directive for a PhD-thesis at the MUI” which can be found on the PhD-homepage” which will have a list of useful guidelines and tips. The following statements/data are not allowed: any personal data, such as your date of birth, your study number (Matrikelnummer), signature, family status, home address or hobbies (you actually do not need a CV at all)

- Check with your supervisor whether to block parts of your thesis for patent issues
- Before printing, send an electronic version to your coordinator, as she/he has to sign the “submission of a doctoral thesis” form, to verify that your thesis is formally correct
- You need to submit four printed copies of your thesis to the back office (two for the reviewers, one for the library in IBK, one for the library in Vienna) which you all won’t get back
- You also need to submit the filled-out form “Submission of a doctoral thesis” and an abstract to the library data base: <https://diglib.uibk.ac.at/ulbtiroloa/wiki/uploadselect>
- For the defence only the new format applies (exam included into an extended discussion of the talk with the examination board (consisting of 4 scientists, 3 examiners and the chair)
- Allow at least two months for the review (the reviewers are entitled to use even more time) and also allow at least two weeks after the review has been submitted to the back office before your defense
- It is impolite and usually does not help pushing the involved staff to speed things up
- Remember: Your study is completed when you have personally collected your exam certificate (this cannot be sent by mail!) and you have to be enrolled till that day!

MOST IMPORTANTLY: FIND something NEW, MAKE a DISCOVERY!