

# Infoletter for PhD Student Supervisors at the MUI

**First, read the Infoletter for PhD Students so that you are aware what is expected from them.**

## Registration process

- Make sure to meet the registration deadlines, 16 April or 16 November!
- Non-EU students have to be registered much earlier: 5 February or 5 September!
- Ask the PhD student if she/he has read the information displayed at the MUI-Homepage and whether she/he has retrieved the correct, i.e. most recent forms
- Besides the supervisor two thesis advisory committee (TAC) members are required, the additional 4th member is optional
- All TAC members should be from the respective field or from the program
- ONLY ONE, but not both (or all three) members of the TAC may be from the same institute as the supervisor who is chair of the thesis committee
- Description of the objectives of the PhD project and research of the supervisor should be clear and as concise as possible
- Add courses on page 4 of the form if the student gets a preliminary admission, and needs to take courses which are required before start of thesis – if none suggested, leave this half page empty!
- Ask the Front Office or the coordinator for any questions which may arise concerning the forms
- Make sure that the registration documents are complete (e.g., funding source, signature of director of “Organisationseinheit (OE)”, before the program coordinator is approached for her/his final signature.

## During the study

- If the student has any questions on her/his salary statement, she/he has to ask the supervisor and possibly eventually the (Vice) rectorate for Personnel
- **Remind the student that student fees including “ÖH Beitrag” have to be paid every semester. Failure to pay study fees on time will automatically lead to exmatriculation. Exmatriculation cannot be reversed, not even by the Vice Rector. Remind non-EU students that they can apply for an exemption of tuition fees!**
- **After being enrolled for 4 years, the students will have to pay the tuition fee of ~400 Euro per semester, so make sure that the PhD is completed by then!**
- Encourage the student to attend the annual PhD Life Science Meeting, and to present his/her work there and interact with the scientific community!

### **PhD thesis committee meetings**

- Remind the student that she/he has to give a mandatory annual progress report, and that she/he is responsible to:
  - (1) find a suitable date with the entire PhD thesis committee
  - (2) invite the TAC and give them a reminder
  - (3) bring the TAC correct form, i.e. most recent version
  - (4) submit the signed TAC form to the back office within **one week**.

### **Lectures (this applies to all lecturers, not just the supervisors)**

- If uncertain about time/location or sudden cancellation of a lecture, consult the coordinator, not the front or back office
- Let the attendance list circulate (student paraph as documentation) and also have the “Rückmeldung” fully signed by at least 5 students to get your full lecture remuneration (in money or credited hours)
- Make sure to let your secretary submit the data into the i-med system.

### **Changes within the thesis**

- Remember that important (!) changes have to be announced – make sure that the student has retrieved the correct form. 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
- Send your student to the Back Office (e.g., MCB, Musculo Skeletal Sciences) or the program coordinator (e.g., IIT) with credit calculator & original print outs for completion of all requirements: in the end the student **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 which can be done directly after the third progress report
- The PhD student is expected to have at least one publication as first author at least accepted for publication in a peer-reviewed journal. Remind the TAC to issue a clear statement, why it is justified to submit a PhD thesis, in case such a publication is not present
- When choosing reviewers, remember that “major” co-authors (and of course the supervisor) are not allowed. For example: a co-author on this very same subject is a major co-author, a co-author of a review five years ago (and only once or twice) can be classified as eligible. The reviewers must be experts in their fields
- Members of the thesis committee (if not co-authors) can be internal reviewers, preferably not from the same institute
- The external reviewer must come from another university; better: another city; even better: another country
- Preferably, the examination board will include the reviewers of PhD thesis. When choosing the examination committee, remember that everyone can be a member, including the supervisor (who, however, can only be the chair, but not an examiner). Preferable

candidates are members of the PhD program or thesis committee. Examiners can be co-authors.

- The examination board consists of 4 scientists, 3 examiners and the chair, preferably including both reviewers. Thus, invite the external reviewer! There are funds from the MUI to cover travel costs!
- 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
- Advice the student to read the Directive for a Dissertation (PhD-thesis) at the MUI.

### **PhD Defence**

- Even if all participants are German-speaking – the defence **MUST be** in English, comprising a talk by the student of at least 30 mins, followed by a discussion (defence) of also at least 30 mins. The general audience may be invited first to ask questions before the exam committee enquires, starting from the topics of the talks and then mining deeper and getting broader, whereby the student should be challenged and not praised
- The supervisor has to make sure that ALL audiovisual systems are working, in case of a PhD defence which involves participants who are present online – this must be checked BEFORE the PhD defence
- The grade “with distinction” is the exception (<10%), not the rule, but according to Mitteilungsblatt 28.06.2019 (50. Stück, 186), the grade is “with distinction” when all parts are rated “very good”.