

Infoletter for Doctoral Program Coordinators at the MUI

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Please send the Infoletter for the Supervisors and the Infoletter for the Students to the entire faculty

During Registration

- Make sure to regularly remind the faculty on the **registration deadlines, 15 April or 15 November**.
→ This deadline allows processing of the application. **The real deadline is always on the 30th!**
- Make sure to regularly remind the faculty that **Non-EU students have to be registered much earlier: 15 February or 15 September**.
→ These are the hard deadlines, but the application does not have to be complete then.
- Make sure that the **registration documents are complete** (e.g., funding source, signature of director of department/institute, ethics and animal experiment statements), before it is submitted to the service center.
- If you think a PhD student **should not become part of the program**, convene an extraordinary faculty meeting (see below) and if the majority of the supervisors is of the same opinion, the student cannot be part of the program.

During the study

- **Remind the faculty 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.
- A **faculty meeting** with a revision of all core courses and seminars **should take place annually**. All scientists who supervised a PhD student during the last 5 years belong to the faculty – also invite student representatives.
- Have an eye on **regular annual thesis committee meetings** of all students.
- Regularly remind the supervisors that major (!) changes have to be approved by the thesis committee with the **form for changes regarding supervisor, composition of PhD thesis committee, doctoral program or topic**, as all these changes require notification and approval of the Vice Rector for Study Matters.
- Have an eye on changes of thesis committee compositions.
- Inform the students that it is better to enquire before taking external courses for the possibility of crediting!

End of second year

- Offer to check the credits of the students well ahead of the PhD-thesis submission using credit calculator & original print outs provided by the students 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

- **Check whether all reviewers are eligible** (no “significant” coauthors, according to the latest statements of the Vice Rector). A co-author on the PhD-thesis publication is a major co-author, a co-author of a review five years ago (and only once or twice) can be classified as eligible.
- Members of the thesis committee (if not co-authors) can be internal reviewers, and **ideally should have a habilitation or be (Ass. or Assoc.) Prof.**
- **Check the electronic version of the thesis and sign the credit calculator and 2 submission forms**
- The examination board consists of **3 examiners** (ideally the external reviewer is one of them) and the chair. When choosing the **examination committee**, remember that the supervisor can only be the chair, but not an examiner. Examiners should ideally be either **members of thesis committee or reviewers of the PhD-thesis** and have a **habilitation or be (Ass. or Assoc.) Prof.** The examiners and the chair must be accepted by the Vice Rector.
- For the examination board encourage the thesis committee to also **invite the external reviewer** – there are funds in the MUI (if not covered by an FWF doctoral programs) to cover travel costs