

# Infoletter for Doctoral Program Coordinators at the MUI

**Point of contact:** Service Centre PhD; Fr. Mag. Amtmann, phd-studien@i-med.ac.at

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 30<sup>th</sup>!**
- 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.
- Remember PhD students to organize **TAC meetings to discuss scientific progress** and to provide a **confidential setting and open space to any aspect of their PhD experience.**
- 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 serve as the chair, but cannot function as an examiner. The role of supervisor as the chair is optional or may be assigned to another faculty member of the doctoral school. 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