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.

You have to make an appointment to go there!

Mag. Brigitte Amtmann (contact person for official forms, **back office**)
Tel.: +43 (0)512/9003-70050 E-Mail: PhD-Studien@i-med.ac.at

Ruoyuan Wang (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 office first whether your previous degree allows you to apply.
- Retrieve the **correct and most recent forms**: https://biomed-phd.i-med.ac.at/application-forms/ → there are two forms:
  1. Admission to the PhD/Doctor of Philosophy
  2. Study agreement/Registration
- **Deadlines for submitting documents:**
  1. In order to ensure that citizens from **Austria and other EU- citizens** are admitted within the respective admission deadlines (deadlines of admission), they must submit their complete documents for a check **until 15.04. in the summer term**, and **until 15.11. in the winter term**, respectively.
  2. In order to ensure that **Non-EU and EWR-citizens** are admitted within the respective admission deadlines (deadlines of admission), they must submit their complete documents for a check **until 15.02. in the summer term**, and **until 15.09. in the winter term**, respectively.
  3. If a deadline falls on a Saturday, Sunday, public holiday, the deadline is on the next working day (Monday to Friday) acc. to §33 AVG.
- **E-mails will be sent to your official @student.i-med.ac.at account, but NOT to your private or institutional account!** Thus, please always check your official @student.i-med.ac.at account.
- Apart from supervisor **two thesis committee members** are required, additional member is optional. Ideally, **committee members should have a habilitation or be (Ass. or Assoc.) Prof.**
- All thesis committee members should be from the respective field or even PhD-program.
- ONLY ONE, but not both (or all three) of the thesis committee members may come from the same institute as the supervisor who is chair of this thesis committee.

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!)
- **The latest dates for the PhD-defensio - to stay exempt from next student fee payment - are 20th March or 20th October,** to allow some days for administrative processing of your documents. If too close to the deadline, **rather pay your fee – you will get a refund, if you make it in time!**
- **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 Life Science Meeting, present your work there and interact with your peers!

Thesis Advisory Committee (TAC) Meetings

- **One TAC Meeting is mandatory per year.**
  - It is your responsibility to organize the TAC Meeting at least once a year.
  - Find a suitable date with the entire TAC.
  - Invite the entire TAC and give them a reminder.
  - Bring the correct form, i.e. most recent version.
  - Submit the signed TAC Meeting form to the PhD back office **within one week.**
- One main function of the TAC meeting is to **evaluate the progress of the PhD thesis project and discuss the best possible ways forward**.
- In addition, during the TAC meeting, time should be dedicated for **two confidential sessions** to provide an open space for discussing any aspects and challenges of the PhD experience. **One confidential session takes places between the student and the TAC members (excluding the PhD supervisor) and the other confidential session is between the supervisor and the TAC members (excluding the PhD student).**

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-program. For some you can register for courses through the PhD front office, via i-med.inside, the lecturer, or the program 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-program 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"**; topics concerning gender are also recommended.

Changes within the thesis

- Retrieve the correct form and use it 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.
- 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., MCBD) or the program 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. The committee will propose potential reviewers and examiners.
- When **choosing reviewers,** remember that **"major" co-authors (and of course the supervisor) are not allowed**. A co-author on your 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, who should ideally have a habilitation or be (Ass. or Assoc.) Prof.**
- Check the final credit calculator first with the PhD Back Office (e.g., MCBD) or the coordinator (e.g., IIT). Eventually your **coordinator will sign the "Final thesis committee meeting" form**, that all course requirements have been achieved.
- Consult the "**Directive for a PhD-thesis at the MUI" on the PhD hompage**, which has a list of useful guidelines and tips (https://biomed-phd.i-med.ac.at/application-forms/) for writing your PhD-thesis. In your PhD-thesis, 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, check your version with Dr. Dennis Huber (optional) and **send an electronic version to your coordinator (mandatory), 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 PhD-thesis to the back office** (two for the reviewers, one for the library in IBK, one for the library in Vienna) which you all will not 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

PhD-defensio

- 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 PhD-defensio.
- It is impolite and usually does not help pushing the involved staff to speed things up.
- 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 of, but cannot function as an examiner. **You are not obliged to choose your supervisor as the chair, and you are welcome to ask other faculty members to serve as chair for your defense.** Examiners and chairs 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.
- **Invite the external reviewer as examiner**! There are funds to cover travel costs.
- For the **PhD-defensio an extended discussion will follow the presentation of your PhD-thesis (20 - 30 min)** until the questions of the reviewers and examiners are addressed (max. 90 min).

- 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 until that day! However, it is possible to get the certificate by the power of an attorney.

MOST IMPORTANTLY: FIND something NEW, MAKE a DISCOVERY!