

Infoletter for PhD Students at the MUI

(SC=Service Centre PhD; Fr. Mag. Amtmann, phd-studien@i-med.ac.at)

During Registration

-Read the information displayed at the University Homepage <https://www.i-med.ac.at/phd/>

In doubt, i.e. if you are NOT an Austrian M.Sc. or Dr.med.univ.,
ask the SC first whether your previous degree allows you to apply

-Retrieve the correct, i.e. the most recent forms from
<https://phd-school.i-med.ac.at/application-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 account or private account.

During your study

Read your PhD curriculum (= Studienplan) at <https://phd-school.i-med.ac.at/application-forms/>

Use your official e-mail address for official inquiries; MUI will NOT RESPOND to private e-mails!

Student salary statement

-If you have any questions on your salary statement,
ask your supervisor.

Student fees

-Make sure that your student fees consisting of or including “ÖH-Beitrag” are paid every semester.
Failure to pay these fees on time will automatically lead to exmatriculation which cannot be reversed, not even by the Vice Rector. You will be notified twice via your @student.i-med e-mail account, so make sure to have an eye on this (and prevent a full box – this precludes notification!)

PhD thesis committee meetings

- One PhD thesis committee meeting is mandatory per 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 form to the SC within one week.

Lectures/Courses

-Make sure to register for the lectures/courses via i-med.inside

-If uncertain about type, time, location and sudden termination of a lecture or course,
consult the lecturer, but never the SC

-For studies at the LFU you would have to be registered at the LFU as well (“Mitbelegung”),
ask the SC 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 programme coordinator before submission to the SC

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.

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
- Check your credit calculator together with original print outs with the programme coordinator 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
- Check the final credit calculator and application for submission with the programme coordinator (the final approval is by the Vice Rector for Study Matters)
- Consult the guidelines for a PhD thesis. If in doubt, check with the SC.
- Check with your supervisor whether to block parts of your thesis for patent issues.
- In case of a “cumulative paper thesis” consider to submit two versions, one for the reviewers with all figures and tables and a second version with weblinks to avoid copyright problems, as in Austria a PhD thesis represents an original publication.
- For the defence you can choose the new format (exam included into an extended discussion of the talk), even if the previous study regulations apply (which stipulate a talk plus an extra exam)
- 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 SC 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!