Onboarding Event

15th November 2023

Get to know DoSChem
For new DoSChem students

We answer your questions about admittance, FÖP, curriculum, courses, programms etc.

https://doschem.univie.ac.at/
Questions: dos.chem@univie.ac.at
Overview

• DoSChem introduction
• Orientation help for new students
• Study Service Center
• PhD process
• DoSChem curriculum, requirements and events
• Programmes
• DoSChem & You
Our website ➔ Check regularly!

https://doschem.univie.ac.at/
✓ Integrates the Faculty of Chemistry and chemically oriented groups at Uni Wien

✓ Organized in three Focus Areas with different scientific orientation:

• **Panel A:** theoretical/computational chemistry and functional/sustainable materials

• **Panel B:** bio/environmental analytics and food chemistry/physiology

• **Panel C:** synthesis/catalysis and biomedical/medical chemistry
Introduction to DoSChem: what are your benefits?

**Research community**
- 200 students from 30 countries
- School language: English
- Comprehensive curriculum targeting specific training needs
- Specific training in three research focus areas
- Doc Seminars, JC, Seminar Series
- Interdisciplinary, curiosity-driven research

**Career development**
- Mentoring by a scientifically diverse faculty
- Interdisciplinary key qualifications (soft skills)
- Career development and networking activities

**Mobility & Scientific Exchange**
- New Ideas Funding supports collaborative initiatives
- International Exchange funding exchange of students
- Yearly Focus Area Retreats
- Yearly International Student Symposium

**Networking**
- „Stammtisch“ student get together
- International and rich research environment in Vienna
- Various activities throughout the year
- Alumni/ae Program
DoSChem management team

Head
Univ. Prof. Dr. Christian Becker

Deputy Head
Univ. Prof. Dr. Ellen Backus

Managing Director
Elena Rastew

Managing Officer
Mirjam Beck

Managing Officer
Kesjan Hoxholli

- The head and deputy head of DoSChem are appointed by the rectorate of the University of Vienna
- They represent DoSChem to all participating scientists & students, to the rectorate and the scientific community
- Monitor compliance with good scientific practice and the Code of Practice in DoSChem
- Chair the Steering Committee as the executive body of DoSChem
- The head and deputy head of the school are both active researchers and supervisors of DoSChem students
- Term of office: 1.07.20-30.09.2024
DoSChem Organisation

Steering committee

Panels organizing Focus Areas
3-6 PIs each panel

guides

Area A
16 PIs
> 65 students

Area B
18 PIs
> 50 students

Area C
19 PIs
> 90 students

Vienna Doctoral School in Chemistry: organization & people
DoSChem SAB: provides guidance and advice
Annual DoSChem meetings with SAB members

Joseph Moran
Strasbourg, FRA
chemical catalysis

Luis M. Liz-Marzan
San Sebastian, ESP
physical chemistry/bionanoplasmonics

Phil Dawson
Scripps, USA
biological chemistry

Regina de-Vivie
LMU, DEU
theoretical chemistry

Shana Sturla
ETH Zürich, CHE
nutrition/toxicology/environment

Andy Hor
A*Star, Singapore
organometallic materials/heterometallic catalysis
Entry phase - Important steps to start at the University of Vienna and at DoSChem

- Entry phase
- Research phase
- Final phase
Entry phase - Important steps to start at the University of Vienna and at DoSChem

1. Employment
   - Job contract (UniVie HR department/faculty)

2. Admission to UniVie doctoral program
   - Via u:space
   - Tuition fee
   - Renew your enrollment every semester!

3. Admission to DoSChem
   - Via DoSChem Call
   - or
   - on October 1st /March 1st via the Admittance application
   - Code of Conduct all new members!

4. Ongoing curricular issues
   - Approval of doctoral thesis and FÖP
   - Thesis agreement
   - Annual progress report
   - → detailed info on an extra SSC slide

Orientation help
2. Admission to univie doctoral program

U:SPACE: re-use your initial application paperwork such as CV, motivation letter - keep the effort low

doktorat.zulassung@univie.ac.at

UniVie Admission office
Entry phase – 2. Admission & Renewal of the Enrollment every semester!

- **Doctoral/PhD programme**: standard duration of 6 semesters + 2 tolerance sem
- Tuition fee from your 9th semester onwards.
- Fee is calculated automatically.
- U:space: Financial matters > Tuition fee/Students’ Union fee.

Payment deadlines

- Summer semester 2024:
  - from 8 January to 31 March 2024
- Winter semester 2024/25:
  - to be announced

Amount

- Information regarding the amount of the tuition fee/Students’ Union fee
  - for EU/EEA/CH citizens
  - for non-EU/EEA citizens

Payment

- Information regarding the correct payment of the tuition fee/Students’ Union fee

Remission and reimbursement

- Information regarding the remission and reimbursement of the tuition fee

https://studieren.univie.ac.at/en/tuition-fee/payment/

UniVie Admission office
Entry phase – 3. Admittance to DoSChem

1.) Via DoSChem Call: Code of Conduct

Or

2) on October 1\textsuperscript{st} /March 1\textsuperscript{st} via Admittance application + Code of Conduct + registration proof (“Zulassungsbescheid”)

→ DoSChem confirmation/ welcome letter

also to be found on the official Moodle course of DoSChem --> forms section

https://moodle.univie.ac.at/course/view.php?id=282072
1. Sign up! → list of DoSChem PhD students according to their affiliation to our 3 research focus areas.

2. Join our DoSChem Moodle Course:
   - Receive our updates
   - Registration for symposia & retreats
   - Feedback/survey/ student election
The SSC is responsible for the following steps in your thesis process:

1. Public presentation of the dissertation project (faculty-open presentation - FÖP)
2. Doctoral thesis agreement
3. Annual progress reports
4. Record of examinations
5. Dissertation
6. Assignment of a thesis to reviewers
7. Submission of thesis
8. Registration for defense
9. Final documents after successful completion of the doctoral study
Organize your public presentation of your dissertation project (FÖP) within the first year (or earlier: 8-10 months); You don’t have to wait for a “start” sign!

FÖP and forms:
https://ssc-chemie.univie.ac.at/en/studium/doktorat/doctroral-programme/

Schedule for public presentations of dissertation projects (FÖP):

- **Join Zoom Meeting**
  - https://uniwien.zoom.us/j/61374549153?pwd=WktWMnB00DRQcUjhbZ2NDWxwRTN5UT09
  - Meeting ID: 613 7454 9153
  - Passcode: 347890

- **Friday, 24.11.2023**
  - Participants

- **Friday, 10.12.2023**

- **Friday, 26.01.2024**
  - Deadline: 21.12.2023

- Please register your presentation appointment **four weeks** prior to the anticipated date at the latest.
- Duration of the talk: 10-15 minutes
- Please let the IT team of the Dean’s office know early in advance, if you require a notebook for your presentation.

Registration for the public presentation:

In order to register for the public presentation, the following documents need to be submitted at your StudyServiceCenter (SSC). Please note that some faculties ask for additional information. Thus, inform yourself about the specific registration modalities at your faculty. You will find all information at the website of your SSC.

- Doctoral candidates register the topic of their doctoral thesis and their supervisors using the official form "Registration of the doctoral thesis topic and announcement the supervisor(s) (SL / D11)"
- The form “Regulations relating to good scientific practice (SL/W1)”
- If necessary, the form "Approval of financial support of the doctoral thesis project (SL/W4)" has to be signed by the head of the organizational unit/the project and handed in.
- Additionally the research proposal ("Exposé") is to be handed in as a hardcopy and sent to the StudyServiceCenter in charge as a pdf file. Please, name your file as follows: surname,firstname_student registration number_expose.pdf

Additional information:
https://doktorat.univie.ac.at/en/phd-process/entry-phase/public-presentation/registration/
Responsibilities at the Dean‘s office

All administrative procedures are coordinated by the office staff/admin of your Institute (= first contact point)!

Ingrid BRUNNER-SAUERMANN
Managing Director
New professorships, budget, finances
Tel.: +43-1-4277-520 05
Mail: ingrid.brunner-sauermann@univie.ac.at

Eva FREISTETTER
Science Communication
Public Relation and Communication
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Harald FUCHS
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Michael HÖRMANN
IT, E-buttons
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Mail: michael.hoermann@univie.ac.at

Brigitte SCHWARZ
Liaison Officer of the Faculty
HR affairs, immigration law issues, teaching administration
Tel.: +43-1-4277-520 06
Mail: brigitte_schwarz@univie.ac.at

“Freistellungen” (leave of absence)
Different responsibilities departments for the different tasks in the early phase

<table>
<thead>
<tr>
<th>Admission to DoSChem - DoSChem management team</th>
</tr>
</thead>
<tbody>
<tr>
<td>- via DoSChem call</td>
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<tr>
<td>- or Oct 1st or March 1st via admittance application</td>
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<tr>
<td>- Code of Conduct</td>
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<table>
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<tr>
<th>Admission to univie doctoral program - univie admission office</th>
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<tr>
<td>- via uspace</td>
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<tr>
<td>- renew your enrollment every semester</td>
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<th>Ongoing curricular issues - SSC Chemistry</th>
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<tbody>
<tr>
<td>- approval doctoral thesis</td>
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<tr>
<td>- FOP</td>
</tr>
<tr>
<td>- thesis agreement</td>
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<tr>
<td>- annual progress report</td>
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<tr>
<td>- annual oral presentation</td>
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</tbody>
</table>

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<tr>
<th>Employment - PI/Institut admin</th>
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<tbody>
<tr>
<td>- job contract (univie HR department/faculty)</td>
</tr>
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</table>
Timeline of your PhD Process

Doctoral Program - Process

The doctoral programme is structured along three phases:

**Entry phase**
- ~1-12 months
- Admission to DoSChem
- Employment
- Admission to univie doctoral program
- Approval of doctoral thesis and FOP
- Sign doctoral thesis agreement
- Code of Good Practice
- Code of Conduct

**Research phase**
- ~1-48 months
- Research
- Curriculum ("Natural Sciences" 12 ECTS and "DoSChem activities" 12 ECTS)
- Annual progress report
- Annual oral presentation
- Publication

**Final phase**
- ~6 months
- Dissertation
- Submission & Review
- Defense
- Join the Alumni program

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1. [https://doschem.univie.ac.at/doschem-students/doctoral-process/](https://doschem.univie.ac.at/doschem-students/doctoral-process/)
2. [https://doschem.univie.ac.at/doschem-students/faqs/](https://doschem.univie.ac.at/doschem-students/faqs/)
Curriculum requirements/ ECTS allocation overview:
Min. 24 ECTS needed to graduate within DoSChem

<table>
<thead>
<tr>
<th>Curriculum/ ECTS allocation overview</th>
<th>suggested ECTS</th>
<th>max. ECTS</th>
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<td>minimum ECTS for curriculum</td>
<td>12 ECTS</td>
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<td>curriculum based lectures, seminars, summer schools</td>
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<td>soft skills courses</td>
<td>2</td>
<td></td>
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<tr>
<td>FSS</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>retreats*</td>
<td>4</td>
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<td>4</td>
<td>(2 conference visits req.; at least 1 Intl.)</td>
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*ECTS for co-organization of retreats and symposia can be added up on top of the participation ECTS.
Good to know: coursework!

• You can visit any graded and certified courses from the University of Vienna, other universities, scientific institutes, and within other programs such as ITNs you need to accomplish your PhD thesis project.

• Include them into your doctoral thesis agreement (or your 1st progress report the latest)!
  → your supervisor and the director of doctoral studies have to agree.

• the new seminar “Teaching Experience” (starting in October 2023 in the curriculum of SPL53 - doctoral studies in chemistry) allows you to receive credits for your teaching/supervision activities.

These activities will be rewarded with 1 ECTS for 6 weeks of student supervision during internships and Bachelor projects (relates for example to 2-4 internships or 1 Bachelor combined with an internship, depending on the length of the internships). Supervising a master student will be rewarded with 1 ECTS. These activities can be spread out over 2 semesters. During the doctoral studies at most 3 ECTS can be obtained for this “Teaching Experience”.

PIs (or institute assistants) have to confirm supervision activities by emailing the name of the doctoral researcher and the supervised students to elke.lampert@univie.ac.at
Faculty Colloquium: interdisciplinary invited speakers

- is an important multidisciplinary part of your curriculum!
- every second Monday each month during the semester (four talks; at 16:00).
- It is expected to attend 3 of 4 colloquia in order to collect 0.5 ECTS per semester.
- Please note that only on-site attendance proof (without previous required Moodle registration) does not count, you have to sign up for it via Moodle as for any other regular course.

( contact person: Michaela Cherrier)
Annual reports: submission to SSC ~ 1 year after the “FÖP” → the annual report form

- personal track record to your 24 ECTS curriculum requirements
- ECTS allocation of all your DoSChem activities or coursework of other universities, programmes and conferences.

Attachment to the annual report #1. DoSChem acceptance of studies

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<td>Matriculation number: Click here to insert your text.</td>
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<td>Degree program code (based on student record sheet/&quot;Studienblatt&quot; – e.g. UA 796605419 for Chemistry):</td>
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<tr>
<td>Name: Click here to insert your text.</td>
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<tr>
<td>Date of annual oral progress report: Date</td>
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<tr>
<td>Names of 3 supervisors in attendance: Click here to insert your text.</td>
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<p>| Attachment to the annual report #1. DoSChem acceptance of studies |</p>
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<th>recognized by DSPL (for current year)</th>
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* ECTS for co-organization of retreats and symposia can be added up on top of the participation ECTS.
Attachment to the annual report form:

declaration of accomplished courses/events
(structure overview)

1. Curriculum
   • University of Vienna Coursework - based on u: space entries
   • Coursework carried out at other universities, research institutes and within other programs (certificate (confirmation of participation))
   ➔ An additional SSC recognition form “Request for recognition of studies and examinations” is required. (SSC website)

2. Soft Skill Training (certificate): DoSChem & external
   The appointment as DoSChem student representative: 2 ECTS/year.

3. Flexible 1 ECTS (FSS), 25h “work load”, certificate
   1 ECTS can be flexibly used within the DoSChem part of the curriculum

4. DoSChem Events:
   Symposium: 1 ECTS for Symposium participation (Registration!).
   Retreat: full active participation (=talk/poster) for 2.5 days with poster or talk results in 2 ECTS.

5. Conference participation (active): up to 2 full days 1 ECTS; longer (>2-days) with 2 ECTS (certificate).
Take home message:/next steps to do:

- Get admitted to UniVie doctoral programme & renew your enrollment every semester (admission UniVie)
- Get admitted to the DoSChem (DoSChem) → March 1st 2023!
- Upload your profile: https://doschem.univie.ac.at/people/doschem-phd-students/
- Code of conduct & good scientific practice (DoSChem)
- FÖP & thesis agreement within 12 months or earlier (SSC): Take the content of your thesis agreement seriously!
- Approx. 1 year after the „FÖP“: Annual oral progress talk with feedback of 3 PIs (DoSChem)
- Approx. 1 year after the „FÖP“: Annual written progress report (SSC) and the attachment to the annual report (SSC)
- Participation at DoSChem events (also if your are not yet admitted): ECTS will be recognized later on. In this case you have to be admitted to the next possible term!
DoSChem academic year and its events

Vienna Doctoral School in Chemistry

DoSChem International Call

Student Symposium Election of student representatives

Start of the semester/Admittance of new student members

Research Focus Area Retreats

Decision on DoSChem Call applications

Application deadline New Ideas (NI) and International Exchange (IE) program

Interview process for new students

Application deadline IE program

October November December January February March April May June July August September

DoSChem Timeline - Academic Year

NI = New Ideas; IE = International Exchange
Funding

DoSChem open doctoral positions are being advertised internationally once a year and awarded in competition via the DoSChem calls. For more information about application requirements and procedures, please click here.

DoSChem provides funding for student-driven collaborative projects across research groups within DoSChem (New Ideas program) and for projects in an external lab (International Exchange program).

Please find more information below:

DoSChem call "New Ideas"

DoSChem call "International Exchange"

Contact

Universität Wien
Währinger Straße 42
A-1090 Wien
T: +43-1-4277-52008
dos.chem@univie.ac.at
Vienna Doctoral School in Chemistry: soft skills program

- Effective Scientific Writing: Process and Product (extern course)
- Grant Proposal Writing for advanced PhDs (extern course)
- Effective Visual Communication of Science (extern course)
- Entrepreneurship and Innovation (in collaboration with Tech Transfer Office Uni Wien)
- Responsible conduct of research workshop series over 3 years (extern course)
- Patent law for chemists (in planning, extern)

Next workshops
Save the date:

- October 2022
- May 2023
- November 2023
- December 2023
- January 2024
- May 2024
- Fall 2024
Save the Date: Retreats 2024

Panel A Retreat
19.-21.02.2024

Panel B Retreat
24.-26.04.2024

Panel C Retreat
13.03.-15.03.2024

Szidonia castle
Hungary
New student representative election: vote!

Chiara Luna Onorati
Institute: Institute of Physical Chemistry
Supervisor: Peter Lieberzeit
Panel: Panel A

Christina Brenner
Institute: Institute of Analytical Chemistry
Supervisor: Gunda Köllensperger
Panel: Panel B

Moritz Zelenka
Institute: Department of Physical Chemistry
Supervisor: Ellen Backus
Panel: Panel A

Hoa Le Xuan
Institute: Department of Biophysical Chemistry
Supervisor: Annette Rompel
Panel: Panel C

https://moodle.univie.ac.at/course/view.php?id=282072#section-0
calls, workshops and important dates

Here you find information about calls, workshops and other interesting dates and deadlines.

Workshops
- Tech Transfer Soft Skill Workshop
- MSCA Doctoral Networks Information Workshop
- Effective Scientific Writing: Process and Product - Soft Skill Workshop
- Supplementary and extracurricular Workshops offered by the University of Vienna (note: no ECTS from these courses)

Events
- Welcome Days for PhD candidates
- DoSChem onboarding event
- DoSChem company tour to Seibersdorf Laboratories GmbH
- external important chemistry events

External Funding
- Info about the mobility programs from the International Office (University of Vienna)
- The DOC Fellowship Programme of the Austrian Academy of Sciences
- grant by the "Österreichische Forschungsgemeinschaft" (ÖFG)
- Other mobility grants: De4D mobility grants; Mariette Blau-Grant

DoSChem Students

Erasmus students
- Receive the Erasmus grant
- Receive mobility grants

Prizes and Awards

Contact

Universität Wien
Währinger Straße 42
A-1090 Wien
T: +43-1-4277-52008
dos.chem@univie.ac.at

DoSChem curriculum, programmes and events
1. Information from the management:
   - via the Moodle platform (Retreats/Symposium/Survey)
   - Website
   - LinkedIn
   - Newsletter

2. Information from student representatives:
   - Newsletter- announcements
   - Moodle
Faculty of Chemistry: intranet & joined LinkedIn channel

https://chemie.univie.ac.at/en/about-us/intranet/
YOUR visibility matters: let us know about your achievements

awards and honors

outreach events
Be part of it!
long night of research, Kinderuni, etc.

The communication manager of the Faculty of Chemistry provides support in preparing press releases about high-profile publications (peer-reviewed, results from FWF or EU projects), and coordinates activities with UNIVIE press office.

Student Stories
Experience reports of the International Exchange Program

How to promote YOUR research and increase visibility for YOUR research topic?
Work with us

• As a “helping” student: organizing retreats & symposia (ECTS 😊)

• Student Representative (Soft Skills ECTS)

• Bring in your ideas!
Keep in Touch with us

- Room: 2120
- dos.chem@univie.ac.at
- kesjan.hoxholli@univie.ac.at
- (mirjam.beck@univie.ac.at)
- +43-1-4277-52014
- +43-1-4277-52008
- elena.rastew@univie.ac.at

Drop-in consultation hour: Thursdays 11-12

• Also as alumni!
Additional information

- University finances German courses at the Language Center of the University of Vienna for all new UniVie employees

Contact your institutional admin for more info, they will assist you!

(The application and billing directly via Human Resources Development contacts: Elisabeth Frysak elisabeth.frysak@univie.ac.at
Johanna Reutenauer johanna.reutenauer@univie.ac.at
You need a confirmation for the attendance of the course prior the booking!

https://sprachenzentrum.univie.ac.at/en/course-calendar
Center for Doctoral Studies

Workshop Programme of the Center for Doctoral Studies

- Transferable Skills Workshops
- Afternoon Talks
- Welcome Days
- Scientific Writing (in GERMAN)
- Well-Being in Academia
- Virtual Mailbox | Your Feedback

Additional Resources:

INTRANET: Communication Hub

Communication Toolbox

The Communication Toolbox is a service offered to academics and communication managers at the University of Vienna. It contains information, guidelines and tips for successful and targeted communication of your (research) topic. The Communication Toolbox was created on the suggestion of academics at the University of Vienna and is constantly being expanded.

- Raising the visibility of your (research) topic
- Raising the visibility of your degree programme
- Crisis communication
- Templates
- Translations
- SCP - Science Communication Programme

https://doktorat.univie.ac.at/en/
Conflict management & resolution, psychological assistance

• DoSChem website: counseling services, contact points for emergency