Onboarding Information

For new DoSChem students

https://doschem.univie.ac.at/
Questions: doschem@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/

Vienna Doctoral School in Chemistry

Panel A retreat 2022 (© Peter Lieberzeit)
Rich research environment/ the biggest school in chemical sciences in Austria

- Vienna Doctoral School in Chemistry at the faculty of Chemistry
- Internationally competitive education and research environment in all chemical sciences
- Cross-disciplinary research

- >200 PhD Students
- 53 Research Groups/15 Institutes
- >30 Nationalities

Research Focus Area A (64 Students/17 PIs)
Research Focus Area B (46 Students/17 PIs)
Research Focus Area C (92 Students/19 PIs)
Think outside the box, make use of the community!
Connect and Network beyond your own group!

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:
always happy to help you!

Head
Univ.-Prof. Dr. Christian Becker

Deputy Head
Univ.-Prof. Dr. Eileen Backus

Managing Director
Dr. Elena Rastew

Managing Officer
Dr. Mirjam Beck

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

Don’t hesitate to contact us!
DoSChem Steering Committee: guides the school

Vienna Doctoral School in Chemistry

DoSChem introduction

Student Representatives (Nov 22-Oct 23)

Freddy Kleitz
Panel A

Stefan Boresch
Panel A

Gunda Köllensperger
Panel B

Doris Marko
Panel B

Davide Bonifazi
Panel C

Lothar Brecker
Panel C

Michael Reithofer
Panel C
Entry phase - Important steps to start at the University of Vienna and at DoSChem
# Entry phase - Important steps to start at the University of Vienna and at DoSChem

<table>
<thead>
<tr>
<th>PI/ Institute Admin</th>
<th>UniVie Admission office</th>
<th>DoSChem</th>
<th>SSC Chemistry</th>
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<tbody>
<tr>
<td><strong>1. Employment</strong></td>
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<td>• Job contract (UniVie HR department/faculty)</td>
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<td><strong>2. Admission to UniVie doctoral program</strong></td>
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<td>• Via u:space</td>
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<td>• Tuition fee (31.10./31.03.)</td>
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<tr>
<td>• Renew your enrollment every semester!</td>
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<td><strong>3. Admission to DoSChem</strong></td>
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<tr>
<td>• Via DoSChem Call</td>
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<td>• or</td>
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<td>• on October 1\textsuperscript{st} /March 1\textsuperscript{st} via the Admittance application</td>
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<td>• Code of Conduct all new members!</td>
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<td><strong>4. Ongoing curricular issues</strong></td>
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<tr>
<td>• Approval of doctoral thesis and FÖP</td>
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<td>• Thesis agreement</td>
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<td>• Annual progress report</td>
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<td>• ➔ detailed info on an extra SSC slide</td>
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</table>
2. Admission to univie doctoral program: “recycle” your initial application (CV, motivation letter etc)
Entry phase – 2. Admission & Renewal of the Enrollment every semester!

31 October – don't forget: Pay your tuition fee/Students' Union fee until then, otherwise your degree programme will be closed. There is no grace period.
Entry phase – 3. Admittance to DoSChem

1.) Via DoSChem Call: Code of Conduct

or

on October 1st / March 1st via Admittance application + Code of Conduct

→ DoSChem confirmation/wELCOME letter
Study Service Center SSC Chemistry

Where to find us?

“Wolkenflügel”/“Cloud wing”
1st floor W2145
T: +43-1-4277-50201
ssc.chemie@univie.ac.at

Ursula Novak-Jarolim
Coordination
Master programs, doctoral program, and teacher education programs (bachelor and master)
Tel.: +43-1-4277-502 02
Mail: ursula.novak-jarolim@univie.ac.at
- ssc-chemie.univie.ac.at

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
Where to find information online?

https://ssc-chemie.univie.ac.at/studium/doktorat/doktorat/

Doktoratsstudium (UA 791 419 / UA 796 605 419)

Information sources in English:

- Admission procedure
- Center for Doctoral Studies of the University of Vienna
- PhD Process
- Guidelines for Cumulative Dissertations (version: Chemistry)
- Courses in WS 2019
- Current forms for the doctorate
- Blockage of the thesis
Organize your public presentation of your dissertation project (FÖP) within the first year!
Check dates available for your FÖP and forms online!

→ schedule your presentation appointment four weeks prior the anticipated date at the latest.

Duration of the talk: 10-15 minutes

Collect your documents and filled-in forms!


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!

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New professorships, budget, finances
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Brigitte SCHWARZ
Liaison Officer
HR affairs, immigration law issues, teaching administration, third-party funding
Tel.: +43-1-4277-520 06
Mail: brigitte_schwarz@univie.ac.at

“Freistellungen”
(leave of absence)
Faculty of Chemistry: intranet & joined LinkedIn channel

https://chemie.univie.ac.at/en/about-us/intranet/
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/)
Your next steps with DoSChem and the doctoral curriculum of University of Vienna

• Get admitted to UniVie doctoral programme & renew your enrollment every semester (admission UniVie)

• Get admitted to the DoSChem (DoSChem)

• 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 (SSC)

• Annual oral progress talk with feedback of 3 PIs (DoSChem)

• Annual written progress report (SSC) and the attachment to the annual report (SSC)

• Participation at DoSChem events

https://doschem.univie.ac.at/doschem-students/faqs/
Curriculum requirements/ ECTS allocation

Min. 24 ECTS needed to graduate within DoSChem

<table>
<thead>
<tr>
<th>Curriculum requirements</th>
<th>suggested ECTS</th>
<th>max. ECTS</th>
<th>already acquired (sum)</th>
<th>recognized by DSPL (for current year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>minimum ECTS for curriculum</td>
<td>12 ECTS</td>
<td></td>
<td></td>
<td>ECTS</td>
</tr>
<tr>
<td>curriculum based lectures, seminars, summer schools</td>
<td>6</td>
<td></td>
<td></td>
<td>ECTS</td>
</tr>
<tr>
<td>PhD seminars and “Journal Clubs”</td>
<td>4</td>
<td>6</td>
<td></td>
<td>ECTS</td>
</tr>
<tr>
<td>faculty colloquia</td>
<td>2</td>
<td>4</td>
<td></td>
<td>ECTS</td>
</tr>
<tr>
<td>minimum ECTS for DoSChem activities</td>
<td>12 ECTS</td>
<td></td>
<td></td>
<td>ECTS</td>
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<tr>
<td>soft skills courses</td>
<td>2</td>
<td></td>
<td></td>
<td>ECTS</td>
</tr>
<tr>
<td>retreats*</td>
<td>4</td>
<td></td>
<td></td>
<td>ECTS</td>
</tr>
<tr>
<td>DoSChem symposium*</td>
<td>2</td>
<td></td>
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<td>ECTS</td>
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<tr>
<td>International conferences (poster/talk)</td>
<td>4 (2 conference visits req.; at least 1 Intl.)</td>
<td></td>
<td></td>
<td>ECTS</td>
</tr>
</tbody>
</table>

**Curriculum**
- Your aim is to cover all those disciplines
- Do your own research and look for courses that would enhance your professional performance and development & discuss it with your PI.

**DoSChem**
- Look for and agree on at least one significant (international) conference during your PhD training and one national
- ECTS allocation for DoSChem: flexible

*ECTS for co-organization of retreats and symposia can be added up on top of the participation ECTS.
DoSChem programmes: only for DoSChem members

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"
DoSChem academic year and its events

Vienna Doctoral School in Chemistry

- Start of the semester/Admittance of new student members
- Research Focus Area Retreats
- DoSChem International Call
- Decision on DoSChem Call applications
- Application deadline NI and IE program
- Interview process for new students
- Admittance of new student members
- Application deadline IE program
- Student Symposium Election of student representatives

DoSChem Timeline - Academic Year

NI = New Ideas; IE = International Exchange
DoSChem website: look out for deadlines, dates and funding possibilities

calls, workshops and important dates

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

Workshops
- Tech Transfer Soft Skills Workshop
- MSCE Doctoral Networks Information Workshop
- Effective Scientific Writing: Process and Product - Soft Skills 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: DeA4 mobility grants; Mariette Blau-Grant

Symposia & Conferences
- 2nd DoSChem International Student Symposium

DoSChem Students
- FAQ
- New ideas and International Exchange Awards
- Calls, Workshops & Deadlines
- Prizes and Awards

Contact
Universität Wien
Währinger Straße 22
A-1090 Wien
T: +431-4277-52008
dos.chem@univie.ac.at
1. Information from the management:
   - via the Moodle platform (Retreats/Symposium/Survey)
   - Website
   - LinkedIn
   - Newsletter*

2. Information from student representatives:
   - Newsletter- announcements*
   - Moodle
   (* only registered/admitted students)
Your visibility matters: let us know about your achievements

**awards and honors**

**outreach events**

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

Student Stories
Experience reports of the International Exchange Program

DoSChem and YOU
How to promote your research and increase visibility for your research topic?
Keep in Touch with us

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

• Also as alumni!
Work with us

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

• Student Representative (Soft Skills ECTS)

• Bring in your ideas!
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!

- For third party funded employees: discount for courses at the Language Center

https://sprachenzentrum.univie.ac.at/en/course-calendar
Additional Resources:

Vienna Doctoral School in Chemistry

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

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 a 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
- Templates
- Translations
- SCP - Science Communication Programme

https://doktorat.univie.ac.at/en/
Who else?

- HR department for all issues related to your employment
- Center for teaching and learning in all matters related with teaching
- In case of conflicts:
  - Ombuds Office (in case of academic misconduct)
  - Office for conflict counselling
  - Work psychologist
  - Sexual harassment & bullying counselling office
  - ....