

Admission to the PhD Programme of Molecular Biology via the uniVIPs portal

We are happy to welcome you as a PhD student of Molecular Biology at the University of Vienna! To complete the admission process, please go through the following five steps:

- 1) **Provide all necessary data** for our student's database under <https://uspace.univie.ac.at/web/gast/bewerbung-registrierung>. Make sure that you complete **both Step 1 and Step 2**.
- 2) **Get in touch with your supervisor**. You will arrange with them more details when it comes to your dissertation project and **specify a project title and a very short project description in keywords**.
- 3) Via the **“Messages” menu item** in the portal, please provide the following information:
 - Your supervisor and project title and short description
 - Your u:account User-ID
 - Confirmation that you have provided all necessary data (see 1))

Please write in the **subject line** *“Info for Admission to the PhD Program”*

- 4) Once we have received this message, we will:
 - Get in touch with your supervisor to obtain their e-signature for the necessary “Indication of Willingness to Supervise”
 - Activate a checkbox for you in the portal, via which you can officially apply for admission. You will receive separate instructions for this step via “Messages”.
- 5) After a short waiting period, in which the director of the PhD Program will give his confirmation statement concerning your admission, we will be in touch with you **via email**: You will receive your **admission letter** and further **instructions** on how to finalise your admission by paying the **student's union fee**.

In case of any questions, you can always reach us via the “Messages” function. Make sure to include the keyword “Admission” in the subject line of any inquiries you might have.

Kind regards,

The Team of the Doctoral Studies Admission Office



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Research Services and Career Development