



Graduation / Final-Phase Checklist

UniVie

MedUni

Graduation checklist

- ☐ collected 30 ECTS → [UniVie \(u:space\)](#) / [MedUni \(MedCampus\)](#)
 - ☐ 6 ECTS collected via Propaedeutics
 - ☐ download transcript of records from u:space and send it to the [PhD Office of the MedUni](#) with the request to get the courses recognized
- ☐ registered for a minimum of 6 semesters
- ☐ uploaded all TAC meeting and annual progress reports to [vbc-studytrack](#)

Thesis Preparation

- ☐ Decide on your thesis format (cumulative or monograph) → [PhD Student Lounge](#)
- ☐ For a cumulative thesis:
 - minimum of two “publications”
 - one is published/in press
 - one is at least submitted
 - one of both is a first or co-first author publication/manuscript
 - Please note: Publications must include [correct Vienna BioCenter PhD Program affiliation](#).
- ☐ Check thesis guidelines (independent of thesis format)
 - ☐ [UniVie](#) → [PhD Student Lounge](#)
 - ☐ [MedUni](#) → [Webpage of the Medical University](#)
- ☐ Check AI policy → [PhD Student Lounge](#)
 - ☐ [UniVie](#): Check if your upload slot on u:space is open (if there are issues, please contact Theresa and Valpu (phdstudentlounge@maxperutzlabs.ac.at))

UniVie only: Submit Reviewer Suggestions (5 months prior defense)

- ☐ Submit your suggestions for reviewers → [PhD Student Lounge](#)

Thesis Submission

☐ MedUni → 3 months prior defense

Find all relevant information on the [webpage of the Medical University](#)

☐ UniVie → 4 months prior defense

Find all relevant information on the [PhD Student Lounge](#)

☐ Organize your defense committee (this could be your two reviewers + one additional person) and defense date

☐ submit your thesis at u:space

☐ send submission documents to Theresa and Valpu (phdstudentlounge@maxperutzlabs.ac.at):

- Upload confirmation
- Prüfungspass
- Registration for defense
- Confirmation email for statistical survey (as a pdf)

☐ submit three hard bound copies either in person or at the mailbox in front of 6.111 (6th floor, Max Perutz Labs)

Defence

MedUni: [Studienplan](#) für das „Doctor of Philosophy“- Doktoratsstudium (PhD-Studium) (unfortunately only available in German)

UniVie: 20-30 min talk + 30 min discussion ([PhD Student Lounge](#))

☐ Send out invitation for your defense (~2 weeks prior). If you need help, please reach out to Theresa and Valpu (phdstudentlounge@maxperutzlabs.ac.at).

☐ Enjoy the day of your defense, you've worked hard for it!

☐ Celebrate 😊

Final and voluntary steps:

☐ Sign up for graduation ceremony ([University of Vienna](#) / [Medical University of Vienna](#))

☐ Sign up for or update your profile at the [Vienna BioCenter Alumni platform](#)

☐ Apply for relevant awards (e.g., *Vienna BioCenter PhD Award*).