🎓 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 Universtiy

☐ 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 Submisson

☐ 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*).