🚀 Onboarding Checklist

UniVie MedUni

To help you navigate the mandatory administrative steps in the beginning

University Registration (Enrollment)

☐ Read and affirm the *Code of Good Practice* → PhD Student Lounge

☐ UniVie: For Non-EU citizens who want to register with the UniVie as their home university → apply for equal status

☐ Register with your home university → PhD Student Lounge

The first enrollment is possible at any time during the year. Once your enrollment has been completed, you will be automatically co-registered with the other university.

Your registration needs to be renewed each semester! (see "Annual to dos" below)

☐ Upload your *confirmation of enrolment* on vbc-studytrack → find instructions on the PhD Student Lounge

☐ Active your studentID at the partner university (not your home university) → info at the PhD Student Lounge

☐ Get your studentID card → UniVie (u:card) / MedUni (webpage)

Onboarding

☐ Take part in the onboarding meeting (Matthew will send out an invitation via email)

☐ Introduce yourself to your student representatives

☐ Take part at the Prime your PhD course (Carina will send you an invitation). Please note: to receive the ECTS for the PyP sign up for the course on u:find in your first semester after registration

☐ Check the date for your slot at the Monday Seminar and add it to your calendar. These dates are very difficult to rearrange, so cancellations are essentially not possible

☐ Schedule your first Thesis advisory committee (TAC) meeting **6 months from the start of your PhD** (contract)

☐ Schedule your first mentoring meeting with your supervisor and create a Career Development Plan

First TAC meeting (thesis registration and doctoral thesis agreement)

- Before the meeting

☐ Enter your TAC members and1st TAC meeting event to vbc-studytrack → find instructions on the PhD Student Lounge

☐ Upload your thesis proposal (exposé) on vbc-studytrack and send it to your supervisor and TAC members, at least one week before the meeting (you can forward the documents via the platform)

☐ Prepare all documents necessary for the registration of your thesis topic → PhD Student Lounge

MedUni: When registering your thesis, you are also required to choose from the mandatory propedeutics:

- You must complete 6 semester hours by the end of the 4th semester.
- The following courses are compulsory:
    - Ethics and Good Scientific Practice – 1 semester hour
    - Project Management and Intellectual Property Rights – 1 semester hour
- Choose the remaining 4 semester hours from the course pool listed on the Medical University website and registration forms.

- After the meeting

☐ Upload all documents for thesis registration + TAC report to vbc-studytrack → find instructions on the PhD Student Lounge

UniVie: Inform Theresa & Valpu about the uploaded documents

MedUni: Send the documents also to the PhD office of the MedUni to register the topic of your thesis

Annual to dos

- TAC Meeting
- Mentoring Meeting
- Course registration (twice a year, at the beginning of each semester)
- Renew university registration (twice a year, at the beginning of each semester, by paying your tuition fee/student union fee)

ProTip: Set reminders in your calendar!

Important links and resources

PhD Student Lounge → All information related to administration, if you have questions please contact phdstudentlounge@maxperutzlabs.ac.at (Theresa & Valpu)

Vienna BioCenter PhD Webpage → general information about the program, training calender, etc.

Vbc-studytrack → your progress management software for documents for registration, TAC meetings and graduation

u:find → course library for your curriculum, please register at the beginning of each semester for the mandatory courses

u:rise → soft skill course library of the UniVie (accessible to all students)

UniVie: u:space → manage your student data

MedUni: MedCampus → manage your student date

MedUni: Doctoral and PhD Office Medical University of Vienna → contact for MedUni students