

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 and 1st 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 calendar, 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 data

MedUni: [Doctoral and PhD Office Medical University of Vienna](#) → contact for MedUni students