

Medical University Vienna PhD Call Application Manual

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Welcome to your PhD application journey!

This handbook is your guide to applying online for a PhD project within the PhD Call. All PhD positions within the PhD Call are published online and easily accessible on our website. The application window dates and other important deadlines are available well in advance of the PhD Call. Once you have submitted your application, you can check the status of your application at any time. All the important information about each stage of the selection process is easily accessible in one place, and our PhD Coordinator is there to help you if you have any queries.

On these pages, you will learn how to navigate the application process for the PhD Call, how to write an excellent motivation letter, and how to obtain convincing recommendations. Please remember that we cannot guarantee that you will be offered your preferred PhD project at the end of the PhD Call, so please keep an open mind and inform yourself about the other projects throughout the whole process. Your uniqueness and spirit of discovery are just as important in your application as your expertise. Thus, we would appreciate the opportunity to learn more about you, both professionally and personally.

A doctorate is not only an academic degree, but also a commitment to the further development of knowledge. Take the opportunity to share your story with others. Make a difference and go on to play a leading role in your field in the future.

We hope that this handbook is a good guide to starting an exciting academic career.

All the best of luck to you!

1 Medical University Vienna – Online Services

We have created Online Services to make it easier for students and applicants to interact with Admissions by providing simple and easy-to-use digital services. You will also be able to access and apply for all of our open Ph.D. positions from here.

Follow this link to access the online services platform: <https://oc.meduniwien.ac.at/>

To create your candidate profile or to log in, click on “PhD - Doctor of Philosophy” icon:



Next, you will see the login mask of the online application tool for our PhD calls.

Here you have three options: Create a new profile, login; or request a new password.

Attention current MedUni Vienna students: You need to create a new profile, please use your private Email address.

User login

E-mail or username *

Password *

[Create new account](#)
[Request new password](#)

[LOG IN](#)

PhD application portal

To start the application process, please register for a new account by clicking on **Create new account**. Existing users, please login with your username and password. Thank you!

Important note: Medical University of Vienna processes your personal data in accordance with the statutory data protection regulations. By registering for an applicant profile, you simultaneously agree to our data protection regulations. For further information please refer to our [privacy statement for applicants](#).

1.1 Create a new account: Registration

To register, please enter your email address, first name and surname.

User account

[Create new account](#) [Log in](#) [Request new password](#)

E-mail *

mario.testarello@gmail.com

A valid e-mail address. All e-mails from the system will be sent to this address, notifications by e-mail.

First name *

Mario

Please use only latin characters

Last name *

Testarello

Please use only latin characters

CREATE NEW ACCOUNT

You will then receive an email to set your own password, please click on the provided link to get to the form below. Fill it in and save it.

Password

..... ✓

Confirm password

..... ✓

To change the current user password, enter the new password in both fields.

Email settings

Plain text email only
Check this option if you do not wish to receive email messages with graphics and styles.

Private messages

Enable private messages
Enabling private messages prevents you from sending or receiving messages from other users.

Receive email notification for incoming private messages

Picture

Upload picture

[Durchsuchen...] Keine Datei ausgewählt.

Your virtual face or picture. Pictures larger than 1024x1024 pixels will be scaled down.

Language settings

Language

English German (Deutsch)

This account's default language for e-mails, and preferred language for site presentation.

Locale settings

Time zone

Europe/Vienna, Friday, 24. November 2023 - 14:19 +0100

Default the chosen local time and time zone. Dates and times throughout this site will be displayed using this time zone.

SAVE

Important information: Add NO pictures and chose your correct local time zone in this form!

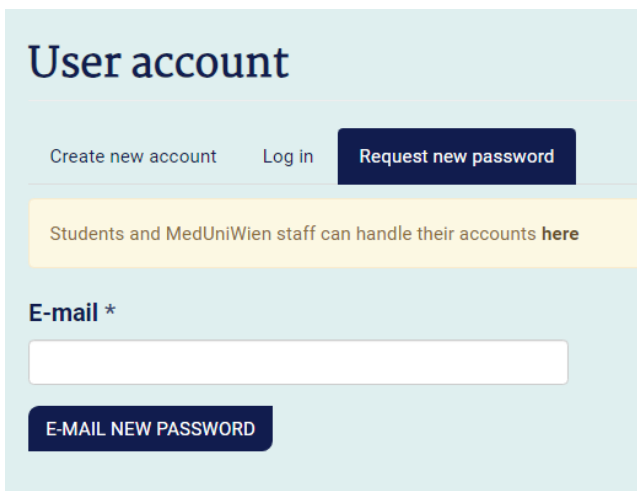
1.2 To Login

To login, enter your email address and password chosen during registration.

1.3 Request a new Password

If you have forgotten your password, click on 'Request new password' in the User login mask.

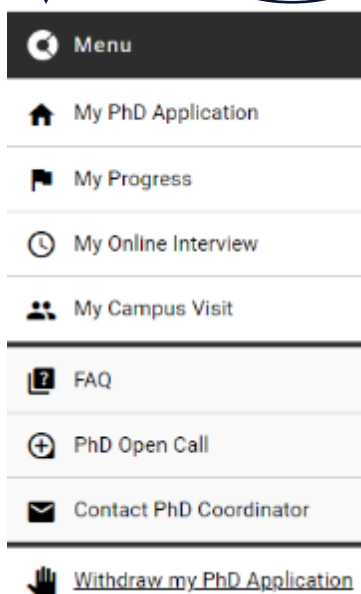
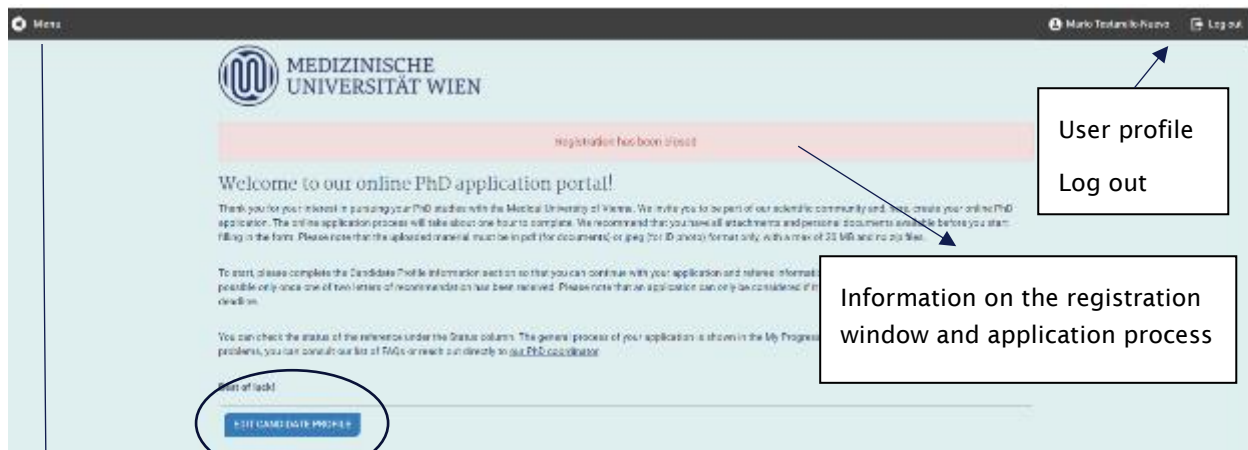
Then, enter your email address in the next mask. You will receive an email with a link to create a new password. If you remember your password in the process, simply click on the Login tab to switch to the login screen.



The screenshot shows a web interface titled "User account". At the top, there are three navigation options: "Create new account", "Log in", and "Request new password" (which is highlighted with a dark blue background). Below this is a yellow banner with the text "Students and MedUniWien staff can handle their accounts [here](#)". Underneath the banner is a section labeled "E-mail *" with a white input field. At the bottom of this section is a dark blue button labeled "E-MAIL NEW PASSWORD".

2 Create your online PhD Application

Once you have logged in, you will see the PhD Application Tool home page. To start the application, you must first create an application profile. Click on “Edit Candidate Profile”.



Quick guide to the menu bar:

My PhD Application: always brings you back to your home page.

My Progress: Shows you each step of the PhD application process steps and the status of your application. It will also give you access to your uploaded data sets. Please note that if you're completing your application but have only saved it, the profile in the progress file will only be updated if the status of the application changes.

My Online Interview: Informs you of the scheduled online interview days. The agenda and other important details will be available to shortlisted applicants.

My Campus Visit: Informs you of the scheduled PhD Campus Visit days, which usually last three days. The agenda and important information about the visit will be available to shortlisted applicants.

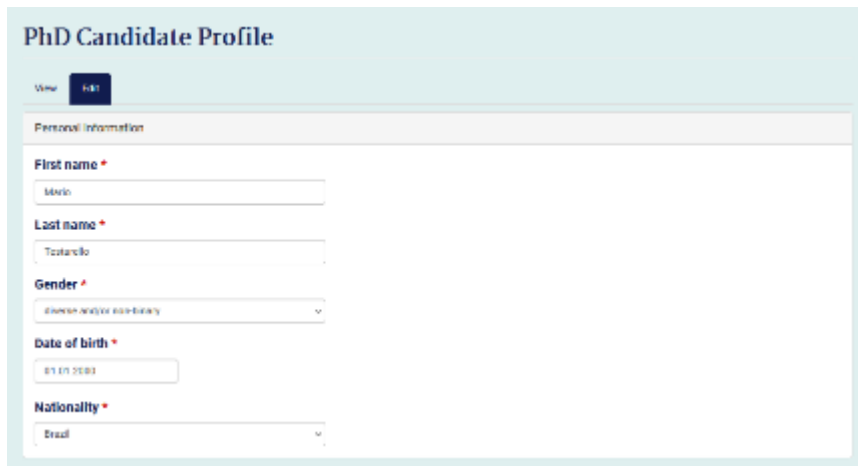
Contact the PhD Coordinator or consult our **FAQs** please if you have any queries or challenges.

PhD Open Call: View all PhD positions open in the current PhD Call.

Withdraw my PhD Application: Visit to withdraw or stop applying for a PhD

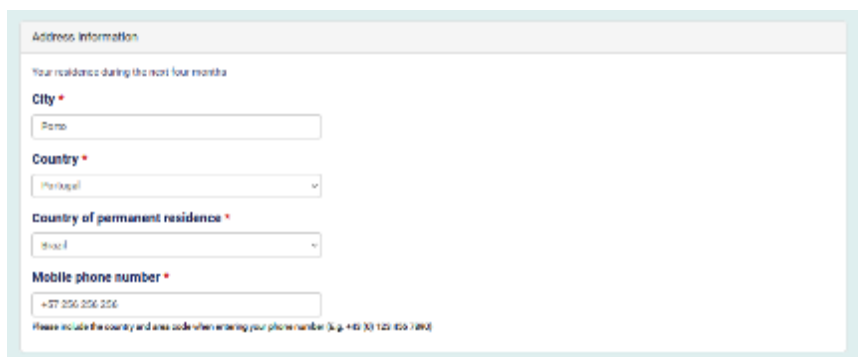
2.1 Create a Candidate Profile

Start with entering your personal details, such as your name, gender, date of birth and nationality.



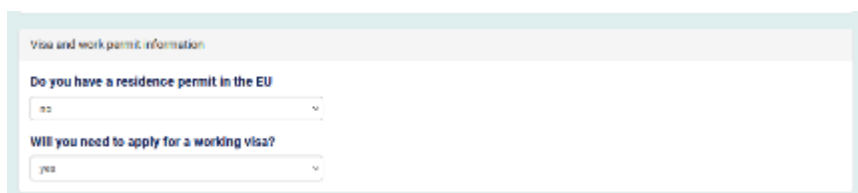
The screenshot shows the 'PhD Candidate Profile' form with the 'Personal information' section. It includes fields for 'First name' (filled with 'Mark'), 'Last name' (filled with 'Teufelsko'), 'Gender' (dropdown menu with 'male and/or female'), 'Date of birth' (calendar icon showing '01.01.2000'), and 'Nationality' (dropdown menu with 'Brazil').

Please enter your home address **for the next four months** so that we know from which country you will be joining us if you are invited to our PhD Campus Visit.



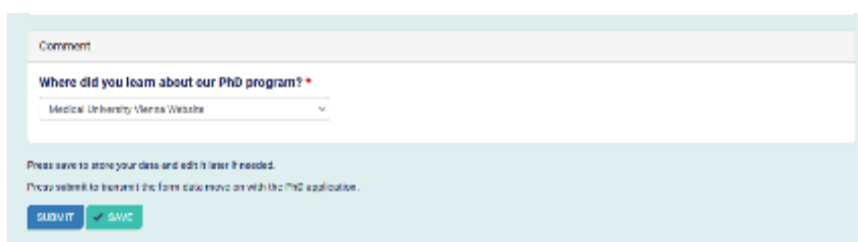
The screenshot shows the 'Address information' section of the form. It includes a heading 'Your residence during the next four months' and fields for 'City' (filled with 'Paris'), 'Country' (dropdown menu with 'Portugal'), 'Country of permanent residence' (dropdown menu with 'Brazil'), and 'Mobile phone number' (filled with '+351 256 256 256'). A note below the phone number field reads: 'Please include the country and area code when entering your phone number (e.g. +49 (0) 123 456 7890)'.

We collect this information in order to know if you need assistance in organising a visa to visit the PhD Campus or, later, to start your PhD position. However, we do not give preference to candidates with an active visa or permit status within the EU.



The screenshot shows the 'Visa and work permit information' section of the form. It includes two dropdown menus: 'Do you have a residence permit in the EU?' (filled with 'no') and 'Will you need to apply for a working visa?' (filled with 'yes').

Please help us to find the best way to reach our target group and let us know how you heard about the PhD call. Thank you!



The screenshot shows the 'Comment' section of the form. It includes a heading 'Where did you learn about our PhD program?' and a dropdown menu (filled with 'Medical University Vienna Website'). Below the form, there is a note: 'Please save to store your data and edit it later if needed. This will link to item 1. The form data moves on with the PhD application.' At the bottom, there are two buttons: 'SUBMIT' and 'SAVE'.

Important! Submit and not only Save your applicant profile.

2.2 Your Referee Information

Once you have submitted your Candidate profile, your home page will offer you two more features:

- Add your referee information
- Add and edit application documents

Registration closes on Fri, 24.Nov 2023

Welcome to our online PhD application portal!

Thank you for your interest in pursuing your PhD studies with the Medical University of Vienna. We invite you to be part of our scientific community and, here, create your online PhD application. The online application process will take about one hour to complete. We recommend that you have all attachments and personal documents available before you start filling in the form. Please note that the uploaded material must be in pdf (for documents) or jpeg (for ID photo) format only, with a max of 20 MB and no zip files.

To start, please complete the Candidate Profile information section so that you can continue with your application and referee information. Final submission of the application will possible only once one of two letters of recommendation has been received. Please note that an application can only be considered if it is fully completed before the submission deadline.

You can check the status of the references under the Status column. The general process of your application is shown in the My Progress section. Should you have questions or run into problems, you can consult our list of FAQs or reach out directly to [our PhD coordinator](#).

Best of luck!

+ ADD NEW REFEREE

Minimum: 1 referee information recommendation; 2 referee information

EDIT APPLICATION DOCUMENTS

Application has NOT been submitted
Action required

VIEW CANDIDATE PROFILE

✔ Candidate profile complete

Note: The green arrow next to the “View Candidate Profile” icon is an indication that this step has been successfully completed.

In order for a referee to support your application for the PhD Call, you need to enter their contact details into the system. They will then receive an email asking them to enter their reference into our system. It is not possible to upload letters of recommendation that have already been issued. We therefore recommend that you contact your referee well in advance and let them know that they will be receiving an email from MedUni Vienna. Please note that the request email may end up in the spam folder, so please ask your reference to check more than just their inbox over the next few days.

Useful tip: Visit our FAQ pages to read how to choose your referee.

2.2.1 Enter your Referee information

Click on „Add New Referee“ and enter following information:

- First and Last name of your referee
- Position the person is currently holding
- Affiliation or working place
- Relationship of the referee to you
- Professional Email address

PhD Referee Evaluation

A new form has been added to the tree.

View **Edit**

Referee Information

First name *

Last name *

Position *

Affiliation *

Relationship to the PhD applicant *

E-mail *

Important! We only accept references sent to a professional email address, otherwise referee does not wish to be contacted via the work address, please discuss this with

INVITE REFEREE
SAVE
DELETE

After the invitation, the name of your referee will appear on your home page.

+ ADD NEW REFEREE

Minimum: 1 referee information
 Recommendation: 2 referee information



- action required by applicant to submit this form
- action required by referee
- reference submitted

Resend your invitation to referees

Status	Referee
	Richard Simmons

You will be notified by email when you have successfully submitted your referee details and a reference has been submitted. There will also be an active change of reference status on your home page when a reference has been submitted. In the example below Mr Richard Simmons has already followed up on our request to send us a reference.

Resend your invitation to referees

Status	Referee
	Matthew O'Brian
	Richard Simmons

Once you have the minimum number of references, you will be notified by e-mail that your application is now ready for submission. To submit your application, you do not need to wait for the notification.

2.2.2 Send a Reminder Email to your Referee


If you would like to send a reminder to your referee, please click on 'Resend your invitation to referees' and select the person you would like to send the reminder to in the next form. If the name does not appear, that person has already submitted a reference.

+ ADD NEW REFEREE

Minimum: 1 referee information
Recommendation: 2 referee information

-  action required by applicant to submit this form
-  action required by referee
-  reference submitted

Resend your invitation to referees

Status	Referee
	Richard Simmons

3 Your Application Documents

In your application documents, you should provide us with information about your professional and academic background and your motivation for undertaking a PhD program.

Useful tip: Check out our **Science Positive Collective** website, where you can find an article by one of our scientists on how to write a good motivational letter. Visit also our FAQ's where we have also collected some useful information for you.

3.1 Your research interest and past

First, please let us know which doctoral projects you are interested in and your previous research history. Expressing a preference indicates your interest, but it does not necessarily guarantee that you will be selected for this particular PhD position.

My Research

In this section, please state your research interest and motivation to become a scientist with us.

Select your preferred program(s)

All Programs

You have two different option here to mark your preferences:

1. First, select the PhD program of your choice. Now you can indicate up to three preferences within this PhD program.
2. If you are not interested in any PhD program in particular, please select All Programs. Now you can indicate up to three preferences within all PhD programs that are participating in the call.

Important note: Your selection is not binding and only indicates your scientific interests. However the order of your preferences will be taken into account when any appointments are made. The PhD position that is most interesting to you should therefore come first.

Have another look at our [PhD programs](#) or [open positions](#).

PhD position (first preference) *

- None -

PhD position (second preference)

- None -

PhD position (third preference)

- None -

Personal statement *

Tell us a bit more about yourself! We would like to hear about what drives your passion for medical science and how your research aims and expertise are a good fit for the area you are applying for? What made you choose to do a PhD and why Medical University of Vienna is your university of choice for your next career step? Consult please our [FAQ](#) or [our website](#) for more guidance on crafting your personal statement.

Have you previously enrolled in another PhD program? *

yes no

Have you done your basic study at MedUni Wien? *

yes no

Have you participated in any exchange program, such as Erasmus or IFMSA? *

yes no at the Medical University of Vienna

In the “Personal statement” section, please fill in your motivation letter. We kindly ask you to refrain from uploading any additional motivation letters in the upload section. Thank you!

3.2 Your educational background

In this section, please enter your educational background, starting with your first degree. Once you have specified the country, you can select your university and the field for the postal address and website will disappear. If you cannot find your university in the list, please provide us with the postal address and website of the institution.

GPA: To ensure that everyone is using the same tools or formulas for their GPA, we ask that you use the Scholero GPA calculator or the calculation formula above to convert your grades. Link and formula can be found in notes section of the form.

Education

Academic background, starting with your first degree

+ **Level of degree ***

Bachelor degree Master degree or equivalent PhD degree

Field of study *

Country *

Select Name of institute

Name of institute *

Postal address *

Website of institute *

GPA earned *

There are different ways to calculate, your grade point average (GPA). Depending which grading system is used in your country, you will have different reference points of your lowest and highest score. At first you will need to convert your gradings to the American grading system, which only uses a four letter grading system (A,B,C,D,F). Each letter represents a certain amount of points. A= 4, B=3, C=2, D=1, F=0. Now you have the needed data set to calculate your GPA. You can use the [scholero GPA calculator](#) for it.
For Austrian ranking systems, we advise you to use following formula:
Build in the round brackets the sum of all your ECTS points including your grade points of your courses and multiply this sum by the number of grade points. Round up the end results by 2 decimal places.
E.g. $\frac{[(\sum \text{ECTS} / \text{course with grade point 1}) \times 4] + [(\sum \text{ECTS} / \text{course with grade point 2}) \times 3] + [(\sum \text{ECTS} / \text{course with grade point 3}) \times 2] + [\dots] + [(\sum \text{ECTS} / \text{course with grade point 4}) \times 1] + [(\sum \text{ECTS} / \text{course with grade point 5}) \times 0]}{\sum \text{ECTS}}$
As a reference, the OECD offers a helpful guide, how to relate different international grading system to the GPA (1-4) score system.

Title of thesis *

Scientific area

Supervisor *

Completed *

yes no

The screenshot shows a form with two input fields for dates: "Education starting date: *" and "Date of degree award or anticipated *". Below these is a note: "State here please the date you have already been rewarded with your academic degree or when you can expect to receive it." A dropdown menu asks "How many months have you paused your study?" with the option "- None -". A large text area is titled "Reasons and motivations for pausing your study". Below this text area is a note: "We would like to know more about the reasons why you decided to take a sabbatical year or had a longer gap in your education and in which ways you have benefited from it." There is a red "REMOVE" button with a trash icon. Below that is a blue "ADD ANOTHER ITEM" button with a plus icon. At the bottom of the form is a dark blue "NEXT" button.

Reason for pausing your study: If you have taken a break from your studies for any reason, we would like to know more about the reasons that led you to make this decision. Please note that this section should not be used to explain your reasons for wanting to do a doctorate.

Once you have entered your first higher education qualification (university level), click on 'Add another item' to add any further qualifications or training. Click on "Next", if you want to move on with the form.

3.3 Your professional experience

We would now like to find out more about the professional experience you have to date. Therefore we ask if you have done any internships in academia or industry.

The screenshot shows a form section titled "Internships". Below the title is a question: "Did you do an internship not related to your Bachelor or Master thesis? *". There are two radio button options: "yes" and "no". The "no" option is selected.

If you click "Yes", another window will open where you can specify your previous employers and give more information on your collected experiences there.

Internships

Did you do an internship not related to your Bachelor or Master thesis? *

yes no

Research experience and internships

+ Past projects *

Give us please more insight about which projects you have been working on and what where your contribution to it? What did you learn? What did you like best about it? What were your main results and your conclusions? (total max 300 words)

Country *

- None -

Name of institution/company - None -

Name of institution/company *

Postal address *

Website of institution/company *

Supervisor *

Were you working full-time or part-time? *

full-time part-time

Duration (month) *

- None -

REMOVE

+ ADD ANOTHER ITEM

To add any additional past working experiences, please click on “Add another item”.

You may not have done a work placement, but you may have gained some laboratory experience or methodological skills, for example in a computer lab. Please include any information about this in this section. If you click on yes, a new window appears again to be able to provide us with more details

Scientific experience

Do you have any laboratory experience and methodological skills? *

yes no

Laboratory experience and methodological skills *

Tell us more about your lab skills and experience, which could be of interest for the position. Furthermore, what methodological skills have you been able to built and successfully applied to your past research?

Maybe but only maybe you have already published a paper or article in a scientific print or online magazine or book. We want to learn more about it, so please enter these details in the publication list.

My Publications

Publication list

D R Swanson, S W Heads, S J Taylor, Y Wang (2021) A new remarkably preserved fossil assassin bug (Insecta: Heteroptera: Reduviidae) from the Eocene Green River Formation of Colorado Papers in Palaeontology 2021: 1459-1478.

Please list only scientific publications in journals or books here. Posters or articles for conferences do not fall into this category.

Please select the number of all your publications

1

Please select the number of publication as first author *

1

RETURN NEXT

Enter the total number of all your publications, as well as the number of publications where you were first author.

3.4 Other skills and experiences

In this section, we want to learn more about your non-scientific skills and experience, such as writing, programming or leadership.

Other skills and experiences (if applicable)

Do you have any leadership experience? *

yes no

You are still early in your career, but if you had the chance to gain some leadership experiences in your professional or private life, we would love to hear more about it. Maybe also tell us what means good leadership to you?

Please list your leadership skills and experiences

Scientific writing experience *

yes no

Where did you acquire your scientific writing experience

I run my own blog

I write for an university paper

I write for an university or company newsletter

I write for a professional blog

Do you have any existing memberships or contacts that are relevant for research and innovation? *

yes no

Do you have any programming skills? *

yes no

Share your programming and development work with us by providing your GitHub link or other version control platform

Do you have any special IT skills that might be relevant for your study? *

yes no

Please note down all of your IT skills that are relevant to your studies

Tell us here about your mother tongue and other languages you speak. It is important that you have a high level of written and spoken English as our PhD program is conducted in English.

Language skills

Mother tongue * Portuguese

English language proficiency

N/A B2 C1 C2

You must master the English language corresponding to CAE B2-level. A certificate of English proficiency is NOT mandatory at this stage but must be provided later on by the selected students before admission to the PhD program. If an applicant does not meet the requirements, the graduate school administration will reject the application(s). In general, certificates may not be older than 3 years.

Other language proficiency certificates and minimum requirements for the PhD program enrollment:

- TOEFL: iibt (internet-based): minimum of 87 points
- IELTS: Overall Band Score: 6,5
- Cambridge English First Certificate (FCE): Grade C (minimum of 160 points)
- Cambridge Certificate in Advanced English (CAE): Result level B2
- English as a major in an Austrian high school degree
- Language competence center certificate on university level: Level B2 - [Book here your exam if needed](#)

Another foreign language French ✕ Spanish ✕

Please mark down here all other languages where your language proficiency corresponds to level B2 and above. Multiple selections are possible.

3.5 Application Documents Upload

Make sure you have following documents ready for uploading:

- CV in English
- Diplomas and supplements of all your degrees in English or German
- Funding documents (if applicable)
- Austrian working permit (if applicable)

My documents

Attention important! All documents need to be in English. Only university transcripts have to be submitted in English and in their original language.

Upload: University diplomas and related transcripts

Please submit one copy of degree certificate and transcript (in English or German) per university degree.

Add a new file *

Keine Datei ausgewählt.

[More information](#)

Upload CV *

Keine Datei ausgewählt.

Please make sure that your CV does not include a personal photo of yourself and then upload it here. The CV must be written in English

[More information](#)

Upload: Additional diplomas, transcripts, documents

Add a new file

Keine Datei ausgewählt.

[More information](#)

Upload: Funding documents or award information (if applicable)

Add a new file

Keine Datei ausgewählt.

[More information](#)

Upload: Austrian work permit (if applicable and already available)

Add a new file

Keine Datei ausgewählt.

[More information](#)

To upload your documents, click on "Datei auswählen". Select the files you wish to upload and click on 'Upload'. We ask you to provide us with a CV and your academic diplomas with supplements. You can upload more than one file in each of the Upload areas – see below.

My documents

Attention Important! All documents need to be in English. Only university transcripts have to be submitted in English and in their original language.

Upload: University diplomas and related transcripts

Please submit one copy of degree certificate and transcript (in English or German) per university degree.

File information	Operations
+ BSc and Transcripts.pdf 347.72 KB	REMOVE
+ Master and Transcripts.pdf 347.71 KB	REMOVE

Add a new file

Keine Datei ausgewählt

[More information](#)

3.6 Submit your PhD Application

A failure to receive the minimum number of referees means that the "Submit Ph.D." button is inactive and stays invisible. Therefore, we recommend sending out first your referee request before starting with the application documents form.

The "Apply for PhD" button to submit your application will only appear after one letter of references has been received.

Please ensure that you submit your application in due time otherwise we will not be able to consider it.

4 Your PhD Application Progress

You can check the status of your application here at any time. Please note that the documents displayed here are only updated when the application status changes.

If a red cross appears next to the words 'PhD Application', it means that you have exited the application process.

Progress

| PhD Application 🕒

Reference number: 182445
EXPAND ALL

	Documents	Actions
▾ 📁 PhD Application 🕒		
▾ 📁 PhD Application - Candidate Profile 🕒		
 📄 PhD Candidate Profile		
▾ 📁 PhD Application - Application Documents 🕒		
 📄 PhD Application	📄 PhD Application ❌	
 📁 Referee Letters 🕒		
 📁 Formal Check 🕒		
 📁 Pre-Review 🕒		
▾ 📁 Online Interview 🕒		
▸ 📁 Online Interview Confirmation 🕒		
▸ 📁 Online Interview Document 🕒		
▸ 📁 Online Interview Evaluations 🕒		
▾ 📁 Personal Interview 🕒		
▸ 📁 Personal Interview Confirmation 🕒		
▸ 📁 Personal Interview Document 🕒		
▸ 📁 Applicant Preference 🕒		
▾ 📁 Application withdrawal 🕒		
 📄 Withdrawal of PhD application		

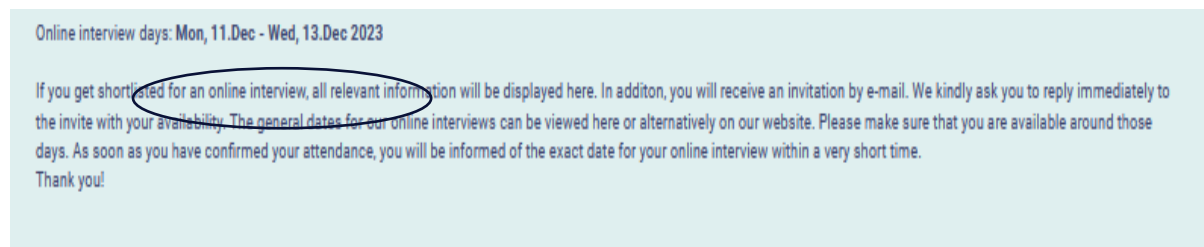
Legend

🕒 "pending"

🕒 "complete"

5 Your Online Interview

On this page, you will first find general information about the scheduled online interview days. We would like to ask you to make sure that you are available on these dates in the event that you are shortlisted for an online interview.



Online interview days: Mon, 11.Dec - Wed, 13.Dec 2023

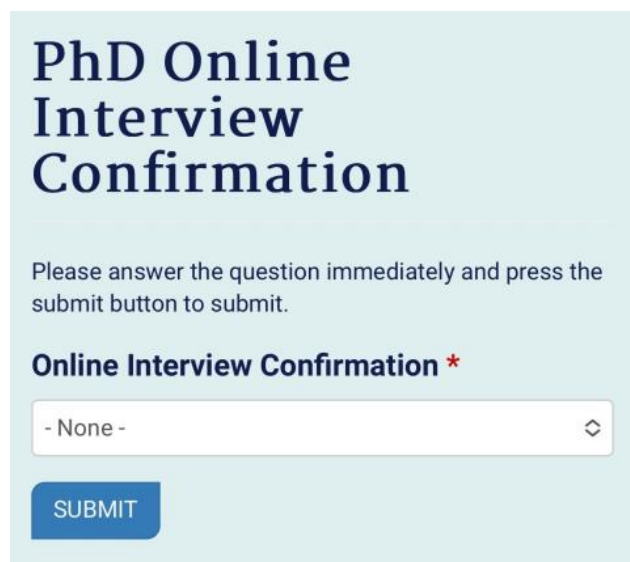
If you get shortlisted for an online interview, all relevant information will be displayed here. In addition, you will receive an invitation by e-mail. We kindly ask you to reply immediately to the invite with your availability. The general dates for our online interviews can be viewed here or alternatively on our website. Please make sure that you are available around those days. As soon as you have confirmed your attendance, you will be informed of the exact date for your online interview within a very short time.

Thank you!

More detailed information about the online interview process will be made available to shortlisted candidates once we have arranged all online interview appointments. You will be notified once this information is available to you. See chapter 6.2.

5.1 Your Attendance to the Online Interviews

You will be invited to an online interview by Email. To confirm or decline your attendance to our online interview, please click on the link in the invitation Email.



PhD Online Interview Confirmation

Please answer the question immediately and press the submit button to submit.

Online Interview Confirmation *

- None -

SUBMIT

To confirm or decline your participation in our online interview, please click on the link in the invitation email. We are very curious and excited about this first meeting and hope that you will accept our invitation.

Important! Please remember to submit your confirmation within 48 hours of receiving the invitation.

5.2 Your online Interview Appointment




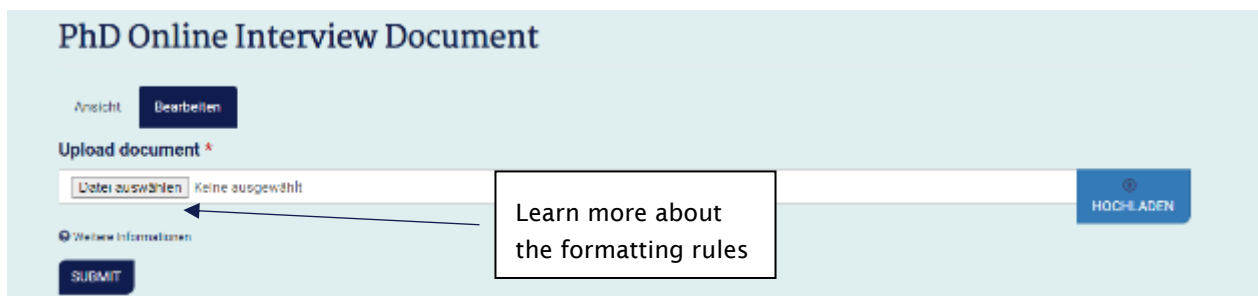
Information you will find on this page:

- Interview date and time: The date and time will be displayed according to the time zone you have selected. In this example, the candidate is in Vienna. You can save the appointment in your calendar by clicking on the iCal icon, but remember that you will need to re-enter it if the date changes. There are NO automatic updates
- Information about your interviewees: The names of your interviewees are listed here
- Access to the online meeting. To join, simply click on the "Join" button and wait for access to the online meeting room.
- Upload feature: To upload your assignment files (if any was requested)
- Assignment information (if any): Click on the magnifying class to access this information
- Your time zone setting: You can change the time zone by clicking on the current one and selecting a different one from the list.

If you are facing technical difficulties, you reach out to the PhD Coordinator and he/she will do her/his best to assist you with your inquiry.

5.2.1 Upload your Assignment for the Online Interview

Occasionally, you may be required to complete an assignment before meeting with our faculties for the online interview. In this case, we ask you to provide us with the files at least 48 hours before the appointment. To upload your file, please click on this sign  in the "My Online Interview Appointment" form. Next, choose your file and click on "Upload"/"Hochladen" before submitting it.

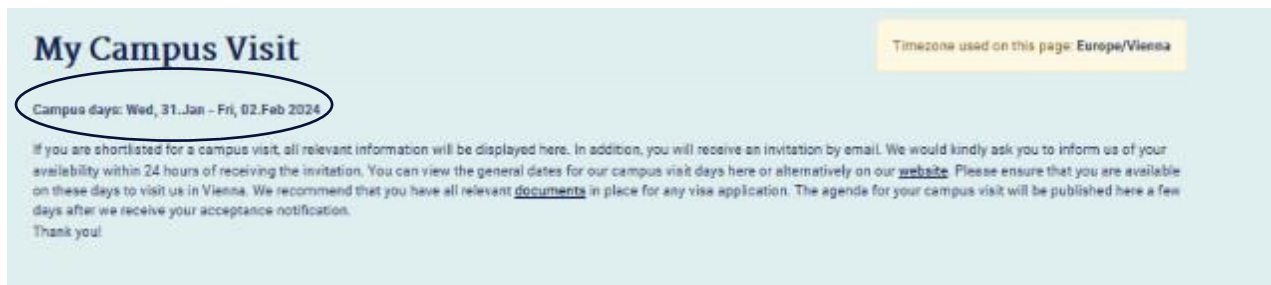


6 Your PhD Campus Visit

On this page you will first find general information about the planned days for your visit to MedUni Vienna. We would like to ask you to make sure that you are available on these dates if you are shortlisted for PhD Campus Visit.

Useful tip: You can find an article by one of our scientists on our **Science Positive Collective** website to find out more about the PhD Campus Visit.

Information on visa and entry requirements: Click on “documents” to access the website of the Austrian Foreign Ministry, where it is possible to learn more about possible visa obligations. We will provide you in due time with all necessary paperwork for your visa application.



My Campus Visit

Timezone used on this page: Europe/Vienna

Campus days: Wed, 31. Jan - Fri, 02. Feb 2024

If you are shortlisted for a campus visit, all relevant information will be displayed here. In addition, you will receive an invitation by email. We would kindly ask you to inform us of your availability within 24 hours of receiving the invitation. You can view the general dates for our campus visit days here or alternatively on our [website](#). Please ensure that you are available on these days to visit us in Vienna. We recommend that you have all relevant [documents](#) in place for any visa application. The agenda for your campus visit will be published here a few days after we receive your acceptance notification.

Thank you!

A more detailed schedule of the campus visit days will be made available to shortlisted candidates at least 7 days prior to arrival. You will be notified as soon as this information is available. See chapter 7.2.

6.1 Your Attendance to the PhD Campus Visit

You will be invited to visit MedUni Vienna by Email. To confirm or decline your attendance to our online interview, please click on the link in the invitation Email. You have made a great impression on us, so we look forward to meeting you in person and introducing you to our researchers, our research and our university, and we hope you will accept our invitation.

To confirm or decline your participation in our PhD Campus Visit, please click on the link in the invitation email. The procedure is the same as for the online interview invitation.

Important! Please remember to submit your confirmation within 48 hours of receiving the invitation. The dates of the PhD Campus Visit days are not flexible; we organize two full days for our applicants and PI so that both sides can take a well informed decision at the end of the visit.

6.2 Your Campus Visit Agenda

Here you will find all your appointments during the PhD Campus Visit at our university. For directions, please click on the word “website”.

My Campus Visit

Timezone used on this page: **Europe/Vienna**

For campus directions please consult our [website](#)
Thank you!

Applicant Presentation

Applicant Presentations will take place on **Wed, 31. Jan** from **11:05 to 13:25**, your presence is required.

Time	Location
Wed, 31. Jan 13:15 - 13:25	Jugendstilh�rsaal

This section displays your appointment if you have been asked to give a presentation. There will also be an indication of the length of time you will be present at that location.

Joint Events

Time	Title	Location
Wed, 31. Jan 09:00 - 09:10	Welcome @ MedUni Wien with our Vice Dean Sylvia Knapp	Jugendstilh�rsaal, Building 88, 2nd floor, Spitalgasse 23, 1090 Wien
Wed, 31. Jan 10:00 - 10:15	Short coffee break	Jugendstilh�rsaal, Building 88, 2nd floor, Spitalgasse 23, 1090 Wien

A joint event is any event that should be attended by all of the applicants, except for breaks.

Personal/Group Interview

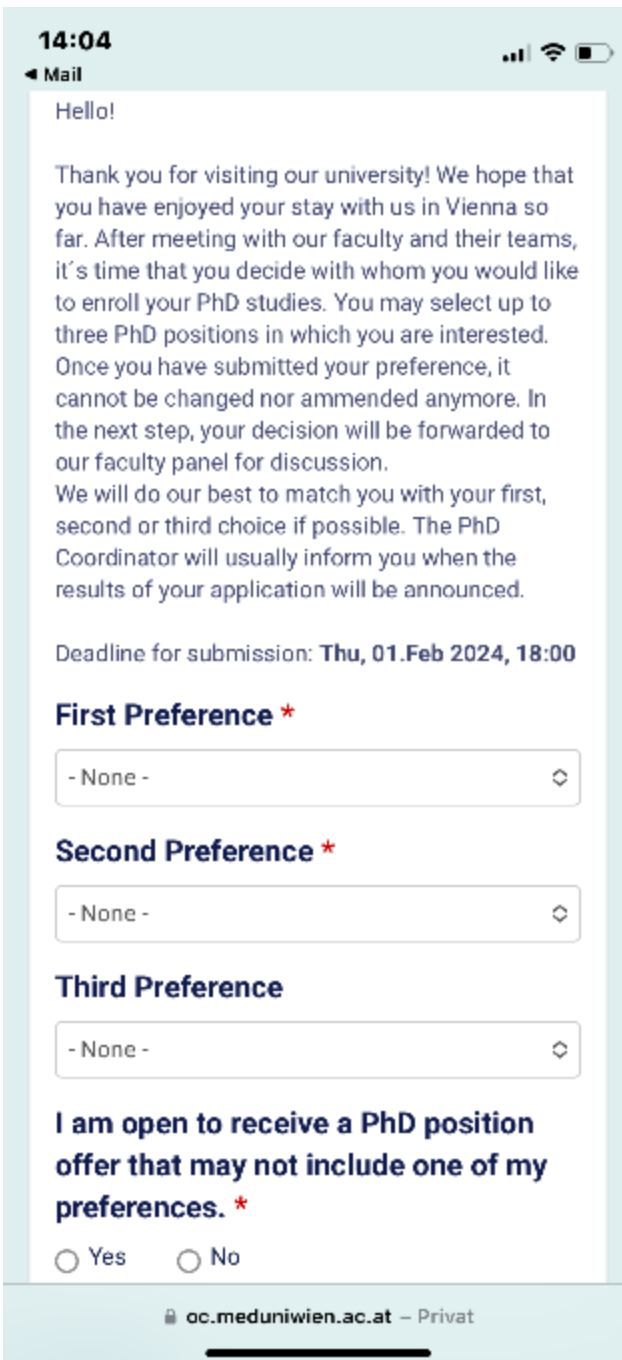
Time	Location	Interviewers	Assignment Information
Thu, 01. Feb 11:30 - 12:30 APPT. INFO	Teaching Center, Spitalgasse 23, Building 87, Seminar room 102-106	<ul style="list-style-type: none"> ✘ Harald <i>Sitte</i> ✘ Claus Oliver <i>Langer</i> ✘ Wolfgang <i>Bogner</i> ✘ Lukas <i>Kenner</i> ✘ Adam <i>Gosztolai</i> ✘ Thomas <i>Stockner</i> ✘ Taras <i>Afonyushkin</i> ✘ Selma <i>Osmanagic-Myers</i> ✘ Eva <i>Niess</i> ✘ Jae-Won <i>Yang</i> ✘ Tim <i>Hendrikx</i> ✘ Riem <i>Gawish</i> ✘ Stephan <i>Bl�uml</i> 	 SHOW ASSIGNMENT INFORMATION

Your personal interview date is displayed in the Personal or group interview section. If necessary, you can also upload any assignment here. The procedure is the same as for online interviews (see section 6.2.1).

6.3 Determining the preference for PhD projects

Over the past two days, you have had the opportunity to get to know our scientists, our research and our institute. Now it is time to decide which PhD project you will ultimately choose. Of course, you can change your mind and choose any project on the list, but it does not have to be your original choice. We will meet with our faculty members to discuss your decision and, if possible, match you with your preferred project. You can also indicate on the form if you are prepared to accept an offer for a project other than the one on your list.

On the second day of your visit, you will receive an email asking you to make a decision by a specified deadline. See example below:



14:04

Mail

Hello!

Thank you for visiting our university! We hope that you have enjoyed your stay with us in Vienna so far. After meeting with our faculty and their teams, it's time that you decide with whom you would like to enroll your PhD studies. You may select up to three PhD positions in which you are interested. Once you have submitted your preference, it cannot be changed nor amended anymore. In the next step, your decision will be forwarded to our faculty panel for discussion. We will do our best to match you with your first, second or third choice if possible. The PhD Coordinator will usually inform you when the results of your application will be announced.

Deadline for submission: **Thu, 01.Feb 2024, 18:00**

First Preference *

- None -

Second Preference *

- None -

Third Preference

- None -

I am open to receive a PhD position offer that may not include one of my preferences. *

Yes No

oc.meduniwien.ac.at – Privat

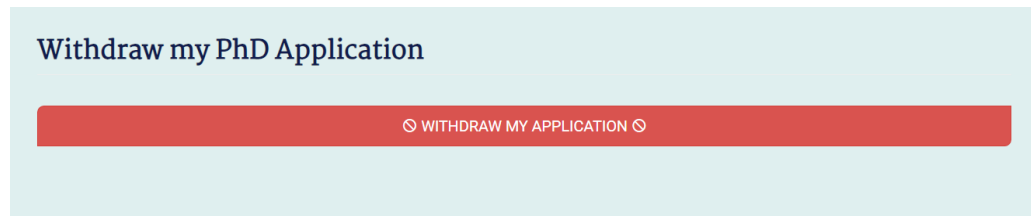
Important! Please submit the form by the deadline, otherwise we will not know your preferences and will not be able to match you accordingly

7 Receiving a PhD Offer

Fingers crossed; we can make you an offer. Successful candidates will be informed of our PhD offer by email. You have 48 hours to accept or decline the PhD offer. If you need to have an extension, please contact the PhD Coordinator and he/she will do her best to act on your request. Once you have accepted the offer, you will receive further information about our onboarding process at MedUni Vienna.

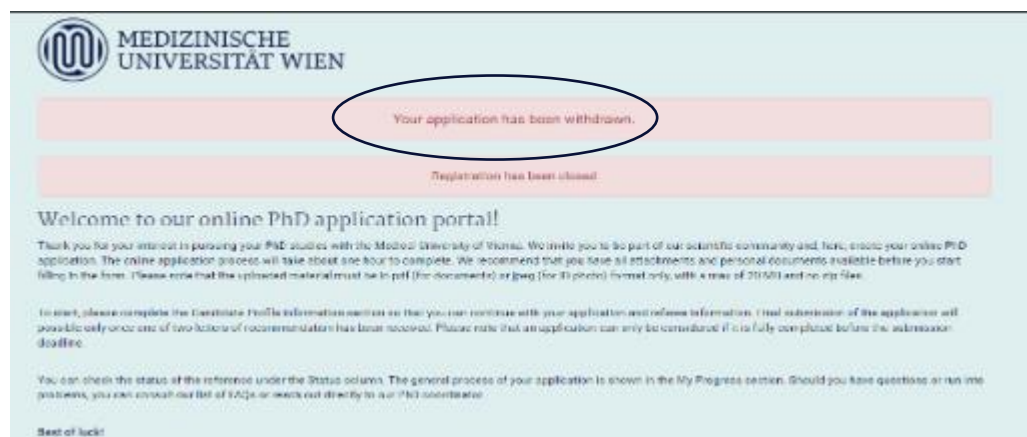
8 Withdrawing your PhD application

We understand that sometimes your plans change and you may wish to withdraw your application. To withdraw your application, click on the menu bar and select "Withdraw my PhD application" to see following screen:



Click now on the red bar, which reads "Withdraw my Application" We would like to learn why you are leaving, so we kindly ask you to give us a bit more insight in the next step.

You will see the new status on the home page once you have confirmed your withdrawal.



Attention: A withdrawal cannot be technically undone, even by us.

9 PhD Positions Open in the PhD Call

This web page shows the PhD projects that are available in the current call and that are looking for at least one PhD student. **Only applications submitted online via the application portal before the deadline will be considered for these PhD vacancies.** In the meantime, you can find information on the next doctoral call.

PhD project search options: Projects can be filtered by your interests by clicking on the displayed keywords.

Learn more about the ad: You can mouse over the picture to enlarge it. The project title is linked to the research group website. If applicable, the name of the PI is linked to their researcher profile on our website. By clicking on the grey arrow field you can expand the project information and learn about the requirements for this PhD.

Learn more about our PhD programs: Click on the word “homepage” which is linked to our website.

Start applying: To apply for one of the projects, click on the 'Apply Now' button. This button is only visible during the application period.

This screenshot was taken after the application period had ended, so there is no “Apply Now” button.