

PHD PROGRAM N094
(Doctoral Program “Doctor of Philosophy”)

www.muw.ac.at/n094

at the

MEDICAL UNIVERSITY OF VIENNA (MUV)

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The Office for Student Affairs is open to the public as follows:

Monday, Wednesday, Friday 9-12 am

Tuesday 1-3 pm, Thursday 2-5 pm

N094 Program

>> www.muw.ac.at/n094 <<

General Guidelines

The N094 Program at the Medical University of Vienna aims at the further development of the competence for self-employed scientific work as well as at the training and support of the scientific offspring on the basis of a scientific attitude corresponding to the principles of the Medical University of Vienna (GOOD SCIENTIFIC PRACTICE – Ethics in Science and Research, decision of the Faculty Council of the former Medical Faculty of the University of Vienna as of October 12, 2001 as amended). Special emphasis shall be placed on multidisciplinary of the topic.

The doctorands are considered by the university as “Early Stage Researchers“. The doctorands receive the qualification to exercise science as a profession. After a successful training, they have to comply with the profile specified below:

- a. A systemic understanding of a study field and proficiency in the skills and methods associated with this field;
- b. Ability to plan, design, implement and adapt a research project with scientific integrity,
- c. Production of original research output which increases the borders of knowledge by the development of a substantial research work,
- d. Ability to make the research output available to the scientific society according to national and international publication standards,
- e. Ability for critical analysis, evaluation and synthesis of new and complex ideas,
- f. Ability to communicate with the professional environment, the scientific community and the society in general about basic questions of science and scientific politics,
- g. Ability to promote technological, social and cultural progress within an academic and professional context in a knowledge society.

The **minimum duration** of the N094 Program is **6 semesters**.

Time expenditure is that of a full time job!

>> [See also Rules and Requirements for the N094 Program!](#) <<

Flow Chart PhD Program

What is my favorite scientific field?

Who will be my supervisor?

Which thematic program will I go into?

ADMISSION at the Medical University of Vienna → Inscription via payment form

Minimum duration

1st semester

2nd semester

3rd semester

4th semester

5th semester

6th semester

Doctoral thesis

Registration of the doctoral thesis, submission of the thesis proposal, defense of the thesis proposal

Progress report meeting of the thesis committee

Progress report meeting of the thesis committee

Program-specific courses

Lectures and courses:

- 6 h* Propedeutics
- 4 h* Basic Courses
- 12 h* Journal Clubs/Progress Reports
- 8 h* Thesis Seminars

Shortened, by own initiative

Submission of the thesis → Review → Doctoral viva
(can last up to 3 months)

N094 Program

Doctoral Thesis / Thematic Programs

There are **two possibilities** to start the N094 Program at the Medical University of Vienna:

- 1) **Prior to the application for admission** to the N094 Program at the Medical University of Vienna, the first step is to
 - a) find a thesis supervisor,
 - b) to chose one of the “open” thematic programs in accordance with the thesis subject.Please contact the program coordinator of your chosen thematic program prior to admission!
The program coordinator, however, can not provide assistance with finding a doctoral thesis position!

- 2) **Prior to the application for admission** to the N094 Program at the Medical University of Vienna, the first step is to apply for one of the “self-contained” thematic programs. The doctoral thesis and the accompanying courses are strictly fixed within a special thematic program. A separate admission procedure to the respective thematic program must have taken place prior to application for admission to the N094 Program. Please contact the respective administrator/program coordinator if you are interested in!

[>> See thematic programs on the website of the N094 Program <<](#)

Requirements for the doctoral thesis

1. the doctoral thesis must be part of a peer-reviewed, funded research project,
2. the proposal of the doctoral thesis has to be ‚defended‘ in front of your thesis committee prior to initiation of the project,
3. the doctorand must be formally allocated to one of the approved thematic programs.

[>> See rules and requirements on the website of the N094 Program! <<](#)

Possibilities for seeking a supervisor could be to contact hospitals/clinics of your interest, f.e. to contact persons who are listed under “Research groups and Techniques” within the [thematic programs](#) respectively seeking at the

>> [General Hospital of Vienna](#) << respectively using the >> [search engine](#) << for seeking.

N094 Program

Thematic Programs

The N094 Program is structured into **thematic programs**, one of them has to be chosen in accordance with the thesis subject.

Each of these thematic programs consists of accompanying courses as **basic courses, journal clubs and thesis seminars**.

a) Open thematic programs:

Has to be chosen in accordance with the thesis subject and the decision of the members of the doctoral thesis committee/supervisor prior to the application for admission to the N094 Program at the Medical University of Vienna.

Please contact the program coordinator prior to the application for admission!

The program coordinator, however, can not provide assistance with finding a doctoral thesis position!

b) Self-contained thematic programs:

Doctoral thesis and accompanying courses are strictly fixed within a special thematic program. A separate admission procedure to the respective thematic program must have taken place prior to the application for admission to the N094 Program at the Medical University of Vienna.

Please contact the respective administrator/program coordinator if you are interested in!

>> [See thematic programs on the website of the N094 Program!](#) <<

The courses are held in English!

>> [Please see info about registration to courses on the website of the N094 Program!](#) <<

N094 Program

Propedeutics

The propedeutics are an important part of the studies. They have to be completed by the end of the fourth semester and comprise a choice of groundbreaking medical and basic courses, of which 6 semester hours are obligatory. There is mandatory 1 semester hour in each “Ethic and Good Scientific Practice” and “Project Management und Patent Affairs”. 4 semester hours can be chosen from the pool of the following courses. The selection has to be done under the supervision of the thesis committee and the program coordinator and is dependent on the undergraduate education and the selected thematic program.

Compulsory:	Semester hours
Ethics and Good Scientific Practice	1 SWSt
Project Management und Patent Affairs	1 SWSt

To be selected:	Semester hours
Medical Propedeutics Part 1	2 SWSt
Medical Propedeutics Part 2	2 SWSt
Medical Propedeutics Part 3	2 SWSt
Methods of Cell Biology	2 SWSt
Methods of Molecular Biology/Biochemistry	2 SWSt
Medical Biostatistics	2 SWSt
Basics of Scientific Writing and Presentation Strategies	2 SWSt
Writing and Speaking Scientific English	1 SWSt
Basics in Natural Science	1 SWSt
Animal Studies	1 SWSt
Clinical Studies	1 SWSt

>> [See info about the propedeutics on the website of the N094 Program!](#) <<

>> [Please see info about registration to courses on the website of the N094 Program!](#) <<

1 SWSt (1 semesterhour) = 15 academic hours a 45 minutes

N094 Program

Time line - Proposal

COURSE	Semester hours*	ECTS Credits
1. Semester:		
Propedeutics	4	4
Basic Course	2	2
Journal Club	2	2
2. Semester:		
Propedeutics	2	2
Basic Course	2	2
Journal Club	2	2
3. Semester:		
Journal Club	2	2
Thesis Seminar	2	3
4. Semester:		
Journal Club	2	2
Thesis Seminar	2	3
5. Semester:		
Journal Club	2	2
Thesis Seminar	2	3
6. Semester:		
Journal Club	2	2
Thesis Seminar	2	3
Doctoral Thesis		146
Sum	30	180

Consequently the required amount of courses within the N094 Program is:

- 6h* Propedeutics
- 4h* Basic courses
- 12h* Journal Clubs
- 8h* Thesis seminars

* 1 semester hour = 15 academic hours a 45 minutes

N094 Program

Requirements for admission to doctoral programs at the Med Uni Vienna

Applicants have to submit the complete application for admission personally in the registrar's office or by post. The application forms can be downloaded from the relevant homepages of doctoral programs.

Admission and inscription periods for applicants with a diploma of European Union member states

- For summer term:** general registration period is from middle of January to the end of February
period of grace is from March to the end of April
- For winter term:** general registration period is from middle of August to the end of September
period of grace is from October to the end of November

Admission periods for applicants with a diploma of Non-European Union member states

- For summer term:** Admission period is latest to the end of January !!
- For winter term:** Admission period is latest to the end of August !!

Inscription periods for applicants with a diploma of Non-European Union member states

- For summer term:** general inscription period is from middle of January to the end of February
period of grace is from March to the end of April
- For winter term:** general inscription period is from middle of August to the end of September
period of grace is from October to the end of November

An application for admission can be accepted only by the end-date of the admission periods indicated above!

Requirements for admission

- Final degree in the diploma studies of Medicine or Dentistry or
- Final degree in any scientific/technical, subject-relevant or subject-related diploma studies or
- Final degree in the Engineering Science diploma studies "Medical Informatics"
- Final degree in master studies at an internationally renowned domestic or foreign post-secondary education institution equal to the above-mentioned diploma studies. The rectorate decides about the equality in the course of the admission procedure.

In addition to the application form, the following documents have to be submitted:

- diploma from secondary school qualifying for university admission or matriculation
 - diploma about previous bachelor studies and diploma about diploma/master studies
 - official transcript of the completed studies
 - applicants with a diploma/master degree from a non EU member state have to submit the eligibility to perform PhD studies (resp. any PhD equivalent doctoral studies) in this respective non EU member state certified by the registrar's office of a state-approved university.
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- curriculum vitae
 - passport photo

Comment:

Only complete applications for admission will be treated affirmatively.

All documents in original or legalized copy! **Submit also photocopies of the originals or legalized copies!**

See info about admission in German language under: <http://www.meduniwien.ac.at/index.php?id=80&language=1>

Status equivalency of international applicants

The following persons have equal admission status as Austrian citizens:

- persons enjoying privileges and immunities because of bilateral agreements or legal terms in Austria or abroad in the name of the Austrian Republic, as well as their spouses and children;
- accredited journalists from abroad who have their main working interest in Austria, as well as their spouses and children;
- persons who have had their main living interests in Austria for at least five continuous years immediately before applying for admission, or who have at least one person legally responsible for the applicant's alimony, for whom this applies;
- persons who receive a scholarship for the chosen field of studies, whether because of bilateral agreements or at the same amount from funds of an Austrian regional administrative body for specific purpose of scholarship;
- persons with secondary school leaving certificates of Austrian International Schools;
- refugees in the sense of the convention concerning the legal position of refugees or persons, who have a right of residence in Austria because of the law of asylum 1997;
- citizens from the Southern Tyrol;

The citizens of Luxembourg and Liechtenstein have equal admission status as Austrian citizens because of international agreements.

Authentication of documents

- a. All documents must be submitted in the original, first authenticated by the responsible institution in the country where they were issued (Ministry of Education and Foreign Ministry) and finally authenticated by the Austrian mission in the country of issue (Austrian Embassy). This is to certify the authenticity of the original documents.
- b. Documents issued in foreign languages have to be translated into German or English and submitted together with the application form. If these documents have been translated outside of Austria, they have to be authenticated, first in the country of issue and finally by the responsible Austrian mission (see a.) or they have to be certified by an official Austrian translator.
- c. Original documents issued in one of the following countries do not need authentication (as mentioned in a. or d.): Bosnia/Herzegovina, Bulgaria; Croatia, Czech Republic, France; Finland, Germany, Hungary, Italy, Liechtenstein, Macedonia, Netherlands, Norway, Poland, Romania, Serbia, Montenegro; the Slovakia, Slovenia, Sweden and Switzerland. However translations of documents have to be submitted (as described under b.).
- d. Original documents issued in a country having joined the Hague convention of October 5th 1961 (BGBl.Nr. 27/1968), only need authentication by means of [Apostille by the respective domestic authorities](#). Such as : Albania, Andorra, Antigua, Argentina, Armenia, Aruba, Aserbajdschan, Australia, Bahamas, Barbados, Barbuda, Belarus (White Russia), Belgium, Belize, Botswana, Brunei Darussalam, Cyprus, Columbia, Dominica, El Salvador, Estonia, Republic of Fiji, Greece, Grenada, Great Britain and Northern Ireland, Guyana, Iceland, India, Ireland, Israel, Japan, Kazakhstan, Lesotho, Latvia, Liberia, Lithuania, Luxemburg, Malawi, Malta, Marshall-Islands, Mauritius, Mexico, Netherlands Antilles, New Zealand, Panama, Portugal, Russia, San Marino, St. Kitts and Nevis, Seychelles, South Africa, Spain, Suriname, Swaziland, Tonga, Turkey, Ukraine, United States, Venezuela, Zimbabwe.

Tuition fees

Austrian students and EU/EEA nationals and nationals from the list "[Anlage 1](#)" (first page) have to pay tuition fees of EUR 363,36 (plus 15,36 ÖH-fee) per semester, all other students (including stateless persons) have to pay EUR 726,72 (plus 15,36 ÖH-fee) per semester.

It is recommended to pay the tuition fees within the general registration period. Tuition fees paid within the period of grace increase per 10%.

Submission of the documents

The "application for admission"-forms and all required documents (including all required authentications) have to be submitted **within the admission periods** to:

Medical University of Vienna

Office for Student Affairs,

Terminal 7 (English and German spoken) resp. terminal 8 (German spoken)

Spitalgasse 23, 1090 Vienna

POSITION PLAN OF THE MEDICAL UNIVERSITY OF VIENNA REACHABILITY

Public transport:

1 Underground railway:

U6, station „Michelbeuern AKH“

1 Tramway:

Line 42, station „Michelbeuern AKH“

2 Line 5, station „Lazarettgasse“

2 Line 33, station „Lazarettgasse“

Parking space:

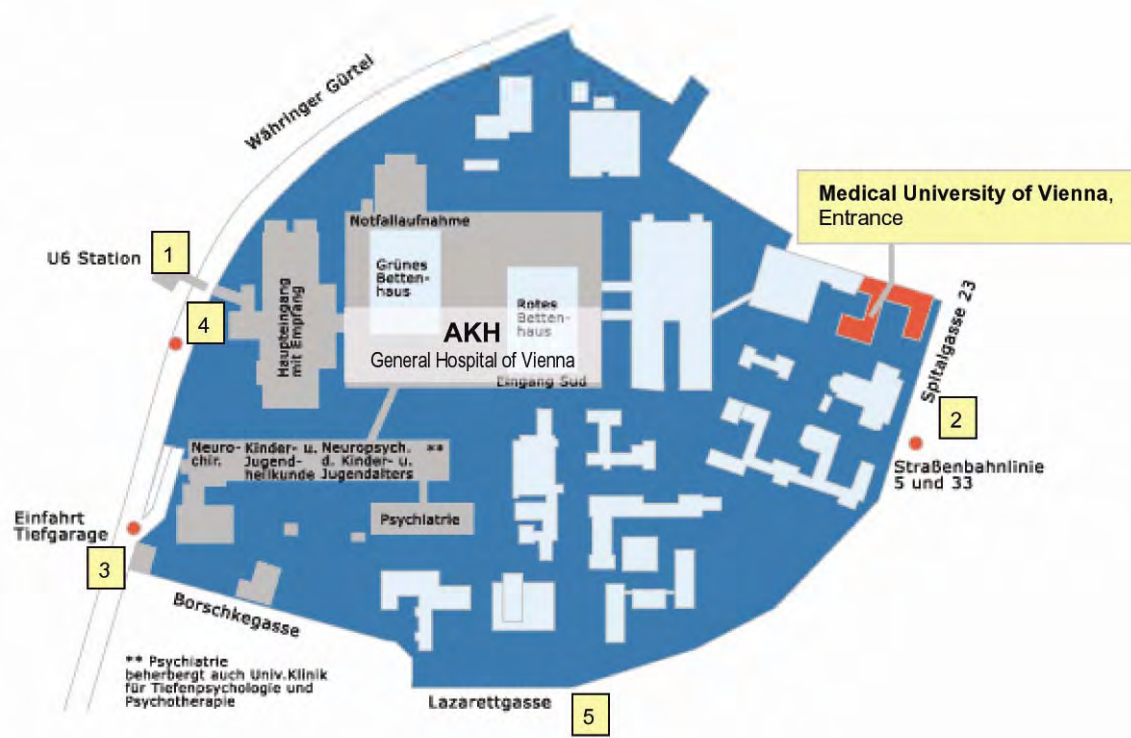
3 Entrance to underground parking

Parking for handicapped persons: Box 410

Taxi stands:

4 Main entrance to AKH (General Hospital of Vienna)

5 Entrance „Lazarettgasse“



N094 Program

Registration and compilation of the doctoral thesis

(latest by the end of the first semester)

In order to ensure the quality of her/his doctoral thesis, each doctorand has to submit a thesis proposal latest the end of the first semester. Information and guidelines for registration, compilation and submission as well as a user forms and an example can be downloaded from the N094 homepage.

>> [See info about doctoral thesis on the website of the N094 Program](#) <<

N094 Program

Rules for doctoral studies with study periods abroad

[>> See info about semesters abroad on the website <<](#)

For a doctoral study that involves a study period abroad, in addition to all requirements for the doctoral programs at the Medical University of Vienna (MUV) the following rules have to be considered:

- 1) Students have to be enrolled at the Medical University of Vienna over the entire length of their doctoral study.
- 2) The entire propedeutics, and a minimum of 40% of the required courses, including basic courses, journal clubs and thesis seminars have to be attended and completed at the MUV.
- 3) The accreditation of a doctoral study that has been mainly performed at a foreign university (comprising more than 60% of the courses) does not entitle the doctorand to an MUV degree.
- 4) The doctoral thesis has to be registered at the MUV with a supervisor who has to be an active member of a thematic program of the doctoral studies, holds a venia docendi degree or is an equally qualified individual, who is familiar with the thesis work and able to survey the thesis progress.
- 5) Foreign basic courses, journal clubs and thesis seminars may be accredited for the doctoral study at the MUV under the following conditions:
 - a. The courses must be listed in a university calendar.
 - b. The outline of the courses must be clearly labeled in semester hours.
 - c. The courses must be part of doctoral study programs.
 - d. Successful completion of the courses must be approved by signature of the lecturer.
 - e. All documents* have to be submitted in original or in legalized copy and in English resp. German language.
- 6) Basic courses, journal clubs and thesis seminars held by the doctorands are not to be accredited.
- 7) Participation in congresses cannot be accredited for the doctoral study.
- 8) Members of the thesis committee must meet at least once per year to adjudicate the study progress, and discuss the progress reports.
- 9) The doctoral viva must be held at the MUV.

* Authentication of documents

- a. All documents must be submitted in the original, first authenticated by the responsible institution in the country where they were issued (Ministry of Education and Foreign Ministry) and finally authenticated by the Austrian mission in the country of issue (Austrian Embassy). This is to certify the authenticity of the original documents.
- b. Documents issued in foreign languages have to be translated into German or English and submitted together with the application form. If these documents have been translated outside of Austria, they have to be authenticated, first in the country of issue and finally by the responsible Austrian mission (see a.) or they have to be certified by an official Austrian translator.

Authentication of documents – continued from page 12

- c. Original documents issued in one of the following countries do not need authentication (as mentioned in a. or d.): Bosnia/Herzegovina, Bulgaria; Croatia, Czech Republic, France; Finland, Germany, Hungary, Italy, Liechtenstein, Macedonia, Netherlands, Norway, Poland, Romania, Serbia, Montenegro; the Slovakia, Slovenia, Sweden and Switzerland. However translations of documents have to be submitted (as described under b.).
- d. Original documents issued in a country having joined the Hague convention of October 5th 1961 (BGBl.Nr. 27/1968), only need authentication by means of [Apostille by the respective domestic authorities](#). Such as: Albania, Andorra, Antigua, Argentina, Armenia, Aruba, Aserbajdschan, Australia, Bahamas, Barbados, Barbuda, Belarus (White Russia), Belgium, Belize, Botswana, Brunei Darussalam, Cyprus, Columbia, Dominica, El Salvador, Estonia, Republic of Fiji, Greece, Grenada, Great Britain and Northern Ireland, Guyana, Iceland, India, Ireland, Israel, Japan, Kazakhstan, Lesotho, Latvia, Liberia, Lithuania, Luxemburg, Malawi, Malta, Marshall-Islands, Mauritius, Mexico, Netherlands Antilles, New Zealand, Panama, Portugal, Russia, San Marino, St. Kitts and Nevis, Seychelles, South Africa, Spain, Suriname, Swaziland, Tonga, Turkey, Ukraine, United States, Venezuela, Zimbabwe.

N094 Program

Doctoral viva

After completion of all required courses within the thematic program and following a favorable assessment of the doctoral thesis by thesis reviewers, in conjunction with at least one publication of the work in a peer-reviewed scientific journal, doctorands apply for the doctoral viva (final exam).

approximately 20 min. lecture (defense),
approximately 30 min public discussion of the actual doctoral thesis work, the lecture and the applicant's general expertise in the scientific field.

The doctoral viva is held within the frame of a public lecture (defense, „Defensio dissertationis“) followed by a scientific discussion in which primarily the examination board asks questions but the auditorium may also participate. The examination board has to evaluate the scientific methods of the thesis as well as the specialized knowledge of the doctorand.

The N094 Program is completed after having passed the doctoral viva.

Graduation

The diploma is delivered to the doctorand at the MUV terminal about one week after the doctoral viva. The date of deliverance is the date of graduation.

Graduates of the N094 Program are awarded the academic degree „Doctor of Philosophy“, in short „PhD“, the title following the last name. E.g. for graduates in Austrian basic medical studies the degree is Dr.med.univ. or Dr.med.dent. <Name>, PhD (in English <Name>, MD PhD or DD PhD).

Academic ceremony

The attendance at an academic ceremony at the Medical University of Vienna is optional. Each ceremony is held for a maximum of 5 participants only. During the ceremony is delivered a deed.

Dates and times can be arranged after the graduation.
Costs: 80 Euro (ceremony and deed)