



# Onboarding Information



# Overview

- DoSChem introduction
  - Orientation help for new students
  - Study Service Center
  - PhD process
  - DoSChem curriculum, requirements and events
  - Programmes
  - DoSChem & You
-

# Our website → Check regularly!

<https://doschem.univie.ac.at/>



► Vienna Doctoral School in Chemistry

Search 🔍

Quick links

About us

Research

People

Activities

Application

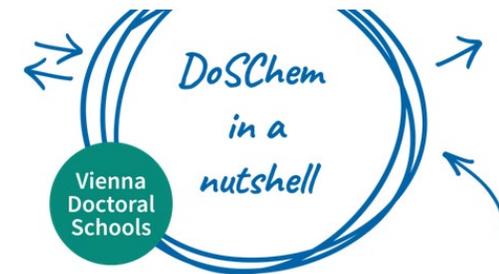
DoSChem Students

## Vienna Doctoral School in Chemistry - DoSChem

Panel A retreat 2022 (© Peter Lieberzeit)



You are here: ► [University of Vienna](#) ► [Faculty of Chemistry](#) ► [Vienna Doctoral School in Chemistry](#)



## Rich research environment/ the biggest school in chemical sciences in Austria

- Vienna Doctoral School in Chemistry at the faculty of Chemistry
- Internationally competitive education and research environment in all chemical sciences
- cross-disciplinary research

>200 PhD Students

53 Research Groups/  
15 Institutes

>30 Nationalities

Research Focus Area A  
(64 Students/17 PIs)

Research Focus Area B  
(46 Students/ 17 PIs)

Research Focus Area C  
(92 Students/ 19 PIs)



# Think outside the box, make use of the community! Connect and Network beyond your own group!

## Research community

- 200 students from 30 countries
- School language: English
- comprehensive curriculum targeting specific training needs
- specific training in three research focus areas
- Doc Seminars, JC, Seminar Series
- Interdisciplinary, curiosity-driven research

## Career development

- mentoring by a scientifically diverse faculty
- interdisciplinary key qualifications (soft skills)
- career development and networking activities

## Mobility & Scientific Exchange

- *New Ideas Funding* supports collaborative initiatives
- *International Exchange* funding exchange of students
- Yearly Focus Area *Retreats*
- Yearly International Student Symposium

## Networking

- „Stammtisch“: student get together
- International and rich research environment in Vienna
- various activities throughout the year
- Alumni/ae Program



# DoSChem management team: always happy to help you!

Head



Univ.-Prof. Dr. Christian Becker

Deputy Head



Univ.-Prof. Dr. Ellen Backus

Managing Director



Dr. Elena Rastew

Managing Officer



Dr. Mirjam Beck

- The head and deputy head of DoSChem are appointed by the rectorate of the University of Vienna
- They represent DoSChem to all participating scientists & students, to the rectorate and the scientific community
- Monitor compliance with good scientific practice and the Code of Practice in DoSChem
- Chair the Steering Committee as the executive body of DoSChem
- The head and deputy head of the school are both active researchers and supervisors of DoSChem students
- Term of office: 1.07.20-30.09.2024

Don't hesitate to contact us!



# DoSChem Steering Committee: guides the school



Freddy  
Kleitz  
Panel A



Stefan  
Boresch  
Panel A



Gunda  
Köllensperger  
Panel B



Doris  
Marko  
Panel B



Davide  
Bonifazi  
Panel C



Lothar  
Brecker  
Panel C



Michael  
Reithofer  
Panel C

## Student Representatives (Nov 22-Oct 23)



Martin Schaier  
Panel B



Philip Verdross  
Panel A



Tadija Kekic  
Panel B



## Entry phase - Important steps to start at the University of Vienna and at DoSChem

Entry phase

Research phase

Final phase



## Entry phase - Important steps to start at the University of Vienna and at DoSChem

### PI/ Institute Admin

#### 1. Employment

- Job contract (UniVie HR department/faculty)

### UniVie Admission office

#### 2. Admission to UniVie doctoral program

- Via u:space
- Tuition fee (31.10./31.03.)
- Renew your enrollment every semester!

### DoSChem

#### 3. Admission to DoSChem

- Via DoSChem Call
- or
- on October 1<sup>st</sup> /March 1<sup>st</sup> via the Admittance application
- Code of Conduct all new members!

### SSC Chemistry

#### 4. Ongoing curricular issues

- Approval of doctoral thesis and FÖP
- Thesis agreement
- Annual progress report
- → detailed info on an extra SSC slide



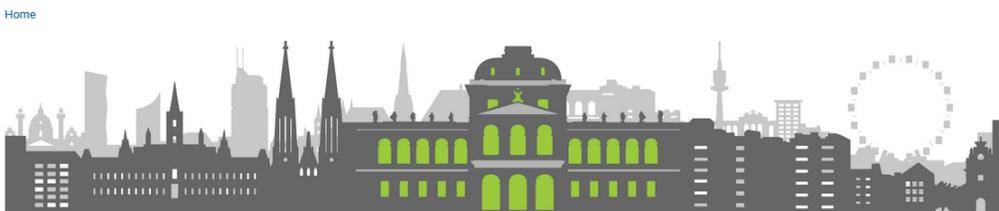
# 2. Admission to univie doctoral program: “recycle” your initial application (CV, motivation letter etc)

Entry phase

## U:SPACE:

u:space Login EN

[Application checklist](#) [Room information](#) [Help & Information](#)



u:space - the portal for studies and teaching

### My u:space

You can use your personal services with the u:account:

[u:space Login](#)

[u:account Registration](#)

### All u:space Services

u:space offers services for the following groups:

- Students and Prospective Students
- Teaching Staff and Employees
- Schul- und Masterpraxis Lehramt
- External library users

### Info for guests

The following pages are available without being logged in:

- [u:space at a glance](#)
- [Videos](#)
- [Contact](#)
- [Application checklist](#)



Doktorat

[Doctorate@UniVie](#) [Doctoral/PhD Programmes](#) [PhD Process](#) [Work](#)

### Required documents

- Description of the intended doctoral project
- Letter of motivation
- Curriculum vitae
- Indication of Willingness to Supervise a Doctoral/PhD Candidate
- Optional: Proof of language competence:

*Depending on the field of doctoral research and the intended doctoral project, a prerequisite for admission to the doctoral programme is usually language proficiency in German or English corresponding to level C1. Please specify any relevant language skills during the admission procedure and provide relevant evidence.*

**If you have a degree from another university or university of applied sciences, please additionally submit the following documents:**

- Your passport or personal ID
- A passport photograph
- Your bachelor and master/diploma certificates and transcripts with the required [legalisation for the issuing country](#)
- All for the application process necessary documents have to be translated, if they are not issued in German or English. This translation has to be done by a court sworn translator after the documents were legalised.

## Entry phase –2. Admission & Renewal of the Enrollment every semester!

31 October – don't forget: Pay your tuition fee/Students' Union fee until then, otherwise your degree programme will be closed. There is no grace period.

### Amount

Information regarding the amount of the tuition fee/Students' Union fee

- for EU/EEA/CH citizens
- for non-EU/EEA citizens

### Payment

Information regarding the correct  
■ payment  
of the tuition fee/Students' Union fee

### Remission and reimbursement

Information regarding the  
■ remission  
■ reimbursement  
of the tuition fee



## Entry phase – 3. Admittance to DoSChem

- 1.) Via DoSChem Call: Code of Conduct
  - or
  - on October 1<sup>st</sup> / March 1<sup>st</sup> via Admittance application + Code of Conduct
- DoSChem confirmation/  
welcome letter

### List of PhD students: declaration of consent

We would like to feature all DoSChem PhD Students on our website.

Please fill in your data below! We would **highly** appreciate if you would also upload a **picture** of you!

Required fields are marked with a red square

Name	<input type="text"/>
Email	<input type="text"/>
Thesis title	<input type="text"/>
Institute	<input type="text"/>
Supervisor	<input type="text"/>
Panel A/B/C	<input type="text"/>
Upload Picture	<input type="button" value="SELECT FILE"/> No file selected
Consent	<input type="checkbox"/> I consent to the publication of my data filled in above, as well as a link to my u:find profile on the website of DOSChem

SUBMISSION ▶



# Study Service Center SSC Chemistry

Where to find us?

“Wolkenflügel”/”Cloud wing”

1<sup>st</sup> floor W2145

T: +43-1-4277-50201

ssc.chemie@univie.ac.at



SSC Chemie, v.l.n.r.: Heidelinde Schweighofer, Ursula Novak-Jarolim und Beate Meidl (© Fakultät für Chemie/derknopfdruecker.com)

Ursula **NOVAK-JAROLIM**

## Coordination

Master programs, doctoral program,  
and teacher education programs  
(bachelor and master)

Tel.: +43-1-4277-502 02

Mail: [ursula.novak-jarolim@univie.ac.at](mailto:ursula.novak-jarolim@univie.ac.at)  
- [ssc-chemie.univie.ac.at](mailto:ssc-chemie.univie.ac.at)

The SSC is responsible for the following steps in your thesis process:

1. Public presentation of the dissertation project (faculty-open presentation - FÖP)
2. Doctoral thesis agreement
3. Annual progress reports
4. Record of examinations
5. Dissertation
6. Assignment of a thesis to reviewers
7. Submission of thesis
8. Registration for defense
9. Final documents after successful completion of the doctoral study



# Where to find information online?

<https://ssc-chemie.univie.ac.at/studium/doktorat/doktorat/>



Studienservicecenter Chemie

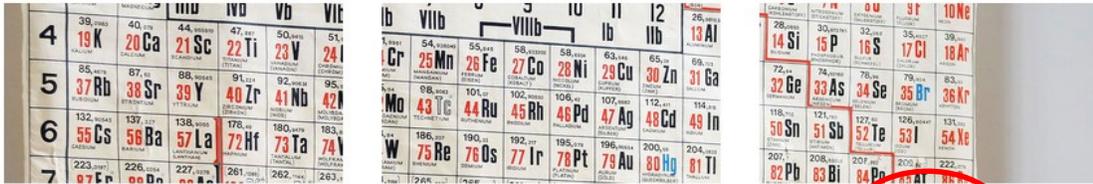
- Studium
- Wissenswertes & Stipendien & Nostrifizierung
- Erasmus



Studienanfang

Bachelor Chemie

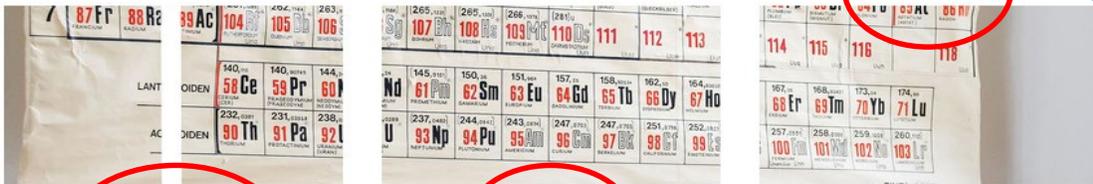
Bachelor Lehramt



Masterstudienangebot

Masterstudium Lehramt

Doktorat



Prüfungen & Anerkennungen

Formulare

Master- & Doktorarbeiten

## Doktoratsstudium (UA 791 419 / UA 796 605 419)

Information sources in English:

- Admission procedure
- Center for Doctoral Studies of the University of Vienna
- PhD Process**
- Guidelines for Cumulative Dissertations (version: Chemistry)
- Courses in WS 2019
- Current forms for the doctorate
- Blockage of the thesis



Organize your public presentation of your dissertation project (FÖP) within the first year!

Check dates available for your FÖP and forms online!

→ schedule your presentation appointment four weeks prior the anticipated date at the latest.

Duration of the talk: 10-15 minutes

Collect your documents and filled-in forms!

<https://ssc-chemie.univie.ac.at/en/studium/doktorat/doctoral-programme/>

Additional information:

<https://doktorat.univie.ac.at/en/phd-process/entry-phase/public-presentation/registration/>

# Responsibilities at the Dean's office

All administrative procedures are coordinated by the office staff/admin of your Institute (= first contact point)!



Ingrid **BRUNNER-SAUERMANN**

## Managing Director

New professorships, budget, finances

Tel.: +43-1-4277-520 05

Mail: [ingrid.brunner-sauermann@univie.ac.at](mailto:ingrid.brunner-sauermann@univie.ac.at)



Lena **YADLAPALLI**

## Deputy Head, Communications

Science communications, press officer, habilitation (venia docendi), Tenure-Track procedures, COVID-19 coordination

Tel.: +43-1-4277-520 12

Mail: [lena.yadlapalli@univie.ac.at](mailto:lena.yadlapalli@univie.ac.at)



Brigitte **SCHWARZ**

## Liaison Officer

HR affairs, immigration law issues, teaching administration, third-party funding

Tel.: +43-1-4277-520 06

Mail: [brigitte\\_schwarz@univie.ac.at](mailto:brigitte_schwarz@univie.ac.at)

Harald **FUCHS**

## IT, lecture room management

Tel.: +43-1-4277-520 33

Mail: [harald.fuchs@univie.ac.at](mailto:harald.fuchs@univie.ac.at)



Michael **HÖRMANN**

## IT, E-buttons

Tel.: +43-1-4277-52035

Mail: [michael.hoermann@univie.ac.at](mailto:michael.hoermann@univie.ac.at)



“Freistellungen”  
(leave of absence)



# Faculty of Chemistry: intranet & joined LinkedIn channel

<https://chemie.univie.ac.at/en/about-us/intranet/>

The screenshot shows a LinkedIn page header for the Faculty of Chemistry and Vienna Doctoral School in Chemistry. The header features a blue banner with the text "Faculty of Chemistry and Vienna Doctoral School in Chemistry" and a pencil icon. Below the banner is a photo of a building facade with a "uni vie Chemistry" logo. The page title is "Faculty of Chemistry and Vienna Doctoral Sc..." and the bio reads "Chemistry@University of Vienna: think across & beyond!". It also indicates "Öffentlicher Dienst · Vienna · 305 Follower:innen". Two buttons are visible: "Seite bearbeiten" and "Seite teilen".

- Faculty management
- Dean's office
- StudiesServiceCenter
- Faculty's Conference
- Scientific Advisory Board
- Sustainability coordination
- WoChem - Women in Chemistry
- Intranet**
- Waste and chemical disposal
- Protection of employees
- OCIS - Chemical database
- Family-friendly faculty
- Forms**
- House rules
- Locking system
- Lab and workshop regulations
- Laboratory gases at "Neue Chemie"
- UNIVIE documents & initiatives
- Insurance coverage
- Honorary doctorates
- Memorial wall
- Habilitation
- Jobs

You are here: ▶ University of Vienna ▶ Faculty of Chemistry ▶ Vienna Doctoral School in Chemistry ▶ DoSChem Students

## Doctoral Program - Process

The doctoral programme is structured along three phases:

### Entry phase

- ~1-12months
- Admission to DoSChem
- Employment
- Admission to univie doctoral program
- Approval of doctoral thesis and FÖP
- Sign doctoral thesis agreement
- Code of Good Practice
- Code of Conduct

### Research phase

- ~1-48 months
- Research
- Curriculum ("Natural Sciences" 12 ECTS and "DoSChem activities" 12 ECTS)
- Annual progress report
- Annual oral presentation
- Publication

### Final phase

- ~6 months
- Dissertation
- Submission & Review
- Defense
- Join the Alumni program

## DoSChem Students

Doctoral process

FAQs

New Ideas and International Exchange Awards

Calls, Workshops & Deadlines

Prizes and Awards

### Contact

Universität Wien  
Währinger Straße 42  
A-1090 Wien  
T: +43-1-4277-52008  
[dos.chem@univie.ac.at](mailto:dos.chem@univie.ac.at)



## Your next steps with DoSChem and the doctoral curriculum of University of Vienna

- Get admitted to UniVie doctoral programme & renew your enrollment every semester (admission UniVie)
- Get admitted to the DoSChem (DoSChem)
- Upload your profile: <https://doschem.univie.ac.at/people/doschem-phd-students/>
- Code of conduct & good scientific practice (DoSChem)
- FÖP & thesis agreement within 12 months (SSC)
- Annual oral progress talk with feedback of 3 PIs (DoSChem)
- Annual written progress report (SSC) and the attachment to the annual report (SSC)
- Participation at DoSChem events



Min. 24 ECTS needed to graduate within DoSChem

	suggested ECTS	max. ECTS	already acquired (sum)	recognized by DSPL (for current year)
<b>minimum ECTS for curriculum</b>	12 ECTS			ECTS
curriculum based lectures, seminars, summer schools	6			ECTS
PhD seminars and "Journal Clubs"	4	6		ECTS
faculty colloquia	2	4		ECTS
<b>minimum ECTS for DoSChem activities</b>	12 ECTS			ECTS
soft skills courses	2			ECTS
retreats*	4			ECTS
DoSChem symposium *	2			ECTS
international conferences (poster/talk)	4 (2 conference visits req.; at least 1 intl.)			ECTS

\* ECTS for co-organization of retreats and symposia can be added up on top of the participation ECTS.

## Curriculum

- Your aim is to cover all those disciplines
- Do your own research and look for courses that would enhance your professional performance and development & discuss it with your PI.

## DoSChem

- Look for and agree on at least one significant (international) conference during your PhD training and one national
- ECTS allocation for DoSChem: flexible



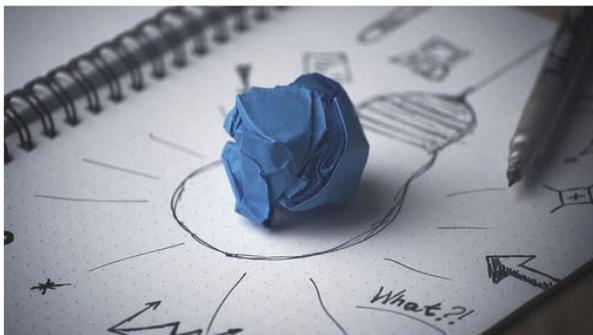
## Funding

DoSChem **open doctoral positions are being advertised internationally once a year** and awarded in competition via the DoSChem calls. For more Information about application requirements and procedures, please click [here](#).

DoSChem provides **funding** for student-driven collaborative projects across research groups within DoSChem (**New Ideas program**) and for projects in an external lab (**International Exchange program**).

Please find more information below:

### DoSChem call "New Ideas"



### DoSChem call "International Exchange"



## About us

DoSChem Programme

Funding ▾

DoSChem call "New Ideas"

DoSChem call "International Exchange"

Location

Code of Good Practice

Code of Conduct

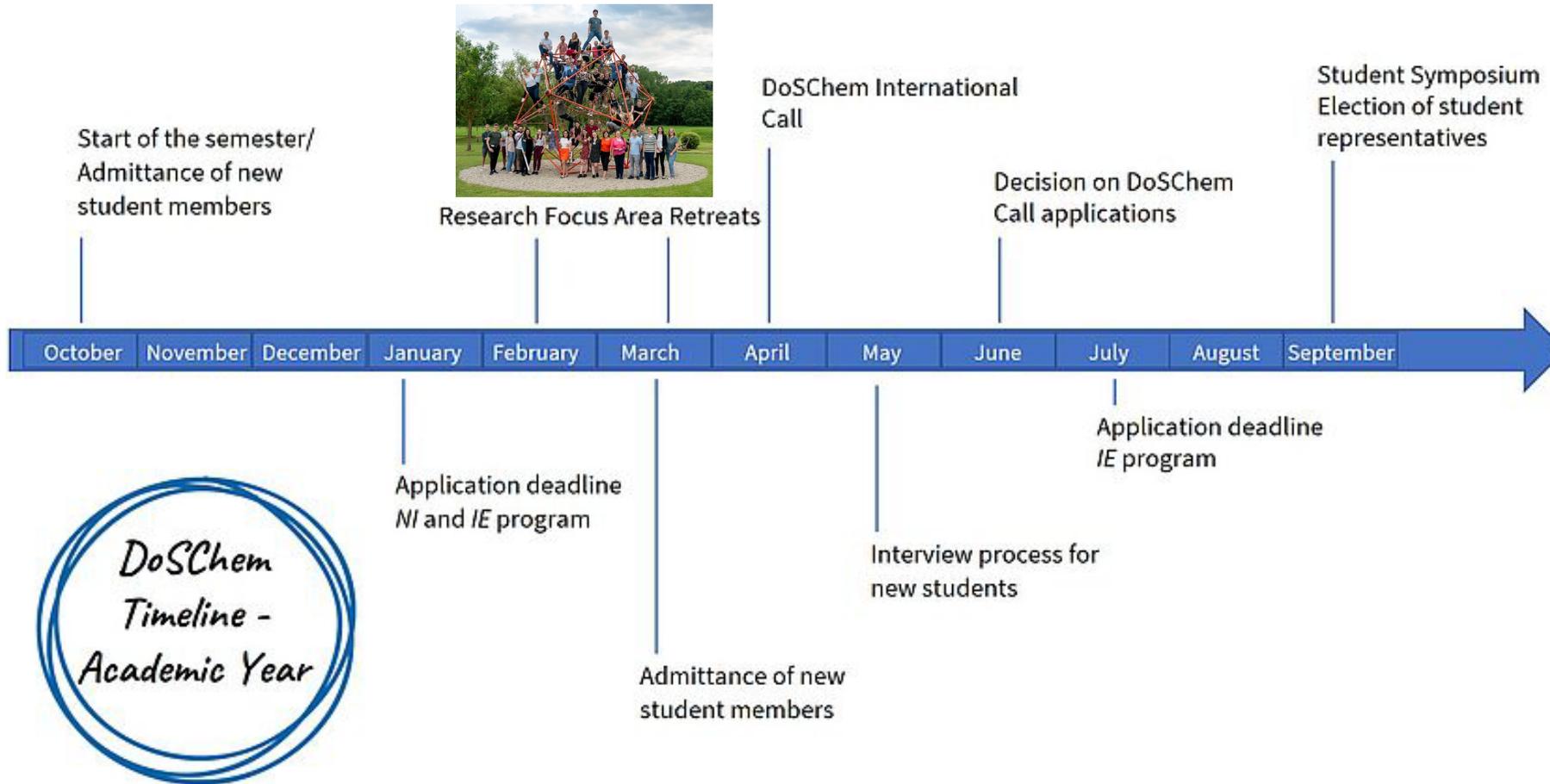
FAQ

## Contact

Universität Wien  
Währinger Straße 42  
A-1090 Wien  
T: +43-1-4277-52008  
[dos.chem@univie.ac.at](mailto:dos.chem@univie.ac.at)



# DoSChem academic year and its events



NI = New Ideas; IE = International Exchange





# DoSChem website: look out for deadlines, dates and funding possibilities

## calls, workshops and important dates

Here you find information about calls, workshops and other interesting dates and deadlines.

### Workshops

- Tech Transfer Soft Skill Workshop
- MSCA Doctoral Networks Information Workshop
- Effective Scientific Writing: Process and Product - Soft Skill Workshop
- Supplementary and extracurricular Workshops offered by the University of Vienna (note: no ECTS from these courses)

### Events

- Welcome Days for PhD candidates
- DoSChem onboarding event
- DoSChem company tour to Seibersdorf Laboratories GmbH
- external important chemistry events

### External Funding

- Info about the mobility programs from the International Office (University of Vienna)
- The DOC Fellowship Programme of the Austrian Academy of Sciences
- grant by the "Österreichische Forschungsgemeinschaft" (ÖFG)
- Other mobility grants: OeAD mobility grants; Mariette Blau-Grant;

### Symposia & Conferences

- 2nd DoSChem International Student Symposium

## DoSChem Students

- Doctoral process
- FAQs
- New Ideas and International Exchange Awards
- Calls, Workshops & Deadlines**
- Prizes and Awards

## Contact

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Währinger Straße 42  
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[dos.chem@univie.ac.at](mailto:dos.chem@univie.ac.at)



## Save the date

2022	Event
5th October	DoSChem GetTogether 6pm at Sägewerk
5.-7. October	Welcome Days for PhDs 2022
7th October	Company tour to Seibersdorf Laboratories GmbH
13th October	DoSChem onboarding event 10-12am; Study center
24.&25.10	Tech Transfer Soft Skill Workshop (free space available)
31st October	don't forget to pay your tuition fee until then
17./18./24./25.10	Effective Scientific Writing Soft Skill Workshop
1st March	DoSChem Admittance of new student members

Events & Trainings for Doctoral Candidates



## Snapshot from Moodle

### 1. Information from the management:

- via the Moodle platform (Retreats/Symposium/Survey)
- Website
- LinkedIn
- Newsletter\*

### 2. Information from student representatives:

- Newsletter- announcements\*
  - Moodle
- (\* only registered/admitted students)

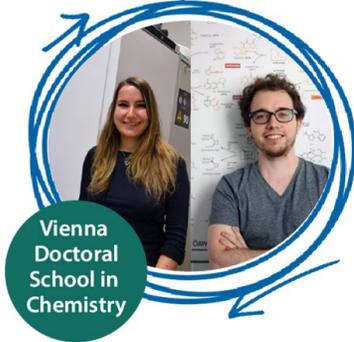
Thema	Gruppe	Begonnen von	Letzter Beitrag ↓	Antworten
☆ 1st FACULTY COLLOQUIUM - 27.10 5pm - save the date	Students	Beck Mirjam 5. Okt 2022	Beck Mirjam 5. Okt 2022	0
☆ free space TechTransfer and scientific writing Workshop; feedback Symposium; Onboarding event	Students	Beck Mirjam 4. Okt 2022	Beck Mirjam 4. Okt 2022	0
☆ Article/pictures DoSChem Student Symposium		Beck Mirjam 4. Okt 2022	Beck Mirjam 4. Okt 2022	0



# universität wien

Vienna Doctoral School in Chemistry

Awardees of New Ideas



Vienna Doctoral Schools



Congratulations

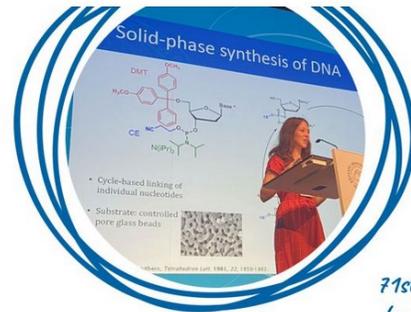


Vienna Doctoral Schools



## Your visibility matters: let us know about your achievements

awards and honors

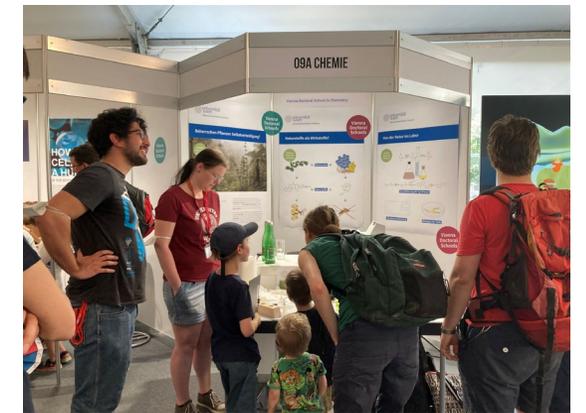
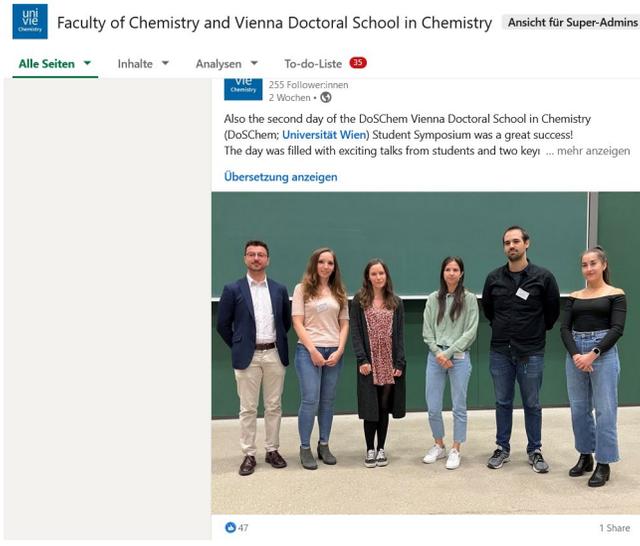


71st Lindau Nobel Laureate Meeting

outreach events  
*Be part of it!*  
long night of research, Kinderuni, etc.

Student Stories

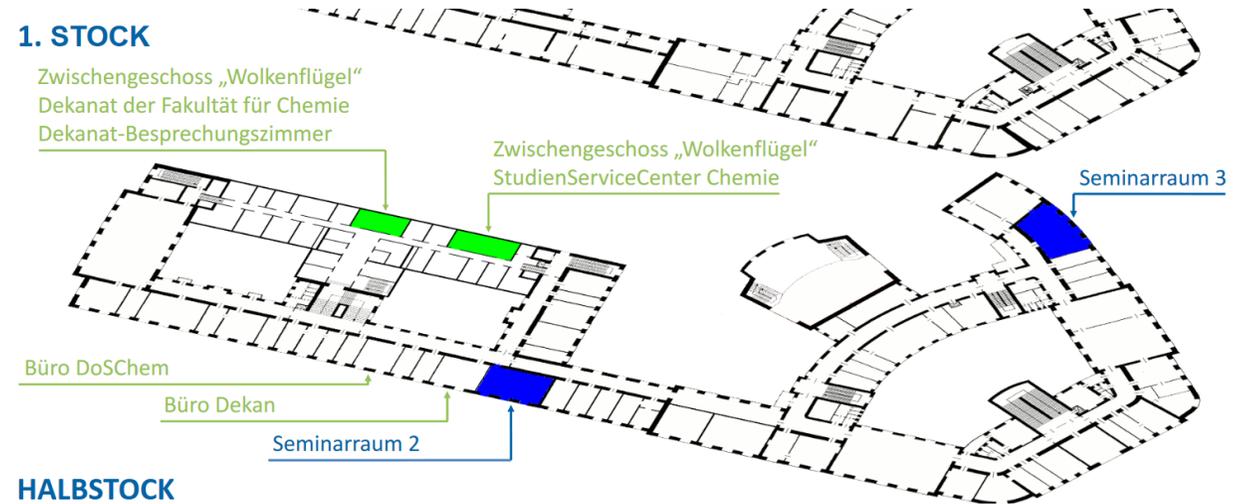
Experience reports of the International Exchange Program





## Keep in Touch with us

- Room: 2120
- [dos.chem@univie.ac.at](mailto:dos.chem@univie.ac.at)
  
- [mirjam.beck@univie.ac.at](mailto:mirjam.beck@univie.ac.at)
- +43-1-4277-52014
  
- +43-1-4277-52008
- [elena.rastew@univie.ac.at](mailto:elena.rastew@univie.ac.at)



• **Also as alumni !**

## Work with us

- As a “helping” student: organizing retreats & symposia (ECTS 😊)
- Student Representative (Soft Skills ECTS)
- Bring in your ideas!



# Additional information

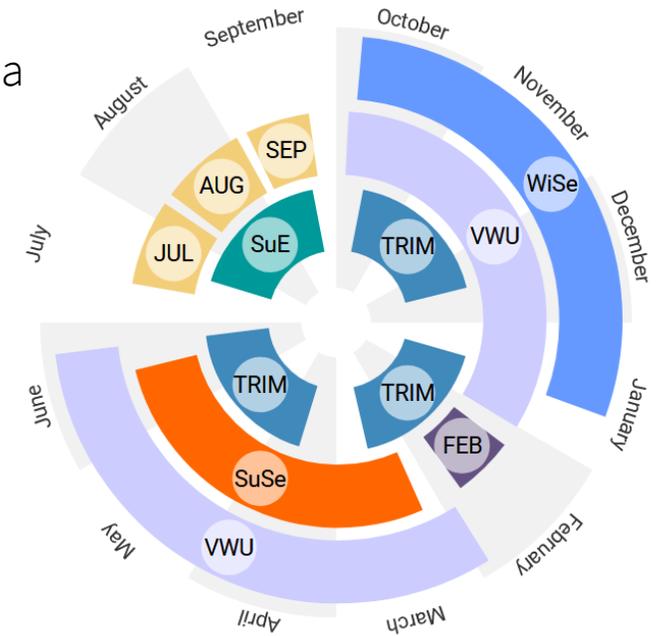


## German courses

- University finances German courses at the Language Center of the University of Vienna for all new UniVie employees

Contact your institutional admin for more info, they will assist you!

(The application and billing directly via Human Resources Development contacts: Elisabeth Frysak [elisabeth.frysak@univie.ac.at](mailto:elisabeth.frysak@univie.ac.at)  
 Johanna Reutenauer [johanna.reutenauer@univie.ac.at](mailto:johanna.reutenauer@univie.ac.at)  
 You need a confirmation for the attendance of the course prior the booking!



- For third party funded employees: discount for courses at the the Language Center



## Center for Doctoral Studies

Workshop Programme of the Center for Doctoral Studies

Transferable Skills Workshops



Afternoon Talks



Welcome Days



Scientific Writing (in GERMAN)



Well-Being in Academia



Virtual Mailbox | Your Feedback

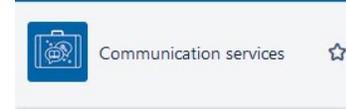


## Additional Resources:

## INTRANET: Communication Hub



Intranet



Pages 196 views

Communication services – Home

### Communication Toolbox

The Communication Toolbox is a service offered to academics and communication managers at the University of Vienna. It contains information, guidelines and tips for a successful and targeted communication of your (research) topics. The Communication Toolbox was created on the suggestion of academics at the University of Vienna and is constantly being expanded.



Raising the visibility of your (research) topic



Raising the visibility of your degree programme



Crisis communication



Templates



Translations



SCP - Science Communication Programme

## Who else?

- HR department for all issues related to your employment
- Center for teaching and learning in all matters related with teaching
- In case of conflicts:
  - Ombuds Office (in case of academic misconduct)
  - Office for conflict counselling
  - Work psychologist
  - Sexual harassment & bullying counselling office
  - ....