



## Checklist – Completion of your PhD-studies UN094

General Information: <https://www.meduniwien.ac.at/web/studierende/mein-studium/phd-programme-un094/doctoral-thesis/doctoral-thesis-submission/>

<p><b>Courses</b></p> <p>The following courses and number of ECTS points must be achieved:</p> <p><b>6 ECTS - Propedeutika</b> <b>4 ECTS – Basic Lectures</b> <b>18 ECTS - Journal Clubs</b> <b>12 ECTS – Thesis seminar / seminar for doctoral candidates</b></p> <p>Students who have enrolled from WS 2019/2020 onwards must also pass the following compulsory courses:</p> <p><b>10 ECTS – thesis registration/working plan (drafting and defense)</b> <b>6 ECTS - Presentation PhD Symposium</b></p> <p>The required number of ECTS points must be achieved before the viva at the latest.</p>	<input type="checkbox"/>
<p><b>Thesis</b></p> <p>Upload your dissertation to MedCampus in <b>PDF/A format only</b>. Your dissertation must not exceed the size of 18 MB. Guide for conversion to PDF/A format: <a href="https://www.meduniwien.ac.at/web/fileadmin/content/serviceeinrichtungen/studienabteilung/studierende/phd/pdf/PDFA-Leitfaden_V5.0.pdf">https://www.meduniwien.ac.at/web/fileadmin/content/serviceeinrichtungen/studienabteilung/studierende/phd/pdf/PDFA-Leitfaden_V5.0.pdf</a></p> <p><i>(The thesis can already be uploaded before you have completed all lectures and before your publication is accepted).</i></p>	<input type="checkbox"/>
<p><b>Publication</b></p> <p>Please send us the doi number resp. the paper of your first author publication before your viva at the latest. If this is not possible, please contact us in good time at: <a href="mailto:phd@meduniwien.ac.at">phd@meduniwien.ac.at</a></p>	<input type="checkbox"/>
<p><b>Notwendigen Formulare</b></p> <ul style="list-style-type: none"><li>- Declaration of Consent (<b>absolutely</b> in PDF/A-format)</li><li>- Ethic Declaration</li><li>- If required an application for blocking</li></ul> <p>Please submit the necessary forms to us by email (<a href="mailto:phd@meduniwien.ac.at">phd@meduniwien.ac.at</a>) at the latest after uploading the thesis.</p>	<input type="checkbox"/>



<p><b>Info on the review process</b></p> <p>If there are no more corrections to be made after the plagiarism check, your dissertation will be sent out to 2 reviewers. However, if the plagiarism check suggests corrections, we will inform you and you will have to upload your dissertation again in MedCampus. Average duration of the plagiarism check: approx. 1 - 2 weeks Average review duration: approx. 2 months We will send you received reviews anonymously by @mail.</p>	<input type="checkbox"/>
<p><b>Doctoral viva</b></p> <p>After you have submitted two positive reports, we will inform you of three viva committee members nominated by the Curriculum Directorate. You can then arrange the date and location of your viva with the examiners yourself. Once you have successfully completed your viva, your certificate will be issued and you will be notified by us for collection. Please take the registration confirmation from the library (<a href="http://repositorium.meduniwien.ac.at/">http://repositorium.meduniwien.ac.at/</a>) with you at the latest when you collect your certificates.</p>	<input type="checkbox"/>
<p><b>Academic ceremony</b></p> <p>After passing the viva, you are welcome to register for the graduation ceremony. Registration and payment will be made on site at the Department of Studies (Service K). Information: <a href="https://www.meduniwien.ac.at/web/studierende/mein-studium/phd-programme-un094/graduation/">https://www.meduniwien.ac.at/web/studierende/mein-studium/phd-programme-un094/graduation/</a></p>	<input type="checkbox"/>