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PhD Positions Open in the PhD Call
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.
1.1 Create a new account: Registration

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

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.

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.
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.

**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.

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.

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.

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!

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

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

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.
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.
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.

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.
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.

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

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.
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.

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.
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)

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.
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.

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.
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.

Your attendance to the online interviews will be confirmed by email. To confirm or decline your attendance, 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.

Learn more about the formatting rules.
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.

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".
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

<table>
<thead>
<tr>
<th>Time</th>
<th>Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed, 31 Jan 09:00 - 09:10</td>
<td>Welcome @ Medaui Vienna with our Vice Dean Sylvia Kneip</td>
<td>Jugendsth Kristall, Building 88, 2nd Floor, Spitalgasse 23, 1090 Wien</td>
</tr>
<tr>
<td>Wed, 31 Jan 10:00 - 10:15</td>
<td>Short coffee break</td>
<td>Jugendsth Kristall, Building 88, 2nd Floor, Spitalgasse 23, 1090 Wien</td>
</tr>
</tbody>
</table>

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

### Personal/Group Interview

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu, 31 Feb 11:30 - 12:30</td>
<td>Teaching Center, Spitalgasse 23, Building 87, Seminar room 102-104</td>
</tr>
</tbody>
</table>

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:
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

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.