



Information on the Application to Workshops at the Center for Doctoral Studies

Application for the workshops takes place exclusively online during the application periods. We are sorry, but we cannot consider applications made via e-mail. You can find all information concerning the application process on the website of the Center for Doctoral Studies (<http://doktorat.univie.ac.at/en/workshops-and-training/transferable-skills/application/>).

The application period for each course is indicated in the course directory and on the website of the Center for Doctoral Studies. Generally it ends 2- 3 weeks before the course takes place. With your application you commit yourself to participate during the whole workshop. Once the application period has expired, applicants receive an email sent to their webmail-address (aMatrikelnummer@unet.univie.ac.at or UserID@univie.ac.at) with further information.

Following steps are necessary to apply successfully for a workshop:

1) Activate your u:account and use U:SPACE to pre-register

Without an active u:account, you cannot apply for workshops. You can find all information on using the u:account on <http://zid.univie.ac.at/en/services/for-students/account-e-mail/>

2) Selection of workshops and setting of points

After you have pre-registered for a workshop, you have to set points. The amount of set points reflects your preference to attend a specific workshop. Places are distributed only on the basis of the amount of set points (exception: doctoral candidates in the new program have a higher priority than candidates in the old program). We do not follow the “first come, first served” system. You can vary the amount of set points until the end of the application period.

Please notice that during the registration your status is set on “vorgemerkt”. If the status in your application process is “angelegt”, your application cannot be considered when the available places are distributed. If your application is not successful, e.g. because others have set more points than you have, you will get your set points back. For each semester, you have in total 1000 points exclusively for workshops offered by the Center for Doctoral Studies. You can find more information on U:SPACE in German on <http://univis-as.univie.ac.at>. If you still have further questions, please contact as-support.slw@univie.ac.at.

3) Cancellation of application and exclusion from workshops

You can cancel your application only during the online application period. The course directory indicates the various periods for each course. If you cancel your application during the application periods, you get your set points back. Staying away twice unexcused leads to an exclusion from the workshop offer of the Center for Doctoral Studies. Signing-out is ONLY possible until the end of the online application deadline online via U:SPACE. Signing-out via e-mail after receiving a place is not considered as signing-out and also leads to an exclusion from the workshop offer. In this case you will not get back the placed points. Exceptions are only made if you can produce a note from your doctor or from your employer.

4) Checking and Forwarding of your webmail-address

Once the application period has expired, you will receive an email from the Center for Doctoral Studies stating whether your application was successful and if you were given a place or not. The mail is sent to your u:account webmail-address (aMatrikelnummer@unet.univie.ac.at or UserID@univie.ac.at). If you do not want to check this address regularly, you can forward it to your “private” email-address.

ATTENTION: The distribution of places for workshops is done only by the Center for Doctoral Studies and NOT by the individual lecturer(s). Therefore, please contact training.doktorat@univie.ac.at if you have any questions.