



FÖP Exposé guidelines for PhD candidates

With your Exposé and presentation at the FÖP you

- Demonstrate that you carefully planned and re-thought your PhD project.
- Provide a comprehensive outline of your PhD project to the faculty members.
- Allow the faculty to judge the quality and feasibility of your project, to provide valuable and constructive feedback, and finally approve your thesis endeavour.

If your project is part of a larger, externally funded, collaborative proposal led by your PI, please focus on your individual contributions aimed at achieving your PhD.

Structure and Content of your Exposé

A) Title page:

- (Working) Title of your dissertation project.**
- Your name**, student ID number and email address.
- Thesis Advisory Committee (TAC)** of at least a three 3 experts in your research topic, consisting of
 - Supervisor(s): minimum 1, must be a habilitated or tenured professor, one of the supervisors must be from the University of Vienna (PhaNuSp PI panel).
 - Advisor(s): optimal 2, can be an experienced postdoc, senior scientist or professor. They can be from the University of Vienna or external.
- Funding:** employment/fellowship/others and costs for consumables.

B) Main part: Between 8 and max. 10 pages (font size 11 pt, min. line spacing 1) and consisting of

- Introduction:** Background, current state of research, what is your specific area of research, where are you starting from.
- Aims, main questions, significance of your research:** Research questions/hypothesis, what do you want to achieve and answer with your thesis project, why is this important.
- Research methods and workplan:** What methods and experimental setups will you use to address your aims and research questions? What infrastructure and/or collaborators do you need or you have on your disposal? Which methods are already running in your lab, which will need to be established or optimised?
- Timetable:** When do you plan to do what and achieve your goals. Please provide a Gantt chart.
- Contingency plan & risk analysis:** Where do you see potential problems in following your research plan? Have you considered solutions/alternatives?
- Funding/Financial stability to conduct PhD studies:** For example, are you employed by the University of Vienna or another institution, can you work full-time or part-time on your dissertation project, description of funding such as coverage of consumables, etc.?
- TAC Committee:** Choice of your supervisor(s) and advisor(s) including their affiliation, etc.

C) Cited References



Review guidelines for PhaNuSpo Beiräte / PIs

Your expert review is very valuable. **Firstly**, it supports the PhD candidate in thoroughly and scientifically planning a solid innovative research proposal and plan. **Secondly**, it supports the Doctoral Study Programme Director (DSPL) to reach his:her final decision on whether to approve or reject the project for the PhD study programme.

- The exposé is usually the first scientific proposal that the PhD candidate has had reviewed.
- Therefore, **your review should pay special attention to the innovation, rational experimental design, feasibility, and potential bottlenecks of the presented individual PhD project.** Suggestions how to improve writing style, structure or content of the Exposé are also highly welcome.

Note: If the dissertation project is part of a larger and competitive externally funded collaborative research project led by the PI (supervisor), Please pay special attention to the PhD candidate's contribution, ensuring that it results in a dissertation project thesis that is fully independent and clearly defined. The quality of the entire third-party funded project should be beyond questioned.

- If there are some **concerns/ unclarities/ missing information, these should be explicitly mentioned.** Those will be addressed/ discussed during the FÖP and (hopefully) clarified so that the project can be finally approved.
- **Do not hesitate to provide any constructive criticism or feedback**, which is always helpful and appreciated. Just be mindful of your tone so as not to unintentionally discourage our early career researchers.
- **Please return your review on time** within the given deadline two weeks before the public presentation date.
- **Your review will be forwarded to the respective PhD candidate and their supervisor(s) and internal advisor(s)** prior to the FÖP, unless you explicitly opt out in the return email to the PhaNuSpo office. This will allow the PhD candidate to properly reconsider your input.