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Vienna Doctoral School
of Philosophy

Vienna Doctoral School of Philosophy

Handbook for Doctoral Researchers

Version 2.5

Vienna
Doctoral
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Contents

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of Philosophy

1.   Welcome from the Directors

It is exciting to be embarking on a doctoral research project in philosophy: you will have the chance to immerse yourself in a fascinating topic and make an original, expert contribution to its development.

We believe you have chosen an excellent environment in which to pursue your work. Our large and internationally renowned department is characterized by the breadth and depth of its philosophical expertise. Reflecting this diversity, the Vienna Doctoral School of Philosophy promotes a plurality of traditions, methods, and forms of thought. The VDP offers a structured doctoral program, which is designed to foster successful early career research. Our faculty members are committed to a close (co-)supervision scheme, and a flexible curriculum of courses to fit each individual's specific needs.

As a member of the VDP, you will be embedded in a large and lively community of doctoral researchers. We encourage you to make the most of this opportunity by working collaboratively with your peers and participating regularly in the full suite of VDP activities. Your contribution will help create a productive and supportive working environment for the pursuit of excellent philosophical research.

It is important to acknowledge that working towards a PhD can, at times, be a daunting, confusing, and frustrating process. It is perfectly normal to feel this way and, while every researcher's experience is unique, it is likely that others have faced many of the challenges you will encounter. Therefore, we encourage you to use the VDP community – your supervisors, ourselves, and each other – as an extended support network, which can help you through the difficult periods of your doctoral research.

The VDP aims to support its doctoral researchers at each stage of the process, from the development of a promising research proposal up to the dissemination of results and the postdoctoral job search. As a first step, this handbook aims to bring together in one place the practical information you will need during your doctoral career. It is designed to help you manage your teaching, learning, and research commitments effectively and – ultimately – complete your doctoral thesis in a successful and timely manner. We hope you will find it useful and we are really looking forward to working with you.

Prof. Benjamin Schnieder
(VDP Director)

Prof. Angela Kallhoff
(VDP Vice Director)

MSc. Mag. Raphael Aybar
(VDP Coordinator)

Universität Wien

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2. Doctoral Studies Program Structure

The program structure below shows the typical path for VDP researchers (although this can vary, for example where researchers are part-time/ self-funded). It is important to think carefully about how to prioritise the various different activities. It may be helpful to discuss this with supervisors and other colleagues.

	Compulsory activities	Encouraged activities
Year 1	• Enrol in doctoral studies program • Enrol in VDP • Prepare research proposal (Exposé) • Complete public presentation (FöP) • Sign doctoral thesis agreement	• Attend/ participate in/ organise: – reading groups – work in progress seminars – invited talks – conferences – workshops – summer schools – training courses (Pragmatic Academic, courses at the Center for doctoral studies) • Present work at external conferences • Submit work for publication • Apply for teaching opportunities (if not already contracted to teach) • Undertake 'third mission' projects for wider social impact
Year 2 **Year 3**	• Prepare doctoral thesis chapters • Participate in doctoral seminars • Deliver undergraduate teaching (where contracted to do so) • Complete annual progress reports	
	• Submit and defend the thesis!	

Overviews of the process are also available on the Doctoral Center website:

German version: https://doktorat.univie.ac.at/doktoratsablauf/

English version: https://doktorat.univie.ac.at/en/phd-process/

3.   Doctoral Studies Program Enrolment

New doctoral researchers must enrol in the doctoral study program <u>as soon as possible</u>. Further information is available here:

German version: https://doktorat.univie.ac.at/doktoratsstudien/geistes-und-kulturwissenschaften/zulassung/

English version: https://doktorat.univie.ac.at/en/doctoralphd-programmes/humanities/admission/

4.   VDP Enrolment and Code of Good Practice

Doctoral researchers who join the VDP will benefit from being part of a large, diverse, and thriving doctoral research community. They will also have priority access to many training and funding opportunities. We expect members to participate regularly in relevant activities, initiatives, and events, and we welcome their feedback and support in helping us to continue developing the VDP's offer.

To join the VDP, doctoral researchers need to do two things:

1) Make sure at least one of their supervisors is listed on the VDP faculty page (https://vd-philosophy.univie.ac.at/faculty). If none of the supervisors is listed, please contact the VDP Coordinator (vd-philosophy@univie.ac.at).

2) Send an email to the VDP Coordinator (vd-philosophy@univie.ac.at), copying in the supervisor(s), requesting to join the VDP, and confirming agreement to the code of good practice available here: https://vd-philosophy.univie.ac.at/prospective-doctoral-researchers/code-of-good-conduct/.

5.   Supervisory Arrangements

It is often a good idea to have <u>two</u> supervisors. Please note that <u>supervisors cannot act as reviewers/ examiners of the final doctoral thesis</u>.

Doctoral researchers are expected to work closely with their supervisor(s) throughout the full period of doctoral study. It is strongly recommended to have a supervisory meeting <u>at least once per month</u>. Beyond that, it is largely up to the individuals involved to decide how best to work together. Once agreed, working arrangements should be kept under review and adjusted as necessary.

The code of good practice sets out the core responsibilities of supervisors and doctoral researchers (see §4 above). The doctoral thesis agreement further strengthens these arrangements (see §9 below).

If you encounter problems with your supervisory arrangements, please contact the VDP Coordinator to set up a confidential one-to-one conversation (vd-philosophy@univie.ac.at).

6. Thesis Advisory Committees

Alongside the immediate supervisory team, doctoral researchers are encouraged to work with other academics within and outside the department. Please consider setting up a wider thesis advisory committee, to help guide your research.

Including the supervisor(s), the thesis advisory committee may comprise of up to five members, all of whom must be in possession of a PhD. You are particularly encouraged to include postdoctoral researchers (who are not eligible to be full supervisors). You might also consider researchers from other departments or universities. However, please note that <u>thesis advisory committee members cannot act as reviewers/ examiners of the final doctoral thesis</u>. Therefore, you should be careful not to approach potential reviewers/ examiners.

Non-supervising members of the thesis advisory committee are expected to be in discussion with doctoral researchers <u>at least once per semester</u>. Ideally, there would be contact at least every couple of months. This could take a number of formats. For example, doctoral researchers might wish to present a draft chapter or paper to the full thesis advisory committee. Or they might wish to discuss a particular question or problem with one or two of the committee members. It is up to the individuals involved to decide how best to work together. Once agreed, working arrangements should be kept under review and adjusted as necessary.

To establish a thesis advisory committee, you and your supervisor(s) can approach potential committee members directly. Once they have agreed to participate, please inform the VDP Coordinator of the composition of your committee, by emailing vd.philosophy@univie.ac.at. These details will be added to your public profile on the website.

You are free to change the composition of your thesis advisory committee at any time during the period of your doctoral research. Please keep the VDP Coordinator updated throughout.

7. Research Proposal (Exposé)

<u>During the first six months</u> of doctoral study, researchers should work with their supervisors to refine their research proposal (Exposé). (In some cases timescales may vary, for example where researchers are part-time/ self-funded.) The purpose of the research proposal is to focus the project, situate it within the wider research context, and provide a roadmap for its successful and timely completion.

Further information about what to include in the proposal is available at:

German version: https://doktorat.univie.ac.at/doktoratsablauf/eingangsphase/expose/

English version: https://doktorat.univie.ac.at/en/phd-process/entry-phase/research-proposal/

Please note that philosophy research proposals should be <u>no longer than 10–15 A4 pages (font size 12pt, line spacing 1.5)</u>.

8.   Public Presentation (FöP)

By the end of the first year, doctoral researchers need to deliver a public presentation (Fakultätsöffentlichen Präsentation/ FöP) based on the research proposal (Exposé). (In some cases timescales may vary, for example where researchers are part-time/ self-funded.) The public presentation has a dual purpose:

  i.   It enables the Director of the Doctoral Study Program (Prof. Hans Bernhard Schmid) to approve the continuation of your doctoral studies for the next three years.
  ii.   It is an opportunity to introduce your research projects to other members of the department, receive feedback on it, and engage in constructive discussion of key aspects.

It is recommended that doctoral researchers work closely with their supervisors/ thesis advisory committees to prepare and practice for the public presentation.

Further information, including details of how to register and advice on how to prepare, is available at the following links:

German versions:

https://doktorat.univie.ac.at/doktoratsablauf/eingangsphase/oeffentliche-praesentation-des-dissertationsprojektes/

https://ssc-phil.univie.ac.at/studien/doktorat/praesentationen-und-defensiones/

English versions:

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

https://ssc-phil.univie.ac.at/en/degree-programs/doctoral-program/public-presentation-and-defence/

9.   Doctoral Thesis Agreement

After the public presentation, a doctoral thesis agreement is made between the doctoral researcher, their supervisor(s), and the university (signed by the Director of Doctoral Studies on behalf of the Studienpräses). This agreement formalizes the commitments and responsibilities of each party.

Further information, including the downloadable form, is available here:

German version:
https://doktorat.univie.ac.at/doktoratsablauf/eingangsphase/dissertationsvereinbarung/

English version: https://doktorat.univie.ac.at/en/phd-process/entry-phase/doctoral-thesis-agreement/.

10.   Thesis Preparation, Submission, and Defense

Doctoral researchers will need to consider whether their work will take the form of a monograph or a cumulative thesis (i.e. a collection of papers). This should be discussed with supervisors/ thesis

advisory committees and decided by year two. (In some cases timescales may vary, for example where researchers are part-time/ self-funded.)

It is a good idea to start drafting thesis chapters as soon as possible, with the aim of having written the full thesis by the end of year three. (In some cases timescales may vary, for example where researchers are part-time/ self-funded.) Where a fourth year is available, this can be used for final editing and preparation for the defense.

Doctoral researchers are asked to propose individuals to act as reviewers/ examiners of their doctoral thesis. Please note that reviewers cannot be supervisors or thesis advisory committee members, and must be external to the University of Vienna. It is a good idea to identify potential reviewers in year two or three. Please discuss this with your supervisor(s)/ thesis advisory committee.

Further information about the thesis submission and review process is available at:

German version: https://doktorat.univie.ac.at/doktoratsablauf/abschlussphase/einreichen-und-begutachtung/

English version: https://doktorat.univie.ac.at/en/phd-process/final-phase/completion-and-public-defense/

Further information about the defense is available at:

German version: https://doktorat.univie.ac.at/doktoratsablauf/abschlussphase/defensio/

English version: https://doktorat.univie.ac.at/en/phd-process/final-phase/defense/

11. Credited Courses

During the period of doctoral study, researchers will need to participate in colloquia for a total of at least 24 ECTS points. It is recommended to participate in one colloquium per semester. This need not be directly related to the thesis topic. Indeed, the purpose of the colloquia is twofold: first, to broaden philosophical expertise; and second, to practice presenting and discussing original ideas.

Information about the curriculum, including how to enrol in colloquia, is available here: https://ufind.univie.ac.at/en/vvz.html. Scroll down to '43 - Doctoral Directorate of Studies Philosophy and Education' and select '43.01 Philosophy'. Click into each of the listed courses for full details.

12. Training and Development

Researchers are encouraged to draw up an individual training plan as soon possible after starting their doctoral studies. A template is available here: https://vd-philosophy.univie.ac.at/training/.

You may wish to refer to the Vitae Researcher Development Framework to help identify training needs: https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework/developing-the-vitae-researcher-development-framework. Individual training plans should be developed in close collaboration with supervisors. They should be forwarded to the

VDP Coordinator (vd-philosophy@univie.ac.at) to help inform the VDP's training strategy. Researchers may also wish to append their individual training plans to their doctoral thesis agreements (completed after a successful public presentation).

The Center for Doctoral Studies organizes university-wide training for doctoral researchers:

German version: https://forschung.univie.ac.at/services/veranstaltungen-trainings/doktorandinnen/

English version: https://forschung.univie.ac.at/en/services/events-trainings/doctoral-candidates/

To complement this, the Department of Philosophy organises 'Pragmatic Academic' training: https://vd-philosophy.univie.ac.at/training/the-pragmatic-academic/. VDP researchers will have priority access to these sessions.

The full VDP Training Strategy is available here: https://vd-philosophy.univie.ac.at/training/.

13. Progress Reporting

You and your supervisors will need to complete an [annual progress report](#) once a year after successful completion of the public presentation.

14. Teaching Responsibilities

It is an excellent idea to gain teaching experience during your doctoral study, and this will be important for pursuing a career in academic philosophy. VDP researchers who are employed as University Assistants are required to deliver a certain amount of undergraduate teaching. Other doctoral researchers are encouraged to apply for teaching opportunities. It is important to balance teaching and research commitments carefully.

Before teaching for the first time at the University of Vienna, it is necessary to complete the basic qualification:

German version: https://ctl.univie.ac.at/qualifizierung/basisqualifizierung/

English version: https://ctl.univie.ac.at/angebote-fuer-lehrende/hochschuldidaktische-qualifizierung/basisqualifizierung/basic-qualification-course-in-english-language/

There is also a detailed teaching manual available on the Intranet (employee login required) searchable under "*Handbuch für Lehrende"/ "Teaching Manual"*.

The Center for Teaching and Learning provides further information and support, including coaching for staff who are new to teaching:

German version: https://ctl.univie.ac.at/qualifizierung/praxiscoaching/

English version: https://ctl.univie.ac.at/en/qualifizierung/coaching-for-staff-new-to-teaching/

All other enquiries about teaching in the Department of Philosophy should be directed to the Director of Undergraduate and Masters Studies, Uni.-Prof. Max Kölbel (max.koelbel@univie.ac.at).

15. Conference Participation

VDP researchers are expected to participate actively in internal and external conferences, workshops, seminars, summer schools, and other events that are relevant to their doctoral research. Participation includes giving a talk, presenting a poster, or attending as an audience member. This is a valuable part of the research process, which facilitates knowledge exchange, road-testing of ideas, and professional networking. It can be a good idea to start looking for opportunities to present your work externally at the start of the second year of doctoral study.

Further information about associated funding opportunities is available to VDP members in the Moodle course: https://moodle.univie.ac.at/.

16. Publications

VDP researchers are encouraged to submit their work for publication. Typically, this will involve submitting articles for publication in academic journals. It could also involve submitting a monograph for publication as a book after the completion of doctoral research. Developing a research career in philosophy centrally revolves around publication. Since the peer-review process often takes a long time, it can be a good idea to start submitting work around the end of the second year of doctoral study.

Publication venues vary widely in terms of their scope, prestige, acceptance rate, and speed of turnaround. When considering submitting a piece of work, it is recommended that you discuss this with supervisor(s)/ thesis advisory committee, who are well placed to advise on when and where to submit it. You may even wish to draw up a publication strategy. Please take care to avoid predatory publishers.

Some further information about publication is available on the Library website:

German version: https://bibliothek.univie.ac.at/forschungsunterstuetzung/publikation.html

English version: https://bibliothek.univie.ac.at/forschungsunterstuetzung/en/publikation.html

Further information about the University of Vienna's Open Access activities, including funding offered for Open Access publications, is available at:

German version: https://openaccess.univie.ac.at/

English version: https://openaccess.univie.ac.at/en/

There is also a section on predatory publishers to watch out for:

German version: https://openaccess.univie.ac.at/ueber-open-access/predatory-publishers/

English version: https://openaccess.univie.ac.at/en/about-open-access/predatory-publishers/

17. Other Research Activities

VDP researchers are encouraged to get involved in wider research activities throughout the course of their doctoral study. These may include reading groups, work in progress seminars, and other (formal or informal) discussion fora.

Details of existing research networks at the department are linked from the VDP website: https://vd-philosophy.univie.ac.at/events/. See also the following departmental webpage:

German version: https://philosophie.univie.ac.at/forschung/

English version: https://philosophie.univie.ac.at/en/research/

Doctoral researchers are welcome to establish their own networks. Please send details to the VDP Coordinator (vd-philosophy@univie.ac.at), so that these can be shared with the rest of the research community.

As well as engaging with the academic community, doctoral researchers may find it valuable to pursue 'third mission' activities that have a wider social impact. For example, this could include writing public-facing articles in newspapers, magazines, or blogs; conducting outreach work in local schools; or organizing community events.

As noted above, it is important to think carefully about how to prioritize the various activities, and it may be helpful to discuss this with supervisors and other colleagues.

18. VDP Doctoral Researchers Assembly

All VDP researchers are members of the VDP Doctoral Researchers' Assembly, which meets at least once per semester. For more information about how the VDP is organized, please visit: https://vd-philosophy.univie.ac.at/organization/.

19. Key Contacts

VDP Coordinator: vd-philosophy@univie.ac.at / raphael.aybar@univie.ac.at

Director of Doctoral Studies/ VDP: benjamin.schnieder@univie.ac.at

Vice-Director of Doctoral Studies/ VDP: angela.kallhoff@univie.ac.at

Director of Undergraduate/ Masters Studies: max.koelbel@univie.ac.at

Philosophy Studies Service Center:

   German version: https://ssc-phil.univie.ac.at/ssc-services-kontakt/kontaktformular/

   English version: https://ssc-phil.univie.ac.at/en/ssc-services-contact/contact-form/

Department of Philosophy Main Administrative Office, Mag. Markus Rield: philosophie@univie.ac.at

Faculty of Philosophy and Education Main Administrative Office: dekanat.philbild@univie.ac.at

Room bookings (except seminar room 3A): lehre.philosophie@univie.ac.at

Room bookings (seminar room 3A only): philosophie@univie.ac.at

Department of Philosophy IT helpdesk (for IT equipment/ phone): edv.philosophie@univie.ac.at

The University of Vienna's IT helpdesk (for u:account): helpdesk.zid@univie.ac.at

The University of Vienna's Doctoral Center: info.doktorat@univie.ac.at

The University of Vienna's Doctoral Admissions Team: doktorat.zulassung@univie.ac.at

20. Wider Resources

Key webpages

VDP: https://vd-philosophy.univie.ac.at/

Department of Philosophy:

German version: https://philosophie.univie.ac.at/

English version: https://philosophie.univie.ac.at/en/

Faculty of Philosophy and Education:

German version: https://philbild.univie.ac.at

English version: https://philbild.univie.ac.at/en/

Philosophy Studies Service Center – doctoral pages

German version: https://ssc-phil.univie.ac.at/studien/doktorat/

English version: https://ssc-phil.univie.ac.at/en/degree-programs/doctoral-program/

Philosophy IT Helpdesk: https://philosophie.univie.ac.at/institut/it-philosophie/

University IT Helpdesk: https://zid.univie.ac.at/zid-helpdesk/

University of Vienna Center for Doctoral Studies:

German version: https://doktorat.univie.ac.at/

English version: https://doktorat.univie.ac.at/en/

University of Vienna International Office:

German version: https://international.univie.ac.at/

English version: https://international.univie.ac.at/en/

Intranet for university employees: https://intra.univie.ac.at

Library:

German version: https://bibliothek.univie.ac.at/

English version: https://bibliothek.univie.ac.at/en/

Useful guides (warning – these may not always be fully up to date!)

Step-by-step guide for doctoral research (German only): https://doktorat.univie.ac.at/fileadmin/user_upload/z_doktorat/Dokumente/Broschueren/Schritt_fuer_Schritt_durchs_Doktorat.pdf

Orientation guide for international doctoral researchers: https://doktorat.univie.ac.at/fileadmin/user_upload/z_doktorat/Dokumente/Broschueren/Orientation_Guide_for_international_PhDs.pdf

Welcome guide for prae docs/ post docs https://hist-kult.univie.ac.at/fileadmin/user_upload/f_histkult/Welcome-Guide_digital.pdf

International philosophy networks/ resources

Philos-L: https://www.liverpool.ac.uk/philosophy/philos-l/

PhilEvents: https://philevents.org/

PhilPeople: https://philpeople.org/

PhilPapers: https://philpapers.org/

PhilJobs: https://philjobs.org/

The NETWORK For PhD Philosophers: https://www.thenetworkphdphil.com

Careers beyond academic philosophy: www.letsphi.com

Other useful resources

University of Vienna Center for Doctoral Studies newsletter (sign-up page): https://massmailer.univie.ac.at/site/forschungsservice/dokzen/subscribe/article/132.html

Johannes Kepler University Linz's 'Female-L' distribution list, which focuses on women in academia (mainly in German): subscribe by emailing female-l-join@jku.at

Euraxess recruitment portal for research jobs in Europe: https://euraxess.ec.europa.eu/

21. Appendix A. Version Control

Version	Date	Details of changes
1.2	15.01.2021	Redraft of §6. Thesis Advisory Committee
1.3	02.02.2021	Redraft of §11. Credited Courses, §14. Teaching Responsibilities.
		Reformatting of document.
1.4	03.02.2021	Redraft of §12. Training and Development.
1.5	11.02.2021	Updated weblinks.
1.6	12.03.2021	Small correction in §2. Doctoral Studies Program Structure (year 1 semester 2 compulsory activities).
		Addition of CTL courses in §14. Teaching Responsibilities.
2.0	01.09.2021	Full update for the 2021-22 academic year.
2.1	20.10.2021	Updates to §2 and §10, reflecting the move to a 3 year, rather than 4 year, programme.
2.2	10.11.2021	Further updates to §2, reflecting the move to a 3 year, rather than 4 year, programme.
		Updates of links in §20.
		Updated doctoral school branding.
2.3	17.11.2021	Small additions to §2 and §17.
		Updates of links in §17.
2.4	29.04.2022	Small revisions/ updates to §11, §12, §14, §18, §19, §20.
2.5		Revisions/additions to §1, §2. Updates of links. Updates of new authorities & coordinator.