

Tätigkeitsbericht der Studienvertretung Doktorat an
der TU Wien laut §19a HSG und §20 HTU-Satzung
Activity Report of the Programme Representation of
Doctoral Candidates in Accordance with the
Austrian Law Regulating the Representation of
Students (§19a HSG 1998) and the Articles of the
Students' Representation at University Level (§20
HTU-Satzung)

Studienvertretung Doktorat

Budgetjahr 2013/2014 (1.7.13 - 30.6.14)

Abstract

The activities of the representatives of the doctoral candidates at TU Wien during the period from 1 July 2013 to 30 June 2014 are briefly summarised. They include counselling, meetings, workshops for doctoral candidates and much more. A short financial overview is given in this report.

Inhaltsverzeichnis

1	Introduction	2
2	Activities	2
2.1	Counselling (Beratung)	2
2.1.1	Opening Hours	2
2.1.2	Individual Counselling	3
2.1.3	e-mail	3
2.2	Meetings of the Fachschaft Doktorat	3
2.3	Statements (Stellungnahmen)	3
2.4	Nominations for Self-Governing Bodies at TU Wien (Nominierungen in Kollegialorgane der TU Wien)	4
2.5	Activities in Self-Governing Bodies at TU Wien (Arbeit in Kollegialorgane der TU Wien)	4
2.6	Providing Infrastructure for Doctoral Candidates	4
2.7	Information and Service	5
2.7.1	New Website	5
2.7.2	Information via email	5
2.7.3	htu.info	5
2.8	Training of the Members of the Fachschaft Doktorat	5
2.9	Projects	5
2.9.1	Information Event on 28 November 2013	5
2.9.2	Preparation for Orientation Programme	6
2.9.3	Preparation for Viennese Science Symposium	6
2.9.4	Workshops for Predocs	6
3	Budget	6
4	Conclusion and Outlook	7
A	Workshops for Predocs	8
A.1	LaTeX Beginners Course and Advanced Course	8
A.2	Gender Competence	8
A.3	Scientific Writing	8

1 Introduction

In accordance with the Austrian Law Regulating the Representation of Students (Hochschülerinnen- und Hochschülerschaftsgesetz 1998, shortly HSG [2]) the main task of the Programme Representation of Doctoral Candidates (Studienvertretung) is the representation of the interests of all doctoral candidates at the TU Wien (see §18 HSG). In our case this comprises the counselling of doctoral candidates, participation in the curricular committee for the doctoral programme (Studienkommission für die Doktoratsstudien), contact to professors and the works council (Betriebsrat), writing official statements (Stellungnahmen), organising workshops, providing infrastructure and much more. The costs for workshops, infrastructure for counselling, etc. are covered by a part of the students' union fee (ÖH-Beitrag) [2] [6]. Due to the fact that every doctoral candidate has to pay this fee, we want to report the expenses and the activities of the programme representation, as stated in §19a HSG 1998 and in §20 HTU-Satzung (articles of the students' representation at university level [6]).

It is generally agreed that the representation of the doctoral candidates is not work that can be done by only five people as given by law [2]. The five elected students' representatives (Alexander Grill, Walid Hetaba, Wolfgang Müller, Bianka Ullmann and Patrik Zips [4]) have decided to work and make decisions together with all committed predocs. Due to this decision, all activities of the Programme Representation of the Doctoral Candidates have taken place within the Fachschaft Doktorat, which consists of approximately 15 predocs, five of them the official students' representatives. The members of the Fachschaft Doktorat are working as volunteers and thus without payment for their work within the Fachschaft Doktorat. All decisions of the Programme Representation have been made during the Jours Fixes of the Fachschaft Doktorat, where every doctoral candidate at the TU Wien can participate. Hence the term "Fachschaft Doktorat" is used in the following instead of "Programme Representation of the Doctoral Candidates".

2 Activities

This section is the summary of the activities of the Fachschaft Doktorat during the period from 1 July 2013 to 30 June 2014.

2.1 Counselling (Beratung)

One of the main activities of the Fachschaft Doktorat is counselling of persons who want to enrol on a doctoral programme and doctoral candidates at the TU Wien. There were three possibilities for counselling: opening hours, individual counselling and counselling via e-mail.

2.1.1 Opening Hours

The opening hours of the Fachschafti Doktorati were every second Tuesday at 5.30 p.m, where study-related counselling was offered. Approximately 15 doctoral candidates and 10 persons interested in enrolling on a doctoral programme made use of this offer.

2.1.2 Individual Counselling

Beside the opening hours the Fachschaft Doktorat offered individual counselling of doctoral candidates. Nearly 10 people made use of this offer.

2.1.3 e-mail

Most of the study-related counselling was offered via e-mail. On average there were four e-mails per week sent to the e-mail address fsdr@fsdr.at. 95 % of the questions were from people from all over the world who wanted to enrol on a doctoral programme at TU Wien. The members of the Fachschaft Doktorat replied to all of them.

2.2 Meetings of the Fachschaft Doktorat

Every second Tuesday we had our Jour Fixe. It is our open meeting where all decisions were made. Further every doctoral candidate at TU Wien was invited. The information regarding date, time and location of the Jour Fixe was published at the website www.fsdr.at and some of the Jours Fixes were also made public in the newsletter (sent to all doctoral candidates).

2.3 Statements (Stellungnahmen)

The Fachschaft Doktorat worked together with the curricular committee, HTU Wien and the TU Wien on three statements on drafts of a federal law (Bundesgesetz) and of a regulation (Verordnung) in September and October 2013.

Official statement on the draft of the federal law which changes the federal law regarding the University for Continuing Education Krems

The Fachschaft Doktorat worked together with the curricular committee for the doctoral programme and with the HTU Wien on two statements:

- Stellungnahme zum Entwurf eines Bundesgesetzes, mit dem das Bundesgesetz über die Universität für Weiterbildung Krems (DUK - Gesetz 2004) geändert wird (GZ. BMWF-52.720/0001-I/6/2013) published by the curricular committee [3].
- Stellungnahme zum Entwurf eines Bundesgesetzes, mit dem das Bundesgesetz über die Universität für Weiterbildung Krems (DUK-Gesetz 2004) geändert wird (Geschäftszahl: BMWF-52.720/0001-I/6/2013) published by HTU Wien [7].

Statement on the Draft of the Regulation of the Minister of Science and Research of Doctoral Studies of Technical Sciences for Graduates of University of Applied Sciences Master Programmes

The Fachschaft Doktorat worked together with the curricular committee and the TU Wien on one statement:

- Stellungnahme zur Verordnung der Bundesministerin für Wissenschaft und Forschung über das Doktoratsstudium der technischen Wissenschaften für Absolventinnen und Absolventen von Fachhochschul- Masterstudiengängen (GZ. BMWF-52.220/0011-I/6/2013).

Decisions about the content of the statements were made during the Jours Fixes of the Fachschaft Doktorat.

2.4 Nominations for Self-Governing Bodies at TU Wien (Nominierungen in Kollegialorgane der TU Wien)

The Fachschaft Doktorat has to nominate at least four representatives of doctoral candidates for the curricular committee for the doctoral programme (Studienkommission für die Doktoratsstudien). Further, it has to nominate at least four representatives for the curricular committee for the continuing education programmes (Studienkommission für Universitätslehrgänge). The personnel decisions were made during the Jours Fixes of the Fachschaft Doktorat. Three nominations were made.

23 October 2013 Nomination for “Studienkommission für die Doktoratsstudien”. Members: Walid Hetaba, Christine Artner, Bianka Ullmann, Alexander Grill; alternate members: René Mayer, Markus Bajones, Martin Halla, Martin Müller

6 May 2014 Nomination for “Studienkommission für die Doktoratsstudien”. Members: Walid Hetaba, Patrik Zips, Bianka Ullmann, Alexander Grill; alternate members: René Mayer, Markus Bajones, Martin Halla, Martin Müller

10 June 2014 Nomination for “Studienkommission für Universitätslehrgänge”. Members: Abd El Hamid LASHIN, Kira Senger, Bojan Ikic, Robert Jarczyk; alternate members: Andrea Mayr, Thomas Leimer, David Toneian, Norbert Holzinger, Martin Olesch

In mutual agreement with the “Fachschaft Physik” Walid Hetaba was nominated as a member of the Physics’ department faculty commission, representing the doctoral students working in the Faculty of Physics. This nomination came into effect on 5 June 2014.

2.5 Activities in Self-Governing Bodies at TU Wien (Arbeit in Kollegialorgane der TU Wien)

The curricular committee for the doctoral programme had two meetings: 3 March and 10 June 2014. Besides the two meetings of the committee there were several meetings between members of the Fachschaf Doktorat and members of the curricular committee. The most important topics were the Guidelines for Cumulative Dissertations (Richtlinie für kumulative Dissertationen) and teaching assistance of doctoral candidates. The Fachschaft Doktorat was involved in all discussions.

2.6 Providing Infrastructure for Doctoral Candidates

The Fachschaft Doktorat has a small office in Geniegebäude, Getreidemarkt 9 and one small storage room in Freihaus, Wiedner Hauptstraße 8-10. The small office in Geniegebäude is used for counselling, meetings and every day representation work. During the period from 1 July 2013 and 30 June 2014 the office was equipped with a computer, a monitor, a flip chart, presenters and a printer. Most of the new office infrastructure was used for the organisation of the workshops for the doctoral candidates. Furthermore we expanded and improved our IT infrastructure for providing a new website.

2.7 Information and Service

One important task of the Fachschaft Doktorat is providing important information for doctoral candidates. Thus a new website was made, information mails were sent and an article was published.

2.7.1 New Website

The Fachschaft Doktorat has a new website, online since July 2014, www.fsdr.at. Beside the revision of the existing content we also have provided new information for all doctoral candidates. Further the new website is bilingual (German and English). Working on the new website took us approximately seven months.

2.7.2 Information via email

We sent six information (newsletter) mails to all enrolled doctoral candidates at TU Wien. We informed them about news and upcoming events regarding the doctoral study at TU Wien.

2.7.3 htu.info

The Fachschaft Doktorat published one article in the journal of the University Representation of Students at TU Wien, called htu.info. The article was about the guidelines for cumulative dissertations (title “Guideline for a Thesis by Publication”) and it was published in edition 03/2013 [5].

2.8 Training of the Members of the Fachschaft Doktorat

Two trainings for the members of the Fachschaft Doktorat took place: 29 November to 1 December 2013 and 9 to 11 May 2014. The goals were improving the knowledge of current legal norms, discussing the current situation of doctoral candidates and getting ideas for the further work as representatives of doctoral candidates. The topics of our two trainings were the cumulative dissertation, discussion about possible improvements on the curriculum and guidelines, current employment situation of the doctoral candidates at TU Wien, new Fachschaft Doktorat website, further work in the curricular committee etc.

2.9 Projects

Besides the above mentioned every day work, the Fachschaft Doktorat organised and participated in projects like the workshops for predocs, preparations for a symposium, an orientation programme and information event.

2.9.1 Information Event on 28 November 2013

Due to the fact that the Fachschaft Doktorat represents the interests of doctoral candidates all over the TU Wien, it is very important to offer possibilities for meeting each other and talking about current problems and ideas to solve them. One of these possibilities was the Second Window Party on 28 November 2013 [1]. This was a small party in the office of the Fachschaft Doktorat and the seminar room next to it (Geniegebäude,

Getreidemarkt 9). Approximately 100 doctoral candidates and professors attended the party on this evening.

2.9.2 Preparation for Orientation Programme

As mentioned in 2.9.1 meeting possibilities are very important for doctoral candidates. Therefore the Fachschaft Doktorat organises an Orientation Programme for doctoral candidates enrolling in winter term 2014 on 3 December 2014. This information event is a first introduction to university life for doctoral candidates at the TU Wien. The preparation for this event has started in May 2014.

2.9.3 Preparation for Viennese Science Symposium

The Fachschaft Doktorat participates in the novel initiative Viennese Science Symposium (VSS) which is taking place on 25 and 26 June 2015. The VSS is a possibility for young researchers and students to present their own research. The main goals are the support of young researchers, enforcing interdisciplinary work and publicity for research results at the TU Wien. Based on the idea of a doctoral candidate, this project became an official project of the Vice Rector for Research, Johannes Fröhlich. The organisation has started in May 2014 [8].

2.9.4 Workshops for Predocs

The Fachschaft Doktorat offered workshops for doctoral candidates in the summer term 2014. On the one hand, we wanted to extend the offer of continuing education for predocs and on the other hand we wanted to show that there is a need for courses and workshops especially for predocs.

- LaTeX beginners course and advanced course
- Gender Competence
- Scientific Writing

Further information on the workshops is given in the appendix.

3 Budget

All students (this includes doctoral candidates) are members of the ÖH (Österreichische Hochschülerinnen- und Hochschülerschaft - the official representation of students at the national level). Every student has to pay the students' union fee (ÖH-Beitrag). 15 % of the fee remain at national level. The rest of the money goes back to the local representations, in our case the HTU Wien (Hochschülerinnen- und Hochschülerschaft an der TU Wien - the official students' representation at university level). The latter distributes the money according to its articles to the students' representations, the departments of the HTU, representations at faculty level, etc. [6] [2]

The budget of the Programme Representation of Doctoral Candidates at TU Wien (Fachschaft Doktorat) was approximately 12,000 EUR of which approx. 8,000 EUR were spent. Money was used for the following items: providing the food and the non alcoholic drinks served during counselling and at the information event (approx. 750

EUR), to maintain, expand and improve the office and IT infrastructure (approx. 1,300 EUR), to train the members of the Fachschaft Doktorat (approx. 4,350 EUR) and to offer workshops of doctoral candidates (approx. 1600 EUR). The rest is going back to the HTU Wien where it is used to set up reserves.

4 Conclusion and Outlook

A lot of work has been done during the period from 1 July 2013 to 30 June 2014. Besides the every day work like counselling for doctoral candidates, writing statements, participating in the curricular committee etc., the Fachschaft Doktorat also organised and participated in projects like, e.g. the workshops for predocs and the Viennese Science Symposium. The amount of work will not decrease for the period from 1 July 2014 to 30 June 2015. An orientation programme is taking place on 3 December 2014, a symposium is taking place in June 2015, new representatives of the doctoral candidates are going to be elected in May 2015 and of course workshops for predocs will again be organised. For further information about the work in the Fachschaft Doktorat, please contact us via email: fsdr@fsdr.at



Vorsitzende der Studienvertretung Doktorat

Bianka Ullmann

A Workshops for Predocs

A.1 LaTeX Beginners Course and Advanced Course

For the publication of scientific work, especially in the technical field, LaTeX is the first choice for professional typesetting and text formatting. This workshop will provide an introduction to LaTeX. At the beginning of the workshop, we offer to assist you with setting up a TeX distribution, including a suitable editor. Building on basic concepts and features of LaTeX (text structure and formatting, formulas, graphs, tables, etc.) are presented. Dealing with LaTeX will be practiced based on several small exercises. The aim of this workshop is to gain all necessary knowledge to compose scientific papers in LaTeX.

The workshop was held by DI Alexander Grill, DI Martin Müller, DI Wolfgang Müller

Date: 24 April and 25 April 2014

Time: 2 p.m. to 7 p.m.

Place: ZID computer room FH2 (Wiedner Hauptstraße 8-10, Turm B, yellow section, 2nd floor, room number: DB02F24)

Number of participants: 6

A.2 Gender Competence

Does your gender influence what you do? What would be different in your life if you change your sex? Together we'll discover new aspects about sex and gender. We'll examine the role of gender in your own life as well as in your environment and the society. Finally we'll apply the new knowledge to formulate the section about gender aspects, which are currently asked in all major funding schemes.

The workshop was held by DI Babette Hebenstreit: technical physicist and trainer in the Independent Tutorial Project, works on sustainable energy systems and holds workshops on the topic Gender/Diversity.

Date: Saturday, May 17th, 2014

Time: 10 a.m. to 6 p.m.

Place: Sem 164/2 (Getreidemarkt 9, 1060 Wien, Geniegebäude, ground floor, between Fachschaft Chemie and Fachschaft Doktorat, room number: BZEG23)

Number of participants: 7

A.3 Scientific Writing

Target group: The class aims for young scientists with little experience in scientific writing but also for more experienced writers who want to make writing easier.

Content: Using a very practical approach, the most important aspects of science writing will be discussed. You will get tips on how to plan your writing project, information regarding the structure of a scientific manuscript (including Master and PhD thesis) and a thorough description which details have to be given in the introduction, method, results and conclusion section – and how you have to present your data and related information in each of these sections. In addition, you will learn some particular language characteristics that will allow you to develop a conclusive and interesting scientific text. Plenty of time for discussion and questions will contribute to a better understanding of

the seminar topics.

Goal: After the seminar you will know how to easily and efficiently develop a conclusive and easy to ready scientific manuscript. The workshop was held by Dr. Eva Müller.

Date: Friday, May 23rd, 2014

Time: 10 a.m. to 6 p.m.

Place: Sem 164/2 (Getreidemarkt 9, 1060 Wien, Geniegebäude, ground floor, between Fachschaft Chemie and Fachschaft Doktorat, room number: BZEG23)

Number of participants: 14

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