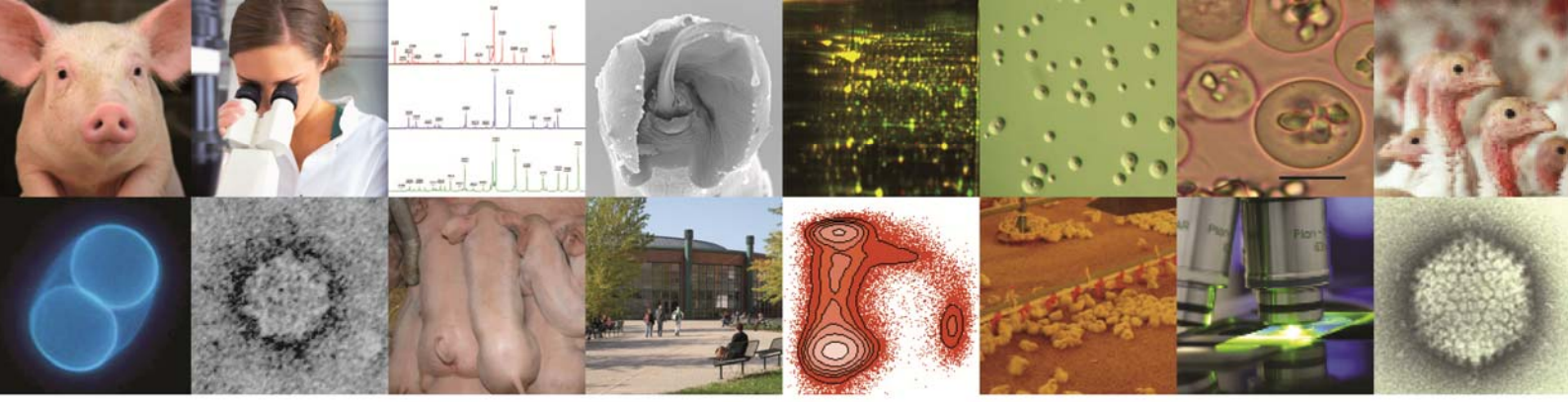

Study Portfolio

Graduate School for Pig and Poultry Medicine

as of December 2013

Revision 1, August 2017

University of Veterinary Medicine, Vienna

vetmeduni vienna

My Study Portfolio
“Pig and Poultry”

Name: _____

E-Mail: _____

Phone: _____ Mobile: _____

Semester of admission to PaP (month/year): _____

Title of Thesis:

_____

_____

Affiliation: _____

1st Supervisor: _____

2nd Supervisor: _____

3rd Supervisor: _____

(if applicable)

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Introduction

This Portfolio is designed for record keeping for your Course Work as part of your PhD Course at the Vetmeduni Vienna in the Doctoral Programme “Pig and Poultry”. It will help you in your administrative duty of recording all activities and achievements during your PhD studies. Your supervisor will testify that your records are correct. Once you have finalised your studies you will return your portfolio with the required signatures to the Vetmeduni’s Office for Study Affairs so that your certificate can be issued. Please keep your records up to date, and write eligibly.

For those course that are available through Vetmedonline, course numbers are given in brackets in the overview. Depending on the duration your course, course are taking over 3 or 4 years.

You must not lose your portfolio because it is the only record of your activities.

Activities in the Doctoral Programme “Pig and Poultry”

Overview

Course	ECTS	Timing in PhD Programme	Remarks
Course Work	**23**		
Introductory Course	4	1st semester	Mandatory to introduce all students to the basics of the DK; Records must be kept in the Portfolio: ■ Introduction to the Doctoral Programme ■ Introduction to animal work ■ Introduction to immunological methods ■ Introduction to protein analytical methods ■ Introduction to cell culture
Didactics Course (Basic)	1	1st or 2nd semester	Mandatory for teaching from the 2nd year on; additional advanced courses are optional (course provided through the Staff Development Programme of the Vetmeduni)
Literature Club *(094006)*	3	Regular course to be taken in all semesters	All LC activities must be recorded in the Portfolio
Seminar Series *(094008)*	3	Regular course to be taken in all semesters	All Seminar activities must be recorded in the Portfolio
Guest Lectures *(094009)*	3	Regular course to be taken in all semesters	All GL activities must be recorded in the Portfolio
Retreat	3	Annual meeting of all members of the DK	Mandatory for all PhD students
PhD Symposium	4	Annual scientific symposium at the Vetmeduni Vienna	Mandatory for all PhD students

Course	ECTS	Timing in PhD Programme	Remarks
General Courses	2	Presenting in English (10 h), 1st year, Vetmeduni Vienna Scientific writing (4 h), 1st year, Vetmeduni Vienna Good Scientific Practice (4 h), 1st year, Vetmeduni Vienna *From the following courses at least 15-20 h need to be taken:* ■ Publication Strategies in the Academic "Publish or Perish" Competition (1 h), 2nd/3rd/4th year ■ Academic Writing in English (12 h), 2nd/3rd /4th year ■ Discussion Strategies in the Academic Context (8 h), 2nd/3rd/4th year ■ English Conversation in the Conference Context (8 h), 2nd/3rd/4th year ■ How to Approach Proposal Writing (3 h), 2nd/3rd/4th year ■ Introduction to Inventions, Patents and Patent Searching (7 h), 2nd/3rd/4th year	All GC activities must be recorded in the Portfolio (official certificates of attendance are provided with each course); the choice and time points must be agreed upon with the Supervisor and arranged with Human Resources or via enrolment at the University Vienna (course provided through the Staff Development Programme of the Vetmeduni or through enrolment in graduate course at the University of Vienna)

Course	ECTS	Timing in PhD Programme	Remarks
Undergraduate teaching *(Teaching assistance: 094111)*	**2**	To be taken 2nd, 3rd or 4th year after after taking a basic course in didactics (1st year)	This takes place at your host institute; records must be kept in the Portfolio
Assessments	**5**		
Interim evaluations *(year I: 04001; year II: 04002, year III: 04003*)*	1 each	To be taken at the end of each year	A protocol will be filed with the Curricular Committee
PhD examination	1	To be taken at the end of the PhD course	A protocol will be filed with the Curricular Committee
Thesis assessment	1	After completion of all courses and submission of the thesis	A protocol will be filed with the Curricular Committee
PhD defence *(094005)*	1	After positive assessment of the Thesis	A protocol will be filed with the Curricular Committee
Research	**150**		
Lab rotation	6	Part of the research work	An activity log must be kept with the Portfolio
Research project	144	To be taken throughout the training period (incl. manuscript preparation and submission)	Records must be kept on all activities (Lab Journals) and meetings (protocols)

*in cases of a 4-year programme

1. Courses of the 1st year

(Introductory Course, Didactics and General Course Work of the first year)

Topic	Date, Time	Name and Signature of Course Leader
Introduction to the Doctoral Programme		
Introduction to animal work		
Introduction to immunological methods		
Introduction to protein analytical methods		
Introduction to cell culture		
Didactics basic		
Presenting in English		
Scientific writing		
Good Scientific Practice		

2. Literature Club 1st year

No.	Date	Paper, Presenter, Place
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

3. Seminars 1st year

No.	Date	Paper, Presenter, Place
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

4. Guest Lectures 1st year

No.	Date	Paper, Presenter, Place
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

5. Other activities in the 1st year

Date: _____

Title: _____

Place: _____

Description:

1st Supervisor's signature:

_____ Date: _____

6. Specific Aims at the end of the 1st year

What specific aims do you have for the following period of you PhD?

Date: _____

Aim(s):

Actions to be taken:

Have you reached your aims?

7. Literature Club 2nd year

No.	Date	Paper, Presenter, Place
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

8. Seminars 2nd year

No.	Date	Paper, Presenter, Place
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

9. Guest Lectures 2nd year

No.	Date	Paper, Presenter, Place
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

10. Other activities in the 2nd year

Date: _____

Title: _____

Place: _____

Description:

1st Supervisor's signature:

_____ Date: _____

11. Specific Aims at the end of the 2nd year

What specific aims do you have for the following period of you PhD?

Date: _____

Aim(s):

Actions to be taken:

Have you reached your aims?

12. Literature Club 3rd year

No.	Date	Paper, Presenter, Place
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

13. Seminars 3rd year

No.	Date	Paper, Presenter, Place
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

14. Guest Lectures 3rd year

No.	Date	Paper, Presenter, Place
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

15. Other activities in the 3rd year

Date: _____

Title: _____

Place: _____

Description:

1st Supervisor's signature:

_____ Date: _____

16. Specific Aims at the end of the 3rd year

What specific aims do you have for the following period of you PhD?

Date: _____

Aim(s):

Actions to be taken:

Have you reached your aims?

17. Literature Club 4th year

No.	Date	Paper, Presenter, Place
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

18. Seminars 4th year

No.	Date	Paper, Presenter, Place
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

19. Guest Lectures 4th year

No.	Date	Paper, Presenter, Place
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

20. Other activities in the 4th year

Date: _____

Title: _____

Place: _____

Description:

1st Supervisor's signature:

_____ Date: _____

21. Lab rotation: Activity Log

Institution: _____

Hosting Supervisor: _____

Date	Activity

Hosting Supervisor's signature:

_____ Date: _____

22. General Course Work of the 2nd, 3rd and 4th year

(to be chosen from the selection given in the overview)

Topic	Date	Name and Signature of Course Leader

23. Retreats & PhD Symposia

23.1. Retreats

1st year

Date: _____

Place: _____

1st Supervisor's signature:

_____ Date: _____

2nd year

Date: _____

Place: _____

1st Supervisor's signature:

_____ Date: _____

3rd year

Date: _____

Place: _____

1st Supervisor's signature:

_____ Date: _____

4th year (if applicable)

Date: _____

Place: _____

1st Supervisor's signature:

_____ Date: _____

23.2. PhD Symposia

1st year

Date: _____

1st Supervisor's signature:

_____ Date: _____

2nd year

Date: _____

1st Supervisor's signature:

_____ Date: _____

3rd year

Date: _____

1st Supervisor's signature:

_____ Date: _____

4th year (if applicable)

Date: _____

1st Supervisor's signature:

_____ Date: _____

24. Undergraduate teaching activities

Date	Lecture (Title, content)	Activities	Student's signature

25. Assessments

1st Interim evaluation

Date: _____

1st Supervisor's signature: _____

2nd Supervisor's signature: _____

3rd Supervisor's signature*: _____

2nd Interim evaluation

Date: _____

1st Supervisor's signature: _____

2nd Supervisor's signature: _____

3rd Supervisor's signature*: _____

3rd Interim evaluation (if applicable)

Date: _____

1st Supervisor's signature: _____

2nd Supervisor's signature: _____

3rd Supervisor's signature*: _____

PhD examination and PhD defence

Date: _____

1st Supervisor's signature: _____

2nd Supervisor's signature: _____

3rd Supervisor's signature*: _____

26. Testimony and Signatures

I, _____,
(Full name of student, in print)

hereby testify that all records in this portfolio are accurate and correct, and that I have undertaken all activities as described.

Date: _____ Signature: _____

I, _____,
(Full name of 1st supervisor, in print)

hereby testify that I have reviewed all records in this portfolio and agree to their submission.

Date: _____ Signature: _____

Studienabteilung

Eingang am: _____

Unterschrift/Stempel: _____

Imprint:

Graduate School for Pig and Poulty Medicine

Speaker: Univ.-Prof. Dr. Michael Hess

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