

## Postdoctoral members of ViDSS Supervisory Teams

### Information sheet (as of 14 July 2021)

A ViDSS Supervisory Team consists of all formally registered supervisors and co-supervisors of a student member of the Vienna Doctoral School of Social Sciences (ViDSS). In addition, postdoctoral non-tenured staff members who cannot take the role of an officially registered postdoctoral co-supervisor as specified in the Statutes of the University of Vienna (§ 15 (11))<sup>1</sup> may join a ViDSS Supervisory Team if this is considered appropriate and helpful. The aim of the guidelines provided here are twofold: firstly, to ensure that qualified postdoctoral researchers are able to contribute to supervision if desired by and useful to the doctoral candidate and themselves, and that this type of contribution is formally recognised; secondly, to protect these researchers from inappropriate or exploitative supervision requests.

- Doctoral candidates and their supervisor/s have to discuss and agree if a postdoctoral researcher should become a member of the ViDSS Supervisory Team.
- The selection of postdoctoral members of ViDSS Supervisory Teams should be guided by the thematic focus of the doctoral thesis project.
- Postdoctoral researchers have to be employed with the University of Vienna (subject to an employment contract of 50 % or more) when they join a ViDSS Supervisory Team.
- To become members of a ViDSS Supervisory Team, postdoctoral researchers should be qualified to support the doctoral candidate in their research. While this will differ on a case-by-case basis, such qualifications may include substantial research experience beyond the PhD, specialist expertise in the area of the candidate's doctoral studies, and/or knowledge of a particular method or approach that the candidate will use.
- Postdoctoral researchers can join a ViDSS Supervisory Team at any time until the doctoral candidate has submitted their doctoral thesis.
- When joining a ViDSS Supervisory Team, postdoctoral researchers have to consent to the Code of Good Practice for Doctoral Schools<sup>2</sup>, including the addendum Responsibilities of postdoctoral members of ViDSS Supervisory Teams<sup>3</sup>. This includes, inter alia, a commitment to supervise the doctoral candidate for the duration of the doctoral thesis project and to participate in the ViDSS Onboarding Workshop at the earliest possible date.
- Postdoctoral researchers have to discuss their intentions of joining a ViDSS Supervisory Team with their line manager. The postdoctoral researcher has to confirm that the line manager agrees that they join a ViDSS Supervisory Team when signing the Application for membership of a ViDSS Supervisory Team for a postdoctoral researcher<sup>4</sup>.
- The doctoral candidate submits the above-mentioned form to the administration team of the doctoral school (e-mail to [doktorat.sozialwissenschaften@univie.ac.at](mailto:doktorat.sozialwissenschaften@univie.ac.at)). The form outlines the specific responsibilities of the postdoctoral member and has to be signed by all parties involved.

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<sup>1</sup> <https://satzung.univie.ac.at/en/study-law/>

<sup>2</sup> [https://vds-sosci.univie.ac.at/fileadmin/user\\_upload/p\\_vds\\_sosci/Docs/Code\\_of\\_Good\\_Practice\\_140420\\_final.pdf](https://vds-sosci.univie.ac.at/fileadmin/user_upload/p_vds_sosci/Docs/Code_of_Good_Practice_140420_final.pdf)

<sup>3</sup> [https://vds-sosci.univie.ac.at/fileadmin/user\\_upload/p\\_vds\\_sosci/Docs/CoGP\\_ViDSS\\_postdoctoral\\_members.pdf](https://vds-sosci.univie.ac.at/fileadmin/user_upload/p_vds_sosci/Docs/CoGP_ViDSS_postdoctoral_members.pdf)

<sup>4</sup> [https://vds-sosci.univie.ac.at/fileadmin/user\\_upload/p\\_vds\\_sosci/Docs/ViDSS\\_supervisory\\_teams\\_application\\_form.docx](https://vds-sosci.univie.ac.at/fileadmin/user_upload/p_vds_sosci/Docs/ViDSS_supervisory_teams_application_form.docx)

If a supervisory team comprises several postdoctoral members, the form has to be submitted for every member. Applicants have to be student members of the ViDSS.

- The speaker or a deputy speaker of the ViDSS approves or rejects applications. The administration team of the ViDSS informs all parties involved when an application for co-supervision has been approved or rejected.
- Postdoctoral members of ViDSS Supervisory Teams join the Doctoral School and are listed on the website of the ViDSS.
- To join the ViDSS as student members, doctoral candidates still need to have at least one main supervisor who is a member of the ViDSS.