

Referee Guide: How to Submit Your Reference

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Thank you for supporting a candidate.

To ensure your reference is processed correctly, please follow these steps:

Access the Portal

Click the link provided in the email sent to you by the candidate:

phd.careers.univie.ac.at/auth/external-reviewer/anmelden

Language Note: To view the form in English, click the 'Int' button at the top of the page.

Verify your Email

1. Enter your professional email address.
2. Security Check: If your email matches the one provided by the candidate, the system will instantly send you a secure access link.
3. Check your inbox and **click the secure access** link to open the official reference form.

Manage Your Requests

Once logged in, you will see a dashboard listing all candidates who have requested a reference from you. This includes:

1. Candidate names and application details.
2. Status of each request

“Edit Mode”

Once you are on the candidate reference form: **click the 'Edit' button (in the shape of a pencil)** in the top right corner to unlock the form.

Without clicking 'Edit', the fields will appear "locked" or read-only.

Complete the Evaluation

Your responses are saved automatically, so you can pause and continue at any time. You may submit and update your assessment until the call deadline. However, be aware that the applicant cannot submit their application as long as you have not completed this form.

Final Step: To finalize your submission, please **tick the “Completed Form Confirmation” box** at the bottom of the form, ensuring that all mandatory fields Have been completed.

Privacy Guarantee: All information provided in this section is strictly confidential. The candidate cannot see your comments or ratings.

After submitting your evaluation, you can return to the dashboard to see the completion status for each candidate.

If you have any questions, please contact phd@aithyra.ac.at.