

International PhD Program in Biomedicine

Curriculum/ Individual Study Plan

PhD students are obliged to collect a total of **18[#] credit points** (ECTs) from lectures, courses and meetings before they can graduate. ECTs have to be acquired during the doctoral education (means being matriculated as a PhD student); ECTs from the master studies cannot be accounted or transferred to the doctorate. **A minimum of 6 ECTs** have to be covered with lectures and courses from the **Biozentrum Graduate Teaching Program** (<http://www.biozentrum.unibas.ch/graduate-program/>).

In general, PhD students should obtain at least 2/3 of their ECTs from areas of their own methodical and scientific field, whereas a maximum of 6 ECTs may be obtained from transferable skills.

At the beginning of your PhD: put together your own Study Plan and plan ahead; in general it is suggested to obtain the required 18 ECTs within the first two years.

Module		ECTs	Registration
Mandatory			
Graduate Program Biozentrum (VV, Cycle A-I)	2 ECTs/semester	min. 6	Mona
DBM PhD Retreat (poster and oral presentation of own data)	1 ECT/ retreat	min. 2	Mona LA 44578
Scientific conferences Presentation of own data at national and international scientific meetings	Specified ECTs **	min. 2	*LC
Internal seminars (VV) with active contribution (e.g. Progress Report)	Specified ECTs **	max. 6	Mona
Additional education opportunities			
Focal scientific area specific lectures (VV, e.g. Immunology Seminars, a.o.)	1 ECT/ semester		Mona
Journal Club (with active presentation)	1 ECT/ semester		*LC/ Mona
LTK1	1-2 ECTs	max. 2	*LC
Unpaid participation in teaching duties	1-2 ECTs/ semester		*LC
Transferable skills (academic competences offered by the University of Basel)	1 ECT/ course	max. 6	Mona
External education			*LC

[#]12 ECTs for those who matriculated until 2015

1 ECT should be equivalent to 30 working hours.

VV: lectures of the Graduate Program in Molecular Biology at the Biozentrum

***LC: Learning Contract needs to be done in advance! Please contact the PhD coordinator in advance! Instructions are on the following page**

** Number of ECTs is dependent on the effort made by the PhD student – please ask the PhD coordinator

- ⇒ **Keep your ECT records/ documents safely and protocol them.**
- ⇒ **Bring them along to the PaC meetings and to the Exam**
- ⇒ **You may send an electronic copy to the PhD coordinator**

Learning Contract

Note that the contract must be prepared in advance!

The acquisition of credit points from courses and lectures **OUTSIDE** of the regular university program is regulated by a study contract / learning contract (LC). **BEFORE** the goal is reached (e.g. see list above), the doctoral student generates the LC in MOnA (www.services.unibas.ch), save, prints, signs the document and brings along with additional documents to the relevant professor ("evaluator" e.g. person who gives the course, or the primary supervisor) for signing. It is important to ensure that a **meaningful description of the course** is included as this will appear on the final certificate (for all who matriculated in the fall semester 2016 and thereafter). The *evaluator directs the LC documents to the person in charge in the respective department/institution: **in the DBM this is Nicole Schaeren-Wiemers**. She examines the LC with regard to conformity and the credit point assignment and confirms the LC by signature (field: "the chairperson of the teaching commission or ..."). She then passes the LC to the Dean's Office.

At the end of the course, the evaluator assesses the LC in the online services (Tell), most often with "Pass" or "Fail", and sends the signed checklist to the Dean's office. After processing the control list, the accomplishment appears in the service overview.

Getting credit points from scientific meetings: please submit your signed LC (as described above), documentation about the scientific meeting (e.g. program), your contribution (e.g. poster abstract), a letter from the organizers that your abstract is accepted, and an accompanying letter from your supervisor. After the meeting, submit the certificate that you have attended the meeting.

Please contact Nicole Schaeren-Wiemers for information.

*Evaluator (Assessor): please choose "internal" and pick the assessor from this list!

German Version:

Der Erwerb von Kreditpunkten durch Leistungen ausserhalb des universitären Lehrangebots wird in einem Studienvertrag/Learning Contract (LC) geregelt.

Vor der Leistungserbringung erfasst und erstellt der/die Doktorierende den LC in MOnA, druckt ihn aus und reicht das unterschriebene Formular beim Beurteiler bzw. der Beurteilerin (meist Erstbetreuer/in) zur Unterschrift ein. Es ist dabei auf eine sinnvolle Bezeichnung der Leistung zu achten, da diese auf dem Abschlusszeugnis (ab HS2016 Immatrikulierte) erscheinen wird. Der Beurteiler bzw. die Beurteilerin leitet das Formular an die im jeweiligen Departement/Institution zuständige Person – im DBM: Nicole Schaeren-Wiemers - weiter. Diese prüft den LC hinsichtlich Regelkonformität und der Kreditpunktevergabe und bestätigt den LC durch Unterschrift (Feld: „der/die Vorsitzende der Unterrichtskommission bzw...“). Anschliessend leitet sie den LC an das Dekanat weiter.

Nach der Leistungserbringung bewertet der Beurteiler bzw. die Beurteilerin den LC in den Online-Services und sendet die unterschriebene Kontrollliste an das Dekanat. Nach der Verarbeitung der Kontrollliste erscheint die Leistung auf der Leistungsübersicht.