These guidelines apply to every PhD student at the DBM enrolling at the Faculty of Science of the University of Basel. The DBM PhD Program is based on the actual Promotionsordnung (doctoral degree regulations – in German only) of the Faculty of Science and has been implemented in the DBM PhD Program. This document needs to be signed and handed/e-mailed to the DBM PhD Coordinator.

Requirements:

1. The PhD candidate must have very good command of spoken and written English (Cambridge level C2 or equivalent).
2. The master degree/diploma of the PhD candidate must be approved by the University of Basel (Student Services).
3. The master degree of the PhD candidate must qualify for the PhD program. §4
4. The PhD candidate must matriculate at the University of Basel. §5
5. A PhD agreement form (or a Doctoral agreement form, DA) must be signed by the first supervisor (a DBM Research Group Leader), the second supervisor (a DBM RGL who is recognized by the Faculty of Science or is a member of the Faculty of Science, the PhD student and by the DBM PhD coordinator no later than 2 months after matriculation. The PhD agreement includes a statement of guarantee of financing for the PhD student for the full duration of the PhD program (i.e., 4 years).
6. The PhD student is responsible for establishing his/her “PhD advisory committee” (PaC) consisting of the first and second supervisor plus one external referee. §9
   - The first or second supervisor must be a member of the Faculty of Science or recognized by the Faculty of Science.
7. The PhD student must obtain 18 ECTs (credit points) in order to successfully conclude the doctoral degree. The PhD student must also take the Research Integrity Course in order to conclude his/her Doctoral studies. This course does not give any credit points, is mandatory and is available online.
8. The first or second supervisor has to be acknowledged within the dissertation topic. §9²

§The following paragraphs refer to the new Promotionsordnung where details are described in German.
**PhD Program Guidelines** (in detail):

1. PhD students at the DBM are expected to finish their research leading up to their thesis within **3-4 years**. If the PhD project cannot be concluded within the four years, a special request for prolongation by **the first supervisor** has to be sent to the Head of Operations (andrea.ottolini@unibas.ch) and the Coordinator (susan.treves@unibas.ch).

2. **Salaries** are according to the standards of the **Swiss National Science Foundation**.

3. **Contracts** for PhD students will initially be issued for one year. After a positive decision to continue the doctorate program by the PhD student and by the first supervisor, the contract will be extended for an additional 3 years. The contract will typically terminate within 6 months after a successful defense of the PhD.

4. Each student selects a (PaC) at the beginning of the PhD. Selection of the PaC members, scheduling of the yearly meetings, and transfer of the signed meeting protocols to the DBM PhD coordinator is the responsibility of the PhD student. In order to obtain the PhD title, the PhD student must have completed **3 PaC meetings**.

5. PhD students meet with the PaC at least once per year to report their scientific activities and results. **The first meeting typically takes place 9-12 months after the beginning of the PhD.** No later than one week before the scheduled PaC meeting, the PhD student sends a scientific progress report (3-5 pages) to all members of the PaC.

   The meeting includes an oral progress report in the form of a scientific seminar followed by a discussion with the committee members. Subsequently, the PaC meeting proceeds as follows: (i) The PhD student discusses with the committee, in the absence of his/her first supervisor; (ii) The first supervisor discusses with the committee, in the absence of the PhD student; (iii) The PhD student, supervisors and other PaC members discuss any remaining issues.

   The **PaC discusses and validates the progress of the PhD** and helps to guide the proposed research plan for the following year. In cases where there is no or very little progress, the PaC can recommend to change the PhD project or discontinue the PhD even after the first year.

   **A discontinuation of the PhD project** must be communicated to the PhD student at least two months before expiration of the contract as well as to the Head of Operations, the PhD Coordinator and the Dean’s Office of the Faculty of Science (§13). Thereafter, the PhD student must exmatriculate at the office of the Student Services of the University of Basel. Termination of a contract between parties should follow the rules and procedures set out by the human resources of the department.

   It is expected that at the time of the PhD exam, at least one first author manuscript of the PhD work is accepted for publication. Exceptions have to be approved by the PaC in advance.

6. **Protocols of all PaC meetings**: The first or second Supervisor writes a short protocol on the **official form**. All PaC members sign the protocol and receive a copy for their records. The PhD candidate sends an electronic copy of the report to the DBM PhD coordinator. **The PhD candidate keeps the original copy for his/her records**.

7. PhD students are obliged to collect a total of **18 credit points** (ECTs) from lectures, courses and meetings before they can graduate. The PhD student, together with their first supervisor, put together an individual study plan at the beginning of the dissertation (see **Curriculum**). A minimum of 6 credit points has to be covered by lectures and courses from the **Biozentrum Graduate and Postgraduate Teaching 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: for details see **Curriculum**.
8. **Defense**: At the end of the PhD, students must submit a written thesis which has to be accepted by the Faculty of Science of the University of Basel. The PhD thesis defense includes an oral exam of at least one hour. For details see: [Doctoral studies point 7](#).

**Note:** Members of the PaC are also members of the PhD defense committee. An additional member of the Faculty of Science, who is not a member of the PaC, chairs the PhD defense (§204).

9. After the defense, the PhD candidate **must** contact the DBM PhD Coordinator and communicate the date of their defense, thesis title and grade.

**Relevant links:** [DBM PhD Website](http://biomedizin.unibas.ch/education/)

**PhD Coordinator at the DBM:** Prof. Dr. Susan Treves

**Supervisor**

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**PhD candidate**

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Date, Signature

Date, Signature