

# INTERNATIONAL PhD PROGRAM IN BIOMEDICINE

## GUIDELINES for DBM PhD Students (Dr. phil.)

For PhD students matriculated from **HS2021** on

These guidelines apply to **every** PhD student at the DBM enrolling at the Faculty of Science of the University of Basel. Many novelties of the new Promotionsordnung (doctoral degree regulations – in German only) of the Faculty of Science have been implemented in the DBM PhD Program. Changes are primarily at the administrative level. **THIS DOCUMENT NEEDS TO BE SIGNED AND HANDED TO OR E-MAILED TO THE DBM PhD COORDINATOR**

### Requirements (Summary):

1. Very good command of spoken and written English (Cambridge level C2 or equivalent)
2. The Master degree/diploma of the applicant must be approved by the University of Basel (Student Services).
3. The Master degree must qualify for the PhD program. §4
4. The PhD candidate **must matriculate** at the University of Basel. §5
5. **PhD Agreement form** must be signed by the first supervisor (a DBM Research Group Leader who has accepted the PhD candidate), the second supervisor (a DBM FGL 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.
6. Every PhD student is responsible for establishing his/her “PhD advisory committee” (PaC) consisting of: the first and second supervisor, plus one external referee. The supervisors must be recognized by the Faculty of Science. §9
7. You **must obtain 18 ECTS** (credit points) in order to successfully conclude your Doctoral Degree.
8. The first or second supervisor has to be acknowledged within the dissertation topic. §4<sup>5</sup>

§ 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.
- 2) Salaries are according to the standards of the Swiss National Science Foundation.
- 3) Contracts between the DBM and the PhD students will be renewed on a yearly basis.
- 4) Each student selects a PhD advisory Committee (PaC, also called Doctoral Committee) **at the beginning** of the PhD.
- 5) PhD students meet with the PaC at least once per year to report their scientific activities and results. **The first meeting must take place no later than one year after the beginning of**

**the PhD.** No later than one week before the scheduled meeting the student sends a scientific progress report (approx. 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, first supervisor and external member discuss any remaining issues.

- 6) The **PaC discusses and validates the progress of the PhD** and helps guide the proposed research plan for the following year. In cases where there is no or very little progress, the PaC can decide to change the PhD project or can recommend discontinuation of the PhD. A **discontinuation of the thesis must be documented in the PaC report. You must fill in the Withdrawal Form** and send it to the DBM PhD coordinator as well as the Dean's Office of the Faculty of Science (§13), and thereafter the Student Services of the University of Basel (for exmatriculation). The PaC can advise the students on scientific and career issues. 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.
- 7) During the committee meeting the **Second Supervisor** leads the discussion and writes a short protocol on the **official form** (on the DBM PhD Website). All members of the committee sign the protocol and receive a copy for their records. One electronic copy is sent to the DBM PhD coordinator. **The PhD candidate keeps the original copy for his/her records.**
- 8) 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 students.**
- 9) 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 his or her first supervisor put together his or hers own individual study plan at the beginning of the dissertation (see Curriculum). A minimum of 6 credit points have to be covered with 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.
- 10) 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: <http://philnat.unibas.ch/dokumente/>
- 11) After the Defense the PhD candidate **must** contact the DBM PhD Coordinator and communicate the date of his/her defense, thesis title and grade.

**Defense:** 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 (§20<sup>4</sup>).

Relevant links: **DBM PhD Website:** <http://biomedizin.unibas.ch/education/>

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

Signatures:

**Supervisor**

**PhD candidate**

---

Date, Signature

---

Date, Signature