

# INTERNATIONAL PHD PROGRAM IN BIOMEDICINE

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

### For PhD students matriculated until FS2016

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These guidelines apply for **every** DBM PhD students enrolled at the Faculty of Science of the University of Basel.

#### Requirements (Summary):

- I. Very good command of spoken and written English (Cambridge level C2 or equivalent)
- II. The Master degree/diploma of the applicant must be approved by the University of Basel (Student Services). The Master degree must qualify for the PhD subject.
- III. The applicant must be matriculated at the University of Basel.
- IV. The faculty representative has to be acknowledged within the dissertation topic.
- V. Every PhD student has to form a “PhD advisory committee” (PaC); it consists of the first supervisor, a second supervisor, and at least one additional external expert. Both advisors have to be recognized by the Faculty of Science, one of them has to be faculty representative of the Faculty of Science.
- VI. The PhD agreement must be signed by the first and second supervisor, the PhD student and by the DBM PhD coordinator\* no later than 3 months after matriculation.

#### PhD Program Guidelines (in detail):

- 1) PhD students at the DBM are expected to finish 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) **at the beginning** of the PhD. The PaC consists of the first and second PhD supervisor, and a minimum of one additional external expert. At least one of the PaC members has to be affiliated with a different Focal Area, or with an outside Institution. The second advisor or one of the experts (not the first supervisor) acts as the committee Chair. PaC members need to be approved by the thesis supervisor. The PhD agreement must be signed by the first and second supervisor, the PhD student and by the DBM PhD coordinator\* after matriculation.
- 5) PhD students meet with the PaC at least once per year to report on their activities. 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 form of a scientific seminar and a project discussion with the committee. Following the presentation, the committee meeting proceeds in three parts: I. student with the committee in the absence of his/her first supervisor; II. First supervisor with the committee in the absence of the student; III. student, first supervisor and committee.

- 6) The **PaC** **discusses and validates the progress of the PhD thesis** and helps to confirm or modify the proposed research plan for the next 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** and communicated to the DBM PhD coordinator\*, the Dekanat of the Faculty of Science, and 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 PaC Chair 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\*.
- 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. 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. For PhD students who matriculated until 2015 12 ECTs will be sufficient.
- 10) At the end of the PhD, students submit a written thesis, which has to be accepted by the Faculty of Science of the University of Basel. Upon acceptance of the Thesis, the candidate presents his/her work in a public seminar, which is followed by an oral exam according to the rules of the Faculty of Science of the University of Basel. See: <http://philnat.unibas.ch/dokumente/>

**Defense: Members of the PaC are also members of the PhD defense committee.** One member of the PhD Defense committee represents the Faculty of Science. An additional member of the Faculty of Science, who is not a member of the PaC, chairs the PhD defense.

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

**\*PhD Coordinator at the DBM:** Prof. Dr. Nicole Schaeren-Wiemers; the administrative office/program responsible person for the International PhD Program in Biomedicine

Signatures:

**Supervisor**

**PhD candidate**

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Date, Signature

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Date, Signature