International PhD Program in Biomedicine

Application processes and beyond

“new”
for PhD Students who matriculated from
Autumn Semester 2016 onward

The new doctoral degree regulations (Promotionsordnung – in German only) of the Faculty of Science is active since Autumn Semester 2016. The paragraphs refer to the new doctoral degree regulations where details are described. Please read the guidelines of our PhD Program carefully, then they are the basis of the PhD Program!

https://biomedizin.unibas.ch/education-careers/phd/phd-guidelines/

Documents on the Website:

- Guideline
- Matriculation issues
- PhD agreement form
- Curriculum/Individual Study Plan
- PaC meeting protocol
1. PhD candidate
   - Must have a Masters degree from a recognized University
   - Must qualify for the dissertation topic
   - Must read the guidelines for a PhD at the DBM
   - Must read the Promotionsordnung of the Faculty of Science

2. Matriculation (§4, please read details carefully)
   - Student fills out application form (available online) and pays the fees
   - First or second supervisor has to be acknowledged within the dissertation topic and the Faculty of Science has to confirm the application (letter to Student Services)
   - A provisory dissertation title has to be included (§4^a)
   - Receive student card with matriculation number
   - Please contact and inform PhD coordinator

3. Doctoral Agreement
   - Put together your Doctoral Committee (also called PhD advisory committee (PaC))
     - Designate first supervisor, second supervisor and external expert (see §9)
   - Fill-in the doctoral agreement form
   - Put together your curricula: 18 ECTs
     - Student together with first supervisor: put-up your own individual study plan at the beginning of your dissertation (see curricula).
     - At least 6 ECTs from the Graduate Program at the Biozentrum

   send the signed doctoral agreement form to
   - the PhD coordinator and PaC members (electronic copy)
   - the completed and signed cover sheet (original) is to be submitted to the Dean’s Office
Dissertation Process

1. Responsibilities of a PhD student
   - Selection of the PaC members
   - Scheduling the yearly PaC meetings
   - Transfer of all signed documents to the DBM PhD coordinator (by email)
   - Planning of its own continues education curriculum
   - Progress of his or hers thesis; communication if this is not the case
   - Defining aims and discussing them with the advisor
   - Finishing thesis within 3-4 years with at least one 1st author publication. If this is not possible, inform the PaC and look for a solution.
   - Inform the PhD coordinator upon changes!
   - Identify possible conflicts or problems early enough and look for solutions before it is too late!
   - If needed, contact the DBM PhD coordinator

♫ Remember: it is your PhD for which you are responsible!

2. Make your 1st PaC meeting within the 1st year!
   - Write a report and send it in advance to the PaC members
   - **1st PaC meeting is important** for further continuation of the thesis!
   - A possible discontinuation after one year should be avoided.
   - The PaC Chair fills in the report form, all PaC members sign it and receive a copy; one electronic copy goes to PhD coordinator.
   - Keep the documents and send them in during the initiation of the Doctoral Degree Procedure

3. Regular PaC meetings
   - In general every year – this allows the progress of the PhD thesis to be monitored:
     - **2nd PaC meeting** (after 2nd year): is the project settled? Are major modifications necessary? Is the end apparent (e.g. publication)?
     - **3rd PaC meeting** (after 3rd year): thesis defense in view? Publication submitted? Is prolongation necessary, or is the end in danger?
1. Discontinuation

- A discontinuation of the thesis and associated employment contract can be decided upon mutual agreement.
- In general, a discontinuation of the thesis must be documented in the PaC report and signed by the whole PaC.
- A discontinuation of the thesis must be communicated to the
  1. DBM PhD coordinator, with a copy of the PaC report and letter by the student or first supervisor
  2. Dean’s office of the Faculty of Science and Student Services by the first or second supervisor with copy to PhD student and PhD coordinator

⇒ **Remember:** it is very important to inform the very same institution that you did for your matriculation!

2. Defense

- Application to the Dean’s Office for admission
- Read carefully the instructions and deadlines on the Website of the Faculty of Science
- Plan for the following early enough:
  - Requirements defined by your PaC
  - Time for corrections of your thesis
  - Time for writing the referat and co-referat by your supervisors/ expert
  - Submission to the Faculty of Science
  - Date for the defense
  - Chair of the defense who must be a Professor of the Faculty of Science (Gruppierung I or II) but not member of your PaC.
Important Informations and links

1. International PhD Program in Biomedicine
   - **Coordinator:** Prof. Nicole Schaeren-Wiemers, DBM, ZLF, Hebelstrasse 20, 4031 Basel, Email: nicole.schaeren-wiemers@unibas.ch
   - Website: [https://biomedizin.unibas.ch/education-careers/](https://biomedizin.unibas.ch/education-careers/) with all information, guidelines, and documents

2. Faculty of Science
   - Website Dean’s Office: [https://philnat.unibas.ch/dekanat/](https://philnat.unibas.ch/dekanat/)
   - Website Doctorate: [https://philnat.unibas.ch/dokumente/promotion-phd/](https://philnat.unibas.ch/dokumente/promotion-phd/)
   - Dean’s secretary: Marianne Hess
   - For PhD issues (new regulation): Astrid Winbeck, Klingelbergstrasse 50, 4056 Basel, E-Mail: Diss-Philnat-at-unibas.ch

3. Changing the first or second supervisor
   Should the first or the second supervisor no longer be available to supervise the PhD student - e.g. retirement, leave – the agreement form should be updated, signed and the hard copy is sent to the Dean’s office.
   - send an electronic copy to the PhD coordinator
   - and to all PaC members