

# 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](#)

# Application Process

## 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<sup>5a</sup>)
- ↪ 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 1<sup>st</sup> 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 1<sup>st</sup> PaC meeting within the 1<sup>st</sup> year!

- ➔ Write a report and send it in advance to the PaC members
- ➔ **1<sup>st</sup> 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:
  - ➔ **2<sup>nd</sup> PaC meeting** (after 2<sup>nd</sup> year): is the project settled? Are major modifications necessary? Is the end apparent (e.g. publication)?
  - ➔ **3<sup>rd</sup> PaC meeting** (after 3<sup>rd</sup> year): thesis defense in view? Publication submitted? Is prolongation necessary, or is the end in danger?

# Dissertation

## 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](mailto:nicole.schaeren-wiemers@unibas.ch)
- ➔ Website: <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/>
- ➔ Website Doctorate:  
<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](mailto: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**