International PhD Program in Biomedicine

Information
for PhD Students who matriculated until
Spring Semester 2016
Doctoral Agreement

For all already matriculated PhD students, please contact and inform the DBM PhD coordinator.

1. **Guidelines for DBM PhD students**
   - Please read the guidelines carefully, sign them and send it by Email to the office of the DBM PhD coordinator.

2. **Doctoral Agreement**
   - Put together your PhD advisory committee (PaC)
     - Designate first supervisor, second supervisor and external expert
   - Fill-in the doctoral agreement form to be signed by the PhD student, first and second supervisor, and by the DBM PhD coordinator.
   - Put together your individual study plan: 18 ECTs (12 ECTs if matriculation up to 2015)
     - Student together with first supervisor: put-up your own individual continuous education plan at the beginning of your dissertation.
     - **Keep your records of ECTs safely!**
   - At least 6 ECTs from the Graduate Program at the Biozentrum
     - send the signed doctoral agreement form to
     - the DBM PhD coordinator and PaC members (electronic copy)
     - keep the hard copy safely
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, and keep ECT records!
   - Progress of his or her thesis work; communication to the PaC (also if this is not the case)
   - Defining and discuss aims with the supervisor
   - 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 DBM PhD coordinator upon any change!
   - 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 DBM PhD coordinator.
   - Keep the hard copy

3. Regular PaC meetings
   - In general every year – this allows the progress of the PhD work 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 faculty representative with copy to PhD student and DBM PhD coordinator

⇒ **Remember:** it is very important to inform the very same institution as 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 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/phd/](https://biomedizin.unibas.ch/education-careers/phd/) for all informations, 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, Klingelbergstrasse 50, 4056 Basel, E-Mail: Dekanat-Philnat-at-unibas.ch or marianne.hess@unibas.ch

3. Changing the first supervisor and/or faculty representative
   Should the first supervisor and/or faculty representative no longer be available to supervise the PhD student – e.g. retirement, leave - the new first supervisor and/or faculty representative writes a letter to the Dean’s office of the Faculty of Science confirming that he or she takes over the duties from the former one; a copy goes to the former first supervisor and/or faculty representative and a second one to the DBM PhD coordinator.
   - Please revise the agreement form, sign it and send an electronic copy also to the DBM PhD coordinator
   - Keep the hard copy