

International PhD Program at the DBM: Useful Information

For new PhD candidates or candidates who have matriculated after the 2016 Fall Semester

The new doctoral degree regulations (Promotionsordnung – this document is only available in German) of the Faculty of Science is active since the 2016 Fall Semester.

The paragraphs shown below refer to these new doctoral degree regulations. Please read the guidelines of our PhD Program carefully, as they are the basis of the PhD Program!

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

Documents on the Website:

- Guidelines
- Matriculation issues
- PhD agreement form
- Curriculum/Individual Study Plan
- PaC meeting protocol

Application Process

1. PhD candidate:

- ⇒ Must have a Masters degree (M.Sc. or equivalent) from a recognized University.
- ⇒ Must find an Official supervisor within the DBM and qualify for the dissertation topic.
- ⇒ Must read and sign the Form “General 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 University of Basel Matriculation fees. Once matriculated the PhD candidate will be issued a student ID card.
- ⇒ A copy of the student ID card and of the Matriculation Form must be sent to Nicole Salvisberg (Nicole.salvisberg@unibas.ch)
- ⇒ A provisory dissertation title has to be included (§45a).
- ⇒ Find: your First and Second supervisor, decide your dissertation topic and communicate this information to the Faculty of Science (letter to Student Services).
- ⇒ Contact and inform the DBM PhD coordinator (susan.treves@unibas.ch)



3. Doctoral Agreement:

- ⇒ Put together your PaC (PhD advisory committee).
- ⇒ Designate your first supervisor, second supervisor and external expert (see §9).
- ⇒ Fill-in the doctoral agreement form.
- ⇒ Put together your curricula: you will need **18 ECTs** to finalize your PhD
Of these, at least 6 ECTs need to be obtained 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) **MUST** be submitted to the Dean's Office

Dissertation Process

1. Responsibilities of the PhD Candidates:

- ⇒ Selecting your PaC members.
- ⇒ Scheduling your yearly PaC meetings.
- ⇒ Transferring all signed documents to the DBM PhD Coordinator (by email).
- ⇒ Planning your continuing education curriculum, including obtaining the necessary ECTs.
- ⇒ Defining your scientific aims and discussing them with your supervisor.
- ⇒ Finishing your 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.
- ⇒ Informing the PhD coordinator of any changes!
- ⇒ Identifying possible conflicts or problems early enough and look for solutions before it is too late!
- ⇒ If necessary, contact the DBM PhD coordinator .

Remember: it is your PhD and you are responsible for it!

2. Make your 1st PaC meeting within the 1st year!

- ⇒ Write a report and send it in advance to all PaC members.
- ⇒ The 1st PaC meeting is important for the continuation of your PhD! A possible discontinuation after one year should be avoided.
- ⇒ The PaC Chair fills out the report form, all PaC members sign it and receive a copy; one electronic copy is sent to PhD coordinator.
- ⇒ Keep all documents.

Schedule yearly PaC meetings:

In general you should have a PaC meeting every year – this allows the Committee to follow the progress of your PhD work.

- ⇒ 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?

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:
 - (i) the DBM PhD coordinator, with a copy of the PaC report and letter by the student or first supervisor.
 - (ii) Dean's office of the Faculty of Science and Student Services by the first or second supervisor with cc to PhD student and PhD coordinator.

Remember: it is very important to inform the very same institution where you matriculated!

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:
 - (i) Requirements defined by your PaC.
 - (ii) Time for corrections of your thesis.
 - (iii) Time for writing the referat and co-referat by your supervisors/ expert.
 - (iv) Submission to the Faculty of Science.
 - (v) Date for the defense.
 - (vi) Chair of the defense who must be a Professor of the Faculty of Science (Gruppierung I or II) but not a member of your PaC.

Important Information and links

1. International PhD Program in Biomedicine:

- ⇒ Coordinator: Prof. Susan Treves, DBM, ZLF, Hebelstrasse 20, 4031 Basel, Email: susan.treves@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

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, sabbatical leave – the agreement form should be updated, signed and the hard copy sent to the Dean's office.

- ⇒ Send an electronic copy to the PhD coordinator
- ⇒ Send an electronic copy to all PaC members