



Biozentrum International PhD Program Checklist

Welcome to the Biozentrum! This checklist shall help you to ensure you take all necessary administrative steps for your PhD in time. Should you need any further assistance, do not hesitate to contact the [PhD Student Office](#). We are happy to help and wish you an exiting time at the Biozentrum.

1	At the start of your studies	— Matriculate and register for your doctoral Studies: Application Doctoral Studies	<input type="checkbox"/>
2	Within the first semester	— Fill out and hand in your Doctoral Agreement	<input type="checkbox"/> <input type="checkbox"/>
3	Within 12 months of the start of the PhD	— Select your PhD advisory Committee (PaC) <i>See paragraph 4 of the BZ Regulations</i> — Hold your first PaC meeting and hand in your first PaC Protocol	<input type="checkbox"/>
4	At least once a year	— Hold a PaC meeting and hand in the PaC Protocol for each of the meetings	<input type="checkbox"/>
5	Throughout your PhD	— Collect a total of 18 credit points (CP) from lectures, internal seminars, courses, meetings and teaching assignments <i>Please see the CP overview on the next page</i>	<input type="checkbox"/>
6	At the end of your PhD	— Appoint your external expert for your defense committee <i>at least 4 weeks before the doctoral degree procedure</i> — Hand in your PhD Application to initiate your Doctoral Degree Procedure <i>at least 4 weeks before the Faculty Assembly – check the schedule overview</i> — Ensure that the referee reports are handed in on time <i>at the latest one week before the Faculty Assembly</i> — Hold your defense <i>within six months after approval by the Faculty Assembly</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7	After passing your Doctoral exam (thesis defense)	— Exmatriculate	<input type="checkbox"/>
8	Within two years after your doctoral exam	— Submit the depository copies of the dissertation	<input type="checkbox"/>

Credit Points Overview

Module	ECTS		Registration
	Min.	Max.	
Biozentrum Graduate Teaching Program (Cycles A-I) >> Info	6		Online Services (MOnA)
International seminars and BZ Symposium <i>With active contribution</i> <i>Participation in an inter/national conference/symposium (of at least three days) without abstract submission: 1 CP</i>			Online Services (MOnA)
Transferable skills Academic competences offered by the University of Basel >> Info & Program			Online Services (MOnA)
Teaching, Tutoring		3	Learning Contract (LC) via Online Services (MOnA)
PhD Retreat <i>Poster and oral presentation of own data, 1CP per retreat</i>	2		Learning Contract (LC) via Online Services (MOnA)
Scientific conferences <i>Presentation of own data (Poster, Oral Presentation)</i> <i>Participation in an inter/national conference/symposium/workshop with poster presentation/oral presentation: 1-2 CP</i> <i>(Co-)Organization of a conference, workshop or similar event: 1-3 CP, depending on effort required</i>			Learning Contract (LC) via Online Services (MOnA)
Course (LTK, etc.)			Learning Contract (LC) via Online Services (MOnA)
Summer School <i>Participation at a summer school: 1-3 CP, depending on effort required</i>			Learning Contract (LC) via Online Services (MOnA)

PhD students must collect a total of 18 credit points (CP) throughout their doctoral studies. A minimum of 6 CP must be acquired through courses from the Biozentrum Graduate Teaching Program and a minimum of 2 CP from PhD Retreats. The remaining CP can be collected with courses and activities of any of the modules. For teaching and tutoring activities, a maximum of 3 CP can be counted towards the PhD.

1CP = workload of 30 hours

Further Information

[Biozentrum PhD Documents page](#)

[Biozentrum PhD Students page](#)

[Faculty of Science PhD information page](#)

[Biozentrum PhD Students Wiki page](#)