

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.

Please note: All documents have to be submitted to the [PhD Student Office](#) (e.g. also the Doctoral Agreement)

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> and fill the PaC committee form. — 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>see the CP overview on the next page</i>) — Get your academic record checked by the phd-office regularly to be sure that you are on track.	<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, but not earlier than 6 months before.</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 through your services account	<input type="checkbox"/>
8	Within two years after your doctoral exam	— Submit the depositary copies of the dissertation one copy needs to be signed by your 1 st supervisor	<input type="checkbox"/>

Credit Points Overview

Module	ECTS		Registration
	Min.	Max.	
Biozentrum Graduate Teaching Program (Cycles A-I) >> Info	6		Online Services
International seminars <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
Transferable skills Academic competences offered by the University of Basel >> Info & Program			Online Services
Teaching, Tutoring		3	Learning Contract (LC) via Online Services
PhD Retreat BZ Retreat Poster and oral presentation of own data, 1CP per retreat. Participation in 1 PhD Retreat is mandatory	2		Learning Contract (LC) via Online Services
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
Course (LTK, etc.)			Learning Contract (LC) via Online Services
Summer School <i>Participation at a summer school: 1-3 CP, depending on effort required</i>			Learning Contract (LC) via Online Services

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](#)