

# Biozentrum International PhD Program Guidelines.

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This fact sheet serves as guideline for students enrolling in the PhD program of the Biozentrum of the University of Basel or for outside PhD students with a faculty representative from the Biozentrum. For further questions, please contact the program secretary or the head of the PhD program.

The following guidelines are in accordance with the PhD regulations of the Natural Science Faculty of the University of Basel (Promotionsordnung).

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**1)** Registration for the PhD (including a provisional title and the acceptance letter of the PhD supervisor) needs to be deposited in time at Student Services of the University of Basel. Information, documents and forms for application and completion of the PhD can be found here:

<https://publicservices.unibas.ch/go/oa?action=30>

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**2)** Student and PhD advisor sign a PhD agreement within the first semester of the PhD. This agreement includes a project plan and defines the general conditions, obligations (ECTS) and prospective curriculum of the PhD. The agreement can be updated on a yearly basis. The original of the PhD Agreement has to be submitted to the phil.nat. Dekanat within the first semester. A copy needs to be sent to the program secretary.

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**3)** PhD students at the Biozentrum are expected to finish their PhD projects within 3-4 years. Salaries are generally in accordance with standards of the Swiss National Science Foundation. Contracts between the Biozentrum and the PhD students will be renewed on a yearly basis.

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**4)** Students select a PhD advisory Committee (PaC) within the first semester of their PhD. Members of this committee are the PhD supervisor and an additional representative of the Natural Science Faculty of the University of Basel. The committee must include an external expert (outside the University of Basel). The external expert can attend the yearly committee meetings (see below) and is obliged to participate in the final PhD exam. Both PhD supervisor and external expert provide PhD reports (Referat/Ko-referat) for the approval by the faculty. The second internal PhD committee member can contribute a third expertise. PhD committees need to be approved by the Natural Science Faculty of the University of Basel (Promotionsausschuss). While the PhD advisor is installed with the original registration of the PhD student, the internal expert needs to be approved by the faculty no later than 12 months after the start of the PhD. The external expert can be appointed by the faculty at any time during the PhD but at the latest when the Thesis is submitted to the faculty for approval.

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**5)** PhD students meet with the PaC at least once a year to report on their activities. The first meeting must take place no later than one year after the start of the PhD. No later than one week before the scheduled meeting the student sends a scientific progress report (approx. 3-5 pages) to all members of the committee. The meeting includes an oral progress report in form of a scientific seminar and a project discussion with the committee. Following the presentation, the committee meeting proceeds

in three parts: i) student with the committee in the absence of his/her supervisor; ii) supervisor with the committee in the absence of the student; iii) student, supervisor and committee. During the PaC meeting one of the experts (not the supervisor) acts as the committee Chair. The Chair eads the discussion and composes a short summary protocol of the meeting. Students should download the official form for the protocol from the PhD program webpage and bring it to the meeting. All members of the committee sign the protocol and receive a copy for their records. The student forwards the signed copy of the protocol to the program secretary, where they are archived.

**6)** The PaC discusses and validates the progress of the PhD-work and helps to confirm or modify the proposed research plan for the next year. In case of negative evaluations or lacking prospects, the PaC can decide to change the PhD project or can recommend discontinuation of the PhD. The PaC advises the students on scientific and career issues. It is expected that at the time of the PhD exam at least one first author manuscript of the PhD work be accepted for publication.

**7)** Selection of the PaC members, scheduling of the yearly meetings, and transfer of the signed meeting protocols to the administrative office lies within the responsibility of the students.

**8)** PhD students are obliged to collect a total of 18 credit points (CP) from lectures, internal seminars, courses, meetings and teaching assignments before they can graduate. The CP requirements are specified in a separate table (see below).

Module	ECTs		Registration
	Min.	Max.	
Graduate Teaching Program Biozentrum (VV, Cycle A-I)	6		MONA
Internal seminars (VV) and BZ Symposium <i>with active contribution</i>			MONA
Transferable skills <i>(academic competences offered by the University of Basel)</i>			MONA
Total		6	

Teaching, Tutoring		3	LC
PhD Retreat <i>(poster and oral presentation of own data, 1CP per retreat)</i>	2		LC
Scientific conferences <i>Presentation of own data (Poster, Oral Presentation)</i>			LC
Course (LTK, etc.)			LC
Summer School			LC
Total	2		

All activities based on learning contracts need to be signed by Prof. Urs Jenal (member of the graduation commission phil.nat.faculty) and the first supervisor. Learning contracts must be filled electronically and in advance. The supervisor gives the final pass/fail in TELL, then the CPs will appear in the students' "Leistungsübersicht".

Paper versions are no longer accepted.

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**9)** At the end of the PhD, students submit a written thesis, which needs to be accepted by the Natural Science Faculty of the University of Basel. Upon acceptance of the Thesis, the candidate presents his/her work in a public seminar, which is followed by an oral exam according to the rules of the Natural Science Faculty of the University of Basel. See:

*<https://philnat.unibas.ch/dokumente/promotion-phd/>*

Members of the PaC are also members of the PhD Defense committee. One member of the PhD Defense committee represents the Natural Science Faculty. A member of the Natural Science Faculty who is not a member of the PaC, chairs the committee during the PhD defense.

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**10)** PhD students in Bioinformatics are obliged to join the PhD school of the Swiss Institute of Bioinformatics.

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**11)** Ethical behavior is expected during the course of the PhD. This includes originality and reproducibility of the results generated and confidential treatment of privileged communications. The participation in the one day course RESEARCH INTEGRITY is mandatory.

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