

# Biozentrum International PhD Program Regulations.

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These regulations serve as a guideline for students enrolling in the Biozentrum International PhD Program of the University of Basel. For external PhD students with a second supervisor at the Biozentrum, participation in the program is optional. For further questions, please contact the [PhD Student Office](#).

The following regulations are in accordance with the PhD regulations of the Faculty of Science of the University of Basel ([Promotionsordnung](#)).

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**1) Registration** | Registration for the PhD (including a provisional title and the acceptance letter of the PhD supervisor) needs to be filled in online. Information, documents and forms for application and completion of the PhD can be found [here](#)

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**2) Doctoral Agreement** | Student and PhD advisor sign a Doctoral 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 signed document has to be sent as PDF to [diss-philnat@unibas.ch](mailto:diss-philnat@unibas.ch) and [phd-biozentrum@unibas.ch](mailto:phd-biozentrum@unibas.ch).

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**3) Duration** | PhD students at the Biozentrum are expected to finish their PhD projects within 4 years. Salaries are generally in accordance with standards of the Swiss National Science Foundation.

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**4) PhD advisory Committee** | 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 Faculty of Science of the University of Basel as the second supervisor.

The committee must include a third supervisor, who is not a member of the University of Basel (for the last 5 years) or the following institutes: Swiss TPH, FMI, IOB, PSI, D-BSSE ETH Zurich in Basel, FHNW or of the institution where the dissertation is carried out. The third supervisor attends the yearly PaC meetings (see section 5).

PhD committees need to be approved by the Faculty of Science of the University of Basel (Promotion-sausschuss). While the first supervisor is installed with the original registration of the PhD student, the second supervisor needs to be approved by the faculty no later than 12 months after the start of the PhD.

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**5) PaC meetings** | It is mandatory for PhD students to meet with the PaC at least once a year to report on their activities and receive input for their project. All members of the committee have to be present, either in person or via video conference. 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 and scientific discussion of the project, the committee meeting proceeds in three parts: i) the student talks to the committee in the absence of his/her first supervisor; ii) the first supervisor talks to the committee in the absence of the student; iii) final summary discussion of student, first supervisor and committee.

During the PaC meeting one of the experts (not the PI) acts as the committee Chair. The Chair leads the discussion and composes a short summary protocol of the meeting. Students should download the official form for the protocol from the Biozentrum 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 a signed copy of the protocol to the PhD Student Office and keeps one copy for him/herself.

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 supports and advises the students on scientific and career issues.

As of the second year meeting, the PaC discusses possible future publications with the PhD student.

Selection of the PaC members, scheduling of the yearly meetings, and transfer of the signed meeting protocols to the PhD Student Office lies within the responsibility of the students.

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**6) Credit Points |** 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 (details see table).

All learning contracts need to be signed by the first supervisor and must be filled electronically and in advance via the Online Services Account. The supervisor gives the final pass/fail, after which the CPs will appear in the students' Academic Progress Summary ("Leistungsübersicht").

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**7) Defense |** At the end of the PhD, students submit a written Thesis, which needs to be accepted by the Faculty of Science 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 Faculty of Science of the University of Basel. [See here](#)

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.

The first and the second supervisor are members of the PhD Defense committee. The third supervisor can be appointed as external expert, provided that the [requirements of the Faculty of Science](#) are fulfilled. If the third supervisor does not qualify as external expert for the defense, another external expert has to be appointed. The external expert must be applied for at the Dean's Office at least eight weeks before the Faculty Assembly using the corresponding [form](#).

One member of the PhD Defense committee represents the Faculty of Science. A member of the Faculty of Science who is not a member of the PaC, must be appointed as Chair of the defense committee.

Both PhD supervisor and the appointed 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.

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

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**9) Ethics |** 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

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