

## **A Guide for the Doctoral Study Program of the Hygiene-Institut**

As of April 2005, participation in the Doctoral Study Program is obligatory for every student in the Hygiene Institut who wants to receive the doctoral degree from the faculty of Biosciences (Dr. rer. nat. which is equivalent to PhD).

The program is composed of three parts and aims at improving the student's knowledge and experience beyond the scope of her/his individual scientific project. To each doctoral student a supervisor is assigned who is the direct contact person. Within the first six weeks after the start of the doctoral study work, the student has to select two reviewers corresponding to the 'Erst- and Zweitgutachter' of the thesis. They will confirm their willingness by signature and will be informed about the project by the student. Signatures will be made on the 'Laufbogen' which the student will receive in the central registration office of the doctoral study program in the department 'Molecular Virology', Im Neuenheimer Feld 345, 1<sup>st</sup> floor or in the secretariat of the hosting department. With this signed Laufbogen, the student must register within the first six weeks after the start of the doctoral study work at the Dean's Office of the faculty of Biosciences. In addition, each student participating in this study program must register in the central registration office of the doctoral study program in the department 'Molecular Virology', Im Neuenheimer Feld 345, 1<sup>st</sup> floor.

The following program is scheduled for a doctoral thesis work of about three years.

### **Study program**

#### **A. Compulsory elements**

1. Participation in a PhD committee. Within six months after the start of the doctoral project, each student must write a project proposal and, based on the particular project, select four scientists ideally with expertise in the area of the project. Usually one member of the committee is the supervisor. Reviewers may also participate in the PhD committee but this is not obligatory. It is encouraged that scientists from outside the institute are involved as well. Members of the PhD committee will receive the project proposal upon selection. About one and two years after the start of the project, the PhD committee will meet and the student presents the current state of his/her project. Members of the committee will critically discuss the project, its future

perspectives and advise the student on particular questions. Participation in the PhD committee will be confirmed by signature by the supervisor on the 'Laufbogen'.

2. Regular participation in internal progress reports of the department/research team with regular presentation of the work by the student. Participation will be confirmed by signature by the supervisor every half year on the 'Laufbogen'.
3. Regular participation in the journal club of the department/research team and presentation of scientific papers. Participation will be confirmed by signature by the organizer of the journal club every half year or every semester on the 'Laufbogen'.

#### B. Elective Program Elements (2 per year)

1. Regular participation in a seminar series with invited external guests. Participation will be confirmed by the organizer of the seminar series (e.g. by circulation of a participation list). The seminar series does not have to be organized by the department where the student is working. For instance, participation in SFB-seminar series such as those organized by SFB 638 and SFB 544 applies accordingly.
2. Participation in a methods course such as courses that are offered by other laboratories outside of the institute (e.g. EMBL, partner laboratory within a research network) or courses that will be established within the Hygiene Institute. Participation will be confirmed by signature of the organizer on the 'Laufbogen'.
3. Participation in a retreat with presentation of the work of the doctoral study by the student.

The student is free to select two times the same element, e.g. participate in two seminar series within one year or two retreats. It is not mandatory that two different elective program elements are fulfilled.

#### C. Elective Program Elements (2 in the course of the doctoral work)

1. Participation as a presenting author in a national or international meeting as poster or oral presentation. Confirmation by a copy of the abstract book or others.
2. One publication as a first author.

3. Two publications as co-author.

As for part B, the student is free to select two times the same element such as two first author publications or participation in two meetings. It is not necessary to fulfill two different elective program elements.

At the end of the doctoral program, the Laufbogen will be checked by the central registration office (Im Neuenheimer Feld 345) and, if all criteria are fulfilled, signed by the program director (Prof. Ralf Bartenschlager). Only then, the student can apply for her/his thesis defence at the Dean's office of the faculty of Biosciences.

Questions referring to this doctoral study program may be addressed to the central registration office:

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