

**Application for Membership
of the
Clinical Research Core
Graduate School of Biomedical Science (BIOME)
at the
University of Duisburg-Essen**

Surname:		First Names:	
Date of Birth (dd/mm/yy):	Place of Birth:	Nationality:	Gender: <input type="radio"/> Male <input type="radio"/> Female
Institute's Address:			
Telephone:	Work:	Home/Mobile:	
E-Mail:			
Aspiring degree: <input type="radio"/> Dr. rer. nat. (PhD) <input type="radio"/> MD <input type="radio"/> Dr. rer. medic.		Date of Start:	Anticipated Date of Completion:
Proposed Title of Thesis:			
This is a clinical research project. Rulings of GEP and GCP apply and must be adhered to: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Status of the doctoral project: <input type="checkbox"/> I was approved as doctoral candidate/ PhD student, by the doctoral board, on (month/year): <input type="checkbox"/> Planning, data collection up to < 50% completed <input type="checkbox"/> Roughly halfway through the data collection phase <input type="checkbox"/> Data collection is for the most part completed, in the statistical evaluation phase <input type="checkbox"/> Data collection is completed, I am writing: <input type="checkbox"/> my paper <input type="checkbox"/> my dissertation			
Aspects of this course should include: <input type="checkbox"/> Basic principles of statistical analyses in clinical and epidemiological studies <input type="checkbox"/> Data management, data bases, design of questionnaires <input type="checkbox"/> Design of clinical studies <input type="checkbox"/> Field reports/practical details/challenges/pitfalls of conducting clinical studies <input type="checkbox"/> Ethic committee approval and informed consent Other (please specify):			

Project description (max. 250 Words):

Anticipated methodological approach (max. 250 Words):

**I hereby certify that my application for membership is voluntary and that I have read and agree to adhere to the rules of the Graduate School of Biomedical Science (please see attached).
Furthermore, I consent to the use of my personal data for BIOME-related registration and publication.**

Date:	Signature of Applicant:	Institute's Stamp:

Supervisor's Agreement:

Supervisor's Name:

Date:	Signature of Supervisor(s):	Stamp:

*Once completed, please print out, sign, scan and send by e-mail **together with your CV** (English or German) to:*

biome@uni-due.de

Short Guide to the BIOME Membership Rules

The BIOME Programme and Doctoral Credit Points

Brief overview:

Faculty	Biology	Medicine
Degree	Dr. rer. nat. (PhD equivalent)	Dr. med. (MD equivalent) or Dr. rer. medic.
Recognised accreditation	Three-year satisfactory BIOME participation is a recognised component of the 18 credit points doctoral students need to qualify for a <i>Dr. rer. nat.</i> degree as laid down by the Faculty of Biology's PhD Committee in the doctoral regulations dated 05.08.2013. (Please see § 6a <i>Qualifizierungsphase</i> of the document "Doctoral Regulations, Biology, Dr. rer. nat. (German version)" or the English translation thereof "Guidelines for Doctoral Degree, Biology, Dr. rer. nat. (English version)" - https://www.uni-due.de/biome/links.shtml .)	One full year of satisfactory BIOME attendance is accredited with 14 (out of a total of 18) points and is a recognised alternative to the mandatory workshops for Medical Faculty candidates (doctoral regulations dated 19.04.2018, § 10, <i>Zulassung zur Promotionsprüfung, Anlage 6 A + B</i>).
Attendance requirements	80% or higher participatory rate is obligatory at all core lectures, seminars and annual meetings.	
Seminar presentation	Minimum once a year (min. 3 in total)	Minimum once during BIOME year (min. 1 in total)
Soft skill requirements	A minimum of 3 workshops in 3 years.	A minimum of 2 workshops during the BIOME year.*
Core annual retreat/s	Mandatory, including a presentation at each retreat of one's own doctoral project in the form of a poster or short talk.	
Total	3 in 3 years	1 in 1 year
External lab exchange	External lab exchanges exempt candidates from their BIOME obligations during the period of their scientific exchange. These should be documented by a letter from the hosting supervisor confirming the dates of the young scientist's stay in their lab and a brief description (one or two lines) of the collaborative work done there.	

* The soft skill requirement is waived for ELAN candidates (who receive similar training in modules 1, 3 and 4 of the ELAN programme). Nevertheless, ELAN members are welcome to register for any workshops of interest they may wish to attend.

Admission and Participation Criteria

- Candidates wishing to join the BIOME programme may be requested to conduct a brief oral interview with the core's scientific coordinators to ensure that the doctorate and their project's focus is a good scientific match for both sides.
- An active, working knowledge of (university-level) English is a prerequisite for BIOME membership. If a candidate is identified as having a strong lack of spoken language communication skills, BIOME reserves the right to postpone that candidate's BIOME participation until this inadequacy has been satisfactorily addressed. Furthermore, it is the responsibility of these candidates' supervisors to support and coach their doctorates in honing their language and presentation skills until a comfortable level of intercommunication with BIOME peers has been reached.

Attendance Requirements

- In order to meet the requirements of certification at the end of this programme, an 80% or higher participatory rate is obligatory at all core lectures, seminars and annual meetings. You should always try to attend your core's regular meetings.
- The 20% margin allows for lectures missed due to conference clashes, illness or leave.
- Attendance is not accumulative i.e. 50% attendance during one BIOME year and 50% attendance during the following year amounts to a total attendance average of 50% for two years (and not 100% for one year).
- One of the advantages of being part of the BIOME network is being able to attend lectures of special interest in other cores. In order to keep a record of these extra lectures for your accreditation, please download the [Additional Lecture Attendance Sheet](#) which is found under "Lecture Series" or "Other Events" on our web site. If for some reason you find you have missed too many events (>20%), this can be balanced out by the participation in scientific talks of interest mentioned above.
- BIOME is a structured programme officially embedded in the faculty boards' doctoral regulations. Therefore, full participation (80% or higher) is required for the BIOME accreditation certificate to be issued. Transcripts detailing partial (< 80%) participation cannot be provided.

Soft Skills

- Workshops organised by BIOME have an attendance list which should be signed and then the participation is noted in the BIOME data bank.
- Attendance at non-BIOME workshops can be noted on and countersigned by the trainer on the [Workshop Attendance Sheet](#) which can be downloaded from https://www.uni-due.de/biome/soft_skills.shtml or can be proved by the submission of a certificate issued by the hosting organisation.
- Participation in the intensive one-year DiMento programme fulfils the BIOME soft skill requirement entirely.

Annual Retreats

- The retreat is an obligatory event which contributes a substantial amount towards the total number of accredited BIOME training hours, and is an important core networking element. Participation at the core's annual retreat is absolutely mandatory for all student members, ELAN candidates included.
- Students' annual leave should not collide with this date.
- Doctoral supervisors should not allow nor encourage their researchers to attend non-BIOME events that clash with the retreat date.
- Each young researcher must present their own doctoral project (poster/talk) at the retreat. This also applies to those who have just started their doctoral studies, who are expected to outline and discuss their research project plan. If abstracts are requested, these should be submitted according to deadline.
- Any conflicting compulsory obligations (i.e. sitting an exam) must be cleared with the BIOME office (biome@uni-due.de) well before the retreat takes place.
- Missing a retreat for "personal reasons" is not an accepted excuse.
- In the case of acute illness preventing one's participation at a retreat, it is imperative to have an official doctor's note (German: "Attest") to certify this and it should cover the full period of the retreat.
- For logistical reasons, attending the retreat of another BIOME core of which one is not a member is not permitted.

Travel Insurance to/from BIOME Retreats not located in Essen

Each person should have submitted their claim for travel insurance at least 8 days before the retreat whether they are travelling by car or public transport:

- [Klinikum](#) employees should go into intranet and complete the form "[Antrag auf Genehmigung einer Reise](#)". If you are driving you need to name the passengers in your car, or if you are travelling with someone, you need to name the driver. All drivers and public transport travelers should hand in their "[Reisekostenrechnung](#)" (also downloadable from UKE's intranet) with the necessary documentation to Delia Cosgrove after the meeting.
- Those of you employed at the [main campus in Essen](#) need to fill in the following form: https://www.uni-due.de/imperia/md/content/zentralverwaltung/formulare/antrag_auf_genehmigung_einer_dienstreise.pdf, crossing the box "[unter Versicht auf Reisekostenvergütung \(nur unfallfürsorgerechtliche Absicherung\)](#)". After the meeting, please send Delia Cosgrove either your original public transport tickets, or the total of the kilometers driven and the names of your passengers if you were a driver, together with your banking details for reimbursement.

Other Issues for Dr. rer. nat. ("PhD") Candidates

Important: The application for BIOME is NOT the official enrolment for the PhD thesis. The Faculty of Biology and the PhD Committee strongly recommend **all** doctoral candidates register their formal petition to do a PhD at the earliest possible time-point i.e. directly after starting your PhD studies. Doing so will help to ensure that:

- You are indeed qualified to do a PhD. This is particularly important if you have a qualification in Medicine.
- Equally important, if you have a Master's or Diploma from abroad, it needs to be verified for doctoral eligibility by the International Office (Akademisches Auslandsamt: <https://www.uni-due.de/international/>).

Furthermore, your legal rights as a doctorate are significantly strengthened as the signing of the agreement of supervision (*Betreuungsvereinbarung*) is a part of this procedure. (Please see page 9 onwards of the document "Codes of Practice/Agreement of Supervision" - <https://www.uni-due.de/biome/links.shtml>). Candidates at the Main Essen Campus should contact the Faculty of Biology's [Promotionsbüro](#), and candidates at Universitätsklinikum Essen should contact [Prof. Dr. Ralf Küppers](#).

Other Issues for Dr. med. ("MD") or Dr. rer. medic. Candidates

Please note: The application for BIOME is not the enrolment for the MD or Dr. rer. medic. thesis. Students from abroad (or students with a Master or Diploma from abroad) should contact the International Office (Akademisches Auslandsamt: <https://www.uni-due.de/international/>) to let them check all their documents. This office has to verify your documents and approve that you are eligible for the MD or Dr. rer. medic. programme here! The contacts for registering for the MD or Dr. rer. medic. thesis at the Medical Faculty can be found here: <https://www.uni-due.de/med/de/organisation/promotion.shtml>.

Guidelines for BIOME Seminars

Length: 30 minute presentation plus 15 minutes for discussion

Presentations

Content:

	Doctorates at the beginning of their thesis	Doctorates at more advanced stages of their thesis
Introduction	Overview of the state of the art in the field, major background for the project.	Introduction to enable non-experts to understand research background and question.
Methodology	A description thereof.	A description thereof.
Results	A description of initial research results.	A more detailed description of research results.
	Mention any present stumbling blocks. These can be discussed with your fellows to find the best ways to overcome them (interactive troubleshooting discussion).	
Figures	Please ensure these are <u>clearly</u> labelled!	
Conclusion	Summary of what the results mean, how they relate to the goals of the project.	
Future Perspectives	Next steps, how the research project relates to the field of research (also with reference to the introduction).	

Discussion

Format: For each seminar a **nominated student chair** will lead and host the discussion with the session's **assigned scientific coordinator** taking a supportive background role. Thus, the hosts are expected to prepare well to ensure a lively discussion, also selecting people in the audience to respond ad hoc.

- **The whole group** should have on average at least **10 questions** to ask the presenting person; these can be prepared beforehand or arise from listening to the presentation.

Group discussion may also include feedback on the presentation and slides.

Aim

These rules are based on a meeting of core coordinators to increase the overall benefit of BIOME lecture programme.

- Will help to harmonize student lectures also in view of credit points.
- Will avoid a situation of divergent talks ranging from short talks with no or few questions to longer and more detailed talks with intensive discussion.