UNIVERSITÄT DUISBURG ESSEN

# Application for Membership of the Graduate School of Biomedical Science (BIOME) at the University of Duisburg-Essen

DYNAMO

| | | | |
|---|---|---|---|
| Surname: | | First Name(s): | |
| Date of Birth (dd/mm/yyyy): | Place of Birth: | Nationality: | Gender: ○ Male ○ Female |
| Home Address: | | | |
| Institute's Address: | | | |
| Telephone: | Work: | Home/Mobile: | |
| E-Mail: | | | |
| Aspiring degree: ○ Dr. rer. nat. (PhD) ○ MD ○ Dr. rer. medic. | | Date of Start: | Anticipated Date of Completion: |
| Proposed Title of Thesis: | | | |

I am applying for membership of the BIOME core:

| | 1st choice | 2nd choice | |
|---|---|---|---|
| Behavioural and Clinical Neuroscience | ○ | ○ | |
| Cellular and Molecular Immunology,** OR Infectious Diseases,** OR Tumour and Signalling** | ○ | ○ | *Applications to this group will be evaluated on an individual basis by the core leaders, and new members assigned to one of the three BIOME cores accordingly.* |
| Chemical and Molecular Cell Biology** | ○ | ○ | |
| Clinical Research* | ○ | ○ | |
| Computational Biomedicine | ○ | ○ | |
| Ischaemia, Reperfusion and Angiogenesis | ○ | ○ | |
| Radiation Sciences | ○ | ○ | |
| Sex and Gender-Sensitive Medicine | ○ | ○ | |
| Transplantation Medicine | ○ | ○ | |

* Please use the special application form for "Clinical Research" found on the BIOME website if this is your 1st choice.
*** Brief research project description required for accurate assignment to either of these BIOME cores (please see p. 2).*

**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:

Note for Supervisors: 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.

| Date: | Signature of Supervisor: | Stamp: |
|---|---|---|
| | | |

*Once completed, please print out, sign and send by e-mail **together with your CV** (English or German) to biome@uni-due.de:*
*Graduate School of Biomedical Science, Robert-Koch-Haus, Universitätsklinikum Essen, University of Duisburg-Essen.*

BIOME

DYNAMO Form

UNIVERSITÄT
DUISBURG
ESSEN

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

**Brief research project description for applications for assignment to one of the three BIOME cores:**
**Cellular and Molecular Immunology, OR **Infectious Diseases, OR **Tumour and Signalling

**OR to the **Chemical and Molecular Cell Biology core:**

Doctoral research project description *(200 words minimum – 400 words maximum)*:



*Once completed, please print out, sign and send by e-mail **together with your CV** (English or German) to biome@uni-due.de:*
*Graduate School of Biomedical Science, Robert-Koch-Haus, Universitätsklinikum Essen, University of Duisburg-Essen.*

BIOME

# 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 *Dr. rer. nat.* degree as laid down by the Faculty of Biology's PhD Committee in the doctoral regulations dated 05.08.2013. (Please see § 6a *Qualifizierungsphase* 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, Zulassung zur Promotionsprüfung, Anlage 6 A + B*). |
| **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 waivered 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: *Arbeitsunfähigkeitsbescheinigung* or *AU*) 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 intraweb) 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:

1. You are indeed qualified to do a PhD. This is particularly important if you have a qualification in Medicine.
2. 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.