

### BIOME Registration for ELAN Candidates

Just before starting the 2<sup>nd</sup> module of the ELAN programme, you are kindly requested to fill in the following and submit it to BIOME with your CV as instructed at the foot of the form:

|   |   |                          |  |  |
|---|---|--------------------------|--|--|
| Surname:  |   | First Names:             |  |  |
| Date of Birth (dd/mm/yy):                         | Place of Birth:   | Nationality:             | Gender:<br><input type="radio"/> Male <input type="radio"/> Female |  |
| Institute/Clinic (affiliated to your MD thesis):  |   |                          |  |  |
| Telephone (@ work):                               |   |                          |  |  |
| E-Mail:   |   |                          |  |  |
| Date of Start of ELAN Module 2:                   |   |                          |  |  |
| Proposed Title of MD Thesis (in English, please): |   |                          |  |  |
| Name/s of Doctoral Supervisor/s:                  |   |                          |  |  |
| I am applying for membership of the BIOME core:   | Behavioural and Clinical Neuroscience <input type="radio"/><br>Cellular and Molecular Immunology <input type="radio"/><br>Clinical Research* <input type="radio"/><br>Computational Biomedicine <input type="radio"/><br>Infectious Diseases <input type="radio"/><br>Ischaemia, Reperfusion and Angiogenesis <input type="radio"/><br>Radiation Sciences <input type="radio"/><br>Sex and Gender-Sensitive Medicine <input type="radio"/><br>Transplantation Medicine <input type="radio"/><br>Tumour and Signalling <input type="radio"/> |                          |  |  |
|   | <small>* Please use the special application form for "Clinical Research" found on the BIOME website if this is your 1st choice.</small>   |                          |  |  |
|   | <b>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).</b>   |                          |  |  |
|   | <b>Furthermore, I consent to the use of my personal data for BIOME-related registration and publication.</b>  |                          |  |  |
|   | Date:   | Signature of Applicant:  |  |  |
|   | <b>Supervisor's Agreement:</b>  |                          |  |  |
|   | Date:   | Signature of Supervisor: | Stamp:   |  |

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

Graduate School of Biomedical Science, Robert-Koch-Haus, Universitätsklinikum Essen

[biome@uni-due.de](mailto:biome@uni-due.de)

## Short Guide to the BIOME Membership Rules for ELAN Candidates

### The BIOME Programme and Doctoral Credit Points

#### Brief overview:

| Faculty                  | Medicine  |
|--------------------------|---|
| Degree                   | Dr. med. (MD equivalent)  |
| Recognised accreditation | 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 during BIOME year (min. 1 in total)  |
| Soft skill requirements  | 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.  |
| 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                    | 1 in 1 year (independent of the ELAN retreat)   |
| 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. |

#### 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 ELAN's curriculum and the Medical Faculty's 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](https://www.uni-due.de/biome/soft_skills.shtml) or can be proved by the submission of a certificate issued by the hosting organisation.

#### 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](mailto: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.
- Similarly, attending the ELAN retreat does not substitute the participation requirement at the BIOME core retreat.

#### 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.

#### Other Issues for Dr. med. ("MD") Candidates

**Please note:** The application for BIOME is not the enrolment for the MD thesis. The contacts for registering for the MD thesis at the Medical Faculty can be found here: <https://www.uni-due.de/med/de/organisation/promotion.shtml>.

Students 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 programme here!