



The Graduate School of Life Sciences

Structured Doctoral Training at the University of Würzburg

Introduction to the Study Program "Life Sciences" February 2024





Outline

- Structure of the GSLS
- Regulations of the GSLS
 - Path to graduation
 - Admission vs. enrollment
 - Thesis committee
 - Idea behind the GSLS training program
- Graduation requirements the GSLS study book
- Conflict management
- Scientific and transferable skills courses
- Activities and events







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The GSLS - Structure



Why Graduate Schools? The Würzburg Model



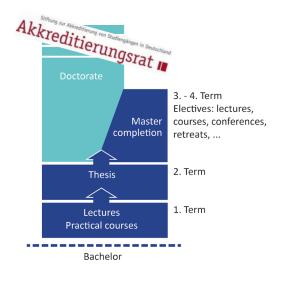


- Platform for interdisciplinary approach
- Same criteria for all departments/faculties
- Thesis committee
- Structured training program throughout the PhD
- Junior group leaders can be Pls



Programs of the GSLS





Doctoral phase

Master phase

GSLS

Postdoc phase

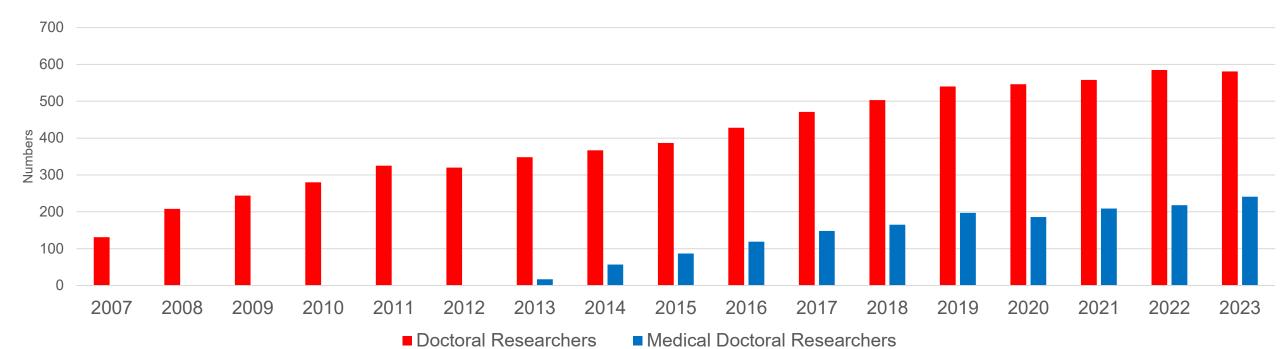
MD phase



The GSLS – Statistics (December 2023)



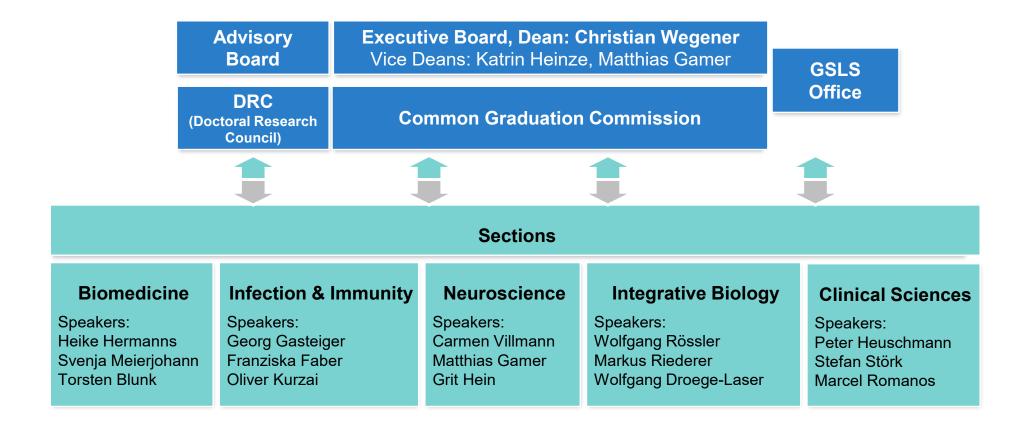
Principal Investigators	345
Doctoral Researchers (Internationals ~ 41 %) (Females ~ 62 %)	581
Medical Doctoral Researchers (Internationals ~ 6 %) (Females ~ 59 %)	241





Organization of the GSLS

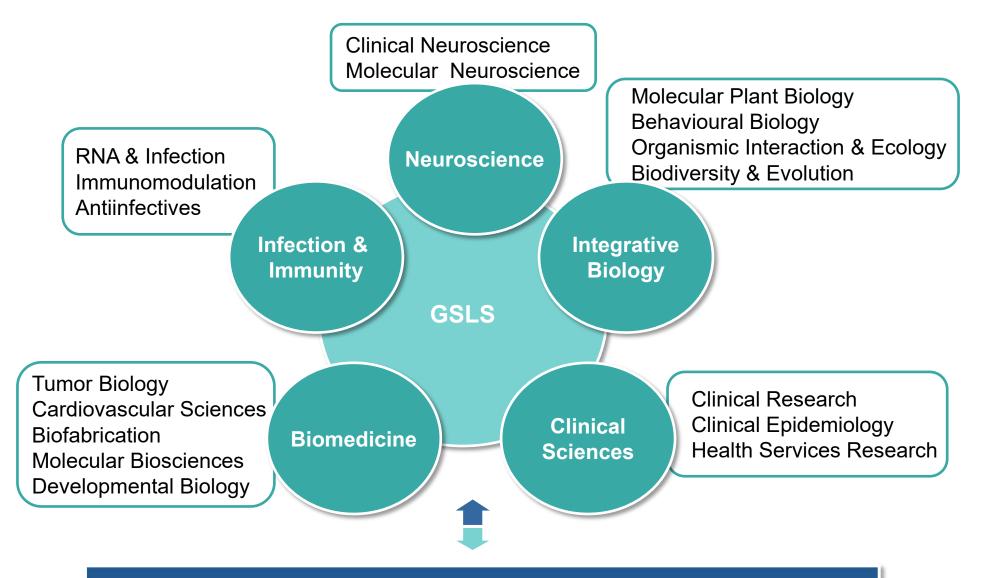






GSLS sections and programs





Faculties: Biology, Medicine, Chemistry & Pharmacy, Psychology, Physics





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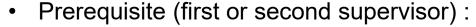
Regulations of the GSLS



The Thesis Committee



- At least three supervisors
- Primary and secondary supervisors have to be GSLS members from different departments
- Third supervisor may come from another university, also from abroad (input from extern)
- A minimum of three different departments should be represented



- ❖ One of the two GSLS supervisors must be a Faculty member of one of the Natural Science Faculties of the University of Würzburg (Biology, Chemistry & Pharmacy, Physics, Mathematics & Computer Sciences) [OR be appointed as an examiner by one of those faculties]
- One GSLS member supervisor has to be habilitated or hold a permanent professorship



Take advantage of your committee meetings!

Double-check your thesis committee with the GSLS (contact: Katharina Bötsch)



GSLS admission/enrollment process



German Master degree

Application for admission (Open Campus)

Check by GSLS Office

Admission meeting GSLS

Admission Letter

Enrollment at "Studierendenkanzlei"

International Master degree

Application for admission (Open Campus)

Check by GSLS Office

Certificate check by International Office

Admission meeting GSLS

International Office Confirmation Letter

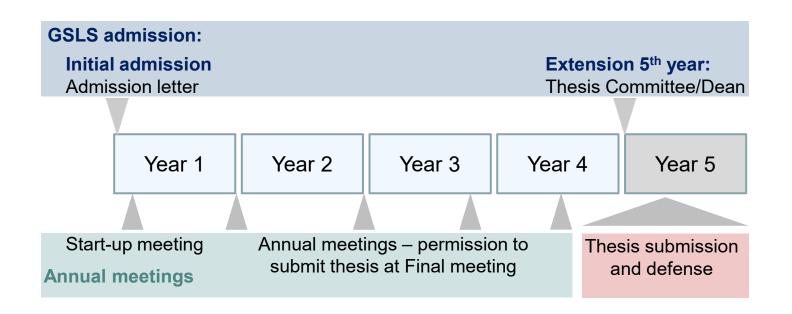
Present original certificates at International Office

Enrollment at "Studierendenkanzlei"



Path to graduation in the GSLS





Admission to the GSLS

- Initial admission letter admits you for 4 years (= 8 semesters of enrollment)
- From the 5th year: extension of admission requires approval of Dean, as well thesis committee members

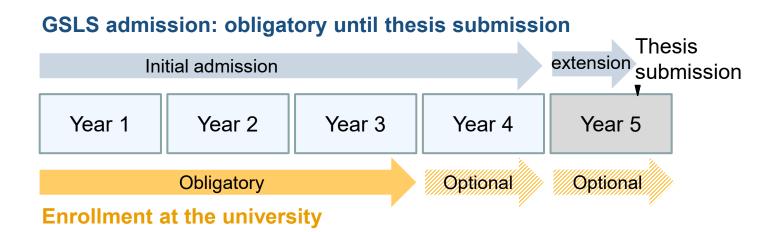
Regular meetings with the thesis committee

 Start-up and annual meetings are mandatory for the first 6 semesters of the PhD and additionally a final meeting before submission



The difference between "GSLS admission" and "enrollment at the university"





Years 1-4 of your PhD:

- Your initial <u>GSLS admission</u> is valid for <u>4 years corresponding to 8 semesters</u>
- → You don't need to extend your GSLS admission during the first 4 years of your PhD
- → **BUT** remember to <u>renew your enrollment at the JMU each semester</u> ("Rückmeldung")

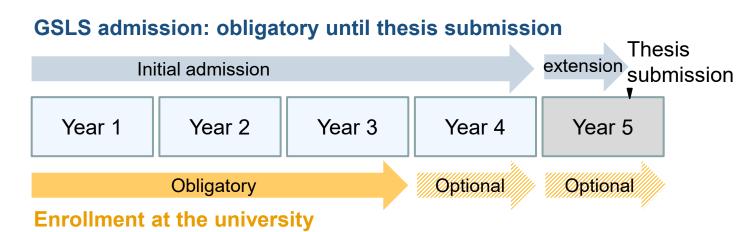
From the 5th year of your PhD:

- GSLS admission: extension required every year
- → Your GSLS admission must be valid when you submit your thesis
- Renewal of enrollment: **NOT** mandatory after the 6th semester



The difference between "GSLS admission" and "enrollment at the university"





1. Admission to the GSLS

- → Admission to pursue the structured PhD within the GSLS (thesis committee, training...)
- Prerequisite: Initial GSLS "Admission Letter" or approved extension of GSLS admission (from 5th year)
- Responsible: initially GSLS Office; after the first 4 years: YOU!
- Important date: Start of thesis project (as indicated in admission letter/in OpenCampus)

2. Enrollment at the JMU for the study program "Life Sciences"

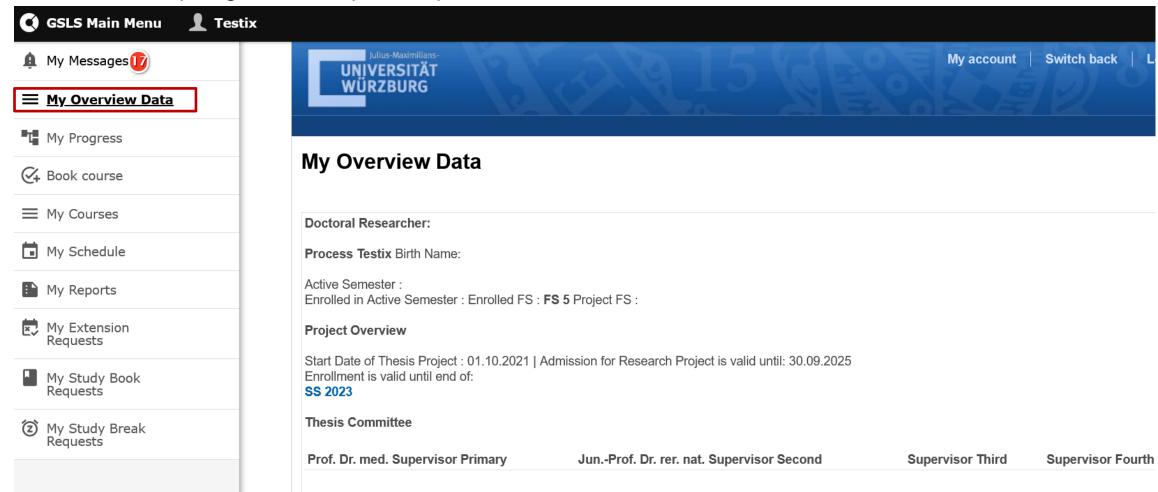
- → "Student status" (student ID, semester ticket etc.)
- Prerequisite: valid GSLS admission
- Important dates: Deadlines for renewal of enrolment ("Rückmeldung")
 - → YOU are responsible to pay the semester fee and enroll + re-enroll on time each semester!
 - → Consider a direct debit ("Lastschrift")



OpenCampus electronic study book



https://gsls.cloud.opencampus.net/





Check the status of admission and enrollment





Regulations of the GSLS

Do you have any questions?





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The GSLS Training Program



General idea

- Individual research and training plan ("prescription"), adapted in discussion with the thesis committee
- Scientific and Transferable Skills Training

Mentoring

- Female GSLS doctoral researchers: MENTORING life sciences (Mentee-mentor relationship, Workshop series, Network meetings)
 → now in cooperation with the Gender Equality Academy
- Alumni office of the JMU
- University Hospital: Mentoring-Med









Graduation requirements - The Study Book -





- Will be delivered as part of the "Welcome Pack"
- Electronic pages for the study book are available on the GSLS Website

https://www.graduateschools.uni-wuerzburg.de/life-sciences/doctoral-researchers/forms-downloads/

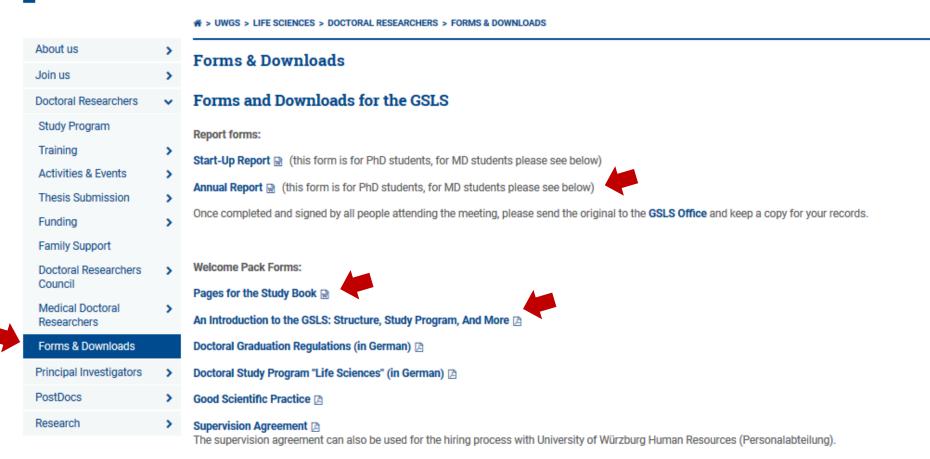
Open Campus



Forms & Downloads at the GSLS website



UNIVERSITY OF WÜRZBURG GRADUATE SCHOOLS - GRADUATE SCHOOL OF LIFE SCIENCES





Graduation requirements - Overview -





- ✓ Annual progress reports (start-up meeting, annual committee meetings)
- ✓ Research seminars (lab meeting, literature seminar, research training group)
- ✓ Annual retreat / Summer School
- ✓ One elective per term: Choice from large program of
 - Lectures and methods courses
 - Transferable skills courses
 - Research stays abroad etc.

Mandatory workshops (normally offered at the GSLS Welcome Days)

- Good Scientific Practice (everybody)
- Intercultural Communication (for those going for the "Ph.D." degree)
- ✓ Active participation in at least three international meetings
- ✓ At least one first author publication in international peer reviewed journal (shared first authorship is accepted as well)

Open Campus

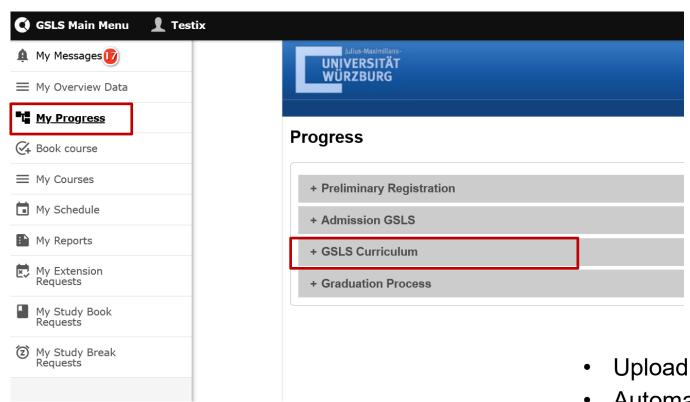




OpenCampus electronic study book



https://gsls.cloud.opencampus.net/



- Upload annual reports
- Automatic transfer of GSLS workshop certificates into your curriculum tree
- Fill in information on meetings, other workshops, research stays etc.



OpenCampus electronic study book



https://gsls.cloud.opencampus.net/

		Documents	Actions
Reports and Extension Requests			
▼			
Reports basic information			
▼ Eta Meeting Reports			
└ Meeting Report	P		
Extension Requests			2
E Study Break Request			2
▼ 📂 Study Book			
▼ E Mandatory Elements			
▶ 📴 Lab Meeting / Group Seminar			a
▶ 🗁 Literature Seminar / Journal Club			2
Research Training Group Seminar (Jour Fixe)			a
▶ 📴 International Meetings / Symposia			a
▶ (Scientific Publications			a
▶ 📴 Retreat / Summer School			2
▶ 📴 Good Scientific Practice			a
▼ 📴 Electives			
▶ 📴 Scientific course / Seminar / Lectures			a
▶ 🛅 Transferable Skills Course / Seminar / Workshop			2
Research Stay			2
▼ 📴 Additional			
▶ 🛜 Additional Activities			2

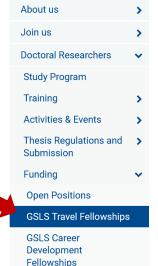


GSLS Travel Fellowships



UNIVERSITY OF WÜRZBURG GRADUATE SCHOOLS - GRADUATE SCHOOL OF LIFE SCIENCES

♠ > UWGS > LIFE SCIENCES > DOCTORAL RESEARCHERS > FUNDING > GSLS TRAVEL FELLOWSHIPS



Additional Funding

Doctoral Researchers

Family Support

Medical Doctoral

Forms & Downloads

Principal Investigators

Researchers

Sources

Council

GSLS Travel Fellowships

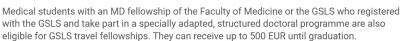
GSLS travel fellowships offer GSLS doctoral researchers the opportunity to participate in international conferences and workshops (active participation, talk or poster presentation, is a prerequisite) or support a research stay in a foreign laboratory. Each GSLS doctoral researcher can receive up to 2.000 EUR until graduation. Funding for travel fellowships is based on the location of the meeting or activity attended:

Germany: up to 300 EUR

Europe: up to 500 EUR

Overseas: up to 1.000 EUR





How to apply for the GSLS travel fellowships

- Send an application (in English) including a statement of motivation and details about the conference / workshop/ research stay BEFORE it takes place. Please also submit a copy of your talk or poster abstract, and verification of your presentation as soon as it is accepted by the conference organizers (travel awards will only be made once the acceptance is confirmed).
- Provide estimated or actual costs of your conference / workshop attendance / research stay
- Provide your current CV with publication record
- Provide a reference letter from your primary supervisor
- Please note that the GSLS travel fellowship will not cover the daily allowance ("Tagegeld"). You may not necessarily receive the full amount of the travel grant.

Please send your application in paper copy with original signatures to: Graduate School of Life Sciences, Dr. Irina Pleines-Meinhold, Beatrice-Edgell-Weg 21, Hubland North Campus, 97074 Würzburg

PostDoc: Research

Contact the GSLS Office if you have any questions (gsls-info@uni-wuerzburg.de)



Contact us for further information

Any questions? Send us an $\[oxdots \]$ email and we will support you.



Start-Up and Annual Thesis Committee Meetings

WÜ GSLS

- Form template: Download at GSLS website
- Meetings of your thesis committee should take place in person possible: by video conference, by phone, during conferences
- Ask your committee members how they would like to structure the meeting
 (e.g. prepare a presentation/report for the meeting and send it to the committee beforehand)
- Establish your training program with your thesis committee
- 4th/5th year ("final") meeting









Start-Up and Annual Thesis Committee Meetings

WÜ GSLS

GUIDANCE

ADVICE

HELP

SUPPORT

ASSISTANCE

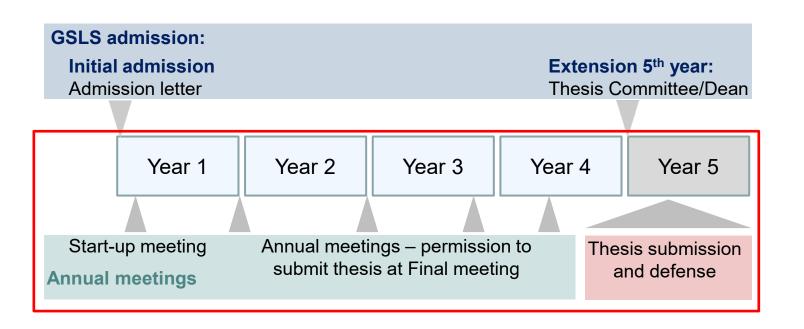
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- Establish your training program with your thesis committee
- 4th/5th year ("final") meeting
- ✓ Sign and upload your reports in OpenCampus under "My Reports" in the GSLS Main Menu
- ✓ Start-up meeting latest 3 months after admission
- ✓ Annual meetings with committee are required for each year of your active research
- ✓ Don't ignore reminder emails from the GSLS. Get in touch with us if there are problems





Graduation in the GSLS - Reports





Regular meetings with the thesis committee

- Start-up and annual meetings are mandatory for the first 6 semesters of the PhD and additionally a final meeting before submission
- Annual Mentor Meetings: Vital for enhancing thesis success through insightful discussions and guidance.
- Provide comprehensive insights on achievements and plans
- Consider that exclusively online meetings may be less effective than in-person ones. In-person gatherings are preferred



OpenCampus My reports - Reminder





Reminder email:

- 1. If 3 months have passed since the admission letter issue date and no start-up report has been uploaded → to the doctoral candidate.
- 2. Always: Reminder of an upcoming Thesis Committee Meeting 4 weeks before the planned next meeting → to the doctoral candidate.
- 3. 2 weeks after the planned next meeting \rightarrow to the doctoral candidate.
- 4. 6 weeks after the planned next meeting \rightarrow to the doctoral candidate and primary supervisor.





Graduation requirements of the GSLS

Do you have any questions?





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Conflict management in the GSLS



Supervision Agreement (see Welcome Pack)





Supervision Agreement for Doctoral Projects in the Graduate School of Life Sciences

The GSLS provides the framework to conduct a structured doctoral research project (hereafter referred to as 'doctoral project'). The GSLS adheres to the principles of mutual responsibility, transparency, accountability and respect for diversity. Original scientific work is essential for a doctoral project. All rules and regulations are intended to serve this purpose. The doctoral researchers are thus better prepared for their future careers inside and outside academia. Being mutually aware that the doctoral project is to take up a significant part of the working time of the doctoral researcher, the involved parties declare to follow the GSLS principles and to adhere to the mutual obligations described below, which may be updated over the course of the qualification project if the situation demands.

- Persons involved
- 2. Research and Training Plan
- 3. Obligations of Doctoral Researcher
- 4. Obligations of Supervisors
- 5. Compatibility of Research Work and Family Life
- 6. Observing the rules of Good Scientific Practice



How to proceed in conflict situations?



- Resolution of conflicts within your thesis committee
- Contact the GSLS (GSLS office, GSLS Dean)
- Contact the Doctoral Researchers Council (DRC)
- Mental Health First Aiders (e.g. G. Blum-Oehler, K. Brandl)
- "Konfliktberatungsstelle" of the University of Würzburg

https://www.uni-wuerzburg.de/beschaeftigte/konfliktmanagement/konfliktberatungsstelle/

Hochschulambulanz für Psychotherapie, Marcusstraße 9-11

https://www.psychologie.uni-wuerzburg.de/hochschulambulanz/ueber-uns/team/

Psychotherapeutische Hochschulambulanz, Margarete-Höppel-Platz 1

https://www.ukw.de/en/psychiatry/outpatient-treatment/

- External contact points
 - Telefonseelsorge (phone counseling), Krisennetzwerk Unterfranken
 - Crisis services in emergencies: Rescue service, police









Doctoral Researchers' Council (DRC)



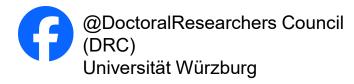


Nico Guru Laura Andrea N. Anastasiia Andrea M. Daniel Tilmann

- Representation of doctoral students in the GSLS
- Elected by doctoral students
- Networking with other doctoral representations across Bavaria and Germany
- Organization of social events
 - Pub Crawl
 - Pub Quiz/ Trivia Night
 - BBQ















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Scientific and Transferable Skills Courses





Study book overview



GOOD SCIENTIFIC PRACTICE (counts as one of transferable skills courses)
Mandatory course for all GSLS doctoral researchers admitted after WS 2011/12

<u>Electives</u> (at least one of the following per semester – ideally by your thesis submission you will have visited at least 3 scientific courses and 3 transferable skills workshops)

SCIENTIFIC COURSE / SEMINAR / LECTURES (ideally one per year)
organized by the graduate training group, GSLS, doctoral researchers or offered externally
(e.g. method course, statistics, clinical medicine)

TRANSFERABLE SKILLS COURSE / SEMINAR / WORKSHOP (ideally one per year)

e.g. poster presentation, scientific writing

For doctoral researchers on the study program 'PhD Life Sciences' please note that the "Intercultural Communication" course is part of your study program

RESEARCH STAY

o a eciantific fieldwork Jahoratory training usually outside University of Würzburg

Additiona

Additional Activities

e.g. peer mentor, DRC, teaching/supervision activities, organisation of events





- The study program requires you to complete six "electives"
- Ideally, you will have visited at least 3 scientific courses and 3 transferable skills workshops
- Definition "Transferable skills": General skills that go beyond the day-to-day requirements of your PhD project
- "Good Scientific Practice" is mandatory for all GSLS doctoral candidates
- For the study program 'PhD Life Sciences' please note that the "Intercultural Communication" course is mandatory
- Individual choice is encouraged!
- Your thesis committee might recommend courses for you to take





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EARLY STAGE	According to your needs	FINAL STAGE	
Good Scientific Practice	Scientific Writing and Publishing / Writing of Scientific Papers	Cover Letter & CV	
Intercultural Communication	Supervising BSc and MSc Students	Job Interview	
Poster Design & Presentation	Software Carpentry	Introduction Biotech Industries	
Oral Presentation	Critical Reasoning and Logic	Quality Management and Audit Biotech Industries	
Academic Writing (for Beginners)	Purposeful Networking	Good Manufacturing Practice	
EndNote for Scientists	Improved Reading	Good Clinical Practice	
Literature Research Strategies for Scientists	Slide Writing	EU Patent Law in Life Sciences	
Networking at International Conferences	Visual Communication of Science	Grant Writing	
Project management	Introduction to Science Journalism	Business Etiquette	
Open Access and Copy Right in Science	Storytelling for Science Communications		





"Scientific courses" – examples:

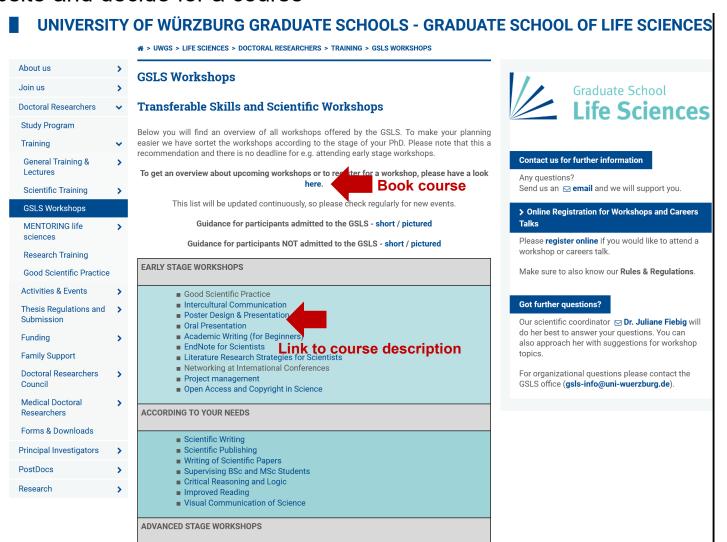
- Courses offered by the GSLS
 - Statistics courses (e.g. Basic Statistics, Introduction to R, Data Analysis with R)
 - Scientific Image Processing and Analysis
 - Advanced Image Analysis and Macro Programming
 - Software Carpentry
- External method courses or seminars
 - project relevant
 - duration: at least 1 SWS/week or 1.5 days
 - certification/confirmation of participation required (or confirmation by supervisor)
- Colloquia/lecture series, e.g.
 - Biocenter colloquium, RNA seminar & Microbiology colloquium, Zoological colloq., RVZ colloquium,
 Clinical Medicine lecture series ...





Option 1:

1. Go to the GSLS website and decide for a course



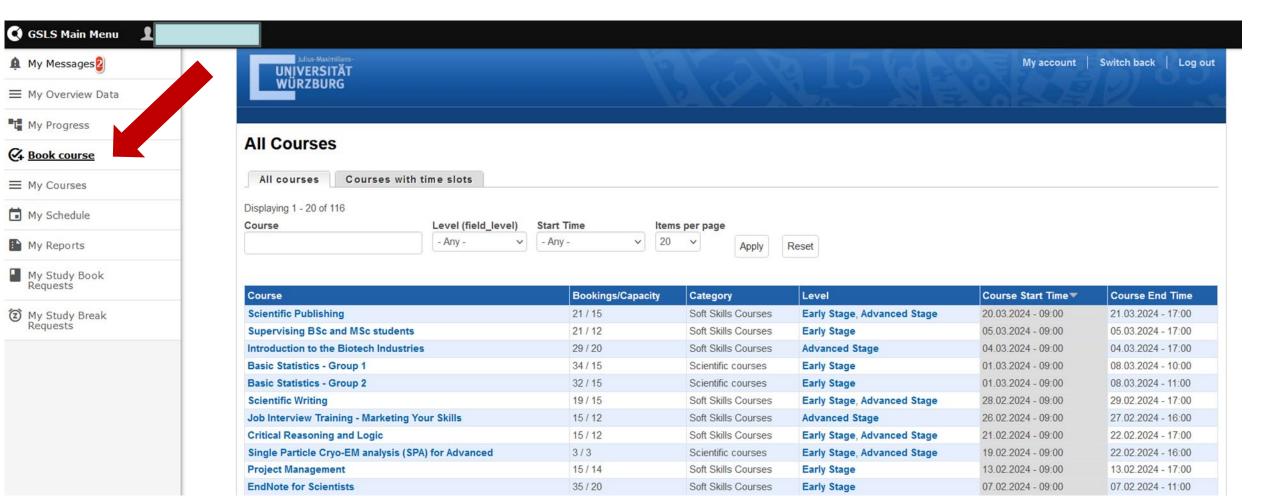




Option 2: Log in directly at OpenCampus

https://gsls.cloud.opencampus.net/

- Please use the Username you used during your admission
- Do NOT create a new account







Book a workshop

EndNote for Scientists



Title	Time	Room	Teacher
EndNote for Scientists	01.02.2022 09:00 - 11:00 (Tue)	online	Manuel Beck

Description:

Are you at the beginning of your PhD project and do you want to learn how to move seamlessly through your research process with flexible tools for searching, organizing, and sharing your references, creating your bibliography, and writing your paper? Come and learn how to use the reference management software EndNote!

During this workshop you will learn:

- · how to create your EndNote Library
- · how to import references and PDFs directly from the bibliographic databases
- · how to use the EndNote-Tool "Online Search"
- · how to organize your references into groups

→ You will receive a booking confirmation by email

Please add

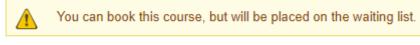
noreply@opencampus.net and gsls-info@uni-wuerzburg.de

to your address book or mark it as "no spam"!





Book a place on the waiting list



Book Waiting List



Title	Time	Room	Teacher
Test_1	13.12.2021 09:00 - 15.12.2021 15:00 (Mon)	via Zoom	Prof. Muster

Description:

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→ You will receive a booking confirmation for the waiting list by email

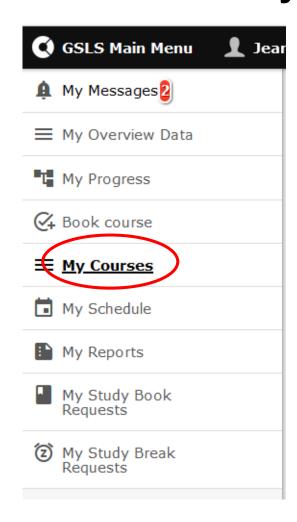
Moving up the waiting list

- If you have moved up from the waiting list, you will receive an email
- To accept that place you don't have to do anything else
- If you don't want to accept the place, cancel it

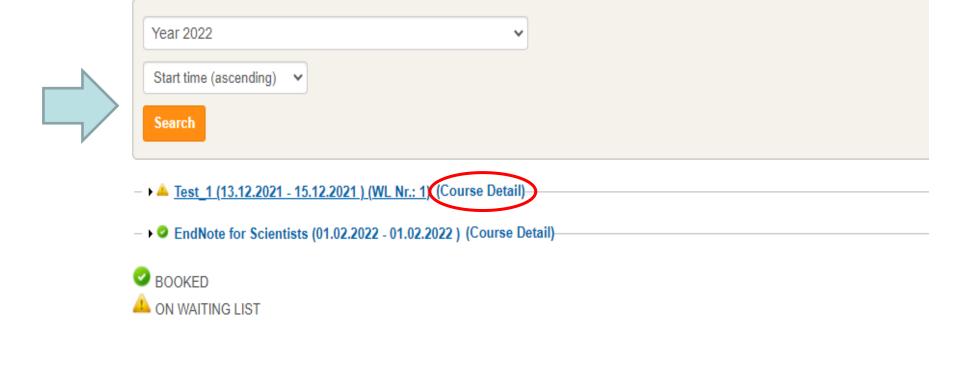




Overview - "My courses"



Course List







Cancellation of courses



- You will receive a cancellation confirmation by email
- The next person on the waiting list will move up to the list of participants
- Cancellation period ends 10 days before the workshop
- Less than 10 days: Please write an email to <u>gsls-info@uni-wuerzburg.de</u> and send your medical certificate or supervisor confirmation

If you just don't show up, we will block you for 6 months from course bookings

Please also cancel your registration immediately even if you are on the waiting list and no longer wish to participate



Further training options at the JMU









GEA Gender Equality Academy











Course booking

Do you have any questions?





Activities and events





Welcome Days (for new GSLS doctoral researchers)

13th-15th March 2024 17th-19th July 2024 13th-15th November 2024

- Graduate Schools' Day July 2024
- GSLS Lecture Series "Clinical Medicine"
 In summer terms (please register via OpenCampus)
- EUREKA! Symposium (international symposium organized by GSLS students)

10th/11th October 2024 (Rudolf Virchow Center, UKW)





- Welcome Days (for new GSLS doctoral researchers)
 - ✓ 3 times per year /depending on the number of new PhD candidates
 - ✓ Excellent networking opportunities
 - ✓ Detailed introduction to the GSLS
 - ✓ What to expect from a PhD
 - ✓ Short introductions to your PhD projects
 - ✓ Varied offer of important workshops (Good Scientific Practice, Intercultural Communication)
 - ✓ Social event (guided city tour and pub crawl with the DRC)
 - ✓ Counts as "Retreat" for your study book if fully attended





July: Graduate Schools Day

- Career session
- General-interest lecture
- Graduation ceremony
- July 2024







GSLS Lecture Series "Clinical Medicine"

- Takes place in the Summer Terms
- Lecture series in English, fully accountable towards your GSLS curriculum (Scientific courses/lectures)
- Highly recommended for anyone with interest in the interplay between unmet medical needs and basic research

Topics in SS 2024:

e.g. psychiatric disorders, cancer treatment, antiviral therapies

When: Mondays, 4:15 - 5:45 pm (Start: April/May 2024)

Where: Rudolf Virchow Center (RVZ), Seminar Room 1st floor

(Josef-Schneider-Str. 2, Building no. 15)

Registration: via OpenCampus



EUREKA! 2024 Symposium // Williams



International symposium in the field of Life Sciences

- Organized by the PhD students of the GSLS
- Two-day symposium including:
 - Talks by outstanding researcher speakers from Germany and abroad
 - Talks by **student speakers** of the GSLS (including awards)
 - **Poster** session (including awards)
 - Image and essay writing contests
 - Career session
- Platform for young researchers to discuss their research, meet other PhD students, and gain valuable insights into the current developments in the field of Life Sciences





10th/11th October 2024 (Rudolf Virchow Center, UKW)

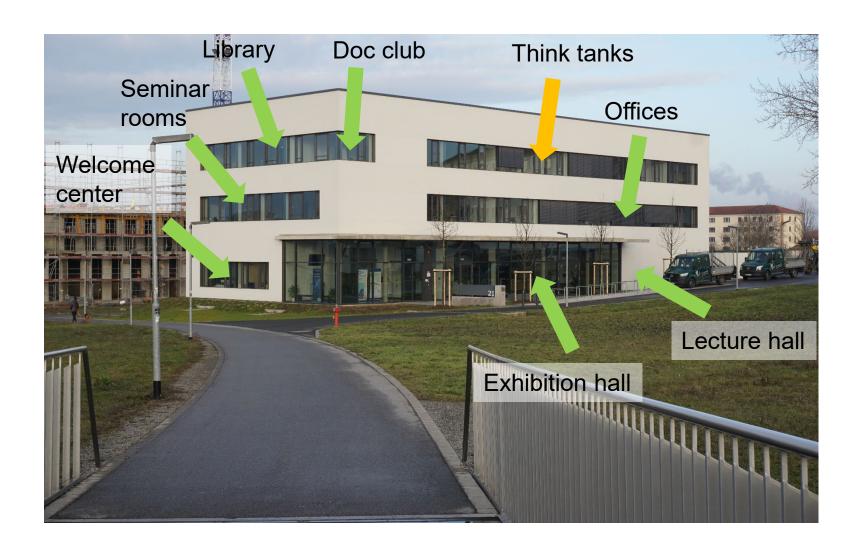


Want to get involved? eureka.symposium@uni-wuerzburg.de



Graduate Schools Building Campus Hubland North







The GSLS Office 2024



General management

Dr. Jennifer Ritzer

Phone +49 931 31-83630 jennifer.ritzer@uni-wuerzburg.de

Scientific and transferable skills course program, PostDoc Plus program

Dr. Juliane Fiebig

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Gesine Wermke

Phone: +49 931 31-81391

gesine.wermke@uni-wuerzburg.de

IT Management

Katja Latz-Voinich (part-time)

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Office manager

Barbara Valin

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The whole process from GSLS registration to thesis submission

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Thanks for your attention!