The Graduate School of Life Sciences
Structured Doctoral Training at the University of Würzburg

Introduction to the Study Program
“Life Sciences”
Content

• Structure of the GSLS
• Regulations of the GSLS
  o Path to graduation
  o Admission vs. enrollment
  o Thesis committee
  o Idea behind the GSLS training program
• Graduation requirements
• Conflict management
• Customizable training program
• Annual activities and events
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Graduate Schools at the University of Würzburg

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

Advisory Board

Executive Board, Dean: Christian Wegener
Vice Deans: Katrin Heinze, Matthias Gamer

DRC

Common Graduation Commission

Sections

Biomedicine
Speakers:
Heike Hermanns
Helga Stopper
Marco Metzger

Infection & Immunity
Speakers:
Georg Gasteiger
Franziska Faber
Oliver Kurzai

Neuroscience
Speakers:
Carmen Villman
Matthias Gamer
Esther Asan

Integrative Biology
Speakers:
Wolfgang Rössler
Markus Riederer
Wolfgang Droege-Laser

Clinical Sciences
Speakers:
Peter Heuschmann
Stefan Störk
Marcel Romanos

Faculties: Biology, Medicine, Chemistry & Pharmacy, Psychology, Physics
GSLS sections and programs

Faculties: Biology, Medicine, Chemistry & Pharmacy, Psychology, Physics
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Path to graduation in the GSLS
- Overview -

Admission to the GSLS
- Initial admission letter admits you for 3 years (= 6 semesters of enrollment)
- Extension of admission for the 4th year: via approval from the thesis committee (final report/email)
- 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

Thesis submission
- Plan a thesis pre-submission advisory talk to inform you about all relevant processes and forms (at least 6-8 weeks before planned submission date)
The difference between “GSLS admission” and “enrollment at the university”

**Years 1-3 of your PhD:**
- Your initial **GSLS admission** is valid for 3 years corresponding to 6 semesters
  - You don’t need to extend your GSLS admission during the first 3 years of your PhD
  - **BUT** remember to renew your **enrollment at the JMU each semester** ("Rückmeldung")

**From the 4th 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 4th year)
   • Responsible: initially GSLS Office; after the first 3 years: YOU!
   • Important date: Start of thesis project (as indicated in the application for admission)

2. Enrollment at the JMU (study program „Life Sciences“)
   → „Student status“ (student ID, semester ticket etc.)
   • Prerequisite: valid GSLS admission
   • Enrolment is initially granted for 6 semesters (check your personal semester number!)
   • Responsible: Students’ Office („Studierendenkanzelei“)
   • Important dates: Deadlines for renewal of enrolment („Rückmeldung“)
     → YOU are responsible to pay the semester fee and re-enroll on time each semester!
     → Consider a direct debit („Lastschrift“)
   • After the first 6 semesters, you may choose whether you would like to further enroll or not
The Thesis Committee

- At least three supervisors
- Two of them GSLS members (1st supervisor: mandatory)
- Third supervisor may be from another university, also from abroad (input from extern)

Prerequisite:
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)
[OR be appointed as an examiner by one of those faculties]

Take advantage of your committee meetings!

Double-check your thesis committee with the GSLS
(Contact: Katharina Bötsch, Irina Pleines)
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
  https://www.graduateschools.uni-wuerzburg.de/life-sciences/doctoral-researchers/training/mentoring-life-sciences/

• Further Mentoring options:
  ➢ Alumni office of the JMU
    https://www.uni-wuerzburg.de/en/alumni/mentoring/
  ➢ University Hospital: Mentoring-Med
    https://www.med.uni-wuerzburg.de/fakultaet/karriere/mentoring-med/
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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/documen.../forms-downloads/
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 pursuing 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)

4-6 hours / week
Start-Up and Annual Thesis Committee Meetings

- Template: Download at GSLS website
- Meetings of your thesis committee can take place in person, 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
- 3rd year („final“) meeting: Please indicate in report whether you will need an extension

Take advantage of your committee meetings!

✓ Sign and send the annual reports to the GSLS office, keep a copy for your records. *Scan via email is sufficient (also scanned signatures are OK)*
✓ 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.
Forms & Downloads at the GSLS website

UNIVERSITY OF WÜRZBURG GRADUATE SCHOOLS - GRADUATE SCHOOL OF LIFE SCIENCES

Forms & Downloads

Forms and Downloads for the GSLS

Report forms:

- **Start-Up Report** (this form is for PhD students, for MD students please see below)
- **Annual Report** (this form is for PhD students, for MD students please see below)

Once completed and signed by all people attending the meeting, please send the original to the **GSLS Office** and keep a copy for your records.

Welcome Pack Forms:

- **Pages for the Study Book**
- **An Introduction to the GSLS: Structure, Study Program, And More**
- **Doctoral Graduation Regulations (in German)**
- **Doctoral Study Program “Life Sciences” (in German)**
- **Good Scientific Practice**
- **Supervision Agreement**

The supervision agreement can also be used for the hiring process with University of Würzburg Human Resources (Personalabteilung).

https://www.graduateschools.uni-wuerzburg.de/life-sciences/doctoral-researchers/forms-downloads/
THE FUTURE: OpenCampus
electronic study book

Progress

Project Overview

- Doctoral Researcher:
- Start Date of Thesis Project: 01.07.2018 | Admission for Research Project is valid until: 30.06.2022
- Enrollment is valid until end of:
- Thesis Committee:
  - PD Dr. med. Niklas Beyersdorf
  - Dr. Florian Groeber-Becker

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<tr>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Preliminary Registration</td>
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<tr>
<td>Basic Application Form</td>
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<tr>
<td>Admission Application</td>
</tr>
<tr>
<td>Application Submitted</td>
</tr>
<tr>
<td>Formal Check</td>
</tr>
<tr>
<td>Supervisors Confirmation</td>
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<tr>
<td>International Office Final Confirmation</td>
</tr>
</tbody>
</table>

Reports

- Meeting Reports
- Study Book Pages
  - Mandatory Elements
    - Lab Meeting / Group Seminar
    - Literature Seminar / Journal Club
    - Research Training Group Seminar (Jour Fixe)
    - Meetings / Symposia
    - Scientific Publications
    - Retreat / Summer School
    - Good Scientific Practice
  - Electives
    - Scientific course / Seminar / Lectures
    - Transferable Skills Course / Seminar / Workshop
    - Research Stay
  - Additional
    - Additional Activities

Still under construction !!

- Please don’t upload your reports yet, but send by email
- Workshop certificates are still generated „manually“ and stored in your physical file
- We will notify you as soon as further processes have been activated
During the COVID-19 pandemic, Travel Fellowships can be used for various online events (Conferences, scientific workshops, summer schools etc.)

☑ Ask the GSLS Office (Sebastian Michel, Irina Pleines)
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Supervision Agreement (see Welcome Pack)

The Supervision Agreement gives guidance on:

- Persons involved (doctoral researcher, committee)
- Research and Training Plan
- Obligations of the doctoral researcher
- Obligations of supervisors
- Compatibility of research work and family life
- 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)
  [https://www.graduateschools.uni-wuerzburg.de/life-sciences/doctoral-researchers/doctoral-researchers-council/](https://www.graduateschools.uni-wuerzburg.de/life-sciences/doctoral-researchers/doctoral-researchers-council/)

- Contact the GSLS Ombudspersons:
  - Prof. Dr. Roland Benz
  - Prof. Dr. Eva-Bettina Bröcker
  - Prof. Dr. Martin Heisenberg

- „Konfliktberatungsstelle“ of the University of Würzburg
  [https://www.uni-wuerzburg.de/beschaeftigte/konfliktmanagement/konfliktberatungsstelle/](https://www.uni-wuerzburg.de/beschaeftigte/konfliktmanagement/konfliktberatungsstelle/)
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The GSLS customizable training program

Study book overview

**GUIDELINES**

Mandatory Elements

**LAB MEETING = GROUP SEMINAR**
usually 1hr week, organized by the research group or the graduate training group

**LITERATURE SEMINAR = JOURNAL CLUB**

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

**Electives** (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

organized by the graduate training group, GSLS, doctoral researchers or offered externally
(e.g. method course, statistics, clinical medicine)

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(e.g. poster presentation, scientific writing)

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**RESEARCH STAY**
(e.g. scientific fieldwork, laboratory training, usually outside University of Würzburg)

**Additional**

Additional Activities
e.g. peer mentor, DRC, teaching/supervision activities, organisation of events
The GSLS customizable training program

• 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
# Transferable Skills - Overview

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

“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 …
Selecting your training options
Booking of GSLS courses

Option 1:

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

Go here for the overview on our booking platform

Go here directly to the course
Booking of GSLS courses

Option 1:

2. Log into OpenCampus

- Use the Username you used during your admission
- Do NOT create a new account
Option 2: Log in directly at OpenCampus

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

• use the Username you used during your admission
• Do NOT create a new account
Booking of GSLS courses

Book a workshop

EndNote for Scientists

<table>
<thead>
<tr>
<th>Title</th>
<th>Time</th>
<th>Room</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>EndNote for Scientists</td>
<td>01.02.2022 09:00 - 11:00 (Tue)</td>
<td>online</td>
<td>Manuel Beck</td>
</tr>
</tbody>
</table>

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”!
Booking of GSLS courses

Book a place on the waiting list

You can book this course, but will be placed on the waiting list.

→ 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
Booking of GCLS courses

Overview - “My courses”

Course List

- **EndNote for Scientists (01.02.2022 - 01.02.2022) (Course Detail)**

- BOOKED
- ON WAITING 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 ~ 5 working days before the workshop.
Less than 5 days: Please write an email to juliane.fiebig@uni-wuerzburg.de.
If you just don’t show up, you will lose priority for future registrations.

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<tr>
<td>Supervising BSc and MSc students</td>
<td>14.03.2022 09:00 - 17:00 (Mon)</td>
<td>Seminar room 01.001/002, GSLS Building</td>
<td>Prof. Michael Decker</td>
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Further training options at the JMU
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Annual Activities and Events

- **Welcome Days** (for new GSLS doctoral researchers)
  Next date: 18\textsuperscript{th}-20\textsuperscript{th} July 2022

- **Graduate Schools Day** (including river cruise)
  7\textsuperscript{th} July 2022

- **GSLS Lecture Series „Clinical Medicine“**
  In summer terms (please register via WueStudy)

- **EUREKA ! Symposium** (international symposium organized by GSLS students)
  5\textsuperscript{th}/6\textsuperscript{th} October 2022 (Rudolf Virchow Center, UKW campus)

- **GSLS Retreat**
  *Planned for autumn 2022*
The GSLS Office

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