The Graduate School of Life Sciences

Structured Doctoral Training at the University of Würzburg
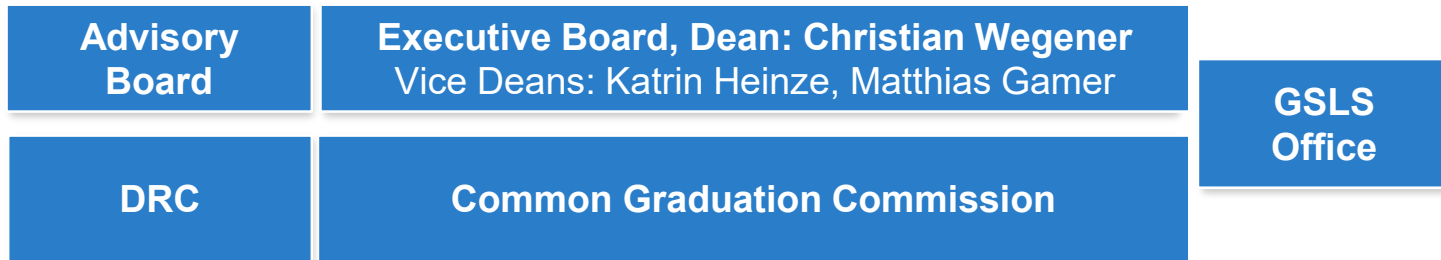
Introduction to the Study Program
"Life Sciences"

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

University of Würzburg
Graduate Schools

Graduate School **Life Sciences**	Graduate School **Science & Technology**	Graduate School **Humanities**	Graduate School **Law, Economics & Society**

| Medicine | Biology | Chemistry & Pharmacy | Mathematics & Computing Sciences | Physics & Astronomy | Philosophy | Catholic Theology | Human Sciences | Law | Economics |

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

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Organization of the GSLS

Advisory Board

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

GSLS Office

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
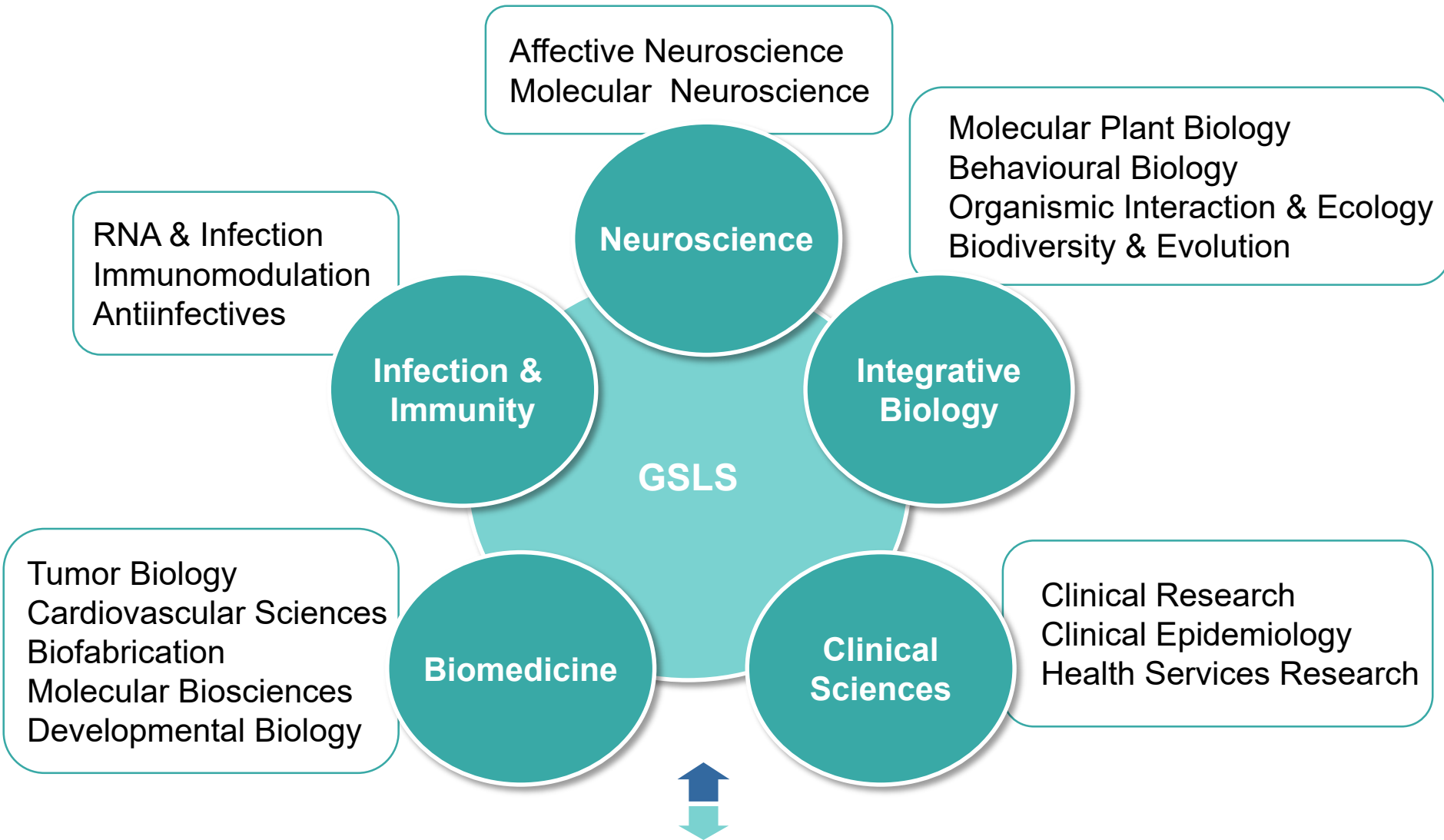
Affective Neuroscience
Molecular Neuroscience

Molecular Plant Biology
Behavioural Biology
Organismic Interaction & Ecology
Biodiversity & Evolution

RNA & Infection
Immunomodulation
Antiinfectives

Neuroscience

Integrative Biology

GSLS

Infection & Immunity

Tumor Biology
Cardiovascular Sciences
Biofabrication
Molecular Biosciences
Developmental Biology

Biomedicine

Clinical Sciences

Clinical Research
Clinical Epidemiology
Health Services Research

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

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Path to graduation in the GSLS
- Overview -

GSLS admission:

Initial admission	**Extension 4th year:**	**From 5th year:**
Admission letter	Thesis Committee	Thesis Committee/Dean

Year 1	Year 2	Year 3	Year 4	Year 5

Start-up meeting

Annual meetings

annual meetings – permission to submit thesis at final meeting

Thesis submission and defense
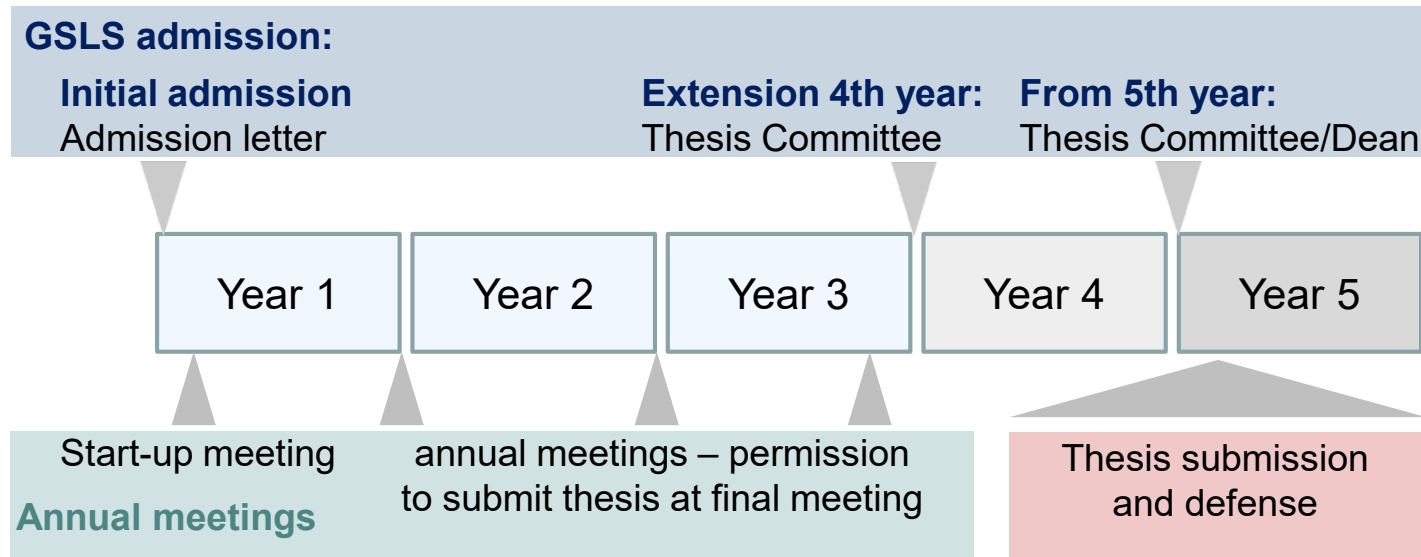
Admission to the GSLS

- 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)

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

GSLS admission: obligatory until thesis submission
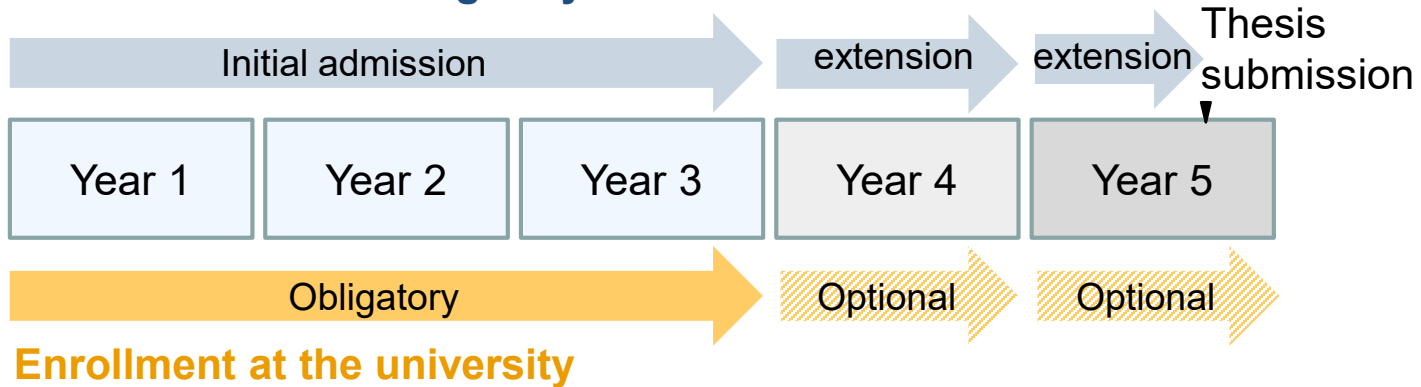
Years 1-3 of your PhD:

- Your initial <u>GSLS admission</u> is valid for <u>3 years corresponding to 6 semesters</u>
- → You don´t need to extend your GSLS admission during the first 3 years of your PhD
- → **BUT** remember to <u>renew your enrollment at the JMU each semester</u> ("Rückmeldung")

From the 4th year of your PhD:

- <u>GSLS admission</u>: extension required every year
- → Your GSLS admission must be valid when you submit your thesis
- <u>Renewal of enrollment</u>: **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 commitee, 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: <u>Start of thesis project</u> (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 <u>personal semester number!)</u>
- 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 <u>each semester</u>!
  → 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 commitee 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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- Conflict management

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- Annual activities and events

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/

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 commitee 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

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:
WS 2021/22

Thesis Committee

PD Dr. med. Niklas Beyersdorf   Dr. Florian Groeber-Becker

✔ Preliminary Registration

   Basic Application Form

✔ Admission Application

   ✔ Application Submitted

   ✔ Formal Check

   ✔ Supervisors Confirmation

   ✔ International Office Final Confirmation

📁 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 notifiy you as soon as further processes have been activated

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GSLS Travel Fellowships

UNIVERSITY OF WÜRZBURG GRADUATE SCHOOLS - GRADUATE SCHOOL OF LIFE SCIENCES

☰ / UWGS / LIFE SCIENCES / DOCTORAL RESEARCHERS / FUNDING / GSLS TRAVEL FELLOWSHIPS

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

GSLS travel fellowships for medical students

Medical students with an MD fellowship of the Faculty of Medicine or the GSLS who registered with the GSLS and take part in a specially adapted, structured doctoral programme are also eligible for GSLS travel fellowships. They can receive up to 500 EUR until graduation.

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.

https://www.graduateschools.uni-wuerzburg.de/life-sciences/doctoral-researchers/funding/travelfellowships/

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)

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.

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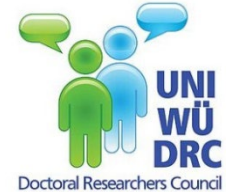
- Contact the GSLS Ombudspersons:
  - ➢ Prof. Dr. Roland Benz
  - ➢ Prof. Dr. Eva-Bettina Bröcker
  - ➢ Prof. Dr. Martin Heisenberg

- „Konfliktberatungsstelle" of the University of Würzburg

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

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Study book overview

UNIVERSITÄT WÜRZBURG — Julius-Maximilians-

GRADUATE PROGRAM CERTIFICATES

Graduate School Life Sciences

GUIDELINES

Mandatory Elements

LAB MEETING = GROUP SEMINAR
usually 1h/ 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)

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
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

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	

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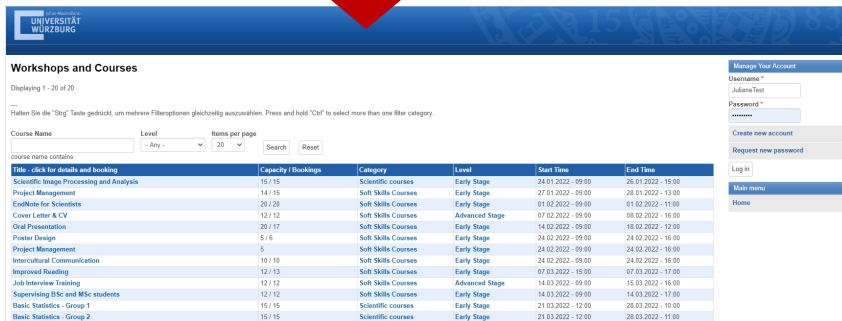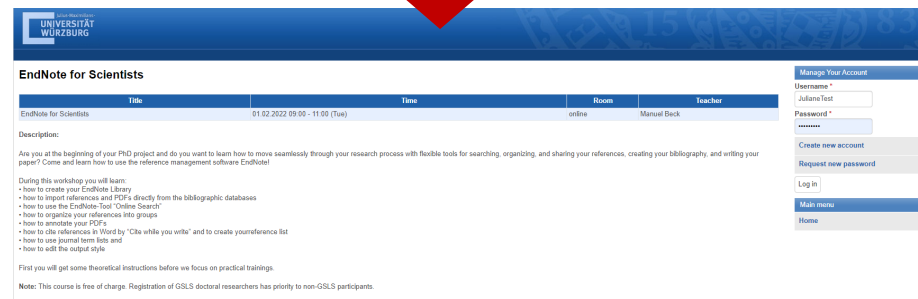
1. Go to the GSLS website and decide for a course

Go here for the overview on our booking platform

Go here directly to the course

Option 1:

2. Log into OpenCampus

- Use the Username you used during your admission
- **Do NOT create a new account**

Booking of GSLS courses

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**

Go to the overview

1st

2nd

Booking of GSLS courses
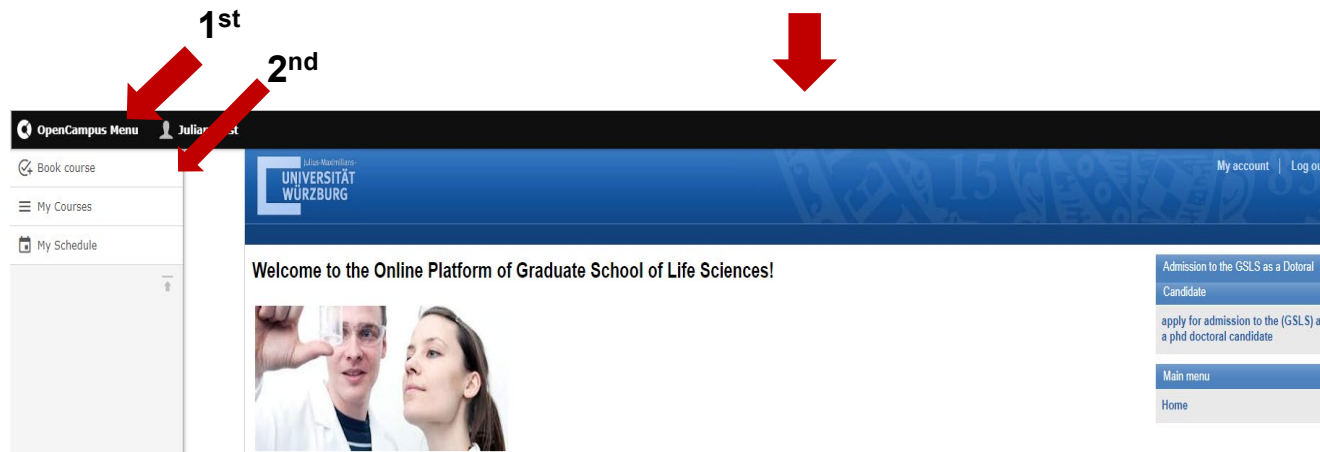
Book a workshop

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

→ 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 GSLS courses

Overview - "My courses"

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**

Further training options at the JMU

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Annual Activities and Events

- ➢ **Welcome Days** (for new GSLS doctoral researchers)
  Next date: 18th-20th July 2022

- ➢ **Graduate Schools Day** (including river cruise)
  7th July 2022

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

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

- ➢ **GSLS Retreat**
  Planned for autumn 2022

Graduate Schools Building
Campus Hubland North

The GSLS Office
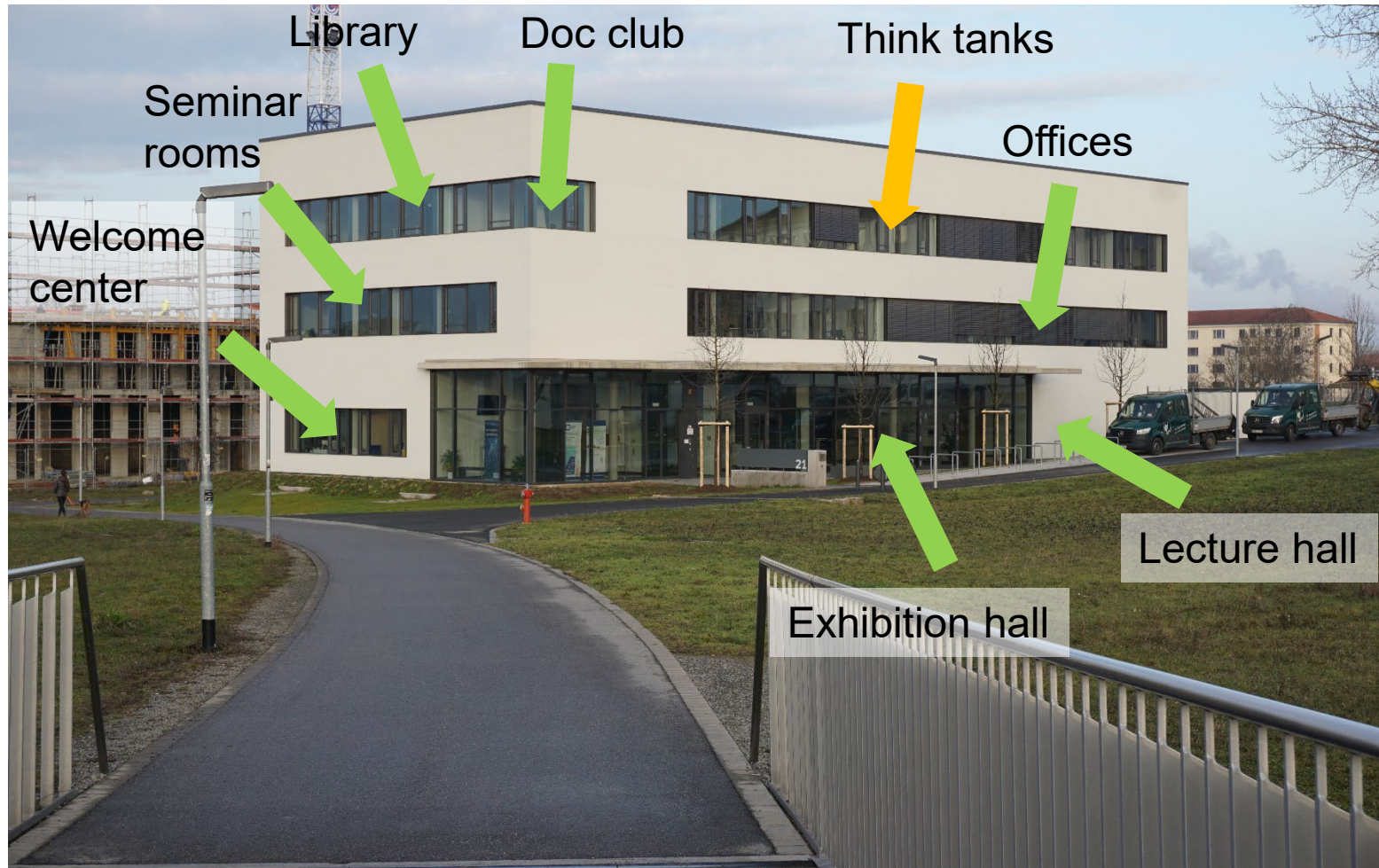
General management, MENTORING life sciences
Dr. Irina Pleines-Meinhold
Phone +49 931 31-83964
irina.pleines@uni-wuerzburg.de

Scientific and transferable skills course program, PostDoc Plus program
Dr. Juliane Fiebig
Phone +49 931 31-80145
juliane.fiebig@uni-wuerzburg.de

IT Management
Katja Latz-Voinich (part-time)
Phone +49 931 31-87641
katja.latz@uni-wuerzburg.de

Secretarial assistance
Sebastian Michel
Phone +49 931 31-84544
sebastian.michel@uni-wuerzburg.de

The whole process from GSLS registration to thesis submission
Heike Schrenk
Phone +49 931 31-84079
heike.schrenk@uni-wuerzburg.de

Katharina Bötsch
Phone +49 931 31-86595
katharina.boetsch@uni-wuerzburg.de

Elizabeth Roth (on maternity leave)
Phone +49 931 31-87762
elizabeth.roth@uni-wuerzburg.de

Medical doctoral researchers' registration
Luise Lesch
(office hours: Tue – Fri, 9:00 - 12:00)
Phone: +49 931 31-89325
luise.lesch@uni-wuerzburg.de