



# BIOMEDIGS HANDBOOK

Guidelines for Students  
and Supervisors



Herausgeber:  
Fakultät für Medizin  
Universität Regensburg  
93040 Regensburg  
<http://www.uni-regensburg.de>  
© Universität Regensburg, 2013, 2. Auflage

## BIOMEDIGS

The Biomedical International Graduate School of the University of Regensburg is an institution of the Faculty of Medicine. The graduate school offers a dynamic interdisciplinary graduate program committed to train young researchers in becoming the next generation of biomedical experts. We try to achieve this goal by providing students with profound scientific skills and exceptional research training.

BIOMEDIGS gives students the flexibility to tailor an individual work plan according to their research interests. In addition, students are offered a broad spectrum of research opportunities under renowned scientists with strong expertise, who are committed not only to scientific discovery, but also to mentoring and teaching.

The board in charge of the graduate program regulations, thesis admissions and dissertations is the graduation committee ("Promotionskommission"). The committee confers four times a year. Please check [www.biomedigs.de](http://www.biomedigs.de) for the exact dates.

### Admission: How to join BIOMEDIGS

The admission requirements for the Biomedical Sciences program may appear strict. However, our goal is to select the very best students who will go on to be leading scientists in academia, industry, and other fields. Requirements for application include a university or a university of applied sciences ("Hochschule für angewandte Wissenschaften") degree in natural and/or physical science or engineering. The final grade needs to be equal or better than 2.0. For exceptional regulations please check the graduate program regulations ("Promotionsordnung") on [www.biomedigs.de](http://www.biomedigs.de). Beyond grades, the most important criteria for admission are a student's commitment to research and aspiration for a professional career in biomedicine.

A bachelor's degree issued by a university of applied sciences will not be sufficient for admission.

Successful admissions are granted by the graduation committee.

## Application step by step

Applications have to be submitted within three months after commencement of work. A complete and successful application must include the following documents:

- Curriculum vitae (incl. applicant's full name and postal address)
- The preliminary title of the thesis
- Two-page draft of the dissertation project
- Declaration of supervision by a university professor
- Current official certificate of good conduct
- Attestation of a final university or university of applied sciences degree with a final grade equal or better than 2.0
- A declaration that the student is not admitted to another graduate program
- Suggestions for a mentoring team

The application needs to be submitted as a print-out with original signatures and 5 copies thereof. The application form can be downloaded from the homepage. The BIOMEDIGS office needs to receive the complete application at least ten working days before the graduation committee's next quarterly meeting.

## Graduate program

The dissertation project should be designed for a working period of approximately 3 years. For this period of time every student is supposed to choose 2 mentors (advising professors) in addition to his or her dissertation supervisor. In conjunction with the thesis supervisor they will form the mentoring team. The mentors have to be university professors or at least PDs ("Privatdozent", Assistant Professors) and at least one of them needs to be a member of the University of Regensburg. The mentoring team must be approved by the graduation committee.

In the course of the dissertation every student will have to hold two colloquia. The colloquia shall take place approximately 12 and 24 months, respectively, into the dissertation project, in case of a three-years-thesis. If

the project is prolonged because of different reasons the student will have further annual colloquia except of the last year (the year of graduation). The colloquia are supposed to confirm that the project develops in a promising direction. In addition, it will give the opportunity to discuss and improve the work strategy as well as the original research plan.

Students are requested to share the content of their colloquium in form of a written progress report with their mentoring team and the graduation committee at least one week in advance of the scheduled colloquium. The students will have to autonomously organize their colloquium and forward their invitations.

## The “Leistungsheft”

The goal of the graduate training program is to provide students with the necessary knowledge, intellectual capabilities and technical skills to conduct outstanding state-of-the-art research in a wide range of exciting biological and biomedical areas.

In contrast to other graduate schools, BIOMEDIGS provides its students with a great deal of freedom but also responsibility. The extent of accomplishments during each dissertation depends on the commitment and performance of each individual student. We request of every student’s mentoring team to support him or her in achieving their goals.

### *Obligatory minimum requirements:*

- Two-page draft of the dissertation project for the application
- Two colloquia consisting of a 4-6-page written progress report for the mentoring team and the graduation committee, and a 20-minute presentation of the data. First and second colloquium 11-13 months and 23-25 months, respectively, after commencement of work. Annual colloquia if thesis is longer than the recommended three years. At least 4 progress reports in your working group
- At least 4 journal clubs, which can be performed in another working group if the student’s supervisor does not offer journal clubs
- Active participation at one conference (poster or presentation)
- One first authorship (only original articles, no reviews)
- Course in “Good Scientific Practice” (see [www.dfg.de](http://www.dfg.de))

### *Individual initiative:*

Supervision of one (method) course or one internship, as well as supervision of one trainee, who can be a medical student or a bachelor/master student, is strongly recommended in order to train teaching skills.

Of course every student is free to attend multiple conferences, supervise several courses or trainees and is welcome to publish numerous original articles. Every achievement will be recorded in the "Leistungsheft" and is therefore recognizable for future employers.

In addition to these accomplishments, graduate students may also engage in numerous different activities. According to their respective fields of interest, students can attend courses offered at the University Hospital Regensburg or the University of Regensburg, respectively. The offered courses vary from seminars for good scientific practice over medical statistics to rhetoric training, and other soft skill classes. Students may also participate in the management of the graduate school itself.

### **Annual symposium for graduate students (SummerSchool)**

Once a year the student representatives of BIOMEDIGS organize a symposium. This 2-day meeting is voluntary, albeit participation is highly recommended. The symposium is a unique opportunity for graduate students to meet their peers working on different biological and medical topics and to debate them among themselves. It is built on the concept of merging science, socializing, and sharing experiences.

The aim of this conference is the scientific exchange between students from different departments and different aspects of biological research. Strategies and techniques can be discussed - a deeper insight into the variety of research will be provided.

Most importantly, presentation skills will be trained in a familiar atmosphere.

Thanks to generous sponsoring provided by the Vielberth Stiftung, students could invite one or two keynote speakers from around the world to join the last annual symposia. These visits from reputable international professors proved to be very fruitful and revealing for the participants' further scientific and personal development.

Furthermore, the conference is attended by representatives of the biomedical

industry, who present state-of-the-art techniques and offer advice for those interested in an industrial career.

Information about previous and future symposia can be found at [www.biomedigs.de](http://www.biomedigs.de).

## Thesis and defense

After completion of the experimental work the student will write his or her dissertation. The work has to be printed on DIN A4 paper, bound and paginated. It has to contain an index, and all references and resources of information have to be indicated properly. A template for the title page and further details can be downloaded from the homepage.

In order to be admitted to the defense, the graduate student has to submit the completed "Leistungsheft" and proof of at least one first author publication ("accepted" is enough) to the graduation committee not later than ten days before the next quarterly committee meeting. Additionally, the student should submit suggestions for the two reviewers plus a third examiner, a backup examiner, and a chairman for the defense. The thesis should then be submitted within a reasonable time before or after the next committee session. For the dates of the committee's sessions please check [www.biomedigs.de](http://www.biomedigs.de).

After submission of the thesis and the committee's approval, the two reviewers will have 8 weeks to prepare their expert opinions ("Gutachten"). After the Examination Office ("Prüfungsamt") has received the opinions, the thesis has to be publicly displayed for two weeks to give the public audience time to raise any kind of objections. Only then the defense can take place.

If the dissertation is graded "summa cum laude", a third reviewer will be consulted. Please consider that scheduling can be more time consuming than for regular defenses and should be well organized in advance.

It is the student's duty to arrange a date for the defense with the examiners and the chairman. It is advisable to use an internet tool like doodle ([www.doodle.com](http://www.doodle.com)) for scheduling and to start the process as early as possible. Please keep in mind that BIOMEDIGS will not compensate for travelling expenses, prints or other costs arising from the colloquia or the defense.

## Contact

Homepage: [www.uni-regensburg.de/medizin/biomedigs/index.html](http://www.uni-regensburg.de/medizin/biomedigs/index.html)

Chair of the graduation committee: Prof. Dr. Peter Oefner  
Tel. 0941/943-5014  
[peter.oefner@ukr.de](mailto:peter.oefner@ukr.de)

Graduate student representatives: [biomedigs@ukr.de](mailto:biomedigs@ukr.de)

Office: Christina Kolbeck  
UR – University of Regensburg  
Faculty of Medicine  
Building ZMK  
Tel. 0941/944-4790  
Fax 0941/944-4791  
Opening hours: Mo. - Fr. 8.00 - 11.30 a. m.