



## Heidelberg International Graduate School for P4-Medicine (Hei-P4-Medicine)

(September 25<sup>th</sup> 2023)

### Content

1. Getting started .....	10
2. The PhD training programm and Meetings of the Thesis Advisory Committee .....	11
2.1 The PhD training programme.....	11
2.2 Meetings of the Thesis Advisory Committee (TAC) .....	13
3. Contact Information .....	15
4. Further resources .....	16



## 1. Getting started

Congratulations on your selection as a PhD candidate at the **Heidelberg International Graduate School for Predictive, Preventive, Personalised and Participatory Medicine (Hei-P4-Medicine)**! Please complete the following actions (1.1 to 1.3) within the next 3 months:

### 1.1 Set up your Thesis Advisory Committee (TAC)

The TAC is a committee of three scientists who meet with you every year during the course of your PhD. The TAC has two main functions:

1. To monitor your progress, and provide you with feedback and advice, thus complementing the role of your primary PhD supervisor; and
2. To help resolve conflicts when you and your primary PhD supervisor disagree on significant aspects of the project or supervision.

Each TAC consists of your primary PhD supervisor and at least two independent members, who do not belong to the same department or research group as your primary PhD supervisor, but who have expertise in research topics related to your project. TAC members are usually habilitated university lecturers, but may also be university professors or scientists with several years of postdoctoral experience (e.g., junior research group leaders). Your primary PhD supervisor is jointly responsible for the recruitment of TAC members. The proposed composition of your TAC is specified in your Doctoral Supervision Agreement (In German: Promotionsvereinbarung), and is subject to the approval of the Doctoral Committee.

### 1.2 Apply for acceptance as a PhD candidate at the Heidelberg Medical Faculty

In case of successful completion, your doctoral degree will be awarded by the Heidelberg Medical Faculty. Your application for acceptance as a PhD student at the Heidelberg Medical Faculty involves creating a user account and an online doctoral file in heiDOCS (<https://doktoranden.uni-heidelberg.de/>), as well as the submission of several documents related to your PhD project, including the “Application for Acceptance as a Doctoral Candidate”, the “Doctoral Supervision Agreement (Dr. sc. hum.)” and the “Exposé” (For a complete list of all required documents, please refer to Appendix 1: UNTERLAGEN ZUM ANNAHMEVERFAHREN “Dr. sc. hum.”). The completed documents must be submitted to the Office for Doctoral Affairs at least 3 weeks before each regular meeting of the Doctoral Committee.



### **1.3 Collect the approval signature from the management office of the Heidelberg International Graduate School for Predictive, Preventive, Personalised and Participatory Medicine (Hei-P4-Medicine)**

Once the Office for Doctoral Affairs of the Heidelberg Medical Faculty has confirmed your acceptance as a PhD candidate, please make an appointment with the **Hei-P4-Medicine** office. Do not forget to bring a copy of your acceptance letter. You will receive a “Blue Sheet” (Appendix 2), which will be your official transcript of records during the course of your PhD, containing all relevant information about your training programme.

## **2. The PhD training programme and Meetings of the Thesis Advisory Committee**

### **2.1 The PhD training programme**

To successfully complete your PhD, you will need to participate in a complementary training programme of at least 240 hours. The design of your individual training programme is specified in the document “Doctoral Supervision Agreement (Dr. sc. hum.)”, and is also subject to the approval of the Doctoral Committee. Please document your participation in all training activities, e.g. courses, seminars, conferences and meetings, and the corresponding participation hours on your “Blue Sheet”. At the end of your PhD, you will be requested to submit your completed and signed “Blue Sheet” together with the certificates of participation in all training activities to the Office for Doctoral Affairs.

Your primary PhD supervisor will advise you on scientific events directly related to your research, training activities to acquire key qualifications, participation in conferences, and on soft skills courses that will define your individual training programme, which will consist of mandatory training activities, compulsory elective training, and other events:

#### **a) Mandatory training activities**

- Course on good scientific practice (approx. 6 hours).
- Literature and research seminars, including at least one presentation per year at the Statistical Genetics Journal Club (approx. 180 hours in total)
- Three transcribed Thesis Advisory Committee (TAC) meetings, including progress reports on your PhD research (approx. 30 hours in total, including preparation of TAC meetings)



### **b) Compulsory elective training**

At least one of the following training activities must be completed:

- Field study training activities, e.g. supporting patient recruitment in Latin America, including support with local ethics committees, supervision and support of study nurses, own patient recruitment, and processing, storage and shipment of biological samples.
- Methodology courses or internships, e.g. the advanced courses organized each year in Latin America as part of the EULAT Eradicate GBC project ([www.SaludVesiculaBiliar.org](http://www.SaludVesiculaBiliar.org)), the courses on Biostatistics, Epidemiology, Bioinformatics or Statistical Analysis Methods organised as part of the joint Master's programme in Medical Informatics of Heidelberg University and Universidad de Chile, the course on Statistical Genetics and Genetic Epidemiology organised within the Master's programme in Medical Informatics of Heidelberg University, or one of the courses on Mendelian randomization organised by the University of Bristol.
- Participation in scientific exchange conferences to present own work (poster and/or oral presentation), e.g. presentation of preliminary PhD results at the annual EULAT Eradicate GBC project meetings.

### **c) Other events**

Other optional training events may include:

- Participation in scientific exchange activities outside your own research group (e.g., seminars with external guests, grand rounds, science day, participation in conferences and retreats)
- Training on technical and soft skills (e.g., dissemination of research results, scientific writing, project management, funding acquisition, Good Clinical Practice)
- Other methodology courses or internships (e.g. courses in statistical programming and software)



## 2.2 Meetings of the Thesis Advisory Committee (TAC)

The TAC will normally meet three times during the course of your PhD. The first meeting should take place within 6 months after your acceptance as a PhD student at the Heidelberg Medical Faculty. The purpose of this TAC meeting is to ensure that the PhD candidate understands the objectives and scientific background of the project, and that she/he has already made some initial progress in the research. The scope, feasibility, potential impact, and possible risks of the PhD project will also be discussed. The second TAC meeting should be held approximately 12-24 months after the start of your PhD. The purpose of this meeting is to ensure that the dissertation project is on schedule, and that there is a good chance of producing publications and a doctoral thesis on time. If necessary, the TAC will recommend adjustments to the PhD project. The third TAC meeting should be held 24-36 months after the start of the PhD project. At this meeting, progress towards completion of the project and deadlines for submission of the dissertation and manuscripts will be discussed. Additional TAC meetings may be scheduled as needed. PhD candidates may also contact TAC members for guidance at any time, and may request additional TAC meetings as needed.

One week before each TAC meeting, you will have to send to the TAC members a written progress report, normally not exceeding 5 pages. At the TAC meeting, you will make an oral presentation of about 20 minutes in which you will outline the project and progress made, problems encountered, and future research plans and the schedule for the next period. The TAC will then discuss your written report and oral presentation, and TAC members will provide suggestions and advice. If necessary, the TAC may recommend changes to the initial research proposal and may also suggest actions to ensure the completion of the thesis on time.

After this first discussion, the TAC will ask you to leave the room so that progress can be discussed directly with your primary PhD supervisor. Your primary PhD supervisor will then leave the room, so that other TAC members can meet alone with you to ensure that adequate supervision and resources are available, and to discuss any concerns you may have. The TAC will then ask both you and your primary PhD supervisor to leave the room and discuss alone, summarizing the views and providing recommendations, which will be reflected in the report of the TAC meeting.

TAC members will jointly prepare a written report using the TAC evaluation form that includes an assessment of the quality of the written progress report, the oral presentation and the discussion. A critical appraisal and suggestions for improvement should be made. Proposed future plans should be evaluated and recommendations on priorities should be made. Any problems to be solved should also be mentioned.



The written report has to be signed by you and by the TAC members. You are responsible for sending a copy of your written progress report and the completed TAC evaluation form to the **Hei-P4-Medicine** office promptly after each TAC meeting.



### 3. Contact Information

Hei-P4-Medicine office

E-Mail: [Hei\\_P4\\_Medicine@imbi.uni-heidelberg.de](mailto:Hei_P4_Medicine@imbi.uni-heidelberg.de)

Relevant websites:

[www.biometrie.uni-heidelberg.de/StatisticalGenetics](http://www.biometrie.uni-heidelberg.de/StatisticalGenetics) (in particular the subsite “Research training”)

[www.SaludVesiculaBiliar.org](http://www.SaludVesiculaBiliar.org) (in particular the subsites “News and Events” and “Publications”)

<https://doktoranden.uni-heidelberg.de/> (heiDOCs)

Ombudspersons:

Heidelberg University:

[https://www.graduateacademy.uni-heidelberg.de/beratung/ombudsperson\\_en.html](https://www.graduateacademy.uni-heidelberg.de/beratung/ombudsperson_en.html)



#### 4. Further resources

If you feel under mental and/or emotional stress and would like to get help, please get in contact with one of the following:

**Hei-P4-Medicine coordinators** (who will help you get in contact with the appropriate parties)

<https://www.uni-heidelberg.de/einrichtungen/verwaltung/studium/doktorandenbuero.html>

<https://www.graduateacademy.uni-heidelberg.de/>

High-performance computing facilities

<https://www.urz.uni-heidelberg.de/de/forschung-und-lehre/forschungsnahe-projekte/bwforcluster-helix>

<https://www.urz.uni-heidelberg.de/de/service-katalog/speicher/sdshd-scientific-data-storage>

[edv@imbi.uni-heidelberg.de](mailto:edv@imbi.uni-heidelberg.de) (IT support at the Institute of Medical Biometry)

Teaching, studies and research at Heidelberg University

<https://lsf.uni-heidelberg.de/qisserver/rds?state=user&type=0>

Official doctoral regulations, Structured study program for Dr sc hum students

[https://www.medizinische-fakultaet-hd.uni-](https://www.medizinische-fakultaet-hd.uni-heidelberg.de/fileadmin/medizinische_fakultaet/Dekanat/Promotion/Dr_sc_hum/Ausfuehrungsbestimmungen_Study_Program.pdf)

[heidelberg.de/fileadmin/medizinische\\_fakultaet/Dekanat/Promotion/Dr\\_sc\\_hum/Ausfuehrungsbestimmungen\\_Study\\_Program.pdf](https://www.medizinische-fakultaet-hd.uni-heidelberg.de/fileadmin/medizinische_fakultaet/Dekanat/Promotion/Dr_sc_hum/Ausfuehrungsbestimmungen_Study_Program.pdf)



# Medizinische Fakultät Heidelberg

## - Promotionsbüro -

Im Neuenheimer Feld 672 - D-69120 Heidelberg - Tel. 0049 (0)6221 56-22712/6851/6024

---

Name of applicant:

### **DOCUMENTS FOR THE APPLICATION PROCEDURE "Dr. sc. hum.**

**The fully completed checklist must be attached to the application documents!**

#### Required documents:

- 1. Application for acceptance as a doctoral candidate (**form**)
- 2. Doctoral Agreement Template according to § 5 para. 1 PromO (**pre-printed form**).
  - a) incl. composition of the TAC with (electr.) signatures of all members.
  - b) When filling out the privacy statement, please consider relevant **legislation**.
  - c) Please make a copy of the doctoral agreement for your records.
- 3. Short concept of the planned dissertation (**pre-printed form**)
- 4. If applicable, copies of the ethics votes (§ 15 of the **professional code of conduct**) and/or animal experimentation permits (§ 8 of the **Animal Protection Act**)
- 5. Proof of completed university studies in officially certified copy (no recycled paper!): Diploma + examination certificate or Bachelor's and Master's degree (certificate and diploma in each case)
- 6. Copy of identity card/passport
- 7. **Proof of language skills**, if applicable

#### Required for foreign degrees:

- 8. Officially certified copy of Bachelor's and Master's degrees, each certificate and transcript (in original language and, if applicable, English or German translation)
- 9. in the case of degrees from outside the EU with an original evaluation from **the Central Office for Foreign Education (ZAB)**, in the case of degrees from China additionally with APS;
- 10. for degrees from the EU with a printout from the **anabin database** of the ZAB.

#### **Please Note**

- Only **complete documents with original signatures** (for TAC-members electr. signatures) and stamps that are submitted **3 weeks before the meeting of the committee**, will be given to the committee
- The start of the dissertation project may not be older than **6 weeks** (in relation to the stamp of the office for doctoral affairs). The project has to be scheduled for three years in full time.
- The documents to be submitted are examination documents and must be archivable. Therefore, **do not make the copies on recycled paper!**
- All original documents to be submitted for the doctoral procedure remain with us, so please make copies for personal use, if necessary. The office of doctoral affairs will not make copies for you!

Signature of the applicant:



**Structured Training Program of the Heidelberg International Graduate School for  
 Predictive, Preventive, Personalised and Participatory Medicine (Hei-P4-Medicine)  
 “Blue Sheet”**

Doctoral candidate: \_\_\_\_\_

Primary PhD supervisor: \_\_\_\_\_

Start date of the PhD project: \_\_\_\_\_

Acceptance date by the Medical Faculty: \_\_\_\_\_

**1. Mandatory training activities (approx. 220 hours total):**

Date	Title	Hours	Signature Course Leader	Signature Doctoral Candidate
	Course on Good Scientific Practice			
	Literature and research seminars			
	Annual presentations at the Statistical Genetics Journal Club			
	1 <sup>st</sup> TAC meeting			
	2 <sup>nd</sup> TAC meeting			
	3 <sup>rd</sup> TAC meeting			



## 2. Compulsory elective training (at least one):

Date	Title	Hours	Signature Course Leader	Signature Doctoral Candidate
	I. Field study training activities - Support with local ethics committees - Supervision and support of study nurses - Own patient recruitment - Processing, storage and shipment of biological samples - Other			
	II. Methodology courses or internships - Advanced courses EULAT Eradicate GBC - Biostatistics - Epidemiology - Bioinformatics - Statistical Analysis Methods - Statistical Genetics and Genetic Epidemiology - Other			
	III. Posters and oral presentations			



**3. Other events:**

Date	Title	Hours	Signature Course Leader	Signature Doctoral Candidate

The doctoral candidate has successfully participated in the Structured Training Program:

Place, Date \_\_\_\_\_

Signature Primary PhD Supervisor \_\_\_\_\_

(Seal)

*Please return the completed and signed form together with the itemised proofs of participation in the training to the Hei-P4-Medicine office*