



University of Heidelberg

COS Graduate Program

The legal requirements for a doctoral thesis at the *Centre for Organismal Studies Heidelberg (COS)* are stated in the “Promotionsordnung” (PO) of the Faculty of Biosciences at the University of Heidelberg. Doctoral students of the Faculty of Biosciences have to participate in a doctoral program. The COS Graduate Program offers intense and detailed advisory assistance and supervision and a constant theoretical and practical training in various fields of biology. A certificate from the COS Graduate Program will be issued along with the doctoral diploma from the faculty.

Program:

All achievements as documented on the certification sheet must be acknowledged by the responsible director, group leader or lecturer. Before enrolment for the doctorate exam the achievements must be acknowledged in by the coordinator of the COS Graduate Program.

Thesis Advisory Committee

At the beginning of the doctoral thesis the doctoral student chooses, in agreement with the supervising research group leader (ErstgutachterIN) two additional scientists as advisors (thesis advisory committee = TAC). One of the TAC members should also be available as second supervisor of the doctoral thesis (ZweitgutachterIN). The Advisory Committee (TAC) provides constant detailed advisory assistance and supervision of the doctoral student. **Legal requirements of first and second supervisor of the doctoral thesis are stated in the PO.**

Project Proposal

Within the first six months of the dissertation each doctoral student writes a project proposal on the planned subject of the doctoral thesis, 1 to 3 pages in length. This paper is submitted to the TAC. The dates of submission are confirmed by signature. Within 3 weeks the project proposal is discussed with the TAC in the form of a 20 minute oral presentation. A copy of the project proposal is handed to the coordinator of the COS Graduate Program.

Annual Report and Periodic Discussion with the TAC members

At the end of the first year and then annually the doctoral student writes a progress report (3-5 pages). This report is submitted to the TAC and the dates of submission are confirmed by signature. The doctoral student meets with the TAC to discuss the progress of the project and future plans in form of a 20 minute oral presentation. After prolongation of the doctoral thesis (PO §5 Abs.4) further reports must be submitted and discussed.

The program listed below is mandatory for students participating in the COS Graduate Program. **A total of 15 credit points (CP), according to the European Credit Transfer System (ECTS) is mandatory.**

Regular attendance of

- **the COS Seminar or equivalent PhD seminar** 1.5 CP

All doctoral students attend a COS Seminar and at least once during the time of dissertation present his/her own project and current results within this seminar.

- **the COS Lectures or equivalent guest speaker lectures** 1.5 CP

The doctoral students participate in at least six guest speaker seminars per academic year (at the COS or other institutions). They record the titles of the seminars, the names of the speakers and the dates the seminars were given on, and hand in the list when getting registered for the doctorate examination. The contents of the lectures are part of the examination.

- **the weekly internal research group seminars** 0.5 CP

The doctoral students participate in the weekly internal seminars of his/her research group and present and discuss his/her results at least once a year.

- **the internal research group journal club** 0.5 CP

The doctoral students visit a literature seminar (journal club) and present a current publication once a year.

- **soft skill training (Scientific writing/presentation/ project management)** 1 CP

The doctoral students participate

- **at least once in an international scientific meeting and present their research results (poster or oral)** 1 CP

- **in a yearly graduate retreat and on this occasion present their research results at least once such as a poster and once such as an oral presentation.** 1 CP

Doctoral students perform at least two weeks of his/her scientific research in an internationally recognized research group outside the COS during the second or third year of the doctoral thesis. 2 CP

After consultation with the supervisor PhD students attend the following events:

Regular attendance of

- **a lecture (Zyklusvorlesung)** 2 CP

In the first year of the doctoral thesis the PhD student attends a lecture thematically related to the subject of the thesis. Exam is mandatory. (e.g., lecture Frontiers I&II or Molecular Biology and Biotechnology; go to LSF for further options) and

- **three-day lab rotation** 2 CP

In the first year of the doctoral thesis 2 three-day lab rotations in different COS departments or other research groups at the Heidelberg Campus are mandatory.

Further credits:

- Summer school with poster or oral presentation 1.0 CP
- Invited presentation 1.0 CP
- First authorship 2.0 CP
- Co-authorship 1.0 CP
- Patent 2.0 CP
- Organization of a scientific meeting, retreat or workshop 1.0 CP
- PhD speaker 1.0 CP
- Awards: poster prize or best oral presentation 0.5 CP

Heidelberg,
COS board of directors



Please file the completed form with the COS PhD office INF 360 within two weeks after enrollment at the Faculty of Biosciences.

DATE OF REGISTRATION	mm/dd/yy, receipt stamp COS PhD OFFICE
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PhD student information:

First Name (block capitals):.....

Last Name (block capitals):.....

Date of birth:

Date of enrollment at the Faculty of Biosciences: mm/dd/yy.....

Email address:

Phone:

Home address:

Work address:.....

Primary Supervisor information:

Name:

Academic appointment (Prof., Group Leader, etc.):

Email address:

Department and Institution name:

.....



Please file the completed form with the COS PhD office INF 360 within two weeks after enrollment at the Faculty of Biosciences.

.....
Name of PhD student

.....
Signature of PhD student

THESIS ADVISORY COMMITTEE

Primary Supervisor (chair of TAC):

Title, full name

.....

Signature

Second Supervisor/TAC member:

Title, full name

.....

Signature

Third TAC member:

Title, full name

.....

Signature

COS PhD SEMINAR

I will attend the following PhD Seminar:

- COS PhD Seminar
- Systematic Approaches in Organismal Biology
- IZN Seminar
- Joint COS/ZMBH PhD Seminar



TAC MEETINGS

TAC meetings have to be documented according to the TAC REPORT AND REVIEW FORM. http://www.cos.uni-heidelberg.de/data/phdprog/download/COS_HBIGS_Form_TAC.pdf

Within 2 days after the TAC meeting file a copy of your written *Project Proposal/Report* and the completed *TAC Report and Review* form with the PhD office INF360, Room 112

Date of submission of the Project Proposal

Signatures TAC

..... 1.
 2.
 3.

Date of the discussion of the Project Proposal

Signatures TAC

..... 1.
 2.
 3.

**Date of the submission of Project Proposal
and TAC report at the PhD office INF360**

Signature PhD office

.....



Date of submission of the first Project Report

Signatures TAC

..... 1.
 2.
 3.

Date of the periodic discussion with the TAC

Signatures TAC

..... 1.
 2.
 3.

Date of the submission of the first Project
and TAC report at the PhD office INF360

Signature PhD office

.....

Date of submission of the second Project Report

Signatures TAC

..... 1.
 2.
 3.

Date of the periodic discussion with the TAC

Signatures TAC

..... 1.
 2.
 3.

Date of the submission of the second Project
and TAC report at the PhD office INF360

Signature PhD office

.....



Date of submission of the third Project Report

Signatures TAC

..... 1.
 2.
 3.

Date of periodic discussion with the TAC

Signatures TAC

..... 1.
 2.
 3.

**Date of the submission of the third Project
and TAC report at the PhD office INF360**

Signature PhD office

..... ..



8. Participation of the yearly COS graduate retreat

Year	Titel of the Poster (PO)/Oral Presentation (OP)	Signature PhD coordinator

1.0 CP

9. Regular attendance of a lecture (Zyklusvorlesung)

Year (WS/SS)	Titel of the lecture	Signature lecturer

2.0 CP

10. Regular attendance of three-day lab rotations

Date	Research group/Institution	Signature external group leader

1.0 CP each

Other activities:

Year	Type of the activity	Signature PhD coordinator	CP

Credit points in total CP

Final approval	
The PhD student (full name) successfully completed the COS_HBIGS graduate program.	
..... Coordinator COS_HBIGS graduate program Name and Signature