



Mentoring committee

The mentoring committee comprises the first and a second supervisor, who should both be associated with the BSRT and come from two different disciplines such as medicine, biology/bio-chemistry or chemistry/physics/engineering, and a third mentor from academia or industry.

Supervision Agreement

Each BSRT student and their mentoring committee have to sign a supervision agreement at the beginning of their collaboration. The document can be accessed after login and can be found in the download area of the BSRT website. The German "Betreuungsvereinbarung" is the document which has to be signed. The English version is an unofficial translation to help those who don't speak German.

Mentoring Committee Meeting

Each BSRT student will meet with the mentoring committee once a year (although the aspiration is twice yearly). The BSRT student is responsible for organising the meeting. They also have to submit a project proposal or progress report two weeks before the mentoring committee meeting commences.

During the mentoring committee meeting, BSRT students have to give a 15 min presentation about the current state of their project. Afterwards the mentoring committee will discuss the project with the student and give advice on how the project should progress. The meeting should last at least 1.5 hours. The mentoring committee has to give a short written report about the meeting and the student will be given a copy.

Project proposal

BSRT students have to write a project proposal and submit it to the BSRT coordination office within six months of the start of their PhD project. Within two weeks after submission they shall organise a meeting with their mentoring committee to defend the project proposal. Detailed guidelines on how to write the project proposal can be found on the BSRT website.

Progress report

Each student has to submit a short report to the mentoring committee and the BSRT coordination office two weeks before the mentoring committee meeting.

The report should be 3 to 5 pages maximum (Arial 12 point, 1.5 line spacing). Follow the structure given in the following guidelines using the same headlines and numbering system. Answer all questions fully and in keeping with academic custom.

1. Name

Please give us your surname, forename and e-mail address.

2. Mentoring committee meeting

Please give the date and number of the mentoring committee meeting and name the members of the committee.

3. Beginning of PhD Project

Please give the exact date when you began your PhD project.

4. Title of your PhD project

Please give the title of your PhD project.

5. Aims and Objectives

Please give a short description of the aims and objectives of your planned research using no more than 500 characters (excluding spaces).

6. Summary

Please summarize the progress of the research work using no more than 2000 characters (excluding spaces) in a general manner that is easily understandable.

7. Schedule

Please outline the work packages and milestones of your project in a graphical format with a horizontal time axis indicating "from...to" (with dates). Compare the original schedule of your project and the actual progress you have made.

8. Project Description

Give a brief description of the project and outline any changes to the original research concept which have been made. Discuss any problems which have occurred during the project.

9. Outlook/Patents

Give an outlook of the future work that needs to be done and indicate if you consider patent rights may be achievable for this work.

10. Course work

Please list the courses you have visited and future courses in which you intend to participate.

Curriculum

Each BSRT student should design her/his own study program in consultation with the mentoring committee to obtain the best education for their career path. BSRT students must list their personal study program in the progress report.

The BSRT aims to organise the study program during a six week block which will take place each summer to allow students to concentrate on their research project during the rest of the year. Details of the study program will be published on the BSRT website at www.bsrt.de.

Scientific modules

The scientific program of the BSRT offers practical courses, workshops, lectures and seminars in the field of regenerative medicine. The personal study program should include courses in the students own specialist



discipline and courses chosen from other disciplines. Some scientific modules are run in conjunction with other PhD programs and so may take place outside the period of the BSRT summer block.

BCRT External Seminars

PhD students will have the opportunity to meet guest speaker of the BCRT External Seminars an hour before the BCRT Seminar commences. Faculty will be not present to allow for an open discussion. PhD students should register with the coordinator at least three days before the seminar commences.

Complementary modules

Success in a professional career depends not only on technical and scientific knowledge but also on skills such as communication and the ability to work in a team as well as knowledge of business and economics. The study program offers a variety of courses in complementary skills such as languages, scientific presentation, scientific writing, communication, job application, entrepreneurship, career seminars and any other course or workshop which are suitable to advance a career in science. The complementary modules may be offered in cooperation with the Humboldt Graduate School (HGS) and so may take place outside the period of the BSRT summer block.

Lab exchange

Students at the BSRT are encouraged go on a lab exchange with international partner institutes to learn new approaches which will help them to progress in their research work.

Allowance for Lab Exchange

The BSRT can support stipend holders and associated PhD students financially by paying an allowance for the first three months for their trip abroad. The allowance is in accordance with the DFG guidelines ([please click her for further details](#)).

An application not exceeding five pages (Arial 12 point, 1.5 line spacing) with the detailed description of the research that will be conducted during the lab exchange and the reasons why this lab exchange is important for the progress of the own research project has to be submitted to the BSRT coordination office. The application must also mention if other grants are available for this lab exchange and if the applicant will also submit an application to the other funding bodies.

The allowance for the lab exchange is granted depending on the quality of the proposed research and the justification for the lab exchange. The allowance for a lab exchanges can only be given once to each students. Up to four BSRT students can be funded per year. Lab exchanges to labs in Germany will not be supported.

Within four weeks of returning from the lab exchange, the BSRT students, who received an allowance, will have to give a presentation summarizing their research conducted at the international partner lab. This presentation can be organised within their own research group, but it must be open to all members of the BSRT and must be announced

through the BSRT coordination office at least three days in advance.

There will be four application deadlines per year: 31 January, 30 April, 31 July, and 31 October.

Retreat

A retreat will be organised each year in autumn together with the Berlin Brandenburg Center for Regenerative Therapies (BCRT). BSRT students will give presentations about their work and have the opportunity to discuss their research with the other students and faculty members.

International conferences

PhD students of the BSRT are encouraged to attend international conferences dealing with regenerative therapies.

Travel Grant

The BSRT can offer Travel grants for BSRT stipend holders and associated members who receive funding through other sources. A short application not exceeding one page (Arial 12 point, 1.5 line spacing) with the reasons of why this conference is important has to be submitted to the BSRT coordination office. The application should also include the submitted abstract and an estimate of the entire costs. Travel grant holders are obliged to travel economically. It must be also mentioned if other travel grants are available for this conference and if the applicant will also submit an application to the other funding body.

Travel grants are granted depending on the quality of the abstract, merit, and relevance of the conference. Travel grants can only be given if money is available in the BSRT budget. Students who have not yet received a travel grant will receive funding in prevalence to those who already received funding. Travel Grants to German National Meetings will not be supported.

Within four weeks of returning from the conference BSRT students, who received a BSRT travel grant, will have to give a presentation summarizing the conference. This presentation can be organised within the own research group. However, it must be open to all members of the BSRT and shall be announced through the BSRT coordination office at least three days in advance.

There will be four submission deadlines per year: 31 January, 30 April, 31 July, and 31 October.

Summer School

The BSRT will offer annually a two week summer school for international students in their final stages of their Master thesis, which will also be open to PhD students of the BSRT. The aim is to provide a comprehensive understanding of regenerative medicine and to bring students up-to-date with the ongoing research. The program is organised in different workshops, lectures, practical demonstrations and lab exercises. Students will also have the opportunity to meet and discuss with top-class international scientists.

www.bsrt-summer-school.de



PhD Symposium

BSRT students will organise an annual PhD symposium for PhD students to foster cross-discipline perspectives within the school and to give student the opportunity to present their research findings and to review the work of their peers. This is an opportunity for students to practise communication and organisational skills because PhD students have to organise the event themselves with administrative support from the BSRT coordination office.

www.bsrt-phdsymposium.de

Credits

The BSRT uses a credit system to manage the study program which is designed analogous to the European Credit Transfer System (ECTS). Each student has to accumulate 180 credits during the three year PhD program. 150 credits are given for the work on the PhD project. 30 credits have to be accumulated through participation in the study program of which 75% should be for participation in scientific modules and 25% for participation in complementary modules.

The credits for each module will be announced on the BSRT website but as a simple approximation, one course-day will earn 0.5 credits. The BSRT coordination office will keep record of the credits for each BSRT student.

- Presentation at an international conference or a BSRT event such as the BSRT retreat will earn 1.0 credit for a poster presentation and 1.5 credits for an oral presentation.
- Writing and submitting the project proposal or a grant application will earn 2.5 credits.
- Satisfactory attendance at the mentoring committee meeting will earn 1.0 credit.
- Contributing to the organisation of the annual PhD symposium as a main organiser will earn 2.5 credits.
- Gaining awards for scientific excellence will earn 1.0 credit.

This table shows an example of a typical curriculum.

| 1st year | Credits | 2nd year | Credits | 3rd year | Credits |
|--|---------|--|---------|--|---------|
| Scientific Courses | | | | | |
| 2 weeks of practicals and or seminars or workshops | 5 | 2 weeks of practicals and or seminars or workshops | 5 | | |
| Retreat Poster presentation | 1 | Retreat Poster presentation | 1 | Retreat Oral presentation | 1.5 |
| | | International conference poster presentation | 1 | International conference oral presentation | 1.5 |
| Writing project proposal | 2.5 | | | | |
| Mentoring committee meeting | 1 | Mentoring committee meeting | 1 | Mentoring committee meeting | 1 |
| | | regular scientific seminar (BCRT or SFB) | 1 | regular scientific seminar (BCRT or SFB) | 1 |
| Complementary education | | | | | |
| 1 week of seminars or workshops on soft skills | 2.5 | Organisation of PhD symposium | 4 | 1 week of seminars or workshops on soft skills | 2.5 |

Booking of Courses

BSRT courses

All scientific modules organised by the BSRT shall be booked by the student through the online system at www.bsrt.de.

HGS Courses

The complementary modules that are organised in collaboration with the Humboldt Graduate School (HGS) shall be booked by sending an e-mail to Julia Lindenmair (julia.lindenmair@hu-berlin.de) and a copy (cc) to the BSRT coordination office.

Cancellation of Courses

It is the responsibility of the BSRT students to plan their work in order to make time for participation in the booked courses. However, if a BSRT student cannot participate due to unforeseen circumstance, they must cancel the booked course immediately by sending an e-mail to the BSRT coordination office or to Julia Lindenmair in the case of an HGS course.

If the cancellation is done at least two weeks before the course begins, a reason is not required. If the cancellation is notified later than two weeks before the course begins, BSRT students must submit a valid justification for the cancellation (e.g. a sickness certificate in case of illness or a letter of apology signed by the supervisor if urgent lab work prevents the BSRT student from participation in the course).

If a BSRT student does not appear at three courses without informing the coordination office in advance, the BSRT student will receive a written warning and the spokesperson and mentoring committee will be informed and will expect the BSRT student to give an explanation.

Holidays

The stipend contracts with the Charité do not regulate how many holidays the BSRT stipend holder can take. The BSRT steering committee has therefore decided that the BSRT stipend holders shall receive as many holidays as it is usual for other PhD students in their lab. BSRT stipend holders shall discuss with their first supervisor when they wish to take holidays and the supervisor and student have to keep appropriate records of this.



**Berlin-Brandenburg
School for Regenerative Therapies**

Guidelines for BSRT Curriculum

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