

HAMBURG SCHOOL OF INFECTION & IMMUNITY

Welcome Package

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1. Non-medical PhD Program at HSII

The PhD program of the Hamburg School of Infection & Immunity (HSII) for non-medical students at the Medical Faculty offers a research-focused, and interdisciplinary education. Students are guided by an interdisciplinary thesis committee composed of experienced scientists. In addition to conducting their research projects, students participate in a structured PhD curriculum designed to equip them with essential skills such as project management and advanced methodological competencies.

2. Curriculum and credit points

In the course of the three-year program, PhD students have to obtain 180 credit points: 150 credit points for the dissertation and 30 credit points for the coursework. The 30 credit points are aligned to the European Credit Point System therefore these are assigned based on the work effort related to a specific course. The HSII program provides a diverse array of interdisciplinary courses, methodological training through lab activities, and seminars, along with journal clubs. Students have opportunities to participate in international conferences, organize and attend specialized retreats and symposiums, and present their research during progress reports. Each course and activity is assigned specific credit points, which are detailed on the program's website: www.uke.de/hsii

2.1. HSII Seminars

These Tuesday-Seminar-Series for PhD students enrolled in the Hamburg School of Infection and Immunity (HSII) takes place at 5 pm. They cover different activities, including progress reports by the students, *In-depth focus seminars covering C3i Topics*, lectures by senior scientists and other scientific activities of interest.

2.2. Skill courses

As part of the curriculum, HSII students will have to attend the skill courses offered by the Academy of Biomedical and Health Sciences (ABHS).

These are:

- Good Scientific Practice
- Advanced Writing Skills for Science and Research
- Presentation Skills for Science and Research
- Project Management
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The seminars „Good Scientific Practice” and “Writing Skills” are compulsory for handing over the thesis. For the students in the UKE PhD program, the courses are offered by the UKE. Students in external PhD programs need to attend equivalent 'soft skills' courses provided by their own faculties. The UHH MIN Faculty offers equivalent courses for their students. External students also have to comply with the requirements of the PhD programs of their local faculties.

The ABHS courses are managed and organized by the Deanery. Information will be provided directly from the Deanery. The registration will be possible on the learning platform Moodle.

2.3. iPrime courses “Ringvorlesungen”

These "Research in Progress (RiP)" seminars take place on Tuesday at 5 pm. They are organized by the graduate school iPrime, where MD students and Clinician Scientists present their projects, and, once a month, professors from the UKE give insight into their fields of research. The *administrative coordination is Christiane Neuber* (c.neuber@uke.de).

2.4. Practical Courses

PhD students of the HSII have the opportunity to learn new methods and techniques in the practical courses. Courses are held on site at the group's lab and last 1-3 days. Once a year, students will have the opportunity to register for their preferred courses and courses will then be individually organized. PhD students should attend at least four of these courses. A list of courses will be distributed and you will have to sign up.

2.5. Retreats and Symposium

PhD students will be organizing a Retreat and a Symposium each year. Please have a look at the previous events on our homepage www.uke.de/hsii

3. Application/Enrollment

Participants in the program can enroll in a PhD at UKE or at the University of Hamburg (MINT Faculty). Upon successful completion of the program, participants who enroll in the PhD Program at UKE are awarded the title of "PhD" or, alternatively, the German equivalent, "Dr. rer. biol. hum." Participants who enroll at the MINT Faculty can be awarded the title “PhD” or “Dr. rer. nat.” The curriculum is identical for both types of students, with the only distinction being in the skill courses. Students enrolled in the MINT Faculty are not eligible to attend skill courses offered by the Academy of Biomedical and Health Sciences (ABHS) at UKE and must instead complete equivalent courses within the MINT Faculty. Attendance is mandatory to qualify for presenting the PhD thesis at the end of the program.

3.1. Admission/Enrollment at UKE

The application for admission to the PhD program should be submitted **before starting the work related to the dissertation project, but no later than 3 months after beginning the respective work** (see § 3 Para.1 of the Doctoral Regulations attached).

The doctoral project is only officially registered with the Medical Faculty after approval by the Doctoral Committee. Applicants have to complete the application form and submit an abstract of their planned research project which has to be supported by a university professor of the UKE or a habilitated adjunct professor along with the confirmation of academic supervision. The application for admission is submitted online via [Docata – the online tool for doctoral procedures at the University of Hamburg \(UHH\)](#) (Please note: the current version is German only. Starting from October 14, 2024 an English version should be available. Check the [website](#) for more information).

To prepare your admission application, you must have documents in digital form and clarify specific questions with your supervisor. Detailed information is available in the Docata Guide (please see attachment, currently German only, English version available [online](#) please starting from October 14, 2024).

Please read through the guide carefully before submitting your application. It contains important instructions and information relevant to the application process.

Please note:

For the online application, you need to prepare the following documents in digital form (PDF) so that you can upload them during the process and provide the necessary details:

- Supervision Agreement (PDF form) – completed and fully signed with original signatures (template available, German only)
- Project Outline (Exposé) (PDF form) – completed and fully signed with original signatures from the Head of the Department (Clinic Director or Institute Director), Supervisor (formerly known as doctoral advisor), and members of the Thesis Committee.
- Curriculum Vitae (in tabular form, optionally with a publication list).
- Proof of Studies: Bachelor's (certificate and transcript of records) and Master's (certificate and transcript of records). For degrees obtained outside the EU, documents must be provided in the original language and in an English translation.

Submission of your application documents (Supervision Agreement, Proof of Studies, Project Outline, etc.) in paper form is no longer required.

3.2. Enrollment from EU-Member States at UKE

All documents have to be in **English**. If your certificates are in another language, please include an official translation and explain the grading system. Please proceed as follows:

1. Fill out the [Docata application form](#) (Please note: the current version is German only. Starting from October 14, 2024 an English version should be available. Check the [website](#) for more information).
2. Send it via email to the Office for Medical Doctorate and PhD students promotionsbuero@uke.de together with:
 - Copy of your high school degree
 - Copy of your university degrees
 - Further documentation of your research activities.

Please note: Bring your original documents with you when you are travelling to Germany.

3.3. Enrollment from non-EU member states

Applicants who are interested in the Non-medical PhD program and have finished their studies in a non-EU country, need to hold a degree deemed to be equivalent by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in Germany. All documents have to be in English. If your certificates are in another language, please include an official translation and explain the grading system.

1. Fill out the [Docata application form](#) (Please note: the current version is German only. Starting from October 14, 2024 an English version should be available. Check the [website](#) for more information).
2. Send it via email to the Office for Medical Doctorate and PhD students promotionsbuero@uke.de together with:
 - Copy of your high school degree
 - Copy of your university degrees
 - Further documentation of your research activities.

IMPORTANT: Always submit original signatures. Electronic signatures are not accepted. The application will be rejected. It is advisable to make an appointment with the Deanery office in advance. Bring your original documents with you when you are travelling to Germany. You will be asked to present them.

Please note that for Non-EU members admission to the program or obtaining the PhD degree does not have any consequences in respect of the practitioner's approbation.

4. Application Deadlines

The application for admission can be submitted on a rolling basis. Your application must be fully completed in Docata no later than 20 days before the scheduled meeting of the Doctoral Committee.

The last meeting of the Doctoral Committee in 2024 will be November 19. Applications must be submitted by October 19, 2024.

Further dates will be available soon. Please refer to the submission deadlines for applications to the Doctoral Committee on the [website](#).

Be sure to enroll as a PhD Student as soon as possible. The enrollment in the UKE PhD Program is required in order to attend the ABHS skills and interdisciplinary seminars. The PhD Admission Committee for non-medical students meets on regular basis.

5. Thesis Supervision Committee

For participation in the HSII, a supervisory thesis supervision committee is obligatory. It consists of the direct supervisor and two additional members (experienced scientists from the HSII Faculty, at least one of them from another subproject and different Department). The committee meets once per year with the PhD students. The first meeting should take place 4-6 months after the start of the work. The PhD students select the members of the commission in consultation with their supervisors. They are responsible for organizing the meetings and for sending a report (pdf of the presentation and signed protocol by the supervision committee) to the HSII (cristiana.cicoria@zmnh.uni-hamburg.de). This is meant to ensure that the project progresses, and to intervene in case it does not.

6. Further information and contact

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www.uke.de/hsii