

BrainLinks-BrainTools Graduate Program

1. Coordination of the program

The cluster of excellence BrainLinks-Braintools offers a graduate program for PhD candidates.

The teaching & training committee is responsible to elaborate suggestions for the further development and improvement of the program, decides about the admission of applicants and advises the executive board.

Two Junior Scientists Representatives are elected to represent the junior scientists, to advocate their wishes and to integrate ideas into the program in close collaboration with the program coordinator and the teaching & training committee

2. Start of the program

The program starts in the summer semester 2016. Thenceforward, applications for the PhD program can be submitted all over the year to the program coordinator.

3. Admission requirements

All PhD candidates who work in a research field associated to the cluster's projects can become a member of the graduate program.

Applications for the PhD program can be submitted to the program coordinator upon the fulfilment of all the following preconditions:

- The applicant is registered as a PhD candidate.
- The candidate works on a project that is related to the research in the cluster.
- The supervision of the PhD candidate is performed by a thesis committee of two or three members (members of the thesis committees can also be postdocs or external).

If attendance is reasonable, members of other graduate programs may also participate.

4. Application process

The application is submitted to the program coordinator including the following documents:

- The application form, including the nomination of the thesis committee
- A 10 line letter of motivation explaining why the PhD candidate likes to participate in the program

- A confirmation of the supervisor that the PhD project is related to BrainLinks-BrainTools and that the supervisor supports the participation of the PhD candidate in the program.

All forms are available on the BrainLinks-BrainTools website.

The teaching & training committee will decide on the applicant's admission. In case of doubt, the executive board of BrainLinks-BrainTools is to be consulted.

5. Supervision, supervision agreement

PhD candidate and supervisor sign a supervision agreement that fixes the rules for the supervision and the scientific work. The details are governed by the doctoral regulations of the candidate's respective faculty. BrainLinks-BrainTools is following each of these regulations.

6. Reporting obligation

PhD candidates are subject to the obligation to report on the progress of their thesis. This obligation is based on the doctoral regulations of the candidate's original faculty.

PhD candidates hand in a written report every two years about the progress of the PhD project including a plan how and when the PhD thesis will be finished.

The supervisor completes this document with a statement that focuses on the expected timeline and the steps needed to finish the thesis.

If the faculty or the thesis committee demand a written report, this report will be accepted as well if the supervisor's statement is added.

If reports are not handed in or are of insufficient quality, the teaching & training committee can exclude PhD candidates from the program.

All members of the graduate program participate in the same doctoral candidate colloquium and give annual presentations about the progress of their PhD project.

7. Achievements, ECTS points

Members of the program collect ECTS points during their PhD thesis. To finish the program successfully, PhD candidates must collect 20 ECTS points that can be gained by different activities and achievements, like publications, supervision of students, courses, workshops, conferences or because of engagement within the cluster. One ECTS point corresponds to 30 hours work load.

PhD candidates who started to work on their thesis before 2016 can receive ECTS points for achievements that have been attained before the PhD candidate was a member in the graduate program.

ECTS points are granted according to the following list:

Achievement	Title	ECTS points
Teaching and supervision (max. 8 ECTS points)	Supervision of a Bachelor thesis	1
	Supervision of a Master thesis	3
	Further teaching activities	according to work load
Publications (min. 2 ECTS points, max. 8 ECTS points)	Poster, presentation at an event within the cluster or department	1
	Conference contribution (poster, talk)	2
	Journal article	2
	Significant contribution to journal article (confirmation by supervisor)	4
	Invited conference talk	4
Softskills (min. 2 ECTS points, max. 8 ECTS points)	Language courses, scientific writing, project management, career development, courses visited within the kite mentoring program etc.	according to work load
Hardskills (min. 6 ECTS points, max. 12 ECTS points)	Participation Junior Scientist Workshop	1
	Participation in the international exchange program	1 point per week
	Participation guest speaker seminar	according to work load
	Courses, lectures (offers see list)	according to work load
	Seminars within the working group	according to work load
	Summer schools, external courses	according to work load
Engagement within the	Junior Scientist Representatives	2 per year

cluster	Organization Junior Scientist Workshop	2
	Organization Career Dinner and further events	according to work load
	Outreach activities (fairs, schools, etc.)	according to work load

ECTS points for further achievements can be granted upon application and positive evaluation.

Achievements need to be documented by the PhD candidate on the documentation sheet for ECTS points.

8. Successful completion of the program

To finish the program successfully, the PhD candidates needs to

- defend successfully the doctoral thesis at the faculty.
- submit the signed ECTS point documentation form to the coordinator.
- achieve sufficient ECTS points.

Upon successful completion of the program, the PhD candidate will receive a certificate of completion.