

Last updated: 01/02/2019

**Obtaining the 12 KP for the doctorate Dr rer. medic.**

Pursuant to Section 1 (1) (c) of the Doctoral Degree Regulations, PhD students should attend inter- and transdisciplinary courses totalling 12 KP (credits) in order to acquire scientific skills. This will serve as proof of a capacity for advanced independent scientific work and must be completed in the period between admission to the doctorate and submission of the thesis. This must comprise:

* at least 6 KP in coursework on good scientific practice or scientific methods
* additional credits from inter- and transdisciplinary courses for the acquisition of scientific skills (e.g. the course on the German health system or on university didactics)

Courses on ‘good scientific practice and scientific methods’ include, for example

* training courses relevant to procedures and processes (e.g. on data protection instruction, Good Clinical Practice and SOP). **A course on good scientific practice of at least 4.5 hours is required.** Refresher courses will also be credited.
* Coursework on research methods (e.g. statistics, scientific writing, tutorials, summer schools and methodology conferences)

The area of ‘inter- and transdisciplinary courses for the acquisition of scientific skills’ includes coursework on, for example:

* subject-related training in your own field of research (e.g. conferences of a relevant specialist association or lectures on topics from the field of research)
* non-specialist training courses (e.g. courses on academic English, presentation techniques and project management)

**Creditable formats for collecting the 12 KP**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Abbrev­iation (please indicate on the *Lauf­zettel*)** | **Format** | **Example** | **Grounds for crediting or basis for calculation** | **Maximum** **KP possible** |
| **a** | Academic workshops/training/summer schools | 2-day advanced methodology training | KP indicated on certificate of attendance. If not, calculate from work­ing hours (1h = 0.04 KP) |  |
| **b** | Attending classes at a university | 1 seminar/lecture on statistics at the UOL; course on university didactics | KP are usually indicated at teaching events; if no exam is taken then obtain lecturer’s signature for your attendance | 3 **KP** |
| **c** | Active participation in scientific conferences or public scientific guest lecture | Lecture or poster at conference | 1 KP per conference (regardless of whether several posters or lectures are presented at a conference) | 4 **KP** |
| **d** | Passive attendance of a scientific conference | Attending a conference | 0.5 KP per conference (if there is active participation, passive participation will not be additionally credited) |
| **e** | Attendance of colloquia and scientific lectures at a university or other institution | EMS Colloquium, Departmental Colloquium | 1h = 0.04 KP | 3 **KP** |
| **f** | Research residences lasting several weeks at national and international university or non-academic research institutions, interrupted/uninterrupted | Residence as part of a 3-month DAAD scholarship; regular stay for data collection | 1 KP per month, certificate of first supervisor of the doctorate required | 3 **KP** |
| **g** | Conducting scientific workshops/seminars | Organization of a workshop on a research method | 1 KP | 1 **KP** |
| **h** | In the case of a cumulative theses: an additional article (not part of the thesis), with the candidate as first author, accepted by a peer-reviewed scientific journal | Scientific article based on the Master’s thesis | 1 KPper manuscript | 1 **KP** |
| **i** | Crediting of accomplishments in the study programme that do not count towards graduation | Additional courses | Conversion from credit hours to KP | 2 **KP** |

**Further information:**

* A *Laufzettel* (cumulative course result sheet, see attachment) is kept, on which information about the coursework and other creditable activities is entered. This must be proven by a certificate of attendance, an event programme and/or a signature by the responsible body or lecturer.
* Passed examinations in courses (e.g. courses or training programmes) may be awarded additional credits if they are shown on the certificate of attendance.
* At the candidate’s request, the Doctorate Committee can consider recognizing further accomplishments that are not listed in the table.
* It can recognize accomplishments made during the phase of the doctorate between acceptance and submission of the thesis, or the five years prior to submission.
* On the basis of the submitted documents, the Doctorate Committee will check whether at least 6 ETCS were obtained in the area of ‘good scientific practice’ or scientific methods and may impose requirements for obtaining the ETCS lacking.
* For doctoral candidates who submit their dissertation by 1 November 2020, a transitional rule applies. In this case, credit is checked on a case-by-case basis.

**Cumulative course result sheet (*Laufzettel*)**

|  |  |
| --- | --- |
| Name of doctoral candidate: | Student (ID) no.: |
| First supervisor: |
| Date of admission: | Date of submission of the thesis: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of event/ course/activity\* | Abbreviation of the creditable format (see above. If necessary, describe it) | Date | Name of lecturer | Signature of lecturer\* | DurationCredit points1 h = 0.04 KP1 KP = 25 h | Check the category |
| Good scientific practice &scientific methods | Transdis­ciplinary event |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of event/ course/activity\* | Abbreviation of the creditable format (see above. If necessary, describe it) | Date | Name of lecturer | Signature of lecturer\* | DurationCredit points1 h = 0.04 KP 1 KP = 25 h | Check the category |
| Good scientific practice & scientific methods | Transdis­ciplinary event |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Name of event/ course/activity\* | Abbreviation of the creditable format (see above. If necessary, describe it) | Date | Name of lecturer | Signature of lecturer\* | DurationCredit points1 h = 0.04 KP1 KP = 25 h | Check the category |
| Goodscientific practice &scientific methods | Transdis­ciplinaryevent |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Name of event/ course/activity\* | Abbreviation of the creditable format (see above. If necessary, describe it) | Date | Name of lecturer | Signature of lecturer\* | DurationCredit points1 h = 0.04 KP1 KP = 25 h | Check the category |
| Goodscientific practice &scientific methods | Transdis­ciplinary event |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Nameof event/course/activity\* | Abbreviation of the creditable format (see above):if necessary, description: | Date | Name of lecturer | Signatureof lecturer | DurationCredit points(1 h = 0.04 KP, 1 KP = 25 h) | Check the category |
| Goodscientific practice andscientific methods | Transdisciplinaryevent |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Please note: This is an unofficial translation provided for your convenience only and does not have any legal binding effKP! Only the German version is legally binding!