



LeGCI

**Leibniz Graduate School  
Chronic Inflammation**

# Study Record Book

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# Study Record Book

## *Leibniz Graduate School Chronic Inflammation*

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# Study Record Book

## Doctoral researcher

Name:

Envisaged degree: (PhD or MD)

Work Group: (name and affiliation)

Supervisor/PI:

Co-supervisor I:

Co-supervisor II:

Admission date:

## Doctoral thesis

Project/title:

University:

Faculty:

Reviewers:

Date of defense:

## **The Leibniz Graduate School on Chronic Inflammation**

The interdisciplinary, international orientation of the DRFZ and its strong cooperation with the Charité – Universitätsmedizin Berlin offers an attractive research environment at the interface between basic and clinical research. The Leibniz Graduate School on Chronic Inflammation (LeGCI) is the Graduate Program of the Leibniz ScienceCampus Chronic Inflammation and is associated to the ZIBI Graduate School Berlin.

### **Goals**

Within the framework of the LeGCI, a mutual responsibility is established between the doctoral researcher and her/his supervisor for all phases of qualification leading to the doctorate and the development of a career plan. The LeGCI forms the basis for a structured progression of the PhD or MD work and doctoral study. The Graduate Program is open for PhD- and MD students of the DRFZ and all other PIs of the ScienceCampus. Within the program doctoral researchers will receive a wide range of technical and scientific support as well as personal assistance. The support and assistance aims to foster young scientists by promoting scientific excellence and personal competence. The goal is to recognize individual potentials and to provide knowledge, skills and qualifications preparing best for a successful professional career.

The program is designed to enable PhD and MD students to pursue the abovementioned goals.

### **Maintaining a Study Record Book**

Each doctoral researcher keeps a Study Record Book to provide evidence of his/her mandatory attendance of the modules such as lectures or courses within the LeGCI Graduate Program (see Annexes 4 - 6). The Research Proposal, the corrected and updated Research Proposal and the annual Progress Reports are integral parts of the Study Record Book. Therefore, each doctoral researcher is advised to keep a part of the Study Record Book as an electronic file, while a hard copy is required for those parts/pages of the Study Record Book that need to be approved and signed.

The doctoral researcher's participation in lectures courses and if applicable in seminars must be documented. After successful completion of the LeGCI Graduate Program each doctoral researcher will be awarded a "PhD certificate" or "MD certificate" issued by DRFZ. The certificate will contain information on all successfully completed courses seminars and lectures.

### **General Information**

In Germany, only universities can award doctoral degrees. The graduation criteria of the universities are laid down in the doctorate regulations of the respective faculty and are applied to their full extent.

The LeGCI program consists of original and independent research leading to a PhD or MD thesis and an additional curriculum. Each thesis project will be guided by the direct PI and the Advisory Committee. The purpose of the additional curriculum studies is to build skills needed for the completion of the PhD or MD project and develop professional and transferrable skills relevant for the future career of the doctoral researchers.

## **Selection process and admission**

LeGCI considers applications from scientists with a diploma, master's degree in natural sciences with an emphasis on life sciences, **or** state exam ("Staatsexamen"). For admission to the LeGCI, candidates apply with a letter of intent ("Motivations schreiben"), a CV (which includes a possible list of publications), certificates and possible letters of recommendation, submitted to the coordinator. Based on the quality of these documents (grades, motivation, research experience, and publications), selected applicant will be invited to an interview with the LeGCI Steering Committee. Here, the applicant gives a short presentation of a previous research project (diploma/master thesis project, etc.). Three members of the Steering Committee must be present at the interview. Based on a written recommendation by the interviewing members, the Steering Committee decides about admission to the LeGCI.

Members of the LeGCI Steering Committee:

Prof. Dr. Anja Hauser (spokesperson LeGCI; Charité and DRFZ)

Dr. Helena Radbruch (spokesperson LeGCI; Charité)

Dr. Andreas Hutloff (DRFZ, RKI)

Dr. Henrik Mei (DRFZ)

Dr. Raluca Niesner (DRFZ)

PD Dr. Volker Siffrin (Charité, MDC)

## **PhD thesis / MD thesis and supervision**

Once admitted at LeGCI, the doctoral researcher needs to establish an Advisory Committee (AC) within three months after starting the doctoral work. The AC is composed of the PI, another senior scientist from a different research group associated with the LeGCI consortium, and at least one other postdoc or senior scientist. It is recommended that at least one AC team member should have a natural scientific background and at least one should have a medical background. The members of the AC are jointly chosen by the doctoral researcher and their PI. The doctoral researcher and the members of the AC complete a Supervision Agreement (Annex 1).

The purpose of the AC is to monitor the doctoral researcher's work progress and advise them regarding the development of their research project. When asked by the doctoral researcher, they should read and comment on manuscript drafts, where relevant, and help in building the doctoral researcher's academic network. In addition, the AC members are requested to assist the doctoral researcher in all aspects of career planning.

The AC and the doctoral researcher should meet within the first three months of the doctoral project for a kick-off meeting. The purpose of this meeting is to develop and agree on the Project Plan. The LeGCI Project Plan form, including the Research Proposal and a Curriculum Plan, should be filled in and finalized during this meeting. The Project Plan (Annex 2a: Evaluation of research progress - Project Plan) should be submitted by the doctoral researcher to the LeGCI coordinator within two weeks from the meeting.

The AC and the doctoral researcher will meet at once per year. At latest, one week before each meeting, the doctoral researcher will fill out the Progress Report, and submit it to the members of the AC as well as the LeGCI coordinator. At the meeting, the doctoral researcher typically gives a short presentation, followed by discussion on the topics included in the Progress Report. The research and additional Curriculum Plan for the next period should be adjusted during the progress meetings. Following the meeting, the doctoral researcher is expected to revise relevant parts of the report, collect the signatures or email approval of the AC members, and submit the final document to LeGCI coordination within one month from the meeting (Annexes 2b and c: Evaluation of research progress – First and Second Progress Report).

## **Curriculum**

Besides their own scientific research culminating in the PhD or MD thesis, the doctoral researchers are obliged to complete an additional training program. The purpose of the additional curriculum is to broaden the horizon of the doctoral researchers within the field of immunology / chronic inflammation research, improve their scientific and personal skills, foster research collaborations and personal networks, enhance integration at LeGCI, and allow active peer support and exchange of experiences among the doctoral researchers.

Courses and workshops are offered by the LeGCI, by the graduate academies of the consortium, by the LeGCI cooperation partners Humboldt Graduate School (HGS), DRS, BSRT and the ZIBI graduate school, as well as other graduate school and training programs within the consortium universities. Being member of LeGCI allows access to the courses offered by these programs. However, LeGCI cannot cover the cost for attendance.

Doctoral researchers are also encouraged to participate in activities offered by other scientific institutes and universities, after prior consent of the AC and the program coordinator.

The credit point (CP) system of the LeGCI follows the European Credit Transfer System (ECTS) and courses attended elsewhere are therefore easily creditable.

PhD students are obliged to collect 30 ECTS in total, MD students are obliged to collect 10 ECTS .

The Research Proposal and each Progress Report is acknowledged with 1 CP. In addition, a minimum of 8 CP (MD: 3 CP) must be gained from Scientific Education, a minimum of 8 CP (MD: 3 CP) from Scientific Communication and Meetings and a minimum of 4 CP (MD: 1 CP) from Transferable Skills. An overview of the LeGCI Curriculum is provided in Annex 3.

The additional curriculum contains:

## **Scientific Education**

### **Lectures and Seminars**

The DRFZ Labseminar, as well as Scientific Discussion Clubs on various scientific foci, are a platform for project discussion and optimization, and for networking. Doctoral researcher and AC should agree on at least one appropriate Scientific Discussion Club, where the doctoral researcher presents and discuss his/her doctoral project on a regular basis. Doctoral researchers are also encouraged to attend the Leibniz-Inflammation Lectures on Chronic Inflammatory Diseases, and the Leibniz Talks.

### **Lab meetings**

Research groups at the DRFZ usually hold a weekly informal lab meeting. Within these meetings methodical and organizational issues and questions which may arise during your lab routine will be discussed. A regular participation is expected.

### **Practical courses**

Within the LeGCI Graduate Program practical courses lasting one to several days will be offered to promote methodological skills and background knowledge. Each PhD student must attend at least two of these courses (with different thematic orientations) within the period of his/her doctoral study, MD students at least one. The courses will take place at least once per year. The method-oriented practical courses offered by the LeGCI include: Flow Cytometry and Cell Sorting, Microscopy, Immune Monitoring, the Mouse Course, and data analysis.

The participation and presentations must be documented (Annex 4a: Documentation of activities - Scientific Education).

## **Scientific Communication and Meetings**

### **Conferences & International Meetings**

In accordance with their target agreement each PhD student must participate actively and at least two times in meetings and conferences with international speakers; MD students at least once. In a poster, abstract or oral presentation, doctoral researcher must present the results of her/his own scientific work (project) as well as the scientific findings obtained. The doctoral researchers are encouraged to apply at least once for own funding for travel and conference attendance from the conference organizer or from the DFG.

### **Students Career Days**

The academic training of doctoral researchers often neglects to adequately develop a career plan outside of science. In order to give doctoral students a better overview of the professional landscape and to establish links between doctoral students and possible future professions in academia and in industry, the Students Career Days are intended to represent



a core element. All doctoral researchers are required to attend these meetings, which are organized by the Student Career Committee.

The Students Career Days aims to achieve the following goals:

- The Students Career Days are intended to facilitate an open exchange between participants and speakers.
- Contents 1: The ScienceCampus Chronic Inflammation and its surroundings comprise a wide variety of expert knowledge, scientific expertise and clinical experience. The aim of the Student Career Days is to make all competences of the PIs accessible in the form of lectures, discussion rounds and workshops.
- Contents 2: Since academic positions are rare, the vast majority of young scientists will pursue a career in other areas after completing the doctoral thesis. Therefore, the aim of the Students Career Days is to present different options for possible career profiles, their prerequisites and career opportunities.

### **PhD/MD meetings**

The doctoral researchers at the DRFZ/ScienceCampus Chronic Inflammation are organized in the Doctoral Researchers Network. It aims to facilitate the exchange of experiences and information among the doctoral researchers. The PhD/MD meetings take place regularly and are organized by the Doctoral Researchers Representatives.

The participation in scientific events must be documented. (Annex 4b: Documentation of activities - Scientific Communication and Meetings).

### **Transferable Skills**

#### **Auxiliary non-scientific courses**

In addition to professional and methodological competences, the LeGCI Graduate Program assists doctoral researchers in developing personal competences which are required in a scientific environment. Within the program, courses will be offered on key subjects, e.g. good scientific practice (see also Annex 5: Guidelines Good Scientific Practice), scientific writing, grant proposal writing, presentation techniques and communication skills. The participation in such non-scientific courses shall take place around the same time as the exploitation and/ or use of the obtained information, knowledge and competencies. The doctoral students can also attend the offers by ZIBI, the Humboldt Graduate School (HGS), the Dahlem Research School (DRS) and the BSRT. The participation in these auxiliary non-scientific courses shall be stipulated individually.

#### **Internship**

To explore potential career opportunities and to establish contacts with industry, it is expressly desirable for doctoral students who do not intend to pursue an academic career to do an internship in industry. Internships must be organized by the doctoral researcher, contacts have to be made individually. The AC has to agree on the internship which should be thematically linked to the doctoral thesis. The internship should not last longer than four weeks. Internships must be documented and will be acknowledged with CPs.

The participation in auxiliary non-scientific courses, as well as internships, must be documented (Annex 4c: Documentation of activities - Transferable Skills).

## **Annexes**

Annex 1: Supervision Agreement

Annex 2: Evaluation of research progress

2a: Project Plan

2b: First Progress Report

2c: Second Progress Report

Annex 3: Curriculum LeGCI - overview

Annex 4: Documentation of activities

4a: Scientific Education

4b: Scientific Communication and Meetings

4c: Transferable Skills

Annex 5: Guidelines Good Scientific Practice

## Annex 1: Supervision Agreement

### Supervision Agreement

between

\_\_\_\_\_ (Doctoral Researcher),  
\_\_\_\_\_ (Supervisor/PI),  
\_\_\_\_\_ (Co-supervisor/Mentor),  
\_\_\_\_\_ (Co-supervisor/Mentor).

In the interests of constructive and productive cooperation during the dissertation project, [Doctoral Researcher] and [Supervisor] agree to the following supervision agreement.

[Mr/Ms] ..... is member of the *Leibniz Graduate School on Chronic Inflammation* (LeGCI) since .....

#### Dissertation Project

1. [Doctoral Researcher] will produce a dissertation with the working title [.....]. The project has been described in more detail in the Research Proposal of [Date] and has been accepted by the Advisory Committee (Supervisor and Co-supervisors) on [Date].
2. The period of time set to complete the dissertation is the predefined standard study period as stipulated within the relevant rules and regulations for doctoral studies of the respective university. This period may be extended with appropriate and documented cause.
3. The work and time plans, dated [Date], and provided in detail as an attachment, have been agreed to by the [Doctoral Researcher] and the Advisory Committee.
4. This agreement and its attachments will be reviewed yearly by the Advisory Committee and Doctoral Researcher and modified if necessary.

#### Supervision of the Dissertation

6. [Doctoral Researcher] and Advisory Committee agree to discuss progress towards the completion of the research project yearly, using the research proposal and annual progress reports as a basis for discussion. [Doctoral Researcher] will produce minutes of these meetings which are to be signed by [Supervisor].
7. [Supervisor] commits him/herself to regularly monitoring the progression of the research project in the lab meetings of the research group.
8. [Supervisor] commits him/herself to monitor the progression of the written dissertation and to providing comprehensive commentary and feedback on the dissertation.

#### Organization and Documentation of the activities

9. Each Doctoral Researcher keeps a Study Record Book to provide evidence of his/her attendance of the modules such as lectures or courses within the LeGCI Graduate

Program. The research proposal, the corrected and updated research proposal and the annual reports are integral parts of the Study Record Book.

10. It is the responsibility of each doctoral student to organize the Advisory Committee Meetings within the time frames mentioned in the Study Record Book, as well as the reporting of these meetings.

**Additional Curriculum / Training Program**

11. Both parties agree that [Doctoral Researcher] will participate in training courses and events of the LeGCI, as part of a general and subject-matter qualification program.

12. Throughout the course of the doctoral program, [Doctoral Researcher] will make regular independent scientific contributions [for example, participating in a conference, publishing articles in scientific journals, organizing a conference, internships, teaching activities, etc].

13. All activities will be documented in the Study Record Book.

**Procedure in the Event of Conflicts**

14. In the event of a conflict, the parties involved must first contact the person responsible at the department. In the event that the supervision relationship is dissolved, the department will work to establish an alternative supervisory agreement which is appropriate to the subject matter of the dissertation.

15. [Doctoral Researcher] and [Supervisor] agree to comply with the rules of good scientific practice (see <http://www.drfs.de/forschung/wissenschaftliche-richtlinien/> "Richtlinien zur Sicherung guter wissenschaftlicher Praxis und zum Umgang mit wissenschaftlichem Fehlverhalten" and "Ordnung für die Anfertigung von Prüfungsarbeiten am DRFZ"). This includes consultation on the part of [Doctoral Researcher] with [Primary Supervisor] or other trusted persons in situations or instances in which he/she has doubts or concerns. For [Supervisors] this explicitly means the obligation to respect and acknowledge the copyright rights and obligations related to texts and knowledge developed by [Doctoral Researcher].

**Additional Agreements**

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Sign and Date

\_\_\_\_\_ (Doctoral Researcher)  
 \_\_\_\_\_ (Supervisor/PI)  
 \_\_\_\_\_ (Co-supervisor/Mentor)  
 \_\_\_\_\_ (Co-supervisor/Mentor)

## **Annex 2: Evaluation of research progress**

### **Annex 2a: Evaluation of research progress - Project Plan**

*(must be submitted to the supervisors within the first three month of the doctoral project)*

**Research Proposal** (1 page max.) with signatures

*We encourage the doctoral researcher to define milestones.*

### **Curriculum Plan**

*Please agree on at least one Scientific Discussion Club of the Chronic Inflammation Forum (CIF), appropriate practical courses and scientific meetings.*

## **Annex 2b: Evaluation of research progress – First Progress Report**

*(must be submitted within one month from the annual meeting with the AC)*

**First Progress Report** (3 pages max.) with signatures

The Progress Report should include the following parts:

- Summary
- Introduction and state of the art
- Results and discussion
- Outlook/next steps; is an adjustment of the milestones necessary?
- Any changes in the Curriculum Plan?

## **Annex 2c: Evaluation of research progress - Second Progress Report**

*(must be submitted within one month from the annual meeting with the AC)*

Length: 3 pages max.

The Progress Report should include the following parts:

- Summary
- Introduction and state of the art
- Results and discussion
- Outlook/next steps; is an adjustment of the milestones necessary?
- Any changes in the Curriculum Plan?

### **Annex 3: Curriculum LeGCI - overview**

The credit points (CP) system of the LeGCI Curriculum follows the European Credit Transfer System (ECTS) and courses attended elsewhere are therefore easily creditable.

PhD students are obliged to complete an additional training program of 30 ECTS credit points, MD students are obliged to complete an additional training program of 10 ECTS credit points.

1 CP = 25 – 30 hours invested

- **Research Proposal and yearly Progress Reports**

- **Scientific Education (minimum 8 CP for PhD, 3 CP for MD)**

- lectures and seminars of the Chronic Inflammation Forum (e.g. Scientific Discussion Clubs, Leibniz Inflammation Lectures, Leibniz Talks, Labseminar)
- practical courses (e.g. flow cytometry, imaging, mouse course, Summer School on Chronic Inflammation, medical round/clinics day), data analysis skills

- **Scientific Communication and Meetings (minimum 8 CP for PhD, 3 CP for MD)**

- active participation in national and international scientific meetings
- Students Career Days
- PhD/MD Meetings
- ZIBI Students Day

- **Transferable Skills (minimum 4 CP, 1 CP for MD)**

- good scientific practice
- scientific writing (e.g. paper writing, grant proposal writing)
- supervision of undergraduate students; assistance/teaching in practical course; active participation at the Summer School on Chronic Inflammation, the Students Career Days, the Long Night of Science or other events for the public
- organization of conferences (e.g. Students Career Days); maintenance of the website
- internship in industry



## **Annex 4: Documentation of activities**

### **Annex 4a: Documentation of activities - Scientific Education**

*Please list lectures and seminars, as well as practical courses (title, organized by, date, hours per day). Please provide a list of own presentations (Seminar, title, date)*

**Annex 4b: Documentation of activities - Scientific Communication and Meetings**

*Please list Conferences & Meetings and Student Career Days (title, national/international, date, poster or talk?)*

#### **Annex 4c: Documentation of activities - Transferable Skills**

*Please list auxiliary non-scientific courses (title, date, your contribution).*

*For internships: provide a short report.*

## **Annex 5: Guidelines Good Scientific Practice**

*currently being revised*