Disclaimer:
The information provided in this Handbook is subject to change. There may be need to adapt processes or formats throughout the program. Of course, you will be informed of these changes, for example through e-mails or announcements in Blackboard.
Message from Benedikt Salmen

Welcome! As the scientific coordinator it is a great pleasure for me to welcome you to the start of the Medical Neurosciences Program.

We hope that we have been able to create a series of courses, which covers not only multiple aspects of Neuroscience and related medical topics, but still leaves you enough freedom and flexibility to explore your own scientific interests. The concentration of many Neuroscience institutes in Berlin provides a broad spectrum of expertise, ranging from basic to clinical sciences. As a consequence, the program offers different scientific approaches, from functional investigations at the molecular level to research on higher cognitive processes. We invite you to make use of these opportunities to the fullest. That way, you can develop an individual research focus that best matches your interests and abilities.

The program has now been running since 2003, but the recent establishment of the Excellence Cluster "Neurocure" will result in major changes and improvements. We encourage you to participate in this constant evolution by making suggestions and expressing your ideas and criticism. Everything that helps to make the program better is welcome!

I hope that you will not only benefit from the scientific curriculum and find this Master program to be a good starting point for your career, but that you also enjoy the program’s international and friendly atmosphere as well as the colorful life the City of Berlin has to offer. Make your time here a productive and memorable one!

Wishing you a successful start

Benedikt Salmen

Dr. Benedikt Salmen
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At Your Service: The Team

These are the people in the MedNeuro program office who will be by your side the next few years. Of course, they cannot perform miracles and they do not have the answer to every question you can think of, but they will assist you as best they can to find solutions to your problems and answers to your questions.

Lutz Steiner studied Political Science and International Studies in Munich, Los Angeles and Chicago. In 2001, his interest in the internationalization of higher education led him to Charité - Universitätsmedizin Berlin, where he runs the program office of the International Graduate Program Medical Neurosciences. His central goal is to introduce innovative structures for the training of young scientists based on scientific excellence, international visibility, competitiveness and service.
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Tel.: 030 – 2093 4582

Benedikt Salmen is the Senior Scientific Officer for Medical Neurosciences. He holds a degree in Biochemistry and received his PhD at the Center of Molecular Neurobiology in Hamburg. Since 2004 he has been working as a scientist at the Neuroscience Research Center of the Charité in Berlin. His academic expertise includes the field of synaptic and intrinsic plasticity. He teaches a number of courses in the program.
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Hu-Ping Chen is the program officer at Medical Neurosciences. He came from the Department of Psychiatry, where he coordinated the PhD program “Neuropsychiatry and Psychology of Aging” at Medical Neurosciences he is looking forward to the chance to support successful education, excellent research and science. An other goal is to promote communication and interaction between scientists.
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Tel.: 030 – 2093 4585

Petra Wienzek is a foreign language correspondent for English and French. She worked in the steel industry and looks back on 14 years of experience as interpreter, team assistant, support staff, and secretary. Since July 2009, she has been working as Assistant in the Program Office for Medical Neurosciences.
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Tel.: 030 – 2093 4586

Ralf Ansorg is studying Computer Science at Technische Universität Berlin. Since October 2008 he has been working as an IT Assistant for Medical Neurosciences.
Email: ralf.ansorg@charite.de
Tel.: 030 – 2093 4584
Overall Goals and Philosophy of the Program

Medical Neurosciences focuses on translational research. The main objective is to bridge the gap between successes at the bench and – currently - less than satisfactory treatment at the bedside. Our rigorous and comprehensive teaching program provides a structured education in basic neuroscience to medical students and trains students of the life sciences in medical topics and approaches concerning the central and peripheral nervous system. Besides in depth theoretical training, the program emphasizes practical lab experience, preparing graduates for continued research as PhD student.

The program combines Anglo-American and German approaches to higher education as it provides a high degree of structure while at the same time demanding a lot of self initiative and motivation from the students. The Blocks A, B and C of the Core Lecture are very intense, yet students “only” have to follow classes. To secure a Lab Rotation or Master Thesis project, however, students have to develop their own interests, find labs and researchers who fit these interests and contact them asking for possible projects. It is up to you, the students, to make the most of the MSc program and to, consequently, make a successful transition into the PhD program.

Modules

Overview

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Module 1</th>
<th>Module 2</th>
<th>Module 3</th>
<th>Module 4</th>
<th>Module 5</th>
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<tbody>
<tr>
<td></td>
<td>Medical Neuroscience lecture</td>
<td>Individual Focus</td>
<td>Methods in Neuroscience</td>
<td>Complementary Skills</td>
<td>Lab Rotations</td>
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<td></td>
<td>20 ECTS CP</td>
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<td>6 ECTS CP</td>
<td>5 ECTS CP</td>
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<tr>
<td>Year 2</td>
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<td>50 ECTS CP</td>
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Breaking with the Semester Structure

The winter semester runs from 1 October to 31 March. The summer semester runs from 1 April to 30 September. Traditionally, the German semester only knows a period of about 15 weeks, in which the university is in session and classes are being held. This is called *Vorlesungszeit*. For the winter semester this usually runs from mid October to mid February, for the summer semester from mid April to mid July. The rest of the semester is called *vorlesungsfrei* (recess).

As you can see from the following table, Medical Neurosciences breaks with this in-session/out-of-session format. The core content of our teaching, done in Blocks A, B and C, is taught prior to the *Vorlesungszeit*. In fact, we even break with the semester limits as Blocks A and C begin in September (summer semester) and run into October (winter semester) and Block B begins in March (winter semester) and runs into April (summer semester).

What does that mean? This program is an all year program, breaking with limitations of the semester structure. Classes and lab work run year round with no official breaks but the Christmas holidays: from Christmas Eve to the fist Monday in January. You are expected to manage your time and plan your schedule independent of the traditional system. Keep that in mind!
### General Course of Study

#### Year 1

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<th>Semester 1</th>
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<td><strong>Block A</strong></td>
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<td><strong>Block C</strong></td>
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<tr>
<td><strong>Module 5</strong></td>
<td><strong>Lab Rotation</strong></td>
<td><strong>Rotation 1</strong></td>
<td><strong>8 CP</strong></td>
<td><strong>Rotation 2</strong></td>
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Module 1: Lecture Medical Neurosciences

This Module will teach you neuroscience from the molecule or cell to human behaviour and diseases. The content has been carefully selected by the scientific coordinators of the program. It is divided into 3 very intense teaching Blocks:

<table>
<thead>
<tr>
<th>Topics/ Content</th>
<th>Block A: Basic Neurobiology</th>
<th>Block B: Neuropathophysiology</th>
<th>Block C: Clinical Neuroscience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neuroanatomy</td>
<td>Vascular System, Anomalies,</td>
<td>Visual System</td>
<td></td>
</tr>
<tr>
<td>Microscopic Histology</td>
<td>Measurement of Cerebral Blood Flow</td>
<td>Auditory System</td>
<td></td>
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<tr>
<td>Imaging</td>
<td>Blood-Brain Barrier, Brain Metabolism</td>
<td>Somatosensory System, Pain</td>
<td></td>
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<tr>
<td>Cellular Neurophysiology</td>
<td>The Immune Response in the CNS/PNS</td>
<td>Taste, Olfaction</td>
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<tr>
<td>Cell Biology of Glia</td>
<td>Neuroendocrine Mechanisms</td>
<td>Skeletomotor System</td>
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<tr>
<td>Synaptic Transmission</td>
<td>Sleep and Wakefulness, Circadian Rhythms</td>
<td>Cerebellum</td>
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<tr>
<td>Biochemistry of Vesicle Release</td>
<td>Stem Cells: Lineage, Determination, Transplantation</td>
<td>Basal Ganglia</td>
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<tr>
<td>Biosynthesis of Neurotransmitter</td>
<td>Differentiation, Dedifferentiation, Brain Tumors</td>
<td>Oculomotor System</td>
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<tr>
<td>Synaptic Plasticity</td>
<td>Axon Guidance, Layer Formation, Corticogenesis</td>
<td>Language</td>
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<tr>
<td>Behavior and Memory</td>
<td>Synapse Development &amp; Elimination</td>
<td>Decision Making</td>
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<tr>
<td>Brain Rhythms and Synchronization</td>
<td>Neuron Death, Neuron growth &amp; Neurotrophins</td>
<td>Stroke</td>
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<td>Networks: Cerebellum, Amygdala, Retina, Bulbus Olfactorius, Thalamus</td>
<td>Brain Infection, Control of Inflammation</td>
<td>Epilepsy</td>
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<td>Neurogenetics</td>
<td>Regeneration in the PNS &amp; CNS: Focus Axons</td>
<td>Neuroinflammatory Diseases</td>
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<td>Aging &amp; Neurodegenerative Mechanisms</td>
<td>Movement Disorders</td>
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<td></td>
<td>Metabolic Damage, Oxidative Stress, Free Radicals</td>
<td>Dementia</td>
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<td>Cerebrovascular Disorders, Stroke</td>
<td>Affective Disorders</td>
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<td>Channelopathies, Excitability Disorders</td>
<td>Schizophrenia</td>
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<td>Drug Reward and Addiction (Dopamine, Ach)</td>
<td>Addiction</td>
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<td>Synaptic Reorganization in the Damaged Mature Brain</td>
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<td>Neuromuscular Disorders/ Motorneuron Diseases</td>
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<td>Speech Disorders after Stroke</td>
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Each Block runs for 5 weeks and finishes with an exam at the end of a 6th week. The Vorlesungszeit begins immediately following the Block. As a matter of fact, week 6 and the exam is already week 1 of the semester in-session.

Teaching is supported by a Reader containing the mandatory literature for each Block and the Charité e-learning platform Blackboard.
Module 2: Individual Focus

This module is designed to allow students to develop and pursue their own research interest and focus. Students can freely choose any course, lecture, seminar, symposium, journal club, summer schools etc. relating to neuroscience in Berlin or anywhere else.

Since this is an open and loose concept, it is very important that you carefully document which electives you have attended. Use the COURSE CERTIFICATE (see appendix) in combination with a syllabus, program, announcement or the like for documentation. If you presented a poster, gave a presentation or sat an examination as part of the elective, make sure this is noted on the course certificate and attach proof thereof as well. At the end of each semester, e-mail this form to hu-ping.chen@charite.de and submit the respective course certificates to the program office. Make sure your course certificates are signed and include proper documentation.

All together, you have to accrue 10 ECTS Credit Points (CP) for this module. 1 CP equals 30h of student invested time. This time is a combination of both the time you spend in class and the time you need to prepare for or recapitulate the course. As a general guideline, we have developed the following formula:

- Lecture type electives which do not require active participation: only hours spent in class count
- Seminar type electives requiring active participation: every hour spent in class is doubled for self study
- Symposium type electives: for each day 0.2 CP are awarded
- Presentation of your research data in the form of posters or talks: 1 CP

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<tr>
<th>Course Name</th>
<th>HoursClass</th>
<th>HoursClass</th>
<th>HoursSelfStudy</th>
<th>HoursExam</th>
<th>HoursPresentation</th>
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<td>Berlin Brain Days</td>
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<td>Pain - Mechanisms and Management</td>
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<td>Molecular Mechanisms of Drugs and Addiction</td>
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<td>Drugs and Addiction - Reading Club</td>
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<td>Mµ-Opioid Receptor Expression in Neuronal Tissues of the Rat – Practical Course</td>
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<tr>
<td>Imaging Applications in Research Including Clinical Aspects with a Focus on Neuroscience</td>
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The exam for this module is a presentation (1 CP) that you give before two faculty members and your fellow students. These presentations will be scheduled every semester at the end of the Vorlesungszeit. You can choose at which semester you would like to do so. Based on the electives you have taken (NOT lab rotation or thesis project), you submit two topics. The Senior Scientific Officer chooses which topic you will present. You MUST use Blackboard for submission of your topics and your registration.

Module 3: Methods

This Module will introduce you to a number of different methods and techniques that are typically used in neuroscience. The idea is not for you to learn all these methods hands on, but to get a theoretical understanding of these methods, how they work, what they are being used for and what their advantages and disadvantages respectively are. The actual hands on training on selected methods is achieved in the lab rotations, which you choose.
Thus the second goal of this module is to introduce you to various labs and research groups of the program so that you may choose where to do a lab rotation. This not only allows you to get a feeling for what methods/groups you are interested in, it also established first contacts and introduces you, the students, to the faculty and vice versa.

Method courses are being taught bi-weekly during the semester, on two afternoons. They may include but are not limited to:

- Cell Identification and Tissue Cultures
- Cell Culture
- Neuropathology – Histology
- Cell: Single Electrode Voltage- and Current-Clamp
- Systems: EEG, MEG
- Gene Knock-Out, Transgenic Animals
- Animal Models
- Neurological Examination
- Light, Confocal and Electron Microscopy
- Structural and Functional Neuroimaging
- Molecular Neuroimaging
- PCR
- Tissue Isolation and Slicing
- Microdialysis and HPLC Analysis: Analysis of Neurochemicals and Transmitters
- Conditioning and Behavioral Biology in Rodents

At the end of the Vorlesungszeit a final exam will test your theoretical knowledge of the methods you were presented with during the semester.
Module 4: Complementary Skills

Research results need to be communicated in an appropriate and technically correct way. Whatever your findings, you first have to analyze and interpret your results and then communicate them to your lab colleagues, the wider scientific community or the general public. The goal of this module is to train you in various forms of communicating your data by first understanding and applying basic statistics and then presenting your data in graphs and tables, on posters, in talks or in the form of a paper or Master thesis.

The structure is as follow

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Scientific Practice</td>
<td>Presenting data in tables and graphs</td>
</tr>
<tr>
<td>Data Analysis I: Philosophy of statistical analysis</td>
<td>Image Processing</td>
</tr>
<tr>
<td>Data Analysis II: Introduction to statistics software (e.g. SPSS, SigmaPlot)</td>
<td>Presenting data in posters</td>
</tr>
<tr>
<td>Bonus: Novartis – Research in the Pharmaceutical Industry</td>
<td>Presenting data in talks</td>
</tr>
<tr>
<td>Semester 3 and 4</td>
<td>Scientific writing (thesis writing tutorial)</td>
</tr>
</tbody>
</table>

Module 5: Lab Rotations

It is the lab rotations that give you first hands-on, in-depth experience in a lab. You are free to choose a method and a lab. Since you have to do three (3) rotations, you need to change lab and method from one rotation to the next. Each lab rotation should consist of 200 hours lab contact - i.e. 5 weeks full time (~40h/week) or 10 weeks part time (~20h/week) and 40 hours writing the lab report.

Lab rotation periods are | Register by | Reports are due |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1st rotation: October to January of the first year</td>
<td>01 December</td>
<td>31 March</td>
</tr>
<tr>
<td>2nd rotation: February to May of the first year</td>
<td>01 April</td>
<td>31 July</td>
</tr>
<tr>
<td>3rd rotation: June to September of the first year</td>
<td>01 August</td>
<td>30 November</td>
</tr>
</tbody>
</table>

You can base your choice on the experience you have made with certain faculty during the Blocks, the methods courses or electives, or simply by checking which lab works with what methods. You can, of course, also speak to student of the previous year, seek the advice of an experienced faculty member (mentor) or check with the program’s Senior Scientific Officer. In any case, you MUST ACTIVELY pursue the lab leader and agree on a method(s) you will learn.

Though often you will be working with junior staff, it is the lab leader who signs responsible for your rotation and who will, in the end, grade your report.

Besides theory and practice of a method or technique, you are also supposed to learn what it takes to work at the bench:

- organization
- sharing of work space
- cleanliness and sterile working conditions
- designing and conducting an experiment
- acquiring and analyzing data

documenting your experiments and their results (how to maintain a “lab book”)

Keep in mind (and remind the lab leader where necessary) that you are there to learn a method, not to establish one. It can NOT be the goal of the rotation for you to generate new, revolutionary data or to even establish a new method in the lab. You only have 5 to 10 weeks to complete your rotation! Thus, trying to replicate data in order to validate it is totally legitimate (Nachkochen). In fact, it is to be preferred.

At the end, you have to write a lab report setting the method you have learned into the general context of current neuroscience research, describing the method/techniques in detail, and analyzing your data (even if it is replicated). The lab report should be around 7 to 10 pages (A4), submitted by the deadline via Blackboard to the program office.
The report must be written in proper English, free of spelling mistakes and grammatically correct. Language and structure must be clear and concise. The lab report includes:

- A title page using the provided template (1 page)
- An introduction to the problem/issue at hand briefly covering the theory (1 page)
- A description of the methods and why they are relevant for this problem (1 page)
- A description of the experiments (2 – 3 pages)
- A summary and discussion of the results (2 – 3 pages)
- An outlook into further research/experiments (1/2 page)
- A reference list and bibliography formatted according to the provided template

Each lab report is graded by 2 reviewers, the first being the responsible lab leader, the second being chosen by the Admission and Examination Commission. Suggestions are welcome.

Grading is based on:

- The reports structure: Is there an introduction to the scientific problem at hand, a description of the experiments made and a final evaluation of the results/findings?
- The quality of writing: Is the report well written and free of spelling and grammar mistakes?
- The students understanding: Does the student seem to understand the method/technique and its relevance to neuroscience research?
- The module grade is the mean of 6 grades (2 per report).

Turning reports in late will lead to down grading at a ratio of minus 0.1 of the final grade per day.

Research Phase and Master Thesis

It is the thesis that will allow you to pursue your own, supervised research project. By now, you have gained solid knowledge in a broad spectrum of neuroscience through Module I. You are familiar with a number of methods and have learned two or three of them hands-on in your lab rotation. You have developed a research focus in your electives and lab rotations. You are familiar with the Berlin neuroscience community and you have a good understanding of the scientific focus of each lab.

All of this in mind you have to choose a lab in which you will spend your research phase and complete a Master thesis project. As with the lab rotations, it is your responsibility to approach faculty of your choice and to agree on a research project. Often it is out of the lab rotation that a thesis project develops. A lab leader must sign responsible for it, although direct supervision can be delegated within the group. The thesis must be based on experiments carried out by you.

Never the less, experience has shown that thesis projects often do not go as planned. To allow for an initial set up of your project, to adjust where necessary and to develop a fairly solid plan for your thesis project, you begin year 2 of the program with the research phase. A project plan in form of a thesis registration must be submitted by the beginning of the 4th semester, i.e. 1 April. The finished Master thesis is due at the end of the 4th semester, i.e. 30 September.

For timely completion of your project, make sure to meet regularly with your supervisor and to submit parts of your written work early.

The thesis should not be longer than 50 pages (A4) total. It must be written in proper English, free of spelling mistakes and grammatically correct. Language and structure must be clear and concise. The thesis must include:

- A title page including student name, supervisor name, lab address/institute, dates of the rotation and title of the project
- An introduction to the problem/issue at hand
- A description of the methods and why they are relevant for this problem
- A description of the techniques
- A description of the experiments
- A summary and discussion of the results
- An outlook into further research/experiments
- A reference list and bibliography
- A statement guaranteeing that the thesis is the student’s own work and no form of plagiarism has been committed.

Two printed and bound copies of the thesis must be submitted to the program office and one electronic version (PDF) needs to be submitted via Blackboard.
The thesis can also be submitted in the form of a publication, of which the student is first author. The publication **must be published or at least accepted for publication** by the thesis submission deadline. In addition, the supervisor needs to submit a statement attesting to the fact that the student has indeed done all/most of the work for this publication.

The thesis will be graded by the responsible lab leader and a 2nd reviewer. The grade will be based on the following criteria weighed according to the factors indicated below:

- **Methodological breadth, different techniques, degree of difficulty of techniques** (factor 3)
- **Originality of the work, contribution to the creation of new knowledge, relevance of the topic** (factor 1)
- **Comprehensiveness**: are the posed questions answered? Are the results comprehensively discusses in reference to the current state of research and literature? Could it be published in a high quality journal? (factor 4)
- **Structure**: introduction, description, discussion, conclusion, outlook (factor 1)
- **Formal aspects**: Are citations made properly? Does the bibliography follow journal standards? Is the thesis well written in terms of language and style? Is it comprehensible to others? Is it free of spelling and grammar mistakes? (factor 1)

The responsible lab leader (only) can honor the student’s overall performance, time invested, aptness, and so forth. (factor 1)
## Ideal Time Table

In order to fulfill all the requirements in time, you need to have very good time management. Especially when it comes to setting up lab rotations and the thesis project, you need to start early. If you keep the time line below, you should be fine:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Month</th>
<th>To Do</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td>October</td>
<td>Block A: Basic neurobiology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>November</td>
<td>Methods 1 &amp; Basic neurobiology 1&lt;sup&gt;st&lt;/sup&gt; Lab rotation: Start looking</td>
<td></td>
</tr>
<tr>
<td></td>
<td>December</td>
<td>Methods 1 &amp; Basic neurobiology 1&lt;sup&gt;st&lt;/sup&gt; Lab rotation: Register by December 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Lab rotation: Register by December 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>January</td>
<td>Block A: Exam; Methods 1: Exam Courses: Individual focus; on Mondays: Compl. skills: Good scientific practice; Statistics on Mondays: Seminar basic neuroscience 1&lt;sup&gt;st&lt;/sup&gt; Lab rotation: Do your rotation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>February</td>
<td>Courses: Individual Focus on Mondays: Compl. skills: Good scientific practice; Statistics on Mondays: Seminar basic neuroscience 1&lt;sup&gt;st&lt;/sup&gt; Lab rotation: Do your rotation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>March</td>
<td>Courses: Individual Focus on Mondays: Compl. skills: Good scientific practice; Statistics on Mondays: Seminar basic neuroscience 1&lt;sup&gt;st&lt;/sup&gt; Lab rotation: Write your lab report 2&lt;sup&gt;nd&lt;/sup&gt; Lab rotation: Start looking</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Lab rotation: submit report: March 31&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>April</td>
<td>Block B: Neuropathophysiology 2&lt;sup&gt;nd&lt;/sup&gt; Lab rotation: Register by April 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Lab rotation: Register by April 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>May</td>
<td>Block B: Methods 2&lt;sup&gt;nd&lt;/sup&gt; Lab rotation: Do your rotation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>June</td>
<td>Block B: Exam; Methods 2: Exam Courses: Individual focus 2&lt;sup&gt;nd&lt;/sup&gt; Lab rotation: Do your rotation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>July</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Lab rotation: Write your lab report 3&lt;sup&gt;rd&lt;/sup&gt; Lab rotation: Start Looking Presentation: Individual focus (option 1) on Mondays: Compl. Skills: Presentation &amp; data analysis on Mondays: Seminar Neuropathophysiology</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Lab rotation: submit report: July 31&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>August</td>
<td>Courses: Individual focus on Mondays: Compl. Skills: Presentation &amp; data analysis on Mondays: Seminar Neuropathophysiology 3&lt;sup&gt;rd&lt;/sup&gt; Lab rotation: Register by August 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Lab rotation: Register by August 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>September</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester</td>
<td>Month</td>
<td>Events</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>---------</td>
<td>------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>3rd</td>
<td>October</td>
<td>3rd Lab rotation: Do your rotation&lt;br&gt;Block C: Clinical neuroscience&lt;br&gt;Tutoring new students: Welcome week</td>
<td></td>
</tr>
<tr>
<td></td>
<td>November</td>
<td>3rd Lab rotation: Write your lab report&lt;br&gt;Block C: Clinical neuroscience</td>
<td>3rd Lab rotation: submit report: November 31st</td>
</tr>
<tr>
<td></td>
<td>December</td>
<td>Research Phase: Start looking&lt;br&gt;Block C: Exam</td>
<td></td>
</tr>
<tr>
<td></td>
<td>January</td>
<td>Research Phase: Start looking&lt;br&gt;on Mondays: Compl. Skills: Scientific writing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>February</td>
<td>Research Phase: Develop project ideas and prepare set up/plan or carry out experiments&lt;br&gt;Presentation: Individual focus (option 2)&lt;br&gt;on Mondays: Compl. Skills: Scientific writing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>March</td>
<td>Research Phase: Develop project ideas and prepare set up/plan or carry out experiments&lt;br&gt;Courses: Individual Focus&lt;br&gt;on Mondays: Compl. Skills: Scientific writing</td>
<td></td>
</tr>
<tr>
<td>4th</td>
<td>April</td>
<td>Master thesis&lt;br&gt;Courses: Individual Focus&lt;br&gt;on Mondays: Compl. Skills: Scientific writing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>May</td>
<td>Master thesis&lt;br&gt;Courses: Individual Focus&lt;br&gt;on Mondays: Compl. Skills: Scientific writing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>June</td>
<td>Master thesis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>July</td>
<td>Master thesis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>August</td>
<td>Master thesis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>September</td>
<td>Master thesis: Write your thesis and turn in for corrections by supervisor</td>
<td>submit your MSc thesis by September 30th</td>
</tr>
</tbody>
</table>
Exams and Grades

The overall grade in the program is made up of your module grades, weighed according to the CP of the module. The following table explains:

<table>
<thead>
<tr>
<th>Module</th>
<th>Module name</th>
<th>CP</th>
<th>% of grade</th>
<th>Type of exam (details see below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – Lecture MedNeuro</td>
<td>3</td>
<td>20</td>
<td>17.5%</td>
<td>3 multiple-choice/ short essay exams</td>
</tr>
<tr>
<td>2 – Individual Focus</td>
<td>1</td>
<td>10</td>
<td>8.75%</td>
<td>1 presentation</td>
</tr>
<tr>
<td>3 – Methods</td>
<td>Methods</td>
<td>6</td>
<td>5%</td>
<td>2 multiple choice/ short essay exams</td>
</tr>
<tr>
<td>4 – Complementary Skills</td>
<td>Complementary Skills</td>
<td>10</td>
<td>8.75%</td>
<td>Included in individual focus/presentation</td>
</tr>
<tr>
<td>5 – Lab Rotation</td>
<td>Lab Rotation</td>
<td>24</td>
<td>20%</td>
<td>3 lab reports</td>
</tr>
<tr>
<td>Research phase, Master thesis</td>
<td>Research phase, Master thesis</td>
<td>50</td>
<td>40%</td>
<td>1 thesis</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>120</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

Grades are numeric, ranging from

<table>
<thead>
<tr>
<th>Number grade</th>
<th>In words</th>
<th>Percentage of max. points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,0 – 1,9</td>
<td>very good</td>
<td>100% to 87.51%</td>
</tr>
<tr>
<td>2,0 – 2,9</td>
<td>good</td>
<td>87.50% to 75.01%</td>
</tr>
<tr>
<td>3,0 – 3,9</td>
<td>satisfactory</td>
<td>75.00% to 62.51%</td>
</tr>
<tr>
<td>4,0 – 4,9</td>
<td>sufficient</td>
<td>62.50% to 50%</td>
</tr>
<tr>
<td>5,0</td>
<td>fail</td>
<td>Less than 50%</td>
</tr>
</tbody>
</table>

The ECTS letter grades are a form of ranking you or placing you in a range of grades achieved in the program. Thus, your ECTS grade is only given with the final transcript when graduating. You will be ranked against your own and all previous cohorts.

<table>
<thead>
<tr>
<th>ECTS letter grade</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Top 10%</td>
</tr>
<tr>
<td>B</td>
<td>Next 25%</td>
</tr>
<tr>
<td>C</td>
<td>Next 30%</td>
</tr>
<tr>
<td>D</td>
<td>Next 25%</td>
</tr>
<tr>
<td>E</td>
<td>Bottom 10%</td>
</tr>
</tbody>
</table>

The exams in the program have differing formats:

<table>
<thead>
<tr>
<th>Module</th>
<th>Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – Lecture MedNeuro</td>
<td>3 multiple-choice/ short essay exams, 1 at the end of each Block, 3h</td>
</tr>
<tr>
<td>2 – Individual Focus</td>
<td>1 presentation, at the end of the 2nd or 3rd semester 10 min talk + 5 min discussion</td>
</tr>
<tr>
<td>3 – Methods</td>
<td>2 multiple choice/ short essay exams at the end of the 1st and 2nd semester, 1h</td>
</tr>
<tr>
<td>4 – Complementary Skills</td>
<td>Included in individual focus/presentation</td>
</tr>
<tr>
<td>5 – Lab Rotation</td>
<td>3 lab reports of 7 - 10 pages</td>
</tr>
<tr>
<td>Master Thesis</td>
<td>1 thesis of max. 50 pages or publication</td>
</tr>
</tbody>
</table>

Attendance

For all courses, attendance is mandatory. If you miss more than 15% of any module (= 3 days of the Block A, B and C lecture series), this module cannot be completed with an exam. You have to retake the module/course the following year.

For all Block-courses, methods and complementary skills training attendance will be taken by the lecturer at the beginning of the day. If you are late, you will not be able to sign the list and the day counts as not attended.

Make sure that you will sign the list with your full name. Short forms or initials are not an appropriate form and will count as not attended. Be aware that signing for another classmate with his/her signature is a fraud!
Evaluation

Evaluation is an important tool of quality management. For us it is very important to hear or read your feedback on your courses. In addition to that we will also get feedback from the lecturer.

During the orientation week we will give you an introduction to evaluation and feedback and make sure that you feel comfortable with this topic.

Your feedback will not be graded or in influence your grades in the program in any way. The lecturer will not see your particular written feedback, but gets an overall feedback where it is impossible to trace back to an individual participant of the class.

There are two forms of evaluation. Firstly, we would like to have individual feedback for each course from you in form of an evaluation questionnaire. These questionnaires can be found in Blackboard in the respective course folders. Secondly, Benedikt Salmen will invite you to a feedback plenum at the end of every Block, where he would like to hear your comments on the courses first hand.

Resources

Student Representatives

In order to integrate student opinion into the developments of the program, each Master cohort elects a student representative and her/his deputy. The representative is formally a member of the program coordination commission, the deputy a member of the admission and examination commission. Scheduled meetings and agendas for commission meetings will be announced.

Besides these formalized commissions, the representatives will serve as a link between the students and the program on a regular, informal basis. Issue that need discussion can be raised by the representatives. Joint events can be organized, the new students can be welcomed etc.

An election will take place at after Block A. The program office will ask for your candidate suggestions. Those candidates, who accept the nomination, can be voted for. Representative is the student with the most votes, followed by the deputy, who has the second most votes.

Mentoring

A number of experienced faculties have agreed to serve as mentors for the students in the program. This is a great opportunity for students who seek advice and assistance. However, mentoring only works if you as mentee take the initiative and actively contact a mentor of your choice. Use the first few weeks in the program to get an impression of the program faculty and think about who you would wish to be your mentor.

- Questions you might want to address with your mentor could be:
  - I am interested in topic X. Who in the faculty works on that?
  - I did not do well on my first exam. Can you help me analyze my weaknesses?
  - I am planning to take the following electives next semester. Do you think that makes sense considering my interests and goals?
  - I contacted Prof. Y regarding a lab rotation, but I have not yet received a reply. What should I do?
  - When I graduate, I would like to take up a career in.... How could I go about making initial contacts?
  - I have started a very interesting lab rotation, but the project seems endless. What should I do?
  - My thesis supervisor never has time for me. I feel overwhelmed with the project and can't find help within my research group. Where else could I get help?
  - The following faculty has agreed to serving as mentors on the program:
    - Ulrich Dirnagl
    - Rosemarie Grantyn
    - Uwe Heinemann
    - Andreas Herz
    - Helmut Kettenmann
    - Gary Lewin
    - Dietmar Schmitz
    - Rüdiger Veh

See the program website for faculty profiles and contact detailsE-Learning
E Learning Resources

Introduction to Blackboard

The Medical Neurosciences program uses the learning management system 'Blackboard' to supplement your courses, lab rotations and theses. You can access it any time from anywhere in the world at http://lms.charite.de. We strongly suggest you bookmark this link.

Login and Password

In order to access Blackboard, you will have received a username (Benutzername) and a password (Passwort).

Example:

John Smith
Benutzername: cub-jsmith
Passwort: cub-jsmith

"My Institution"

If you have logged in successfully you will be able to access your individual entry site “My Institution” which has the following structure:

Under My Institution and Courses you will find all relevant information about your courses. Here you will find help using Blackboard (FAQ), mostly in German. See also “Hotline”
### Your personal tool box:

- **Announcements**: to view news about the courses
- **Calendar**: to edit personal data
- **Tasks**: to set up your own tasks
- **Send E-mail**: to write an email to your fellow students, your teachers or the program coordinators
- **User Directory**: to search for other users
- **View Grades**: to view your own grades
- **Address Book**: to add personal addresses
- **Personal Information**: to edit personal information (email address etc.) and change the password

### Content

Your can modify the content and the layout however you like. At present, Announcements and Courses are particularly important for you.

- Do not forget to change the password!
- Where?: In the Tool Box on “My Institution” there is a link Personal Information/Change Password.
- If you want to change the language within Blackboard from German to English you also have to go to Personal Information/Set Language Pack.
- When you receive your Charité email address you can go to Personal Information and change your email address to make sure that everybody else is using the Charité address when sending an email to you.
- You will be enrolled by the project team for each module some time before the module will start. For this reason you will see only “Block A” and “Lab Rotations” after your first login.

### Structure of Medical Neurosciences in Blackboard

In Blackboard, you will find a mirror of the module structure of the program. In some of the modules the following features of Blackboard are interesting for you:

**Module Lecture MedNeuro: Blocks A, B and C**

- Announcements
- Curriculum: faculty, course plan and location, readings and slides
- Discussion Board
- Evaluation

**Do not forget to log into Blackboard regularly. All changes and news will be posted here!**

### Final exam:

This item is not available at present, but we will carry out the final exam of each block via the Blackboard system. So make sure you are used to using it.

### Digital Drop Box

**Slides of the sessions:**

We need a volunteer to collect the slides from the teachers after each session of Block A, B and C. He/she has to send them via the Digital Drop Box to one of the instructors of the Blackboard course. Any other large files should also be sent via the Digital Drop Box.

Go to Course Tools/Digital Drop Box

Click on “Add file”, upload file, name it and submit it (file is not sent yet!)

Go to “Send file”, chose file and submit it.

The file will be sent to instructors.
Discussion Board:
You can start a discussion when you go to the link “Academic Questions” and add a thread.

Other communication tools such as chats, group pages or the presentation of your own homepage are also available in the module “Lab Rotations” and “Medical Neurosciences – General”.

Module Lab Rotation

Registration of lab rotations and submission of lab reports

Registration:
Download the file to register for the lab rotations, fill it in
Open link “Registration”
Upload the file, add comments if necessary, submit

Submission of lab reports:
Download the Lab Report Template
Write your report
Open link “Submission”
Upload the file, add comments if necessary, submit
Registration:

Module Individual Focus

All courses listed and updated on www.neuroscience-berlin.de. However, you have to register and submit your presentations in Blackboard (How to do it: see “Lab Rotations”). The files you will need to document your courses are also found in Blackboard.

Master Thesis

The registration of the Master Thesis follows the same procedure as the registration of the Lab Rotations.

Hotline

If you have any questions regarding Blackboard do not hesitate to contact the Blackboard-Support-Team:

   Hotline: 030 - 450 576 450 (Mo to Fr from 10:00 to 15:00 Uhr)
   E-Mail: studierendensupport@charite.de
   or
   Hotline: 030 - 838 54900 (Mo to Fr from 10:00 to 17:00)
   E-Mail: lms@cedis.fu-berlin.de

If you have any questions regarding the content in Blackboard do not hesitate to contact one of the coordinators:

   hu-ping.chen@charite.de
Other Resources:

VPN

With the VPN software you are able to access for example databases from the Charité library at home. You need a Charité email address. If you are interested in the VPN-access, please come to the Medical Neurosciences office so that we can fill in the application form together.

After your VPN application form has been approved you will have to install and configure the OpenVPN-client software.


Double-click the executable installation file and follow the instructions. During the installation process, you will come across a warning message regarding the installation of the so-called TAP-Win32 Adapter. Note that you have to confirm the installation of the adapter.

Copy or move your personal certificate (client.p12) — which has been sent to you by email — into the configuration directory of your OpenVPN installation (e.g. C:\Program Files\OpenVPN\config).

Download the configuration file at [http://webmail.charite.de/doku/openvpn/windows/charite.ovpn](http://webmail.charite.de/doku/openvpn/windows/charite.ovpn) and copy or move it to the configuration directory (see above).

Start the OpenVPN client. Note that you have to start the application with administrator’s privileges (e.g. after right-clicking, in the context menu choose an entry similar to “run as administrator”)! Now, an (red-colored) icon similar to those of network devices should have appeared, near the clock on the lower-right corner of the desktop.

Right-click on this icon and choose “connect”. A box requesting username and password should now pop up. Authenticate yourself with your username (either of firstname.surname, your Charité email address, e.g. firstname.surname@charite.de), and password. Your password consists of the last two digits of your matriculation number, the lowercase first letter of your surname, and your Dienstleitungsnummer (see section Charité E-Mail Account). Example: Your surname is Doe, your matriculation number is 1234567, and your Dienstleitungsnummer is 4223. Your password would be 67d4223.

Setting up the proxy:

Note that with an active vpn connection you have to modify your browser’s proxy settings. For example, go to Firefox’ connection settings, click “Automatic proxy configuration URL” and enter http://proxy.charite.de. Also note that you have to uncheck (or change) this option once your vpn connection is closed.

You should now be able to access internal page, e.g. [http://www.charite.de/intranet/](http://www.charite.de/intranet/).

You can access more comprehensive installation guides at [http://webmail.charite.de/doku/openvpn/](http://webmail.charite.de/doku/openvpn/). The guides are, however, in German.
**W-LAN (Internet access C-webspot of Charité)**

The C-webspot is the wireless internet access, which can be used by all Charité members owning a Charité email address. You only need a computer or laptop with an integrated transmitter or WLAN card (both Charité and private computers can be used) and your working VPN account. The wlan hot spots for Campus Mitte can be seen in the picture below or (also for CVK, CBF and CBB) under http://webmail.charite.de/doku/wlan/WLAN-Lageplaene.pdf.

Configuration:

1. **You have to connect your activated WLAN with C-webspot.** Your WLAN (when active) should recognize C-webspot when you are within its reception area (see your control panel). Then you choose C-webspot in your control panel and click on ‘connect’ or ‘verbinden’.

2. **It is recommended to use Mozilla Firefox or Internet Explorer, as these browsers can automatically configure the proxy settings according to the used net.** Make sure that for Internet Explorer the ‘Automatic Search for Settings’ is activated (Internet Options -> Connections -> LAN-settings) and for Mozilla Firefox the ‘Automatic Recognition of Network Proxy-settings’ is activated (Settings -> Extends -> Network -> Connections).

3. **For Mac OS X:** With activated Airport connect to C-webspot. No further configuration is needed. It is recommended to use Mozilla Firefox than any Safari software. For automatic Proxy-settings activate ‘Automatic Recognition of Network Proxy-settings’ (Settings -> Extends -> Network -> Connections).

4. **After your laptop is connected to C-webspot you open and connect your VPN access (you need your name and password).** Then you open your internet browser and will be automatically transferred to the registration website, where you need to fill in your name and password (same as for your email-account). After your successful registration the chosen website will load.

If you need additional information see ‘Anleitungen WLAN-Funknetze’ under http://webmail.charite.de/doku/
Mailing List

All students need to sign up to the program’s mailing list via which we pass on all kinds of relevant information. To do so, you must use a Charité networked computer (or VPN) and go to:  
http://mailman.charite.de/mailman/listinfo/medneuro-msc

You can view this page in English by selecting this option on the top right hand corner.

Libraries

There several university libraries distributed all over the city of berlin. Information about the Charité associated libraries can be found here:

http://www.charite.de/bibliothek/

The most relevant libraries in order to get books, internet access or a place to learn will probably be:

Bettenhochhaus,

http://www.ub.hu-berlin.de/ Zentralbibliothek with a beautiful new building close to U-/S-Bahn Friedrichstraße.  
This homepage also offers a Tutorial and a Search engine for all books in HU-libraries. 
TIPP: Via this homepage you can access online journal Start > Journals > Electronic Journals

http://www.ub.hu-berlin.de/locations  Overview on the Library locations 
TIPP: Closest to the CCM is the library Campus-Nord which is next to the Mensa-Nord.

PubMed

The link http://www.ncbi.nlm.nih.gov/pubmed/ offers extensive access to resources.

E-books

Some of the resources for the modules are presented in the form of e-books. You are able to access them from all Charité computers or via VPN at home. Be aware that only a limited number of users are able to access these e-books at the same time.
Important Links

Medical Neurosciences Website
Check out the links compiled at:
http://www.medical-neurosciences.de/en/program/resources_and_links/
www.neuroscience-berlin.de/education/class

Neuroscience
www.medical-neurosciences.de               Medical Neuroscience Program
www.charite.de                              Charité
www.mind-and-brain.de                       Mind and Brain School
http://humboldt-graduate-school.de          Humboldt Graduate School
www.neuroscience-berlin.de                 Neuroscience in Berlin
www.mdc-berlin.de                           Max Delbrück Center in Buch
www.bccn-berlin.de                          Bernstein Center for Computational Neuroscience
www.mpib-berlin.mpg.de                      Max Planck Institute for Human Development
www.neurocure.de                            Excellence Cluster for Neuroscience
www.languages-of-emotion.de                 Excellence Cluster with some interesting ongoing research
http://fens.mdc-berlin.de/                  Federation of European Neuroscience Society

Living in Berlin
www.wg-gesucht.de                         Most important site for the student flat market
www.craigslist.de                         Get cheap furniture and whatever you need
http://kleinanzeigen.ebay.de               Local E-bay offers
www.robben-wientjes.de                    Without doing advertisement – this company offers cheap
cars and vans if you are moving. If you want to move on the
weekend you should book beforehand.
To hire a car you need to bring:
• Drivers license (valid for Germany)
• ID card
  If you are German citizen you need your Personalausweis or Reisepass + Meldebescheinigung
• 100,-EUR deposit
TIPP: It’s always easier if you find a German citizen driving
the car for you. Think about insurance etc.

Neuroscience Forum
If you would like to get in touch with senior students of the program, please check out our student run forum www.neuroscience-forum.net. Here, you can review student profiles, ask questions on the program (MSc and PhD) and discuss neuroscience questions of interest to you.
Matriculation

For first time matriculation, we will fill out the needed form during orientation. You will then get your matriculation papers including the semester ticket in the mail.

Along with the form, you’ll have to submit:
- Copy of your admission letter (Zulassungsbescheid)
- Certified copy of your high school diploma and transcript – MedNeuro will certify
- Certified copy of your Bachelor diploma and transcript (or equivalent) – MedNeuro will certify
- Students with a German degree: Exmatrikulationsbescheinigung of your previous institution
- Confirmation of health insurance
- Registration of residency in Berlin (Anmeldung)
- Int. Students: copy of your passport and visa
- Receipt for the first semester payment

Matriculation for all following semesters is simply done by wire transferring the semester fee by the given deadline to the Charité bank account. Information on how much and by when to pay is provided with your matriculation papers. Should you miss the deadline, there is an extended period by which to pay, but you have to add a late fee. **Should you miss this deadline as well, you will be exmatriculated!**

Your matriculation includes your semester ticket. This ticket allows you to travel in zones A, B and C of the Berlin public transportation agency BVG. You do have to carry a form of official ID with you in order for the ticket to be valid. And do NOT laminate your ticket.

Office in Charge (Studienabteilung)

For all matriculation issues, you need to see the Studienabteilung. You find them at Virchowweg 24 of the Mitte Campus, right by the entrance Hannoversche Straße.

Your contact persons there are:

Mrs. Bednareck
Phone: 450576152, Mail: suanne.bednareck@charite.de
Charité E-Mail Account

After enrolling at Charité - Universitätsmedizin Berlin, each student will automatically be provided with an email account by the Charité IT-Center. Login information for your particular account can be found in the documents you will receive from the registrar’s office after your enrolment has been processed.

Step 1 – Wait for your Matriculation Documents

In your documents you will find a four-digit personal identification number called Dienstleistungsnummer. This number is personal and highly confidential and will remain in service as long as you are enrolled as a student at Charité.

Step 2 – Retrieving your Account

Information concerning your email address can be found by going to: https://zugang.charite.de.

You will find your matriculation number (Matrikelnummer) in your matriculation documents.

Your password consists of the following items:

1. the last two numbers of your matriculation number (Matrikelnummer)
2. the first character of your last name (in small type!)
3. your personal identification number (Dienstleistungsnummer) which can be found on your registration form

Example: Student Edgar Example, matriculation number 207777, personal identification number 6427, has the preset password 77e6427.
Upon logging in you will view your personal information concerning your email account such as your email address, your username and your preset password. With these items you will be able to use your email account.

**Step 3 – Using your Email Account**

You can access your email account via [https://webmail.charite.de](https://webmail.charite.de)

After entering username *(Name)* and password (as in access to personal information) your account will be at your disposal. Please make sure you change your preset password when you login for the first time!

Please inform us if you intend to use your “@charite.de” address in the future! We will then change your contact details.

**Graduation**

After having completed all five modules and the research phase and after having turned in the Master thesis, you will have finished the program by the end of September of the 2nd year. The **graduation** ceremony will take place mid December.
Transition to PhD

Of course, we are happy about any MSc graduate who will continue with her/his research in our PhD program. The admission process is fairly straight forward:

- agree with a supervisor on a project and respective funding
- submit a letter of application, a letter of endorsement by your supervisor and a detailed project plan to the program office. See the website for details and templates: [http://www.charite.de/medneuro/admissionPhD.php](http://www.charite.de/medneuro/admissionPhD.php)
- present yourself and your project before the admission commission of the program and the Promotionsausschuss of Charité (joint session)

Leaving Berlin

If you plan to move on after graduation, be it to start a PhD somewhere else, to get a job or to go medical school, you need complete the following steps:

- Exmatrikulation at the Studienabteilung (see above)
- Abmeldung at the Bürgeramt (Meldestelle)
- Cancellation of your rental agreement, electricity and telephone service etc.

Career Counselling

We are in the process of developing ideas on how to help you with your choices of what to do after graduation. For example, how to get a PhD position and go on with research. But a continued career in science may not be for everyone. What are your options in industry or in the public sector? What other fields could be open to you.

We will announce respective options as ideas crystallize. Of course, your ideas and wishes are welcome any time. Feel free to communicate them to Benedikt Salmen.

Alumni

The program is fairly small and intimate and we will get to know you as much as you will get to know us. Thus we are, of course, interested in keeping in touch with you. Therefore, we are also developing a concept for alumni work and will update you as we make progress. Again, your contributions, ideas, criticism etc. is always welcome. In fact, it is critical so that we can tailor the alumni work to your needs and expectations.