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APPLICATION GUIDELINES

To acquire the title of PhD of Medical Neurosciences

(in accordance with the DFG applications for grants. Copyright: Promotionskommission (“PK” – in English “Doctoral Commission”) of the Charité, based on the agreement of the PK of xx.xx.2004)

Preliminary Comments

Please use the following pages as a template to structure your project outline.

Structure of the Application

1. General Details

Please state if you are applying to acquire the title of “Dr. rer. medic”, “Dr. rer. cur.” or “PhD of Medical Neurosciences”.

In this space, applicants aiming to acquire the title of “Dr. rer. medic” are requested to formulate a short statement regarding the reason not to carry out the doctorate at the home faculty. Please name the home faculty.

1.1 Applicant

We ask that you include a CV with the following details:

- surname, name,
- academic title (original or certified copy of the degree),
- current workplace,
- birth date, nationality,
- institution and institute/faculty (complete name),
- workplace address,
- telephone number (international code, central number or direct number),
- fax number,
- e-mail address,
- private address with telephone number.

1.2 Thesis Committee

Your PhD research will be guided by three Supervisors, the Thesis Committee. Please list three supervisors for the research you intend to conduct. Supervisor 1 and 2 should be Professors, whereas supervisor 1 has to be the PI funding your position and two an additional Professor of your choice. Supervisor 3 should be a Post Doc researcher. Supervisor 2 and 3 will be approved by the Admissions and Examinations Commission. Please your choice into agreement with your first Supervisor! In case you have no idea of whom to nominate leave Supervisor 2 and 3 open.

1.3 Topic

In this space, please include, in as precise as possible a manner, a short description of the proposal using no more than 140 characters.

1.4 Codename

Please derive this from the topic itself (max. 40 characters). The codename serves as a way of identifying the proposal during correspondence.

1.5 Subject and Work Direction

In this space, please name the subjects and the specific academic work directions that situate the proposal according to its main intention. Applicants from non-university institutions are asked to specify the main work directions of their institution.

1.6 Detailed Schedule

Outline work packages and milestones of your project in a graph with a time axis (from...to; each accompanied by a specific date).

1.7 Summary

In this space, please summarize the main goals of your proposal in no more than 15 lines (max. 1600 characters) and in a manner that is easily comprehensible.

The summary is intended to offer the PK an orientation as to the core goals of your proposal.

2. State of Research, Own Groundwork

2.1 State of Research

Please outline the current state of research in a short and precise manner. It should directly relate to the concrete proposal and justify your own research, while citing the most important works of other academics. This outline should highlight where you see your own work fitting in and which questions your own new contribution intends to address.

2.2 Personal or Working Group Groundwork / Working Paper

Please give a concrete and comprehensive outline of all preliminary works and cite your own and outside literature accurately. Mark unpublished publications with “being printed at...” or “handed in to ...” or “accepted by...”

Please include a table of your own or your working group’s relevant academic publications, which can then be referred to in the outline.

Please summarize the most important results of your previous works and, if relevant, those of your working group. Please attach significant publications (special prints) and, if relevant, publication manuscripts (copies). It is not necessary to send a complete collection of your publications: please only attach more recent publications that hold a thematic or methodological connection to the proposal or that you feel display particularly characteristic examples of your work.

The documents are necessary for the PK to make a decision about your application, and will remain in your dossier.

3. Goals and Working Programme

3.1 Goals

Brief portrayal of the academic programme and its academic goal. If in addition to expanding scientific knowledge you expect to obtain results that are meaningful beyond the academic setting (such as political, scientific-technical or sociopolitical aspects), then please indicate such.

3.2 Working Programme

Detailed information on the way the project is to be carried out (in the case of experimental procedures: research plan). The quality of the working programme is decisive for the approval of the procedure. You should pay special attention to the way you portray it. It should make up approximately half of the total application.

In-depth outline of methods that are to be used when carrying out the project: which methods are already available, which ones must be developed?

3.3 Experiments on Human Beings

The PK assumes that the World Doctors Association's guidelines¹ will be adopted in the planning and carrying out of experiments on humans, as well as when taking samples from humans and when conducting research using data taken from patients. In addition, the particulars of the embryo protection law and the stem cell law (Stammzellgesetz: StZG), the medications law (Arzneimittelgesetz: §§40-42 AMG) and the medical products law (Medizinproduktegesetz: §§17-19 MPG) are to be adhered to in their current versions.

Please outline the ethical and legal aspects of the research plan in a manner that will allow it to be assessed:

- medical experiment or experiment,
- criteria for test person selection,
- Outline of possible risks and the relevant precautionary measures.

In addition, these experiments must be authorized by a local ethics commission.

3.4 Animal Experiments

Planned experiments on animals must be outlined in the working programme in a manner that will allow them to be assessed. The PK requires that the animal protection law (Tierschutzgesetz) is adhered to. In the case of animal experiments requiring authorization, The PK recommends that this be obtained at the latest parallel to the PK application. The research project may only commence once it has been approved by the relevant authorities.

3.5 Genetic Engineering Experiments

If genetic engineering experiments are planned, the law of 20 June 1990 pertaining to genetic engineering issues is to be adhered to (Gesetz zur Regelung von Fragen der Gentechnik: BGBl. 1990 I, S. 1080). The research project may only commence when all authorizations relating to this law have been obtained.

4. Requirements for Carrying Out Experiments

In this space, please name all researchers, technical staff and assistants who will participate in the research project.

5. Declarations

In this space, a statement is required confirming whether you have made an application for another doctorate, and, if so, please state whether it was accepted or rejected.

6. Signatures

The application must be signed by you and your 1st supervisor.

7. List of Contents for Appendix

Please list all appendices that you have attached to your application.

¹ Declaration of Helsinki, in which the World Doctors Association extended its guidelines at its 52nd general assembly in October 2000 in Edinburgh/Scotland to include the "Clarification" Washington 2002 §29).