

GUIDELINES FOR FILING AN APPLICATION

concerning a Dr. rer. medic., PhD or MD/PhD degree for doctorates planned by submission of a monograph or a protected monograph or where a planned doctorate by publication must be cancelled.

(In conformity with the DFG applications for scholarships with in-kind contributions. Copyright: Doctoral Committee of the Charité (DC))

Preliminary Remarks

1. The Doctoral Committee (DC) will make a final decision on your admission to the doctoral examination procedure on the basis of the information provided by you in your application. It is therefore in your own interest to ensure that the conditions for a balanced and proper assessment are met by the way you formulate and substantiate your application.

2. Please keep your application as short as possible, in the interest of the DC. The application should not consist of more than 20 pages, the project description itself should include max. 10 pages, and the reader should be able to understand it by itself without needing to read the cited or enclosed literature.

For monographs, the application must be filed when you start your doctoral project. If a planned doctorate by publication cannot be realised, the application must be filed as soon as it becomes clear that the project has failed and be accompanied by an additional document conclusively setting out the reasons for the failure. The decision for the admission of the project for a doctorate by monograph lies solely with the DC.

3. The DC kindly requests you

- to answer all questions relevant to the planned project - and only these - to the extent required in accordance with good scientific practice and to properly refer to any own and third-party preliminary research
- to not only copy the serial numbers according to these guidelines in the application, but to also repeat the complete headline of the individual sections
- to submit one copy of the application plus annexes
- where possible, to submit your application documents hole-punched, without a binder, folder etc. in DIN A4 format
- to submit the application by electronic means as a Word file or PDF file on a CD, USB stick or as an email attachment to promotionsbuero@charite.de

4. If you are conducting your project within the scope of an already approved DFG (or similar) project, please present the relevant project application including letter of approval.

5. The application must be approved by your supervising university professor / lecturer at the School of Medicine of Charité – Universitätsmedizin Berlin in the form of a statement.

Layout of the application

1. General information

Please state whether your application concerns a "Dr. rer. medic.", "PhD" or "MD/PhD" degree.

In case of English-language applications for English-language doctoral study programmes or graduate schools, you will need to declare here that the application has been approved by the head of the study programme or graduate school and been proofread by a "native speaker" or equivalent with regard to language aspects.

1.1 Applicant

We kindly request the submission of a CV in tabular form including the following information:

- Forename, surname
Academic degree (certified copy or submission of the original certificate)
- Date of birth, place of birth, nationality
- Clinic/Institute/Department (full name)
- Business address
- Phone (area code, reception, direct dial or extension)
- Fax
- Email address
- Private address and phone number

1.2 Topic

Please enter an accurate summary of your project here, not exceeding 140 characters.

1.3 Keyword

Please base this on your topic. The keyword can also be used to identify the project in correspondence, in addition to the reference (max. 40 characters).

1.4 Subject area and work area

In this section, please enter the subject area and the specific scientific work areas in which the project's main intention is set. Applications from non-university institutes are requested to make specifications with regard to the main research area of your institution.

1.5 Detailed timetable

Enter the work packages and milestones of your project in a chart with timeline (from ... to; in all cases with the full date).

1.6 Summary

In this section, please clearly and comprehensibly summarise the major goals of your project in no more than 15 lines (max. 1600 characters).

The summary serves as orientation for the DC with regard to the core objectives of your project.

2. Status of research, own preliminary research

2.1 Status of research

Please clearly and accurately set out the current status of research with direct reference to the specific project and as substantiation of your own work, specifying the most important relevant work of other scientists. In this description it should become clear where you see the status of your own work and with regard to which of the issues at stake you want to make your own innovative and further reaching contribution.

2.2 Own or preliminary research of the work group / work report

Please set out the preliminary research accurately and completely and cite own and third-party literature precisely. Mark any publications not yet published as "to be printed in ...", "approved by..." or "submitted by...".

Add a list of relevant scientific publications by you or your work group, to which you can refer in the description.

Please summarise the most important results of your previous work and - where applicable - those of your work group. A complete compilation of your previous publications is not required in this case. Only recent publications should be included in the application, with a topic or methodology related to the project or which in your opinion represent especially characteristic examples of your work.

The documents are required by the DC to decide on your application and will remain in our files.

3. Objectives and work schedule

3.1 Objectives

Streamlined introduction of the scientific programme and the scientific goal. If, besides the extension of scientific knowledge, you are expecting your project to deliver results of importance under non-scientific - e.g. political, technical, social - aspects, you should specifically point this out.

3.2 Research plan

Detailed information on the planned procedure during the project (for experimental projects: experimental design). The quality of the research plan is decisive for the project's approval. You should take particular care preparing this. For your orientation: Generally, the research plan should make up about half of your application.

Detailed specification of the methods used for the project's implementation: Which methods are already available, which must be developed?

3.3 Studies on humans

The DC assumes that the planning and implementation of studies on humans, samples collected from humans and research with personal data obtained from patients, will comply with the recommendations of the World Medical Association (Declaration of Helsinki, in the revised version decided upon by the World Medical Association in its 52nd General Assembly in October 2000 in Edinburgh/Scotland and supplemented by the "Clarification" Washington 2002 § 29). In addition, the provisions of the Embryo Protection Law and the Stem Cell Law (StZG), the Therapeutic Drug Act (§§ 40-42 AMG) and the Medicinal Products Act (§§ 17-19 MPG), in all cases in the relevant current version, must be complied with.

Please set out the ethical and legal aspects of the study design so that these can be duly assessed.

- Treatment attempt or experiment,
- Criteria for the selection of test subjects,
- Possible risks and corresponding precautionary measures,

In addition, studies on humans require a statement from a local ethics committee.

Applications for projects in which research work is planned on human embryonic stem cells may only be approved if the required permit has been issued in accordance with Section 6 of the Stem Cell Act. For this reason, the DC recommends contacting the relevant Approval Authority (Robert Koch-Institute, Berlin) in such cases, alongside filing the application to the CD, in order to speed up the decision process.

3.4 Animal testing

Planned animal tests must be described in the research plan so these can be duly assessed. The DC assumes that the provisions of the Animal Welfare Act are complied with. In case of animal tests requiring approval, the DC recommends applying for the official permit when filing the application to the DC at the latest. The research work may only be started when the official permit has been granted.

3.5 Genetic engineering experiments

If you are planning experiments in the area of genetic engineering, you must comply with the provisions of the Genetic Engineering Act of 20 June 1990 (Federal Law Gazette 1990 I, P. 1080). Work may only be started when the permits required in accordance with the Act and the associated regulations have been obtained.

4. Conditions for the implementation of the project

In this section, please specify the scientists, technicians and technical assistants with whom a specific cooperation or mutual coordination has been agreed within the scope of your project.

5. Declarations

Here, you must declare whether and if applicable how successfully you have or had already applied for a doctoral examination procedure at a different body.

6. Signature(s)

The application must be signed by you as the applicant as well as by your supervisor/s.

7. List of annexes

In this section, please specify the annexes enclosed with the application.