

Before you fill out the Doctoral Agreement:

About half of all doctoral agreements submitted to the Office for Doctoral Studies cannot be processed because important information is missing: the description of the topic is not meaningful, the signature is missing, the statistics section has not been completed, no copy of the university certificate is enclosed, etc.. In all these cases, queries are required and the doctoral agreements have to be sent back to you altogether.

This ties up considerable resources, which are then lacking for other things! Please save yourself and us unnecessary trouble! Please read the following instructions carefully, then fill out the doctoral agreement completely and send the original to the Office for Doctoral Studies (please send a single copy of your certificates). If you have any questions, please contact us via email at promotionsbuero@charite.de.

- If you are registering for a PhD or MD/PhD and wish to submit a monograph, you must submit a separate, written application to the Doctoral Commission. The same applies if you wish to submit a content-protected monograph in situations involving results that are regulated under patent law. In such instances, please read our instructions at:
https://promotion.charite.de/en/procedure/regulations_2017/registration_and_enrolment/
- If you are doing your doctorate in a structured doctoral programme such as a doctoral study programme, a research training group or a CRC (SFB), please enclose the certificate of admission to this programme. This will be issued to you by the office of the respective programme.
- Start of work: Please enter the date on which you will commence work, i.e. the date on which you will begin working on your doctoral project. Please note that you first have to register before you can start working. If this was not possible in individual cases, please enclose an informal letter from your first supervisor explaining the reasons for this.
- For the degrees of Dr. med., Dr. med. dent. or Dr. rer. medic., you will need at least one additional supervisor in addition to your first supervisor. For the degrees PhD and MD/PhD, you will need two further supervisors. The first supervisor should be a member of the Charité. If this is not the case (e.g. for members of the FU or HU), another supervisor must be a member of the Charité. We have listed on our website who can be first supervisor [*in German only*]:
<https://promotion.charite.de/promotionsverfahren/betreuung/>
- Section A/ The thesis:
 - Please make an effort to present the topic and the research question of your thesis as precisely and as meaningfully as possible!
 - Clarify with your supervisors whether you need approval for animal experiment, ethics committee approval or both! Note: If you are aiming for a publication doctorate, please note that some journals also require an ethics votum for publications that do not formally require one under German law.
 - Provide meaningful information on the planned sub-steps and investigations.
 - Provide a realistic and meaningful processing time. For example, do not write "6 months" if you plan to conduct a study with patients that is running for several years!
- Section B: Please make sure that the information on the methods already established and those still to be established is meaningful.
- Obtain all original the signatures of your supervisors! Please do not forget to sign yourself! Have your first supervisor also stamp the agreement. Without the stamp and signatures, we cannot register you!
- Further information (p. 9): Fill in this section completely! Download the key lists (Schlüsselverzeichnis), which will help you answer the questions:
https://promotion.charite.de/en/links_downloads/
- Annexes (p. 11): Please make sure to include all the required annexes (a simple copy is sufficient).
- If you submit your Bachelor's and Master's certificates, please make sure that they also list the number of ECTS credit points! For a Bachelor's degree, at least 180 ECTS credit points must have been acquired, for a Master's, at least 120 ECTS credit points. If you have acquired less than 300 ECTS credit points in total, you must go through an aptitude test, which is, however, subject to certain conditions:
https://promotion.charite.de/en/procedure/regulations_2017/aptitude_assessment/
- If you have a foreign university degree, please read our information on this carefully:
https://promotion.charite.de/en/procedure/recognition_of_international_degrees/

Thank you very much for your cooperation!

Your Office for Doctoral Studies

Medical Faculty Charité – Universitätsmedizin Berlin

Campus Virchow-Klinikum
Thesis Office
Augustenburger Platz 1
13353 Berlin

Mandatory registration of a doctorate and doctoral agreement

(on the basis of the Doctoral Regulations of 01.11.2017, published in the Official Bulletin No. 198 of the Charité)

This doctoral agreement defines the framework conditions for the preparation of a doctoral thesis. According to the valid doctoral regulations, the conclusion of this agreement is a formal requirement to commence a doctoral project.

The following doctorate degree will be pursued (**please check one box**):

	Dr. med./ Dr. med. dent.	Dr. rer. medic.	PhD	MD/PhD	PhD*	MD/PhD*
Publication dissertation						
Monograph						
content-protected monograph						
	Content-protected monographs require special permission from the Doctoral Commission before starting the work		Monographs for these degrees require separate approval from the Doctoral Commission before starting the work			

* within the framework of a doctoral study programme or within the framework of another structured programme (such as a graduate college) at the Charité; admission to the doctoral study programme or programme required

If applicable (for PhD, MD/PhD):

Name of doctoral study programme

- Start of work is on _____ (date).
- The dissertation will be written in the following language (please check):
 German English The doctoral candidate's native language is English

Co-operative doctorate

Are you conducting your doctoral project in co-operation with a university of applied sciences or is at least one professor of a university of applied sciences acting as a co-supervisor?

No Yes If answered with "Yes":

Name and location of the university of applied sciences

Department/Institute/Institution:

Name and address of the professor:

Hereby agree

Mr/Ms

Last name

First name

(Hereinafter referred to as the **doctoral candidate**)

Born on: _____ in:

Address: Postcode city:

Street:

Email:

(Mobile) phone (optional):

and

Last name

First name

Acad. degree

(Hereinafter referred to as the **first supervisor**) - **required**

Email: _____ office phone: _____

Institution/department:

(Mobile) phone (optional):

and

Last name

First name

Acad. degree

(Hereinafter referred to as the **second supervisor**) - **required**

Email: _____ office phone: _____

Institution/department:

(Mobile) phone (optional):

Upon being granted post-doctoral qualification to become a university lecturer (Habilitation), this person becomes first supervisor with all rights and duties.

If the first supervisor leaves, this person becomes first supervisor with all rights and duties, provided that he/she has a post-doctoral qualification as a university lecturer (Habilitation).

Assumes direct supervision.

and (if applicable)

Last name

First name

Acad. degree

(Hereinafter referred to as the **third supervisor**), **mandatory for PhD and MD/PhD candidates**

Email: _____ office phone: _____

Institution/department:

(Mobile) phone (optional):

on the following general conditions for the preparation of a doctoral thesis at the institute/department/clinic

(Lead Institute)

A. The work

- Topic/title of work (**max. 160 characters**) /research questions/main hypotheses of the doctoral thesis:

Topic/title of work:

Research questions/main hypotheses:

- If **animal experiments** will be conducted, an approval from the respective authority is required. This:
 - has been obtained
 - will be requested by the first supervisor
 - is not applicable
- If studies are carried out on humans, with human material or with personal data (i.e. collection and/or evaluation of data, such as treatment data), the vote of the responsible medical ethics committee must be obtained before the study begins. This also includes retrospective evaluations. The general conditions for proper study conduct must be ensured. A (subsequent) consultation by the ethics committee after completion of the work is not possible. In the state of Berlin, there are currently three medical ethics committees: the ethics committee of the Charité, the ethics committee of the Berlin Medical Association, and the ethics committee of the state of Berlin. These commissions have different responsibilities. Please refer to the website of the Charité Ethics Committee for information on the responsibilities of the Charité Ethics Committee: <https://ethikkommission.charite.de/>. The person doing the doctorate should make sure that an appropriate vote is available. We would like to point out that the vote of an ethics committee must also be obtained in advance if this is made a prerequisite by a publisher for the acceptance of a manuscript.
 - has been obtained
 - will be requested by the first supervisor
 - is not applicable
- *if „not applicable“ please give reasons !:

- Is the collection and/or analysis of data required for your doctoral project?
 - yes
 - no

Note: In the case of a quantitative evaluation, if you are doing your doctorate by means of a monograph, you must present a certificate from a statistician accredited by the Doctoral Commission that states the statistical analysis of the thesis sufficient in type and scope when applying for the initiation of the doctoral examination procedure. In the case of a qualitative thesis, the Doctoral Commission strongly recommends seeking the advice of a researcher experienced in qualitative research methods to ensure that the qualitative methodology is sufficient in nature and scope. The Doctoral Commission reserves the right to check the correct application of qualitative methods separately. Further information on this can be found on the website of the Charité Office for Doctoral Studies.

- The following steps/investigations are required to address the research questions of the doctorate:

- The time for the entire doctoral project (assuming _____ hours of work per _____ to achieve the required results is currently estimated to be _____ month. The following regular working hours are likely to be required at the lead institute:
- A free semester or a period of _____ month exclusively for research purposes is probably required or planned.
yes
no
- A timely execution of the research project could - in a way that cannot be assessed with certainty at present – potentially be hindered by the following factors:

It is assumed that the work can be completed within three years.
If this deadline cannot be met, the reasons for the delay should be discussed and documented.

B. The first supervisor

- i. He/she is at least a private lecturer or, designated through a selection process, an independent junior research group leader with a doctorate (e.g. Emmy Noether-Programm of the German Research Foundation, DFG).
- ii. He/she shall ensure that the doctoral candidate receives on-the-job training and that the doctorate can be completed in a timely manner.
- iii. He/she shall ensure that the means to execute the work are secured (resources, funding, statistical advice).
- iv. He/she shall ensure that the necessary formal approvals have already been obtained or have been applied for.
- v. He/she shall ensure that the doctoral candidate receives appropriate statistical support.
- vi. He/she is obliged to comply with the statutes of the Charité – Universitätsmedizin Berlin on Safeguarding Good Scientific Practice and the general data protection regulations.
- vii. Together with the other supervisors, he/she shall arrange the work in such a way that results suitable for publication can be achieved. In the case of a publication, the guidelines of the ICMJE (International Committee of Medical Journal Editors; www.icmje.org) on the authorship of the doctoral candidate must be applied.
- viii. This does not apply if the dissertation contains content that is worthy of temporary protection; the dissertation must then be submitted as a content-protected monograph after approval by the Doctoral Commission. Publication shall then take place at the earliest after all possible protective rights, etc. have been successfully obtained or after the expiration of a time period determined by the Doctoral Commission.
- ix. The following scientific methods required to address the research questions have **already been tested and established**:

- x. The following scientific methods required to address the research questions have **yet to be established**:

- xi. He/she is obliged to ensure continued supervision if he/she leaves the Charité. This can be done personally or by transferring it to the second or third supervisor or another suitable person. The Office for Doctoral Studies must be informed of this in writing.

- xii. He/she is obliged to ensure access to the primary data of the doctorate for 10 years or to ensure access via others if he/she leaves the Charité. This is usually accomplished by submitting a digital copy of the primary data when the doctoral examination procedure is initiated in accordance with § 8, par. 1 i of the Doctoral Regulations. All other forms require the approval of the Doctoral Commission. In this regard, please note that the Charité – Universitätsmedizin Berlin carries out random checks. In the case of a content-protected monograph, the storage of the primary data must also be ensured for 10 years. This is to be specified in the agreements between the research partners.
- xiii. He/she is obliged to propose only independent and neutral reviewers for the review process within the framework of the doctoral procedure and to refrain from any communication that could compromise the independence or neutrality of the reviewers.

C. The doctoral candidate

- i. He/she is obliged to comply with the statutes of the Charité – Universitätsmedizin Berlin on Safeguarding Good Scientific Practice, the guidelines of the Office for Good Scientific Practice on avoiding auto-/self-plagiarism as well as the general data protection regulations. In case of a publication, the guidelines of the ICMJE (International Committee of Medical Journal Editors; www.icmje.org) on authorship of the doctoral candidate should be applied.
- ii. He/she is aware that the use of a commercial dissertation assistant or “ghost-writer” according to the Doctoral Regulations (§ 7, par. 8) precludes the recognition of sufficient independence of the dissertation and, should the use of such an advisor or ghost-writer become evident, may in principle lead to the withdrawal of the doctoral degree.
- iii. He/she is obliged to actively participate in courses, continuing education, and events of the doctoral studies environment or, if applicable, of his/her doctoral study programme and to provide certificates proving such participation.
- iv. He/ she is aware that the study reports and all research results remain the property of the clinic/institute. In the case of a content-protected monograph, the ownership rights to the study reports and all research results must be determined and laid out in written agreements. These must be submitted to the Doctoral Commission along with the application for a content-protected monograph in compliance with confidentiality.
- v. He/she is obliged to work on the doctoral project in a timely manner within the given time frame and not to hand over the data obtained to third parties or to publish them on his/her own authority bypassing the supervisors.
- vi. He/she is obliged to report on the progress of the work at regular intervals, also in the form of internal and external presentations - especially in the context of doctoral study programmes.
- vii. In the case of a publication dissertation, he/she is obliged to work purposefully towards the publications required by the Doctoral Regulations and, should obstacles arise that prevent a publication doctorate, to inform the supervisors in good time and, in the case of a PhD or MD/PhD, to submit an application for the submission of a monograph.
- viii. In the case of a content-protected monograph, he/she is obliged to comply with the written agreements of the research partners.
- ix. He/she is obliged to keep the supervisors and the Office for Doctoral Studies informed about his/her current postal address and how he/she can be contacted (email, telephone).
- x. If he/she wishes to suspend his/her doctorate for longer than 1 year, he/ she shall inform the supervisors immediately, make the data obtained so far available to the supervisors and agree on the further procedure with them in writing (only applicable outside the doctoral study programmes).
- xi. He/she is obliged to ensure access to the primary data used for the doctorate project for 10 years or, in case of leaving the Charité, to ensure access via others. This is usually accomplished by submitting a digital copy of the primary data when the doctoral examination procedure is initiated in accordance with § 8, par. 1 i) of the Doctoral Regulations. In this regard, please note that the Charité – Universitätsmedizin Berlin carries out random checks. In the case of a content-protected monograph, the storage of the primary data must also be ensured for 10 years. This must be specified in the agreement between the research partners.

D. The collaboration

- i. The first supervisor shall ensure that the doctoral candidate is comprehensively familiarised with the topic and with all methods and research techniques required to work on the topic. Moreover, the first supervisor shall ensure that the doctoral candidate receives sufficient guidance in establishing new methods.
- ii. The doctoral candidate and the supervisor meet at the following regular intervals to discuss the status of the doctorate and any problems:

First supervision	Second supervision	Third supervision (if applicable)
once a week once a month twice a month	once a week once a month twice a month	once a week once a month twice a month
(another interval, „if necessary“ will not be accepted)	(another interval, „if necessary“ will not be accepted)	(another interval, „if necessary“ will not be accepted)

- iii. In the case of a doctorate within a doctoral study programme, at least one monthly meeting should take place with the first supervisor, unless otherwise specified in the respective regulations and this Doctoral Agreement. At least once per year, the doctoral candidate should meet with their Thesis Committee, in which all supervisors are present.
- iv. The doctoral candidate and the supervisors are obliged not to manipulate the data obtained under any circumstances and to interpret them only after suitable bio-statistical verification.
- v. If it becomes apparent during the doctorate that the research questions cannot be addressed in the originally planned fashion for reasons beyond the doctoral candidate’s control, the first supervisor shall inform the doctoral candidate immediately and, if possible, offer him/her an alternative so that no excessive loss of time occurs
- vi. The statute of the Medical Faculty of the Charité – Universitätsmedizin Berlin on Safeguarding Good Scientific Practice shall apply as the basis for compliance with the rules of good scientific practice. This includes that the doctoral candidate consults with his/her supervisors or other designated confidants at the Charité – Universitätsmedizin Berlin in cases of doubt.

E. Accompanying training programme

- i. The doctoral candidate is obliged to participate in the courses of the doctoral studies environment for the purpose of acquiring the required 5 ECTS CP for the Standard Track and 30 ECTS CP for the Advanced Track if he/she is not already participating in a structured doctoral study programme.
- ii. The doctoral candidate shall coordinate the selection of suitable courses with the supervisors and records the result in a course plan. During the course of the doctorate, the doctoral candidate is expected to make his/her own scientific contributions. The office for the "Coordination of the Doctoral Studies Environment" decides on the recognition. The doctoral candidate may complete part of the training programme abroad. The supervisors are obliged to support these training activities of the doctoral candidate. Further details can be found in the "Implementation Regulations for the Doctoral Regulation of 01.11.2017" under "VII Doctoral Environment" and the following paragraphs.

F. Publication of results

In the case of publications relating to the doctoral thesis, the supervisors are obliged to list the doctoral candidate as an author. The Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication apply to the naming and order of authors (see: http://www.icmje.org/urm_full.pdf) .

G. Measures in case of conflict

- i. If conflicts arise between the doctoral candidate and the supervisors concerning the doctorate that cannot be directly resolved between the parties involved, the situation can be presented to a designated confidant for doctoral matters who has been appointed by the Faculty Council for this purpose.
- ii. According to the statutes of the Charité – Universitätsmedizin Berlin for Safeguarding Good Scientific Practice, the doctoral candidate and the supervisors have the right to independently call in the ombudspersons of the Charité – Universitätsmedizin Berlin. The same applies to the ombudspersons of the respective doctoral study programme and the confidant for doctoral affairs.

H. Discontinuation of the doctorate

- i. If the doctoral candidate no longer wishes to continue with his/her doctorate, he/she shall inform his/her supervisors immediately and turn over to them any research data obtained so far. After consultation with the doctoral candidate, they may use these data at their discretion, but they are obligated to acknowledge the contribution of the doctoral candidate in the publication in the form of an acknowledgement or co-authorship, depending on the extent of the work completed so far. A violation of this constitutes a breach of the rules of good scientific practice and can be sanctioned in accordance with the Charité Statutes on Safeguarding Good Scientific Practice.
- ii. In the event of discontinuation of the doctorate, the Office for Doctoral Studies must be informed about this in writing by the first supervisor and the doctoral candidate, as well as the reasons for the discontinuation.
- iii. If the doctorate is discontinued within the framework of a doctoral study programme, the written justification of the doctoral candidate and the first supervisor must also be submitted to the office of the doctoral study programme.
- iv. If a supervisor no longer wishes to supervise the doctoral project, he/she must inform the Doctoral Commission in writing of the reasons for this. In this letter, he/she must state whether it makes sense to continue the project under a different supervisor and whether data already obtained are available for this purpose. In the case of a content-protected monograph, this statement must conform to the agreements between the research partners. This does not release the supervisor from the obligation of confidentiality.

I. Conditional initiation of the doctoral examination procedure

- i. All parties are aware that the doctoral examination procedure can be initiated on a conditional basis by students of human medicine and dentistry at the Charité who have successfully completed at least the first part of the medical or dentistry examination, or an equivalent examination, or have achieved an equivalent level of training within the framework of a model study course (Charité Modelstudiengang). However, the indispensable prerequisite for the completion of the doctoral procedure with the award of the doctorate remains the successful completion of all examinations/state examinations required for the award of a licence to practise medicine (§ 8, par. 3). All parties are furthermore aware that the award of the doctoral degree certificate for students of medicine or dentistry will only take place after presentation of the certificate of successful completion of the medical or dental examination (§ 13, par. 5).
- ii. All parties are aware that the indispensable prerequisite for the completion of the doctoral procedure with the award of the degree of MD/PhD is the successful completion of a degree in human medicine or dentistry (§ 1, par. 3). All parties are further aware that the award of the doctoral certificate can only take place after the presentation of a certificate of successful completion of a course of studies in human medicine or dentistry (§ 13, par. 6).

J. Concluding remarks

- i. All parties agree that no legal claim to a successful doctorate or a job can be derived from this Doctoral Agreement.
- ii. If there are any changes in the Doctoral Agreement regarding the supervisors, the doctoral candidate and the supervisors shall record them in writing and submit them to the Office for Doctoral Studies.
- iii. The doctoral candidate ensures that all signing parties each receive a copy of this Doctoral Agreement.
- iv. The original of this Doctoral Agreement shall be deposited in the Office for Doctoral Studies as part of the doctoral registration process.
- v. If applicable, a copy of this Doctoral Agreement shall be deposited at the office of the doctoral study programme.
- vi. Severability clause: Should individual provisions of this Doctoral Agreement be invalid or unenforceable, or become invalid or unenforceable after conclusion of the Doctoral Agreement, the validity of the rest of the Doctoral Agreement shall remain unaffected. The invalid or unenforceable provision shall be replaced by a valid and enforceable provision whose effects come closest to the objective pursued by the parties to the Doctoral Agreement with the invalid or unenforceable provision. The above provisions shall apply mutatis mutandis in the event that the Agreement proves to be incomplete.

In addition, the following points are agreed upon:

Original signatures

Place, date

Doctoral candidate

Stamp of the first supervisor's institution

First supervisor

Second supervisor

Third supervisor (if applicable)

Enrolment obligation

I am aware that I am obliged to enrol as a doctoral student at the Charité – Universitätsmedizin Berlin after registration of my doctoral project until completion of my doctorate, if I am not already an employee of the Charité or enrolled for dental/human medicine at the Charité.

Visitor address:

Referat Studienangelegenheiten, Hannoversche Straße 19; (3rd Floor), 10115 Berlin

Further details

Information required according to HStatG (**Hochschulstatistikgesetz – higher education statistics act**)

Details of the doctoral subject (see key list 0.1)

Initial enrolment as a student

Which university (use key list 3):

or

University abroad (use key list 6.1):

Initial enrolment for

Summer semester [1]

Winter semester [2]

Initial enrolment in the year

Degree entitling the holder to pursue a doctorate

Employment at the Charité:

yes [1]

no [0]

Are you currently enrolled as a student of medicine or dentistry at the Charité ?

yes [0]

no [1]

If answered with "no":

University location (use key list 2.2):

or

University abroad (use key list 6.1):

Type of examination (use key list 5):

First subject completed (use key list 4.3)

Graduation (month/year)

/

Grade (use key list 11)

Initial university entrance qualification obtained (HZB) (e.g., school leaving examination such as Abitur)

Graduation year:

Type (use key list 8):

or

Federal state (use key list 1.1):

HZB abroad:

yes [99]

District (use key list 1.2.2):

or

HZB obtained abroad (use key list 6.1):

Gender and Title

Male (Mr.)

Female (Ms.)

Diverse

If you have ticked "diverse", please indicate how you would like to be addressed:

Nationality (dual nationalities must be indicated)

1. _____ and, if applicable 2. _____

Type of doctoral thesis

Please indicate whether you are conducting your doctoral project in cooperation with other universities or research institutions in Germany or abroad. Note: A cooperation only exists if there is a contract or formal agreement.

Doctorate at the Charité including possible collaborations with universities in Germany

Doctorate in cooperation with universities abroad

Doctorate in cooperation with universities of applied science (Note: Regardless of the information you have provided on page 1, please only tick this box if there is a contract or an agreement with this university of applied science for your doctoral project.)

Doctorate in cooperation with research institutions

Doctorate in cooperation with business or other institutions

Type of registration

First registration

New registration (only tick, if you have already registered a doctoral project at the Charité or another university in the past – irrespective of whether you discontinued or successfully completed it.)

Consent to use the doctoral candidate's data

I, the doctoral candidate, hereby declare my consent to the collection, storage and utilization of the statistical, technical and personal data required for my doctoral procedure.

Place, Date

Original signature of the doctoral candidate

The following must be enclosed:

For registering for the degree of **Dr. med.** or **Dr. med. dent.**:

- Certificate of the completed examination in medical or dental studies

or

- Certificate of matriculation in the course of study in medicine or dentistry at the Charité

For registering for the degree of **Dr. rer. medic.**:

- Certificate of a completed Master's degree (or equivalent) in a non-medical subject area relevant to the topic of the doctorate and a certificate of the Bachelor's degree or equivalent undergraduate degree

or

- Certificate of a completed Bachelor's degree in a subject relevant to the topic of the doctorate (according to § 6 par. 5 of the Doctoral Studies Regulation, an aptitude test is required)

For registration for the degrees of **PhD** and **MD/PhD**, which will be awarded within the framework of a **doctoral study programme**:

- Admission to the relevant doctoral study programme
- Certificate of the completed examination in medical or dental studies

or

- Certificate of a completed Master's degree (or equivalent) and certificate of the Bachelor's or equivalent undergraduate degree

or

- Certificate of studies completed with a Bachelor's degree in a subject relevant to the topic of the doctorate (according to § 6, par. 5 of the Doctoral Studies Regulation, an aptitude test is required; for more details, please refer to the implementation regulations under "III. aptitude test")

For registration for the **PhD** and **MD/PhD** degree, which is **not** awarded as part of a doctoral study programme:

- Exposé with course plan, (including a timetable), project plan, statement on the funding of the doctoral project (the exposé must be signed by the doctoral candidate and the supervisors)
- Certificate of the completed examination in medical or dental studies

or

- Certificate of a completed Master's degree (or equivalent) in a subject relevant to the topic of the doctorate and a certificate of the Bachelor's or equivalent undergraduate degree

or

- Certificate a completed Bachelor's degree in a subject relevant to the topic of the doctorate (according to § 6, par. 5 of the Doctoral Studies Regulation, an aptitude test is required)

In the event that registration for the degree of PhD or MD/PhD, which will not be awarded as part of a doctoral study programme, is to be made **before completion of the degree** in medicine or dentistry, but after completion of the 6th semester, the following documents should be enclosed:

- Certificate of enrolment in medical or dental studies at the Charité
- Letter of recommendation from a university lecturer
- Detailed statement explaining why the doctoral project is to be started during the course of study
- Explanation as to how the university studies are to be reconciled with the doctorate
- Exposé with a course plan (including a timetable, project plan, statement on the funding of the doctoral project (the exposé must be signed by the doctoral candidate and the supervisors).

Certificates obtained abroad must first be assessed for equivalency to a German university degree by the *Zentralstelle für ausländisches Bildungswesen* (central office for foreign education) in Bonn. The certificate of equivalence must be enclosed. You can find more information on this webpage: https://promotion.charite.de/en/supervision/recognition_of_international_degrees/

Declaration of data protection and confidentiality

With the acceptance of the doctoral topic at Charité - Universitätsmedizin Berlin, special obligations must be complied with if patient data are collected and/or evaluated. This includes in particular the observance of medical confidentiality and the confidentiality of all patient-related documents.

- If the doctorate requires access to patient records/data, a written permission must be obtained from the medical director of the institution.
- Any records from the patient files must be strictly anonymised.
- Under no circumstances may medical records be moved outside the institution, or printouts, photocopies, photos or transcripts be made or stored on cloud hosting servers.
- Patient data must not be stored on data media.
- Access to patient data via VDI is not permitted when using a VPN connection.
- Compliance with the Charité's procedural instructions on information security and data protection is mandatory.

Today, I have been comprehensively instructed by my supervisor that I am subject to the duty of confidentiality pursuant to § 203, of the *Strafgesetzbuch* (StGB – German Criminal Code).

§ 203 of StGB has the following wording and content:

(1) Any person who without authorisation discloses a secret belonging to another person, namely a secret belonging to the personal sphere of life or a trade or business secret, which he or she as a

1. physician, dentist, veterinarian, pharmacist or member of another medical profession which requires state-regulated education for in the exercise of the profession or the use of the professional title,
2. professional psychologist with a state recognised scientific final examination,
3. a lawyer, patent lawyer, notary public, defence lawyer in legal proceedings, certified public accountant, sworn auditor, tax adviser, tax agent or organ or member of an organ of a firm of lawyers, patent lawyers, auditors, accountants or tax advisers,
4. marriage, family, educational or youth counsellor as well as counsellor for addiction issues in a counselling agency recognised by a public authority or public cooperation, institution or foundation,
- 4a. member or authorised representative of a recognised counselling centre in accordance with §§ 3 and 8 of the Pregnancy Conflict Act;
5. a state-recognised social worker or state-recognised social education worker; or
6. member of a private health, accident or life insurance company or a private medical, tax consultancy or lawyer's clearing office, or has otherwise become known, shall be punished with imprisonment for up to a year or with a fine.

(2) It shall be also a punishable offence for any unauthorised person to disclose a secret belonging to another person, namely a secret belonging to the personal sphere of life or a trade or business secret, which is known to him or her as a

1. public official;
2. person with special obligations for the public service;
3. person performing duties or exercising powers under staff representation law;
4. member of a committee of enquiry, other committee or council acting for the Federation or a federal State who is not himself of herself a member of the legislative body, or as an assistant to such a committee or council;
5. a publicly appointed expert who has been formally obliged by law to perform his or her duties conscientiously, or
6. a person who has been formally obliged by law to conscientiously fulfil his or her duty of secrecy in the performance of scientific research projects, has been entrusted with such information or has been otherwise become aware of it. Individual information on the personal or factual circumstances of another person that has been collected for public administration purposes shall be deemed equivalent to a secret within the meaning of sentence 1; sentence 1 shall not apply, however, if such individual information is disclosed to other authorities or other bodies for public administration purposes and the law does not prohibit this.

(2a) Subsections (1) and (2) shall apply *mutatis mutandis* if a data protection officer without authorisation discloses a third party secret within the meaning of these provisions, which has been entrusted to a person named in subsections (1) or (2) in his or her professional capacity or which has otherwise become known to him or her and of which he or she has become aware in the performance of his or her duties as data protection officer.

(3) Other members of a Bar association shall be deemed to be equivalent to a lawyer referred to in subsection (1) No 3. The assistants who work for them on a professional basis and the persons who work for them in preparation for the profession shall be deemed to be equivalent to the persons mentioned in paragraph 1 and sentence 1. After the death of the person obliged to keep the secret, the persons who have obtained the secret from the deceased or from his estate shall also be deemed to be equal to the persons mentioned in paragraph 1 and sentences 1 and 2.

(4) Subsections (1) to (3) shall also apply if the perpetrator discloses the third party secret without authorisation after the death of the person concerned.

(5) If the perpetrator acts for remuneration or with the intent of enriching himself or another or of harming another, the penalty is imprisonment for up to two years or a fine. The text of the law has been made known and explained to me.

I am obliged to maintain confidentiality about all procedures. This obligation applies both to members of the Charité and to all persons who are not employed by the Charité – Universitätsmedizin Berlin, including the relatives of patients and my family members. I am aware that the duty of confidentiality continues without restriction or for an unlimited period of time even after the completion of my doctorate. I have been informed that a breach of the duty of confidentiality may be grounds for termination of the doctoral procedure and grounds for criminal proceedings. I undertake to conduct myself in accordance with the instruction. I expressly declare that I have understood the instruction given and have no further questions.

Place, date

Original signature of the doctoral candidate

Declaration on cited works

I am aware that I must have written the entire text of my dissertation myself. Exceptions are texts taken from other publications, which I must clearly mark and whose origin I must prove by citing.

Notes on the correct referencing of literature sources/citations

The reference or citation, which refers to the bibliography in the text, e.g. by brackets with a number or with the first author and year [example (29) or (Mueller 2015)], must make it possible to find and read the original text used. All literature sources must be cited that were used to write the own text or that were used to support the own argumentation. All verbatim quotations should always be explicitly indicated by quotation marks. For further emphasis, use:

1. italics
2. indentation of the corresponding text
3. introductory phrases such as: „ Mueller et al state“, followed by the quoted text and concluded with a reference to the bibliography, e.g., (Mueller et al. 2015) or (29).

If the meaning and content of the text is reproduced unchanged in the author's own words (paraphrasing), indirect speech is used. The text is integrated into the running text and no emphasis is required. Here, too, it is advisable to use an introductory phrase such as “As Mueller et al. found“, followed by the paraphrased text and concluded with a reference to the bibliography, e.g. (Mueller et al. 2015) or (29).

Notes on reference to manuals used online:

- The internet addresses (of the manufacturer) have to be provided on which the manuals were stored at the time of project processing.
 - The last access is noted in the reference with date and time.
- Example: http://www.medtronicretiree.com/wcm/groups/mdtcom_sg/@emanuals/@era/@crdm/documents/documents/wcm_prod081165.pdf, (last access 29.09.2016, 12:09)

I have taken note of the requirements for correct citation.

Place, date

Original signature of the doctoral candidate

Certificates checked for validity for doctorate and completeness of agreement:
Stamp of the Doctoral Office

Signature of the administrator of the Doctoral Office

This Doctoral Agreement contains parts of a template for which Dr. Felicitas Witte (Via medic), Prof. Ursus-N. Riede (Universität Freiburg), Prof. Martin Werner (Universität Freiburg) are responsible.