

Welcome to the PhD, MD/PhD, DMD/PhD programme at UMG!

Now that you have been admitted to the doctorate, I would like to give you some organisational tips so that you do not forget anything important:

Within 2 months after admission...

- ☐ ... you enrol as a **doctoral student** at the University of Greifswald (Students' Registration Office, Rubenowstr 2). → Information on required documents can be found on our website.
- ☐ ... arrange the first meeting with your **thesis committee** (all members should be present at thesis committee meetings). Your supervisor's office can help you with suggesting possible dates for the meeting!

At the first meeting, you present your research proposal, timeline and publication plan as well as the preliminary curriculum. If the doctoral board has given any comments or suggestions for changes to your research plan or curriculum, you discuss these with your thesis committee members.

To prepare and record the meeting, please use the template for the **Progress Report** (see website) and send a scan or copy of the minutes to the Dean's Office afterwards (see contact details below).

- ☐ ... you sign a **Supervision Agreement** with the members of your thesis committee (see website for template). Here you jointly determine the frequency of your regular meetings (1-3 times per year, at least once). → Please send a scan or copy of the supervision agreement to the Dean's Office.

During the Qualification Phase...

- ☐ ... you carry out your **research** and write the **publications** for your thesis.
- ☐ ... you attend the **courses and conferences** for the accompanying curriculum. If you make any changes to your curriculum after admission to the doctorate, please confirm new courses with your thesis committee before attending. Submit certificates of participation to the Dean's Office with each progress report. For posters and presentations at congresses, please use UMG's corporate design templates.
- ☐ ... you organise **regular meetings with your thesis committee** and submit the completed progress report as a scan or copy to the Dean's Office after each meeting (at least once per year).
- ☐ ... you keep your data up to date in the doctoral module of the **Research Information System (FIS)**.
- ☐ ... you will receive **the PhD Newsletter** by e-mail once in a while with information on upcoming courses, events, funding opportunities or any news from the doctoral programme.

If you have any questions, comments or suggestions, please feel free to contact me at any time by phone or e-mail, or to arrange a personal appointment!



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