



HBIGS Credit Point System

According to the rules stipulated by the Faculty of Biosciences of Heidelberg University, PhD students are required to attend a number of scientific and non-scientific training activities during the course of their PhD within a structured PhD program. The minimum requirement of a PhD student's total workload in the accompanying training program during the PhD term is **15 Credit Points (CP)**, according to the European Credit Transfer System (ECTS).

Credit points can e.g. be collected in teaching modules, either offered by HBIGS or other institutions, such as Collaborative Research Centers (CRC), Research Training Groups (RTG), the Graduate Academy or Core Facilities of Heidelberg University.

Modules may include:

- Method courses
- Soft skill trainings
- Workshops
- Scientific Meetings with personal contribution (talk or poster)
- Summer schools with personal contribution (talk or poster)
- Student-led initiatives e.g. Retreats with personal contribution (talk or poster)

Examples:

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| ▪ 2 days Method Course (one day of work is considered equivalent to 0.5 CP) | 1.0 CP |
| ▪ 1 day Soft Skill Training at Graduate Academy | 0.5 CP |
| ▪ 10 half days course on Animal Handling | 2.5 CP |
| ▪ Lecture Series over 3 years (e.g. SFB lecture; attendance list) | 1.5 CP |
| ▪ Summer school with poster or oral presentation (Co- authorship poster 0.5 CP) | 1.0 CP |
| ▪ Scientific meeting with poster or oral presentation (Co- authorship poster 0.5 CP) | 1.0 CP |
| ▪ Invited oral presentation | 1.0 CP |



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- First authorship (peer-reviewed publication) 2.0 CP
- Co-authorship (peer-reviewed publication) 1.0 CP
- Patent authorship 2.0 CP
- Organizer of a scientific meeting, retreat or workshop (max. 1.0 CP per PhD term) 1.0 CP
- Awards: poster prize or best oral presentation 0.5 CP
- Organizer/teacher of a Core Course teaching module (max. 1.0 CP per PhD term) 1.0 CP
- Supervision of a practical course for BSc or MSc students (no lab rotations, no seminars; course must be announced in the prospectus; max. 1.0 CP per PhD term) 1.0 CP
- Scientific lecture or seminar series that are part of institutional PhD programs (depending on the duration, frequency, and documented attendance; max. 1.5 CP per PhD term). max. 1.5 CP
- No credit points are awarded for regular lab meetings or seminars.

To notify us about activities you have taken outside HBIGS, fill in the “external course notification” form (download form at www.hbigs.uni-heidelberg.de/main_training.html or at the HBIGS Forum) and send the document in .pdf or .doc format to [r.lutz\[at\]hbigs.uni-heidelberg.de](mailto:r.lutz@hbigs.uni-heidelberg.de).

Appropriate proof must be provided for all activities (eg by invitation letter, attendance list, certificate).

Effective as of 6 Dec 2022