

## Credit Requirements and Guidelines for Credit Calculation

### GGNB Credit database

Make sure you have informed the GGNB Office of your student e-mail username!

To access the GGNB Credit database,

1) enter the generic GGNB username and password (check with GGNB Office!) to enter the page

<https://www.ggnb.gwdg.de/credits/>

2) then enter your username (same as for student e-mail – only the username, not the complete e-mail-address) and personal password for the credit database (not the matriculation number, and different from your password for Stud.IP/Stud-IT, unless you have already personalized it!).

If you don't have a personal password yet or have forgotten yours, please retrieve a new one on this page:

<https://ggnb.gwdg.de/password/>

1) Enter the generic GGNB username and password (check with GGNB Office!) to enter the page.

2) Then enter your student e-mail address.

3) The password will be sent to your e-mail account.

4) Then follow steps 1 and 2.

### I Credit requirements<sup>1</sup>:

- minimum requirements: **20 C** to be completed
  - Special lectures and colloquia and active participation in seminars: min. 5 C
  - Participation in methods courses: min. 2 C
  - Active participation in teaching:
    - General rule: you can receive credits for structured teaching in the university context. If the course attendants receive credits, usually the instructors can, too.
    - Students affiliated to the faculty of Biology: min. 4 C
    - Students affiliated to the faculties of Chemistry or Physics: min. 8 C. **Important:**
      - min. 6 C have to be gathered by teaching tutorials, seminars or practicals. The number of credits is fixed in advance by the faculties. A maximum of 2 C will be counted for the supervision of lab rotations, B.Sc. or M.Sc. theses.
      - For students affiliated with faculty of Physics: at least one tutorial (*Übung*) in the BSc or MSc program "Physics" has to be taught!
        - PLEASE NOTE: In case of interdisciplinary projects teaching may partly be done in a different faculty upon request. Please contact the IMPRS PBCS Office for details and for information which courses you can teach in case you are not working directly in the faculties!
  - Active participation in scientific meetings: min. 2 C
  - Participation in professional skills courses: min. 1 C
  - **Mandatory** for all GGNB doctoral students: **Seminar on Good Scientific Practice**
    - Should be attended in first year > register asap for courses since delays might occur due to high demand!

### II General guidelines for credit calculation

- general guideline: 30 hrs total workload = 1 C
- credits will be rounded (e.g. 0.2 C > 0 C, 0.3 C -> 0.5 C; 0.7 C -> 0.5 C; 0.8 -> 1 C)
- one full day counts as max. 8 hours, not more

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<sup>1</sup> According to the RerNat degree regulations, Appendix 11C.

### Participation in Special Lectures and Colloquia and Active Participation in Seminars (minimum: 5 C)

- attendance plus own contribution are counted
- students have to present their project at least once per year in a seminar
- for one SWS/contact hour per week of attendance 0.5 C will be given
- for one or more presentation(s) or talk(s) per semester in a seminar or colloquium 1 C will be given
- examples:
  - Weekly department seminar with a duration of 2 hours -> 1 C per semester plus 1 C for own contribution
  - Weekly journal club: max. 1 C for attendance during 1 semester incl. own contribution(s)
    - No contribution = no credits!
  - Retreats, PhD Seminars: hours of attendance and own contribution count

### Participation in Methods Courses (minimum: 2 C)

- attendance plus preparation/follow-up are counted
- 1 day: 0.5 C, 2-3 days: 1 C, 4 days: 2 C, 5 days: 2.5 C; courses of more than 5 days: attendance plus 1.5 C for preparation and follow-up
- examples:
  - 2-day GGNB methods course (incl. methods lectures/seminars in theoretical sciences): 1 C
  - 10-day EMBO course: 4 C
- For doctoral students in theoretical fields (PTCN, PBCS) it is also possible to count the attendance in lectures (e.g., Biophysics lecture, lectures at the faculty of Physics) as methods courses.

### Active Participation in Teaching (minimum: 4 C resp. 8 C for students enrolled in the faculties of Physics and Chemistry)

Important: only structured teaching of BSc/MSc/PhD students in the university context will be counted. Training e.g. technicians or high school students does not count. If the course attendants receive credits, usually the instructors can, too.

#### Faculty of Biology:

- attendance (= teaching time) plus preparation/follow-up are counted as 1 C per SWS for the supervision of students in seminars or tutorials
- lump sum for lab rotations and practicals (duration 6-8 weeks): 2 C
- for other courses taught (e.g. GGNB methods course): attendance time is doubled. E.g. for a 2-day GGNB methods course:  $2 \times 8 \text{ hrs} = 16 \text{ hrs} \times 2 = 32 \text{ hrs} = 1.0 \text{ C}$ .

#### Faculties of Chemistry and Physics:

- In the faculties of Physics and Chemistry Credits for all lectures will be determined beforehand based upon the existing rule that 1C equals 30 hours workload (including preparation and follow up)
- If you are doing your PhD not directly in the faculties (Chemistry, Physics) : Make sure to contact the IMPRS PBCS Office at the start of your Ph.D. in order to get information on which courses you can teach!

#### All faculties

- Lump sum for supervision of lab rotation (minimum duration: 6 weeks): 2 C
- lump sum for supervision of B.Sc. thesis: 2 C
- lump sum for supervision of M.Sc. thesis: 3 C
- for doctoral students in the UMG: lump sum for supervision of M.D. thesis: 3 C

### Active Participation in Scientific Meetings (minimum: 2 C)

- attendance plus own contribution are counted
- attendance: 1-2 day(s): 0.5 C, 3-4 days: 1 C, 5-6 days: 1.5 C, 7 or more days: max. 2 C

- own contribution (poster or talk): 1 C
- example:
  - Horizons in Molecular Biology: 4 full days / 1 C + poster presentation / 1 C = total: 2 C
- Important: Retreats count towards the category “Special Lectures, Colloquia...”, NOT Scientific Meetings!

### **Participation in Professional Skills Courses (minimum: 1 C)**

- **Mandatory** for all GGNB doctoral students: **Seminar on Good Scientific Practice**
- attendance plus preparation/follow-up are counted
- 1 day: 0.5 C, 2 days: 1.0 C; 3 days: 1.5 C; 4 days: 2.0 C; 5 days: 2.5 C
- examples:
  - GGNB workshop “What to do with a PhD” (1 day): 0.5 C
  - GGNB workshop “Tailor-made Job applications” (2 days): 1.0 C
  - GGNB workshop “Effective scientific communication (3 days): 1.5 C
  - German language course (3 months duration, 2 hrs/week): 1 C
  - Industry excursions (1/2 – 2 days): 0.5 C
- GGNB and GAUSS offer many professional skills courses, but credits in this category may also be granted for other courses such as language classes (e.g. German, English, Spanish), economics, assessment center training, etc. Credits may also be granted for the co-organization of scientific meetings. In case of doubt please contact the GGNB Office.

### **III Progress Reports and Thesis Committee Meetings**

- No credits are given.