

Doctoral School in Systems and Molecular Biomedicine

# Practical Information

for prospective PhD candidates

# Contact persons

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**Administrative / Budget contacts:**

Doctoral School / Pelican Grant

Magali Guillaume

Life Sciences - Unité de Recherche

Caroline Herfroy and Stéphanie Lehuraux

Doctoral Candidates from LCSB\*

Laurance Juvan and Aurelia Giovannangeli

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\* not members of the Doctoral School in Systems and Molecular Biomedicine

# List of Principal Investigators (PIs)

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## **Doctoral School Members Council:**

Serge Haan  
Karsten Hiller  
Alexander Skupin  
Eric Van Dyck

## **DS Members:**

Rudi Balling  
Iris Behrmann  
Jean-Luc Bueb  
Bruno Domon  
Ronan MT Fleming  
Jorge Goncalves  
Claude Haan  
Paul Heuschling  
Stephanie Kreis  
Antonio del Sol Mesa  
Simone Niclou  
Thomas Sauter  
Jean-Claude Schmit  
Jochen Schneider  
Ines Thiele  
Eric Tschirhart  
Paul Wilmes  
Jacques Zimmer

## **glossary:**



: Action performed by the PhD candidate



: Action performed by the supervisor

# The Doctoral School

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## **Benefits of the membership in the Doctoral School**

- Open access to Bench fee calls
- Open access to the Pelican Grant call
- Financial contribution to CET meetings (<300€)
- Financial contribution to Thesis defences (<1500€)
- Financial contribution to Publications (<700€ / member) - 1X/PhD
- Diploma supplement - Certificate of Achievement

### **Final certificate (Certificate of Achievement)**

At the end of the doctoral studies a Final Certificate is issued, attesting that the candidate has fulfilled the requirements of, and successfully completed the Doctoral School. A list of attended courses and corresponding ECTS is also attached (min. 20 ECTS). This letter is signed by the Dean of the Faculty and the Head of the Doctoral School.

# Training modules and courses

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The doctoral candidates of the DS-BioMed are required to obtain 20 ECTS (1 ECTS = 25H of workload) of training modules. The training modules encompass research-related training (organized by the doctoral school = Doctoral School (DS) courses) as well as interdisciplinary and transferable skills training (=Transferable Skills (TS) courses).

## Course registrations



### DS courses

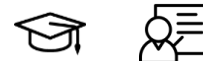
For each Doctoral School course registrations, an email from the secretariat will be sent out with the course details and a call for registration sometime before the starting of the course. Doctoral Candidates who wish to participate in the course should register by responding to this email. Records of these registrations will be kept at the secretariat for further reference and to be communicated to the course lecturer.

### TS courses

Registration to Transferable Skills interdisciplinary courses happens via Moodle (<http://moodle.flshase.uni.lu> / Doctoral Schools / Doctoral Education – Transferable Skills Courses).

Course registration for the “Good Scientific Practice” (Ethics) TS course held exclusively for the Doctoral Candidates in the Doctoral School of Systems and Molecular Biomedicine happens via email to the Secretary of the Doctoral School. For the same course with cross-faculty open access, please register via Moodle.

## Overview on the training modules



The contents to be learned shall be conveyed to the Doctoral Candidates through project-related as well as inter-disciplinary research-oriented courses, seminars and other activities. They are encouraged to learn teaching themselves (Category 3 of training program) through courses on didactic methods and by giving lectures at seminars. All courses and activities will be subject to a validation procedure (outlines on pages 9 and 10).

The courses fall into three categories:

Category 1: Training linked to research

Category 2: Common academic and scientific training

Category 3: Skills training and development

Doctoral Candidates are requested to participate in activities as outlined below. Some of these activities are obligatory while others are elective. These should correspond together to 20 ECTS (one ECTS corresponding to 25 hours of work). Each Doctoral Candidate should establish together with the thesis supervisor a Provisional Thesis Plan summarising the activities by which he/she will collect the obligatory 20 ECTS. Category 1 (see below) requires at least 12 ECTS. Categories 2 and 3 together require at least 8 ECTS.

Part-time Doctoral Candidates are not bound to the strict time schedule of these progress reports. Reasons for this deviation from the timetable are given when the Provisional Doctoral plan is submitted (e.g. clinicians).

### Activities for which **no ECTS** are attributed:

- It is highly recommended that each Doctoral Candidate should write at least one scientific article (or equivalent achievement, e.g. patent) over the course of their research time
- Presentation of the yearly progress report to the CET
- Project discussions and progress reports within the group
- Teaching activities

## 1. Thematic Training linked to Research (Category 1, 12 ECTS)

The Doctoral Candidate must follow the thematic training activities of the Doctoral School which comprise advanced courses, invited lectures, journal clubs and doctoral seminars. The main focus is on the development of academic, intellectual and technical skills in the areas of “systems and molecular biomedicine”.

### Obligatory activities:

- Attend seminars in Life Sciences: min 1 ECTS (25 seminars), max 2 ECTS (50 seminars). The seminar sheet (available for download on Moodle) has to be validated every year during the CET presentation with the signature of at least 2 CET members. Recognized seminars are seminars by external speakers at the different institutions (UL, LIH etc.) and larger institutional seminars involving local speakers
- Oral presentations at the journal clubs in Biosciences: Max. 2 ECTS (0.5 ECTS per group journal club, 0.5 ECTS for journal clubs at Pizza club, 1 ECTS for journal clubs at institutional level)
- At least 2 active contributions (oral presentation or poster) at the yearly UL PhD Days: Max 2 ECTS (1 ECTS per oral, 0.5 ECTS per poster)
- At least 1 active participation (oral or poster presentation) at an international meeting: 2 ECTS per oral, 1 ECTS per poster

### Elective thematic activities (planned together with the Supervisor):

- Attend Doctoral School courses (15h-35h each): 1-2 ECTS per course. No ECTS if the candidate is teaching in the course. Selection of the courses is done together with the Supervisor
- Additional courses from the Master program “Integrated Systems Biology” and its planned extension in “Molecular Medicine”, or from other curricula at UL, or partnering universities: ECTS points awarded are course dependent (max 2 ECTS in total)
- Summer-school-type courses and workshops organized by foreign universities or scientific societies (e.g. EMBO, FEBS, ESF), methodological rotations, training sessions in Life Sciences (e.g. short practical training periods in other UL, LIH or other external laboratories): transcriptomics, deep-sequencing; proteomics, live animal and cell imaging, flow cytometry, bioinformatics techniques, etc. (1 ECTS per oral, 0.5 ECTS for poster; max 4 ECTS)

- Online courses:

Requirements: A corresponding course is not available in Luxembourg (UL, LIH etc.) and currently, online courses can be taken to obtain a maximum of 2 ECTS.

#### Procedure:

##### a) Before the course:

- The PhD candidate sends an Email to the Doctoral School with the details of the course.
- The supervisor (thesis director) sends an Email to the DS confirming that she/he supports the initiative and that he/she thinks that the course is of high enough quality and suited for the candidate.
- The DS checks the information and confirms that the course can be taken.

##### b) After the course:

- The candidate sends all necessary documents to the DS (course program and duration, certification of successful completion, feedback form on online courses provided by the Doctoral School).
- The DS checks the documents and validates the course, deciding on the amount of ECTS that are granted.

## **2. Common academic and scientific modules (Category 2, 3-5 ECTS)**

### Obligatory activities:

- Attend one course on good scientific practice (such as the one organised at University level): ECTS course dependent

### Elective activities (planned together with the Supervisor):

- Additional complementary Doctoral School courses (15h-35h each): 1-2 ECTS per course
- Additional courses from other Master curricula at UL, or partnering universities: ECTS course dependent (max 2 ECTS)
- Summer-school-type courses and workshops organized by foreign universities or scientific societies (e.g. EMBO, FEBS, ESF), including interdisciplinary workshops (e.g. microscopy; systems theory; bioinformatics; physics; biophysics; biostatistics; statistics; information theory, e.g. organised by LCSB, other Units or LIH-S or LucilinX), experimental or theoretical methodological rotations in disciplines other than Life Sciences (e.g. short practical training periods in other UL RUs or external laboratories). (max 4 ECTS)
- Make a presentation at interdisciplinary expert workshops (1 ECTS; max 2 ECTS)
- Online courses: procedure explained in cat. 1 (Elective thematic activities)

## **3. Skills Training and Development (Category 3, 3-5 ECTS)**

These generic and transferable skills exceed the thematic topic of the doctorate and are applicable in a wider professional context.

### Elective activities planned together with the Supervisor):

- Organisation of the PhD Days: 2 ECTS per event (max 2 ECTS)
- Transferable skills courses (offered by the UL, FNR, LIH, ...), such as and following the rule 2-full-days: 1 ECTS, 1-full-week: 2 ECTS  
(Please refer to the TS course guide for details)
- Language courses (max 2 ECTS)

## **Teaching**

PhD students who have a work contract at the UL are supposed to contribute to teaching activities. These teaching activities are part of their tasks and they cannot collect ECTS credit points for these activities. PhD candidates from the LIH registered at the UL can also contribute to the teaching activities.

The ROI (Règlement d'Ordre Intérieur) foresees teaching activities between 1 and 4 teaching units per week. This corresponds to a minimum amount of 30 h/year. This also applies to candidates supported by AFR grants.

For the purpose of having an equal distribution of the teaching activities between the PhD candidates we need you to always communicate your current teaching activities (course & hours) to Jean-Luc Bueb ([jean-luc.bueb@uni.lu](mailto:jean-luc.bueb@uni.lu)). Please be sure to also indicate the exact amount of teaching hours considering that one teaching hour corresponds to 45 min.

## **ECTS Balance**

Each doctoral school candidate has an ECTS balance sheet where the number of ECTS per category and per reference is being kept recorded, and regularly updated upon ECTS validation requests.



ECTS Summary Table

			ECTS	ECTS Validation (see validation table)
<b>CATEGORY 1</b>  Thematic Training Activities	Min. 12 ECTS	<b>Obligatory</b> <ul style="list-style-type: none"> <li>- 25-50 seminars in Biosciences</li> <li>- Oral presentations at the journal clubs in Biosciences (at group or institutional level)</li> <li>- At least 2 active contributions at the PhD Days</li> <li>- At least 1 active participation at an international meeting</li> </ul>	25 sem.: 1 ECTS / 50 sem.: 2 ECTS Max. 2 (0.5 per group JC; 1 per institutional JC) Max. 2 (1 per talk; 0.5 per poster) 2 per talk; 1 per poster	E D  D D
		<b>Elective</b> <ul style="list-style-type: none"> <li>- Attend DS courses</li> <li>- Additional MISB/ UL/ partner university courses</li> <li>- Summer school-type courses, workshops, methodological rotations in Life Sciences (practical training periods in other labs) or training sessions</li> <li>- Online courses</li> </ul>	1-2 per course Max.2 Max. 4 (max. 2 per event)  Max. 2	 A A B or C  F
<b>CATEGORY 2</b>  Common Academic & Scientific Modules	3-5 ECTS	<b>Obligatory</b> <ul style="list-style-type: none"> <li>- good scientific practice course</li> </ul>	Min. 1	A
		<b>Elective</b> <ul style="list-style-type: none"> <li>- Additional DS courses</li> <li>- Additional Master/ UL/ partner university courses</li> <li>- Summer school-type courses, interdisciplinary workshops, experimental or theoretical methodological rotations other than in Life Sciences (practical training periods in other labs)</li> <li>- Presentation at an interdisciplinary expert workshop</li> <li>- Online courses</li> </ul>	1-2 per course Max. 2 Max. 4 (max. 2 per event)  1 Max. 2	 A A B or C  D F
<b>CATEGORY 3</b>  Skills Training & Development	3-5 ECTS	<b>Elective</b> <ul style="list-style-type: none"> <li>- Organization of the PhD Days</li> <li>- TS courses                          2 days                          1 week</li> <li>- Language courses</li> </ul>	Max. 2  1 2 Max. 2	 B  A or B A or B B

### Communication of course results and validation of ECTS

ECTS VALIDATION TABLE		
Document type	Code	Handed in by
<i>Exam result or ECTS letter + Participants list</i>	A	Teacher
<i>Certificate of successful completion+ Program*</i>	B	PhD candidate
<i>Certificate of attendance + Program + Report**</i>	C	PhD candidate
<i>Poster / Slides of talk + Program</i>	D	PhD candidate
<i>Seminar sheet (available for download on Moodle), validated every year during the yearly CET presentation with the signature of at least 2 CET members.</i>	E	PhD candidate
<i>Course program and duration, certification of successful completion, feedback form on online courses provided by the Doctoral School</i>	F	PhD candidate

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\* If no

*official program is available, the length of the course or activity needs to be confirmed by the person organising the activity*

*\*\* Report: 3 pages per ECTS (If the activity involves the presentation of a poster or an oral presentation, the length of the report may be reduced accordingly with a poster being awarded 0.5 ECTS and a talk 1 ECTS. For this, the poster or the slides of the talk have to be provided in addition)*

**For validating Language courses or Transferable Skills courses please be sure to send a certificate!**

#### Useful contacts:

Language courses at the UL: Emmanuelle Ambroisien ([emmanuelle.ambroisien@uni.lu](mailto:emmanuelle.ambroisien@uni.lu))

TS courses: Simone Witzmann ([simone.witzmann@uni.lu](mailto:simone.witzmann@uni.lu))

## Setup of the CET



The CET Committee has to be set up max. 2 months after the inscription (enrolment) of the doctoral candidate at the UL. It is the duty of the supervisor together with the candidate to start the setup procedure by clicking on the following, Qualtrics based link and filling out the online template: [https://luxembourg.eu.qualtrics.com/SE/?SID=SV\\_1Zy5I1hbJwKa1JH](https://luxembourg.eu.qualtrics.com/SE/?SID=SV_1Zy5I1hbJwKa1JH). This online form will be registered into a database, which allows it to be easily stored on Faculty level.

The form is in English and most of the fields are mandatory – in case it is not completely filled in, you will receive a warning. There is no automatic reply or email confirmation after the submission of the document (obtaining such is under process) but please note that once you send it, it is fully registered.

An extract of the CET setup online formulas is sent to the secretaries of the Doctoral Schools on a monthly basis, which allows them to do a follow up on these requests and start the preparation of an official CET Nomination Letter based on the information given online.

## Modification of CET composition



Since a CET committee member cannot always guarantee to be able to follow the Doctoral Candidate throughout her/his entire studies, it could happen that some of the committee members need to be replaced.

In this case, the thesis supervisor gets in contact with the Dean (or the secretary of the Dean) requesting the replacement of one of the committee members, thus, the Thesis Supervision Committee to be modified. Upon a favourable response, the Dean contacts the Secretary of the Doctoral School to prepare a modification to the original CET Nomination Letter.

## Organization of CET meetings



### Invitation to CET meetings

The Doctoral Candidates are planning and organizing their CET meetings!

Every CET meeting needs to be officially announced by the secretariat of the Doctoral School. In order to do so, it is mandatory that the doctoral candidates notify the Secretary of the Doctoral School via email at least 1 month in advance to the meeting, clearly stating the

- exact date
- time
- place<sup>1</sup> of the event, including
- which CET presentation is the one in question (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)
- what is the current working title of the thesis of the candidate, and provide

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<sup>1</sup> Initially, the secretary can be asked to book a room for the candidates' CET meeting.

- a short abstract (5-7 sentences) of the topic.

In possession of the information above, the Secretary of the Doctoral School sends out an invitation email every month (occasionally twice), announcing all upcoming CET presentations.

#### External CET members



The School foresees to finance the accommodation costs of external CET committee members up to an amount of 300€ per event, in total. Should a dinner with the CET members take place, a reimbursement of max. 75€ can be requested, given that the total amount does not exceed the 300€ flat rate.

For the travel arrangements of external CET members, please contact the Secretary of your Unit.

Requests should be submitted to the Secretary of the Doctoral School in advance. Post-reimbursements are also possible via a “Declaration of expenses” formula (for more information on how to declare expenses, please go to Formulas section at the end of this document).

If one of the CET members cannot be physically present, participation via Skype or similar platform is possible.

#### **CET Reports**



At the end of each CET presentation, a Dissertation Supervisory Committee (CET) Report – sent to the supervisor by the BED - needs to be filled out. The **original** of this record has to be sent back to the BED (Virginie Mucciante: [virginie.mucciante@uni.lu](mailto:virginie.mucciante@uni.lu) or Véronique Pelt: [veronique.pelt@uni.lu](mailto:veronique.pelt@uni.lu)) via internal mail together with sending a copy to the Secretariat of the Doctoral School.

#### **Last CET Report**



Should the CET Report be No.3 or No.4, the committee may request the authorization for the defence.

- In this case, only the last two pages of the document (pages 4 and 5: Proposition of nomination of the Dissertation Defence Committee) needs to be filled in.
- This document then has to be signed by the Dean and sent to the BED.
- The BED then starts to launch the preparation of the documents for the defence.
- The central administration (Academic Affairs) prepares and sends out the following letters:
  - the Authorization for the Ph.D. Thesis Defence, sent to the Ph.D. supervisor;
  - the invitation to the Ph.D. Thesis Defence, sent to the Ph.D. student;
  - the Nomination and Appointment letters of the Dissertation Defence Committee.

## CHRONOLOGY for the supervision of a doctoral candidate / CFD

<b>D</b>	<b>Enrolment of the doctoral candidate: Validation of the status</b>
<b>D + 2 months</b>	<p>Composition of CET = 3 members: DT, 1 member UL, 1 member UL or external. In case of <b>joint supervision</b>, by default the CET is composed of the 2 DT but a CET of 4 members can be formed: the 2 DT, 1 member UL, 1 member UL or external.</p> <p>Reminder: in the event of <b>joint supervision</b>, the relevant agreement must be signed at most one year after the student has enrolled.</p>
<b>D + 11 month</b>	<p>The dissertation supervisory committee meets at least once a year to assess the progress of the doctoral candidate's work. The latter is duly informed of this assessment. The one-page report of this meeting is sent to the Office of Doctoral Studies (known by the French acronym 'BED'). If the candidate is also employed by the UL, the working contract <b>can be extended</b> after 14 months, for another 22 months. The committee may, in the event of serious gaps, recommend to the rector to refuse to re-enrol the candidate.</p> <p><b>Report No. 1</b></p>
<b>D + 24 month</b>	<p>The dissertation supervisory committee meets at least once a year during this second year. The doctoral candidate is duly informed of this assessment. The one-page report of this assessment is forwarded to the Office of Doctoral Studies. The committee may, in the event of serious gaps, recommend to the rector to refuse to re-enrol the candidate.</p> <p><b>Report No. 2</b></p>
<b>D +30 months</b>	<p>The committee decides on the quality of the doctoral candidate's work and sends its opinion to the Office of Doctoral Studies requesting either:</p> <ul style="list-style-type: none"> <li>- an <b>authorisation for the defence</b> of the dissertation, if the student is deemed capable to finish the dissertation. In such a case, the Office of Doctoral Studies supervises the dissertation defence procedure as provided under Annex 9 of the Rules of Procedure; or</li> <li>- an <b>extension</b> of 6 months at most, with a <b>possible extension</b> of the working contract. The total duration of the dissertation is thus 42 months.</li> </ul> <p><b>Report No. 3</b></p>
<b>D +36 months</b>	<p>The committee decides on the quality of the doctoral candidate's work and sends its opinion to the Office of Doctoral Studies requesting either:</p> <ul style="list-style-type: none"> <li>- an <b>authorisation for the defence</b> of the dissertation, if the student is deemed capable to finish the dissertation. In such a case, the Office of Doctoral Studies supervises the dissertation defence procedure as provided under Annex 9 of the Rules of Procedure; or</li> <li>- an <b>extension</b> of 6 months at most, with a <b>possible extension</b> of the working contract. The total duration of the dissertation is thus 48 months.</li> </ul> <p><b>Report No. 4</b></p>
<b>D +42 months</b>	<p>The dissertation supervisory committee requests <b>authorisation for the defence</b> of the dissertation. In such a case, the Office of Doctoral Studies supervises the dissertation defence procedure as provided under Annex 9 of the Rules of Procedure.</p> <p><b>Report No. 5</b></p>
<b>D +48 months</b>	The defence must take place before the expiry of the 48 <sup>th</sup> month.



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## BED vs. Secretariat administrative tasks

<p style="text-align: center;"><b>BED</b></p> <p style="text-align: center;">(Bureau des études doctorales / Doctoral studies office)</p> <p style="text-align: center;"><i>Virginie Mucciante</i></p>	<p style="text-align: center;"><b>Secretariat of the doctoral school in Biomedicine</b></p> <p style="text-align: center;"><i>Magali Guillaume</i></p>
<ul style="list-style-type: none"> <li>- Treatment of student dossier (relative to status)</li> <li>- Contact with other UL Services (HR, Finance, ...)</li> <li>- Inscriptions, re-inscriptions to the UL</li> <li>- CET               <ul style="list-style-type: none"> <li>- Invitation of doctoral candidate to the Welcoming event at the UL</li> <li>- File on CET Reports (originals)</li> <li>- Notification about extension or defence authorization</li> </ul> </li> <li>- Thesis defence               <ul style="list-style-type: none"> <li>- Notification about thesis defence jury constitution</li> <li>- Attribution of thesis number</li> <li>- To send 3 paper, 1 e-copy (pdf) of thesis</li> <li>- File on Dissertation Defence Report and Summary of Dissertation Defence (originals)</li> <li>- Diploma</li> </ul> </li> <li>- Filing of AFR-related documents</li> </ul>	<ul style="list-style-type: none"> <li>- Application to the DS in Biomedicine</li> <li>- Letter of acceptance to the DS</li> <li>- DS course organization</li> <li>- ECTS validation</li> <li>- PhD Days</li> <li>- Grant calls (Pelican, Bench fee)</li> <li>- CET               <ul style="list-style-type: none"> <li>- Reminder about the setup of the CET Committee</li> <li>- Preparation of CET Nomination Letter</li> <li>- Invitation to CET presentations</li> <li>- File on CET Reports (copy)</li> <li>- Organization of external CET members' accommodation</li> </ul> </li> <li>- Thesis defence               <ul style="list-style-type: none"> <li>- Organization/financing of the event</li> <li>- File on Thesis (1 example)</li> <li>- File on Dissertation Defence Reports (copy)</li> <li>- Final Certificate of accomplishment</li> </ul> </li> </ul>

# Thesis

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## Guidelines for Life Sciences PhD Students for preparation of Thesis Manuscript



### General scope of the PhD manuscript

- The PhD thesis manuscript is the written presentation of the research results obtained during the PhD training (3 to maximum 4 years)
- The main findings and advances should be presented in a clear and concise manner, in the light of current knowledge in the field.
- Findings, implications and opportunities for future research should be critically discussed.

### Recommended Format of Thesis Manuscript

- Language: English
- Typography: 1.5 spaced lines, font: Arial 11
- Margins: 3 cm left, 2.5 cm right
- Illustrations, tables, figures should be presented in a well-readable size and have to be of high resolution and quality.
- Wherever possible, original contribution for illustration of the manuscript should be made by the author. Bibliographic sources should be cited whenever illustrations produced by others are used.

### Structural organisation of Thesis Manuscript

#### Format DIN A4

- **Cover page:** will be sent to you by the Office of Doctoral Studies (BED)!
- **Second page:** can be more freely designed, e.g. Faculty/IC, Research Unit logo, lab, Doctoral School membership, author name, title of thesis work, name of supervisor/co-supervisor, **thesis committee members** (see template below)
- **Affidavit** (see template below)
- Acknowledgements (optional)
- Dedications (optional)
- Table of contents
- List of illustrations, figures, tables (optional)
- List of abbreviations
- Summary (maximum 3000 characters, including spaces)
- Introduction
- Materials and Methods
- Results
- Discussion and perspectives
- References
- Appendices

## Main Text Body

The thesis can be written

- a) in the standard form (detailed chapter form)
- b) in the form of a cumulative thesis including your publications

### Introduction (max 40 pages)

For both forms a) and b):

Provide background information, keep the introduction as concise as possible, keep the focus on the research topic of the PhD training, and integrate knowledge rather than enumerating findings described in literature. Use illustrations if necessary.

### Scope and Aims of Thesis (max 2 pages)

For both forms a) and b):

Define questions to be addressed based on knowledge in the field and related literature, provide arguments for the scientific relevance of the addressed questions and for the originality, as well as the novelty of the proposed approaches and research.

### Material and Methods (around 2-40 pages; page number depends of the type of thesis and the addressed discipline, e.g. biology or mathematical modelling)

Form a):

Describe in a concise manner the material and major methods which were used during the PhD training. Highlight contributions to the development of new methods and procedures.

Form b):

Describe in a concise manner the material and major methods which were used during the PhD training and which are not described in your publications. Highlight contributions to the development of new methods and procedures.

It must be stated whether the methods described in the publications were used by the author of the thesis or by others.

### Results

Form a): (around 40 pages)

The results section should present data in a logical manner briefly introducing each new topic.

Form b):

Each publication should be introduced by a short summary of maximum one page. The results, figures or figure panels which were generated by the author of the thesis must be clearly highlighted (either in the summary or the publication itself). Significant contributions of others to such results or figures must be mentioned. Additional unpublished, but relevant data may be included at the end of each article or at the end of the results section (including a short description of how it relates to the results in the article). Main findings may also be presented under the form of chapters describing in detail research results, illustrated by figures, tables and schemes.

The minimum requirements for a cumulative results section are: 1 first author research paper (published or submitted), 1 more paper (under submission or already published with at least a co-authorship in the topic of the PhD thesis).



## **Discussion and Perspectives** (around 15 pages)

For both forms a) and b):

The discussion should provide evidence of independent critical thinking about the research outcome, taking into account the current state of knowledge. Hypotheses which could not be validated should also be discussed. Research results should be put into perspective of what is already known.

The discussion should conclude with a short (1-2 pages) outlook.

## **References**

For both forms a) and b):

Established with a bibliographic database program such as Endnote.

Preferred style for journal publications:

- In the text: ([first author surname], [Year of publication])
- In the reference section: List full citations including all author names (if possible) and sort alphabetically.  
Format: [author surname], [Initials]. [Year of publication]. [Article title]. [Journal Title], [Volume] ([issue number]), pp. [pages]

## **Appendices** (if applicable)

E.g. detailed experimental protocols, gene lists from microarray, statistical calculations, additional co-authored publications, etc.)

## **Quotation of co-authorship**

If part of the presented work has been achieved in co-authorship or cooperation, details on the author's contribution to the following points should be provided:

- Design of research
- Performing the research
- Data analysis
- Manuscript writing

## **Evaluation criteria for the thesis manuscript by the CET/Jury**

- Knowledge of the field and literature
- Evidence of originality and independent thinking
- Quality of the description of methodological expertise
- Capacity to integrate and critically interpret research data
- Published or publishable research findings
- Ability of presenting results in an understandable manner
- Style, graphic presentations

### **Timelines for preparing the thesis manuscript and submission to the CET**

Get prepared in time to write and correct the thesis manuscript (about 3-4 months from the start of writing to the submission of the final manuscript to the CET).

- Read papers and establish a bibliographic database (such as Endnote) while doing research
- During the PhD training, write methods and organise data, prepare intermediate thesis reports (e.g. report submitted to FNR or CET may be helpful)
- Discuss with the supervisor the form of the thesis manuscript (publication or chapter-based, data to put in; figures and tables)
- Provide sufficient time to the supervisor(s), colleagues and the CET members for reading and commenting on the thesis manuscript
- Foresee time to make corrections of the manuscript before its submission to the CET who will recommend to the dean and the president whether or not permission to defend the thesis should be given. After, about two weeks are available to make minor corrections before the manuscript will be sent to the Jury.



PhD-No.....XX

Faculty of Life Sciences, Technology and Communication

## DISSERTATION

Presented on ..... in Luxembourg

to obtain the degree of

**DOCTEUR DE L'UNIVERSITÉ DU LUXEMBOURG**

**EN BIOLOGIE**

by

**XXXXXX**

Born on ..... in xxxx (country)

**TITLE IN CAPITAL LETTERS**

*This area can be more freely designed,  
e.g. Faculty/IC, Research Unit logo, lab, Doctoral School membership, name of supervisor/co-supervisor*

**Dissertation Defence Committee:**

Committee members:                xxxx

xxxx

xxxx

xxxx

xxxx

Supervisor:                            xxxx

## **Affidavit**

I hereby confirm that the PhD thesis entitled “xxxxxx” has been written independently and without any other sources than cited.

Luxembourg, \_\_\_\_\_

\_\_\_\_\_

Name

# Dissertation defence

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## Dissertation defence procedure at the University of Luxembourg

For a detailed description on the entire thesis defence procedure at the UL, please consult the Règlement d'ordre Intérieur (ROI) of the University of Luxembourg document, Section IV, Chapter 10. (Available for download on the website of the UL: [http://www.en.uni.lu/universite/documents\\_officiels](http://www.en.uni.lu/universite/documents_officiels))

### Organization of defence



#### Travel / accommodation for jury members

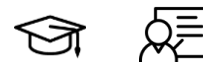
Whenever there is an external member in the board of members of jury, the Doctoral School will finance the travel and accommodation costs of the person(s) up to the amount of max. 1500€ per defense.

Requests for reservations can be submitted via email to the Secretary of the Doctoral School who will take care of the organization of the travel. Should the external member(s) of the jury prefer to organize the travel independently, a reimbursement of expenses will be prepared shortly after the defence takes place (for more information on how to declare expenses, please go to Formulas section at the end of this document).

# Forms

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## Declaration of expenses



In case someone has to declare expenses on the budget of the Doctoral School (travel and accommodation costs of external persons coming for CET meetings or thesis defences or doctoral candidates who organize events on the behalf of the DS, etc.) a *Declaration of Expenses* document needs to be filled in.

A blank document can be requested at the Secretariat (also available on Moodle). Please ensure to always submit this document with an **original signature** (a pdf is not acceptable).

Please do not forget to communicate / indicate your **Bank account details (BIC, IBAN)**.

Every single declaration mentioned on the form needs to be justified by copies of booking/reservation/**payment confirmation** and/or bank account transaction proofs.

Every other expense (e.g. restaurant bills, parking/bus/train/taxi tickets, etc.) need to be justified by providing the **original receipt** (copies are not accepted).

Flight tickets will only be reimbursed when the ticket booking confirmation is presented together with the **original Boarding Pass** (or a print out of the online check-in if the boarding pass is not available). Reimbursement is not possible before the actual flight takes place.

Hotel (and other) **invoices need to be addressed to the UL**, otherwise no reimbursement is possible (e.g. name and address of the person who stayed in the hotel will not be accepted). The correct address thus for every invoice is the following:

Université du Luxembourg  
Maison du Savoir/Service Finances et Comptabilité  
2, Avenue de l'Université  
L-4365 Esch-sur-Alzette

***Please ensure that you send the invoice directly to the Secretariat of the Doctoral School by mail or internal mail, including all original documentation:***

Magali Guillaume  
Université du Luxembourg  
Campus Belval  
BT2, 2<sup>nd</sup> floor  
6, avenue du Swing  
L-4367 Belvaux

Example of a Declaration of Expenses:



Université du Luxembourg

www.uni.lu

Etablissement public d'enseignement supérieur et de recherche  
Siège social : 162a, avenue de la Faïencerie - L-1511 Luxembourg

N° R.C.S.L. - Luxembourg : J20  
Id. TVA Intracom : LU 19805732

**DECLARATION DE FRAIS ET/OU D'INDEMNITES / Declaration of expenses and/or allowances**

**Bénéficiaire / Beneficiary**

NOM D'USAGE / Last name :	DUPONT
NOM DE JEUNE FILLE / Maiden name :	
Prénom / First name :	Claude
TITRE A L'UL / Title at UL :	Professeur
Identifiant personnel à l'UL / Personal ID at UL :	DUPOCL3

**Obligatoire personnes externes ou si changements / Mandatory for external people or in case of changes**

Lieu de travail habituel / Usual workplace :			
Adresse de résidence / Home address :	5, rue du Village		
Pays / Country :	Luxembourg	Ville / Town :	Leudelange
Courriel / Email :			
Code BIC / BIC Code :	BCEELULL	Téléphone / Phone :	
Compte bancaire IBAN / IBAN Bank Account :	LU30 0019 5204 8528 4444		

**Détails de la déclaration / Declaration details**

Code budgétaire pour la déclaration / Budget Code for the declaration :						F2R-CRE-PFN-063010	
Date	Heure	Pays	Ville	Nature de la dépense	Détails et commentaires	Code budgétaire / ligne	Montant en €
Date	Time	Country	City	Nature of expenses	Details and comments	Budget Code / line	Amount in €
29.01.09	8h00	LU	Leudelange	Départ	Indiquer ici l'objet du voyage		0.00
29.01.09	8h00	LU	Leudelange	taxi	Leudelange-aéroport		35.00
29.01.09	10h00	LU		billet d'avion	vol Lux.-Montréal		735.00
29.01.09	14h00	Canada	Montreal	taxi	aéroport-hôtel (CAD 39.34)		25.00
05.02.09		Canada	Montreal	forfait séjour	7 jours forfait		1,330.00
05.02.09	22h00	LU		forfait +10h	forfait >10h		50.00
05.02.09	22h45	LU		taxi	aéroport-Leudelange		35.00
05.02.09	22h45	LU	Leudelange	Retour			0.00
Vérifié par secrétaire / Checked by Secretary :				11.02.09	Elise Ferreira	(*) Total =	2,250.00

**Signatures :**

Le bénéficiaire atteste que les sommes demandées sont réelles et n'ont pas déjà été financées par l'UL ou un autre tiers. The beneficiary confirms that requested amounts are real and not already funded by the University or any other third party.		
Le bénéficiaire The beneficiary Claude DUPONT	Responsable du budget Responsible of budget Michel BEINE	Doyen / Dir. CI / Membre du Rectorat Dean or IC Dir. or Rectorate member
Date : 10.02.09	Date : 11.02.09	Date :
Requise / required	Requise / required	si / if (*) > 1000 €



## Calculating prices

- The flat-rate with accommodation has a per diem of 190€ (i.e. accommodation, meals, all out-of-pocket expenses included). Every cost over this amount needs to be self-financed (internet use and other costs are to be covered by the Applicant).
- Plane ticket requests are only accepted if the distance is more than 500km and the price is fixed to a maximum amount of 500€ (within EU).
- Restauration amount is fixed to a max. 50€ / day.
- Personal car (petrol) costs are calculated on the following basis:
  - 0.30€ / km

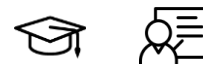
The calculation of the exact amount of kilometres has to be backed up by [www.mappy.com](http://www.mappy.com). The first page of the shortest route calculation with the exact kilometres marked on it needs to be printed out and will serve as a basis for the calculation of the km driven.

Please note that in case of taking the car, should the campus site be closer to the final destination than the home, it is the former which needs to be taken as starting point.

- Amounts declared in other currencies than Euro will be exchanged via [www.fxtop.com](http://www.fxtop.com) (on the exchange rate of the date the transaction/payment was done) and only this amount can be reimbursed to the Applicant.

These last two steps can be completed by the secretariat upon the verification of the details of the declaration, however in this case the final amount can slightly differ from the one calculated by the Applicant.

## **Placing orders (Purchase Orders)**



For every purchase from the budget of the Doctoral School (e.g. laboratory or course materials), the Requestor has to contact the Secretary of the Doctoral School who will prepare the *Purchase Order* of the product(s) and submit all the necessary documentation to the Finance Department (SFC).

In order to go forward with the purchase of laboratory materials, we first need a sales quote. This quote is prepared by the supplier and it lists all the important information regarding the product(s), necessary to prepare a Purchase Order.

To obtain a quote, you may:

- (a) send an email to the Secretary of the Doctoral School and mention the name of the supplier, name the item(s) preferably with reference number and list the price per item (link to the product from the catalogue is also appreciated), or
- (b) optimally and in order to ensure the most rapid processing, contact the Secretary of the Doctoral School already with a quote from the company already prepared.

Following the reception of the sales quote the Secretary completes the order form, verifies the referencing and the compliance, and submits it to the budget responsables for their signature. When the signatures are obtained the Secretary sends the order to the supplier (putting the customer in copy) and launches the ordering procedure.

***This document aims at assembling helpful information and includes information extracted from other UL documents. In case of errors, the information in the original document supersedes the one given in this document.***