



Summary of the BeCog study regulations¹

1. Enrollment and study duration

You need to be enrolled for your **entire** PhD study period. **The regular duration for a PhD is three years** (beginning with enrollment).

2. Extension of study duration

If more time is required, submit an informal **application for extension** to the BeCog program committee. When applying for an extension, please explain why it was not possible to graduate within three years and propose a schedule for graduation. Note that each extension is **granted for six months** only. Up to four extensions are possible, meaning that the maximum study duration is five years.

Applications should be sent to: beCog@uni-goettingen.de

3. Thesis committee meetings

One TC per year is obligatory. The first meeting is to be held within the first six months of study; the exact timing should be adjusted to individual needs and project progress. The second and third meetings take place one and two years after the first meeting, respectively. Additional meetings are possible. Please **arrange meetings well in time**, as it can be difficult to find a date suitable for all TC members.

In preparation of the meeting, send a **short report** covering previous work and future plans (approx. 1 page) to your TC. Meetings should start with a **short presentation** followed by in-depth discussion. Meetings are usually non-public, but you can opt to have a public presentation. Additional topics for TC meetings beyond your project are credit requirements, course work, career plans, and other work-related issues. Please decide which topics you would like to discuss and put them on the agenda.

The members of the TC **confirm participation by signature on the check list. Minutes are to be taken.** Please structure the minutes by agenda items, and mention date, duration, location and the names of the participants of the meeting. The minutes should cover the topics of the presentation (in keywords); additionally, they should contain issues that were discussed, recommendations by the TC and decisions made in the meeting. The minutes can be taken by the candidate or any member of the TC. It is also possible to write the minutes in direct succession of the meeting ("minutes from memory"). Please distribute the minutes to all TC members and send a copy of the final, approved version together with the report to the BeCog coordination office (becog@uni-goettingen.de).

¹ This guideline is based on the GAUSS doctoral degree regulations, which are available [online](#). Reliance in law can only be placed upon the official degree regulations.

4. Credit requirements²

A total of **20 ECTS credits** are to be obtained in the five modules “Reflection”, “Methods”, “Teaching”, “Communication” and “Key qualifications”, with **four credits in each module**. One credit point corresponds to a workload of 30 hours (including preparation, participation, and post-course work).

Credits can be obtained in the following ways:

Module 1: Reflection

Active contribution (i.e., a talk or other form of presentation) in seminars, journal clubs, or colloquia. 1 to 2 credits are granted per course.

Module 2: Methods

A number of method courses are organized by BeCog and are announced on our [website](#). Courses offered by other programs or universities can be accepted. It is required that participants either give a talk, or write a report (approx. 2 pages) or demonstrate skill acquisition in practice. ECTS credits per course vary according to workload.

Module 3: Teaching

Teaching credits can be obtained through the realization of courses (for instance, seminars, method courses, tutorials; 1-2 ECTS, depending on course workload), the supervision of lab-rotations or bachelor theses (2 ECTS) or the supervision of a master thesis (3 ECTS).

Module 4: Communication

Credits are obtained through presentations (talk or poster) in national or international conferences (2 ECTS per conference visit).

Module 5: Key qualifications

Key qualification courses are offered by the [ZESS](#), but also courses by [the Teaching and Learning in Higher Education Unit](#), the university’s mentoring programs or other institutions are accepted. ECTS credits per course vary according to workload. 2 ECTS credits are awarded for participation in the BeCog program committee as student representative.

Credit acquisition is confirmed by supervisors and lecturers. To do so, they sign the check list and / or issue credit certificates. Each certificate must contain course title and the number of obtained credits, work load or workshop duration. When submitting the checklist at the end of your PhD, make sure that the supervisor has confirmed the acquisition of the required credit points (i.e, by signature on the checklist). Also attach any additional confirmations (i.e., confirmations of participation for courses or conferences).

² The detailed and legally binding regulations can be found in the BeCog Module handbook which is available [online](#).