

Information Sheet on the Colloquium

Once a year, doctoral candidates invite their mentoring team to a colloquium, during which they give a presentation to report on the current state of their research. The colloquium should also be used to address possible challenges within the project and to jointly search for solutions.

Timing: The first colloquium should take place about one year after your work on the doctoral thesis has begun. You should schedule the colloquium in the period between the beginning of your 11th and the end of your 13th month. Invitations to further colloquiums should be made around 24, 36 etc. months after work has begun.

1. Agree on a date with your supervisor and mentors
2. Create an interim report about your work on the doctoral thesis
3. Send an official invitation (e-mail with date, time and place)
 - include the interim report and template for keeping minutes (*Protokollvorlage Kolloquium*)
 - at least 2 weeks before the agreed date
 to the mentoring team, doctoral affairs committee and the doctoral affairs office (*Geschäftsstelle*). If other doctoral candidates are invited to join as an audience, please cc the doctoral candidates' representatives.
4. Send minutes (completed and signed) to the doctoral affairs office

E-Mail addresses of the members of the doctoral affairs committee, the doctoral affairs office and the doctoral candidates' representatives:

Professor Peter Oefner (Committee chair)	Institute of Functional Genomics	peter.oefner@ukr.de
PD Dr Agnes Schröder	at the Chair (Lehrstuhl) of Orthodontics	agnes.schroeder@ukr.de
Professor Matthias Edinger	at the Chair of Internal Medicine III	matthias.edinger@ukr.de
Professor Matthias Mack	at the Chair of Internal Medicine II	matthias.mack@ukr.de
Professor Anja-Kathrin Wege	at the Chair of Gynecology and Obstetrics	anja.wege@ukr.de
Professor Susanne Modrow (advisory role)	at the Institute of Medical Microbiology and Hygiene	susanne.modrow@ukr.de
Office of the doctoral affairs committee	Dean's office of the Faculty of Medicine	graduiertenschulen.medizin@ur.de
Optional: your doctoral candidates' representative	other PhD students within the programme	biomedigs@ukr.de

Regensburg, Mai 2023

signed
Professor Peter Oefner
Chair of the doctoral affairs committee

signed
Dr. Elisabeth Schneider
Head of the doctoral affairs office