2014-2015

Student Handbook
Forward

This handbook is designed to serve as a quick reference guide to studying at Swiss TPH and intended to help you navigate your way through programme requirements, the regulations of the University of Basel, and some of the basics of living in Basel. Whether you are new to the Institute or continuing your graduate studies here, a visiting student from abroad or a native Basler, the handbook will be of assistance to you. If you have any suggestions for improving this handbook, we would like to have notice of them.

The Student Handbook is printed at the beginning of each autumn semester, although an online version is updated on a continuous basis as new information becomes available. For the most up to date version, please visit our website at www.swisstph.ch/teaching.html.

Please send any comments or suggestions for improvement of this handbook to christine.mensch@unibas.ch

Important phone numbers

Emergency numbers
In case of an emergency or accident, the following numbers should be called:

Police: 117
Fire Brigade: 118
Medical emergency: 144

Swiss TPH extensions
From outside Swiss TPH, dial +41 61 284 and then the extension given below:

Main Office: 8111
Student Administration: 8289
Library: 8222
IT: 8333
Medical Services: 8255
Travel Clinic: 8255
Security Officer: 8252
Human Resources: 8246

Swiss TPH
Socinstrasse 57
4051 Basel
Switzerland
Tel.: + 41 61 284 81 11
Fax: + 41 61 284 81 01

www.swisstph.ch
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Welcome to the Swiss TPH

Dear students and colleagues

It is our great pleasure to welcome you to the Swiss Tropical and Public Health Institute (Swiss TPH), an associated institute of the University of Basel. The mandate of Swiss TPH is to contribute to the improvement of the health of populations internationally, nationally and locally through excellence in research, services and teaching and training. Consequently, Swiss TPH is also strongly committed to training high-quality scientists, public health practitioners and specialists as well as building capacity in public and international health sciences.

While studying at Swiss TPH, you are not only a student but rather a full member of the institute. Thus, we warmly encourage you to interact with staff and fellow-students whenever possible, particularly outside official lectures and seminars. Our teaching faculty is eager to share its experiences and expertise with younger colleagues and peers and invites open communication with students whenever possible.

On behalf of the whole faculty and staff at Swiss TPH, we wish you an intellectually stimulating and productive time at the institute, as well as success in your studies and research. Thank you for your commitment to the Swiss TPH mission of developing health at local, national and international levels.

Marcel Tanner  
Director and Chair  
Epidemiology and Medical Parasitology,  
Faculty of Science, Faculty of Medicine

Nino Künzli  
Deputy Director  
Head of Department  
Epidemiology and Public Health, Chair Social and Preventive Medicine,  
Faculty of Medicine, Faculty of Science
1. The Swiss Tropical and Public Health Institute

The Swiss Tropical and Public Health Institute (Swiss TPH), formerly known as the Swiss Tropical Institute (STI), was founded as a public organisation in 1943. In 2010, the Institute for Social and Preventive Medicine (ISPM) was integrated with the former STI, creating Swiss TPH as we know it today. Financial support comes from the Swiss Federal Government and the Canton of Basel-Stadt (20%), while competitively acquired project funds and service department earnings (Medical Services and the Swiss Centre for International Health) make up the rest (80%). Swiss TPH, in association with the University of Basel, offers courses for the Bachelor degree in Infection Biology and Epidemiology (IBE), the Master of Infection Biology, Master of Epidemiology, and the Joint Master of Infectious Diseases, Vaccinology and Drug Discovery. In addition, the Institute is responsible for the Teaching in Public Health at the Medical Faculty (BA and MA levels).

Swiss TPH’s mandate is to improve public health, both nationally and internationally, through excellence in research, services, teaching and training.

We pursue this mandate by:

- Applying an interdisciplinary approach to issues of health and well-being
- Working across the health sciences spectrum from molecule to policy
- Using iterative research, development and learning processes that promote
  - Innovation – developing concepts, methods and products
  - Validation – providing evidence for what works
  - Application – strengthening public health systems and policies
- Forming partnerships and strategic alliances that respect principles of equity, and mutual learning for change.

Swiss TPH consists of the following five departments:

[Diagram showing the structure of Swiss TPH, including departments and their heads.]

Board of Governors
10 members from the Canton Basel, the Swiss Federation, universities and the private sector. Chairman: Felix Gutzwiler, Vice-Chairman: Andreas Buechler
• Medical Parasitology and Infection Biology
  o Studies host-parasite relationships, determinants of infection and morbidity at the molecular, cellular, clinical and population levels; develops tools for diagnosis, prevention and treatment of infectious diseases

• Epidemiology and Public Health
  o Explores new approaches in epidemiology; assesses interventions for disease control; investigates the environmental, social, and bio-genetic causes of health and disease; studies determinants of health seeking behaviour and health system organisation and planning in Africa, Asia and Europe

• Medical Services and Diagnostics
  o Provides a centre of competence in travel and tropical medicine, including parasitological and diagnostic services and advice for travellers to tropical and subtropical countries, vaccination services and 24-hour emergency services

• Swiss Centre for International Health
  o Assists in health project implementation; acts as executing and support agency for health development; and offers short- and long-term consultancies and expertise in all aspects of health services management, planning, risk analysis and evaluation

• Medicines Research
  o Comprised of the Pharmaceutical Medicine unit, Regulatory Affairs unit, and Quality Management & Services section, the department provides professional support for clinical trials, services and training on regulatory topics, and ensures quality of internally conducted trials.

For further information (projects and staff) see: [www.swisstph.ch](http://www.swisstph.ch)

### 2. Introduction to Switzerland and Basel

#### 2.1 Switzerland

**Environment, people and language**

Situated right in the middle of Western Europe, Switzerland (size: ~ 41'000km²) is landlocked and shares borders with Germany, France, Italy, Austria and the Principality of Liechtenstein. About 60% of the country is covered by the Alps mountain range. Most of the approximately 7.9 million inhabitants live in the plains (so-called “Mittelland”), where the major cities of Zurich, Geneva, Basel and Bern (capital) are also found.

Switzerland has four official languages: German (64%) spoken in a variety of “Swiss-German” dialects, French (20%), Italian (6%) and Rhaeto-Romanic (0.5%), spoken in the South-Eastern canton of Graubünden. Foreign residents are mostly from Italy, Germany, Serbia, Montenegro, Portugal, Spain and Turkey.

**State and currency**

The Swiss Confederation (official English country name) was founded in 1848, though the origins of the country date back to 1291. It consists of 26 cantons (provinces), which operate with a large degree of autonomy, each with their own health and education systems, legal and tax authorities, among other things. Swiss national day is celebrated on August 1st.

The currency in Switzerland is the Swiss Franc (CHF). One Swiss Franc is 100 cents (Rappen in German or Centimes in French). It is advisable to change money upon arrival in Switzerland, since exchange rates may be more favourable than abroad. Credit cards (VISA, Mastercard, etc.) and debit cards (Maestro, Swiss Postcard) are widely accepted throughout the country.

**Education**

The vast majority of Swiss children go to tax-financed public schools. The University system is decentralised and is the responsibility of the cantons. There are nine cantonal universities, of which Basel is the oldest. Founded in 1460, the University of Basel is among the 20 oldest universities in the world. Two federal Universities have also been established, one in Zurich (Eidgenössische Technische Hochschule, ETH) and one in Lausanne (École Polytechnique Fédérale de Lausanne, EPFL).
More information about Switzerland can be found on the Internet at www.ch.ch

2.2 Basel

The city: culture and history

Basel is located in the northwest of Switzerland, where the river Rhine turns northwards. In the north of the city, the borders of three countries (Switzerland, Germany and France) meet.

Basel has about 200,000 inhabitants; the local language is a dialect of Swiss-German. The Basel airport is located about 10km north of the city on French territory (Euro Airport Basel-Mulhouse). The airport is accessible from Basel via a customs-free road. Basel has two major railway stations, the Swiss Basel SBB, linked to the French Bâle SNCF, and the German-linked Basel Badischer Bahnhof.

The town was officially founded in 44 AC by the Roman local ruler Munatius Plancus. In the roman historiography, Basel is mentioned for the first time in 374 AC as Basilea. In 740 AC, Basel became an Episcopal city (“Bischofsstadt”), which lead to its development as a trade and market town. In the 14th century, Basel experienced a plague epidemic and a devastating earthquake (1356). The city became world famous for hosting the great Council of Christianity from 1431 to 1448, and as a consequence the pope granted Basel the right to establish a full university from 1460. In 1501, Basel joined the Swiss Confederation and shortly thereafter, the Bishop was expelled during the Protestant reformation.

However, the bishop's crook (in German “Baslerstab” - see image) was kept as the city’s coat-of-arms. In 1833, the canton was separated into Basel-Stadt and Basel-Land.

Basel has a great variety of museums, and is famous for its trade fairs, most notably the Watch and Jewellery Fair “Basel World” and Art Basel. The city centre retains many beautiful old buildings from the late Middle Ages. The local carnival, “Fasnacht”, lasts for 3 days and is traditionally and socially the most important annual festivity in Basel.

Climate and clothing

Basel is one of the warmest and sunniest spots in Switzerland. However, long periods of stable weather are rare. Summer (July-August) temperatures usually vary, and a rise to over 30°C on some days is often followed by thunderstorms and a cooler period (~25°C). The degree of humidity is moderate. Visitors from tropical countries may find the weather during the rest of the year to be ‘chilly’. In winter (December-February), temperatures regularly fall below 0°C and precipitation may take the form of snow. Rain falls throughout the year.

In winter, foreign students should bring warm clothing and rain protection. Buildings and public transport vehicles are adequately heated but in summer, air conditioning is usually not available.

Eating and drinking

There are many restaurants and take-away-stands throughout the city, although some (especially the restaurants) are quite expensive. It is cheaper to buy food in one of the many supermarkets (Migros, Coop, Denner) offering a wide variety of ingredients and products, as well as ready-made meals and an ever-growing selection of organic food (labelled as “BIO”). Most shops have fixed opening hours, usually Monday-Friday 8 am - 6.30 pm and until 5 pm on Saturday. Smaller local shops, as well as the shops in gas stations often have evening hours extending to 10 pm. Only the supermarkets at the railway station are open on Sundays, as are a few smaller local shops.

Swiss TPH students interested in African and Asian food recommend the two shops located at Centralbahnpassage /Centralbahnplatz 12 and Missionsstrasse 15.

Typical Swiss specialities include “Fondue” and “Raclette”; both of which are based on melted cheese. Muslim, Jewish and vegetarian students should watch out for pork meat (“Schweinefleisch”), which is often included in various restaurant dishes.

Religious services

Switzerland has a Christian tradition (although 36% of all ‘Basler’ do not belong to any church), so there are many different Protestant and Catholic services offered in different languages in Basel. The website www.baselfellowship.org gives information about Protestant services held in English. There are also several mosques (close to Swiss TPH: Friedensgasse 18) and a synagogue (close to Swiss TPH: Eulerstrasse 2).
Language

German is the main language spoken in Basel and is the official teaching language of the University of Basel, thus, undergraduate students (BSc) must be proficient in that language.

However, all MSc- and PhD-level teaching at Swiss TPH is in English. Students fluent in English can participate comfortably in all Swiss TPH activities. Most teaching and administrative staff (and many people in shops, offices etc.) can communicate in German, French or English.

Students from abroad might benefit from checking out the University of Basel Sprachzentrum (Language Centre) [https://sprachenzentrum.unibas.ch](https://sprachenzentrum.unibas.ch). They offer conversation courses in various languages.

Travelling in and around Basel

Basel is a rather small city and it is quite easy to get around by foot or by bicycle. There is also a well-developed public transport network that includes trams, buses and trains. Regular users of the public transport system should consider buying a monthly pass, which entitles you to unlimited travel for a fixed charge (CHF 67 for residents, CHF 92 for visitors) or a Half-Fare travelcard that allows you to buy tickets for half the price (see [www.sbb.ch/en/travelcards-and-tickets/railpasses/half-fare-travelcard.html](http://www.sbb.ch/en/travelcards-and-tickets/railpasses/half-fare-travelcard.html)). Alternatively, it is also possible to buy day tickets (1-7 days).

The University of Basel

The University of Basel is the oldest university in Switzerland and one of the twenty oldest universities of the world. It was founded on 4 April 1460, with a foundation ceremony held at the Basel Münster. During the 16th century, the Faculty of Medicine was renowned throughout Europe and could easily compete with the best faculties in Italy, France, the Netherlands and England. Early influential medical teachers include Paracelsus, Andreas Vesal, Felix Platter, Caspar Bauhin, Theodor Zwinger and Johann Niklaus Stupanus.

Other illustrious figures that have been lecturers at the University of Basel include Friedrich Nietzsche, Karl Barth, Daniel and Jakob Bernoulli, Jacob Burckhardt, Karl Jaspers, August Socin, among others. The variety of people involved in academia turned Basel into an early centre of printing and humanism.

The University library was founded shortly after 1460. Today, with more than three million books and manuscripts, it is one of the biggest libraries in Switzerland. The University is supported by the cantons of Basel-Stadt and Basel-Land. The University has been self-administered since 1996, with the “Universitätsrat” as the highest decision-making and Supervisory body. Members of this body are elected by the two cantons of Basel. Dr. Ulrich Vischer chairs the Universitätsrat. The current rector is Professor Antonio Loprieno. The University counts 12,000 students and 320 professors.

The University has produced five Nobel Prize winners in Medicine; Paul Müller (1948) for work on DDT, Tadeus Reichstein (1950) for work on hormones, Werner Arber (1978) for work on restriction enzymes and Niels Jerne, Yusumu Tongegawa and Georges Köhler (1984) for work on the basic immunological theories and monoclonal antibodies.

Students at the University of Basel can take advantage of a variety of activities on offer, including sports, language courses, music, etc. An online marketplace, “Marktplatz”, is available at [http://markt.unibas.ch](http://markt.unibas.ch), where students can buy and sell all kinds of goods.

3. The Institute

3.1 Location and Map

Swiss TPH is located at Socinstrasse (near Tram No. 1 and 6 stop “Brausebad”), and is housed in several buildings (No. 55a/57/59). No. 57 is the main building and home to the travel clinic, outpatient department and administration. No. 59 features offices, lecture and seminar rooms, the library and laboratory facilities. Newly built laboratory facilities and course administration centres are located at No. 55a. Other Swiss TPH buildings are found at Eulerstrasse No. 54, 68 and 77.

3.2 Facilities at Swiss TPH

Staff and door badge

To get around Swiss TPH, students need to have a staff badge. The staff badge serves as an electronic door key and gives students access to the library and the teaching rooms. The badge can also be loaded with money and used for payment in the cafeteria (the machine to load
the badge can be found on the main floor in Socinstrasse 57, in front of the elevator). Paying with the badge at the cafeteria gives you a 30% discount off the original price. Please make sure you have enough money on the badge prior to visiting the cafeteria. The badge can be obtained at the main secretariat. A deposit of CHF 100 is required and will be fully refunded upon return of the badge.

Library
The Swiss TPH library [www.swisstph.ch/library](http://www.swisstph.ch/library) subscribes to many journals in the fields of epidemiology, tropical medicine and parasitology. Back issues can be consulted in the library and books covering the core areas of Swiss TPH research are available for consultation and loan. The library can also order copies of most journal articles that are not available in print in any public library in Basel. Documents available at the University Library, the Medical Library or other University institute libraries must be obtained directly. To use library services (loan, book order, etc.), you must be registered and in possession of a member card, valid in all University of Basel public libraries and other affiliated institutions.

**Library hours are as follows:**
Monday, Tuesday and Thursday
8:30-12:00 and 13:30-17:00
Wednesday and Friday
8:30-12:00

An extensive electronic library is available via the university network: [www.ub.unibas.ch/ub-hauptbibliothek/recherche/elektronische-medien/](http://www.ub.unibas.ch/ub-hauptbibliothek/recherche/elektronische-medien/). It is accessible via Swiss TPH computers or through a registered laptop.

Printing and copying
All Swiss TPH printers, scanners and copy machines are connected to the central network and are operated with the personal badge. Both black and white and colour machines are available and costs are charged directly to the student’s account(s), set up by the Supervisor. Library and IT staff can provide guidance and help if technical problems arise.

Computers and e-mail
MSc and PhD students who write their thesis at the Institute are entitled to a computer that is provided by the Swiss TPH. With these devices, the access to the wired network and the wireless network "swiss-tph" possible.

Only students who do not fall under this regulation obtain semester-valid personalized accounts from the student administration, to use their own devices in the guest WLAN "swisstph-guest" of the institute.

WLAN access is available in all conference rooms, the library and the auditorium.
A limited number of public computers is available in the library and can be accessed by a password provided by the library staff. All public computers are connected to the Internet.
For all networks the Terms of Use of the Swiss TPH and the University of Basel apply and must be strictly observed.

Personal computers are, apart from the exception described above, not allowed in the networks of the institute.

For MSc and PhD students, University e-mail accounts are provided by the University as part of the official matriculation process.
Swiss TPH uses Lotus Notes software for e-mail. Remote access to e-mail accounts is available via web mail. VPN client software for remote access to the University and Swiss TPH network can be obtained from the University website [http://mobile.unibas.ch](http://mobile.unibas.ch).

**Related Guidelines:**

**WLAN Information:**

**Telephone and fax**
International phone calls using the traditional infrastructure can be expensive; national as well as international calls from mobile phones are always very expensive. Whenever possible, e-mail and internet-based phone services such as Skype should be used instead. The phones in student offices can be used for work-related national calls. For international calls, the line has to be activated (call the central secretariat to ask for an international line). Office phones should not be used for private calls.
A central fax machine is available in the EPH department, and should only be used for work-related transmissions. The number is +41 (0) 61 284 81 05.
Post

Staff members have a letter-tray in the corridor of their respective floor, which should be checked regularly. At the same location, there are trays for internal Swiss TPH mail and for outgoing external mail. Internal mail is sent in special envelopes while official Swiss TPH envelopes should be used for external project-related mail (both are obtainable from Margrith Slouki, Zsuzsanna Győrffy and Nora Bauer). Swiss TPH pays for the cost of postage for work-related correspondence. Personal post can also be deposited in the tray for external posting, but stamps have to be bought privately. Stamps for personal post are available from the main secretariat. Indicate priority mail by using the “Priority” label or by writing “A-Post” in the upper-right corner of the envelope.

The institute’s postal address is:

Swiss Tropical and Public Health Institute
<Your Name>
Socinstrasse 57
P.O. Box
4002 Basel
Switzerland

The institute’s address should not be used for receiving personal bills (utility, etc).

Cafeteria

The cafeteria is located in the Eulerhof. Coffee, tea, soft drinks and various snacks are available during opening hours. Additionally, three different menus are offered every day during lunchtime. You can pay directly with your staff badge and receive a 30% discount or pay with cash (no discount). Please make sure that you have enough money loaded on your badge prior to visiting the cafeteria (the machine to load the badge can be found on the main floor in Socinstrasse 57, in front of the elevator).

Close to Swiss TPH, there are also several takeaway shops, as well as Migros and Coop supermarkets.

Two affordable restaurants are also in close proximity to Swiss TPH. In both places you receive a discount if you show your student card:
- Uni-Mensa, Bernoullistrasse 16, Basel
- Cantina e9, Eulerstrasse 9, Basel

At Restaurant Marmaris, Spalenring 118, Basel, a 10% discount is also given if you present your Swiss TPH badge.

Parking

A partly covered space outside the institute is available for parking bicycles. There is no car parking available for students.

Smoking

Smoking is not allowed inside any Swiss TPH building – and is generally discouraged for public health reasons. If you want to smoke, leave the building or use the designated places outside for smoking. It is not allowed to smoke in front of the windows.

4. Guidelines for the Master Degrees in Infection Biology and Epidemiology

Introduction for MSc Students

We would like to welcome you to our specialised Master programmes in Infection Biology and in Epidemiology. Some of you might already be familiar with the Swiss Tropical and Public Health Institute, having come through the University of Basel’s BSc programme, while others are new to the institute. Over the last few years, the proportion of international students at Swiss TPH has increased substantially and we very much welcome this trend.

Students with a special interest in basic biology and laboratory work will consider the specialised Master of Infection Biology, while students with a primary interest in epidemiology and statistics will be more interested in the specialised Master of Epidemiology. Swiss TPH’s philosophy is to cover topics in international health from the bench to the field and to the beds of patients and the homes of the populations concerned. Hence, we encourage lively and meaningful cross-communication between the two Master programmes.

This handbook aims to give you (and your Supervisors!) practical information about being a student at Swiss TPH and answers a number of frequently asked questions. This section in particular provides guidance and information for Master students and covers topics ranging from admission requirements to programme requirements and expectations. We hope this handbook will allow you to find information easily, saving you time and energy that would be better spent on getting the most out of your
training at Swiss TPH and discovering the attractions of Basel and its surrounding areas.

**MSc Infection Biology**

![Professor Till Voss](image1.png)  
![Professor Pascal Mäser](image2.png)

**MSc Epidemiology**

![Prof. Christian Lengeler](image3.png)  
![Professor Martin Rübsli](image4.png)

### 4.1 General Information and Procedures

#### Admissions

The Specialised Master of Science in Infection Biology and the Specialised Master of Science in Epidemiology are full 90 ECTS\(^1\) Bologna-compatible degrees, requiring three semesters for completion. All lecture and lab work is conducted in English.

To be eligible for Master level study at Swiss TPH, students must have the pre-requisites requested by the University of Basel according to the Bologna system for graduate study. A Bachelor Degree with at least 180 ECTS credit points is the minimum requirement.

**Admission requirements for the Specialised Master of Infection Biology:** A Bachelor of Science degree in Biology, Biochemistry, Medicine or Veterinary Medicine or Pharmaceutical Sciences with a minimum average degree score of 5.0 and basic knowledge in infection biology/microbiology (at least four ECTS credit points). Alternatively, students that pass the GRE test in the area of “Quantitative Reasoning” or GRE subject test “Biochemistry, Cell and Molecular Biology” or GRE subject test “Biology” with a score in the top 35th percentile will also be considered for admission (www.ets.org/gre).

**Admission requirements for the Specialised Master of Epidemiology:** A Bachelor of Science degree in Biology, Medicine or Veterinary Medicine or Pharmaceutical Sciences or Environmental Sciences with a minimum average degree score of 5.0 and basic knowledge of mathematics/biostatistics (at least four ECTS credit points). Students with degrees in other disciplines will be considered on an individual case basis. Alternatively, students that pass the GRE subject test in the areas of “Quantitative Reasoning” with a score in the top 35th percentile will also be considered for admission.

The following guidelines are based on the general guidelines for Master studies at the University of Basel. Detailed information about these guidelines can be found at [http://philnat.unibas.ch](http://philnat.unibas.ch), under the link “documents” or “studies”.

Applications for Master studies can be found on the University of Basel website [www.unibas.ch](http://www.unibas.ch), following the links: “Studium” -> Information und “Anmeldung” -> “Application sets for Masters Programmes”.

Additional information on conditions of admission can be obtained by e-mailing [admission@unibas.ch](mailto:admission@unibas.ch) or BSc in Natural Sciences.

The deadline for receiving admission applications is 30 April for the autumn Semester (starting mid-September). There is a special deadline for University of Basel Bachelor students (around mid-August).

#### Timeframe

Our Master programmes usually last for three semesters (roughly 1.5 years) and can only be started in the autumn semester, beginning in mid-September. During the first semester, students mainly follow lectures and are advised to collect most of their 30 ECTS credit points from taught lectures. In this period, the student will be expected to choose a MSc thesis topic and develop a study proposal. Relevant field and laboratory work is done during the following spring and autumn terms followed by

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\(^1\) The European Credit Transfer and Accumulation System (ECTS) was developed by the European Commission in order to provide general and accepted procedures for the recognition of study qualifications gained by students on courses outside their home country.
write-up of the MSc thesis. An oral MSc examination completes the degree requirements. In special cases, it is possible to prolong thesis completion until the end of a fourth semester. An extension beyond four semesters will only be considered in the case of documented exceptional circumstances.

**Lecture selection**

Once registered at the University (see below) and in possession of an official student card, it is still necessary to register for every lecture separately (applies to both MSc and PhD students). This allows for the accurate calculation of credit points, which are awarded after completing all the lecture requirements. While it is possible to attend the same lecture twice, credit points can only be obtained once. Students have to register for lectures online via “Student Services” [https://services.unibas.ch](https://services.unibas.ch) from the beginning of August until mid-October.

To use Student Services, you must have a University of Basel (Unibas) email account and relevant password. Log in at [https://services.unibas.ch](https://services.unibas.ch) detailed guideline in English for using Student Services can be found there.

1. Log in to the Student Services account
2. Choose “Belegen” (Register)
3. Switch to the “Vorlesungsverzeichnis” view and add your lectures to the list
4. Register the selected list with “Student Services”
5. Check your selected lectures at any time with the “Belegen” service. You may change, add, or drop lectures freely up until the end of the registration-period

**Choosing a thesis topic**

After two months of the programme, a list of available Master thesis topics will be distributed to all students. Students can choose a topic for the Master thesis from this list. **It is not possible to receive Master thesis topics in advance since all students should have the same chance of working on a specific Master project.** Once the student is interested in a Master project, she/he should contact the responsible supervisor. As soon as the arrangement between student and supervisor is finalized, students will receive a contract outlining procedures, and the rights and responsibilities of the student and Supervisor.

**First steps**

At the beginning of the programme, students must provide personal information, including their name, address, and phone number (see Student Data Sheet in Appendix 1A). A picture will also be taken at this time. After registering at Swiss TPH, students must undertake a medical examination, which is done free of charge by the Swiss TPH medical services department. In addition, all students have to complete a security test to show that they have read and understood the safety rules at the institute. Students who will travel as part of their research project must attend the basic and advanced training sessions on Security in the Field, offered by WHO. For more information about these trainings, visit [https://extranet.who.int/sec/sf/login.aspx](https://extranet.who.int/sec/sf/login.aspx).

It is recommended that you organise suitable accommodation as soon as you are accepted into the Master programme, as it is quite difficult to find affordable accommodation on short notice. You should also check whether or not you have the right insurance coverage. Health insurance is mandatory in Switzerland and it is the student’s responsibility to arrange the appropriate insurance coverage (please see [www.swisscare.ch](http://www.swisscare.ch)). It is your own responsibility to organize your journey to Basel.

**Study goals**

The Master degree programmes at Swiss TPH build upon the main topics of the Infection Biology and Epidemiology (IBE) course offered in Year 3 of the BSc in Biology at the University of Basel. At the Master level, these topics are explored further. An independent work component is added to sharpen competences for planning and carrying out research projects independently and for presenting the results in verbal and written form. After successfully completing Master studies, students will be qualified to carry out Doctoral level work in the respective fields. They will also be capable of interdisciplinary dialogue between biologists and epidemiologists.

**Subject and methodological competences**

In the Specialised Master in Infection Biology, parasite/host relationships are examined thoroughly. In particular, students explore the technical and methodological aspects of molecular and cellular interactions, through lectures, meetings and experimental work.
In the Specialised Master in Epidemiology, the knowledge of epidemiology, biostatistics and public health is deepened in order to analyse and understand the occurrence and development of infectious and non-communicable diseases at population level in different social, cultural, genetic, and ecological settings.

### Social competences

Students should develop a sense of responsibility in relation to their scientific activities. They should recognise ethical considerations in research and in the application of research results. Students will learn that addressing interdisciplinary questions requires teamwork among specialists of diverse disciplines and these skills will be practiced in seminars and during the completion of the Master thesis.

### Credit point system

The requirements for Master study are based on the European Credit Transfer and Accumulation System (ECTS). One ECTS corresponds to 25-30 hours of student work. E.g. if one ECTS is assigned to a one hour lecture during one semester of 14 weeks, this includes 14 hours of course attendance and for each lecture an additional hour of student work to prepare or follow-up course work. To obtain a Specialised Master of Science in Infection Biology or a Specialised Master of Science in Epidemiology students need to get 90 credit points (CPs). CPs are given for completing lectures with a “pass” grade. The criteria for achieving a pass grade are specific to each lecture, and may involve completion of assignments and/or written or oral examinations. A failed lecture can be repeated once.

For the Specialised Master in Infection Biology, thesis research focuses on lab work, which is usually carried out at Swiss TPH under the supervision of a teaching staff member.

For the Specialised Master in Epidemiology, thesis research focuses on epidemiological field studies, bibliographic research, analysis of existing epidemiological databases, or epidemiological modelling. A teaching staff member associated with the University of Basel supervises this work. For projects involving fieldwork overseas, external experts usually provide on-site supervision.

Swiss TPH Faculty Representatives are formally responsible towards the Faculty of Science of the University of Basel for the Master students and their work. They can delegate Supervisory responsibility to members of the teaching staff or to project leaders at Swiss TPH. Supervisors advise students throughout their studies, oversee the Master thesis, and assess students in the final Master degree examination.

### MSc lectures (total 30 CPs)

Each semester, Swiss TPH publishes a list of available lectures, indicating the total number of credit points given for each one. A list of the mandatory and optional lectures for the 2014/2015 academic year is given in Chapter 9. The list of lectures is updated each autumn semester.

For the Master curriculum, students must acquire 30 ECTS credit points. Of these 30, at least 18 or 19 credit points should come from either Infection Biology or Epidemiology courses at Swiss TPH. Students are free to choose the remaining lectures as they see fit, but these additional lectures should be agreed upon with the thesis supervisor. In order to meet the objectives of the Master degree study and to ensure multi-disciplinarity, certain lectures are mandatory for students. Please make sure that you register for all the mandatory lectures of your particular Master course!

Students are advised to take most of their lectures in the first semester of study, to ensure enough time for thesis work - especially if field work abroad is required - and writing up the Master thesis.

Please register for and attend ALL the mandatory lectures of your respective Master programme:
MANDATORY LECTURES

<table>
<thead>
<tr>
<th>Master in INFECTION BIOLOGY</th>
<th>Master in EPIDEMIOLOGY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advances in Infection Biology, Epidemiology and Global Public Health</td>
<td>Advances in Infection Biology, Epidemiology and Global Public Health</td>
</tr>
<tr>
<td>Applied Bioinformatics</td>
<td>Biostatistics</td>
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<tr>
<td>Biostatistics</td>
<td>Chronic Disease and Molecular Epidemiology</td>
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<tr>
<td>Concepts in molecular Epidemiology</td>
<td>Data Analysis in Epidemiology</td>
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<tr>
<td>Drug Discovery and Development for Parasitic Diseases</td>
<td>Epidemiological Concepts</td>
</tr>
<tr>
<td>Evolution of host-parasite interactions</td>
<td>Epidemiological Exposure Assessment</td>
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<tr>
<td>Immunology of Infection</td>
<td>Epidemiological Methods</td>
</tr>
<tr>
<td>Interdisciplinary Research in Epidemiology and Infection Biology</td>
<td>Interdisciplinary Research in Epidemiology and Infection Biology</td>
</tr>
<tr>
<td>Molecular Parasitology</td>
<td>Key Issues in International and Public Health</td>
</tr>
<tr>
<td>Topics in Host-Parasite Interactions</td>
<td>Statistical modelling</td>
</tr>
</tbody>
</table>

Master thesis (50 CPs)

The Master thesis, including preparation for the final examination, usually takes one year to complete. 50 credit points are granted for an accepted Master thesis. The thesis topic must have been approved by one of the Faculty Representatives at Swiss TPH.

Students can choose to change the topic of their Master thesis within the first two months on the project. Late completion (after the end of the third semester) is considered a ‘failure to complete’ unless lecture organisers have given the student formal permission to extend the submission date. Master theses should ideally be between 40-80 pages.

The thesis is evaluated and graded by the Faculty Representative, together with the Supervisor of the Master project (if different from the Faculty Representative), on a scale from 1 (worst) to 6 (best). If the resulting grade is a fail (< 4) or a 6, an additional person from the Faculty of the University of Basel, who is not directly involved with the project, will be asked to give an independent expert assessment of the thesis.

Final examination (10 CPs)

The final examination is an oral test covering (1) the topic of the thesis, including the relevant scientific literature, and (2) a different area within epidemiology and/or infectious disease (after agreement with the Supervisor). For Epidemiology, there is a third part, i.e. on Basics of Epidemiology. The examination lasts 60 minutes.

Examiners include the Faculty Representative or the thesis Supervisor and a second person from the Swiss TPH teaching staff who serves as a Chairperson. An additional examiner can be invited at the discretion of the student and/or the Supervisor.

The oral final exam can only be taken when the thesis has been accepted and 30 CPs from specialised studies have been accumulated. The examination can be held at any time during the final semester. The examination is graded on a scale from 1 (worst) to 6 (best). The student earns 10 credit points if s/he receives a passing grade (score of 4 or more) at the oral exam.

Completion of the specialised Master degrees in infection biology or epidemiology

The degree is completed once the following credit points (CPs) have been acquired:

- 50 CPs from thesis work
- 30 CPs from lecture work, including all compulsory lectures
- 10 CPs from the final examination.

The final thesis grade is calculated by averaging the grade of the final examination (weight 1/3) and the grade of the written thesis (weight 2/3).

The Master’s written certification details the topic of the MSc thesis as well as the various grades.

After the final oral exam, the cover page of the Master thesis as well as the marked grading sheet must to be transferred IMMEDIATELY to the Swiss TPH student administration office. Hard copies of the corrected Master thesis must be given to the student administration office and to the Swiss TPH library as well as to other appropriate recipients (persons involved in the work, etc.).

Salaries/Scholarships

Swiss TPH does not pay MSc students nor does Swiss TPH offer scholarships for Master
students, as funding for MSc studies is generally unavailable from Swiss sources.

Study fees of currently CHF 710 per term ("Semestergebühren") have to be paid by the student, as do health insurance costs and living expenses. Currently there are no differences in fees between Swiss and foreign students at the University of Basel.

Further information

Students that travel abroad need to take the following steps:

1. Pass the WHO travel safety test (Security in the Field) prior to purchasing tickets. For details, see https://extranet.who.int/sec/sf/login.aspx.
2. Attend the Swiss TPH travel clinic for a pre-departure health check.
3. Get appropriate vaccinations.
4. Ensure adequate health insurance coverage.
5. Re-visit the Swiss TPH travel clinic for a follow-up health check upon return.

Supervisors are responsible to ensure safety and practical arrangements.

Programme contacts and course guidance

The following people are responsible for the Swiss TPH Master programmes at the University of Basel:

Prof. Till Voss
Specialised Master in Infection Biology
till.voss@unibas.ch

Prof. Christian Lengeler
Specialised Master in Epidemiology
christian.lengeler@unibas.ch

Christine Mensch
Administrative Course Coordinator
christine.mensch@unibas.ch

4.2 Checklist for MSc Students

To apply to an MSc course, complete the application form available on the University of Basel website and submit the application along with a letter to the Swiss TPH explaining your research interests and why you wish to study at Swiss TPH.

Once students have been accepted to the Master programme, they should follow the checklist below. Students already registered at the University of Basel can start with point (6.) of the checklist.

1. After receiving your admission letter from the University, apply for a Swiss residence permit and, depending on your country of origin, for a visa to enter Switzerland (see also chapter 6).
2. Find accommodation in or around Basel, as soon as possible.
3. Ensure that your health insurance covers your stay in Basel. Be aware that health insurance is mandatory in Switzerland and you need to arrange for this before coming to Switzerland.
4. Arrange your travel to Basel.
5. Register formally and in person at the University at the given time. Bring along original certificates, including high school certificates, as requested in the admission letter. You will then get a student card, as well as an email address from the University.
6. Before lectures’ start, choose the lectures you want to attend and register (“belegen”) online at the University of Basel, using the Student Services-programme.
7. When the autumn semester starts, get your personal ID-badge (deposit CHF 100) to be able to access all learning and teaching rooms at Swiss TPH.
8. Complete the student data sheet (see Appendix 1A) and return it to the secretariat.
9. Make an appointment at the Swiss TPH health clinic for a free medical check-up.
10. Familiarise yourself with the library. To use a printer, you need your personal ID-badge and information about the “cost centre” ("Kostenstelle") that pays for the printed pages.
11. When writing up the Master thesis, decide with your Supervisor on a date for the oral exam (in the third semester) and who will be the Chairperson of the exam. Register for the Master exam by completing the “Anmeldung zur Masterprüfung Biologie” form, 4 weeks before the exam. Take the registration form to the study secretariat, Mrs Susan Kaderli, “Studiensekretariat”, Klingelbergstrasse 50.
12. After the oral exam, return the Master agreement (signed by the Supervisor and Chairperson) to the Swiss TPH student administration.
13. When you have successfully finished your Master course, provide a copy of your thesis to the student administration office (electronic version) and to the Swiss TPH library (hard copy).

14. Complete outstanding administrative and academic formalities: return your badge and collect the deposit; return all books to the library; provide copies of the data collected and other essential computer or archive files to your Supervisor.

4.3 Additional Information for the Master of Infectious Diseases, Vaccinology and Drug Discovery (Joint Master Course with the National University of Singapore)

This program only takes place every second year; next possible intake September 2015 (application deadline: November 2014).

General information

This MSc programme is organised jointly by the National University of Singapore (NUS), the Novartis Institute for Tropical Diseases (NITD), the Biozentrum of the University of Basel (UoB) and the Swiss Tropical and Public Health Institute (Swiss TPH) and takes place every second year (2013, 2015, etc.). Admission criteria are the same as for the specialised Master in Infection Biology. The programme comprises 18 months of formal teaching and research work. Students will reside in Basel for the first five months of the course, affiliated with Swiss TPH and the Biozentrum. After that period students will move to Singapore to complete the research component and selected course modules. The programme admits a maximum of 20 students per course, hence competition is strong. Good written and spoken English is essential for the course.

Upon successful completion of the programme, students will receive a joint MSc degree either from National University of Singapore (NUS) or University of Basel (UoB).

Study goals

The course offers students comprehensive insight into the basics of infectious diseases and the strategies of vaccine design and drug discovery. Lectures complement a research project conducted in leading laboratories of NUS, NITD, Biozentrum and Swiss TPH.

The programme is designed to allow students the possibility of continuing on to a PhD project.

Funding

A selected number of students will be supported by a stipend covering 18 months of study, including tuition fees, and research and travel costs. Although the number of stipends is limited, self-funding applicants will also be considered. There are no conditions attached to the scholarship, nor is there a special requirement such as a minimum score for GRE or TOEFL etc. Students must, however, fulfil NUS Faculty of Medicine admission criteria for postgraduate degrees by research. This applies not only to students who plan to apply for scholarships, but also for those students with alternative funding sources. Self-funded students should expect to pay between 50,000 – 60,000 SGD (35,000 – 40,000 CHF) for 18 months of study, including living expenses, insurance, tuition fees, research, and travel costs.

Who should apply?

Applicants are expected to have a strong background in basic biological and medical sciences, including a relevant Bachelor degree. Students with training in chemistry, pharmacology or bioengineering are encouraged to apply, as long as they meet the entry criteria (entry criteria are the same as for the students choosing Master in Infection Biology).

Application

The following documents are required for a complete application:

1. Application form
2. Curriculum vitae
3. Diplomas and transcripts
4. Explanation of why you want to take this course (maximum one page)

The application form is available on our website: www.swisstph.ch/teaching/graduate

Please make sure that your documents are legible and sent in the order above to:

Christine Mensch
Administrative Course Coordinator
Swiss TPH
Socinstrasse 57
4051 Basel
Application submissions: The next intake is planned for 2015 (application deadline: November 2014)

5. Guidelines for Doctoral (PhD) Studies at Swiss TPH

5.1 PhD Programmes of the Faculty of Science at Swiss TPH

Swiss TPH’s academic faculty supervises PhD studies in the following subject areas:

- Microbiology
- Zoology
- Cell Biology
- Epidemiology

The general rules for doctoral students in the Faculty of Science are outlined in the PHD rules and regulations “Promotionsordnung” which can be downloaded from Faculty of Science’s homepage http://philnat.unibas.ch/dokumente.

Requirements

A completed Master degree, comprising at least 90 ECTS\(^2\) credit points\(^3\), is a pre-requisite for doctoral studies at Swiss TPH. A Master of Advanced Studies (e.g., MPH) or any other MSc with only 60 ECTS credit points do NOT qualify for doctoral studies at the University of Basel.

The Interdisciplinary PhD in Epidemiology (Fakultätsübergreifendes Promotionsfach Epidemiologie) is open to students from a variety of disciplines namely biology, medical biology, microbiology, molecular biology, infection biology, parasitology, environmental sciences, medical anthropology, medical sociology, pharmacy and pharmacology, health economics and medicine. The programme is described in the PhD specific rules and regulations (Wegleitung für fakultätsübergreifende Promotionsfächer) available at http://philnat.unibas.ch/dokumente.

Application

Persons interested in pursuing a PhD at Swiss TPH need to find a supervisor (Dissertationsleiter) and agree on a research topic, as well as on the means to finance this work. An official application form can be obtained on the Swiss TPH webpage (http://swisstph.ch/jobs.html).

The Swiss TPH Student Coordinator, Mrs. Christine Mensch, can be contacted to help clarify eligibility questions or concerns: phone +41 61 284 8289, christine.mensch@unibas.ch.

Swiss TPH makes the final decision on whether or not to accept a PhD candidate. Acceptance of PhD students is handled very restrictively since there are no paid positions available at the institute.

Once the research project and logistics, including the mode of financing, have been agreed with the supervisor and the eligibility of the student confirmed by the University of Basel, the student needs to register formally at the University of Basel.

University registration (Immatrnikulation)

PhD students at Swiss TPH need to be registered at the University of Basel for the duration of their PhD studies. All students have to visit the Student Administration Office of Swiss TPH (Christine Mensch, Doris Stamm) in order to be included in the PhD tracking system.

Students already holding a Master degree from the University of Basel continuing towards a PhD must re-register at the University and indicate their new status. The “Doktorandenpauschale-form” must be completed and signed by the Faculty Representative and submitted along with a fee of CHF 100 to the Admission Office of the University of Basel. A copy of this form must be submitted to the Student Coordinator, Christine Mensch, for inclusion in the student database.

Students coming from outside the University of Basel need to be formally registered at the University of Basel. Upon registering, you will receive a student card enabling you to benefit from the many discounts offered to students. A registration fee of CHF 100 is required.

Registration details and forms can be downloaded from the University homepage www.unibas.ch. PhD online registration is

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\(^2\) European Credit Transfer and Accumulation System (ECTS) was developed by the European Commission in order to provide general and accepted procedures for the recognition of study qualifications gained by students on courses outside their home country.

\(^3\) One ECTS credit point is equivalent to 25 – 30 student working hours.
available since spring 2012 for German speaking students.

A number of documents are required for registration (a complete list of required documents can be found in the application set for doctoral studies section of the University of Basel website), including a letter signed by the Faculty Representative confirming the student’s acceptance (Bereitschaftserklärung des Fakultätsvertreters / Confirmation of Faculty Representative). The Student Coordinator will arrange the faculty confirmation letter and the future PhD student’s details will be entered in the student database.

Only a limited number of Swiss TPH academic staff can serve as Faculty Representatives. Appendix 2A describes the roles and responsibilities of Swiss TPH academic staff with regard to PhD studies.

**Deadlines for registration** for doctoral studies are July 31 for the autumn semester and January 5 for the spring semester.

**PhD proposal**

New PhD students are required to first prepare a PhD proposal in collaboration with their supervisor. Once your supervisor agrees with your proposal, all PhD proposals are thereafter reviewed by two senior staff members. Once the supervisor and reviewers agree with the revised version, it will be discussed at a meeting of the Research Commission (RC) of the Swiss TPH.

The Research Commission meets regularly and the meeting dates are communicated in advance on the institute’s homepage [www.swisstph.ch/teaching/doctorate.html](http://www.swisstph.ch/teaching/doctorate.html).

The aims of the PhD proposal review process are:

- Achieve high scientific quality of the proposals
- Assure optimal use of internal collaborations
- Foster collaborations across departments
- Assure a comparable and high training standard of all Swiss TPH PhD students
- Critically review the funding situation of each PhD student
- Evaluate ethical issues of each proposal
- Allow an efficient exchange of information about ongoing research activities within Swiss TPH

**Steps of the internal proposal evaluation process (Appendix 2E)**

1. All students must submit their proposal 3 (to maximum 6) months after having registered as PhD students at Basel University. Students have to indicate when they plan to submit their proposal to the RC by contacting Marco Waser at marco.waser@unibas.ch.

2. The proposal needs to be finalized for review 6 weeks prior to the RC meeting at which the proposals will be presented.

3. The supervisor asks 2 colleagues of Swiss TPH who are not directly involved in the work and not part of his/her unit to critically review the proposal within 2 weeks. Reviewers use the form (Appendix 2G) to evaluate the proposal.

4. The PhD student organizes a meeting (or any other form of discussion) with the reviewers and the supervisor to discuss the reviewers’ comments. Required adaptations of the proposal are made by the PhD student and the revised proposal is sent to Marco Waser one week prior to the RC meeting.

5. At the RC meeting, each PhD student presents his/her revised proposal within 5-7 minutes (maximum 5 slides – see Appendix 2F). The short presentation needs to be understandable for a mixed RC audience. The reviewers give a short comment.

6. All RC members can then provide input. In general, the proposals will not need more than 15 minutes (in total) to be discussed with the RC.

**PhD proposal outline**

A detailed description of how to structure a PhD proposal can be found in Appendix 2B (‘Guidelines for writing PhD proposals’). Students have to indicate whether their proposal is part of a research project which has already been peer-reviewed by a funding agency (such as Swiss National Science Foundation). If the PhD study is part of a larger research project it is important to outline the specific role and responsibility of the PhD student. In addition to the description of the research planned, information about the composition of the doctoral committee (see below), ethical issues, internal and external support, a budget plan, training to be undertaken during PhD studies (see below) and a detailed timeline must be
provided. The planned research should allow for production of at least three scientific manuscripts although a target of five publications is highly desirable.

**Doctoral committee**

A doctoral committee consists of at least three members including a Faculty Representative, a Supervisor (if not the same as the Faculty Representative), a Co-Referee. At least one and up to three experts can be included. The doctoral committee monitors the progress of the student and decides whether or not the PhD candidate is allowed to continue after an assessment of the first year of study.

The *Supervisor (Dissertationsleiter)* is the main person responsible for the PhD student. S/he grades the final thesis and attends the final examination. S/he does not need to be a faculty member of the University of Basel, provided a Faculty Representative at Swiss TPH takes responsibility for the PhD student.

The *Faculty Representative (Fakultätsvertreter)* officially represents the PhD student at University level and takes full responsibility for the thesis being undertaken according to the regulations of the University of Basel. In most situations, the Supervisor and the Faculty Representative would be one and the same person. If for some reason the Supervisor is not eligible as Faculty Representative then a suitable person must be identified – see list of eligible people in **Appendix 2A**. The Faculty Representative is then also part of the doctoral committee, co-signs the thesis evaluation and attends the final examination.

The *Co-Referee (Korreferent)* contributes an outside view to the doctoral committee, provides an external evaluation of the thesis and attends the final examination. S/he should be an academic staff member of a respected University and only in exceptional circumstances may s/he be a faculty member of the University of Basel. S/he should not have published with the PhD student and should contribute to the student’s annual self-assessment either in person or in writing.

The *External Expert(s)* may be any scientist associated with the work - including academic and non-academic staff from other institutions. S/he contributes relevant competences for interdisciplinary PhD studies. External experts who have been listed on the PhD application form (Promotionsantrag) submitted to the Faculty of Science will be invited to attend the thesis examination.

The *Chair* of the Examination Committee is responsible for the organisation and correct procedures of the thesis defence (**Appendix 2A**).

**Lecture work and training**

As per University regulations PhD students are required to complete a minimum of 12 ECTS credit points of formal training (for a definition of ECTH see 4.1. credit point system). **Appendices 2C and 2D** describe the skills and competences needed for a successful completion of the Infection Biology and Epidemiology PhD programmes. These guidelines should be used to assess the training needs of individual students. In addition to programme specific knowledge, students need to acquire research skills and to develop personal and management skills. The 12 ECTS represent a minimum number and students lacking required qualifications should consider additional training after discussion with their supervisor.

For the PhD in Epidemiology and Public Health, in accordance with the Swiss School of Public Health (SSPH+) guidelines for PhDs, up to additional 25 ECTS credit points are required if the student lacks basic qualifications for doctoral-level studies.

The doctoral program in Infection Biology requires a minimum of 18 ETCS.

The total ECTS credit points required are decided by the doctoral committee together with the students and must be indicated in the research proposal.

Swiss TPH courses offered through the Master programmes in Epidemiology and in Infection Biology present additional training opportunities for PhD students. The University of Basel also offers some relevant lectures for PhD students ([www.unibas.ch/index.cfm?4227ABABD60B17A045673106CC11779](http://www.unibas.ch/index.cfm?4227ABABD60B17A045673106CC11779)) while others still can be found through the SSPH+ network ([www.ispm-unibasel.ch/sspplus/spip.php?page=phd_coursess&lang=en&chancengleichheit.unibas.ch/ueberfachliche-kompetenzen/kursangebot](http://www.ispm-unibasel.ch/sspplus/spip.php?page=phd_coursess&lang=en&chancengleichheit.unibas.ch/ueberfachliche-kompetenzen/kursangebot)) or the PhD Program Health Science webpage ([www.pphs.unibas.ch](http://www.pphs.unibas.ch)).
Financial support

PhD students at Swiss TPH typically fall into one of two categories:

- Full staff members with a contract to work at Swiss TPH or a related institution. Their remuneration usually follows the Swiss National Science Foundation (SNF) guidelines (*Doktorandenpauschale*).
- Visiting PhD students from abroad with a scholarship as agreed in the PhD regulation document. The Student Coordinator, Christine Mensch, can be contacted for administrative assistance.

Swiss TPH only accepts self-funded PhD students in exceptional circumstances.

A budget section outlining how the student will be paid and how additional research, travel and study costs will be covered must be part of the PhD proposal.

**IMPORTANT:** For international students with a scholarship, the taxation office of Basel will send a tax declaration form once a year. **It is of the utmost importance to submit these forms to the Student Coordinator, Christine Mensch, in order to avoid having the scholarship funds taxed.**

Duration of studies

Full-time PhD students are expected to complete their thesis within 3 to 3.5 years while part-time PhD students may extend the duration of their studies accordingly. For students conducting research abroad, a minimum residency in Basel of 3 months at the onset of studies and of 6 months at the end for finalising the PhD is required.

**PhD students are expected to devote up to 20% of their time to support general tasks of Swiss TPH!!!**

Time off

In the case of an unanticipated extended leave from studies due to ill health or other personal reasons, the student is asked to inform and consult with his/her Supervisor. For more information please refer to the human resources guidelines available from the HR department.

Portfolio and assessment

All Swiss TPH PhD students maintain a portfolio documenting their learning progress.

Regular meetings with the doctoral committee (at least annually) are accompanied by an evaluation based on the student's self-assessment.

The student's self-assessment is an opportunity to reflect on the experiences that improved his/her ability to conduct research and to suggest how other competences could be acquired and how to further develop and improve personal, managerial and leadership skills. Based on this assessment a working plan for the following year is developed. The self-assessment includes, but is not limited to, the documentation of formal training, conferences attended, presentations given or papers published (see Appendices 2H and 2I for self-assessment guidelines and resources). The self-assessment form stays with the student.

Students are responsible for organising the annual committee meetings. Each year, an annual meeting confirmation form (Appendix 2J) must be submitted to the Student Coordination to be entered in the student database. After the first year of doctoral studies (usually 12 months after registration), a formal decision is made regarding whether or not the PhD studies should continue.

Upon completion of the PhD programme, the complete documentation of formal training, conferences attended, presentations given and papers published is sent to Christine Mensch for entering in the student database.

PhD tracking

Throughout the PhD studies the student and the supervisor are regularly invited/ reminded to complete the required next steps of the PhD process.

PhD thesis

The final product of PhD study and research is a written thesis. Students have the choice of producing a monograph thesis or a publication-based thesis; the latter being the clear preference of Swiss TPH. In general, a publication-based thesis consists of 3-5 peer-reviewed articles and includes an introduction, literature review, discussion section and conclusion. The student should be the first author of at least two publications and at least two manuscripts need to be published or accepted for publication at the time of thesis submission. The typical structure of a thesis is given in Appendix 2K. Theses are usually written in English.
Submitting the thesis

Consult the information sheet ‘How to submit the thesis’ ( Appendix 2L). For additional information, contact the Dean’s Secretary at the Faculty of Science, Marianne Hess phone: +41 61 267 30 53 or marianne.hess@unibas.ch. The thesis should represent original work on the part of the student. Plagiarism is a serious offence at Swiss TPH and the University of Basel. Please see Appendix 3 for definition plagiarism.

Thesis evaluation

The PhD Supervisor and the Co -Referee give an assessment of the thesis in writing and grade it. Grades are given on a scale of one to six, with six being the best. A minimum score of four is needed to pass. In cases where the Supervisor cannot serve as the Faculty Representative, both the Supervisor and the Faculty Representative must sign the evaluation sheet. A positive evaluation ends with the sentence:

Ich (wir) beantrage(n) der Philosophisch-Naturwissenschaftlichen Fakultät der Universität Basel, die von XY vorgelegte Dissertation als xxx Arbeit (Note xx) anzuwennen und XY zum Doktorexamen zuzulassen.

(Translation: I/we request the Faculty of Science to accept the thesis presented by XY as [good/excellent, etc.], with a mark of [4-6] and to admit the student for the oral doctoral exam.)

PhD defence

Following the completion of the thesis, an oral exam is held. The student and the Supervisor, in consultation with the PhD committee, arrange the date, time and location of the defence. Details of the PhD degree completion process can be found on the homepage of the Faculty of Science (http://philnat.unibas.ch/dokumente/promotion-phd). Details of the defence must be communicated to the Dean’s Secretary at the Faculty of Science 4 well in advance of the date to allow official invitations to be sent to the examiners and to prepare the necessary documentation. As soon as the date is set, students must inform the Head of Department and the Student Administration Office of the details of the defence, including the date, time, location, and title of the thesis.

It is the student’s responsibility to collect the required documents from the Dean’s Secretary one day before the defence takes place and to hand them over to the Chair of the Examination Committee.

The defence can be public or closed, depending on the student’s preference. A closed defence includes a 10-minute oral presentation of the PhD project, followed by a 50-minute question and answer period. An open defence includes a 20-minute presentation, followed by a 40-minutes question-and-answer period. Questions are usually related to the thesis, but more general questions about the field of investigation are to be expected.

The Chair of the Examination Committee is responsible for the organisation and the correct procedures of the thesis defence. Appendix 2A indicates which faculty members of Swiss TPH can serve as an examination Chair.

At the defence the following persons need to be present. The Chair, the Supervisor, the Faculty Representative, the Co-referee and the external Expert(s) listed on the PhD application form (Promotionsantrag) submitted to the Faculty of Science.

Grading

The overall grade of the thesis is a weighted average, with 1/3 of the grade given for the oral exam and 2/3 for the written thesis. The final mark is rounded off to the nearest half mark. Marks range from one to six, with six being the best and four being the minimum grade for a pass.

Latin epithets corresponding to these grades are used:

4.0 rite (pass)
4.5 bene (good)
5.0 cum laude (with praise)
5.5 magna cum laude (with great praise)
6.0 summa cum laude (with the highest praise)

After the PhD defence

Following the defence, the examiners will inform the student of her/his grade and the student will be asked to take an oath of academic integrity. It is customary for fellow

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4 The Faculty of Science at the University of Basel is located at Klingelbergstrasse 50.
Post PhD actions

1. Make final corrections to the thesis and arrange for printing according to the regulations of the University of Basel. Carefully study the new submission regulations: [http://philnat.unibas.ch/dokumente/promotion-phd/](http://philnat.unibas.ch/dokumente/promotion-phd/)

2. Provide three ‘hard’ copies of the thesis (binding variant 2 of regulations), as well as a copy on CD-Rom for publication at the University of Basel (details see regulations).

3. Provide two hard copies to the Swiss TPH library as well as a copy on CD-Rom.

4. Print additional (more colourful) copies for private use.

**NOTE:**

a. Libraries require the “official” hard copies to be of good binding quality. Variant 2 of submission regulation is recommended (advice is provided by Margrit Slaoui, EPH and Susy Györffy, MPI).

b. Carefully study the layout and design of hard copies (inclusion of CV and signature of Faculty Representative, etc.) as outlined in the submission regulations. ([http://philnat.unibas.ch/dokumente/promotion-phd/](http://philnat.unibas.ch/dokumente/promotion-phd/)).

c. Additionally, an electronic copy of the dissertation including a pdf of the complete version of the dissertation and the abstract as a text file (txt-file) has to be submitted both to the University and the Swiss TPH library on CD-Rom (details see submission regulations).

d. A completed and signed consent form for thesis publication ([Appendix 2M](#)) has to accompany the submission

e. The hard copies and CD-Rom must be turned in within two years after the PhD defence, otherwise the PhD defence may be declared void. In special circumstances, students must ask for an extension in writing, providing reasons for the delay.

f. Students typically make additional 20 – 30 copies to distribute to their home institutions, colleagues and other interested parties. These copies may be more colourful and be of lower binding quality. Practical advice is provided by Margrit Slaoui, EPH and Susy Györffy, MPI. Contributions to the costs of printing are available from the University, see [http://nachwuchs.unibas.ch/004.html](http://nachwuchs.unibas.ch/004.html).

5. Handover the raw and analyses data including the data documentation, statistical queries to reproduce results and other relevant documents to your Supervisor, copy them to a Swiss TPH server. Make sure that all other electronic copies of the data and especially personal data of patients / study participants are deleted, according to the ethics agreement. **Note:** All produced datasets, documentation, analyses protocols and – queries belong to the Swiss TPH.

6. Archive all original material (filled in questionnaire, signed consent forms, fieldwork material, project manual, etc.) according to the Swiss TPH project archiving regulations (process is under development – contact Marco Waser).

7. Please send a copy of your final doctoral degree to Christine Mensch.

8. De-register from the University.

5.2 SSPH+ PhD Programme

The Foundation Swiss School of Public Health plus (SSPH+) provides support for and coordination of advanced education at Swiss universities in fields related to public health. The University of Basel is one of seven universities supporting the SSPH+.

The SSPH+ PhD programme is a training and networking programme designed for PhD students in the fields of Public Health. It offers lectures in public health research, advanced methods, and thematic workshops. Lectures are taught by national and international experts and aim to provide high-level training for PhD students as well as stimulating networking opportunities. Registered SSPH+ students can attend PhD lectures for free and apply for financial support for external courses.

To register with the programme and receive an SSPH+ certificate at the end of their studies,
students must meet the standards set by the foundation. The requirements for a SSPH+ PhD are in line with those of Swiss TPH.

Detailed information can be found on the programme homepage: www.ispm-unibasel.ch/ssphplus. The SSPH+ PhD programme is managed and coordinated at the Institute of Social and Preventive Medicine, University Bern by Ann Walser (phdph@ssphplus.ch), Coordinator. The local academic contact person for Swiss TPH students is Nino Künzli, Deputy Director Swiss TPH.

5.3 Administrative Checklist for New PhD Students

1. Visit the Student Administration Office (Christine Mensch, student coordinator) to take care of administrative details. Complete the Student Data Sheet PhD Student (Appendix 2N).

2. Go to the library to have your photo taken for the ID/access badge.

3. Collect your badge (and hand over deposit of CHF 100) from the main secretary (Socinstrasse 57, ground floor).

4. Ask your supervisor for the cost centre (‘Kostenstelle) that pays for photocopy printouts.

5. As soon as you have the “Stammdatenblatt” from the URZ for your UniBas e-mail account, bring this form to the student administration to gain access to IT services.

6. Sign your work contract (available from human resources) or PhD regulation (available from student administration). Upon signing the contract/regulation you will receive an information packet including important material about security, the job ticket for public transportation, etc. Read it carefully.

7. Make an appointment with the Swiss TPH medical services department (located at Socinstrasse 57, first floor, open until 2.p.m) for your compulsory medical check-up, which is free of charge.

6. Doctoral Programmes

6.1 Faculty of Medicine

The following programmes of study are open to physicians or medical students:

Please note: The rules for doctoral studies in the Faculty of Medicine have changed since the introduction of the Bachelor/Master degree system (19 November 2009). General information on medical doctorates can be found on the Faculty of Medicine website (http://medizin.unibas.ch/lehre/promotionen.html).

Medical Doctorate (Dr. Med.)

The new Dr. med degree requires one year of scientific activity and study. To register as a doctoral student, a Master degree in Medicine is required. The thesis can only be submitted one year after obtaining the Masters degree and after successfully completing the federal “Staatsexamen”. Work on the Dr. med. thesis can begin during the Master programme and can be a continuation of scientific work performed for the Master thesis. Details are available at the „Ordnung für den Erwerb der Doktorwürde Dr. med“ www.unibas.ch/doc/doc_download.cfm?uid=90B9AF783005C8DEA3B57F53038847EF&obj_id=3765 and the Wegleitung http://medizin.unibas.ch/fileadmin/MedFak/Dokumente/Lehre/PHD/Wegleitung_PhD_16-8-10.pdf.

The student must be registered for at least two consecutive semesters as a doctoral student at the University of Basel.

A Dr. Med. thesis can only be supervised by a Swiss TPH collaborator with an academic degree, such as a PD or by a Professor of the Faculty of Medicine (Dissertationsleitung). Please see the faculty affiliation list in Appendix 2-A. Academically qualified staff from other faculties can be involved in thesis supervision (Dissertationsberreuer/in) and must be mentioned in the thesis, though it is the Thesis Supervisor (Dissertationsleiter) who will evaluate the final thesis.

Medical Doctorate (MD-PhD)

The MD PhD programme allows research-oriented physicians to complete a second course of study at a Swiss Faculty of Science, leading to a double doctorate (Dr. med. and Dr. phil nat.). Many MD-PhD theses are lab based and
performed in one of the subject areas of (basic) science, but they can also cover research in epidemiology and public health, according to the guidelines outlined in chapter 5.1. The MD PhD programme offers a number of scholarships each year, funded by the Swiss National Science Foundation and other institutions. Scholarships are open to MD-PhD candidates for all subject areas, and the selection process is highly competitive. Details are available at www.snf.ch/en/Pages/default.aspx.

Doctor of Medical Science (Dr. Sc. Med.) (PhD)

The new Dr. Sc. Med. (PhD) has been developed by the Faculty of Medicine at the University of Basel for Biomedical Engineering, Medical and Health Ethics, Nursing Science, or Sports Sciences. For details, see the Faculty of Medicine website, http://medizin.unibas.ch/lehre/promotionen.html. A PhD in Epidemiology or Public Health can be obtained in the framework of the interdisciplinary PhD in Epidemiology offered by the Faculty of Science (Fakultätsübergreifende Promotionsfach Epidemiologie) as outlined in chapter 5.1.

6.2 Faculty of Science

Swiss TPH also offers a PhD program in Infection Biology which is organized in collaboration with the Centre of Cellular Imaging and Nano Analysis (C-CINA), Basel; Bioinformatics, Biozentrum and the Swiss Institute of Bioinformatics, Basel, and the Institute of Molecular Systems Biology, Zürich.

The program offers lectures and practicals in the following areas: molecular biology and molecular epidemiology of pathogens, molecular modelling, systems biology, functional and comparative genomics of pathogens, host-pathogen interactions, human immunology, biochemistry, and microbiology with a technological focus on molecular biology techniques, systems biology, imaging technologies, and bio-informatics.

Applications currently have to be made through unit leaders in the Department of Medical Parasitology and Infection Biology and are dependent on the availability of externally funded fellowships or grants.

Applicants should hold a Masters Degree, Diplôme d’Études Approfondies, or equivalent scientific degree recognised by the University of Basel. A degree or proven in-depth experience in one of the following subjects is also required: Molecular Biology, Cell Biology, Immunology, Biochemistry or Molecular Microbiology.

The IPPIB is governed by the Regulations for PhD Studies of the Philosophy and Natural Sciences Faculty of the University of Basel (Ordnung für Doktoratsstudien an der Philosophisch-Naturwissenschaftlichen Fakultät der Universität Basel (http://philnat.unibas.ch/dokumente) and follows the Bologna Reform Guidelines (Richtlinien der Bologna-Reform). The curriculum is taught in English, thus a good command of the English language is a precondition for enrolment.

7. International Students

7.1 Master Students

International students wishing to pursue Master level studies at the Swiss TPH must complete the Master degree application forms. These forms are available on the University of Basel homepage (www.unibas.ch). The application AND authenticated copies of degrees and transcripts must be sent by post to the University of Basel’s Admission Office; scanned copies sent via email will not be accepted. A letter of motivation explaining what you plan to study and why you wish to do your Master studies at Swiss TPH is also required. The application will be reviewed by the University of Basel and Swiss TPH and assessed according to the admission criteria.

If you are accepted into one of our Master programmes, you will be notified by the University of Basel or Swiss TPH and receive an admission letter from the University. This admission letter is required to apply for a residence permit or a visa. See the section below on General information: How to apply for a visa. Once you are accepted into the Master programme, you should start seeking suitable accommodation, as it is quite difficult to find housing on short notice. You should also ensure that your insurance coverage is adequate and up-to-date - health insurance is mandatory in Switzerland. Insurance and travel arrangements to Basel are the student’s responsibility.

1 Petersplatz 1, CH-4003, Basel (studsek@unibas.ch)
7.2 PhD Students

Students interested in pursuing PhD studies at Swiss TPH must apply online via the following link: www.swisstph.ch/jobs.html

If you are accepted, you will be contacted by Swiss TPH. At this point, you will be asked to complete the PhD application forms available on the University of Basel homepage (www.unibas.ch). Send the completed forms to Swiss TPH (not the University). Swiss TPH will pass on the information to the University for review and assessment. Admission to the PhD programme is contingent on acceptance from the University of Basel. If the University accepts your application, you will get an admission letter from the University. In most cases, the Swiss TPH will assist students requiring a visa or residence permit and will also help arrange accommodation, insurance and travel. Sometimes, however, this is not possible and students must apply for a visa on their own. Please see the following section on General information: How to get a Visa.

7.3 General Information

**How to get a visa**

For students from countries requiring a visa for entry to Switzerland, you have to apply for the visa at the Swiss embassy in your country. This must be done well in advance, as it will take at least 6-8 weeks for the visa to be issued. Only apply for a visa once you have received your letter of admission from the University of Basel. More information can be found on: www.eda.admin.ch/eda/en/home/reps.html

All foreign students (EU or NON EU countries) need to obtain a residence permit. It is your responsibility to check with the Migration Office BS (Migrationsamt Basel).

**What you need to get a visa or a residence permit:**

1. A Letter of Admission from the Study Secretariat of the University of Basel (or for PhD-Students, a confirmation from the Swiss TPH Student Administration.

2. A written application indicating the reason for travel, duration of stay (length of your whole stay for study purposes), degree you will study, your plans for the future (work).

3. Curriculum vitae

4. Evidence of sufficient financial resources to live in Switzerland. This usually involves providing proof that a solvent person(s) will cover all the living expenses of the student, or providing a statement of account, a grant, or – for PhD-students – the contract of employment.

5. Guaranteed travel back home after completion of studies.

After registering at the University of Basel, students must present in person at the Migration Office in Basel (Spiegelgasse 6) to get a biometric residence permit.

**Be prepared to show the following documents:**

1. Your Passport (with visa, if required)

2. Valid students card (“Legi”) of the University of Basel

3. Proof of financial means

4. Documents indicating your civil status, as appropriate (marriage certificate, divorce decree, family register, etc.)

5. Copy of rental agreement

The residence permit is only valid for one year. The immigration office will send out instructions for renewal. Students are responsible for extending the permit themselves.

**How to get a bank account (for foreign/scholarship PhD students)**

The opening of a private bank account at UBS is linked to the following conditions:

1. For opening a private bank account, the student makes an appointment with Mr. David Hunziker (or his substitute Misses Gordana Tomasic) at UBS Basel (coordinates see below). The following documents have to be presented

   a. Identification paper (passport)

   b. Copy of regulation with Swiss TPH

   c. Application for opening a bank account

   d. Application for e-banking and e-documents (electronically delivery of bank receipts)

2. The student has to discharge UBS bank secret towards Swiss TPH. In the case of
emergency, Swiss TPH will have insight into banking records of the student.

3. Payments to the bank account are possible from originators with domicile in Switzerland.

4. After the end of the stay at Swiss TPH, the student has to arrange with UBS if the bank account shall be maintained or not. If within three month after the end of the regulation no instructions are given to UBS, the balance of the bank account will be transferred to Swiss TPH (Account Nr. 292-1Q116347.3). Therefore at the opening of the account the student has to sign an order of netting out the balance after 3 month after the end of the work contract.

5. In case of prolongation of work contract, HR informs UBS about contract changes.

6. The following countries of domicile are excluded from this regulation: Cuba, Iran, North Korea, Sudan, Syria, Australia, Canada, Japan, New Zealand, South Africa

Contact at UBS:
Herr David Hunziker
Client Advisor, UBS AG
Aeschenvorstadt 1
Postfach 4473
4002 Basel
Phone: +41 61 289 10 81
Service line: +41 848 848 052

A bank account at any post office can also be opened. The same documents as mentioned above are required.

8. Rights and Obligations of Students

Students at the University of Basel and the Swiss TPH have rights as well as obligations.

Students have the right to:
- Be treated in a respectful and responsible way by the Supervisor and all staff members
- Regular supervision
- Adequate representation in the different bodies of Swiss TPH
- Working space – for PhD students this means lab and/or office space; for MSc-students, working space is available in the library
- Adequate equipment and supplies for their work
- Computer access – for PhD-students this means provision of a personal computer with internet access; MSc-students have limited access to computers and internet through the library

Students are obliged to:
- Comply with generally accepted rules of scientific and personal conduct
- Respect the rules and regulations of Swiss TPH at all times
- Be aware of security guidelines, both in offices and in the lab; – every student should be introduced to the guidelines by his/her Supervisor, in association with the Swiss TPH Security Officer
- Participate in the general running of their lab/department
- Support fellow students
- Actively participate in Swiss TPH academic life, including attending weekly seminars, presentations, and student meetings.
- Maintain adequate health and travel insurance during their time in Basel
- Contribute to the Swiss TPH community by assisting new students or visitors, supervising exams or carrying out other Swiss TPH related tasks when requested (up to 20% of full-time studies).
- International students have to inform the Migration Office in Basel about their departure date (to avoid taxation).
- All students have to clear their bank accounts after finishing their studies and when leaving Switzerland.
- All students have to make sure to terminate their mobile contracts after finishing their studies and when leaving Switzerland.

Resolution of conflicts

The Studentische Körperschaft der Universität Basel (SKUBA) is the official body representing the interests of students at university level.

In case of problems or conflicts between the student and staff of Swiss TPH (his/her Supervisor, other staff, fellow students) or in case of serious personal problems, students are advised to consult the following persons (in this order):
1. Supervisor
2. The Head of Department
3. The Director of Swiss TPH
4. The Dean of the Faculty of Science

In case of conflict there are also two ombudsmen available at the institute: Prof. Christian Lengeler (EPH) and Prof. Till Voss (MPI).

In cases of serious student misconduct, the same persons will be consulted. For the most serious cases, the discipline commission of the University will be consulted (Disziplinarkommission).

Sexual harassment: Sexual harassment is illegal according to Article 4 of the Swiss Equality Law (GIG) of 24 March 1995. That law prohibits any harassing behaviour of a sexual nature or other behaviours of sexual orientation which compromises the dignity of men and women in the workplace. Sexual harassment consists of any action with a sexual reference which is undesired by one party, and may range from offensive and distressing observations, sexist remarks, demonstration or display of pornographic material, undesired bodily contact and sexual advances.

Sexual harassment is not tolerated within the Swiss TPH and individuals found guilty of harassment shall face sanctions, including exclusion from the Swiss TPH and the university, and in serious cases legal prosecution. The complainant shall not suffer any disadvantages as a result of making such a case known.

The institute expects all employees and students to respect the personal limits claimed by their colleagues for interpersonal contact. Students who feel sexually harassed are encouraged to inform Professor Elisabeth Zemp or Professor Christian Lengeler (both EPH).

Swiss TPH students are expected to attend:

- **Team/student meetings:** All units and departments organise regular meetings. Master and PhD students are required to take part in the meetings of their particular unit and department.
- **EPH meeting:** The EPH-meeting takes place on Monday at 10.00 h. This meeting is an opportunity to discuss administrative matters, give departmental updates, introduce new staff members and ensure that everyone knows what is happening in the department and more generally at Swiss TPH.

  - **Student meeting (EPH only):** Takes place on Monday from 11:00-12.00 noon. The programme for this meeting is organised by one or two students taking turns arranging a programme according to proposed topics, and to chair the meetings. It is intended to provide a forum for students to present their work (either finished or in progress) to their peers, gain presentation experience, discuss specific topics of interest, invite guest speakers etc. One or more academic staff members attend each session, but the students run the meetings. It is compulsory for all students to present at least once in this meeting during their studies (MSc or PhD).

  - **MPI meeting:** The MPI weekly meeting takes place on Thursdays and is intended to ensure that departmental staff and students are kept informed of current issues of the department, Swiss TPH and in the field of MPI.

  - **MPI and EPH research seminars:** This departmental seminar series takes place every Thursday. Sessions are dedicated to either a MPI- or EPH-relevant research topic. The Research Seminar serves as a platform for students and staff to share and discuss the results of their ongoing research projects. Local, national or international senior scientists are also invited to present their work. These seminars are mandatory for EPH and MPI PhD students.

9. Student Representative’s Roles and Responsibilities

Each research department has a Student Representative (PhD and Master) that is either: chosen by their peers, chosen by the Swiss TPH departments or volunteers to be the Student Representative.

Student Representatives (SR) are a critical component of effective communication between students and the institute administration and directorate. The main focus for SR is academic representation. They represent the interests of the student body. In this function they are the primary contact for the students and for institutional bodies with respect to student’s issues.
The Student Representative Committee (SRC) at Swiss TPH comprises six to seven students: 4 PhD Student Representatives (EPH, MPI, SCIH, MedDia, MedRes) and 2-3 Master Student Representatives (EPH, MPI, SCIH, MedDia, MedRes). The SRC reports to the director of the Institute.

The SRC is involved in the National Union of Students (NUS), the top representative body of all tertiary students in Switzerland that works to protect the rights of all students. This could be achieved via connection with avuba (Assistierendenvereinigung der Universität Basel), the assistants association of the University of Basel. Information on NUS activities can be accessed via http://vss-unes.ch.

**Master SR:** The two to three Master Student Representatives represent all the master students of the Infection Biology Master course and of the Epidemiology Master Course. At least one MSR is elected from the Infection Biology Master course and one from the Epidemiology Master Course.

**The main duties of the MSR are:**

1. be the central contact point for students, PhD representatives and institute faculty/directorate/administration and ensure optimal flow of information
2. promote student communication and "team spirit" in the master's class, as for example by organizing social events
3. welcome the next master student class, introduce them into the course and institute
4. promote scientific and social exchange with master students from other institutions and other master courses, e.g. African studies, Biozentrum, by liaising with their respective MSR (information about lecture series, etc.)

The MSR will work independently but in close collaboration with the PhD student representatives. Every year two to three MSR are elected by their peers. They will be introduced into their role and responsibilities by the previous year's MSR.

**PhD SR:** Two PhD SRs will represent the students from EPH, SCIH, MEDDIA, MEDRES and two PhD SRs will represent the students from MPI. Ask fellow students or your supervisor for the name of your current PhD Student Representative (SR).

PhD Student Representatives are responsible for organising student meetings, support work/volunteer work within the Swiss TPH, and workspaces in their department. They should be contacted by the Supervisor before arrival of new students as workspace is limited at Swiss TPH and must be carefully planned and allocated. Please let your PhD Student Representative know when you leave the institute for an extended period of time, e.g. for fieldwork, or when you finish your studies.

Do not hesitate to contact the PhD Student Representatives to discuss any questions, concerns or suggestions.
as moderator if the situation allows. The role of the SR does not include being involved with the students’ personal problems, academic difficulties, and individual student allegations of unfair or inappropriate treatment. If a student comes to you with such a problem recognize that they have identified you as a source of information and encourage/support them to talk to their direct unit superior or to come to the Students’ Union Advice Centre. The staff in the Advice Centre can provide support and guidance on academic, international, and personal support issues. Confidentiality is imperative when dealing with student issues. If the student representatives would like to discuss a student’s situation with a third person, then they must have their consent beforehand.

2. **Provide feedback to the student community from high-level meetings (e.g. annual retreat Swiss TPH)**

These briefings should not be done only with a written summary sent by email. The student representatives must create the space for students to ask and comment freely. To avoid increasing the student workload these meetings should take place, as far as possible, during the time allocated for the weekly students' meeting. If not possible we recommend scheduling a new meeting in addition to send a written summary by email to all the PhD students. It is important to remember that the role of student representation does not end with attending high-level meetings but must be combined with strong feedback to the student community both, based in Basel and in the field.

3. **Organize seating place for the PhD students**

An essential task of the student representatives is to organize the working spaces for the students. This is a very challenging task, especially in autumn when many external students are coming for course work. Seating places for PhD students are located in Eulerstrasse 68/83 and Socinstrasse 57/59. It is very important to keep regular contact with the room management coordinators to organize the working spaces for all PhD students.

- EPH, SCH, MEDDIA and MEDRES student representative coordinates Eulerstrasse 68/83.
- MPI student representative coordinates the MPI student rooms on the 2nd and 3rd floors of Socinstrasse 57 and makes contact with various group leaders that have sitting spaces in their labs at Socinstrasse 57 and 53A.
- Gerd Pluschke coordinates non-student offices in the second floor.
- Nora Bauer coordinates the 3rd floor in Socinstrasse 57.

Students representative are responsible to keep it up to date every trimester.

4. **Welcoming of new PhD students**

A warm, friendly welcome is always a good start in a new environment. It is very important to keep regular contact with Christine Mensch, Teaching and Training department, to be aware of the new arrivals in order to properly organize the working spaces for all PhD students.

The SR should welcome the new students at the Swiss TPH, once they have received the "welcoming package" and instructions from Christine Mensch. Then the student representatives will show the new students their offices and will explain some rules and technical stuff like printers, kitchen, internet, and student volunteer work. Please make sure that new students have the Students Handbook, which is full of important guidelines and helpful hints.

The introduction of the new students to the all relevant persons in the same building is usually done by the student’s direct supervisor or their group colleagues and is not the responsibility of the SR. However, this responsibility can be delegated to the SR in particular situations (e.g. supervisor not present).

5. **Relay key messages from the administration to the student body**

**Find volunteers!** Various project leaders and colleagues might be looking for volunteers for different tasks. Those requests, mainly via e-mail, include:

- supervise during an exam (presence)
- correct exams and evaluation forms
- assist with cocktail hours or coffee breaks
- assist with the organization of conferences or workshops
- technical support (data cleaning and analysis, teaching, Master student’s support, etc.)
- assist the administration team
6. Keep the minutes-writer plan updated (exclusively for EPH)

Every Monday the EPH- Plenary meeting takes place at 10h. As many members of the institute are travelling for working purposes or are absent for other reasons, a PhD student summarizes the announcements in a written form. Dagmar Batra is informed the week before by the SR about who will write the minutes. The minutes’ writer must submit the minutes not later than Tuesday (of the same week) and should send them via e-mail to dagmar.batra@unibas.ch.

7. Collaborate with students to coordinate events to enhance students' communication opportunities. Bring them together!

Within a big institution such as Swiss TPH it is challenging to know everybody. Bringing together all students of the institute during free time, evening events or excursions should be organized to overcome this challenge. Usually PhD students themselves take the initiative of preparing it. The role of the student representative is to encourage and support the organization of these activities. They may ask for financial support from the Swiss TPH if needed. Examples for those activities are:

- The day-trip to Geneva in January 2011 to visit Cern
- The legendary Students party for “end of the year” during Christmas and for “beginning of the year” during September

8. Liaising with other Student Representatives and Institutional leaders to gain support and ideas

It is fundamental to keep in regular contact with the SRC to exchange information and collaborate in creating solutions for several issues arising in the groups. The SR can organize short sessions of information directly with institutional leaders (Marcel Tanner and head of departments) to provide a channel for dialogue and discussion among students and direct leaders.

9. Represent the fellow students at the following meetings:

Institute-Wide PhD Student Meetings

**Purpose:** Forum for student body to present any broad issues/concerns/feedback to the SR and via SR to Institute administrators, and supporting the administration in conveying their concerns to the student body.

**SR’s Role:** Gather feedback from students to identify any broad issues/concerns/needs. Take notes of the issues raised and write up the minutes in a timely fashion to report back to students on relevant issues and to the managing directors.

**In Attendance:** Student Representatives, invited students, and invited guests

**When:** Schedule developed twice a year.

Meetings with the Research Commission (RC)

**Purpose:** Discuss reviews of student’s PhD proposals and strategic issues related to academic requirements of the programs.

**SR’s Role:** Solicit and read agenda items (summary of the proposals to be submitted and their reviews). Speak on behalf of the students to explain their issues/concerns and/or suggest ideas for improvement.

**In Attendance:** Student Representatives and RC members.

**When:** 3–4 times per year.

Meetings with the Department Project leaders (exclusive for EPH)

**Purpose:** Discuss strategic, high-level issues with the departmental Project leaders.

**SR’s Role:** Solicit and submit agenda items. Speak on behalf of the students to explain their issues/concerns and/or suggest ideas for improvement.

**In Attendance:** Student Representatives and Project leaders.

**When:** Every first Monday of a month.

Meeting with Senior Management (Swiss TPH retreat)

**Purpose:** Discuss strategic, high-level issues with the Institute Senior managers.

**SR’s Role:** Solicit and participate in agenda activities. The content of the retreat is formulated in advance within pre-meetings. Speak on behalf of the students to explain their issues/concerns and/or suggest ideas for improvement.

**In Attendance:** Student Representatives and senior managers.

**When:** Schedule developed annually. Usually takes place in spring during two-days and upon invitation through the director.
Selection Process of Student Representatives

For a new calendar year, all enrolled students are invited to volunteer as SRC candidates, 6-7 students (4 PhD level and 2-3 MSc level) in total representing all Swiss TPH Students.

Nominations will be called for by the acting SRC and take place after the start of the autumn semester.

Requirement criteria for student representatives

- Good communication and interpersonal skills
- Organizational and planning skills
- Reasoning and problem solving skills
- Ability to negotiate, make constructive suggestions and find appropriate solutions
- Commitment to:
  - participating in meetings that are scheduled for 12 months;
  - working with other students, administrators and project leaders to implement initiatives and solutions;
  - creating connections via planning events to enhance communication lines;
  - devoting about 20 hours of work a month towards this role.

Why become a Student Representative?

SR ensures communication and collaboration between students and institutional bodies. In this role, they are involved in various institutional decisions and meetings. The role enables SRs to develop and/or strengthen leadership skills, connect with various internal departments and their leaders. The responsibility of assisting the student peers with having their voice heard, knowing of and contributing to strategic decisions is of mutual benefit for students and the SR.

10. Overview of Lectures Offered by Swiss TPH

10.1 Registering for Lectures

All Master and PhD students of the University of Basel must register for every semester and enrol in each lecture online via https://services.unibas.ch before the start of each semester.

10.2 Lectures

This section describes all the lectures offered by Swiss TPH. Lectures are open to all students registered at the University of Basel, but priority will be given to Swiss TPH students where space is limited.

Each lecture is associated with a registration number “Matrikelnummer”. This number can be found after each lecture title. You will need to know this number to register for the lecture on Services/UniBas. Lecture descriptions include information about the number of ECTS credit points (CP) associated with the lecture (found to the right of the lecture title) and indicates whether a lecture is mandatory, highly recommended, or optional for Master students (found to the left of the lecture title).

All lectures are held in English. The lecture location may change on short notice. If so, the lecturer will notify you. On the following pages, there is an overview of all the lectures, as well as the relevant timetables.
## Specialised Master in Infection Biology 2014/2015

### A. Mandatory

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Semester</th>
<th>CP</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advances in Infection Biology, Epidemiology and Global Public Health</td>
<td>AS1</td>
<td>1</td>
<td>MTA</td>
</tr>
<tr>
<td>Applied Bioinformatics</td>
<td>AS1</td>
<td>2</td>
<td>SCC/GEP</td>
</tr>
<tr>
<td>Biostatistics with exercises</td>
<td>AS1</td>
<td>2</td>
<td>PVO</td>
</tr>
<tr>
<td>Concepts in molecular Epidemiology</td>
<td>AS1</td>
<td>2</td>
<td>SGA</td>
</tr>
<tr>
<td>Drug Discovery and Development for Parasitic Diseases</td>
<td>AS2</td>
<td>2</td>
<td>RBR</td>
</tr>
<tr>
<td>Evolution of host-parasite interactions</td>
<td>AS2</td>
<td>2</td>
<td>EBERT</td>
</tr>
<tr>
<td>Immunology of Infection</td>
<td>AS1</td>
<td>2</td>
<td>GEP</td>
</tr>
<tr>
<td>Interdisciplinary Research in Epidemiology and Infection Biology</td>
<td>AS2</td>
<td>1</td>
<td>UTJ</td>
</tr>
<tr>
<td>Molecular Parasitology</td>
<td>AS1</td>
<td>2</td>
<td>HPB</td>
</tr>
<tr>
<td>Topics in Host-Parasite Interactions</td>
<td>SS</td>
<td>2</td>
<td>HPB</td>
</tr>
</tbody>
</table>

**SUBTOTAL** 18

### B. Optional

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Semester</th>
<th>CP</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immunology of Infection</td>
<td>SS</td>
<td>2</td>
<td>GEP</td>
</tr>
<tr>
<td>Advanced One Health Methods</td>
<td>AS</td>
<td>2</td>
<td>JZI</td>
</tr>
<tr>
<td>Advances in Infection Biology, Epidemiology and Global Public Health</td>
<td>SS</td>
<td>1</td>
<td>MTA</td>
</tr>
<tr>
<td>Advances in Infection Biology, Epidemiology and Global Public Health</td>
<td>AS2</td>
<td>1</td>
<td>MTA</td>
</tr>
<tr>
<td>Cultural epidemiology: principles and practice (block)</td>
<td>AS2</td>
<td>1</td>
<td>MTA</td>
</tr>
<tr>
<td>Epidemiological Concepts</td>
<td>AS1</td>
<td>3</td>
<td>CHL</td>
</tr>
<tr>
<td>Epidemiological Methods</td>
<td>AS1</td>
<td>4</td>
<td>CHL/DMA</td>
</tr>
<tr>
<td>Essentials in Drug Development &amp; Clinical Trials (block)</td>
<td>AS2</td>
<td>2</td>
<td>CHB</td>
</tr>
<tr>
<td>Exercise: Interdisciplinary Research in Epidemiology and Infection Biology</td>
<td>AS2</td>
<td>1</td>
<td>UTJ</td>
</tr>
<tr>
<td>Exercise: Molecular Parasitology</td>
<td>AS1</td>
<td>2</td>
<td>HPB</td>
</tr>
<tr>
<td>Exercise: Immunology of Infection</td>
<td>AS1</td>
<td>2</td>
<td>GEP</td>
</tr>
<tr>
<td>Key Issues in International and Public Health</td>
<td>AS1</td>
<td>2</td>
<td>NKR/JDR</td>
</tr>
<tr>
<td>Medical Parasitology and neglected tropical diseases</td>
<td>AS2</td>
<td>2</td>
<td>PEO</td>
</tr>
<tr>
<td>Modelling of Infectious Diseases</td>
<td>AS1</td>
<td>2</td>
<td>TSM/MPE/NCH</td>
</tr>
<tr>
<td>Techniques in Molecular Parasitology; Lab training for MSc students (block)</td>
<td>AS1</td>
<td>4</td>
<td>TVO</td>
</tr>
<tr>
<td>The use of molecular techniques for public health benefits</td>
<td>AS2</td>
<td>2</td>
<td>GEP/BOSSART</td>
</tr>
</tbody>
</table>

**SUBTOTAL** 35

### C. Additional Options

Lectures from other fields within the University of Basel.

CP = credit points / SS: spring semester / AS: autumn semester
## Specialised Master in Epidemiology

### 2014/2015

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Semester</th>
<th>CP</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Mandatory</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advances in Infection Biology, Epidemiology and Global Public Health</td>
<td>AS1</td>
<td>1</td>
<td>MTA</td>
</tr>
<tr>
<td>Biostatistics with exercises</td>
<td>AS1</td>
<td>2</td>
<td>PVO</td>
</tr>
<tr>
<td>Chronic disease and molecular epidemiology</td>
<td>AS1</td>
<td>1</td>
<td>NCP</td>
</tr>
<tr>
<td>Data analysis in Epidemiology</td>
<td>AS2</td>
<td>2</td>
<td>CSR</td>
</tr>
<tr>
<td>Epidemiological Concepts</td>
<td>AS1</td>
<td>3</td>
<td>CHL</td>
</tr>
<tr>
<td>Epidemiological exposure assessment</td>
<td>AS1</td>
<td>1</td>
<td>MAR</td>
</tr>
<tr>
<td>Epidemiological Methods</td>
<td>AS1</td>
<td>4</td>
<td>CHL/DMA</td>
</tr>
<tr>
<td>Interdisciplinary Research in Epidemiology and Infection Biology</td>
<td>AS2</td>
<td>1</td>
<td>UTZ</td>
</tr>
<tr>
<td>Key Issues in International and Public Health</td>
<td>AS1</td>
<td>2</td>
<td>NKU/JDR</td>
</tr>
<tr>
<td>Statistical modelling with exercises</td>
<td>AS1</td>
<td>2</td>
<td>PVO</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td></td>
<td>19</td>
<td></td>
</tr>
</tbody>
</table>

| **B. Optional**                                                        |          |    |                |
| Advances in Infection Biology, Epidemiology and Global Public Health   | AS2      | 1  | MTA            |
| Cultural epidemiology: principles and practice                         | AS2      | 2  | MGW            |
| Essentials in Drug Development & Clinical Trials (block)               | AS1      | 2  | CHB            |
| Health Systems                                                         | AS2      | 2  | KKY            |
| Medical Parasitology and neglected tropical diseases                   | AS2      | 2  | PEO            |
| Modelling of Infectious Diseases                                       | AS2      | 2  | TSM/MPE/NCH    |
| Advanced One Health Methods                                            | AS2      | 2  | JZI            |
| Applied Bioinformatics                                                 | AS1      | 2  | GEP/SCC        |
| Bayesian Biostatistics and exercises                                   | SS2      | 4  | PVO            |
| Biostatistics (Journal Club)                                           | AS2      | 1  | PVO            |
| Current Ecological and Health Issues in Africa                         | AS2      | 2  | Nagel/MTA/UTZ  |
| Drug Discovery and Development for Parasitic Diseases                  | AS2      | 2  | RBR            |
| Ecology of infectious disease at the Human-Animal interface            | AS2      | 2  | JZI            |
| Exercise: Interdisciplinary Research in Epidemiology and Infection Biology | AS2     | 1  | UTZ            |
| Health financing and economic evaluation                               | AS1      | 1  | KKY/STO        |
| Immunology of Infection                                                | AS2      | 2  | GEP            |
| Introduction to African Studies (Joint Lecture Series)                 | AS2      | 3  | MTA            |
| Malaria Epidemiology and Control                                       | SS2      | 3  | TSM            |
| Programming in STATA                                                   | AS2      | 1  | CSR/JHA        |
| Topics in Clinical Virology                                            | AS1      | 1  | GEP            |
| Topics in Host-Parasite Interactions                                   | SS2      | 2  | HPB            |
| **SUBTOTAL**                                                           |          | 40 |                |

| **C. Additional Options**                                              |          |    |                |
| Lectures from other fields within the University of Basel.             |          |    |                |

CP = credit points / SS: spring semester / AS: autumn semester
<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:15-09:00</td>
<td>Epidemiological</td>
<td>Programming in</td>
<td>Interdisc.</td>
<td>Topics in</td>
</tr>
<tr>
<td></td>
<td>Methods (week 1-9)</td>
<td>STATA (week 1-8)</td>
<td>Research in Epi and IB (3rd semester)</td>
<td>Clinical</td>
</tr>
<tr>
<td>09:15-10:00</td>
<td>Modelling of Infectious Diseases (week 2-7, 9, 11-12)</td>
<td>Biostatistics (week 1-8)</td>
<td>Epidemiological Methods (week 1-9)</td>
<td>Virology</td>
</tr>
<tr>
<td>10:15-11:00</td>
<td>Epidemiological</td>
<td>Statistical Modelling (week 9-14)</td>
<td>Drug Discovery and Development for Parasitic Diseases</td>
<td>Day School</td>
</tr>
<tr>
<td></td>
<td>Concepts</td>
<td></td>
<td>Epidemiological Exposure Assessment (week 2, 5, 7, 9, 11, 12)</td>
<td>in Haematology</td>
</tr>
<tr>
<td>11:15-12:00</td>
<td>Concepts in</td>
<td></td>
<td>Key Issues in International and Public Health (week 1-9)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Molecular</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:15-13:00</td>
<td>Epidemiology</td>
<td></td>
<td></td>
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<tr>
<td>13:15-14:00</td>
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<td>14:15-15:00</td>
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<td>15:15-16:00</td>
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<td>16:15-17:00</td>
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<td>17:15-18:00</td>
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<td>18:15-19:00</td>
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<tr>
<td>19:15-20:00</td>
<td>Epidemiology</td>
<td></td>
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</tbody>
</table>

Please note: BLOCK COURSES: "Techniques in Mol. Parasitology", "Health Financing and Economic Evaluation", "Essentials in Drug Development and Clinical Trials" and "The use of molecular techniques for public health benefits" plus a second lecture "Data Analysis in Epidemiology" WILL ALL TAKE PLACE IN JANUARY 2015. For further optional courses, please see the following pages.
### Master in Epidemiology - Autumn Semester 2014

| Time   | Monday                                      | Tuesday                                      | Wednesday                                   | Thursday                                     | Friday                                      | Saturday                                     | Sunday                                      |
|--------|---------------------------------------------|----------------------------------------------|---------------------------------------------|----------------------------------------------|---------------------------------------------|----------------------------------------------|
| 08:15- | Molecular Parasitology                      | Immunology of Infection                      | Statistical Modelling                        | Epidemiological Methods (week 1 - 9)        | Topics in Clinical Virology                 | Introduction to African Studies              |
| 09:00- | Modelling of Infectious Diseases (week 2 - 7, 9, 11 - 12) | Biostatistics (Journal Club)                 | Programming in STATA (week 1 - 8)           | Key Issues in Int. and Public Health (week 10 - 14) | Data Analysis in Epidemiology               | Applied Bioinformatics                       |
| 10:00- |                                             |                                               |                                              |                                              |                                              |                                              |
| 11:00- |                                             |                                               |                                              |                                              |                                              |                                              |
| 12:00- |                                             |                                               |                                              |                                              |                                              |                                              |
| 13:00- |                                             |                                               |                                              |                                              |                                              |                                              |
| 14:00- |                                             |                                               |                                              |                                              |                                              |                                              |
| 15:00- |                                             |                                               |                                              |                                              |                                              |                                              |
| 16:00- |                                             |                                               |                                              |                                              |                                              |                                              |
| 17:00- |                                             |                                               |                                              | Drug Discovery and Development for Parasitic Diseases |                                              |                                              |
| 18:00- |                                             |                                               |                                              |                                              |                                              |                                              |
| 19:00- |                                             |                                               |                                              |                                              |                                              |                                              |

Please note: BLOCK COURSES: "Techniques in Mol. Parasitology", "Health Financing and Economic Evaluation", "Essentials in Drug Development and Clinical Trials" and "The use of molecular techniques for public health benefits" plus a second lecture "Data Analysis in Epidemiology" WILL ALL TAKE PLACE IN JANUARY 2015. For further optional courses, please see the following pages.
Advanced Immunology of Infection (16988-01)

2 CP

Objectives: To deepen the understanding of how the immune system fights infection and how parasites manipulate the immune system in order to survive; get an overview of key immunological techniques used in the field; develop skills to critically analyse scientific publications and discuss their relevance.

Description: This lecture relies on the knowledge acquired in the module on Immunology of Infection. By reading, analysing, presenting and discussing recently published research papers, reviews and chapters from Janeway’s Immunobiology, by KM Murphy et al., the student is confronted with up-to-date research results and unsolved research questions in infection biology. A different focus area is addressed each year.

Methods: Seminars and presentations. Each student gives at least 1 presentation

Assessment: Based on quality of presentations

Time: 11:15-12:00

Dates: Every spring semester, check time & place in the SS course directory

Place: Swiss TPH, Socinstrasse 57, seminar room 1

Remarks: Recommended for MSc in Infection Biology
Advanced One Health Methods (37709-01)

2 CP

Objectives: The seminar provides theoretical and practical insight to “One health”, from for advanced students in biology, veterinary and human medicine and related fields. At the end of the seminar, students are able to do own animal-human transmission models and “One health” studies.

Description: This seminar extends the lecture “Ecology of infectious disease at the human-animal interface” and responds to the demand of students to provide deeper insight and practical work on “One Health” Methods. It is provided by a veterinary epidemiologist and a mathematician. The audience are advanced students and PhD candidates in the fields of epidemiology, biology, veterinary and human medicine. The Seminar is composed of lectures, self-study, discussions and practical seminar work on:

- Theoretical foundations of “One health”
- One health study design
- Ecology of the animal-human interface
- Dynamics and economics of cross-species disease transmission (The students will work through a practical example of an animal-human transmission model and a cross-sector economic analysis of an intervention). For 2014 the following topics are proposed
  - Reanalysing an existing dog-human rabies model and extending it to a meta-population model.
  - Develop a cattle-human bovine tuberculosis transmission model for Ethiopia.
  - Develop an age and sex structured brucellosis transmission model for Mongolia.

Methods: The Seminar is composed of lectures, self-study, discussions and practical seminar work.

Assessment: A seminar paper of 10 pages will be prepared individually and will be presented at the end of the lecture. A mark will be given for the oral (50%) and for the written paper (50%).

Time: Wednesdays, 14:15-16:00

Place: Swiss TPH, Socinstrasse 57, lecture rm 1
Advances in Infection Biology, Epidemiology and Global Public Health (37707-01)

1 CP

Objectives: Present own research project and discuss its strengths and weaknesses. Become an active participant in scientific discussions. Understand the concept of generalising research findings for the site/problem investigated (internal validity) and for related/comparable problems/sites (external validity).

Description: This seminar series is centred on research topics in the field of infection biology and epidemiology and allows MSc and PhD students of Swiss TPH or of associated institutions to present their ongoing work. Besides presenting the state of research, the seminar allows for discussions on conceptual and operational (design, analysis, interpretation) questions surrounding scientific work.

Methods: Seminar, group discussion

Time: Mondays, 17:15-18:00

Dates: starts 15.09.2014, program according to Swiss TPH

Place: Swiss TPH, Socinstrasse 57, lecture room 1

Remarks: Mandatory for both MSc Epidemiology and MSc Infection Biology

Please note that you cannot register IN THE SAME SEMESTER for “Advances “Advances in Infection Biology, Epidemiology and Global Health” and “Current Topics in Epidemiology and Public Health (11910-01)”

Master students in Infection Biology and Epidemiology cannot register for “Current Topics in Epidemiology and Public Health”.

If you register for “Current Topics in Epidemiology” (where it is requested to write a small essay to get the 2 CP) please send an e-mail to Mrs Walliser at christine.walliser@unibas.ch to get invited by Professor Tanner for a short meeting where essay procedures and deadlines are discussed.
Applied Bioinformatics  
(28880-01)  

2 CP  

Objectives: To raise awareness of computational requirements for experimental biologists and epidemiologists, acquire skills for computational analysis of data from large-scale experiments, and be able to exploit training resources for self-education on more specialised subjects.  

Description: Advances in molecular technologies such as genome sequencing, microarrays, and additional high-throughput technologies are dramatically changing the skill sets required by biologists. Although an increasing number of corresponding computer programs are available with 'easy-to-use' interfaces, the interpretation of their results, and communicating in interdisciplinary teams including computer scientists, mathematicians, and engineers requires a basic understanding of computational approaches.  

In this lecture of application-oriented bioinformatics, students learn basic skills for computational analysis of data from large-scale experiments. Topics include the presentation of large-scale experimental approaches, data management, and examples of popular tools and web resources. More advanced topics will cover computational skills and the analysis of biological sequences.  

Methods: Lectures, exercises and problem-based learning  

Assessment: Written final exam  

Time: Fridays, 12:15-14:00  

Place: KUG, Herbergsgasse 7  

Remarks: mandatory for MSc in Infection Biology  

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Bayesian Biostatistics (12385-01)

Objectives: To understand, apply and interpret models for independent data for different types of outcomes; to understand, apply and interpret models for correlated (in space and time) data; to identify and model different sources of variation; to implement the above models in the statistical software WINBUGS.

Description: The lecture covers the following topics:

- Regression models for continuous, binary, polytomous and count independent data
- Regression models for correlated data
- Overdispersion
  - Analysis longitudinal data
  - Analysis of spatial data
  - Analysis of temporal data
- Survival models
- Multi-level models
- Meta-analysis of clinical trials
- Modelling diagnostic error

Statistical inference will be taught using the frequentist and Bayesian approaches

Methods: Lectures, exercises, computer practicals and project work

Assessment: Assignments, written exam

Time: to be announced

Dates: every spring semester, check time & place in the SS-course directory

Place: to be announced
Biostatistics (28893-01)

2 CP

Objectives: To understand and apply basic statistical methods (explorative and descriptive statistics, statistical tests); to understand, apply and interpret the results of linear regression models for continuous independent data; to be able to identify the appropriate statistical methods for data analysis, apply and interpret the results; to gain insight into statistical thinking; to apply the statistical software STATA for data analysis.

Description: The lecture covers the following topics:

- Data description, summary & presentation
- Basic methods for continuous data
- Basic methods for categorical data
- Introduction to Linear Regression Models

Methods: Lectures, exercises, computer practicals and project work

Assessment: Written final exam, assignments

Time: Wednesdays, 09:15-13:00

Dates: starts 17.09.2014, continues 8 weeks

Place: Botanisches Institut, Schönbeinstrasse 6, lecture room 003

Remarks: Please bring your own laptops

Mandatory for MSc in Infection Biology and MSc in Epidemiology.
Biostatistics (Journal Club)
(37708-01)

1 CP

Objectives: Students will learn a range of statistical methods for analyzing epidemiological data, and will be informed about new developments in statistical methodology appropriate for epidemiological data. Students will improve their ability to understand papers published in statistical journals and improve their presentation of statistical topics.

Description: The lecture is suitable for students with a statistics background or for those who have successfully completed Biostatistics I & II. At the beginning of the lecture, Biostatistics topics will be selected based on the interests of lecture participants and suggestions of the lecturer. In the subsequent sessions, students will present seminars on specific topics based on literature review and with guidance from the lecturer.

Methods: Seminars, Literature Review, Journal Club

Assessment: Contribution to one seminar

Time: Tuesdays, 10:15-12:00

Dates: starts 23.09.2014, every second week

Place: Swiss TPH, Socinstrasse 57, seminar room 1

Remarks: Biostatistics (formerly Basic Biostatistics I), Statistical Modelling and & Bayesian Biostatistics (formerly Biostatistics II) are pre-requisites for this lecture.
Chronic Disease and Molecular Epidemiology (28871-01)

1 CP

Objectives: To know the prevalence, incidence, and mortality of the major chronic diseases and their known risk factors in different parts of the world; to become familiar with various design, data collection and analysis issues in chronic disease and molecular (incl. genetic) epidemiology; to know objectives and methods for primary, secondary and tertiary prevention of chronic diseases; to understand relevance, methods, and application of public health risk assessment

Description: This cycle of lectures focuses on modern epidemiological instruments to improve understanding of etiology and public health relevance of non-communicable diseases, which are becoming highly prevalent on a global scale. Chronic diseases result from complex interactions between endogenous and exogenous risk factors. Disease registries, biobanks, and biomarkers are essential research tools for disentangling the etiology of non-communicable diseases. The students will learn the concepts and methods of chronic disease prevention, the public health relevance of chronic diseases, and the tools for identifying their distribution and causes. The lectures will be introductory in nature. Where possible, theory will be supplemented with real life examples. The lecture assumes some background in epidemiology

Assessment: Short essay on topic covered by a group work (3-4 students, one short assay each)

Time: Thursdays, 14:15-16:00


Place: Swiss TPH, Socinstrasse 55a, seminar room 3; exception: 13.11.2014: Socinstrasse 59, seminar room 1

Remarks: mandatory for MSc in Epidemiology

Nicole Probst Hensch
nicole.probst@unibas.ch

Additional lecturers:
Medea Imboden
Nino Künzli
Carlos Quinto
Concepts in Molecular Epidemiology (28872-01)

Objectives: To understand the basic concepts and rationale behind molecular epidemiological studies of infectious diseases; to know and understand the molecular and epidemiological techniques used in these studies and when to apply them; to know how to critically review scientific literature.

Description: The goal of this lecture is to provide students with a thorough understanding of molecular epidemiology in infectious diseases. We will discuss the different applications of molecular epidemiology and the various study designs and molecular and epidemiological tools used in these studies. We will review molecular epidemiological applications to study disease transmission, detect antimicrobial resistance, and determine the genetic population structure of pathogens. We will explore various disease systems including viruses, bacteria and eukaryotic parasites causing disease in humans or animals.

Methods: Lectures, seminars, presentations, reviews of journal articles and book chapters individually and in groups

Assessment: Based on the quality of presentations and a written exam at the end of the lecture.

Time: Wednesdays, 14:15-16:00

Place: KUG, Herbergsgasse 7

Remarks: mandatory for MSc in Infection Biology
**Cultural Epidemiology: principles and practice (28886-01)**

**2 CP**

**Objectives:** To become familiar with the concept and principles of cultural epidemiology with reference to other branches of epidemiology and health social sciences; to develop basic competence in the design, administration, and analysis of EMIC interviews; to acquire basic competence in managing qualitative data and innovative approaches for integrating quantitative and qualitative research methods.

**Description:** Cultural epidemiology is concerned with social and cultural features of illness, their distribution and impact on behaviour and public health. Integrating principles and methods of medical anthropology and classical epidemiology, ethnographic data helps to identify locally valid categories of illness-related experience, meaning and behaviour, which are represented by appropriate variables and qualitative illness narratives. This lecture reviews concepts, methods, and uses of cultural epidemiology for health research. It introduces integrated quantitative and qualitative approaches for developing instruments, managing data, and analysing and reporting findings with examples from descriptive, comparative, and analytic studies of tuberculosis, malaria, vaccine acceptance and mental health problems.

**Methods:** Lectures, readings, individual and group exercises, computer lab

**Assessment:** Assignments, Presentation

**Time:** Wednesdays, 16:15-19.00 (week 4 - 7); Fridays, 14:15-17:00 (week 4 - 7)

**Dates:** starts 07.10.2014

**Place:** Wednesdays, KUG, Herbergsgasse 7; Fridays, Swiss TPH, Socinstrasse 55a, seminar room 3
Data Analysis in Epidemiology (28878-01)

2 CP

Objectives: Students develop practical skills in conducting regression analyses and in describing and presenting their results. Based on concrete scientific questions, they can devise analysis plans and carry out the respective analyses correctly. They know different strategies of model development and are familiar with different methods of confounder control and know how to model and interpret effect modification.

Description: The lecture focuses on practical examples, based on data sets from epidemiological studies. Exercises are designed to teach students how to carry out the major steps of an epidemiological analysis project. Regression analyses, including classical, logistic and survival models, will constitute the core of the lectures. But additional topics such as random effects, repeated measures, factor analysis and methods dealing with missing data will also be treated. All exercises will be solved using STATA. There is also an on-line forum where students can post problems from own projects and discuss questions arising in class. Students are encouraged to bring in their own problems for discussion.

Methods: Graded homework and devising a statistical analysis plan for a real or a mock project.

Assessment: Graded homework, written exam of 2 hours at the end of the semester and devising a statistical analysis plan for either a real or mock project.

In Autumn semester 2014 this course takes place twice!!

Times 2014: Fridays, 10:15-12:00,

Dates: starting 19.09.2014

Place: KUG, Herbergsgasse 7

Times and Dates 2015:
7-8.01, 14:15-17:00
14-15.01 and 21-22.01, 14:15-17:00
9.01, 16.01, 23.01 all day

Place: Swiss TPH, Socinstrasse 57, lecture room 1
Drug Discovery and Development for Parasitic Diseases (11652-01)

Objectives: To get familiarised with research in drug discovery and development (R&D) for parasitic diseases. To know how drugs for neglected diseases can be developed with new models of public-private partnerships. To know drug targets in African trypanosomes, *Plasmodium falciparum* and in helminths. To be familiar with drug discovery projects at Swiss TPH

Description: The goal of the lecture is to give the students a broad overview of drug discovery and development (R&D) for parasitic diseases. Topics like drug discovery, drug development, issues of pharmacokinetics and toxicity, initiatives to support the R&D process, will be treated in a more general way. Examples of drug discovery projects will be discussed and drug development projects will be presented. The role of industry in R&D for parasitic diseases of man and its animals will also be covered. Invited speakers from companies and representatives of new initiatives will participate and allow an insight into current activities in R&D in the public and private sector.

Methods: Lectures, invited speakers

Assessment: Written final exam

Time: Thursdays, 14:15-16:00

Place: KUG, Herbergsgasse 7

Remarks: mandatory for MSc in Infection Biology
Ecology of Infectious disease at the Human-Animal interface (11911-01)

2 CP

Objectives: To provide insight into the ecology of infectious diseases in Africa to students of African studies; to provide insight into the impact of disease on sustainable development to students of sustainable development; to provide background on environmental determinants of disease to students in epidemiology

Description: Environmental effects on the risk of infectious disease are not new. Micro- and macro parasites share many fundamental properties with humans and animals. Hence an ecological perspective is appropriate for understanding and controlling infectious diseases. Ecological thinking recognises the importance of fundamental physical, chemical and biological processes that affect the survival and reproduction of all living organisms. These include evolutionary, social, economic and political processes. Theoretical concepts move from “one health”, which emphasises close cooperation of human and animal health interventions, to broader considerations of health in socio-ecological systems.

Theoretical lectures and group work are combined with presentations from ongoing research projects on avian influenza, rabies, bovine tuberculosis, brucellosis and anthrax of the human and animal health research group at SwissTPH.

Methods: Lectures, peer group work

Assessment: Presentation on a selected lecture topic, Assignments

Time: Tuesdays, 08:15-10:00

Place: KUG, Herbergsgasse 7
Epidemiological Concepts
(11655-01)

3 CP

Objectives: To understand conceptually the main measures and study designs in epidemiological practice; to be able to apply basic epidemiological concepts in simple exercises

Description: This lecture covers the basics of epidemiology including: definitions, general principles, main study designs, measures and measurement errors, diagnostic assessment and the link between epidemiology and public health. Understanding the basic concepts of epidemiology is a prerequisite for being able to follow the more advanced lectures, which will emphasise the application of this knowledge. This lecture is mandatory for all students in the MSc epidemiology.

Methods: Lectures and practicals

Assessment: Written final exam

Time: Tuesdays, 13:15-16:00

Place: KUG, Herbergsgasse 7

Remarks: mandatory for MSc in Epidemiology; electronic calculator required

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Additional lecturers:
Manuel Hetzel
Jürg Utzinger
Donald de Savigny
Epidemiological Exposure Assessment (28885-01)

1 CP

Objectives: To understand the concept of exposure in epidemiological research; to be familiar with a variety of relevant exposures in international and public health research; to know basic principles of various exposure assessment methods; to be aware of the effects of various types of exposure assessment errors on the results of epidemiological studies.

Description: The meaning of exposure is manifold in epidemiological research. Exposure can be an environmental factor such as air pollution or electromagnetic field as well as a biological agent or a drug in a clinical trial.

By means of lectures and accompanying practicals, basic principles of epidemiological exposure assessment will be acquired. In the lecture we will deal with various examples of exposures that are relevant in the context of international and public health.

Methods: Lectures and practicals

Assessment: Homework evaluation

Time: Thursdays, 14:15-16:00


Place: Swiss TPH, Socinstrasse 55a, seminar room 3

Remarks: mandatory for MSc in Epidemiology
Epidemiological Methods  
(11654-01)

4 CP

**Objectives:** To become familiar with various study designs, and the practicalities of data collection, evaluation and interpretation in epidemiology; to be able to design appropriate tools and data analysis plans for epidemiological studies.

**Description:** This is the core lecture on the methods used in epidemiological research, with the main focus on applications in infectious disease epidemiology. The lecture focuses on the definition and meaning of risk factors, the measurement of health status, and the design of studies to relate the two. The lecture assumes some background in epidemiology, either from BSc studies and/or from the Concepts in Epidemiology lecture. In addition to lectures, the students carry out short practical exercises and extended projects.

**Methods:** Lectures, extended exercises and problem based learning

**Assessment:** Written final exam, assignments, student presentations

**Time:**
- Mondays, 14:15-16:00 (week 1-9)
- Thursdays, 10:15-12:00 (week 1-9)
- Monday, 09:15-12:00 (week 10)

**Dates:** starts 15.09.2014

**Place:** KUG, Herbergsgasse 7

**Remarks:** mandatory for MSc in Epidemiology

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Additional lecturers:
Christian Lengeler  
Jan Hattendorf  
Nicolas Maire  
Esther Schelling  
Tom Smith
Essentials in Drug Development & Clinical Trials (20458-01)

2 CP

Objectives: To know the development pathway of a drug: to be familiar with the theoretical principles of Good Clinical Practice and research ethics with special attention to developing countries; to acquire basic knowledge on clinical trial operations including practical skills to draft the content of a clinical trial protocol and document patient information

Description: The lecture will combine teaching on drug development and clinical trial regulations (pathway of drug development, ethical principles, ICH-GCP, regulatory requirements) as well as practical activities. The practical part of the lecture will comprise the development of a study synopsis or patient information / informed consent, respectively, for a Phase III clinical trial in group work (homework).

Methods: Taught lectures and practical activities

Assessment: Multiple choice test

Time and Dates:
06.01.2015: 09:15-12:00 / 14:15-17:00
07.01.2015: 09:15-12:00
08.01.2015: 09:15-12:00
20.01.2015: 09:15-12:00 / 14:15-17:00
21.01.2015: 09:15-12:00
22.01.2015: 09:15-12:00

Place: Swiss TPH, Socinstrasse 55a, seminar room 3
Evolution of Host-Parasite Interactions (28394-01)

WILL NOT TAKE PLACE IN 2014!!

Objectives: Understand how evolutionary processes influence the spread and virulence of pathogens and parasites; Learn about the role of transmission for the evolution of infectious Diseases; Understand models of host-parasite evolution and coevolution; Understand how immune systems evolved to fight against infectious disease agents; Learn about the evolution of drug resistance and what we can do about it.

Description: The course aims at giving a general conceptual framework in the evolution of infectious diseases and the coevolution of hosts and parasites. We discuss questions about parasite and pathogen evolution as well as host-parasite coevolution. The evolution of virulence and the role of transmission will receive special consideration. A further emphasize will be on the evolution of immune systems and on parasite evolution to evade the hosts immune response.

Methods: Lectures, homework

Assessment: Written final exam

Time: to be announced

Dates: to be announced

Place: to be announced

Dieter Ebert
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Health Financing and Economic Evaluation (28881-01)

1 CP

Objectives: To understand the effects of different financing mechanisms for health care on accessibility of health services and equity; to be able to critically assess the advantages and disadvantages of health care financing mechanisms such as user fees, pre-payment, health insurance and tax funding; to understand the objectives of and basic methodological approaches to economic evaluation

Description: The lecture shall introduce the following topics:

1. Health financing mechanisms and universal coverage
2. Principles of health insurance
3. Economic evaluation in priority settings

Participants will analyze and discuss problems of financial access to health services and the effects of different financing mechanisms such as user fees, pre-payment, health insurance and tax funding on access and equity. Principles and methodology for economic evaluation will be presented and applied in group exercises.

Methods: Lectures, group exercise

Assessment: Assignments, Presentation

Time: all day

Dates: 12, 13 and 19 January 2015

Place: Swiss TPH, Socinstrasse 55a, seminar room 3

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Patrick Hanlon
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Cyril Nogier
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Kaspar Wyss
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Health Systems (18423-01)

2 CP

Objectives: To understand the importance of health systems and health systems research in achieving public health goals and in epidemiology and to get acquainted with the framework of health systems, its main elements, and how these can work together for achieving better performance. Principles of systems thinking for health systems will be introduced.

Description: We will apply the performance framework of health systems and the main conceptual elements of this framework such as governance, human resources, financing, technologies and health information from a systems thinking perspective. Students will be able to critically review and apply the framework to contemporary health systems and policy issues and will be able to review, analyse and compare experiences in health system strengthening and health system interventions in countries in Africa, Asia and Europe with a systems thinking optic. Critical elements for health systems performance such as governance, information or human resources will be related to the performance and expected outcomes of health systems.

Methods: Lectures, demonstrations, videos, group exercise

Assessment: Assignment (home work) and lecture participation

Time: Fridays, 14:15-17:00

Dates: start 14.11.2014 (weeks 9-14)

Place: Swiss TPH, Socinstrasse 55a, seminar room 3; exception: 14.11.2014: Swiss TPH, Socinstrasse 59, seminar room 1
Immunology of Infection (11650-01)

2 CP

Objectives: To understand immune systems in relation to infection, with a special focus on the human immune system; to get an overview of key immunological techniques used in Immunology of infection; to develop skills to review research papers and book chapters and to present the essence to others.

Description: The main goal of this lecture is for students to acquire a deeper understanding of the immune system in relation to infection. We expect that participants have a basic knowledge of immunology from their undergraduate studies. A pre-test will be administered to assess background knowledge in Immunology, reflected in Chapter 1 of Janeway’s Immunobiolog. 8th edition (www.garlandscience.com/product/isbn/9780815342434) by KM Murphy et al. During the lecture we will review selected chapters of the latest edition of the textbook.

Methods: Seminars and Presentations (overview of book chapters)

Assessment: Written final exam; quality of presentations

Time: Tuesdays, 10:15-12:00

Place: KUG, Herbergsgasse 7

Remarks: mandatory for the MSc in Infection Biology; in addition, Register for “Exercise: Immunology of Infection (11651-01)” for an additional 2 CP (to give a presentation within the framework of the Immunology of Infection)
Interdisciplinary Research in Epidemiology and Infection Biology (11647-01)

1 CP

**Objectives:** To understand key principles and the potential of an iterative process between laboratory- and field-based research; to think in multidisciplinary terms, which will facilitate building bridges between fundamental and applied sciences; to be capable of analysing problems of research and control of infectious diseases with the perspective of a laboratory scientist and with a public health perspective; to elucidate how basic research results can be translated into clinical development and public health gains; to critically analyse peer-reviewed articles and discuss implications for further research and control of infectious and chronic diseases.

**Description:** The lecture provides a platform to discuss current research topics in the biology of infection and epidemiology, emphasizing the iterative process between the field and laboratory-based research. Based on recently published articles, the participants familiarize with the interdependence of field- and laboratory-based research. In each session, one or two research papers will be presented by students, followed by a group discussion.

**Methods:** Literature study, PBL, Seminar/ Colloquium

**Assessment:** Presentation and discussion of paper/topic

**Time:** Thursdays, 13:15-14:00

**Place:** KUG, Herbergsgasse 7

**Remarks:**

mandatory for MSc in Infection Biology and MSc in Epidemiology

for advanced Master students (2nd year) and PhD students

**register for “Exercise: Interdisciplinary Research in Epidemiology and Infection Biology” for an additional 1 CP**
Key Issues in International and Public Health (28892-01)

2 CP

Objectives: To get a general overview of the major public health problems worldwide. To understand the key epidemiological issues for the most important causes of ill-health globally.

Description: This series of lectures gives students an overview of the major global health problems in the world, and introduces them to the basic epidemiology of these problems. The lecture is designed to complement more detailed concept and methods-oriented epidemiology lectures, by presenting the basic epidemiological data on important public health problems and causes of ill-health. Lectures are given by various Swiss TPH staff members.

Methods: Lectures with examples

Assessment: Written essay

Time:
Mondays, 14:15-16:00
Thursdays, 16:15-18:00

Dates: starts 18.09.2014, week 1-9 Thursdays, week 10-14 Mondays

Place: KUG, Herbergsgasse 7

Remarks: mandatory for MSc in Epidemiology: 80% attendance required for CP
Malaria Epidemiology and Control (28874-01)

3 CP

Objectives: The lecture will give advanced students an understanding of the dynamics of malaria in both human and mosquito populations, and of how malaria can be controlled.

The lectures will include a brief history of malaria interventions, the biology of parasite and mosquito populations and the human immune response. Students will learn about current malaria control practice and the state-of-the-art in development of novel interventions such as vaccines, chemotherapy and vector control. They will consider the organisation and funding of malaria control including integrated control, and the need to consider the overall health system context.

The course will also address current issues surrounding elimination and eradication.

Description: Weekly sessions will be taught by different Swiss TPH specialists with experience in relevant areas of malaria science. Practical sessions will provide a chance to see parasites under the microscope and introduce students to malaria simulation software developed at Swiss TPH.

Methods: demonstrations and computer-based practical exercises.

Assessment: The course will be assessed by two assignments.

Time: Thursdays, 14:15-16:00

Dates: spring semester

Place: to be announced

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Additional lecturers:
Nakul Chitnis
Claudia Daubenberger
Ingrid Felger
Blaise Genton
Manuel Hetzel
Hanspeter Marti
Pascal Mäser
Pie Müller
Matthias Rottman
Emilie Pothin
Medical parasitology and neglected tropical diseases (34889-01)

2 CP

WILL NOT TAKE PLACE IN 2014!!

Objectives: To understand the biology, diagnosis, clinical significance and epidemiology of medically important human parasites and other neglected tropical diseases: to gain an overview of their prevention and treatment/intervention at the individual and community level; to be able to identify diagnostic stages of the relevant parasites.

Description: A large part of the so called neglected tropical diseases are parasitic infections. The course provides an introduction to medical parasitology and to other neglected tropical diseases of resource poor countries. The course will systematically cover the most important aspects of all groups of human parasites, including examples of current control approaches and programs.

Methods: Lectures on biology, clinical significance, diagnosis and epidemiology of parasitic infections and other neglected tropical diseases; Lectures on control approaches and their implementations; Life demonstrations and hands on laboratory training in the identification of parasites and their stages

Assessment: The lecture will be assessed with a written 45 minute examination. Diagnosis of parasitic infections will be tested in 30 minutes examination at the microscope.

Time: to be announced

Dates: to be announced

Place: to be announced
Modelling of Infectious Diseases (28873-01)

2 CP

**Objectives:** To understand the differences between deterministic and stochastic models of transmission; the relationships between mathematical modelling and statistical analysis; and the relevance of these methods to different problems in infectious disease epidemiology. To understand the basic principles and applicability of mass action models of infectious disease transmission; the meaning of quantities measuring pathogen transmission, including the force of infection, basic reproductive number, and vectorial capacity, and their importance for disease control. To understand and to learn to formulate simple compartment models and implement them in a computer package.

**Description:** Many infectious diseases are characterised by complex transmission dynamics, making it difficult to predict the effects of interventions. Mathematical models can assist in making such predictions and facilitate decision making for prevention and control.

In this lecture, students receive an introduction to the principles of infectious disease modelling. The lecture requires an understanding of basic calculus and it will be necessary during the course to manipulate equations and implement them in software. The course is suitable for students interested in the general principles of pathogen modelling as well as those who intend to carry out projects in this area.

**Methods:** Lectures, extended exercises

**Assessment:** Assignments and attendance

**Time:**
Friday, 19.09.2014, 14:15-16:00 (week 1)
Mondays, 10:15-12:00 (weeks 2-7, 9, 11-12)
Thursday, 10:15-12:00 (week 10)
no lecture week 8

**Place:** KUG, Herbergsgasse 7
Molecular Parasitology (12384-0)

2 CP

Objectives: To know the specific molecular mechanisms in parasites for adapting to their hosts (with emphasis on protozoan parasites); to describe parasites completely (from genes to a functional cell or organism); to understand the value of genomic and proteomic projects in parasitology.

Description: The module provides deeper insights into the molecular processes observed in parasites and focuses mostly on protozoan parasites, presenting the newest topics and hypotheses that improve our understanding of these organisms and that support the development of innovative strategies for fighting the diseases. The lecture targets parasitologists with an interest in molecular biology or molecular biologists with an interest in parasites. Basic knowledge of molecular biology is a pre-requisite. Topics include: invasion of protozoan parasites; genomes of parasites; principles of molecular diagnostics of parasitic diseases; antigenic variation; molecular base of drug resistance; principles of chemotherapy in parasitic diseases; protein trafficking and surface molecules of parasitic protozoa; molecular determinants of virulence; genomics and micro arrays; proteomics; and molecular approaches to vaccines.

Methods: Lectures with Power-Point presentations and hand outs

Assessment: Written exam on topics covered in the lecture (1 hour)

Time: Mondays, 10:15-12:00

Dates: starts 22.09.2014

Place: Biozentrum, Hörsaal 103

Remarks: mandatory for the MSc in Infection Biology

Note: Register for “Exercise: Molecular Parasitology” (11649-01) for additional 2 CP (2 hrs/week). Assessment on quality of submitted assignments.
Programming in STATA
(28879-01)

1 CP

Objectives: To use STATA more efficiently; to have the ability to write own STATA commands; to understand the concepts of loops and macros to automate repetitive tasks

Description: STATA has a simple and intuitive structured programming language. With an understanding of basic programming concepts – like looping, branching and macro variables – STATA becomes a very flexible and powerful application. Programming skills are useful for batch processing. In addition, epidemiologists are sometimes confronted with statistical problems that cannot be solved through standard procedures but might be solved easily by experienced programmers. Tasks and exercises reflect situations encountered in real life including: construction of bootstrap confidence intervals or Monte Carlo simulations to determine the required sample size. In addition the lecture provides the skills to program own STATA commands.

The lecture assumes that participants are familiar with STATA, have some basic statistical knowledge and an own laptop with STATA version 10 or higher installed.

Methods: Lectures and practical sessions.

Assessment: Assignments and student presentations

Time: Wednesdays, 10:15-12:00

Dates: starts 17.09.2014, 8 weeks

17.9. (lecture 1), 24.9. (lecture 2), 8.10 (lecture 3), 15.10 (lecture 4), 22.10 (lecture 5), 29.10 (project work 1), 5.11 (project work 2), 12.11 (presentations)

Place: Swiss TPH, Socinstrasse 55a, seminar room 3

Remarks: please bring your own laptops with STATA version 10 or higher installed. Participants are required to have a basic familiarity with STATA (Lecture of Biostatistics or equivalent knowledge)
**Statistical Modelling (28887-01)**

2 CP

**Objectives:** To understand, apply and interpret the results of statistical models for categorical and time to event independent data (logistic, poison regression, survival models); to be able to identify the appropriate statistical methods for data analysis, apply and interpret the results; to gain insight into statistical thinking; to apply the statistical software STATA for data analysis.

**Description:** The lecture covers the following topics:

- Introduction to Generalised Linear Models
- Introduction to Longitudinal Data Analysis
- Introduction to Survival Analysis

Statistical inferences will be taught from the most frequent and maximum likelihood approach

**Methods:** Lectures, exercises, computer practicals and project work

**Assessment:** Written final exam & Assignments

**Time:** Wednesdays, 09:15-13:00

**Dates:** starts 12.11.2014, week 9 - 14

**Place:** Botanisches Institut, Schönbeinstrasse 6, lecture room 003

**Remarks:** This lecture is a continuation of the Biostatistics please bring your own laptops mandatory for MSc in Infection Biology and MSc in Epidemiology
Techniques in Molecular Parasitology: Lab Training for Master Students (18420-01)

4 CP

Objectives: To learn and apply molecular and cellular biology techniques used in basic infection biology research and to learn to plan and design laboratory experiments.

Description: It is a 2-week lab training module for Master in Infection Biology students. Using various techniques students will investigate selected genes and proteins of the malaria parasite *Plasmodium falciparum* in small groups of two students each. The lecture focuses on practical "hands-on" work. A number of lectures will introduce techniques, approaches and stimulate discussions.

Methods: Practical experience, reading, lectures, discussions and presentations.

Assessment: Presentation of your results to all participants and teaching staff.

Time: to be announced

Dates: 19-30.01.2015

Place: Swiss TPH lab

Remarks: the total number of participants is limited
The use of molecular techniques for public health benefits (34888-01)

1 CP

Objectives: This course will offer participants in-depth knowledge on key topics related to the potential of molecular biological approaches to solve public health problems (improved diagnostics of infectious diseases; methods of molecular epidemiology and disease surveillance; evidence for developing treatment policies; molecularly determined parameters for mathematical modelling, ethical aspects relevant for work with human blood samples).

Description: The following topics will be addressed:

- Infectious disease diagnostics: field application of state of the art diagnostic techniques versus robust point of care diagnostics.
- Approaches and aims of molecular epidemiological studies in infectious diseases: drug and vaccine trials, molecular monitoring and surveillance tools.
- Potential of Omics: basic research versus public health benefits
- Investigating risk factors for non-communicable diseases by genome wide analyses
- Treatment policies based on molecular evidence
- Personalized medicine

Methods: Brief input lectures will introduce into each of six half day modules followed by a series of case studies, in which students will gain knowledge on application of molecular tools for health benefits. Understanding public health concepts is the main focus of students' group work tutored by the lectures. The block course format will permit intensive interaction with scientists in the field.

Assessment: student presentations in class

Time: all day

Dates: 14-16.01.2015

Place: Swiss TPH, seminar room 3, Socinstrasse 55a
Topics in Clinical Virology (11653-01)

1 CP

Objectives: To understand the virus-host relationship of specific virus diseases; to know the strategies for antiviral therapy and infection prevention; to know the appropriate diagnostic approaches and the preanalytical requirements for the clinical materials for a given test.

Description: Selected virus families are presented. The topics epidemiology, transmission, pathogenesis, clinical aspects, therapy, prevention and diagnostics are discussed in detail for each virus family. Molecular biology is discussed only when relevant for better understanding. HIV/AIDS and hepatitis virus topics are excluded.

Learning methods: Lectures with Power-Point presentations and hand-outs, Discussions

Assessments: Discussions and short checks of learning success

Time: Fridays, 8:15-10:00

Dates: according to programme

Place: KUG, Herbergsgasse 7

Gerd Pluschke
gerd.pluschke@unibas.ch

Walter Bossart
walter.bossart@unibas.ch
Topics in Host-Parasite Interactions (12389-01)

3 CP

Objectives: To apply and deepen the background knowledge of infection biology by analysing, presenting and commenting on recently published papers; to recognise actual research questions and understand the approaches that may lead to answering them; to improve skills in reviewing research topics and information retrieval using available online tools, and to participate in scientific discussions.

Description: This lecture is for MSc and PhD. Students in MPI. We expect that participants have a solid understanding of the fields of molecular parasitology, infection biology and immunology.

Each year, there will be a new selection of topics (approximately seven per semester) on host and parasite interactions. Students present and discuss selected papers before attending guest lectures. They engage in problem-based learning activities, literature reviews, etc. and present their findings in the plenary session. Discussions with the authors of selected papers are encouraged.

Methods: Problem-based learning assignments, guest lectures and presentations of recent publications by students.

Assessment: Assignments, Presentations

Time: Wednesdays, 10:30-12:00

Dates: Spring semester

Place: to be announced

Remarks: mandatory for MSc in Infection Biology

Hans-Peter Beck
hans-peter.beck@unibas.ch

Ingrid Felger
ingrid.felger@unibas.ch
Further Recommended Lectures

**English for Tropical and Public Health**

This is a block course, in cooperation with the UniBas Sprachzentrum (Language Centre), financed by Swiss TPH

**Time:** Mondays, 18:15-19:45

**Dates:** 22.09.2014 - 08.12.2014

**Place:** Swiss TPH, Socinstrasse 57, lecture room 1

**Introduction to African Studies**

(11719-01) (Joint Lecture Series)

Elisio Macamo
elisio.macamo@unibas.ch

Jürg Utzinger, et al

**Time:** Fridays, 09:15-11:45

**Dates:** starts 19.09.2014

**Place:** Kollegienhaus, Hörsaal 114

**Current Ecological and Health Issues in Africa** (11718-01)

Peter Nagel
peter.nagel@unibas.ch

Marcel Tanner, Jürg Utzinger et al

**Time:** Fridays, 14:15-16:00

**Dates:** starts 19.09.2014

**Place:** Rittersaal, St. Johanns-Vorstadt 10

**New Trends in Developmental and Molecular Immunology** (13167-01)

Antonius G. Rolink et al
antonius.rolink@unibas.ch

**Time:** Fridays, 13:15-15:00

**Dates:** starts 19.09.2014

**Place:** Pharmazentrum, lecture room 2

**Research Seminars Infection Biology and Microbiology** (18583-01)

Urs Jenal et al
urs.jenal@unibas.ch

**Time:** Tuesdays, 09:00-10:30

**Dates:** starts 05.08.2014

**Place:** Biozentrum, lecture room 411
Appendix 1: MSc Student Resources

Appendix 1A: Data Sheet MASTER Student Profile

Please fill in this form for initial registration. Default language is English.

First name: ..............................................  Last name: ..............................................
Email: ...............................................................................................................................@stud.unibas.ch
Date of birth: ..............................................  Gender: ..............................................
Nationality: ..............................................  Civil status: ..............................................
Mother tongue: ................................................................................................................
Address (country of origin): ............................................................................................
Address (current home address in Switzerland): ...............................................................
Address to be contacted in case of emergency: ................................................................
Mobile Phone number (private): ....................................................................................
Email (private): ..............................................................................................................

1Insurance coverage abroad (in case you travel abroad on behalf of Swiss TPH):
Insurance name..............................................  Insurance number: ...................................

1Insurance coverage Switzerland (health insurance, accident insurance):
Insurance name..............................................  Insurance number: ...................................

1 PLEASE PROVIDE US WITH A COPY OF YOUR INSURANCE POLICY (HEALTH AND ACCIDENT).

Master student in: □ Infection Biology
□ Epidemiology
□ Vaccinology and Drug Discovery
□ Mobility Students - University and Country:
.................................................................................................................................
□ Other, specify: ..............................................................................................................
University and Country: .................................................................................................
.................................................................................................................................
.................................................................................................................................

Start of master at Swiss TPH (Uni reg.date): Autumn........................................01.08...................(year)
Remarks: ............................................................................................................................
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The undersigned confirms that the information given is correct and undertakes to inform the
Student Administration immediately of any change.

Basel, ____________________________  Signature: ___________________________
Appendix 1B: Writing a MSc thesis protocol

The thesis protocol helps you to

- Focus your ideas
- Make clear what it is you aim to achieve
- Create a document to share with potential collaborators and
- Provide documentation for ethical and scientific clearance if required.

The thesis protocol should be 10-15 pages long and should include:

1. **Title:** A short statement of the research topic, including geographic location of work e.g. *Incidence of intestinal parasites in school children in Timbuktu.*

2. **Author:** Your name.

3. **Address:** Your address, phone numbers and email address.

4. **Supervision:** Name of your Supervisor and co-Supervisor (if any) along with their email addresses.

5. **Specialisation:** Master in epidemiology or infection biology.

6. **Summary:** Not more than 200 words containing background, aim, approach and expected outcome of the research.

7. **Introduction:** Summary of what is known about the subject (1-2 pages). Do not waste space with extended descriptions; try to be to the point. Provide the reason(s) and rationale for the thesis.

8. **Aim and objectives:** State the aim of your thesis, e.g. *identify highly variable micro- satellites of M. ulcerans.* Objectives are steps or smaller goals on the way to achieving your aim. In this section you can also formulate your hypotheses, e.g. *Adults have a higher burden of Schistosoma than school children,* or research question, e.g. *what are the dynamics of acquired immunity against nematodes in cattle?*

9. **Approach:** Describe your proposed research activities (2-3 pages) and give a detailed description of your methods. If you intend to do a field study, start with a short description of the study population, study type (cross-sectional, case-control), sample size considerations, data collection, questionnaire design and validation, interventions, data analysis. If you intend to do a laboratory study, describe the source of the samples, the sample material you will use (worm eggs, DNA, serum samples, etc.), the methods of analysis, experiments, and evaluation of results.

10. **Expected outcomes:** Imagine the results you expect from your work and try to describe them, e.g. *knowledge on the prevalence of P. falciparum in women.*
11. **Ethical statement**: Identify and discuss with your Supervisor ethical concerns that may arise during your research and describe them (half page). For example, *every child excreting worm eggs will receive mebendazole treatment*. If you intend to work on human subjects, you require an ethics clearance. Discuss this with your Supervisor ahead of fieldwork.

12. **Institutional setup and collaborations**: Describe briefly (half page) the department and research unit in which you will do your work. If your research will be done abroad, describe the partner institutions, department and working group. Describe possible collaboration with other students and demarcate the objectives of each project. Show how you will complement each other’s work.

13. **Time frame**: Make a timeline for research progress, as shown below, giving a few details about each step.

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<th>Month</th>
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<td>Study protocol</td>
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<td>Planning of field work</td>
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<tr>
<td>Data entry</td>
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<td>Data analysis</td>
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<tr>
<td>Interpretation and write up of manuscript</td>
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<tr>
<td>Handing in Thesis</td>
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</tbody>
</table>

14. **Budget**: Estimate the cost of your project, accounting for personnel, international and local travel, equipment, consumables, communication and administrative costs. Discuss with your Supervisor.
Appendix 1C: MSc Thesis Structure

Student research activities should result in a final, comprehensive, consistent and clear thesis report. You should write your thesis as if it were a scientific article for publication, but with rather more detail in the introduction and methods sections. The thesis should be understandable for a non-specialist. The thesis is not restricted by any fixed length requirements, but as a general rule, the thesis should not exceed 60 pages in length, excluding annexes. A good thesis is not necessarily a long thesis!

A good thesis:
- Should be clearly written and presented.
- Should be concise.
- Should be consistent in style and logic.

Thesis structure

Table of contents: The table of contents gives an overview of the thesis’ chapter structure and its page numbers. It should also include the summary and any annexes.

List of tables and figures: The outline is followed by a list of the tables and figures appearing in the text, including their (short) titles and respective page numbers.

Summary: Provide a short (one page), complete summary of all chapters.

Acknowledgment: Additional help must be mentioned, such as field workers’ activities or active support and practical help from technicians and colleagues. Similarly, any official financial support given to you or the project must be mentioned here. You could also acknowledge others who supported you or your thesis in other ways.

Introduction and rationale: The introduction includes relevant background information or a brief overview of the field, including a review of the literature and the theoretical concepts you plan to use. This is the basis from which you formulate the problem statement and your hypothesis leading to a statement of your research questions and objectives.

You can also give a characterisation of the type of work carried out and a short outline of the chapters that follow. During your research, you may have come up with additional questions. These should also be mentioned here, but it should be clear that these questions were not originally planned.

Goals and objectives: This part states the overall goal of the project. It also contains a number of specific objectives, usually 2-4, which can later form chapters of the thesis or be converted into manuscripts for publication.

Material and methods: This part reports on the information sources used, the methods applied, and the materials used for lab work or data collection, and for data analysis. You should present what was actually done, and reference any problems encountered. In the case of fieldwork, you should describe the area and sites at
which the research was carried out. For experimental work, you should give all relevant details of the procedures followed.

**Results:** Results should be presented in the most objective and comprehensive manner. Mixing results with interpretation and discussion should be avoided, unless the work is very descriptive. Where appropriate, the findings should be illustrated or summarised with tables and figures. Tables and figures must be drawn in such a way that they can be read on their own, independent of the surrounding text. Do not forget to include measurement units and explanations of abbreviations. References to tables and figures should be made in the text (e.g., see table 1; as shown in figure 2).

**Discussion:** The discussion section should always start with a discussion of the methodology or approach chosen. Next, link your own findings, as presented in the results section, with those of other researchers. What do your results mean and imply? The challenge here is to argue for and against the findings and the related theoretical concepts. Literature references are therefore required and you must discuss your findings in the context of both the scientific objectives and the research questions laid out in the introduction. An internal and external validation of your results is also required. The discussion should not simply summarise the results!

**Conclusions:** This section brings together the most important consequences of your research, normally referring to:

1. The scientific objective and the research questions (results);
2. Suggestions for future research on this topic
3. Practical implications of the findings

**References:** It is very important that you give proper references when making statements from the literature. References acknowledge the work of others, and provide the reader with information on the sources that you used. You can use either the system of giving the author’s surname, and year of publication, with an alphabetical list of references at the end of the thesis, or you can number your references in the text and include a numbered list of references at the end. We recommend that you use reference management software.

**Annex or Appendix:** An annex or appendix should be added to incorporate any information, which is too long or detailed to be included in the main body text but is relevant for understanding the research or important steps taken. This could mean for example: providing original data, detailed statistical analysis, etc.

**Font:** Font should be Helvetica, Times New Roman, or comparable (Universal, Arial). Font size is normally 12. Do not use very small fonts. Line spacing should be at least 1.5 to allow for hand written corrections.

**Figures and tables:** Figures and tables complement and clarify text, not vice versa. All tables and figures should be referred to in the text. Figures and tables should be clear, avoiding unnecessary lines and frames. Avoid vertical lines in tables. Similarly, coloured or gray backgrounds for figures should be removed if these do not add to comprehension. Each figure and table should have a legend that allows the table or figure to be understandable without reading the text.
## Appendix 2A: Roles and responsibilities of academic staff with regard to PhD students at the Faculty of Science (2014)

<table>
<thead>
<tr>
<th>Academic Status (Faculty Affiliation)</th>
<th>PhD Thesis</th>
<th>MSc Thesis</th>
<th>Name of Swiss TPH staff</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Faculty Representative</td>
<td>Delegation of PhD supervision</td>
<td>Chair of thesis defence</td>
</tr>
<tr>
<td>Professor (Faculty of Science &amp; Medicine)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Associate Professor (Faculty of Science)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Professor (Faculty of Science)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Associate Professor (Faculty of Medicine)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Tenure-Track Assistant Professor (Faculty of Science)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>SNF-Förderprofessor (Faculty of Science)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>SSPH+-Förderprofessor (Faculty of Medicine)</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Associate Professor (Faculty of Medicine)</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Titular Professor (Faculty of Science)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Titular Professor (Faculty of Humanities)</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Titular Professor (Faculty of Medicine)</td>
<td>No</td>
<td>No</td>
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<tr>
<td>PD (Faculty of Science)</td>
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<tr>
<td>PD (Faculty of Medicine)</td>
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<td>No</td>
</tr>
<tr>
<td>Any other academic staff</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
Appendix 2B: Guidelines for writing the PhD proposal

When writing the PhD proposal, students should be aware of the following:

1. The proposal should not exceed 15 pages (not including references)
2. For the main text, use font size 11, and single spacing (references can be smaller).
3. Prior to submit to reviewers and Research Commission your supervisor must read it and agree with submission
4. The proposal should include:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front page</td>
<td>Title of project, student’s name, Supervisor’s name, primary unit of student; date of submission; Institution name/address; student’s email address</td>
</tr>
<tr>
<td>Abstract</td>
<td>Maximum 400 words summarising introduction, background, objectives, methods, and relevance of thesis.</td>
</tr>
<tr>
<td>Table of contents</td>
<td></td>
</tr>
<tr>
<td>Introduction and background</td>
<td>Explain what research question(s) you will be addressing and why it is important.</td>
</tr>
<tr>
<td>Objectives, hypotheses, specific aims, relevance of the thesis</td>
<td>May be useful to structure according to the manuscripts that will come out of the thesis</td>
</tr>
<tr>
<td>Research plan / Methods</td>
<td>Describe how you will answer your research question(s), by outlining, as applicable, study population, study design, exams /measurements, statistical analyses etc.) Discuss the Research plan and Methods with our Statistical Support (Christian Schindler)</td>
</tr>
<tr>
<td>Time plan with milestones</td>
<td></td>
</tr>
<tr>
<td>List of tentative titles of manuscripts indicating the author position of the student</td>
<td></td>
</tr>
<tr>
<td>Ethical issues</td>
<td>Does project have ethical clearance? From where? When? Responsible applicant?</td>
</tr>
<tr>
<td>Collaboration and support</td>
<td>Be sure to distinguish between internal (Swiss TPH) and external collaborators and support; this may go well beyond the members of the PhD Committee itself. There should be a clear explanation of the roles and responsibilities of each party named.</td>
</tr>
<tr>
<td>PhD Committee</td>
<td>List the names and roles of PhD committee members.</td>
</tr>
<tr>
<td>Short CV</td>
<td>One page curriculum vitae CV to understand the proposed additional training</td>
</tr>
<tr>
<td>Professional training to be undertaken</td>
<td>Include assessment of total ECTS credit points needed (see Chapter 5.1 “Lecture work and training”), give details of planned lecture work, conferences etc. as far as already known.</td>
</tr>
<tr>
<td>Budget plan</td>
<td>Include details about the funding agency and funding concept for the part relevant to the thesis itself (student salary, publications, travel, etc.)</td>
</tr>
<tr>
<td>Reference list</td>
<td>Restrict to most important references (some 30-50 is usually sufficient).</td>
</tr>
<tr>
<td>Appendix</td>
<td>Only if needed; appendices count towards the 15-page length limit.</td>
</tr>
</tbody>
</table>
Appendix 2C: Competences in Medical Parasitology and Infection Biology (MPI)

Fundamentals of MPI (includes microbiology and cell biology)
PhD students in MPI need to master the fundamental concepts of Infection Biology with an emphasis on neglected infectious diseases of importance to public health. These include:

- **Disease systems**  
  Life cycle and biology of infectious agents; working techniques in modern biology (biochemistry, genetics, immunology, molecular and cellular biology); tools for diagnosis and interventions (drugs and vaccines)

- **Basic epidemiological concepts**  
  Epidemiological study design; risk factor concepts; basic statistical analysis skills; understanding problems in the national health programmes of countries with limited resources

While it is not possible to acquire in-depth knowledge in all of these areas during the course of PhD studies, training should target acquisition of specialist-level knowledge in the disease(s) relevant to the research project and basic knowledge in understanding infectious diseases in resource restricted countries.

Research skills
Students need to be:

- Trained in general research skills for laboratory and field work (including safety guidelines).
- Able to interpret and critically review data, and pose innovative and relevant research questions.
- Informed by a systematic and timely review of the literature, to deduce from it further relevant theoretical and conceptual models, and to select an appropriate research approach to address the research question.
- Equipped to work in a research team, apply resources responsibly, ensure ethical and responsible professional conduct, and effectively communicate the findings and implications of their research to a broader research community (through scientific publications, presentations, teaching), as well as to non-specialists.

Personal and management skills
Many practical skills are acquired during the research work. As the project progresses, the student should gradually take over more tasks related to project management and leadership and thus develop these skills.

Scientific writing skills for production of papers, grant applications, and reports are also important. Training in presentations skills and ethical conduct is another essential part of doctoral training.
Appendix 2D: Competences in Epidemiology and Public Health

Fundamentals of Epidemiology and Public Health

PhD students in Epidemiology and Public Health need to master the fundamental concepts of public health. These include:

- **Epidemiology**
  Determinants of health and illness; epidemiological study designs and measurements; sources of errors and bias; risk factor and causality concepts; statistical concepts to analyse and interpret data.

- **Social and behavioural science in health research**
  Addressing inequities in health; psychosocial factors affecting health behaviour; strategies for health promotion and disease prevention.

- **Health system research**
  Effectiveness, efficiency and equity of health care systems; outcome research; basic knowledge of health economics and health policy.

- **Exposure science**
  Basic concepts on how to measure and characterise exposure to environmental causes of diseases.

Research skills

Students need to be:

- Trained in general research skills including writing scientific manuscripts and grant applications, and advanced methodological skills in the specific area of research.

- Able to pose innovative and important research questions informed by a systematic review of the literature, stakeholder needs, and relevant theoretical and conceptual models, and to select an appropriate study design to address the research question.

- Equipped to work in a multi-disciplinary team, ensure ethical professional conduct and effectively communicate research findings and implications to technical and non-specialist audiences (through publications, presentations, teaching).

- Able to show the policy implications of their research and express these to a broad audience.

Personal and management skills

Many practical skills are acquired during the research work. As the project progresses, the student should gradually take over tasks related to project management and leadership and thus develop these skills.
Appendix 2E: Guidelines for the internal PhD proposal evaluation process

Swiss TPH Research commission (RC) – version of March

PhD supervisor
Immediately after registration of the new PhD project with the University of Basel/SwissTPH, the PhD supervisor:

1. suggests and finds two SwissTPH colleagues (project leaders who are not directly involved in the project) who agree on reviewing the PhD proposal. The PhD supervisor conveys this information to Marco Waser
2. decides (together with Marco Waser) at which forthcoming RC meeting the research proposal will be discussed (this has to occur within 3-6 months after registration of the PhD student)
3. determines the composition of the PhD committee

PhD candidate
The PhD candidate:

1. writes his/her research proposal according to the guidelines (Student’s handbook Appendix 2-B)
2. submits the complete document to both reviewers until 4 weeks before the scheduled RC meeting at the latest
3. schedules a meeting (no later than 2 weeks before the scheduled RC meeting) to discuss the proposal with both reviewers and the PhD supervisor
4. resubmits the revised proposal (in which all issues have been adequately addressed) to both reviewers (no later than 1 week before the scheduled RC meeting)
5. submits the final proposal and a concise abstract of their PhD proposal to Marco Waser.
6. prepares a short presentation to introduce his/her PhD project to the RC audience (Student’s handbook Appendix 2-G)

Reviewers
The evaluation process consists of two phases:

Phase 1
Within 2 weeks after receiving the first version of the proposal, the reviewers:

1. evaluate the proposal and use the PhD proposal evaluation form as a tool to assess all relevant criteria
2. discuss the outcome of their evaluation with the PhD candidate and supervisor in a meeting organised by the PhD candidate (if meeting in person is impossible, this exchange has to take place by other means)

Phase 2
Within 1 week after meeting with the PhD candidate and supervisor, the reviewers receive the final, revised proposal from the PhD candidate

1. The reviewers fill out the evaluation form a second time. Criteria that are sound may simply be check-marked and commented by a single phrase if necessary. Only those issues that remain to be solved in the revised version need specific but concise comments. The reviewer also recommends the final proposal for approval, minor or major revision. However, the whole idea behind this streamlined evaluation process is that final proposals can be approved in principle by the Research Commission
2. The reviewer and supervisor briefly comment on the proposal after the presentation by the PhD candidate
3. Major issues may be discussed in the plenary again before the chair decides on further steps if necessary
Appendix 2F: Proposed Structure of PhD project Presentation at the Research Commission Meeting

- Presentation should not exceed 5-7 minutes!
- Limit presentation to 5 slides and a Title page
- Send the slides one day before the meeting to Marco Waser

Title of PhD proposal, your name and affiliation, members of doctoral committee and their function (Supervisor, Faculty Representative, Co-referee, external experts)

1. Give some information on who you are (background training)
2. Short background of project. Is it part of a larger research activity, SNF / EU funded?
3. What are the research questions / hypothesis?
4. Methods and expected outcomes
5. Time plan, planned training during PhD
## Appendix 2G: Evaluation report for PhD proposals

### Swiss TPH Research commission (RC) – version of March

<table>
<thead>
<tr>
<th>PhD project (title)</th>
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<tbody>
<tr>
<td>PhD candidate</td>
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<tr>
<td>Supervisor</td>
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<tr>
<td>Reviewer</td>
<td></td>
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</tbody>
</table>

#### Date of first Review

- [ ] Yes
- [ ] No

#### PhD proposal is part of a larger, peer-reviewed grant application (please specify)

- [ ] Yes
- [ ] No

#### PhD student is enrolled in a PhD Program (please specify)

- [ ] Yes
- [ ] No

### Criteria

<table>
<thead>
<tr>
<th>No</th>
<th>Criteria</th>
<th>Reviewers comments (1st review)</th>
<th>Reviewers comments sufficiently addressed in revised version</th>
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<tbody>
<tr>
<td>1</td>
<td>The research project is concisely presented</td>
<td>[☐, ☐]</td>
<td>[☐, ☐]</td>
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<td></td>
<td></td>
<td>[Yes, No]</td>
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<td>2</td>
<td>Scientific interest</td>
<td>[☐, ☐]</td>
<td>[☐, ☐]</td>
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<td></td>
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<td>Scientific novelty</td>
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<td>[☐, ☐]</td>
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<td>Methodology</td>
<td>[☐, ☐]</td>
<td>[☐, ☐]</td>
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<tr>
<td></td>
<td></td>
<td>[Yes, No]</td>
<td></td>
</tr>
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<td>5</td>
<td>Feasibility and time plan</td>
<td>[☐, ☐]</td>
<td>[☐, ☐]</td>
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<td></td>
<td></td>
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<td>Public health relevance</td>
<td>[☐, ☐]</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>7</td>
<td>The proposed research is consistent with key areas of Swiss TPH activities</td>
<td>[☐, ☐]</td>
<td>[☐, ☐]</td>
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<tr>
<td></td>
<td></td>
<td>[Yes, No]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ethical considerations fully addressed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Internal collaborations (roles and responsibilities clearly defined)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>External collaborations (roles and responsibilities clearly defined)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Skill development</td>
<td></td>
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<tr>
<td>12</td>
<td>PhD committee (roles and responsibilities clearly defined)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Lectures, courses, etc. included and adequate (≥12 CPs; ≥18 CPs if part of a PhD program)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Budget plan included and complete</td>
<td></td>
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</tr>
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<td>15</td>
<td>Additional comments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Reviewer’s recommendation: revised proposal approved (1) / minor revisions (2) / major revisions (3)(^1)</td>
<td></td>
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</tr>
</tbody>
</table>

\(^1\) If the proposal needs major revisions after the Research Commission meeting, it has to be resubmitted to RC for evaluation
## Appendix 2H: Student’s Self-Assessment Form

### Student’s Self-Assessment Form

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which experiences improved your competencies to conduct research in your specific area of study?</td>
<td></td>
</tr>
<tr>
<td>How could you acquire broader Public Health competencies?</td>
<td></td>
</tr>
<tr>
<td>Which personal competencies and soft skills could you develop further?</td>
<td></td>
</tr>
<tr>
<td>Which experiences improved your management and leadership skills?</td>
<td></td>
</tr>
<tr>
<td>Which additional competencies do you need to acquire during the next reporting period?</td>
<td></td>
</tr>
<tr>
<td>(For the 2nd and 3rd annual meeting) Check the agreements from the last annual meeting. Describe target achievement for every point (achieved, or if not, discuss)</td>
<td></td>
</tr>
<tr>
<td>Summarise all agreements made during the annual meeting and give the text to your supervisor to countercheck</td>
<td></td>
</tr>
<tr>
<td>Set up a work plan and time line for the next year.</td>
<td></td>
</tr>
<tr>
<td>(For MPI students only) List all major research results obtained during your study period.</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 2I: Documentation of formal training, attended conferences, presentations given or paper published:

List of doctoral training

<table>
<thead>
<tr>
<th>Lecture/Workshop</th>
<th>Location</th>
<th>Date</th>
<th>ECTS</th>
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List of conferences attended

<table>
<thead>
<tr>
<th>Conference</th>
<th>Location</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
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<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

List of presentations, talks, journal clubs

<table>
<thead>
<tr>
<th>Talk/Poster/Journal Club</th>
<th>Location</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List of submitted or published papers / reviews/ articles

<table>
<thead>
<tr>
<th>Title/Authors</th>
<th>Status (submitted, accepted, published)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List of teaching activities

<table>
<thead>
<tr>
<th>Teaching/Training</th>
<th>No of Students</th>
<th>Date/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 2J: Annual Meeting Confirmation Form

**Annual Meeting Confirmation Form**

The doctoral committee and the student have met for their annual meeting and discussed the progress of the PhD study based on the student’s self-assessment.

Date of the annual meeting (dd. mm. yyyy) ____________________

Name of doctoral student: ____________________

Name of Supervisor: ____________________

Name of other member(s) of the doctoral committee present at the annual meeting:
________________________________________________
________________________________________________

At the first meeting of the doctoral committee it has been
  o agreed
  o disagreed

with the student to continue the PhD study

Student Signature: ____________________

Supervisor Signature: ____________________
Appendix 2K: PhD Thesis Structure

A typical structure includes:

- Table of contents
- Acknowledgements
- Summary (usually in English)
- Introduction
- Chapters made up of manuscripts, either published or ready for publication. Each chapter should be formatted in a unified style. Additional chapters can be added as "working papers" if these will not lead to publication.
- Discussion providing a unifying theme through the work and touching upon points not found in the chapter discussions.
- Conclusions
- List of references* (references can also be included at the end of each chapter)
- Appendices
- A brief curriculum vitae

Look at recent examples of Swiss TPH theses in the institute's library.

*Towards more unified bibliometric referencing in Swiss TPH MSc and PhD theses

Using reference manager software (e.g. Zotero, EndNote, RefMan, etc) allows for one single list of all cited references at the end of the thesis (not each chapter) and thus avoids much redundancy from repeating references common across many chapters and saves pages in the final print versions.

The preferred referencing style of in text citations is Harvard Style, which names first authors and the year in the text, and lists all bibliographic references in alphabetic order in a single list at the end of the thesis including all authors (no et al). This makes it easier for examiners to appreciate whether appropriate literature has been cited in the appropriate places without constantly checking numbered lists in the manuscript into different bibliographies in the thesis.

For reference managers to assemble a single bibliography at the end of the thesis requires a single manuscript of the thesis. Ideally the MSc and PhD dissertation manuscript should apply internally consistent and continuous page numbering and chapter numbering linked to a detailed Table of Contents. This is easiest done using the original manuscripts of the chapters or published papers concatenated into a single word processed document using section breaks for chapters and unique chapter headers. For the PhD dissertation where some chapters will have been already published as papers, this could include the final word processed manuscript as submitted but also incorporate where advantageous any professional graphics from any of the published versions. This allows the automated Table of Contents and Table of Figures to be complete. Such chapters have a facing page indicating the citation of the published paper.
Appendix 2L: How to submit the thesis

1. Complete the PhD application form and obtain appropriate faculty signatures.

2. At least four weeks before the next meeting of the Faculty of Science (meeting schedule available from the Dean’s office), submit the PhD application form and a copy of previous degrees to the Dean’s office in the Faculty of Science.

3. At least two weeks before the faculty meeting, hand in a copy of the thesis, a copy of your student card, curriculum vitae and a signed written declaration to the Dean’s office in the Faculty of Science. The declaration should read as follows: “I declare that I wrote this thesis [TITLE] with the help indicated and only handed it in to the Faculty of Science of the University of Basel and not to any other faculty or university”.

4. At least one week before the faculty meeting, Examiners submit their reports to the Dean’s office at the Faculty of Science indicating the thesis grade and recommending to the faculty whether to accept the thesis (marks: 6 = very good, 5 = good, 4 = pass, 3 – 1 = fail).

5. The oral examination (defence) must take place within six months after the faculty meeting. You must inform the Dean’s office of the date, time, place and location of the defence, and the name of the Chairman so that they may send the invitations before the exam.

For any further information, please see:
http://philnat.unibas.ch/dokumente/promotion-phd

For the agenda of the faculty meetings, please see:
http://philnat.unibas.ch/termine.
Appendix 2M: Publishing theses on e-Diss@UNI Basel

As of 2004 the Philosophisch-Naturwissenschaftliche Fakultät requires electronic publication of theses. The dissertation server, e-Diss@UNI BASEL, is a free service offered to all faculties and operated by the Library and Universitätsrechenzentrum at the University of Basel.

Below, you will find basic instructions for publishing your thesis electronically. Please direct your questions to diss-ub@unibas.ch or call +41 61 267 3080.

How to proceed:

1. Complete and sign the agreement "Declaration of approval for the publication of a thesis" available on the document server of the University of Basel":
   www.unibas.ch/diss/e-Diss-agreement.pdf
2. Convert the complete dissertation to one pdf file*. The pdf file should correspond to the print version of the dissertation.
3. Create a second pdf file with title, abstract (in one or more languages), introduction, table of contents, and faculty note.
4. Copy both pdf files on a CD-R (not CD-RW). Write your name, e-mail address and dissertation title on the disc.
5. Deliver the signed agreement and the CD-R to the Dekanat, Faculty of Science, Pharmazentrum, Klingelbergstrasse 50 (Opening daily from 8 – 10 am).
Declaration of approval for the publication of a thesis on the publication server of the University of Basel

The electronic dissertations stored in the publication server of the University of Basel edoc.unibas.ch may be downloaded freely (Open Access) and used in compliance with the regulations of the Creative Commons licence.

Declaration of the author:

- I herewith authorise the University Library of Basel (UB) to publish my thesis in the publication server of the University of Basel.
- The rights of a third person can not be opposed to this publication.
- I agree with required conversions in different formats, should the occasion arise in the future.
- The contents of the file handed over to UB is identical with the printed deposit copies.
- A claim of indemnification is excluded from both sides.

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<table>
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<td>immediately</td>
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<table>
<thead>
<tr>
<th>Place, Date</th>
<th>Signature</th>
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</table>

Declaration of the University Library, Basel (UB):

- UB may hand on the files to co-operation partners for the purpose of archiving and parallel publication, in particular to the Swiss National Library.
- The contents of the files will not be changed, but, should the occasion arise, they will be converted in an actual format or printed.
- The theses remain stored for an indefinite time. However, the long term record of the electronic version can not be guaranteed.
- The copyrights remain by the author. The rights of use are regulated by a Creative Commons licence.
Appendix 2N: Data Sheet PhD Student Profile

Please fill in this form for initial registration. Default language is English.

First name: .................................................. Last name: ........................................
Email: ............................................................................................................@stud.unibas.ch
Date of birth: ................................................ Gender: ..........................................
Nationality: .......................................... Civil status: ........................................
Mother tongue: ........................................................................................................
Address (country of origin): ......................................................................................
Address (current home address in Switzerland): .....................................................
Address to be contacted in case of emergency: ..........................................................
Mobile Phone number (private): ..................................................................................
Email (private): .....................................................................................................

1Insurance coverage Switzerland (health insurance, accident insurance):
Insurance name:................................. Insurance number: ..................................

1Please, provide us with a copy of your insurance policy (health and accident).

PhD student in: □ Microbiology at University: □ Basel
□ Zoology □ Other, specify
□ Cell biology ........................................................
□ Epidemiology
□ Nursing science
□ Sport science
□ Ethics
□ Other, specify ........................................................

Funding source (if you do not know please ask your supervisor):
□ Nationalfond / ESKAS
□ Forschungsprojekt / Research project
□ Amt für Ausbildungsbeiträge / Scholarship Agency BS
□ Projekte ext. Partner, Lohn Heimatland / Project from home country
□ Bundesstipendium / Scholarship ESKAS
□ Other, specify ........................................................
Do you have a contract issued by the HR of Swiss TPH?

☐ yes  starting date: ..................................
☐ no  Do you have a contract with another institution?

Name of the institution and country: ...........................................................................................................

University registration date:  ☐ Spring:  01.02........... (year)

☐ Autumn:  01.08........... (year)

Status
During your PhD study will you spend at least 2/3 of your working time in office space at the Swiss TPH in Basel, Switzerland?

☐ yes
☐ no

Who is your supervisor?  Name: ..........................................................................................
Who is your faculty representative?  Name: ..........................................................................................

Remarks: ..........................................................................................................................................................
..........................................................................................................................................................
..........................................................................................................................................................

The undersigned confirms that the information given is correct and undertakes to inform the Student Administration immediately of any change.

Basel, ____________________________  Signature: ___________________________
Appendix 3: General Resources for MSc and PhD Students

Appendix 3A: Ethical Clearance for Swiss TPH Projects

Any project involving human subjects requires an ethical clearance. The research commission proposal evaluation form should indicate whether the proposal has been submitted to the appropriate ethical committees.

Clearances must be obtained from the national authorities in the country where the research is to be carried out for all projects involving human subjects. National guidelines and procedures are to be followed.

Projects wholly or partially funded by WHO also need WHO ethical clearance. The procedures are automatically initiated when a project is submitted to WHO. In these cases, please adhere to the WHO Guidelines on Good Clinical Practice and the Helsinki Declaration.

Swiss TPH projects conducted in Switzerland must be submitted to the Ethics Committee of Basel-Stadt and Basel-Land (Ethikkommission beider Basel, EKBB). Projects conducted outside Switzerland, but involving Swiss TPH staff and students must also be submitted to the Ethics Committee of Basel-Stadt and Basel-Land. Forms and submission deadlines can be found on the web www.ekbb.ch.

All submissions to the EKBB must first follow the internal process described in the flow-chart of the Swiss TPH Study Secretariat (see next page)

See also link to Study Secretariat on WIKI: http://wiki.sti.unibas.ch/STI/Global/web/stitwiki.nsf/pages/Study_Secretariat
Study Secretariat and Submission Procedure

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<tr>
<th>Action</th>
<th>Responsible</th>
<th>Required documents</th>
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</thead>
<tbody>
<tr>
<td>First contact with Study Sec via email</td>
<td>Research Project Leader</td>
<td>---</td>
</tr>
<tr>
<td>~ 5 working days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fix date for preliminary meeting</td>
<td>Study Sec &amp;</td>
<td></td>
</tr>
<tr>
<td>Research Project Leader</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At the meeting to be discussed:</td>
<td>Project Proposal</td>
<td></td>
</tr>
<tr>
<td>• Which submissions are needed?</td>
<td>Study Sec</td>
<td></td>
</tr>
<tr>
<td>• What is needed for submission?</td>
<td>Check-lists, forms</td>
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</tr>
<tr>
<td>• Who does what?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Discussing/defining timelines</td>
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<td></td>
</tr>
<tr>
<td>Preparation of submission</td>
<td>Research Project Leader</td>
<td></td>
</tr>
<tr>
<td>Up to a few months</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submission to Study Sec</td>
<td>Research Project Leader</td>
<td></td>
</tr>
<tr>
<td>Check of submitted documents</td>
<td>Study Sec</td>
<td></td>
</tr>
<tr>
<td>Feedback to Research Project Leader, ≥ 5 working days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Adaptation of documents according to feedback of Study Sec</td>
<td>Research Project Leader</td>
<td></td>
</tr>
<tr>
<td>• Cover Letter signed by Chief MD</td>
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<tr>
<td>Submission to Ethics Comm.</td>
<td>Research Project Leader</td>
<td></td>
</tr>
<tr>
<td>(e.g. Feedback from EKNZ ~ 4 weeks after submission date)</td>
<td>Research Project Leader</td>
<td></td>
</tr>
<tr>
<td>Ethics Committee(s) Approval</td>
<td>Final documentation</td>
<td></td>
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<tr>
<td>Forward copy of Ethics Committee(s) Approval</td>
<td>Research Project Leader</td>
<td></td>
</tr>
</tbody>
</table>

Please note: The Study Sec is provided by MedRes
Contact info: T: 061 284 89 60 (Monique Vogel) / Email: studysec-tph@unibas.ch

V05/27.06.2014
All cover letters sent to the EKBB must be signed by Prof. Christoph Hatz and by your thesis Supervisor. Prof. Marcel Tanner must receive a copy of the submission. The responses of the EKBB are in German, though they will sign English translation copies. The Swiss TPH has a US registration number which is available if required.

Each intervention study needs to be covered by insurance. The Swiss TPH directorate is responsible for ensuring sufficient insurance coverage. The general liability insurance policy of the Swiss TPH also covers intervention studies – however, clinical trials require an additional insurance coverage (see/contact Study Secretariat). If the principle investigator (PI) is not from the Swiss TPH, then the PI from the collaborating institution has to provide the insurance for the project.

**Studies involving animals require a permit from the relevant authorities.** Ethical issues related to animals, such as pain management, must be addressed. Permission from an animal-health-committee may be required.

**Please note:**

- An ethical clearance is not required for analysis of samples taken from a human subject as part of a provided service (e.g. diagnostics). As soon as Swiss TPH is involved in the collection of samples for any basic or applied research, an ethical clearance must be obtained.

- For old samples, such as those stored at Swiss TPH, that will be re-evaluated or used in a new study, current international guidelines and principles require acquisition of a new ethical clearance.

- New proposed guidelines require the destruction of samples after the completion of a study. Once fully in force we shall discuss each case and also be aware when we sign new project agreements, particularly for clinical trials. Currently, Swiss TPH keeps all samples and decides individually what samples are to be destroyed.

- In Switzerland, each Canton has its own ethics committee. In principle, one ethics committee is responsible for issuing ethical clearance. This committee should inform the other ethics committees involved and it is up to them to accept and endorse the decision.
Appendix 3B: Plagiarism

Swiss TPH considers plagiarism to be a serious academic offence. For the University of Basel’s official rules on plagiarism, please visit: http://philhist.unibas.ch/studium/plagiat.

What Is Plagiarism? *
Plagiarism is copying or paraphrasing text that is not your own and using other people's ideas without giving due credit (i.e. giving the impression that the ideas are your own). Using material for which you have already received credit points and failing to acknowledge assistance you have received also constitutes plagiarism.

Avoiding Plagiarism*
Document your source whenever you use a phrase, text or idea put forward by someone else. Make sure that you do this thoroughly, correctly and consistently. When taking notes, carefully distinguish between your own thoughts and material you have found elsewhere. In a publication, indicate the source of ideas that are not your own, both in the body text (with in-text citations) and in the list of references.

If you use material and ideas that you have used before, indicate this in the Acknowledgements section. If you are actually quoting yourself, quote yourself explicitly.

In addition, include an Acknowledgements section at the beginning of your paper. If you have received assistance, for example, with statistical analysis or English language correction, give a fair account of this in your “Acknowledgements” section. If you are in doubt about how to acknowledge the help you have received, choose the more explicit version. Those who have helped you will appreciate your generosity.

*Adapted from the document On Good Academic Practice/Plagiarism produced by the Department of English at the University of Basel.
Appendix 3C: Corporate Identity at Swiss TPH

The Swiss Tropical and Public Health Institute has its own corporate identity, and students are advised to adhere to the different templates when communicating outside and inside the institute. Templates should always be used when writing a letter or designing a presentation. Templates can be found on the Swiss TPH Wiki. There is a link to the Swiss TPH Wiki on the Lotus Notes Main Page.

Fig. 1 – PowerPoint Presentation Template

Subtitle (18pt, bold)

Title of Presentation (32pt, non-bold)

Subtext: left justified, no more than two lines.

Design elements, i.e., header and footer, may not be changed, moved or deleted.

Fig. 2 – Official new logo, with and without the name of the institute
## Appendix 3D: List of Accommodation

<table>
<thead>
<tr>
<th>Accommodation Type</th>
<th>Address</th>
<th>Contact Details</th>
<th>Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wohnheim Borromaeum</td>
<td>Byfangweg 6, CH-4051 Basel</td>
<td>Tel +41 61 205 94 30, Email: <a href="mailto:info@borromaeum.ch">info@borromaeum.ch</a>, <a href="http://www.borromaeum.ch/borri_beschreib.html">www.borromaeum.ch/borri_beschreib.html</a></td>
<td>42 rooms</td>
</tr>
<tr>
<td>Genossenschaft-Studentenheim</td>
<td>Mittlere Strasse 33, CH-4056 Basel</td>
<td>Tel +41 61 261 71 45, Fax: +41 61 261 71 47, Email: <a href="mailto:studentenheim-mittlererstrasse@unibas.ch">studentenheim-mittlererstrasse@unibas.ch</a>, <a href="http://www.zuv.unibas.ch/wohnen/Gen_Studheim.html">www.zuv.unibas.ch/wohnen/Gen_Studheim.html</a></td>
<td>104 rooms</td>
</tr>
<tr>
<td>Wohnheim Katholisches Studentenhaus</td>
<td>Herbergsgasse 7, CH-4051 Basel</td>
<td>Tel +41 61 264 63 63, Fax: +41 61 264 63 64, Email: <a href="mailto:studentenhaus@unibas.ch">studentenhaus@unibas.ch</a>, <a href="http://www.studentenhaus.ch/index_eng.htm">www.studentenhaus.ch/index_eng.htm</a></td>
<td>Only a few rooms</td>
</tr>
<tr>
<td>Le Centre</td>
<td>Holbeinplatz 7, CH-4051 Basel</td>
<td>Tel +41 61 270 96 60, Email: <a href="mailto:rosmarie.ryser@erk-bs.ch">rosmarie.ryser@erk-bs.ch</a>, <a href="http://www.zuv.unibas.ch/wohnen/LeCentre.html">www.zuv.unibas.ch/wohnen/LeCentre.html</a></td>
<td>Only a few rooms</td>
</tr>
<tr>
<td>Bed &amp; Breakfast</td>
<td>Sonnenweg 3, CH-4144 Arlesheim</td>
<td>Tel +41 61 702 21 51, Fax: +41 61 703 96 76, Email: <a href="mailto:info@bbbasiel.ch">info@bbbasiel.ch</a>, <a href="http://www.bbbasewith.ch">www.bbbasewith.ch</a></td>
<td>Private rooms</td>
</tr>
<tr>
<td>Apartments Schuetzenmatt AG</td>
<td>Schuetzenmattstrasse 42, CH-4051 Basel</td>
<td>Tel +41 61 272 77 00, Fax: +41 61 272 77 01, Email: <a href="mailto:info@apartments-basel.ch">info@apartments-basel.ch</a>, <a href="http://www.apartments-basel.ch">www.apartments-basel.ch</a></td>
<td></td>
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<tr>
<td>Universität Basel</td>
<td>Wohnen für Studenten Markt</td>
<td></td>
<td><a href="http://pages.unibas.ch/markt">http://pages.unibas.ch/markt</a></td>
</tr>
<tr>
<td>Verein Studentische Wohnvermittlung WoVe und Zimmerbörse</td>
<td>Petersgraben 50, CH-4051 Basel</td>
<td>Tel: +41 61 261 97 58, Fax: +41 61 261 97 40, Email: <a href="mailto:Info@wove.ch">Info@wove.ch</a>, <a href="http://www.wove.ch/">www.wove.ch/</a></td>
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</tr>
<tr>
<td>Appartmenthaus Gundeli-Park</td>
<td>J. J. Balmer Strasse 1, CH-4053 Basel</td>
<td>Tel +41 (0)61 333 05 30, Fax: +41 (0)61 333 05 31, Email: <a href="mailto:info@appartement-basel.ch">info@appartement-basel.ch</a>, <a href="http://www.appartement-basel.ch">www.appartement-basel.ch</a></td>
<td></td>
</tr>
<tr>
<td>Bed and Breakfast</td>
<td>Horburgstrasse 95, CH-4057 Basel</td>
<td>Tel: +41 61 692 02 65, Email: <a href="mailto:Claudia.I.Roth@bluewin.ch">Claudia.I.Roth@bluewin.ch</a></td>
<td>2 rooms</td>
</tr>
<tr>
<td>Internetportal</td>
<td></td>
<td></td>
<td><a href="http://www.immopool.ch">www.immopool.ch</a></td>
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