

Guide for ProMoAge PhD fellows

Dear all,

with this letter, we would like to introduce some requirements of our structured training programme within *ProMoAge*. Please, read them carefully and whenever you have questions or suggestions, don't hesitate to contact Nancy Zimmermann or Ramona Balmelli. The documents and forms mentioned below are attached to this mail or can be found on our homepage.

Thesis Committee Meeting

Your first Thesis Committee Meeting (TCM) must take place within the first 3 months after having started your doctorate. It serves to discuss your project, to create a working programme including schedule and milestones and to sign the supervision agreement. Please, send this document together with a short summary of your first results to the coordinators. Please, note that it is the responsibility of the doctoral fellow to convene the TCM!

Further TCMs must take place once a year. If you feel that additional meetings are necessary, you are encouraged to organize them. Every TCM must be documented by filling out the form Annual Report form and getting it signed by your supervisors. The annual report must include a short summary of your research data (3-4 pages) focusing on

- a. the results according to the working programme/milestones
- b. problems, which occurred and how they were or will be solved
- c. deviations from the original working programme explaining why they were necessary

Please, fill out the Annual Report carefully and send it via mail to Ramona and Nancy.

Oral Progress Reports

All *ProMoAge* fellows are asked to present their projects during one of our workshops after having started their doctorate to stimulate discussions and possible interactions within *ProMoAge*.

Furthermore, annual progress reports are required during the course of the doctoral studies. These include a 20 min presentation of your (recent) research data and 10 min discussion. In addition, individual feedback will be given by senior scientists. You will be informed in due time when it is your turn.

Logbook

Every doctoral fellow needs to document all activities in an individual *ProMoAge* logbook. This includes TCMs, progress reports and participation in mandatory and elective qualification modules, which are listed in the logbook. We encourage you to use the digital version of the logbook.

The logbook is the basis for quality control and monitoring in our RTG and provides the required information for reports, which have to be sent to the DFG. Thus, we will ask you to send your logbook to Ramona and Nancy if needed. Once you will have completed your doctorate in *ProMoAge*, the logbook will be put to our records.

You can download your Logbook here:

<https://www.uniklinikum-jena.de/promoage/en/Downloads.html>

Workshops + Retreats

The workshops include lectures and progress reports and are mandatory modules, which must be attended. They will take place either in presence or online via zoom, usually on a Friday. The workshops in presence will be held as a whole day event every two months, while Zoom workshops are shorter (3-4 h) but will be organized every month. It will depend on the Corona situation which agenda we will follow. For now, we plan workshops in presence. The schedule will be sent to you in due time and also be uploaded on our homepage. We expect you to let us know if participation in one of the workshops is not possible. We will be happy to receive suggestions or ideas concerning topics of lectures, invitation of speakers etc. and will consider them if only possible.

The retreats are 2-days events outside from Halle or Jena and serve to obtain an overview about research in *ProMoAge*. They are mandatory for all *ProMoAge* members. We will invite members of our Scientific Advisory Board to the retreats, who will evaluate our work and give valuable advice.

Conferences and Meetings

Every doctoral fellow has a travel budget of 1500 Euro per year, which can be used for national or international conferences or courses provided the steering committee agrees. Costs exceeding this limit must be covered by the working group. We expect you to visit at least one conference on ageing/geriatrics/gerontology during your 3-years period in *ProMoAge*. A selection of upcoming conferences on the topics of *ProMoAge* can be found on our homepage.

If you want to apply for travel costs, please, follow the steps below. Note, that the costs have to be paid first privately but will be reimbursed after the event and after submission of the required documents.

1. Choose a conference or meeting which you would like to attend.
2. Fill in the appropriate form: <https://www.uniklinikum-jena.de/promoage/en/Downloads.html>.
3. Send the form to Nancy and Ramona.
4. If the Steering Committee agrees with funding, you will receive a letter of approval.
5. Submit a business trip application at your university/university hospital/institution. This is very important and prerequisite for reimbursement of costs by ProMoAge
6. For fellows in Jena:

Send the filled and signed form "travel reimbursement" <https://www.uniklinikum-jena.de/promoage/en/Downloads.html> after the event to Nancy together with:

- a confirmation of participation from the organizers
- a confirmation of the payment of the conference fee
- all original receipts such as hotel bill, tickets for train, bus etc.
- your bank details
- send everything by mail to:

Martin-Luther-Universität Halle-Wittenberg
Medizinische Fakultät, Herzchirurgie
Kordinator ProMoAge: Dr. Nancy Zimmermann
Ernst-Grube-Str. 40
06120 Halle

7. For fellows in Halle:

Fill the online form “Reisekostenabrechnung” and send it to the responsible person in the travel department reisekosten@uk-halle.de as well as to nancy.zimmermann@uk-halle.de!

Where to find information and news

On the ProMoAge homepages you can find all necessary information, forms for download and an overview about upcoming conferences and events. You can also find a continuously updated list of published manuscripts and other news from the *ProMoAge* members.

<https://www.uniklinikum-jena.de/promoage/en/>

<https://www.medizin.uni-halle.de/forschung/forschungsverbuende/grk-2155-promoage-proteinmodifikationen-schlüsselmechanismen-des-alterns>

If you want to know more about additional qualification options provided by the Graduiertenakademie in Jena or the International Graduate Academy in Halle, you can check the respective homepages. They offer workshops and seminars that are required for *ProMoAge* and many other courses that are helpful for you. Please, check their homepages regularly as new courses are continuously added.

<https://www.uni-jena.de/promotion-qualifizierung>

<https://www.ingra.uni-halle.de/>