

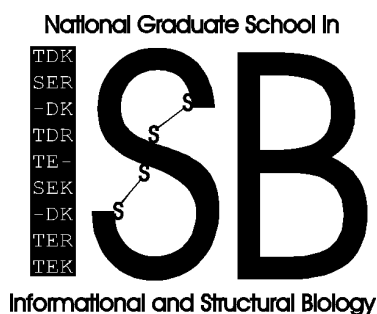
National Graduate School in Informational and Structural Biology

ISB Handbook, 2nd Edition

A concise guide to obligations and commitments of both graduate students and research supervisors within the graduate school, containing information and instructions related to application and reporting procedures for both students and research groups

This document is available as a PDF file on the ISB Internet site:

www.abo.fi/isb



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A concise guide to obligations and commitments of both graduate students and research supervisors within the graduate school, containing information and instructions related to application and reporting procedures for both students and research groups

Revisions approved by the Board of ISB 21 November 2002

The material in this Handbook represents general guidelines approved by the Board of ISB. The Board of ISB reserves the right to amend statements in this Handbook at any time, as well as to use their judgment in applying these guidelines under different circumstances.

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Key Changes in the 2nd Edition of the ISB Handbook

Summary of changes, suggested by the Board in 2001-2002, and introduced to make the school more efficient and effective.

➤ Important Deadlines

Major deadlines for reporting, thesis committee meetings, applications for graduate student positions, and applications from research groups wishing to join ISB are clearly listed on the back page of the handbook.

➤ Changes to Requirements of Newly Accepted and Continuing Graduate Students

The school no longer requires a research plan from newly accepted graduate students, previously due within 6 months of joining the school. The plan presented in the original application will suffice.

To remain in the school, new graduate students will need to fulfill the yearly reporting and thesis committee requirements identical with the requirements for all continuing graduate students.

To remain in the school, continuing graduate students must fulfill the yearly reporting and thesis committee requirements

➤ Changes to the Yearly Report and Thesis Committee Meetings

Thesis committee meetings should be held during the Fall of each year.

Thesis committee meetings are mandatory, with the exception of those graduate students in the process of writing their theses. A copy of the short yearly report and a short summary of the meeting signed by all participants must be received by the school by December 20 of each year. These requirements will be strictly enforced and are effective immediately.

Research reports are now limited to a concise 3 page maximum.

➤ Changes to Procedures for New Applications from Research Groups

A single deadline, in mid November, has been established for applications from research groups wishing to join ISB (previously we

have accepted applications at any time). This will alleviate the flood of requests that arrive simultaneously with applications for ISB funded positions. All applications for graduate student positions will still need to be submitted through a sponsoring member of the school. In years where we have Ministry of Education funding for 4-year positions, we will only consider the applications of students submitted through *members* of the school. Effective from 1 January 2003.

Advertisements and posters will be issued each year inviting applications from new students (September deadline) and to invite research groups and postdoctoral researchers to apply for membership in the school (November deadline).

There is no deadline associated with applications from students to join ISB, submitted by member research groups, when funded by sources other than ISB.

➤ **Instructions on How to Prepare a University Study Plan**

General instructions and sample study plan are provided.

➤ **Addition of a Statement on Ethics**

Our policy on scientific and academic ethics is described; including methods for dealing with malpractice should it occur within the school.

FORWARD

We (the administration, academic and industrial researchers, and graduate students) are seeking to make the National Graduate School in Informational and Structural Biology the best school possible.

We have produced this little booklet in order to provide guidance on obligations to both students and supervisors within the school.

The thesis committee is of particular importance and we wish to emphasize its role in our school and for our students. In particular, the thesis committee can help provide guidance and detect potential problems before they seriously hinder and delay graduate studies.

The school's administration has obligations to both the Ministry of Education and the Academy of Finland. We file reports and applications for support almost on a yearly basis. Some of the information requested herein is needed to help us fulfill these obligations.

We have also detailed the procedures required for graduate student and new research groups to apply to our school. Whether a student is funded directly by the school or by other sources of funding, the application procedure is now the same.

If you have any questions, then please contact us. We are here to listen and help if we are able to. All of us – students and supervisors alike – have contributed to the success of this school. We hope that these “rules and regulations” are not seen as a burden to our graduate students but are instead seen as a positive aspect of the research and educational experience. Our interactions with each other, whether at yearly graduate school meetings or through the thesis committees, show our interest in our students, their education, and their progress as students within the school.

ISB has a firm policy of non-discrimination, however, we encourage participation of younger scientists and female scientists.

Mark Johnson, Director of the school
20th day of September 2001

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1. ADMINISTRATION

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(Markku Kulomaa, Jyväskylä)

Heli Nummelin[†]

* Industrial representatives. L.K., Hormos Medical Ltd.; A.M., BioTie
Therapies Corp.

[†] Representative of the ISB graduate students

2. OBLIGATIONS OF GRADUATE STUDENTS

2.1 New graduate students

New graduate students, approved by the Board of ISB, are accepted into the school under the following provisions.

2.1.1 Accepted applicants must provide to the school evidence of an M.Sc. degree (official copy stamped by the university) or equivalent before joining the school. No funding direct from ISB may be received by any graduate student that does not have an M.Sc. degree.

2.1.2 No graduate student in ISB may simultaneously belong to more than one graduate school.

2.1.3 ISB requires a contract signed by the graduate student agreeing to the following 4 sections:

2.1.3.1 The graduate student agrees to provide materials as requested by the school in a timely matter. Data are supplied to the Ministry of Education and the Academy of Finland when new funding is applied for. ISB will be asking for these details. In particular, the graduate student will need to maintain a list of the following merits:

- ◆ All poster presentations
- ◆ All oral presentations
- ◆ All major seminars, conferences and meetings attended, whether or not the school has funded the activity
- ◆ All publications, patents, copyrights

2.1.3.2 The graduate student will, in consultation with the supervisor, select a thesis committee of no less than two additional research supervisors. See §4.

2.1.3.3 No later than one month after starting in the school the graduate student will provide the following to ISB.

- ◆ The title of the proposed 4-year research project.
- ◆ A paragraph (see §6) describing the research and goals – this will appear on our web pages, so confidential and sensitive

information should not be included. Get your supervisor's approval!

- ◆ Names of three members comprising the thesis committee.
- ◆ A copy of the study plan filed with the home university.

2.1.3.4 Towards the end of each year the graduate student will submit a short written research report and arrange a thesis committee meeting (see §4,5).

- ◆ The graduate student will arrange for a meeting of the thesis committee in the Fall of each year.
- ◆ The graduate student will present the research results and future plans.
- ◆ A discussion will follow.
- ◆ A short summary of the meeting, signed by all participants will be delivered to the school's coordinator before December 20 of each year.

2.2 Continuing graduate students

All continuing graduate students in the school are responsible for the following:

2.1.1 The graduate student will provide materials as requested by the school in a timely matter. Data are supplied to the Ministry of Education and the Academy of Finland when new funding is applied for. ISB will be asking for these details. In particular, the graduate student will need to maintain a list of the following merits:

- ◆ All poster presentations
- ◆ All oral presentations
- ◆ All major seminars, conferences and meetings attended, whether or not the school has funded the activity
- ◆ All publications, patents, copyrights

2.1.2 The graduate student will prepare a short research progress report towards the end of every year (see §5).

2.1.3 Each year the graduate student will present the research report at the thesis committee meeting (see §4).

- 2.1.4 The graduate student will deliver to ISB a copy of the research progress report and signed minutes of the meeting – due by December 20 of each year.
- 2.1.5 Exceptions to §2.2.3 - §2.2.4 are given to graduate students that are in the process of writing their Ph.D. thesis – only a jointly signed statement of this fact will be needed from the graduate student and supervisor prior to December 20 of the year.
- 2.1.6 The graduate student is obligated to participate in the yearly research meetings of the school

3. OBLIGATIONS AND ROLES OF RESEARCH SUPERVISORS

- 3.1 Research supervisors are responsible for their graduate students and are the main influence on the direction of their research and day-to-day research education and training.
- 3.2 Research supervisors should plan for their graduate students to complete the Ph.D. thesis within a period of four years. Problems in maintaining this schedule should be identified early and remedied.
- 3.3 Research groups should seek to retain graduate students so that they complete their Ph.D. (We are required to report on all graduate students that leave the school without completing their degrees).
- 3.4 Supervisors have the responsibility to do their best to ensure continuity in funding for graduate students accepted into the laboratory and into our school for the duration of their Ph.D. Ministry of Education funding is limited to a maximum of four years.
- 3.5 It is very important for the research supervisors to actively participate in the school, especially at our yearly meetings and by placing their funded graduate students within the school. We need to match all ISB funded graduate students with graduate students receiving support from other sources of funding.
- 3.6 Research supervisors have the responsibility to ensure that their graduate students follow the enclosed guidelines. Continued funding of graduate students and participation in the school by research groups is contingent on the fulfillment of these obligations.

4. THESIS SUPERVISORY COMMITTEES

- 4.1 Each graduate student will have a supervisory thesis committee with at least three members each with a doctoral degree (supervisor plus a minimum of two other members).
- 4.2 New students will select a thesis committee in consultation with their research supervisor. The names of committee members will be reported to the school within 1 month of a graduate student joining the school.
- 4.3 The committee should be selected with care; the committee should provide the graduate student with valuable guidance, constructive criticism, and advice.
- 4.4 At least one member of the supervisory committee will be from another research department and preferably from a different University. We encourage participation of members from industry and international research collaborators in the committee, but it is wise to elect an additional member in the case where long-distance travel cannot be made to Finland every year.
- 4.5 The graduate student will arrange a meeting with the thesis committee at least once per year, preferably towards the end of the year. New graduate students may find it very useful to arrange a meeting early on to discuss their proposed research for that year.
 - 4.5.1 The role of the committee is to:
 - ◆ Monitor the progress of the graduate student.
 - ◆ To advise and assist the graduate student in research and study goals.
 - ◆ To provide the board of the school with an evaluation of the graduate student's progress when needed.
 - ◆ To determine when the graduate student can begin writing the doctoral thesis and plan for the oral defense.

4.5.2 The graduate student is obligated to:

- ◆ Organize the yearly meeting with the committee.
- ◆ Provide the thesis committee with a written copy of the short research report (see §5) in advance of the meeting.
- ◆ Give an oral summary of the research report to the committee.
- ◆ Prepare a brief written summary of the meeting, signed by all participants.
- ◆ Deliver to ISB a copy of the research report and a signed, written summary of the meeting. Deadline: December 20 of each year.

5. RESEARCH REPORTS

- 5.1 Reports need to be provided by the graduate student to the thesis committee for the yearly Fall meeting. A copy must be submitted to ISB before December 20 of each year.
- 5.2 The length of the research report has been reduced to a maximum of 3 pages of text excluding references.
- 5.3 Keep it short, but be specific and informative, and avoid redundancies. The writing of the plan is not a mere formality; a well-done report is a substantial and necessary part of the Ph.D. studies preceding the doctoral dissertation. The research report should include sufficient information needed for evaluation of the project, independent of any other document. The research report should include the following:

Title

Summary (1 paragraph) Clear and concise, the most important part of the report.

Specific aims and timetable (1/2 page) A list of the broad, long-term objectives of the research is sufficient, proposed publications, and the approximate date to achieve the objectives.

Background and significance (1/2 page) Very briefly sketch the background leading to the present research. This section is intended to introduce the reader to the field of research, including the main problems as they are presented in the literature.

Current state of the project (1 page) Summarize the results (or planned research), describe ongoing studies, including preliminary results, and discuss forthcoming studies, as well as any problems encountered.

Timetable for the thesis Simply state the estimated finishing time for the Ph.D. studies (graduate students should aim to complete studies in 4 years).

References (key references only)

Other required information: The following details are needed by ISB for applications and reports made at various times during the year. Please keep your records up-to-date.

- ◆ All poster presentations
- ◆ All oral presentations
- ◆ All major seminars, conferences and meetings attended, whether or not the school has funded the activity
- ◆ All publications, patents, copyrights

6. ABSTRACT SUBMISSION

6.1 New graduate students

6.1.1 New graduate students are required to submit a title and short abstract on their proposed research for the Ph.D.

6.1.2 This is due during the first month after joining the school.

6.1.3 This information is for the public and will be posted on our web page, so please do not include sensitive and confidential information within it. Please obtain your supervisor's permission before submitting the abstract to the school.

6.1.4 Please send your abstract (plain text or rich text format only) by email to: opentika@abo.fi

6.2 Yearly graduate school research meetings

6.2.1 Titles and abstracts are required for presentations (oral and poster) made at our yearly school research meetings.

6.2.2 We will request these approximately one month before the scheduled meeting.

6.2.3 Please send materials (plain text or rich text format only) by email to: kaija.soderlund@abo.fi

7. ISB APPLICATIONS - GRADUATE STUDENTS AND POSTDOCTORAL RESEARCHERS

Students that wish to apply to our school may do so through one route. Funding may come from several possible sources.

7.1 Funding of graduate student positions

7.1.1 ISB funded positions

Some positions, every few years, are funded by ISB directly from funds from the Ministry of Education and Academy of Finland. These comments apply only to these specially funded positions.

- ◆ Applications are accepted during a fixed period of time only.
- ◆ Only one application should be forwarded to the school by any one supervisor. Competition is fierce and only the best applications should be submitted.
- ◆ Supervisors should direct students to contact other supervisors when space is not available in their laboratory.
- ◆ Graduate students presently within the school can apply for funding, but the length of time they have already studied may be taken into account.
- ◆ While we encourage industrial supervisors to have graduate students within the school, the school cannot directly fund these students (although joint supervision with an academic group is certainly possible).
- ◆ Employees of companies can apply to the Academy of Finland for support (currently 1,700 € per month) to cover part of their salary if they are allowed to simultaneously pursue Ph.D. studies. Deadlines are twice per year, in January and in September. Please consult the Academy of Finland web site www.aka.fi for details.
- ◆ Active participation in the school by the supervisor is important and encouraged; having graduate students within the school, funded from other sources is considered a very important contribution to the school.
- ◆ In order to have these ISB funded positions our school must match them with graduate students funded from other sources.
- ◆ The maximum funding of ISB positions in any case will be for 48 months (maternity, military or alternative service leave is not

considered part of the 48 month period and funding is automatically reserved for the student to resume their studies when they return).

7.1.2 Graduate students to be supported by the supervisor from other sources than ISB

- ◆ The Board should accept the applicant into the school if the supervisor supports the application and it is considered to be of “excellent” quality.

7.1.3 Graduate students may bring their own funding

- ◆ The Board should accept the applicant into the school if the supervisor supports the application and it is considered to be of “excellent” quality.

7.2 Application instructions

In all cases, the application is sent to the school by a supervisor in our school (see our web pages for a listing of participating laboratories and universities).

7.2.1 Applicants may apply even though they have not yet completed their M.Sc. degree.

7.2.2 Students need to apply through a chosen supervisor (this assures that the student is acceptable to a laboratory).

7.2.3 The application will include:

- ◆ A CV that will include the following details:
 - Name, home address, phone, email address, date of birth, gender.
 - Present position and location.
 - Description of previous research experience.
 - M.Sc. (title, research topic, supervisor, university and department, completion date).
 - List of any publications; can the publications be used towards the Ph.D. thesis?
 - Any other details the applicant may feel are important

- ◆ An M.Sc. degree is a requirement for a position – students may not study for the Ph.D. nor receive funding unless they have completed their M.Sc.
- ◆ We require an official certificate proving that the M.Sc. degree has been completed and awarded.
 - Individuals close to completion of the M.Sc. are encouraged to apply – applicants need to supply details on the estimated completion date, state of the thesis (is it written?), and numbers of courses that still must be completed.
 - Foreign applicants: an M.Sc. degree is generally a requirement. The Finnish university administration will have the final say on the requirements for entry into the school for applicants without an M.Sc. degree.
- ◆ Copy of official transcripts – course grades.
- ◆ Letter of recommendation from *pro gradu* supervisor, a statement that the *pro gradu* and courses are completed, or when they will be completed.
- ◆ The application will include a 2-3 page proposal written by the student and in consultation with the supervisor that contains the following:
 - Brief description of the research project for the 4-year Ph.D. program.
 - Educational aims of the applicant, and career aims.
 - Description of how the proposed plan for research and education fits within the Graduate School in Informational and Structural Biology.
 - How did the applicant find out about our school?
- ◆ The application will include a brief statement from the supervisor accepting and recommending the student for the school
- ◆ All applications must be in English
- ◆ Applications should be sent to: ISB, Department of Biochemistry and Pharmacy, Åbo Akademi University, P.O. Box 66, FIN-20521 Turku, Finland

7.3 Evaluations and evaluation criteria

- #### 7.3.1 A Panel that includes the Board of ISB makes evaluations of submitted applications.

- 7.3.2 The Panel is encouraged to employ additional expertise in the evaluation process.
- 7.3.3 All conflicts of interest will be orally declared and no panel member may participate in discussions concerning applicants proposed by them or where collaboration has or will take place.
- 7.3.4 Applicants whose proposals are ranked “excellent” are invited to join ISB.
- 7.3.5 In making decisions concerning funding direct from ISB, the panel will primarily consider the research proposal and the relevance of the proposed research to the aims of the school, which are to promote excellence in education and research training in the fields of structural biology, biophysics, and bioinformatics in Finland.
- 7.3.6 The panel should aim to balance the representation within the research areas of prime interest to ISB.
- 7.3.7 The academic record of the student will be considered in the knowledge that good academic performance alone is not a guarantee of success in research. The academic record is used to judge whether a student will complete an M.Sc. degree by June 1 of the year when funding would begin, since all offers of funding from ISB, when available, must be activated by that date.
- 7.3.8 Published results from the Master Thesis work are not required.
- 7.3.9 The Panel will select a minimum of two applicants for a waiting list.
- 7.3.10 All applications are strictly confidential. All discussions by the panel are strictly confidential. It is unethical to disclose such confidential information.
- 7.3.11 Offers of funding are awarded to the applicant (not the supervisor). Thus, graduate students may transfer their studies to another laboratory if that becomes necessary, after approval of the Board of ISB.
- 7.3.12 Written acceptance of conditions set by ISB is a requirement of all graduate students.

7.3.13 Proof of the M.Sc. must be delivered to ISB before any funding can be arranged and, in any event, before June 1 of the year when funding is to begin.

7.3.14 The school has a strict policy of non-discrimination.

7.3.15 In accord with guidelines of the Ministry of Education and the Academy of Finland, we particularly encourage younger graduate students and female graduate students to participate in the school.

7.4 Applications from postdoctoral researchers

7.4.1 We welcome postdoctoral researchers to the school. Please follow the instructions for research groups wishing to join ISB, §8.

7.4.2 Clearly mark your application as “Postdoctoral Researcher Application”.

8. INSTRUCTIONS FOR RESEARCH GROUPS WISHING TO JOIN ISB

- 8.1 Our school encourages both experienced and recently established research groups to join ISB.
- 8.2 We primarily focus on the fields of structural biology, biophysics, and bioinformatics, but it is also important to include experimental molecular biology and biochemistry where closely related to ISB's main interests. The major theme of ISB is to understand complex biological systems at the atomic, molecular, and cellular levels by synergistically combining expertise from different disciplines.
- 8.3 Our school was rated "excellent" by the Academy of Finland each time that ISB has been evaluated (1997, 1998, 2001, and 2002) and we aim to maintain this excellent rating.
- 8.4 Interested in joining ISB? Beginning in 1 January 2003, ISB will accept applications from Ph.D. researchers each year with a November 15 deadline.
- 8.5 Please send the following materials to ISB (ISB, P.O. Box 66, Department of Biochemistry and Pharmacy, Åbo Academy University, FIN-20521 Turku, Finland):
 - ◆ A short statement of research aims and their relevance to the aims of ISB in research training and education.
 - ◆ A CV
 - ◆ List of publications
- 8.6 Decisions will be announced within 3 months.

9. PREPARATION OF STUDY PLANS

Below are some general guidelines for preparation of the Study Plan. These details are from the requirements of the Mathematics and Sciences Faculty of Åbo Akademi University. The corresponding requirements of your own particular university may vary somewhat.

(Since 1 August 1997, every student who wants to submit a Study Plan for the Ph.D. degree should have a mark of "good (god/hyv )" in the major of their M.Sc. and at least *cum laude approbatur* for their master thesis. If not, then special procedures are required.)

- ◆ Fit the Study Plan to a single page.
- ◆ The Study Plan for the PhD degree consists of a plan of 160 credit weeks worth of study and activity.
- ◆ A title for the thesis is required (this may be changed later).
- ◆ All courses should be at the intermediate or advanced level (introductory courses are not acceptable).

	Credit Weeks	
1. Thesis	120	
2. Major subject	20-25 in total	
○ Book exam (of own choosing, but must be approved by your professor)		at least 4
○ Conferences and congress with posters or oral presentations		up to 5
○ Seminars		2
○ Essay		3
○ Other workshops or courses		6-11
3. Minor subject(s)	15-25 in total	
○ You can have one or several minor subjects (no introductory courses are allowed)		

- ◆ The name of your supervisor(s) must be indicated.
- ◆ Your Study Plan must be approved and signed by the examiners of your major and minor topic(s).
- ◆ Type your name and address.
- ◆ Sign the form.

EXAMPLE STUDY PLAN FROM ÅBO AKADEMI UNIVERSITY

Till matematisk-naturvetenskapliga fakultetens fakutetsråd

Undertecknad anhåller om studierätt vid institutionen för biokemi och farmaci för avläggande av filosofie doktorsexamen samt att följande studieplan för nämnda godkänns

Studieplan för filosofie doktorsexamen 160 sv

Doktorsavhandling: Structural studies on collagen etc..... **120 sv**

Huvudämne Biokemi

Boktentamen: crystallization etc.....	5.0 sv
Specialkurser I biokemista analysmetoder	2.0 sv
Recombinant DNA.....	2.0 sv
Farmakologi I	2.0 sv
Farmakologi II	2.0 sv
Farmaceutisk kemi	3.0 sv
Kongresser	4.0 sv
Licenciatseminarium	2.0 sv
Licenciatuppsats	3.0 sv
Totalt	25.0 sv

Biämne biologi

Cellbiologi	4.0 sv
Celltoxikologi	1.0 sv
Totalt	5.0 sv

Biämne Internationell marknadsföring

Fortsättningkurs i marknadsföring	5.0 sv
Multinationell marknadsföring	5.0 sv
Totalt	10.0 sv

Handledare

Examinator för huvuämnet: _____

Examinator för biämnet: _____

Examinator för biämnet: _____

Åbo den: _____
(Your name)

Institutionen för biokemi och farmaci, Åbo Akademi, BioCity
Artillerigatan 6 A, Box 66, 20521 Åbo, Finland

10. FUNDS FOR RESEARCHER TRAINING AND EDUCATION

- 10.1 Each year ISB applies for and obtains funding from the Academy of Finland to support the activities of our school.
- 10.2 A proportion of this funding is used for our yearly research meeting, arranged courses, but funds are also available to graduate students for
 - ◆ Research meetings
 - ◆ Scientific symposia
 - ◆ Workshops
 - ◆ Other courses
 - ◆ National and international research visits
- 10.3 Funding is available to all graduate students in the school.
- 10.4 Funds are limited and available on a first come, first served basis.
- 10.5 Funds are generally limited to about 200 €. Thus, it is likely that we cannot fund the entire amount that you might need. Often by combining a modest sum from several sources, sufficient funding can be accumulated. Thus, in addition to us, you should also contact:
 - ◆ University foundations
 - ◆ Private foundations and charities
 - ◆ Your research advisor
 - ◆ Your department or institute
- 10.6 To obtain funding from ISB, please contact the coordinator for the school by Email, FAX or post. Please describe (very briefly) the event, purpose, the costs involved, and how much funding is requested from the school. We generally make a decision on the same day that we receive a request.
- 10.7 NorFA funding - NorFA funding of bioinformatics training and education is available for activities generally located within Nordic countries only. In 2001, there was 270,000 NKr available. Much of the funding is allocated for student support to the yearly Nordic

Bioinformatics Symposium sponsored by SocBin – the Nordic Bioinformatics Society. We are an applicant of this grant and a member of the Board for this grant. Please send requests or inquires to:

Professor Gunnar von Heijne
Dept of Biochemistry & Biophysics
Stockholm Bioinformatics Center
Stockholm University, S-106 91 Stockholm, Sweden
Email: gunnar@dbb.su.se

11. NON-DISCRIMINATION POLICY

- 11.1 Since the founding of ISB in 1997, the school has had a strict policy of non-discrimination, including but not limited to age, gender, race and nationality.
- 11.2 In accord with guidelines of the Ministry of Education and the Academy of Finland, we particularly encourage younger graduate students / researchers and female graduate student / researchers to participate in the school.

12. ETHICS POLICY

- 12.1 Professional and scientific ethics are an extremely important part of every graduate student's and every scientist's education and training. ISB promotes good ethical practices in science and education.
- 12.2 In cases of scientific fabrication, misrepresentation, plagiarism, and misappropriation in science, we adhere to the policies and recommendations of the National Advisory Board on Research Ethics. Details are contained in the following publications available from: www.pro.tsv.fi/tenk
- ◆ Good Scientific Practise and Procedures for Handling Misconduct and Fraud in Science
 - ◆ Guidelines for the Prevention, Handing and Investigation of Misconduct and Fraud in Scientific Research (1998)
- 12.3 Similar procedures are followed in cases of academic fraud, which includes cheating on exams, plagiarism, and misappropriation of another's work.
- 12.4 In accord with these practices and procedures, all suspected cases of academic and scientific malpractice would be reported to and handled by the rector of the relevant university or universities or by the director of independent institutions.
- 12.5 It is unethical and irresponsible to make malicious accusations against individuals or institutions that are false or based on speculation. Bullying, threats, harassment, and intimidation will not be tolerated from anyone.
- 12.6 The individual research groups belonging to ISB will adhere to ethical practices in biotechnology, medicine, and gene technology. We refer all graduate students and supervisors to the National Advisory Board on Research Ethics for further information. See also, the Ministry of Education web site located at www.minedu.fi.
- 12.7 Ethical practices will be applied in handling of sensitive information (e.g., applications submitted to the graduate school and discussions of such applications by review panels are strictly confidential; no personal data of any individual will be placed on

the ISB web site; personal information (contact details) will be distributed only to members of the school; others details to the Academy of Finland and the Ministry of Education only as required by them).

- 12.8 The Board of ISB reserves the right to expel any graduate student or researcher from ISB who has been shown to break our ethics policy as described above.

IMPORTANT DEADLINES

New students:

Before you can join the school you must supply ISB with an official copy of the M.Sc. degree

Within the first month, you must

- Give ISB a copy of your Study Plan
- Notify ISB of the thesis committee members
- Give ISB the title and abstract of your research project (for the Internet pages)

All students, yearly requirements:

- Fall:** Preparation of short research report
- Fall:** Thesis committee meetings
- December 20**: Deadline for delivery of research reports and signed thesis committee summary to ISB

Applications from students wishing to join ISB:

- September 15**: ISB funded positions (when available)
- Anytime**: Positions funded by other sources of support

Applications from new supervisors and postdoctoral researchers wishing to join ISB

- November 15**