PhD-Program Medical Research - International Health

CIH^{LMU} Center for International Health

Job Profile

PhD Program Coordinator

1. Member of CIH Office Team
   a. Task management with other team members of CIH Office
   b. Representation of CIH and of the PhD Program at internal and external events
   c. Communication with CIH partners and collaborators
   d. Communication and collaboration with other CIH sections
   e. Communication and collaboration with CIH financial administration
   f. Composition of yearly and interim reports to CIH and DAAD
   g. Management and participation at CIH meetings
   h. Management and administration of CIH website
   i. Management of CIH server (LRZ) and file sharing
   j. Information management at CIH Office (mail account administration, set-up)

2. PhD Program Curriculum (Module Block I, II and III)
   a. Management of PhD curriculum
   b. Lecturer recruitment (including financial agreements)
   c. Lecture location management
   d. Management of lecture documents
   e. Management of lecture evaluations
   f. Participation in team building events with PhD Students (Retreat Weeks)
   g. Close communication with the Institute of Biometrics and Epidemiology (IBE) on epidemiology course contents
   h. Harmonization of PhD curriculum with other curricula of CIH collaborators and partners
   i. Constant identification of synergisms between elements of the PhD curriculum and partner curricula

3. Recruitment and selection of PhD candidates
   a. Dissemination of info and advertisement of the PhD Program
   b. Management of PhD Online Portal
   c. Revision and processing of application files
   d. Scientific basic evaluation of submitted research proposals
   e. Presentation of candidates to CIH Selection Board
   f. Identification of LMU Supervisors
   g. Management and organization of student mobility
4. Research Projects
   a. General supervision of formal conduct of research projects
   b. Reading of Research Project Reports of all enrolled students (bi-monthly)
   c. Intervention in cases of misbehavior or conflicts
   d. Communication with and technical support of all PhD Supervisors

5. PhD Program within the LMU landscape
   a. PhD Program International Health is one of the doctoral programs within the MMRS Munich Medical Research School
      i. Communication with the MMRS on guidelines and regulations and conduct of the program
   b. Communication with the Dean’s Office on enrollment of students, submission of theses and further documentation, conduct and scheduling of defences
   c. Communication and collaboration with the LMU International Affairs Office on enrolment of students, acceptance of foreign academic degrees
   d. Communication and collaboration with the Graduate Center of LMU, the coordinating and networking body of structured doctoral programs at LMU

6. Workshops and Conferences
   a. Planning, organization and conduct of optional CIH conferences or workshops
   b. Curricular harmonization of events with the PhD Program

7. External Student Funding
   a. IBE: 2 students/ year
      i. Communication with partners at IBE
      ii. Revision of IBE candidate selection
      iii. Revision of progress and conduct of supported students
      iv. Appraisal of final reports

8. Funding
   a. Communication with DAAD
   b. Composition of yearly and interim reports
   c. Revision of financial planning in collaboration with CIH Office team
   d. Acquisition of additional funding agencies
   e. Securing of CIH scholarship funding

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Günter Fröschl
PhD Program Coordinator