



## How to get Credit Points at the University of Basel for attending Neurex workshops

Neurex workshops are part of the cycle B of the University of Basel (description available [here](#))

They allow PhD students to gain 1 Credit Point (CP) per semester, corresponding to the attendance of :

- a 2-days event (or 1 ½ day as the case may be),
- or **two** 1-day workshops

during the same semester.

The usual rule is that this number is limited by default, which means that, normally, only one CP can be credited for one semester. However, if a student attends two 2-days workshops, he may request a validation of more than 1 CP. For this, he/she will have to make a **learning contract**, which means that he has to ask for a special authorization. If the learning contract is signed by his responsible PI, he/she can get the 2 CPs validated for one semester. If a student attends an event which gives right to 0.5 CP, she/he has to attend another event corresponding to 0.5 CP so that at least 1 CP is gained during the same semester. It is not possible to get 0.5 CP during one semester and the remaining 0.5 CP during another semester.

- For special events like a full week (summer school, etc, especially with practice), 2 CPs at once may be offered in the context of the cycle B5 but the student will automatically need to make a learning contract in this special case.
- Visits of companies do not give right to CPs.

Important: every student must absolutely register both to the event on the Neurex website and in Mona in order to be able to request CPs.

### How to proceed?

1. Identify the workshops/meetings you are interested in on [www.neurex.org](http://www.neurex.org). The number of CPs validated for the specific event will be mentioned in the thumbnail "Please note that" on the corresponding page of each event.
2. Register to the Neurex workshop using your Neurex account
3. Go to Mona on the UniBasel website and register for the courses/workshops you are interested in (full process described on <https://www.unibas.ch/en/Studies/My-Studies/Course-Registration.html>)
4. For this, you need to identify the number of the B5 cycle corresponding to the appropriate semester during which the selected Neurex workshop takes place (for example, Winter Semester 2018).
5. After you have attended the Neurex event, you may ask for a certificate using the automatic system. In order to do this, connect on your Neurex account using your login & password, then click on "My account" and then click on "certificate of attendance".
6. The certificate will be sent to you by mail. Please send this certificate to Prof Fiona Doetsch ([fiona.doetsch@unibas.ch](mailto:fiona.doetsch@unibas.ch)). She will perform the final validation on Mona.