Mrs. Simone Kramer

PhD Board of Medical Faculty

Faculty of Medicine, University of Basel

Klingelbergstr. 61

CH - 4056 Basel

Basel, 26th August 2015

**PhD Agreement/Student Portfolio**

|  |  |
| --- | --- |
| Name | XXXX |
| Degree in (MA, MD, ..) | MSc in |
| PhD project title | Xxxxx |
| PhD subject | xxxx |
| Duration | x years |
| Matriculation as a PhD student since | HS yyyy |
| Expected graduation | Xxxx |
| **PhD committee members** | |
| Primary Advisor | Prof. Dr Xxx |
| Secondary Advisor | Prof. Dr Xxx |
| Further Advisor |  |
| External expert\* | xx |
| Remarks |  |
| **PhD committee meetings (to be scheduled at least yearly)** | |
| Passed | dd mm yyyy time |
| Planned for | dd mm yyyy |
| **Resources and finances availability** | |
| Resources | Sufficiently available until the expected graduation |
| Funding | Sufficiently available until the expected graduation |
| Main location of research | Xxxx, University of Basel |
| Employed following SNSF guidelines | Yes No |
| **Credit points (full points only)** | |
| Required ECTS | 18 |
| Accomplished ECTS | 3 |
| **Remarks to the points above:** | |
| **Supervision of PhD-student (to fill in by first supervisor)** | |
| Please list all involved supervisors including first/second supervisor and further supervisors (e.g. postdocs), and describe briefly their role in the supervision of the PhD student. | |
|  | |

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date, PhD student

# I hereby confirm that I have read the report and agree with its content:

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date, Primary Advisor

**Student portfolio**

|  |
| --- |
| xx year assessment |
| xx assessment by the members of the doctoral PhD Board |
| **Date of acceptance (PhD Board of Medical Faculty): dd.mm.yyyy.** |
| Current achievements |
| **Which experiences improved your:**  **Knowledge and Scientific competencies\*?** (ex. Data management, Writing of study proposal etc.)  **Organisation and management competencies\*?** (ex. Project management, career planning etc.)  **Leadership and personal competencies\*?** (ex. Presentation skills, leadership etc.)  **\*Minimal standards for a PhD in Health Sciences see** [**here**](https://pphs.unibas.ch/curriculum/) |
| **Generally, which gaps in competencies do you identify, which are relevant for your PhD studies, in:**  **Knowledge and science competencies?**  **Organisation and management competencies?**  **Leadership and personal competencies?** |
| **Which tasks are you involved in (e.g. teaching assignments, supervision of Master students, etc)?**  **In which tasks would you like to be involved in the near future?** |
| Next steps: timeline and a plan for achieving competencies needed for the PhD, for obtaining support and for completing the research project |
| **What additional competencies from the gaps in competencies (see section above) do you need to acquire in the next year in? How do you plan to do it?:**  **Knowledge and Scientific competencies?**  **Organisation and management competencies?**  **Leadership and personal competencies?** |

**Research plan including time table**

**1. Research Activities with detailed Plan of PhD Thesis Work**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time Plan** | **Work unit/ Activities** | **Goals** | **Current State** |
| **Step 1: xxx** | | | |
| mm/yyyy-mm/yyyy |  |  |  |
| Etc. |  |  |  |
| **Step 2:** **xx** | | | |
| mm/yyyy-mm/yyyy |  |  |  |
| **Step 3: xxx** | | | |
| mm/yyyy-mm/yyyy |  |  |  |
| **Step 4: xxx** | | | |
| mm/yyyy-mm/yyyy |  |  |  |
| **Step x: Completion of thesis and thesis exam** | | | |
| mm/yyyy-mm/yyyy |  |  |  |

**2. General Time plan over the whole PhD**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **General Overview** | **yyyy** | | | | **yyyy** | | | | **yyyy** | | | |
| **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** |
| **Step 1:** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Step 2**: |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Step 3:** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Step 4:** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Step etc** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

Also indicate your planning for manuscript writing

**3.** **Publications**

All papers **relevant for your PhD** (even if not first author, the newest at the top)

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Authors** | **Journal** | **Status (writing, submitted, accepted, published)** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |

All **other** papers (even if not first author, the newest at the top)

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Authors** | **Journal** | **Status (writing, submitted, accepted, published)** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |

**4.** **Conferences, Seminars, Presentations, Talks, and Posters during the whole PhD**

The newest at the top

|  |  |  |
| --- | --- | --- |
| **Title** | **Location** | **Date** |
| Conferences and Seminars | | |
|  |  |  |
|  |  |  |
|  |  |  |
| Presentations and Talks | | |
|  |  |  |
|  |  |  |
|  |  |  |
| Posters | | |
|  |  |  |
|  |  |  |
|  |  |  |

**5. Training during the whole PhD**

The newest at the top

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course title** | **Teacher** | **Location**  **University** | **Date** | **ECTS\***  If no ECTS indicate it |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total Credit Points** | | | |  |

\*ECTS (1 Credit Points equals for 25-30 hours student investment time)

**6. Teaching**

The newest at the top

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **No of Students** | **Semester** | **Location** |
|  |  |  |  |
|  |  |  |  |

**7. Support from supervisors**

|  |
| --- |
| **How often do you meet with your supervisors? Are you satisfied with the support you receive? What could be done to optimize the supervision process (if need be)?** |

**8. Feedbacks from the PhD committee**

|  |
| --- |
| ***First Supervisor:*** |
| ***Second Supervisor:*** |
| ***External expert:*** |