Mrs. Moira Lux

PhD Board of Medical Faculty

Faculty of Medicine, University of Basel

Klingelbergstr. 61

CH - 4056 Basel

Place/Date:\_\_\_\_\_\_\_\_\_\_

**PhD Agreement/Student portfolio**

|  |  |
| --- | --- |
| Name | XXXX |
| Degree in (MA, MD, ..) | MSc in  |
| PhD project title | Xxxxx |
| PhD subject | xxxx |
| PhD programme\* |  Yes, Program: No |
| Full time PhD\*\* |  Yes No, % |
| 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 (last meeting) | dd mm yyyy time |
| Planned for | dd mm yyyy |
| **Finances availability** |
| Employment contract |  At the University of Basel, Institute/Dept.: Other:  |
| Is the funding secured for the entire duration of the PhD? |  Yes No\*\*\*\*\* |
| Main location of research | Xxxx, University of Basel |
| Remarks |  |
| **Credit points (full points only)** |
| Required ECTS |  |
| Accomplished ECTS |  |
| **Further remarks** |
|   |
| **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 their role in the supervision of the PhD student.  |
|   |

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date & Signature, PhD student

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

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date & Signature, 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/program/) |
| **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 **that will be included in your PhD thesis** (according to publication plan of your full proposal)

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

All **other** papers that you have contributed to since matriculation as a PhD student

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Authors** | **Journal**  | **Status (planned, in preparation, 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 |  **planned /completed** |
| Methodological and scientific part |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Transferable skill part |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total ECTS** |  |  |  |  |  |  |

\*Please list both completed and planned courses (according to learning agreement submitted as part of your full proposal).

\*\*ECTS: 1 ECTS equals for 25-30 hours student investment time. Non-integer ETCS need to be rounded down. At least 2 ECTS in transferable skills, at least 2/3 of the total required ECTS in the methodical and scientific part

**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. Feedback from the PhD committee\***

|  |
| --- |
| ***Primary Advisor:***  |
| ***Secondary Advisor:***  |
| ***Further advisor(s):*** |

\*All members of the PhD committee members are required to provide a separate feedback (including all further advisors; if applicable).