**PhD agreement and full research proposal**

**Title of PhD project:**

|  |  |  |
| --- | --- | --- |
| Name | XXXX | |
| Degree in (MA, MD, ..) | MSc in | |
| PhD project title | Xxxxx | |
| PhD subject | xxxx | |
| PhD program\* | 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\*\*\* | xx | |
| Remarks |  | |
| **PhD committee meetings (to be scheduled at least yearly)** | | |
| Passed (date of last meeting) | dd mm yyyy time | |
| Planned for | dd mm yyyy | |
| **Finances availability** | | |
| Employment contract | At the University of Basel, Institute/Dept.:  Other: | |
| Payment agreement | Employed following SNSF guidelines  Fellowship, please specify:    Other, please specify: | |
| Main location of research | Xxxx, University of Basel | |
| Remarks |  | |
| **Credit points (full points only)** | | |
| Required ECTS | N | |
| Accomplished ECTS | N | |
| **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 briefly their role in the supervision of the PhD student. | | |
|  | | |

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

I hereby confirm that I have read the full proposal and the Learning Agreement and agree with its content:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date & Signature, Primary advisor

**Instructions for the PhD proposal outline**

1. The proposal should not exceed 5-8 pages (not including abstract and references)
2. For the main text, use Arial with font size 10, and single spacing (references can be smaller)
3. For further useful information about writing a research proposal, click [here](https://medizin.unibas.ch/fileadmin/user_upload/medizin/Dokumente/Lehre/doctoral_degrees/Chapter_32_Proposal_Writing.pdf).
4. When finalizing your proposal, please delete all examples, instructions and explanations (highlighted in yellow)

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# Abstract

Maximum of 400 words summarizing **introduction**, **background**, **objectives**, **methods**, and **relevance of thesis**

# Abbreviations and Acronyms

# Introduction and background

Show the state of the art in your research area. Identify gaps in your area of research, and explain why it is important to address these gaps in your thesis.

# Objectives and hypotheses

Provide the objectives of your thesis and explain the hypotheses that you will address. Clearly describe rationales to each research question (It may be useful to structure the objectives/hypotheses according to the manuscripts that will come out of the thesis).

# Methods

Describe the methods that you will use to answer your research question(s), including information about the …

* Study design
* Participants and procedures
* Instruments / Measures
* Statistical analyses
* Ethical considerations

# Time plan and milestones

# General time plan over the whole PhD period

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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

# 4.2 Milestones

MM/YYYY Achievement/Product

MM/YYYY Achievement/Product

MM/YYYY Achievement/Product

MM/YYYY Achievement/Product

# Planned manuscripts indicating the author position of the student

Please include only manuscripts which will be part of the PhD thesis

**Example:**

|  |  |  |
| --- | --- | --- |
| **Title** | **Authors position (authors if known)** | **Tentative Journal** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| … |  |  |

# Learning Agreement

* At least **12 ECTS credit points** are required for graduation. If you are member of a PhD programme at least 18 ECTS credit points are required.
* Min. 2/3 of the total required ECTS need to be acquired in the methodical and scientific domain; min. 2 ECTS in transferable skills (e.g. courses by [GRACE of the Uni Basel](https://www.unibas.ch/en/Research/Graduate-Center/Doctoral-Candidates/Training-Coaching-and-Counseling/Transferable-Skills.html)).
* The learning agreement is part of the PhD Agreement and requires the approval of the PhD Board of Medical Faculty.
* 1 ECTS credit point corresponds to 25-30 working hours for an average student.
* Changes to the learning agreement have to be reported and explained in the PhD Agreement, which has to be approved by PhD Board.
* Only full ECTS credit points can be accepted.
* Special arrangements via learning contract (Studienvertrag) are possible.

**Example:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Domain | Course Title | Institution | Resp. Instructor | Identification-Number | Date | ECTS |
| **Background knowledge** | Kieferorthopädie | University of Basel | Prof. C. Verna | 23484-02 | FS 2016 | 1 |
| **Methods** | Principles of Medical Imaging | University of Basel | Prof. P. Cattin | 28420-01 | HS 2015 | 3 |
| **Advanced education in research** | Seminar: Selected Research Topics in Biomedical Engineering | University of Basel | Prof. B. Müller | 27584-01 | FS 2016 | 2 |
| Seminar: Tissue Engineering | University of Basel | Prof. I. Martin | 26941-01 | HS 2016 | 3 |
| Seminar: Escape the Box: Computer Vision | University of Basel | Prof. P. Cattin | 39356-01 | FS 2016 | 1 |
| **Transferable Skills** | Scientific Writing | University of Basel | Dr. F. Conen | 23833-01 | FS 2016 | 2 |
| **Total ECTS** |  |  |  |  |  | **12** |

# Reference list

Restrict to most important references (some 30-50 is usually sufficient)