

Doctoral plan D-CHAB – Recommended template

Dear doctoral student

The purpose of this document is to help you to write your doctoral plan, which you have to submit to your Department in advance of the aptitude colloquium.

The integrated research proposal will be the basis for your aptitude colloquium, which you need to pass in order to advance to definitive admission as a doctoral student.

Please note that the doctoral plan has not the character of a legally binding agreement but is rather a declaration of intent between you and your supervisor and should be conceived as a living instrument. Changes are possible and in many cases certainly necessary. Major changes should be documented in the annual status conversations.

*Please also check whether your Department sets additional requirements and if a specific template is available. If this is the case, **follow the indications of your Department.***

The outline presented here is structured to meet the requirements of the doctoral ordinance (Art. 12) and "Rector's implementation provisions for the ordinance on doctoral studies 2021" (Art. 3)

Basic information

Name doctoral student	_____	Department	_____
Name supervisor	_____	doctoral programm (if applicable)	_____
Student ID number	_____	Start of doctorate	_____
Name second advisor	_____		

Tentative title of the doctoral thesis

Part 1 Research proposal

(Please add extra pages here; use the following structure to describe your research work)

1. Abstract

Present the background of your research project, list its main goals, describe the methods to be used and the expected results as well as their impact for the field and beyond.

2. Introduction and current state of research in the field

Describe your project in the context of the current state of knowledge in your field. Refer to the most important publications.

Describe briefly:

- *Which previous insights provided the starting point and basis for your project*
- *In which areas research is needed, and why*

3. Goals of the thesis

Describe the research questions you address in your research project and the concrete objectives that you aim to achieve in the period of your doctorate.

Illustrate the expected impacts of your project: how will your proposed research add to existing knowledge in the field? How and where might your results be used? How do you intend to disseminate your research?

4. Progress to date (optional / if available)

Present the research work you have already undertaken in the relevant field, describe the results obtained so far (including publications) as well as the relevance of these preliminary undertakings for your project. Also, describe your "negative results": if something went wrong, what could you learn from this?

5. Detailed work research plan

Describe the studies or experiments envisaged to reach the set goals. Present your work plan in the form of work packages (WP), each defining the task and describing the methods used and the expected outcome. In general, a work package should describe 3 - 12 months of work. Assess the risks involved for each work package: if the work package does not work, do you have various options, which other parts of your plan are affected, what is the backup?

WP 1:

WP 2:

6. Time schedule (potentially as a visualization)

Indicate the tentative timeframe for each work package. Your time schedule should be based on the average time of 4 years of doctorate.

7. References

List the sources of all work referred to in the research proposal. Give the full reference, especially the title, source and full author list (use a style commonly adopted in the field of your research).

Part 2 Teaching responsibilities

Describe which teaching tasks you are assigned to and indicate (roughly) how many hours you devote to such activities each week.

Teaching tasks are, e.g. assisting in lectures, practical classes, exercise classes and excursions, correcting students' reports, supervising undergraduates in semester projects, summers schools, marking / overseeing exams.

In line with needs and requirements of the Institutes and Department to meet the educational and research mission to include, among other tasks, assisting in lectures, teaching laboratory classes, exercise classes and excursions, correcting students' reports/exam, supervising undergraduates in semester projects, summer schools, marking / overseeing exams. Additionally, this may require supervision of MSc, BSc students and visiting students or of apprentices. Consult the departmental regulations and guidelines. Augment if necessary.

Part 3 Other duties / services

If relevant, describe which additional tasks you are assigned to (e.g. operation or maintenance of equipment). Indicate (roughly) how many hours you devote to such activities each week.

Commensurate with needs of the research group, Institute, and Department. This may include a variety of individualized tasks and responsibilities critical to the teaching and research objectives of the research group, such as supervising safety, equipment maintenance, IT support, purchasing, adherence to legal procedures and assistance with Institute/Department events.

Part 4 Extended doctoral studies

How many ECTS credits are you obliged to complete in your extended doctoral studies (additionally to the 12 credits of the regular doctoral studies)?

Please add here your individual study plan including a tentative schedule (e.g. by using the learning agreement in mystudies).

Signatures

Date

Signature doctoral student

Signature supervisor

Signature second advisor