

# Individual Development Plan (IDP) for PhD Studies

## Preamble

The aim of undertaking PhD studies is to prove one's ability to perform in-depth scientific work independently. The path towards contributing to the advancement of science with one's own academic work is demanding, and requires a great deal of self-motivation on the part of the PhD student. Agreements between PhD students and their supervisors on planning and developing the PhD phase can offer structure, also raising transparency and predictability.

This development plan for PhD studies comprises a supervision agreement and also includes additional agreements in reference to issues such as how the PhD phase is funded, individual qualifications, involvement in teaching, contacts to companies and a commitment to comply with the principles of good scientific practice. With regard to content, the IDP builds on the **Quality Standards for Doctorates at Osnabrück University**, and is the basis for agreeing upon mutual expectations at the beginning of the PhD phase and beyond.

Financial issues should be broached by PhD students and their supervisors at the start of the PhD phase. Additional qualifications and metadisciplinary skills PhD students wish to acquire, as well as any desire to establish contacts to companies and non-university institutions, should also be discussed and planned at an early stage.<sup>1</sup> The same applies with regard to the possible involvement in teaching, and the scope of such involvement, as well as involvement in the school's subject areas. The IDP takes into account important aspects that PhD students may come up against in the course of their PhD studies, helping them to keep an eye on these points even at the start of the PhD phase. In addition, it helps the parties involved to agree upon the framework conditions for status talks in the course of PhD studies.

The IDP therefore serves to accompany the process, forming a basis for status talks between PhD students and their supervisors. It is updated and projected in these talks. Deviations from the development plan are possible if the progression of the work and research or the respective life situation necessitates it.

The IDP cannot replace good and constructive cooperation between PhD students and their supervisors. However, it aims to support such cooperation.

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<sup>1</sup> Dr. Sabine Mehlmann is the contact partner concerning the Individual Development Plan for PhD studies at the PhD/Postdoc Career Center: Tel.: +49 541 969 6233, e-mail: [sabine.mehlmann@uni-osnabrueck.de](mailto:sabine.mehlmann@uni-osnabrueck.de)

## Individual Development Plan (IDP) for PhD Studies

- delete as appropriate -

### 1. PhD student

Surname, first name	
PhD regulations	
First supervisor	
Other persons involved (e.g. co-supervisor, mentor)	
The formal prerequisites for PhD studies (according to the PhD regulations) have been met (e.g. recognition of a foreign or unrelated degree).	

### 2. PhD project

2.1 Topic of PhD thesis / area in which the topic for the PhD thesis is being sought:

2.2 Brief description:

2.3. An exposé has been written and discussed: \_\_\_\_\_

2.4 An exposé will be submitted by: \_\_\_\_\_

2.5 Will the exposé be presented orally?  yes  no

If so, in which context?

2.6 Preliminary PhD work plan and timetable (where applicable, including milestones)  
Alternatively: roadmap for finding a topic

2.7 Intended submission date of PhD thesis: \_\_\_\_\_

2.8 Amount of time the PhD student has at his or her disposal per week for the PhD program: \_\_\_\_\_

The assumption of family responsibilities should be considered in the schedule.

2.9 Any equipment / software programs required for PhD studies are available. \_\_\_\_\_  
Where applicable, measures that need to be taken:

Archives and documents can definitely be accessed. \_\_\_\_\_

Measures that need to be taken:

### 3. Supervision

3.1 Prospective / conceptual

a) Intervals between status talks held between PhD student and supervisor:

b) Progress reports (scope and intervals):

c) Are discussions desired about the student's post-PhD career?

yes  no  not yet

3.2 Can consultations, advisory sessions and feedback discussions be held at short notice?

### 3.3 Procedure in the event of conflict

In the event of disagreements, misunderstandings or conflict, an attempt will generally be made to clarify these matters in a personal meeting on the basis of mutual consideration.

If additional assistance is required, please refer to Osnabrück University's guidelines on how to proceed in the event of conflict surrounding PhD studies.<sup>2</sup>

In the event of questions concerning good scientific practice, the University Ombudsman or Ombudswoman may be called upon as a contact partner.

### 3.4 Decision to continue PhD studies

If it becomes apparent that the PhD thesis is unlikely to be completed by the intended submission date, the PhD student and the supervisor shall discuss whether the PhD project will be continued and, if so, in what form. Individual circumstances such as illness or family leave shall be taken into consideration in the decision-making process.

## 4. Financing the PhD phase<sup>3</sup>

### 4.1 The PhD student's livelihood is secured by:

a) an established position at Osnabrück University: from \_\_\_\_\_ to \_\_\_\_\_

b) a third-party funded position at Osnabrück University: from \_\_\_\_\_ to \_\_\_\_\_

c) a scholarship awarded by: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

d) a position outside Osnabrück University (external PhD studies):

\_\_\_\_\_

e) Other<sup>4</sup>:

<sup>2</sup> Osnabrück University's guidelines on how to proceed in the event of conflict surrounding PhD studies and a list of contact points und contact persons are available under the heading "Service" on the PhD/Postdoc Career Center website at: <http://www.uni-osnabrueck.de/forschung/nachwuchsfoerderung/zepros.html>

<sup>3</sup> Supervision of the PhD thesis is secured until its submission, regardless of the length of financing available for PhD studies.

<sup>4</sup> Please check "Other" if livelihood is secured by any other means.

- 4.2 Financing of the PhD project is secured (e.g. visits to conferences and archives, necessary equipment, software, office supplies and consumables, involvement of external expertise).

The following measures must be taken in order to acquire the financial resources:

## 5. Individual training

### 5.1 Advanced specialist training

- a) Should additional professional skills be acquired? Which skills? By when? How shall these skills be acquired?

- b) Involvement in the school's subject areas (e.g. participation in specialist events, colloquia, assistance in the laboratory)

Events / period:

- c) Participation in conferences and congresses, visits to archives, research stays

Event / period:

- d) Is it necessary to involve external expertise?

In what form (e.g. cooperation, purchase of data, external research stay, lab work)?

Over which period?

## 5.2 Acquisition of metadisciplinary skills and competencies<sup>5</sup>:

Possible areas:

- Scientific and higher education didactical skills
- Self-guidance skills and career management
- Managerial skills
- Working techniques, language and media skills
- Other: \_\_\_\_\_  
\_\_\_\_\_

## 5.3 Internships

Would it make sense to complete an internship?  yes  no

If yes, in which areas and over which period?

## 6. Involvement in teaching

6.1 Extent of involvement in teaching (possibly governed by an employment contract):

6.2 Which courses or types of course are to be held?

6.3 Attendance of higher education didactical courses:

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<sup>5</sup> See, for example, the PhD/Postdoc Career Center's course program at [http://www.uni-osnabrueck.de/forschung/nachwuchsfoerderung/zepros/kurs\\_und\\_veranstaltungsprogramm.html](http://www.uni-osnabrueck.de/forschung/nachwuchsfoerderung/zepros/kurs_und_veranstaltungsprogramm.html)

## 7. Professional orientation in the non-university sector – if desired<sup>6</sup>

In which form (e.g. advisory or orientation talk, presentation of PhD project, exchange)?

For what purpose (e.g. application of certain methods, support with empirical work, investigation of case studies)?

In which area (e.g. marketing, human resources management, logistics, health care)?

## 8. Principles of good scientific practice

The signatory undertakes to comply with the principles of good scientific practice in accordance with the “Guidelines to ensure good scientific practice and the handling of misconduct in the scientific context at Osnabrück University”.<sup>7</sup>

## 9. Subject-related additions

Discussed on <sup>8</sup> \_\_\_\_\_

by

Name of PhD student

Signature

Name of supervisor

Signature

<sup>6</sup> The PhD/Postdoc Career Center can establish contacts to companies and non-university institutions (contact person: Dr. Elke Bertke, Tel.: +49 541 969-6219, e-mail: elke.bertke@uni-osnabrueck.de)

<sup>7</sup> The “Guidelines to ensure good scientific practice and the handling of misconduct in the scientific context at Osnabrück University” are available under the heading “Infocenter” on the PhD/Postdoc Career Center website at <http://www.uni-osnabrueck.de/forschung/nachwuchsfoerderung/zepros/infoteh.html>

<sup>8</sup> It is recommended to update the IDP after one year.