

# Learning Agreement

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between

Last name of PhD candidate:

First name of PhD candidate:

Sex:

Email address:

Postal address:

Nationality:

Date of birth:

Master's degree:

(institute/department, faculty, university, country,  
issue date)

Enrolled at:

Type of employment (please check where applicable):

- employment through university funds (assistant or doctoral position)
- employment via third-party funds (e.g. Swiss National Science Foundation)
- no employment at the University of Bern

Matriculation number:

(hereafter called PhD Candidate)

and

Name, title of supervisor:

Institution:

Name, title of co-supervisor:

Institution:

Name, title of co-supervisor:

Institution:

(hereafter called Supervisory Team)

1 PhD outline

Working title:	
Brief description (about 1/3 page):	

## 2 Details of the planned PhD programme

Date of submission to the IGS North-South Management Centre: <i>To be filled in by the IGS North-South Management Centre.</i>	Date of acceptance by the IGS North-South Directorate: <i>To be filled in by the IGS North-South Management Centre.</i>
Start of PhD (date)	
Planned PhD submission (date)	
Output (number and type of papers or mono-dissertation)	

Planned schedule							
Please tick where appropriate or insert numbers where requested.							
	Year 1		Year 2		Year 3		TOTAL
	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6	
<b>Research</b> Please indicate how you intend to organize your PhD programme.							<b>Total no.</b>
Meetings (Candidate & Supervisory Team)							
Fieldwork							
Planned publications (number)							
<b>Coursework</b> Please indicate when you plan to attend the training courses. Check the overview of course types and the coursework requirements on the IGS North-South website for further information							<b>Total in ECTS</b>
IGS block courses of the Disciplinary and Thematic Module (DTM) <i>(full members: at least 3 ECTS; 1.5 ECTS outside home institute)</i>							
IGS training courses of the Integrative Module (IM): Summer School <i>(full members: participation in at least 1 Summer School worth, 5 ECTS)</i>							
IGS training courses of the Communication and Publication Module (CPM)							
Equivalent courses of other institutions or active participation in conferences <i>(a maximum of 2 ECTS can be credited, pending approval of course relevance by IGS North-South Directorate)</i>							
<b>Total ECTS for coursework:</b>							

### 3 Financial issues

Sources of funding for PhD personnel costs (salary):	
Start of fellowship (sponsoring):	
Planned end of fellowship (sponsoring):	
Maximum duration in months of fellowship:	
Budget for non-personnel costs (fieldwork, material, other expenses):	Approx. amount: Source:

### 4 Supervision and career development

The PhD Candidate is supervised by a team. He/she and the Supervisory Team meet upon request by either party; at least one meeting per year must take place. In these meetings, all thematic and conceptual aspects, theory and methodology issues, and practical questions related to the specific PhD project are discussed. A short agenda for each meeting shall be prepared ahead of the meeting, containing a brief overview of the work done so far and a list of specific questions to be discussed. It is also suggested that a memo of the meeting is written and signed by both parties.

Additionally, two career development talks should be held between the PhD Candidate and a member of the Supervisory Team: one at the beginning and one towards the end of the PhD project. These career talks can be combined with the other meetings; they should be summarized in a memo signed by both parties.

### 5 Other formalities

For other formalities regarding registration, deadlines, number of copies of the thesis, defence of the thesis, etc., the rules and regulations of the University where the PhD candidate is matriculated are binding.

6 Signatures

This Learning Agreement shall inure to the benefit of both parties. By signing below, both parties agree to the above:

Place and date:

PhD Candidate:

Signature: .....

Place and date:

Supervisor:

Signature: .....

Place and date:

Co-Supervisor:

Signature: .....

Place and date:

Co-Supervisor:

Signature: .....