

Learning Agreement

Personal information

Last name:

First name:

Gender:

Email:

Private email address:

Postal address:

Nationality:

Date of birth: [dd.mm.yyyy]

Master's degree: (institute/department, faculty, university, country, issue date)

Enrolled at: (discipline/institute, faculty, university, country)

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 this should help you plan your approximate schedule, we will not monitor if you handle it exactly as indicated) Please tick where appropriate or insert numbers where requested.

Planned coursework	Year 1		Year 2		Year 3		Total
	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6	
Research Please indicate how you intend to organize your PhD programme.							Total nr.
Meetings (Candidate & Supervisory Team)							
Fieldwork							
Planned publications (number)							
Coursework 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							Total in ECTS
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>							
Total ECTS for coursework:							

3 Financial issues

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

You can find more detailed information concerning the supervision in the [code of practice for the doctoral studies](#) of the Faculty of Science of the University of Bern.

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
