

**Leibniz Research School
PlantBioChem
Record Book**

Doctoral candidate

Name: _____

Email: _____

IPB Department: MSV NWC SZB SEB UNG

Research Group: _____

Academic Supervisor*: _____

Research Supervisor*: _____

Start date of doctoral contract (employment, or stipend): _____

Topic/title of the thesis: _____
(Provisional title where applicable)

Core program requirements

- Attendance at the **IPB Welcome & Orientation Day**

Date: _____ Signature: _____
Chair of LRS *PlantBioChem* or Head of Dept.

- **IPB Supervision Agreement** (please file a copy in [Appendix I](#))

* according to Supervision Agreement

Thesis Committee Meetings

(also see [Appendix I](#))

1st Meeting (Thesis Proposal)

A binding decision on the research proposal must be rendered during the initial meeting within 4 months of the first year.

Date: _____

Deadline for next meeting: _____

Participants' names and signatures:

2nd Meeting

A binding agreement on the updated research plan must be reached within one year after the first meeting (15 months).

Date: _____

Deadline for next meeting: _____

Participants' names and signatures:

3rd Meeting

A binding agreement on the updated research plan must be reached within one year after the second meeting (27 months)

Date: _____

Deadline for next meeting: _____

Participants' names and signatures:

Final Meeting

A binding agreement on the on the dissertation outline must be reached within one year after the third meeting (39 months).

Date: _____

Planned date of dissertation submission: _____

Participants' names and signatures:

IPB Research & Literature Seminar

1st year: Proposal talk

Date: _____

Talk Title: _____

Signature: _____

Chair of LRS *PlantBioChem* or Head of Dept. or Seminar coordinator

2nd year: Literature seminar

Date: _____

Talk Title: _____

Signature: _____

Chair of LRS *PlantBioChem* or Head of Dept. or Seminar coordinator

3rd year: Research seminar

Date: _____

Talk Title: _____

Signature: _____

Chair of LRS *PlantBioChem* or Head of Dept. or Seminar coordinator

4th year: Research seminar

Date: _____

Talk Title: _____

Signature: _____

Chair of LRS *PlantBioChem* or Head of Dept. or Seminar coordinator

Attendance at IPB Research & Literature Seminars

Attending a minimum of **75%** of the scheduled seminars per annual Seminar Series (October to July) is required to earn 1,6 Credit points.

	Number of attendances	Credit points
1 st year	_____ out of _____	
2 nd year		
3 rd year		
4 th year		

Attendance at IPB Seminars (external speakers)

Attending a minimum of **50%** of the scheduled seminars over three years is required to earn 1,6 Credit points.

Seminar Series (Year)	Attended	Credit points
1	_____ out of _____	
2		
3		
4		

Attendance of IPB Summer Symposium

Dates	Name and Signature (Head of Dept. or Chair of LRS <i>PlantBioChem</i>)
1	
2	
3	
4	

Participation in Conferences and Meetings

(see also [Appendix II](#))

Date: _____

Title of event: _____

Type: _____
(meeting/ conference)

Own activity: Poster Talk Title: _____

Signature: _____
Chair of LRS *PlantBioChem* or Head of Dept.

Date: _____

Title of event: _____

Type: _____
(meeting/ conference)

Own activity: Poster Talk Title: _____

Signature: _____
Chair of LRS *PlantBioChem* or Head of Dept.

Date: _____

Title of event: _____

Type: _____
(meeting/ conference)

Own activity: Poster Talk Title: _____

Signature: _____
Chair of LRS *PlantBioChem* or Head of Dept.

Plant Science Students Conference (PSSC) and/or PhD Workshop on Natural Products

(see also [Appendix III](#))

Date: _____

Own activity: Poster Talk Title: _____

Organizational Task: _____
(optional)

Name and Signature PhD representative: _____

Date: _____

Own activity: Poster Talk Title: _____

Organizational Task: _____
(optional)

Name and Signature PhD representative: _____

Date: _____

Own activity: Poster Talk Title: _____

Organizational Task: _____
(optional)

Name and Signature PhD representative: _____

Oral Presentation and Communication Course

(Mandatory soft skill course. also see [Appendixes IV](#) and [V](#)).

Date: _____ Workload (hours): _____

Scope: _____

(optional: file a course/activity description in [Appendix IV](#))

Name & signature of lecturer: _____

Signature: _____

Chair of LRS *PlantBioChem* or Head of Dept.

Optional Training Elements

(Scientific, teaching, organizational or coursework activities. Also see [Appendixes IV](#) and [V](#)).

Activity/Training: _____

Date: _____ Workload (hours): _____

Scope: _____

(optional: file a course/activity description in [Appendix IV](#))

Name & signature of lecturer: _____

(for courses)

Signature: _____

Chair of LRS *PlantBioChem* or Head of Dept.

Activity/Training: _____

Date: _____ Workload (hours): _____

Scope: _____

(optional: file a course/activity description in [Appendix IV](#))

Name & signature of lecturer: _____

(for courses)

Signature: _____

Chair of LRS *PlantBioChem* or Head of Dept.

Activity/Training: _____

Date: _____ Workload (hours): _____

Scope: _____

(optional: file a course/activity description in [Appendix IV](#))

Name & signature of lecturer: _____

(for courses)

Signature: _____

Chair of LRS *PlantBioChem* or Head of Dept.

Please add sheets to list more activities/trainings.

Appendices

Appendix I

Please file here:

- Copy of IPB Supervision Agreement with signatures of doctoral candidate and Thesis Committee

- Thesis proposal with signatures of doctoral candidate and Thesis Committee

- Annual reports and updated research proposal (i.e. target agreements) with signatures of doctoral candidate and Thesis Committee

- Annual Thesis Committee meeting's written feedback
 - in max. 1 page includes:
 - evaluation of doctoral candidate's annual report,
 - evaluation of doctoral candidate's presentation & discussion during committee meeting, and
 - comment on future plans

Appendix II – Conferences/meetings

Please file here:

- Certificate of attendance
- Poster copy, Talk abstract

Appendix III – PSSC

Please file here:

- Poster copy, Talk abstract

Appendix IV – Optional Training Elements

Please file here:

- Certificates of attendance
- Optional: activity/course description (scope)

Appendix V – Credit points¹

1 CP = 25 hours (following ECTS)

1 hour = 0,04 CP

1 day = 8 hours

Program	Workload (hrs)	CP	Description	CP total
Mandatory Training Elements				
Welcome Day (Intro to IPB, Good Scientific Practice Seminar)	5	0,2	first year	0,2
Research proposal & first doctoral committee meeting	80	3,2	first year	3,2
Written annual report & doctoral committee meeting	40	1,6	yearly from second year on	4,8
Literature and Research Seminar presentation (Wednesday)	40	1,6	yearly	6,4
Literature and Research Seminar attendance (Wednesday)	1	0,04	weekly (10 months=40 hrs*min 75% attendance)	1,6
IPB-Seminar (Thursday)	1	0,04	weekly (10 months=40 hrs*min 50% attendance)	1,6
PSSC or PhD workshop on Natural Products attendance (poster/talk)	25	1	yearly	3
Leibniz Plant Biochemistry Symposium	10	0,4	yearly	1,2
International conference (poster/talk)	20	0,8	at least once in 4 years	0,8
Oral presentation and communication course	hour-based	≥0,2	during first or second year	0,2
total in 4 years				23
Optional Training Elements				
Scientific exposure				
Poster at conference/meeting	15	0,6		0,6
Talk at conference/meeting	15	0,6		0,6
Writing a publication (review/book chapter/original article)	80	3,2		3,2
Teaching				
BSc supervision	per person	2		2
MSc supervision	per person	3		3
Lab class supervision	per lab class day	0,4	1 day lab class=10 hrs of CP, taking into account preparations	0,4
Organizational				
PSSC Organizational Task	1 month	6,4	max twice during the doctoral program	6,4
Volunteering as a Doctoral representative	hour-based	4	max twice during the doctoral program	4
Science Communication (e.g., Long Night of Science)	hour-based			
Courses				
In-depth studies (e.g., summer school, hard skill courses)	hour-based		max 27 sessions*2 hours=54 hours	2,16
Personal development (e.g., soft skill courses)	hour-based		max 3 half days*4 hours=12 hours	0,48
max total in 4 years				22,84
minimum required CP from optional training elements				7
minimum required total CP in 4 years				30

¹ Credit points of the LRS PlantBioChem follow the European Credit Transfer System (ECTS)