Completing your PhD successfully on time

Length: 3 days (Days 1+2: 9 am - 5 pm, day 3: 9 am - 4 pm)
Number of participants: max 20
Trainer: 1
Course language: English

COURSE INFO

Course content:

This 3-day course addresses the most common problems PhD students face and supports them in mastering the challenges of a PhD. It equips PhD students with the tools and techniques needed to complete their PhD project successfully and on schedule. Most PhD students experience the process to the PhD degree as a professional and personal challenge. International empirical studies document delays in completion as a result of a variety of problems that PhD students face in this process. In this course participants learn step-by-step how to conduct and complete a PhD study successfully.

The course covers the following topics:

1. Understanding the PhD as a research training.
2. Applying techniques of self- and time management to the PhD project. Establishing personal working routines in order to become more focused and more efficient.
3. Setting up a project proposal/project plan and using it as a planning tool to actively manage the PhD project.
4. Setting up a routine for monitoring the progress of the PhD project and how to react to delays.
5. Optimizing the communication process with main supervisor and supervisory board. Preparing supervisory meetings and increasing benefit from supervisors' input.
6. Planning the dissertation writing process (papers or monograph). Implementing the writing process as parallel task throughout the PhD. Overcoming writing problems. Writing in short productive sessions.
7. Dealing with personal challenges: Coping with stress, dealing with doubts/lack of confidence, achieving a good work/life balance.

Course concept: The course includes a combination of lectures, exercises, and questions and discussion rounds. We survey the participants' specific training needs prior to the course to provide relevant course input. Contents, exercises and examples will then as far as possible be adjusted to the subject-specific requirements of the participants. We aim at using respective PhD regulations/ graduate school guidelines of the participants in the course programme. The course offers ample room for addressing individual questions on the various aspects of the course topic.

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Course benefits:

Work on own PhD project plan: During the course, participants can work on the plan and the problems they experience during their PhD study in progress. The participants apply the acquired knowledge from the course directly by conducting exercises on their own PhD projects, which is efficient and increases the learning outcome.

Course documentation: All learning steps and aims are documented in a detailed handbook in English in order to increase learning progress and study of the course subject beyond the training. Every participant receives one handbook.

Online resources: Course participants will be informed about the possibility to further benefit from additional online resources that are provided through our company website.

Credits: After successful participation, we provide an ECTS credits certificate to acknowledge the workload, contact hours, and learning goals of this course. For this course, 1.5 ECTS credit (approx. 30 h) will be awarded.

Quality control: We undertake an anonymous online-evaluation at the end of the course and will provide you with a summary report of the evaluation.

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Target group:

This course is particularly relevant for PhD students in their first or second year of study. Participants should be enrolled as PhD students and have chosen a subject for their PhD study.

Preparation by participants:

Online survey: In order to determine the specific training needs of participants, we run a short online survey among participants about four to six weeks before the course. In the survey, participants can express their course-related questions, mention problems or suggest topics they would like to be discussed during the course. Surveyed data are treated confidentially and used only for preparing this course. Please consult our Privacy Policy for further details on data protection at https://tressacademic.com/privacy-policy/ .

Activity report: The participants are expected to prepare a short activity report prior to the course. It requires of a one-week monitoring of how they spent their working hours. The activity report will be used to reflect and improve their working habits as part of the course exercises. Instructions for preparing the activity report will be provided four to six weeks prior to the course.

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