

Training Manual for Doctoral Students

This training manual contains useful information about the offers of the MPA and lists the responsibilities of MPA-fellows. The MPA coordination office is the first point of contact for all questions and concerns. Information on the Fellows' work progress is collected regularly for documentation purposes.

Scientific competence and transferable skills are two cornerstones that enable doctoral students to become independent scientists. The MPA offers individual training programs that are designed such that every student can acquire these key competences in an optimal way.

Career Development and Training Plan (CDTP)	<ul style="list-style-type: none"> • Doctoral students draw up a Career Development and Training Plan (CDTP). The CDTP serves as a guideline for the tailored training programme, including long-term and short-term career goals.
Report	<ul style="list-style-type: none"> • Doctoral students are requested to submit a written progress report of about three pages at the beginning of the third year.
Schools and Retreats	<ul style="list-style-type: none"> • During their membership of the MPA, doctoral students are expected to actively participate in at least one summer/winter school or retreat per year.
Complementary Skills Courses	<ul style="list-style-type: none"> • Doctoral students are requested to participate in at least one complementary skills course per year. JGU and the MPA offer various soft skills courses. Individual coaching, career advising are available on demand.
Mentoring	<ul style="list-style-type: none"> • Doctoral students can request the support from a mentor. The mentor is typically a person from academia, industry, business, or public life who advises the student on his/her research project as well as on career-related questions. Participation in mentoring is also recognized as a Complementary Skills course.
Networking/Peer-to-peer	<ul style="list-style-type: none"> • Doctoral students are highly encouraged to self-organize seminars or retreats. The goal is to enhance networking between students and to encourage scientific collaboration within the MPA.
Conferences and travel funds	<ul style="list-style-type: none"> • The MPA supports doctoral students to actively participate in conferences. Students can receive funding of up to 1000€ p.a. for travel costs and conference fees.

Career Development and Training Plan (CDTP)

At the beginning of the project, doctoral students draw up a Career Development and Training Plan (CDTP). The CDTP serves as a guideline for the tailored training programme, including long-term and short-term career goals. Students are encouraged to actively draw up a CDTP for themselves by self-reflecting their goals and interests and assessing their strengths and weaknesses. Their supervisors and the Coordination Office will support the students and help to incorporate educational means into the individual training plan. The school encourages the student to discuss the CDTP with her/his mentor.

The plan should comprise the following aspects:

Long-term career objectives (over 5 years):

- Which research activity or other training is needed to reach these objectives?

Short-term objectives (1-2 years):

- Anticipated publications
- Anticipated conferences, workshop attendance, courses, and /or seminar presentations
- Training in specific new areas, planned/anticipated research visits etc.
- Training required in complementary skills

Report

The doctoral students are requested to submit a written progress report of about three pages at the beginning of the third year. The report should be signed by the supervisor and should be sent to the MPA coordination office. The report should contain information about the research as well as attended training and support measures offered by the MPA.

Schools and Retreats

During their membership of the MPA, doctoral students are expected to actively participate in at least one summer/winter school or retreat per year. MPA and MITP organize summer schools each year. The participation in external summer or winter schools is also supported if the student and his/her supervisor consider this to be beneficial.

Complementary Skill Courses / Workshops

Doctoral students are requested to participate in at least one complementary skills course/workshop per year. Copies of certificates confirming the successful participation are to be supplied to the MPA coordination office. JGU and the MPA offer various soft skills courses (e.g. time and self-management, intercultural communication, job hunting skills etc.). Individual coaching, career advising are available on demand.

Mentoring

A mentoring program is offered through the MPA. Students can request the support from a mentor. The mentor is typically a person from academia, industry, business, or public life who advises the student on his/her research project as well as on career-related questions.

PRISMA+ offers a mentoring program organized yearly in cooperation with MAINZmentoring, with mentee groups and the possibility of arranging individual meetings with a mentor.

Participation in mentoring is also recognized as a Complementary Skill course.

Networking/Peer-to-peer

Doctoral students are highly encouraged to self-organize events, such as seminars or retreats or presentations by extern speakers. The goal is to enhance networking between students and to encourage scientific collaboration within the MPA. Student seminars also provide opportunities to improve presentational skills. The MPA can provide financial and logistical support for student seminars.

Conferences and travel funds

The MPA supports doctoral students to actively participate in conferences. The conferences are selected by the student and his/her supervisors. Students can receive funding of up to 1000€ p.a. for travel costs and conference fees. We encourage them to contribute actively to the conference by presenting a talk or a poster.

MPA Certificate

Successful MPA-fellows receive a document that certifies their training through the MPA. In order to obtain the certificate, the students have to meet the following requirements:

- submitted a written report at the beginning of the third year
- participated in at least one summer or winter school or retreat per year
- attended three complementary skills courses
- participated in networking events for MPA-fellows and presented their doctoral thesis project

MPA Coordination office

Dr. Victoria Durant, Freya Luberg and Dr. Marie-Christin Wedel are the administrative coordinators of the Mainz Physics Academy and the contact persons for all questions and concerns regarding the MPA, mpa@uni-mainz.de.