



**Sportmedizin
Saarbrücken**

**UNIVERSITÄT
DES
SAARLANDES**



**International PhD-Programme
Science and Health in Football**

Institute of Sports and Preventive Medicine
Department of Clinical Medicine
Director: Univ.-Prof. Dr. med. Tim Meyer

Individual Training and Supervision Plan (ITSP)

General Information

Forename, Name _____

Title of PhD Thesis _____

Start of the PhD Thesis _____

Expected Submission Date of Thesis _____

Member of the PhD program since _____

First Supervisor _____

Second Supervisor _____

Program coordinator _____



Letter of Acceptance

The aim of the international doctoral program "*Science and Health in Football*" is to support and educate doctoral candidates as excellent independent scientists in an international environment. Therefore the doctoral fellow, the first and second supervisors as well as the program coordinator are asked to agree upon training and supervision strategies documented in the Training and Supervision Plan (ITSP) to transparently define expectations and requirements (including rights and obligations) during the program. Training and supervision should be arranged in a way to support the successful completion of the research project in an envisaged time of 2-3 years.

The ITSP is an agreement between the doctoral fellow, both supervisors and the coordinator providing a mutual understanding of the responsibilities of each party for training and supervision within the program. It outlines the research activities acknowledged within the doctoral program, the supervision guidelines defined in the supervision agreement and documents the outcomes of research, project activities and transferable skill courses in a semestral report. In detail the ITSP includes:

- Letter of Acceptance
- Individual training plan
- Supervision agreement
- Semestral report

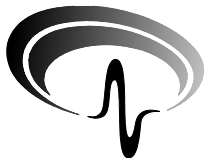
The acceptance of the ITSP by the doctoral candidate, both supervisors and the program coordinator is mandatory for official admission. The doctoral candidate, both supervisors and the program coordinator have to accept the ITSP by signing this page.

By signing the ITSP the doctoral candidate, both supervisors and the program coordinator acknowledge the qualification and supervision guidelines of the international doctoral program "*Science and Health in Football*" outlined in this document.

(Place, Date) _____ (Doctoral Candidate) _____

(First Supervisor) _____ (Second Supervisor) _____

(Program Coordinator) _____



Individual Training Plan

Aims

The Individual Training Plan documents the training strategy individually (depending on the project) worked out by the doctoral candidate and the first supervisor combining disciplinary knowledge with transferable skills.

Formal requirements of the international doctoral program

The acquisition of a minimum of 35 credit points (CPs) is required within 2-3 years. Doctoral candidates can achieve the CPs in the following qualification areas:

- Research-related training
 - Workshops (within GraduSglobal or the MD/PhD program of the medical faculty)
 - Journal Club (attendance and presentation)
 - Conference participations
 - Scientific writing (reviews, Football Quarterly)
- Training in transferable skills
 - Language courses
 - Teaching
 - Transferable skills courses offered by or in cooperation with GraduSglobal (<http://www.uni-saarland.de/forschung/gradus/gradus-global.html>) or the medical faculty (http://www.uniklinikum-saarland.de/lehre/dekanat/akademische_angelegenheiten/promotion/md_phd_programm/)
 - Internships (e. g. at the Olympic Training Centre)

Credit activities are acknowledged on the basis of the European Credit Transfer System (ECTS), i. e. a workload of ca. 30 hours per CP.

For detailed information about the structured program, see the “Notes for Guidance” of the ITSP (page 5).

Organizational Information

Please fill in the activities (research, project-related and transferable skills) in the Individual Training Plan (page 4). The minimal requirements (35 CPs) have to be acquired before the end of the program (2-3 years). Please submit a hard copy or a pdf file of your completed Individual training plan together with the yearly report to the coordinator of the PhD program (Dr. Sabrina Skorski).



Credit Points for the different qualification areas:

• Presentation of PhD proposal	5 CP
• Teaching „Science in Football“, lecture & seminar WS	10 CP
• Participating and presenting in the journal club	2 CP ¹⁾
• Football quarterly	2 CP
• Presenting at international conferences	5 CP ²⁾
• Language course „Basic German“	6 CP
• Additional language courses (Conversation, Grammar)	3 CP
• Journal reviews	1 CP
• Internships	3 CP
• GraduSglobal courses and/or courses within the MD/PhD program of the medical faculty the	CPs according to course

¹⁾attending at least 12 times & presenting at least twice during the PhD

²⁾at least twice during the PhD

Presenting the PhD proposal, attending and presenting in the journal club and at international conferences, attending the “Basic German language course” as well as teaching and organizing the class “Science in Football” in the winter semester are mandatory. The PhD candidate can choose the other CPs independently. A total of at least 35 CPs is mandatory.

Schedule:

Month 1 to 6:	Planning/preparing the project proposal “Basic German” language course
Month 6 to 12:	Preparing and conducting PhD Data collection preparing the class “Science in Football” ECSS and/or ACSM conference
Month 12 to 36:	Analyzing PhD data (possibly publishing) Teaching the class “Science in Football” Publishing PhD results, writing up PhD thesis



Notes for Guidance

The notes for guidance will help organizing the report in advance and to prepare it cooperatively by the doctoral researcher and the mentor.

At the end of each semester, the doctoral researcher has to deliver a brief report (page 6) about the research efforts and activities of the last 6 months to his/her supervisor. The semestral report is a documentation of the current state of research, project planning/developing and the formal requirements (ECTS etc.). The report supports a reliable and transparent communication between the doctoral researcher and the supervisors. It should focus on the state of affairs of the project (e. g. steps taken, problems solved), the individual qualification profile (e. g. language course, transferable skills) and planned activities for the next 6 months.

The semestral report can be designed using headwords but should be precise enough to communicate the contents clearly and comprehensibly between doctoral researcher and supervisor.

Please submit a yearly report (including the updated Individual Training Plan) to the coordinator of the program, Dr. Sabrina Skorski. This copy is understood as a documentation of the most relevant research, training and supervision outcomes of the last 12 months discussed between doctoral researcher and his/her supervisor. Submitting a semestral report to the coordinator is not necessary.

In detail, the semestral report should focus on the following aspects:

Meeting

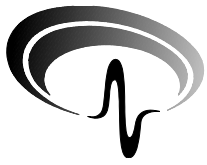
As outlined in the Supervision Agreement, at least one meeting per semester with the supervisor has to be documented in one semestral report.

Current state of the doctoral project (including credit activities)

In this part of the report, the state of affairs concerning the individual research project and the credit activities should be summed up briefly (is it matching with the aims and timeline envisaged or did important deviations occur?). Publications, conference participations and other research activities of the doctoral researcher should be mentioned here. Also, a brief summary of the research activities agreed with the supervisor shall be stated here (e. g. teaching activities).

Planned Activities

The most relevant research activities of the next year shall be outlined here (e. g. planned publications, conference participation, activities within the doctoral program).



Meeting (date, participants)	
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Current State of the Doctoral Project (including credit activities)

Planned Activities

<p>Estimated schedule of the research project:</p> <p>Way ahead on schedule way behind</p>
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Estimated completion of research project (month, year): _____

Signatures: _____
(Doctoral researcher) (Supervisor)



Supervision Agreement

Supervision should be realized as an ongoing scientific discussion and guidance to support the progress of the research project as well as the individual qualification of the doctoral researcher. Supervision will take place according to the necessities of the project, the progress of the work and the qualification of the individual.

To ensure high-level research expertise, each doctoral researcher is accompanied by a first and a second supervisor.

The first supervisor and the coordinator of the program agree on the following guidelines to realize a reliable and transparent supervision of the doctoral project.

First supervisor and program coordinator:

- Support the doctoral student as early stage researcher
- Offer regular supervisory guidance to facilitate the success of the doctoral project
- Envisage a time to degree of 2-3 years
- Encourage integration into the international scientific community by supporting participations in conferences, workshops, summer schools etc.
- Support the publication of research results

Doctoral researcher:

- Exchanges with the supervisor(s) and program coordinator regularly
- Carries out the research project independently
- Participates in conferences, summer schools etc. to discuss research results within the international scientific community
- Takes part actively in projects within the international PhD Program "Science and Health in Football" apart from the personal project

The moments in time when regular supervision meetings take place can vary between daily and longer feedback periods, depending on the project and the independence of the doctoral candidate. One meeting has to be documented in every semestral report. This meeting should provide a forum for a regular discussion between the doctoral researcher, the first supervisor and the mentor about the research efforts with regard to overall aims, the envisaged time-to-degree and the doctoral qualifications.