

## How to prepare for a good start into my dissertation project

### Checklist for you to reflect on what you need to clarify in advance

Working Environment
<ul style="list-style-type: none"> <li>- Which funding models for my dissertation are available?</li> <li>- How do we eventually finance my dissertation project (3-5 years)?</li> </ul>
<ul style="list-style-type: none"> <li>- Which equipment/ tools/ machines do I need? How do we ensure my access to the necessary equipment?</li> <li>- Do we have to invest into equipment (data; machines; tools)? How do we fund these investments?</li> <li>- Do we need cooperation partners for acquiring, using equipment/ analysing data and how do we ensure (the funding of) these cooperations?</li> </ul>

Working Hours and Dissertation Working Hours
<ul style="list-style-type: none"> <li>- How do we regulate my working hours?</li> <li>- Which working hour model and model of office-home office do I prefer?</li> </ul>
<ul style="list-style-type: none"> <li>- How much time am I given to work on my dissertation project?</li> <li>- How do we define „working on my dissertation project“?</li> <li>- What are the options for my supervisor and me to ensure compliance with the regulation?</li> </ul>
<ul style="list-style-type: none"> <li>- When would I like to be allowed to reach out to my supervisor? When am I ready to respond to my supervisor? (= family friendliness)</li> </ul>
<ul style="list-style-type: none"> <li>- In which period should I finish the dissertation project?</li> <li>- What can I do to ensure keeping the schedule?</li> </ul>
<ul style="list-style-type: none"> <li>- How many conferences can I, do I wish to and should I visit during my dissertation project period?</li> <li>- How do we fund the conference expenses?</li> </ul>

Format der Dissertation
<p>Which format of the dissertation do I prefer, considering the nature of my dissertation project and the culture of my scientific community?</p> <p><i>Monography: The Monography is a „single manuscript“. That means the monography treats a single, narrowed topic from every angle in an extensive and critical manner. The structure is usually given with an introduction, a main part with chapters on methods and discussion, and a reflection or a conclusion. The monography has to be published after the disputation before you may carry the title „Dr.“ or „PhD“. This may take more time and involve more costs if you want to publish with a publishing house. You may also publish with the repository of the LUH, which is much faster and free of cost. However, it is less visible to your scientific community. Depending on your scientific community, monographies are state of the art and strongly recommended.</i></p> <ul style="list-style-type: none"> <li>- Which language should I use in the manuscript?</li> <li>- During which parts of the project do I wish to receive a feedback on my manuscript? Chapter-</li> </ul>

wise, regarding the structure as such, (...)?

- If applicable: What time would I wish for my supervisor to take for commenting my first draft of my dissertation?

*Cumulative Dissertation: In a few fields, it is useful to publish your research results not in a single manuscript, but in shared parts. Individual journal articles may be cumulated (Latin cumulare: accumulate) and submitted as a single dissertation, as long as an introduction, transition chapters and a conclusion frame them. The cumulative dissertation may be published fast and free of cost in the repository of LUH. Since the individual chapters of the cumulative dissertation will have been published by scientific journals, the visibility in your scientific community is given. Depending on your scientific community, cumulative dissertations are the usual form and recommended.*

- How many journal articles does my dissertation have to contain for acceptance?
- How many journal articles do I have to publish before handing in the dissertation? Which other status of my journal articles will be accepted for submission (*submitted, major revision, minor revision, accepted*)?
- Do I have to be first/last author of the journal articles? Which other types of authorship will be accepted? How will the referees evaluate my authorship type and how can I prove my type of authorship? Which claim to authorship of my journal articles does my supervisor make?
- In which journals should/ would I like to publish my articles? Do they have to be SCI-ranked? Do chapters in collected volumes count? In which language do I have to write them for acceptance?
- Which language should I use in the manuscript?

### Teamwork with the Supervisor

- What does an ideal teamwork with my supervisor look like?
- How often would I like to discuss my research work?
- How would I like to discuss my research work with my supervisor (in person/ virtually/ written form?)
- Would I like my supervisor to read the first draft of my completed manuscript to receive advice on structure and content before handing in?
- Whom would I like to win as a second supervisor for my dissertation project?
- Do I need advice from my first supervisor to find a second supervisor?
- How does my supervisor handle the situation if I would like to win a second supervisor he\*she did not recommend?

### Career Development

- Which further training would I like to do during my dissertation project?
- How often would I like to receive feedback on the project as a whole and my professional development?