

The Electronic Batch card at Leibniz IPHT

A valuable tool on the way to a PhD degree

The Electronic Batch card at Leibniz IPHT was created to help the student and his or her supervisor to structure the time of the doctoral thesis and to document achieved successes. All activities during the time of the doctorate can be recorded here, so that it is always possible to monitor the current status.

To access the Electronic Batch Card, follow the link https://juno.ipht-jena.de/fmi/webd#Dok_DB with your browser. You can log in to the database with your Leibniz IPHT account data. With the first log-in your personal Batch Card will be created. With it you get a tool to document and prove the progress on your PhD to your supervisor.

First, you have to fill in your personal data and the major data of your PhD thesis. These data are mandatory. If you keep your batch card externally, i.e. at another institute or within a Collaborative Research Centre, you can mark the corresponding option. In this case the filling of additional data of the Leibniz IPHT Electronic Batch Card is optional.

The Electronic Batch Card is divided in categories represented by following tabs:

- **Particulars** This tab is for your personal data.
- **Dissertation** Please fill in the major data of your PhD thesis.
- **Courses** Please mention here courses or lessons have you attended, e.g. soft skills, season schools, as well as your participation in internal teachings and instructions, e.g. on occupational safety and good scientific practice
- **Teaching** Here you can list all courses or lessons you give to other students or act as a tutor.
- **Publications** This tab is for all written publications.
- **Conferences** Please list all conferences you attended. It is also important to state your contribution with title and type (poster/oral), if so.
- **Travels** Here you can list all travels besides conferences, e.g. project meetings.
- **Reports** The tab is for all reports you have done regarding the work as PhD student.
- **Miscellaneous** The tab is for all stuff that does not really fit in the other sections.
- **Supervision** All annual meetings with your supervisor have to be registered and documented in this tab.

In some tabs it is possible to add links or to upload files, e.g. PDF files of a poster contribution (open circle icon). To protect your entries from unintentional overwriting it can be locked, i.e. by closing the padlock icon. You can also re-unlock the entries if changes are necessary.

In preparation for the annual meeting with your supervisor you can create a PDF file with a synopsis of your batch card by clicking on “create synopsis”. Note: Only locked entries will appear in the synopsis. During the annual meeting your supervisor can sign the print-out and afterwards you can scan the document and append it via upload in the corresponding Supervision tab entry.

If you have any corrections or suggestions for the Leibniz IPHT Electronic Batch Card, please do not hesitate to add an entry in the “ToDo list”.