

Supervision Agreement (Graduate School SFB 1423)

Parties

The supervision agreement is concluded between:

PhD student: _____

Supervisor/Principal Investigator: _____

Co-Supervisor: _____

Mentor*: _____

*if no mentor is named the Supervisor agrees to take this role as well

Dissertation Project

Working title: _____

General

- In the beginning of the PhD project, a structured time and work frame is agreed on and revised once a year between the PhD student and the Supervisor.
- The teaching activity of the PhD student should be reasonable, not exceed the time for research/PhD work.
- PhD Regulations of the faculties have priority.
- Both the PhD student and the supervisor(s) adhere to the principles of good scientific practice.
- The working language for presentations, talks and meetings should be English. For the day-to-day work, English is preferred but not mandatory.
- It is assured that the PhD student has access to workspace and required materials (such as equipment and literature) to work efficiently.
- There are clear rules for the storage of data that both the student and supervisor agree on.

Rights and Obligations

PhD student

- The doctoral candidate ensures to file a request of registration on the doctoral candidate list at the faculty where the doctoral degree will be pursued within the first six months.
- The student has the right to meet with the supervisor or the mentor (if mentor exists) at least once a month to discuss projects and problems.
- The student has the obligation to give a progress report on their project at least every 6 months. The modalities for this report should be discussed in advance with the supervisor and written down in the section "Additional agreements".
- The PhD student commits himself/herself to actively take part in the obligatory events of the institute and the workgroup as well as graduate school events.
- If there is a time clash between two activities, the PhD student can choose between the events.

- The PhD student is allowed to manage his/her time schedule according to the specific needs of the project if it is in accordance with internal group regulations.

Supervisor

- The supervisor is responsible that the student is instructed about the principles of good scientific practice.
- The Supervisor introduces the student to the group and, if necessary, a Mentor is assigned, that will follow the student along the work and supports their project.
- The Supervisor informs the PhD student about the graduate school and assist the PhD student in joining the graduate school and finding a Co-Supervisor. They should assure the PhD student has enough time to partake in graduate school's activities and fulfill the necessary requirements (i.e. scientific courses, soft skill workshops, etc.)).
- Regular meetings and discussions are at least once every three month, or more often.
- The Supervisor distributes information equally between PhD students, communicate clearly all information and is responsible for transfer of knowledge between post-doc/mentors and PhD students.
- The Supervisor does not penalize the negative outcomes by creating psychological pressure
- The supervisor supports the development of student's scientific career, by providing an opportunity for further training and exchange with other labs, supporting grant applications and participation in conferences.

Mentor

- The Mentor is available for regular consultations regarding scientific work, assuring good scientific practice and further day-to-day affairs. This includes introducing the PhD student to the lab rules, techniques, SOPs and meetings (lab life).
- The Mentor supports student's integration in the group and scientific community.

Co-Supervisor

- The Co-Supervisor should be chosen from a different lab or institution.
- The Co-Supervisor is available for a meeting with the PhD candidate at least once a year to give feedback on their topic and progress.
- In case of conflict between the PhD student and the Supervisor, the Co-Supervisor can act as a third independent party. They are bound to privacy towards the involved individuals.

Mediation of Conflicts

- In conflicts, all parties make an effort to find a working solution.
- If necessary, an Ombudsperson or the PhD representative can get involved.

Equal Opportunities and Family-Friendliness

- There should be no discrimination regarding age, religion, gender, sexual orientation, disabilities, race, etc.

- There should also be no discrimination against people with children or special circumstances (i.e. taking care of somebody). If necessary, flexible working hours or home office should be an option to be discussed with the Supervisor.
- To assure a manageable work-life balance, working during the nights and weekends should be kept to a minimum. The mentor/supervisor keeps an eye on this.

Additional Agreements

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Actuality

- The supervision agreement is discussed once a year during the summer school and is adjusted if necessary. The updates have to be signed by all parties. Also, a change log of all versions will be accessible.
- New individual additional agreements can be made if all parties agree.

Place/ Date

PhD-Student

Main Supervisor/Principle Investigator

Co-Supervisor

Mentor (if applicable)