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|  | Supervision agreement |
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|  |  |
|  | for a doctoral thesis at the Department of Biology |
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# Supervision agreement

between

– the PhD candidate –

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and the *Thesis committee*

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| First supervisor: |  |

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| Second supervisor: |  |
| Third supervisor: (optional) |  |
| Fourth supervisor: (optional) |  |

– hereinafter referred to as "supervisors” –

is concluded for the dissertation with the working title

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at the department of Biology of the Technische Universität Darmstadt.

# § 1 Tasks and duties of the doctoral student

## Registration

## The doctoral candidate must submit an application for admission to a doctorate in the field of biology, taking into account the valid doctoral regulations. He/she informs the department of the topic of the thesis, the first supervisor of the thesis as the first reviewer and the person of the second reviewer for the doctoral procedure in accordance with the doctoral regulations of the department. Furthermore, in addition to the reviewers, she/he may elect 1-2 further members for the Thesis Advisory Committee (TAC).

## Scientific work

The doctoral candidate devotes the major part of his/her activities to the doctoral project. To document the scientific results, the doctoral candidate is required to publish the results of his/her work regularly, e.g. in scientific journals or at conferences. In addition to the direct work on the doctorate, professional and also general qualification measures, the scope of which is adapted to the needs of the individual, as well as independent scientific further education must be completed.

The department's structured training programme includes the following points:

a) at least two courses from the Ingenium Programme of the TU Darmstadt; with the consent of the supervisor, other courses may also be attended alternatively

b) participation in at least 10 lectures of the Biological Colloquium of the department or equivalent scientific lectures

c) at least one presentation at the PhD Symposium of the department

d) additional courses which have been imposed as part of an aptitude testing procedure

## *Thesis advisory committee*

The doctoral candidate is obliged to report regularly and present interim results to the supervisors. The progress of the doctorate is monitored at regular meetings of the TAC. The first meeting of the TAC should take place within 6 months of registration of the doctorate. Further meetings will take place annually. One week before the meetings, the doctoral candidate sends a report to the TAC with a structured work plan and schedule. The work plan should include the current status of the work, the results achieved and planned activities. It will be discussed and evaluated within the Thesis Committee to identify potential problems as early as possible. In addition to the written preparation of the above-mentioned contents, the evaluation of the doctoral candidate will focus on the presentation and discussion of the research results already achieved. After the meeting, an updated version of the report with comments and suggestions from the TAC will be circulated.

If the course of the TAC meeting is not satisfactory, it will be repeated within 6 months. If the repetition of the meeting is again unsatisfactory, the TAC recommends the termination of the doctoral process.

# § 2 Tasks and duties of the supervisors

The supervisors ensure that the doctoral student receives regular expert advice, with the aim of achieving scientific independence as early as possible. In addition, the supervisors take quality assurance measures, such as regular progress checks on the basis of the current work plan and schedule. The duration of the academic supervision of the doctoral student is not tied to any financing periods for the doctoral project. The supervisors ensure that the dissertation can be completed within a reasonable period of time. In addition to the academic supervision, mentoring is offered, especially by the first supervisor, which goes beyond the academic supervision and should also include aspects of career planning and promotion.

# § 3 Infrastructure available to the doctoral student

The doctoral candidate will be provided with a workplace with adequate infrastructure to carry out his/her research activities.

# § 4 Commitment to the principles of good scientific praxis

All parties involved in the supervision agreement undertake to adhere to the principles of good scientific praxis (cf. DFG: "Vorschläge zur Sicherung guter wissenschaftlicher Praxis", Weinheim 1998). The TU Darmstadt regularly organizes information events on good scientific praxis.

# § 5 Regulations in the event of conflict

In the event of any conflicts between the doctoral student and the supervisors, an accord is always sought by mutual agreement. In order to prevent conflicts as far as possible, regular and comprehensive communication between the parties takes place as a preventive measure. In the event of conflicts with the first supervisor, the other members of the TAC serve as the first point of contact. Furthermore, the independent contact points, the central complaints management of the TU Darmstadt (http://www.intern.tu-darmstadt.de/dez\_ii/beschwerden/) and the ombudsman of the DFG guarantee both qualified advice and anonymity in the event of a conflict.

# § 6 Specific measures to reconcile family and scientific activities

The compatibility of family and scientific activity is of great importance at the TU Darmstadt. This contributes to increasing the proportion of female doctoral students. Family obligations are therefore taken into account as far as possible in the planning and coordination of the doctoral project in terms of time and location. The financial support of the doctoral student will be coordinated separately in each individual case.

# § 7 Duration of the supervision agreement and notice of termination

The duration of the supervision agreement is not tied to any financial funding periods and usually ends with the successful completion of the doctorate.

This agreement can be terminated for good cause at any time and with immediate effect by the supervisors and by the doctoral candidate. However, termination should take place by mutual agreement if possible.

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Doctoral candidate:

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Supervisor:

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|  |  | First supervisor |
|  |  | Second supervisor |
|  |  | Third supervisor (optional) |

Fourth supervisor (optional)