

Supervision agreement



Supervision agreement to perform a dissertation/thesis project

As a foundation of doctoral studies within the International Max Planck Research School for Science and Technology of Nano-Systems (IMPRS-STNS), the doctoral candidate and the responsible Thesis Advisory Committee (TAC: supervisor, external co-supervisor, and (if applicable) internal co-supervisor) conclude the following supervision agreement.

Title and parties of the dissertation

The preliminary (working) **title of the dissertation** is:

The supervision agreement is concluded between:

_____ (doctoral candidate)
and _____ (supervisor)
and _____ (external co-supervisor)
and _____ (internal co-supervisor, if applicable)

Conditions to perform the dissertation

The doctoral candidate carries out his work at (name of host institution): _____

The project started in _____ (MM/YYYY) and is expected to be completed within the 3-year timeframe established by the Max Planck Society and IMPRS-STNS; an extension may be granted in justified cases upon prior request.

The supervisor guarantees adequate infrastructure and working conditions:

- access to laboratories that contain the scientific equipment necessary to perform the dissertation project,
- access to laboratory stocks and consumables necessary to perform the dissertation project,
- access to PC, internet, phone, fax and postal services, and the common administrative support.

Further rights and duties of the signatories under this agreement are listed in the appendix.

The following specific agreements have been made (if applicable):

The doctoral candidate ensures to formally register immediately as a doctoral candidate with the respective title-issuing faculty. Details and further requirements will be documented in the meetings of the Thesis Advisory Committee (TAC).

Place, Date and Signatures

Doctoral candidate

Supervisor

External co-supervisor

Internal co-supervisor

Severability: Should one or several provisions of this agreement prove to be invalid, in whole or in part, the validity of the other terms remains unaffected.

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Appendix to the supervision agreement

Responsibilities and duties of the doctoral candidate, the supervisor, the external co-supervisor and the internal co-supervisor

All parties agree on the adherence to the scientific code of conduct¹, in particular the rules of conduct for good scientific practice².

Responsibilities and duties of the doctoral candidate

Within the framework of the IMPRS-STNS the doctoral candidate

- writes a scientific concept (2-3 pages) and a preliminary work plan latest after 3 months of enrolment in the dissertation project and presents it to his TAC committee,
- regularly meets with the supervisor to discuss the progress of the research project at least every 6 months,
- has the responsibility to organize the TAC meetings every 12 months, which involves the coordination of a suitable date for all involved parties, the submission of a progress report to the TAC one week before the meeting as well as a presentation covering the achieved progress and discuss the next steps, needs for qualification etc.,
- informs the IMPRS office in advance about time and agenda of the TAC meeting (if requested, the IMPRS coordinator attends the TAC meeting as well), after the meeting submits the feedback form to the IMPRS office,
- regularly participates in the NISE department seminars and poster sessions or other group meetings organized by the supervisor and presents the current status of the dissertation project,
- he/she sends any texts to be published (manuscripts, abstracts for conferences) first to the supervisor for information/approval.

Within the framework of the IMPRS-STNS the doctoral candidate participates

- in a lecture/workshop on good scientific practice,
- in the IMPRS seminars, tutorials, lectures, retreats, summer/winter schools, TAC meetings
- optionally: in lecture courses or modules offered at MLU, the associated non-university institutions, or externally,
- optionally: in external summer/winter schools or secondments/internships,
- in complementary skills courses

and informs the IMPRS office about the participation. The IMPRS office monitors the activities, assigns Credit Points (CP) based on the European Credit Transfer System and provides an overview before the TAC meeting. The awarding of the IMPRS certificate after the successful defence requires a minimum of 20 CP.

Responsibilities and duties of the Thesis Advisory Committee (TAC)

Supervisor

- is mainly responsible for advising the doctoral candidate with respect to the dissertation project,
- supports that a concise description of the research project is prepared by the doctoral candidate and that she/he is thoroughly introduced into the subject area (practice and theory),
- regularly discusses the progress of the research project with the doctoral candidate,
- organizes seminars and group meetings and discusses the doctoral candidate's project,
- supports the doctoral candidate in attending relevant scientific conferences to present her/his results if financially feasible,
- fills out and signs the TAC feedback form at each TAC meeting,
- makes sure that required equipment and other facilities are available,
- supports the active participation in the structured doctoral training program of the IMPRS,
- oversees teaching obligations of the doctoral candidate,
- discusses career perspectives with the doctoral candidate,
- advises on the structure and the content of the dissertation,
- is a member of the graduation committee delegated by the faculty to evaluate the defense ("final disputation") of the dissertation.

External co-supervisor

- is co-responsible for the dissertation project and advises the doctoral candidate, together with the supervisor,
- participates in the meetings in which the initial work plan and yearly progress reports are presented, discusses the work and makes recommendations; writes, together with the supervisor, progress statements,
- should meet with the doctoral candidate at least once a year, and is available for additional discussions of the thesis project upon request of the doctoral candidate,
- controls the quality of supervision and research environment of the doctoral candidate,
- makes sure that the PhD project plan is clear and realistic and helps to adjust the time frame if necessary,
- helps solving problems of the doctoral candidate with the supervisor,
- discusses career perspectives with the doctoral candidate,
- upon fulfilling the formal requirements of the faculty where the doctoral candidate is registered she/he can be a member of the graduation committee to evaluate the defense of the dissertation.

Internal co-supervisor (not compulsory)

Working in the NISE department, a supervising postdoc or scientific pillar coordinator

- is mainly responsible to provide guidance in the daily work of the doctoral candidate,
- provides training at instruments and supports to get access to other instrumentation,
- is available to discuss the analysis and interpretation of experimental results,
- can be involved in writing manuscripts for publications,
- joins the TAC-meetings of the doctoral candidate.

¹ <https://www.mpg.de/14172230/code-of-conduct.pdf>

² <https://www.mpg.de/197494/rulesScientificPractice.pdf>

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Special measures for reconciling family and research work

- The supervisors should consider special family commitments of the candidate, in particular the balance of family and academic work. Such considerations may concern timetabling of the work on the project and time management more generally.

Compliance with good scientific practice and behavior in the event of conflict

- All parties are obliged to follow the principles of good scientific practice within the Max Planck Society and its rules for dealing with academic misconduct, and to comply with the provisions under copyright law for texts and/or findings.
<https://www.mpg.de/197361/procedScientMisconduct.pdf>
- In the event of conflict between the doctoral candidate and the supervisors, all parties agree to make an effort to find an amicable solution. If deemed necessary, the candidate or any TAC member can contact the IMPRS management or the ombudsperson.