

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, co-supervisor, and mentor) 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 _____ (co-supervisor)
and _____ (mentor)

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 of max. 2 times 6 months in justified cases might be granted 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

Co-supervisor

Mentor

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 co-supervisor and the mentor

All parties agree on the adherence to the scientific code of conduct, in particular the code of Good Scientific Practice.

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 6 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,
- submits a progress report (TAC form) to the involved parties after 12, 24, and 30 months and arranges a TAC meeting to present the achieved progress and discuss the next steps, needs for qualification etc.,
- regularly participates in the group meetings/journal clubs organized by the supervisor and presents the current status of the dissertation project.

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

- in a lecture/workshop on good scientific practice,
- in the doctoral candidate's seminars ("lunch talks"), 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.

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 regular group meetings/journal clubs and discusses the doctoral candidate's project in group meetings,
- fills out and signs the TAC feedback form at each TAC meeting,
- makes sure that required equipment and other facilities are available,
- oversees teaching obligations of the doctoral candidate,
- discusses career perspectives with the doctoral candidate,
- is a member of the graduation committee delegated by the faculty to evaluate the defense ("final disputation") of the dissertation.

Co-Supervisor

- is co-responsible for the dissertation project and advises the doctoral candidate, together with the supervisor,
- participates in the seminars 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,
- 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.

Mentor

The mentor is responsible for the broader guidance of the doctoral candidate/mentee with respect to the following aspects:

- makes a smoother transition into your next step in career after completion of the doctoral degree,
- supports his/her development as a professional,
- gains the capacity to translate values and strategies into productive actions,
- complements ongoing formal study and/or training and development activities,
- gains some career development opportunities,
- develops new and/or different perspectives,
- demonstrates strengths and explores potential,
- increases career networks.
- these meetings may take place independently from the TAC meetings (at least 2 meetings).

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.
- 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.