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| tud_logo**SFB 1548 (FLAIR)**  **MGK Junior FLAIR** |
| **Supervision Agreement PhD Student** |

Supervision Agreement

for the Integrated Research Training Group “Junior FLAIR” (MGK)

TU Darmstadt

Between

PhD Candidate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date of birth)

-hereafter named PhD candidate-

and

1st Advisor\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name, department)

1st Co-Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name, department)

2nd Co-Advisor\*\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name, department)

-hereafter named advisors–

the following supervision agreement is reached about the dissertation project, entitled (preliminary title)

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*\*1st advisor should be a supervisor; co-advisors can be supervisors, mentors*

*\*\*if relevant*

§ 1 Duties and liabilities of the PhD candidate

The PhD candidate is obliged:

1. to regularly present and report on his/her research results to the advisors.
2. to draft, after consultation with his/her main advisor, a schedule for the his/her individual qualification program, especially the compulsory part. This schedule has to be progressively developed during the course of his/her PhD time
3. to participate actively in courses/lectures/networking events of the qualification program on further scientific development, academic independence
4. to document the current status of his/her work, results achieved to date, and activities that are planned. Also, the **Annual Progress Report** as well as a **Performance Record** (templates available in Trello) are to be completed. In order to identify potential problems at the earliest possible stage, an evaluation of the achievements of the PhD candidate is to be carried out at the end of the first year of the PhD phase.
5. to familiarize himself/herself with the guidelines of good scientific practice. (§ 4)

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§ 2 Duties and liabilities of the advisor(s)

The advisors:

1. should agree with the PhD candidate on a common supervision concept and decide whether further mentors should be part of the supervision team.
2. ensure regular mentoring of the PhD candidate on scientific topics related to the PhD thesis.
3. provide continuous progress assessment based on the current schedule of activities.
4. ensure that the dissertation can be completed within a reasonable period of time, which should, generally, not exceed three to four years. In addition to the project supervision, the main advisor in particular provides further mentoring, which can, for instance, relate to aspects of career management and professional development.
5. promote the scientific independence of the PhD candidate
6. make sure that the PhD candidate familiarizes himself/herself with the terms of good scientific practice (§ 4).
7. join the PhD candidate in filling in the Annual Report form, check, and sign both the Annual Report and the Performance Record by the end of the year.

§ 3 Integration in the MGK Junior Flair

The PhD project is part of the research program of the SFB 1548 FLAIR/Junior Flair. The advisors are responsible for ensuring that the topic of the PhD project is integrated in the overall concept of the SFB and is compatible with the scientific orientation

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§ 4 Adopting principles of good scientific practice

1) The advisors and the PhD candidate commit themselves by their signature to

implement the principles of good scientific practice (see DFG: “Safeguarding Good Scientific Practice”, 2019).

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§ 5 Workplace and working environment of the PhD candidate

1) The PhD candidate will be provided with an adequate infrastructure for his/her research activities during his/her PhD time.

2) The advisors, in consultation with the PhD candidate, decide together on basis of the research area of the thesis and the available equipment where the workplace will be set up.

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§ 6 Regulation in cases of conflict

1) In the event of a conflict between the PhD candidate and one or more advisor(s), all parties involved shall endeavor to reach an agreement by mutual consent.

2) In order to avoid potential conflicts, regular and comprehensive communication between the parties is mandatory (see §§ 1, 2).

3) If no agreement can be reached, an impartial representative (e.g. a member of the Management Board of the Graduate School) will be consulted for mediation.

§ 7 Balancing work and family

1. The compatibility of family and research activities is an important issue at TU Darmstadt. The advisors support this principle (e.g. with regard to the draft of timetable and work plan of the PhD project.)

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§ 8 Duration and termination of the supervision agreement

1) The duration of this supervision agreement generally ends upon the successful completion of the dissertation/the end of the last funding period.

2) This agreement can be terminated, for an important reason, at any time and with immediate effect by either of the responsible advisors or the PhD candidate. If possible, the termination should be decided in mutual consent.

Darmstadt, Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature PhD candidate

Signature 1st advisor

Signature 1st co-advisor

Signature 2nd co-advisor\*\*

*\*\*if relevant*