

SUPERVISION AGREEMENT BETWEEN DOCTORAL CANDIDATES, SUPERVISORS AND THE INTERNATIONAL GRADUATE SCHOOL IN MOLECULAR MEDICINE ULM

Preamble

“Special attention must be paid to the education and support of academic talent. Universities and research institutions should develop basic principles for supervision and undertake the guidance of individual academic work.”¹

According to these basic principles, the International Graduate School in Molecular Medicine Ulm (IGradU) concludes a supervision agreement between the doctoral candidate and the supervising institution in which the substance and duration of the doctoral programme are clearly set out (see also the Study and Examination Regulations of the International PhD Programme in Molecular Medicine in its current version).

According to article 3, paragraph 2 of the German constitution, men and women have equal rights. All personal and functional titles in this agreement are therefore applicable to both men and women equally.

1. Parties:

Parties to this agreement are the doctoral candidate:

The Thesis Advisory Committee:

1st Supervisor:

2nd Supervisor:

3rd Supervisor:

and the International Graduate School in Molecular Medicine Ulm represented by

Prof. Dr. Bernd Knöll
- Spokesman -

& Prof. Dr. Pamela Fischer-Posovszky
- Head of PhD Committee -

¹ German Research Foundation, *Sicherung guter wissenschaftlicher Praxis (Safeguarding Good Academic and Scientific Practice)*, Weinheim 1998, WILEY-VCH-Verlag, p. 6.

2. Subject of Dissertation (working title):

The topic of the dissertation is:

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3. Schedule:

- a) All parties should strive to adhere to a **three year** period for completion of the doctoral thesis. An extension in line with the guidelines laid out by the valid study and examination regulations is possible. Existing legal regulations (maternity leave, periods of absence due to illness etc.) are not affected by this, and the period for completion of the doctoral thesis is extended accordingly.
- b) The PhD course of studies begins on:
- c) The PhD programme includes intermediate examinations or evaluations on an annual basis.
The first intermediate examination/evaluation takes place during:
..... Meeting
The second intermediate examination/evaluation takes place during:
..... Meeting
Eight weeks prior to each intermediate examination/evaluation, the doctoral candidate of the Graduate School must submit an interim report showing the progress made in his/her thesis.
- d) The doctoral candidate and supervisor agree to comply with the guidelines of the curricular programme as defined in the study and exam regulations in force.
These are in particular the following guidelines:
- i. The participation of the doctoral candidate and the first supervisor in the seminar series “Progress Report”; in these sessions the doctoral candidate reports on the progress of his/her work on a regular basis. The

supervisor or a senior postdoctoral scientist of the supervisor's laboratory is present at these seminar presentations.

- ii. The doctoral candidate reports to the second and third supervisor of the thesis advisory committee at least once a year on progress and on any problems involved in the process of his/her work.
- iii. The supervisor participates in the courses (e.g. the lecture "Improve Your Textbook Knowledge") run by the doctoral programme.
- iv. The participation of the doctoral candidate and the first supervisor in Graduate School's spring and fall meetings is required. Exceptions are to be allowed by the PhD-Committee.

4. Status of the Doctoral Candidate at University and Graduate School:

- a) In order to take part in the *International PhD Programme in Molecular Medicine*, the doctoral candidate must have been enrolled as a PhD candidate for the whole of the doctorate at Ulm University.
- b) On commencement of the doctoral programme, the doctoral candidate automatically becomes a member of the Graduate School and thus has access – independent of the funding of his/her PhD position – to all Graduate School programmes.
- c) The doctoral candidate is assigned to the following Research Training group:
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- d) The doctoral candidate makes his/her thesis at the following institute/clinic:
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5. Funding of the Dissertation:

- a) The PhD position is initially funded for the period
from to by:

☐ University budget (please give institute):

- ☐ Third party funding (please give project title, funding institution and duration):

 - ☐ Graduate School
 - ☐ Self-funding
- b) The initial funding of the PhD position must be at least 12 months.
- c) Should the period for completion of the doctorate exceed the period stipulated in a) and b), it is the responsibility of the supervisor to seek further funding for the PhD position in good time – if necessary after consultation with the Graduate School.
- d) The supervisor provides a work place with the complete infrastructure necessary for the project.
- e) Within its means and according to specified criteria, the Graduate School meets the doctoral candidate's costs for conference trips, participation in summer Schools and retreats, research stays in guest laboratories abroad (mobility programme), as well as social programmes (including covering childcare costs). The rules for participation in these programmes are directed by the regulatory statutes of the Graduate School.

6. Supervision of the Doctoral Candidate

- a) Daily supervision in all academic and scientific questions is undertaken by the first supervisor. Supervisor and PhD candidate should meet regularly in, for example, staff meetings and seminars run by the institute, to discuss the project, its progress and any problems which might have arisen. The remaining members of the Thesis Advisory Committee also undertake to make themselves available to the doctoral candidate to discuss his/her doctoral thesis on a regular basis.

- b) For the further personal development of the PhD candidate and for improving his/her employability, the university and Graduate School agree to provide appropriate soft skill and management courses. These include in particular:
 - i. courses in the area of bioethics, language courses, courses on presentation techniques and academic writing
 - ii. management courses such as project management and patent laws
 - iii. career workshops

The University and Graduate School reserve the right to modify the soft skill programme, if necessary at short notice.

7. Regulations of acknowledging the Graduate School

- a) The doctoral candidate must mention the name and logo of the Graduate School on posters, presentations and in talks, which result from work funded by the International Graduate School in Molecular Medicine Ulm.
- b) In publications, which result from work funded by the Graduate School, the International Graduate School in Molecular Medicine Ulm has to be mentioned at a suitable position within the publication as *International Graduate School in Molecular Medicine Ulm*.

8. Regulations Relating to Work and Family

- a) The PhD candidate's working hours are so organised that family life and career can be more easily combined. Within the framework of possibilities, this also includes the seminars, lectures and other events, which are conducted by the institutes/clinics and the Graduate School.
- b) If the budget allows, the Graduate School provides financial support for PhD candidates with children for the period of funding put in place by the Excellence Initiative in order to cover child-care costs in accordance with the rules of the DFG.

9. Principles for Safeguarding Good Academic and Scientific Practice

- a) The doctoral candidate and supervisor undertake to comply with the principles for “good academic and scientific practice” laid out in the codex of the DFG (see https://www.dfg.de/download/pdf/foerderung/rechtliche_rahmenbedingungen/gute_wissenschaftliche_praxis/kodex_gwp.pdf).
and the statute of Ulm University on safeguarding good academic and scientific practice (see <https://www.uni-ulm.de/forschung/information-beratung/grundsaeetze-guter-wissenschaftlicher-praxis/>).
- b) The doctoral candidate is required to attend the course “Good Academic and Scientific Practice” organised by the Graduate School. He/she will be informed of the next possible date for the course by the coordination office of the Graduate School.

10. Conflict Management

- a) Once a year a plenary meeting of the Graduate School takes place where PhD candidates should openly discuss their criticism and recommendations with their supervisors and representatives of the Graduate School. If required, further meetings can be arranged.
- b) The first point of contact for personal and work-related differences of opinion, as well as questions concerning the safeguarding of good academic and scientific practice, are the members of the respective Thesis Advisory Committees.
- c) Should it not be possible to deal with differences of opinion on the level of the Thesis Advisory Committee, the PhD candidate can at any time contact the managing director or the spokesperson of the Graduate School, as well as the study spokesperson, for a confidential discussion.
- d) The PhD candidate can contact directly one of the ombudspersons of Ulm University.

11. Special Agreements:

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12. Others:

In all other affairs not covered by this supervision agreement the students and exam regulations in force shall apply.

Ulm, (date)

(Name) (Signature)
Doctoral Candidate

(Name) (Signature)
1st Supervisor

(Name) (Signature)
2nd Supervisor

(Name) (Signature)
3rd Supervisor

Prof. Dr. B. Knöll (Signature)
Spokesman IGradU

Prof. Dr. P. Fischer-Posovszky (Signature)
Head of PhD Committee IGradU