

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

Preamble

38 (5) LHG BW of the State Higher Education Act, the current versions of the Framework doctoral degree regulations of the Universität of Ulm (hereinafter referred to as RPO) and the Regulations for the doctoral programme “International PhD Programme in Molecular Medicine” of the Medical Faculty of Ulm University and the International Graduate School of Molecular Medicine for the award of the doctoral degree PhD/Dr.rer.nat (hereinafter referred to as FSPO) provide the conclusion of a supervision agreement for all doctoral candidates. Therefore, the International Graduate School in Molecular Medicine Ulm (hereinafter referred to as IGradU) concludes a supervision agreement between the doctoral candidate and the supervisors in which the content and duration of the doctoral programme are set out. This is based on the DFG's recommendations for drawing up supervision agreements.

1. Parties:

Parties to this agreement are

- a) **the doctoral candidate:**
- b) **the Thesis Advisory Committee:**
- Supervisor 1:
- Supervisor 2:
- Supervisor 3:
- Supervisor 4, Junior Faculty of the IGradU
(according to § 4 Abs. 4 S. 6 FSPO, i/a)

The supervision agreement has to be signed by all supervisors and the doctoral candidate.

2. Thesis project (working title):

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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 (LHG BW, APO, FSPO) 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 programme of studies begins on (date of registration of the doctoral student at the student and examinations office):
- c) The PhD programme includes two intermediate evaluations on an annual basis.
The first intermediate evaluation takes place during the
..... Meeting (year, spring/fall meeting)
The second intermediate evaluation takes place during the
..... Meeting (year, spring/fall meeting)
- d) Eight weeks prior to each intermediate evaluation, the doctoral candidate must submit an interim report showing the progress made in his/her thesis.
- e) The doctoral candidate, the first supervisor and, if applicable, the fourth supervisor agree to comply with the curricular programme as defined in the study and exam regulations in force (RPO, FSPO), in particular:

- i. With the support of the first (and i/a the fourth) supervisor the candidate prepares a project plan for the doctorate, containing a time and work schedule in the first 6 months of his/her doctorate.
 - ii. the doctoral candidate participates in the seminar series "Progress Report"; in these sessions the doctoral candidate reports on the progress of his/her work on a regular basis.
 - iii. The doctoral candidate reports to the supervisors of the thesis advisory committee at least once a year on the work progress and on any problems involved in the process of his/her work.
 - iv. The first supervisor may be asked to participate in the courses (e.g. the lecture "Improve Your Textbook Knowledge") run by the doctoral programme.
 - v. the doctoral candidate and the first supervisor (and i/a the fourth supervisor) participate in the IGradU's spring and fall meetings. Exceptions are to be allowed by the PhD-Committee.
- f) The supervisors undertake to assess the thesis within 6 weeks as stipulated in the FSPO.

4. Status of the Doctoral Candidate at University and IGradU:

- a) In order to take part in the International PhD Programme in Molecular Medicine, the doctoral candidate has to be enrolled as a doctoral candidate for the whole of the doctorate at Ulm University.
- b) By successful passing of the Selection Day and after notice of admission as a doctoral candidate by the PhD Commission the doctoral candidate becomes a member of the IGradU and has access – independent of the funding of his/her PhD position – to all IGradU programmes.
- c) The doctoral candidate is assigned to the following Research Training group:
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- d) The doctoral candidate conducts his/her PhD-studies at the following institute/clinic:

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5. Funding:

- a) The PhD position is initially funded for the period
from to by:
- ☐ Ulm University/"Land" (please indicate institute):
.....
- ☐ Third party funding (please indicate project title, funding institution and duration):
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- b) The initial funding of the PhD position must cover 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 first supervisor to seek further funding for the PhD position in good time – if necessary, after consultation with the IGradU. Unaffected by this the supervisor commits to supervising the doctoral project until its completion, regardless of the duration of funding.
- d) The first supervisor provides a workplace with the complete infrastructure necessary for the project.
- e) Within its means and according to specified criteria, the IGradU meets the doctoral candidate's costs for conference trips, participation in Summer Schools and retreats, research stays in guest laboratories abroad (mobility programme).

6. Supervision

- a) Supervision in all academic and scientific questions is undertaken by the first supervisor and, if applicable, fourth supervisor. The first (and i/a fourth) supervisor and

doctoral candidate should meet regularly, for example in 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 doctoral candidate and for improving his/her employability, the university and IGradU agree to provide appropriate **subject-specific courses**. These may include in particular:
- courses in the area of bioethics, courses on presentation techniques and academic writing
 - management courses such as project management and patent law
 - career workshops

Ulm University and IGradU reserve the right to modify the Subject-specific courses, if necessary, at short notice.

7. Regulations of acknowledging the IGradU

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

8. Principles for Safeguarding Good Academic and Scientific Practice

- a) The doctoral candidate and the supervisors comply with the Guidelines for Safeguarding Good Research Practice of the DFG (see <https://www.dfg.de/en/basics-topics/basics-and-principles-of-funding/good-scientific-practice/code-of-conduct>) 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/). It is the doctoral candidate's duty to inform himself/herself about the current version of the APO and the FSPO.

- b) The doctoral candidate is required to attend the course “Good Scientific Practice” organised by the Graduate & Professional Training Center Ulm (ProTrainU). He/she will consult the website of ProTrainU (<https://www.uni-ulm.de/en/misc/graduate-professional-training-center-ulm/we-offer/qualification-programmes/>) for possible dates and registration.

9. Conflict Management

- a) Once per year, a plenary meeting of the IGradU takes place where the doctoral candidate should openly discuss their criticism and recommendations together with supervisors and representatives of the IGradU. 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 Committee.
- c) Should it not be possible to deal with differences of opinion on the level of the Thesis Advisory Committee, the doctoral candidate can at any time contact the spokesperson of the IGradU, as well as the student representatives, for a confidential discussion.
- d) The doctoral candidate can contact directly one of the ombudspersons of Ulm University.

10. Termination of the Supervision Agreement:

- a) This agreement ends on the agreed date according to 3. It can also be terminated by mutual agreement; or, for good cause, unilaterally. In such case, previous talks are to

be sought; in case of conflict, the ombudsperson is to be consulted in compliance with § 5 (1) RPO to find a solution.

- b) Should the supervision agreement be terminated without the doctoral candidate being responsible for this termination, the PhD Commission endeavors to find a qualified substitute supervisor.

11. Special Agreements:

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Ulm, (date)

(Name) (Signature)
Doctoral Candidate

(Name) (Signature)
Supervisor 1

(Name) (Signature)
Supervisor 2

(Name) (Signature)
Supervisor 3

(Name) (Signature)
Supervisor 4 (Junior Faculty, i/a)

