

Supervision Agreement

in the frame of a doctoral project at the
Technischen Universität München

Research Training Group GRK 1482

Degree-awarding institution: Center of Life and Food Sciences Weihenstephan (WZW)

The contents, mutually written down in the context of this agreement by supervisor and doctoral candidate, result on the basis of the current status of the doctoral project. Of course, the contents of this agreement can be and should be updated any time if the further development of the scientific issue makes it necessary.

Between

Ms./Mr. _____ [doctoral candidate]

and

Ms./Mr. _____ [supervisor]

the following agreement is concluded.

Mentor of the doctoral project is: _____

The mentor must be determined no later than six months after the doctoral candidate's membership in the Thematic Graduate Center GRK 1482.

1. Content and work program of the doctoral project

The doctoral candidate will complete a research project on the following dissertation topic (working title):

The work program of the doctoral project is structured in terms of content and time:

Work steps	Time frame

In addition to the work program, an exposé can be submitted. On how to draw this up, see Doctorate Guide <https://www.gs.tum.de/en/faqs/>.

2. Schedule

2.1 The doctoral project is to be completed within _____ years.

2.2 For the doctoral project, the work program above applies, including an exposé as appropriate.

2.3 The doctoral candidate commits him-/herself to report on the status of his/her work to the supervisor. The supervisor commits him-/herself to take time for discussing the work and promoting the quality of the doctoral project by way of counsel and discussion. The Faculty WZW expects the doctoral candidate to have access to the supervisor at least every six month to review the progress of the doctorate in detail.

2.4 Two years at the latest after this agreement comes into effect, a feedback session about the doctoral project will be conducted according to §15, section 7, TUM-GS Statute, in which further planning of the project will be decided on. The feedback session is based on the principles stipulated in §15, section 7, TUM GS Statute. Its result is to be recorded in writing on the feedback session reporting sheet.

3. Qualification program associated with the doctorate

3.1 Having applied for entry in the doctoral candidacy list and submitted this supervision agreement, the doctoral candidate will become a temporary member of the TUM Graduate School (TUM GS). Membership of at least two years as well as participation in the qualification program of the TUM GS are the condition for getting the doctorate according to §8 of the TUM regulations for the award of doctoral degrees.

3.2 The existing supervision agreement specifies the doctoral candidate’s intended individual qualification program. It can be adapted any time, but must correspond to the extent of the qualification program of the GRK1482. It is mandatory for the doctoral candidates to complete **three softskill courses within the first three years**. The costs for the softskills courses will be covered by the GRK 1482.

3.3 The following **binding qualification elements** are agreed on:

- a. Participation in a **kick-off seminar at the TUM GS** with the first half year of membership.
- b. **Involvement in the academic environment of the TUM**. This is considered to be substantiated when the doctoral candidate is in an employment relationship with the TUM. All other doctoral candidates must prove their involvement in the academic environment of the TUM for at least 20% of working time (= one day a week on annual average). Proof is established in a report written by the doctoral candidate to his/her supervisor who confirms it to the GRK. Special cases are to be decided by the faculty council of the WZW.

The following possibilities of involvement are available and can be freely combined:

- i. Time of attendance at the TUM or one of the partner institutions recognized by the Faculty WZW¹;
- ii. Teaching at TUM (e.g. lectures, tutorials, supervision of internships and final papers);
- iii. Mitarbeit in Forschungsgruppen der TUM, die an einer externen Einrichtung angesiedelt sind.²

If involvement in the academic environment by means of an employment contract with the TUM does not come about, the following concrete activities are planned:

Activity	Duration/length

¹ Recognized partner institutions are determined by the faculty council of the WZW. You can enquire at the GRK 1482 which these are considered to be.

² Recognized research groups are determined by the faculty council of the WZW. You can enquire at the GRK 1482 which these are considered to be.

- c. **Subject-specific events** (institute seminars, other seminars, special lectures, summer/winter schools scientific conferences etc.) equal to at least a total of **6 semester credit hours** (distributed **over the total length of the doctoral project**). It is mandatory for the members of the GRK 1482 to participate in the **scientific seminar series** which usually takes place every other week on Tuesday. Furthermore the doctoral candidates are supposed to complete a **methodology course** which allows them to spend two days in three different labs within the three years in order or learn other methods than used in their own labs.

- d. **Discussion of research results in the international scientific community.** As a rule, at least one publication with a peer-review-procedure must be submitted to a scientific journal or in the proceedings of an international conference. Proof of accomplishment is established in a report given by the doctoral candidate to his/her supervisor who confirms it to the GRK 1482.

Planned publications (periodical, conference)	Year

In cases that differ from the rule, comparable achievements must be recognized by the WZW faculty council. Alternative measures must be specified in the feedback session report at the latest in order to ensure their timely approval by the WZW faculty council. The following alternative steps to ensure discussion in the international scientific community are planned:

3.4 Beyond that, participation in the following **optional qualification** element is sought.

International integration of the doctoral project (e.g stays abroad, conference participation or involvement of international guests in the doctoral project.) The TUM GS recommends longer international research activities abroad and supports these financially (see Doctorate Guide).

The following is planned:

Activity	Establishment visited or inviting	Country	Length (in days)

4. Work equipment

Supervisor and doctoral candidate have come to an understanding about the work equipment required to perform the research task (e.g. laboratory access, measuring and computing devices, expendable items) and the financing of the same. The doctoral candidate was informed about general conditions that might be restrictive. In this regard, the following things are mentioned (if applicable):

5. Measures with regard to the compatibility of family and scientific work

The following agreements were reached (if applicable):

6. Good scientific practice

The parties involved are committed to observing the guidelines that secure good scientific practice and deal with academic misconduct at the TUM (see www.tum.de). The doctoral candidate is aware that, according to §6, section 7, of the TUM Regulations for the Award of Doctoral Degrees, his/her own work, having already been used for examination purposes, must not be submitted as a doctoral thesis. Attending a seminar on good scientific practice is recommended.

7. Regulations for cases of conflict

In the case of conflicts resulting from the violation of the above-mentioned commitments, talks between parties are to be held immediately to restore the fulfillment of the agreements reached. If this cannot be achieved, either party can turn to the dean, the management and arbitration board of the TUM GS or the TUM ombusperson.

8. Severability

Should individual regulations of the agreement be partially or entirely invalid, the agreement as whole remains valid.

_____, _____
Location Date

_____, _____
Location Date

Doctoral Candidate

Supervisor

Acknowledged by

_____, _____
Location Date

_____, _____
Location Date

Mentor

Managing Director GRK1482

Copies

The original of the supervision agreement is to be submitted when entry on the doctoral candidacy list of the degree-awarding institution is applied for.

On request, the graduate center sends scans to 1. doctoral candidate, 2. supervisor, 3. mentor.

Attachment I: Personal data of doctoral candidate

Doctoral candidate

Title ____ First name _____ Family name _____

Sex* _____, born on _____ in* _____,

Nationality* _____.

Degree _____

University _____ Date (DD/MM/YY) ____ / ____ / ____ /

Contact data:

Tel.: _____

Mobil*: _____

E-Mail: _____

Street _____ No _____

Postal code _____ City _____

1st Supervisor

Title: ____ First name _____ Family name _____

Department/Institute _____

Tel.: _____

E-Mail: _____

2nd Supervisor/Mentor

Title: ____ First name _____ Family name _____

Department/Institute _____

Tel.: _____

E-Mail: _____