

GSfBS - Supervision Agreement

The purpose of the doctoral supervision agreement is to ensure the continued support and guidance of the doctoral candidate and to ensure that the requirements of all parties are mutually understood and agreed. The supervision agreement does not create any enforceable legal position.

1 Declaration

Ms / Mr / --*) _____, doctoral candidate (DC) at the
_____ [institute],

Prof/PD Dr _____, advisor

agree to form a Thesis Advisory Committee (TAC), which will be in place for as long as the doctoral candidate is a member of the Graduate School for Biological Science (GSfBS). The TAC rules and guidelines are published here: <https://gs-biosciences.uni-koeln.de/gsfbs-regulations-and-compulsory-core-programme>. The doctoral candidate submits the signed supervision agreement to the GS office as instructed within the first 3 months after the start of the work on the doctoral research project.

TAC mentors are: _____

The DC has applied to be accepted as a doctoral candidate in _____ (subject) at the Doctoral Office of the Faculty of Mathematics and Natural Sciences (MNF) and will be enrolled at the University of Cologne (UoC) for the entire duration of his/her/their doctoral studies.

If a mentor of the TAC leaves before the submission of the dissertation, the advisor and the DC shall ensure that appropriate supervision continues to be guaranteed.

The rules of the graduate school must be adhered to at all times, by all parties involved, the DC, the advisor and the other TAC members.

2 Thesis subject and preliminary schedule

a. The working title of the thesis is:

b. Research project schedule

Start: ___/___/20___ Planned end [month/year]: ___/20___

A comprehensive time schedule is due along with a detailed research plan/project proposal within 6 months after the project start (corresponding to the 1st TAC meeting)

<https://gs-biosciences.uni-koeln.de/gsfbs-regulations-and-compulsory-core-programme>

3 Working conditions and funding

In addition to access to relevant scientific literature and research material, the following resources will be made available to the DC (tick and complete as required):

workstation/desk; PC; laboratory access, equipment and data storage (according to FAIR principles),

The DC and the advisor will discuss extending the DC's funding at least one year before the current funding ends., i.e.

(MM/yyyy) _____

It is advisable to discuss mutual expectations before starting work. This could be done in the form of an induction conversation, like this one from the Faculty of Mathematics and Natural Sciences, Department of biosciences of the University of Norway.

<https://www.mn.uio.no/english/research/phd/structure/induction-conversation.html>

4 Duties of advisor and doctoral candidate

The **advisor** supports and advises the candidate in his/her/their independent research activities, especially by:

- introducing him/her/them in the research subject and the relevant scientific environment;
- discussing and assessing hypotheses and methods;
- discussing results and their interpretation on a regular basis;
- facilitating his/her/their participation in scientific conferences/symposia/meetings as far as allowed by financial constraints.

The **doctoral candidate** shall enable and take advantage of the support provided by the advisor through concentrated work on his/her/their project and by keeping the TAC informed of progress and emerging problems as and when appropriate. The doctoral candidate submits partial results and original data from the dissertation to the advisor on a regular basis, at least every six months.

5 Work/Life balance

We care together for work/life balance. The compatibility of family and academic work is supported. Special measures are agreed as required.

6 Arrangements in case of conflict

Should factual or personal differences of opinion occur that would hamper a future trusting, constructive and purposeful cooperation, any of those involved in this agreement can individually or jointly, seek the help of a member of the GS Steering Committee. When necessary, they can refer cases for arbitration by an ombudsperson at the UoC or an independent mediator.

In the event that the doctoral candidate wishes to withdraw from his/her/their doctoral project, he/she/they may terminate the supervisory relationship at any time without giving reasons in informal writing. The supervisory relationship can also be terminated at any time by mutual agreement.

The advisor may only terminate the supervision agreement unilaterally for good cause. In this case, the Faculty's Doctoral Degree Committee will check whether an alternative, subject-appropriate supervisory relationship is possible. The doctoral office of the faculty must be notified of the cancellation of the supervision agreement.

The doctoral regulations (*Promotionsordnung*) must be adhered to at all times. This supervision agreement does not replace any agreement between the doctoral candidate and the MNF or the UoC.

Cologne _____ / 20__

Doctoral candidate

Advisor