

Supervision Agreement for a doctorate research phase at the Technische Universität München (Faculty Graduate Center Chemistry)

Responsible Faculty: Faculty of Chemistry

This agreement is based on the currently planning possibilities. It should be **updated regularly** with respect to improvement of the scientific questions of the topic or with respect to single qualification elements in agreement between supervisors / mentor and the doctorate candidate.

Between

Mrs/Mr _____ [doctorate candidate]

and

Mrs/Mr _____ [supervisor]

the following agreement is concluded.

Mentor of the doctorate project: _____

1. Scientific content and exposé of the doctorate project

The doctorate candidate compiles a thesis about the following **dissertation topic**:

An **exposé** written at _____ (date) is added as attachment

An **exposé** does not exist yet at the time of registration to the doctorate candidate list, but will be provided within 6 month or the latest at _____ (date).

See also the "*Leitfaden zur Promotion*" for compiling an exposé.

2. Schedule

2.1 The doctorate project should be finished within _____ years.

2.2 For the doctorate project the attached **exposé** is valid including work plan and schedule.

2.3 The doctorate candidate is requested to report to the supervisor precisely the actual status of his / her work. The supervisor is requested to take time for discussing the work and to enhance the qual-

ity of the doctorate research project by advices and discussions. In an interval of _____ month, **extensive talks** about the progress of the doctorate work are arranged. The results of these progress talks are put down in writing.

2.4 Not later than two years after this agreement was fixed, a **feedback talk** about the dissertation project is scheduled according to the Statute/Bylaw § 15 Sec. 6 of the TUM-Graduate School. Within this talk, it will be discussed, how the doctorate research project will be continued until the end of the doctorate phase. A basis for the feedback talk could be in one of the following: manuscripts written by the doctoral candidate, oral or poster contributions at conferences addressing the research topic or a research report written by the candidate that should be presented to the supervisor. Also the basis for the feedback talk will be documented on the relevant form that has to be sent to the Graduate Center.

3. Structural elements of the doctoral research phase

3.1 Together with the application for registration into the doctorate candidate list, every doctorate candidate becomes a preliminary member in the TUM-GS. A minimum membership of two years and participation at the qualification program of the TUM-GS are required according to §8 of the Doctoral Regulations of the TUM in order to obtain the doctorate title after a successful examination.

3.2 This present supervision agreement specifies the pursued individual qualification program for the doctorate candidate. It can be adjusted anytime, but it has to match the minimum qualification program required by the above mentioned Graduate Center. The TUM-GS gives financial support according to § 16 of the TUM-GS Statute/Bylaws (see also *Leitfaden zur Promotion*).

3.3 The following **obligatory qualifying elements** were agreed:

a. Participation at one **Kick-off seminar** of the TUM Graduate School within the first six month after enrolling the (preliminary) membership

b. Integration into the **academic environment of the TUM** is achieved by

Time spend at the TUM or the listed partner institution¹:

_____ and/or

Teaching duties at the TUM (e.g. lectures, exercises, supervision of lab courses or student projects or Bachelor's / Master's theses), or

the collaboration with the following research group of the TUM:

_____.

¹ Partner institutions are public and academic research institutions, accepted by the Graduate Center.

In the case where the integration should be achieved via teaching or the collaboration with-
in a research group, the following tangible activities are planned:

Activity	Duration / Extent

- c. **Scientific Events** (seminars, lectures, summer and winter schools etc. at the research group / Faculty or the Graduate Center) in an equivalent of a total of 6 SWS (distributed along the complete duration of the doctoral research phase). Planned event are:

Event name	Event type	Duration

- d. **Discussion of the scientific results in the international scientific community** (usually at least one submission of a **publication** in a reviewed journal or in the proceedings of an international conference with peer-reviewed selection.) Exceptionally in case of a secrecy agreement (e.g. patent issue), the scientific discussion can be held internally in the research seminars of the relevant research group.

Planned public discussion via: _____

- e. Furthermore, the attendance at the following **optional qualification elements** listed in the event catalogue of the TUM-GS and other TUM organizations is encouraged. The TUM-GS recommends and gives financial support for the participation in a minimum of three courses. Planned optional elements:

Event name	Organizer	Duration

f. **International integration** of the doctoral project (e.g. research stay abroad, conference stay or involvement of international guests in the research project). The TUM-GS recommends longer international research stays and offers financial support for them (see also *Leitfaden zur Promotion*), but also for conferences.

Activity	Visited or inviting institution	Country	Duration (in days)

4. Work equipment

Supervisor and doctorate candidate have agreed about the equipment needed for the conduction of the research work (e.g. laboratory access, analytical methods, computing resources and consumables). The doctoral candidate has been informed about possibly limited conditions. The following is recorded here (if applicable):

5. Measures to combine family and scientific activities

The following agreements have been made (if applicable):

6. Good scientific practice

The parties agree to comply with the **Guidelines for Safeguarding Good Scientific Practice** and dealing with misconduct (see www.tum.de). The doctorate candidate is aware that, according to § 6 Sec. 7 of the doctoral regulations (Promotionsordnung) of the TUM, own work that has already been used for examination purposes, can not be resubmitted in a doctorate thesis.

7. Regulations for cases of conflicts

In case of conflicts, resulting from non-compliance with the above mentioned obligations, discussions should be scheduled immediately between the parties in order to restore compliance with the agreements made before. If this fails, each party can contact the Dean of the faculty, the management or the arbitration unit of the TUM Graduate School, or the ombudsperson of the TUM.

8. Severability Clause

Should individual sections of this agreement be proven as partially or wholly invalid, the agreement is still valid as a whole.

Signed by

_____, _____
(Location) (date)

_____, _____
(Location) (date)

Doctorate candidate

Supervisor

Acknowledged by

_____, _____
(Location) (date)

_____, _____
(Location) (date)

mentor
(eventually see informal confirmation attached)

managing director of the Graduate Center

Copies

The supervision agreement must be submitted as an original copy together with the application for the registration in the doctoral list of the responsible faculty.

Copies should be provided for:

1. Supervisor / in
2. Mentor / in
3. Graduate Center / Deanery