

Supervision agreement

Research Training Group 2220 “Evolutionary Processes in Adaptation and Disease”

The following supervision agreement between

Doctoral candidate:

Affiliation:

Main supervisor:

Affiliation:

2nd supervisor:

Affiliation:

3rd supervisor:

Affiliation:

4th supervisor:

Affiliation:

is made with the goal of ensuring that doctoral research, training and education is carried out under the best possible conditions and assistance within the Research Training Group ‘Evolutionary Processes in Adaptation and Disease’ (RTG EvoPAD).

The doctoral thesis will be carried out according to the dissertation regulations of the Faculty of

..... at the University of Münster and is planned to result

in the graduation degree The principle work will be conducted in the

institute / department

..... in the Faculty of

at the University of Münster.

The thesis will be conducted on the following topic/with the following working title:

.....
.....

In carrying out the above-mentioned doctoral thesis, the doctoral candidate and the dissertation committee, consisting of the four aforementioned supervisors, agree on the following terms and conditions:

Article 1: Status of the doctoral student

The doctoral candidate has been a full member of the RTG EvoPAD since with all rights and obligations as regulated by this Supervision Agreement. As a member of the RTG EvoPAD, the candidate has exclusive access to all activities of EvoPAD as well as to activities of the Münster Graduate School of Evolution (MGSE).

Article 2: Research project

Each individual doctoral program consists of a research project mutually agreed upon by the candidate and the dissertation committee. Furthermore, the program requires the development of a rigorous research plan, structured with milestones, and an individual career development plan. The doctoral candidate and EvoPAD commit themselves to organize and execute the research program in such a manner that the completion of doctoral studies is feasible within three years.

The anticipated date for the completion of the doctoral thesis is

Article 3: Qualification program

The doctoral candidate will participate in the EvoPAD qualification program, which comprises disciplinary and interdisciplinary scientific activities as well as elements of interdisciplinary qualification (e.g., soft-skill training, teaching experience). The contents and requirements of this education program are regulated by the EvoPAD Curriculum, which will be communicated to every candidate at the beginning of the doctorate and whenever amendments are adopted. The EvoPAD Coordinator will advise the doctoral student on matters concerning the curriculum and list the achievements of each doctoral candidate in a database which will also be accessible to the respective student. To ensure that the doctoral students can easily oversee the activities which are required to receive the EvoPAD certificate, a clear and transparent credit point system is used. The doctoral candidate and EvoPAD commit themselves to organize and execute the educational program in such a manner that the completion of the doctoral studies is, as a rule, feasible within three years.

Article 4: Supervision by the dissertation committee

The main supervisor will meet with the doctoral student at least every two months and commits himself/herself to provide timely and constructive feedback on manuscripts or similar achievements of the doctoral candidate. The supervisors commit themselves to answer to inquiries by the doctoral student (e.g., concerning appointments) within one week and schedule appointments within 6 weeks following the inquiry.

The doctoral student will meet with all four supervisors at least once a year. The meetings are organized by the doctoral candidate according to the following scheme:

- **Beginning of 1st year:** The candidate and the committee develop research and career development plans for the candidate (see Article 2).
- **During 2nd year:** The candidate reports to the committee the state of her/his research and major outcomes since the previous meeting.
- **Beginning of 3rd year:** Besides reporting the state of the thesis, the candidate may discuss her/his individual career plan with the dissertation committee and decides on a specific educational track (academia/industry/society).

The results and the discussion of each meeting will be recorded by the candidate in a brief meeting protocol, which will subsequently be sent to the Coordinator and the supervision committee. If no member of the committee objects within one week the protocol is deemed accepted.

Article 5: Integration into research group

The doctoral candidate is an integrated member of the research group of her/his main supervisor, and takes part in all scientific activities of the group. The main supervisor will provide a fully equipped working place and access to all necessary resources. The main supervisor, assisted by the co-supervisors, will offer the doctoral candidate opportunities to gain international experience through laboratory exchange, participation in international conferences, and/or collaborative work with foreign guest researchers. The main supervisor ensures that the student is aware of regulations of the institute, including for example laboratory safety and access regulations of the affiliated institute.

Article 6: Doctoral thesis

Doctoral students in the Faculty of Biology are strongly encouraged to submit a cumulative dissertation according to the rules of the Faculty. The thesis should be written in the English language. Furthermore, the students are encouraged to publish interdisciplinary papers if feasible.

Concerning doctoral students in the Faculty of Philosophy, in consultation with the doctoral student, the dissertation committee will define whether the thesis should be published as a monograph and / or in extracts in international journals.

Article 7: Doctoral thesis defence

EvoPAD commits itself to an efficient graduation process. The time between thesis submission and the oral defence may therefore not exceed three months. If one of the supervisors is not available for the doctoral thesis defence, a deputy can be named (within the doctoral regulations of the faculty) in order to process the graduation within the time limit. For doctoral students of both faculties, the thesis defence will include a public (university-wide) presentation and discussion of the results and a subsequent oral examination by the dissertation committee.

Article 8: Evaluation of the doctoral thesis

The members of the dissertation committee that are eligible to function as examiners according to the doctoral regulations of the respective Faculty will evaluate the doctoral thesis on the basis of the written thesis as well as the thesis defence and oral examination. They commit themselves to grade the thesis in an unbiased way regardless of gender, ethnic or social background, religion, sexual orientation, physical impairment or age of the doctoral student.

Article 9: Good scientific practice

Generally, all parties will adhere to the basic principles of scientific integrity and fairness. The research associated with the doctoral project will be executed and supervised according to the DFG recommendations for safeguarding good scientific practice.

The doctoral candidate will not forward scientific results of his/her thesis to a third party without permission of the main supervisor. When publishing the results of the doctoral thesis, the guidelines of the committee on publication ethics (<http://publicationethics.org>) will be adhered to and the contribution of all parties will be acknowledged.

Article 10: Data Protection

All personal data (concerning patients, staff, and others) may only be used for its designated purpose, it may not be used in any other way. Especially, the data may not be passed on to a third party. While working at the UKM / the WWU the doctoral candidate is obligated to maintain the data secrecy regulations (especially the Landesdatenschutzgesetz NRW (DSG NRW) and the Gesundheitsdatenschutzgesetz NW). In addition the doctoral candidate has to maintain the regulations of official and professional secrecy (§ 203 StGB), as well as the privacy of correspondence. The obligation to maintain data secrecy according to §6 Landesdatenschutzgesetz NRW (DSG NRW) continues after finishing the doctoral thesis.

Article 11: Scientific misconduct

Any form of scientific misconduct will be taken seriously and will be investigated promptly by EvoPAD. EvoPAD can exclude doctoral students and supervisors from the RTG if they have been convicted of scientific fraud, plagiarism, and the violation of ethical standards. In case of scientific misconduct EvoPAD will inform the University of Münster and may take legal actions.

Article 12: Work-life balance and family-friendly environment

The main supervisor is responsible to inform the doctoral candidate about regulations concerning holidays and working hours. In order to promote the work-life balance of the doctoral candidate, the main supervisor will not require the candidate to work overtime, during holidays, or at weekends on a regular basis.

The supervisors will strive to provide a family-friendly environment. The research and qualification program will be organized in a way that enables the reconciling of professional and family life.

Article 13: Financing

The doctoral candidate will be financed for a period of three years (TV-L 13 65 %) by EvoPAD. Regardless of the funding duration, supervision will be provided by the dissertation committee

until the doctorate is completed. In exceptional, well justified cases, EvoPAD may fund individual doctoral candidates beyond the three-year period. Whether or not an extension will be granted and for how long will be decided by the EvoPAD Steering Committee. Salaries of the associated doctoral researchers will not be funded by EvoPAD. In general, they will also be financed for a period of three years, e.g., by means of a university position or third-party funding from the main supervisor.

Article 14: Conflicts

In case of a conflict between the doctoral candidate and a supervisor, the MGSE Ombudsperson can be contacted. The ombudsperson will act as an independent and strictly confidential mediator. In consultation with the doctoral student and if necessary the Ombudsperson may contact panels outside EvoPAD, the other supervisors, the Coordinator, or the EvoPAD Spokesperson.

If a doctoral student is subject to discrimination by any EvoPAD member, s/he may turn to the MGSE Equal Opportunity Commissioner who will look into the case.

Article 15: Termination or delay of the doctoral thesis

If the doctoral candidate decides to take a pause or terminate the doctoral thesis work, s/he informs the dissertation committee and the EvoPAD Spokesperson immediately, in order to seek a satisfactory solution.

Date, Signature

(..... , Doctoral Candidate)

(..... , Main Supervisor)

(..... , 2nd Supervisor)

(..... , 3rd Supervisor)

(..... , 4th Supervisor)