

ZFMK International Graduate School (ZIGS)

Supervision Agreement (Betreuungsvereinbarung Promotion)

1) Between PhD candidate _____

2) and First supervisor _____

Subject: **Zoology/Biology** at the Mathematisch-Naturwissenschaftliche Fakultät der Rheinischen Friedrich Wilhelms-Universität Bonn.

Topic of PhD thesis:

Schedule of PhD thesis:

Start of project: _____

Putative end of project: _____

Thesis committee (TC), members besides first supervisor and their affiliation:

3) second supervisor _____

4) third member _____

Short summary and time line

A short summary of the project and a preliminary time line with milestones and – if applicable – publication plan is added as appendix to this contract

Herewith the PhD candidate commits to the following:

- Regular meeting (minimum once a semester) with first supervisor and report on the progress of the project with presentation of achieved milestones, problems and further planning;
- Regular meeting with the TC, at least once a year;
- Participation in obligatory courses of ZIGS, as well as those discussed with supervisor and TC as tailored to the specific demands of the project;
- Providing confirmation letters of participation in obligatory courses;
- participation in congresses, when finances are provided;
- Co-supervising of Master and Bachelor-students, when possible and TC agrees;
- To follow the rules of good scientific practice;
- Timely informing the supervisor and/or TC about deviation of time frame;
- Informing the supervisor about change of address or availability during and one year after finalizing the PhD;
- Informing the supervisor and/or TC when the PhD thesis is terminated;
- Informing the supervisor in the last year about future career plans.

Herewith the supervisor commits to the following:

- Support of the candidate to finish the doctoral thesis within the agreed time;
- Regular control of progress (see regular reports of candidate) and informing the TC about progress;
- Regular scientific counselling (at least once per semester);
- Regular meeting with TC and PhD candidate, at least once in a year;
- Support in gaining scientific independence, with meetings in the last year to help planning the post-doctoral phase and discussing career perspectives;
- To follow the rules of good scientific practice;
- Timely informing the candidate and TC about change of availability.

Workplace and Equipment:

The candidate has a workplace equipped with a computer and has access to all laboratory facilities and equipment necessary to complete his project, as outlined below:

Section: _____

Laboratory: _____

Equipment: _____

Scientific results:

Manuscripts for publication should be submitted before deadline for finishing the PhD and latest when leaving the ZFMK. If results are not fully published by the time, the student has her/his final examination and the student does not have the time to finish the publication work within an agreed time (latest after 2 years), the supervisor can decide, who will finish the work. She/he then also regulates first authorship, depending on the amount of time that went into data generation and analyses performed and work that still needs to be done. All documents that shall leave the ZFMK, such as grant proposals, manuscripts, revisions and drafts of manuscripts, as well as abstracts for conferences have to be approved by the direct supervisor, if not regulated otherwise.

All samples obtained during the project phase (specimens, tissue, DNA/RNA and/or molecular sequences) are property of ZFMK and have to be integrated into ZFMK collections including the BioBank at latest when finishing the PhD thesis. All associated metadata (including copies of permits, PIC and MTA documents, if applicable) have to be provided in a mutually agreed and generally accessible form (e.g., csv, xlsx, txt etc. format) and all individual specimens or lots must be clearly labelled and unambiguously linked to metadata tables. The supervisor can arrange an agreement with the former student to allow further studies by handing over the material on loan.

Resolution of disputes:

Scientific conflicts of opinion may be discussed with the TC and/or the Advisory Board of ZIGS. In case of other conflicts, e.g., non-fulfilment of this agreement, the PhD candidate and/or the supervisor are encouraged to involve the TC, the AB, the ZIGS coordinator, or any other person of trust of ZFMK (or another institution) to restore the agreement signed here. The ombudsperson of the ZFMK, or the equal opportunity commissioner may also be contacted in case of scientific or other misconduct.

Each involved person can unilaterally terminate the agreement for important reasons. The reason may arise from a serious breach of this supervision agreement. The consultation of an ombudsman should precede the termination.

Besides this agreement, the regulations of the Promotionsordnung der Mathematisch-Naturwissenschaftlichen Fakultät der Rheinischen Friedrich Wilhelms-Universität Bonn must be followed.

Bonn, _____

PhD candidate

First supervisor

Appendix:

- Summary of project, milestones and time line;
- Courses selected as obligatory for submitting the thesis.