

This translation is provided for convenience only; in case of discrepancy, the German version shall prevail.

Supervision Agreement in the context of a doctoral project at the TUM

Graduate Center Weihenstephan (GZW)

Degree-awarding institution: TUM School of Life Sciences Weihenstephan

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 in mutual agreement any time if the further development of the scientific issue makes this necessary.

Between

Ms.*Mr. _____
[doctoral candidate]

and

Ms.*Mr. _____
[supervisor, as registered in Doc-GS]

the following agreement is concluded.

Mentor of the doctoral project is: _____

Besides his*her actual mentoring role, the Mentor also is part of the Thesis Advisory Committee (TAC, see 2.4). Therefore, his*her participation in all TAC-Meetings is compulsory.

The mentor must be determined no later than six months after the doctoral candidate's membership in the TUM-GS / GZW began. The Mentor him/herself has to hold at least a doctoral/PhD title.

The second examiner is part of the Thesis Advisory Committee (TAC, see 2.4) as well. He*She needs to be certain at the latest before the first TAC-Meeting.

Second examiner is certain already by now (Name): _____

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 step | Time (frame) |
|-----------|--------------|
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In addition to the work program, an exposé can be submitted.

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 TUM School of Life Sciences expects the doctoral candidate to have access to the supervisor at least every six months to review the progress of the doctorate in detail.

2.4 During the doctoral period, at least two Thesis Advisory Committee Meetings (TAC-Meetings) are compulsory. In these meetings, the progress of the doctoral project will be discussed and if necessary, evidence for further advancement will be reviewed.
 A TAC-Meeting is attended by the doctoral candidate and the TAC Members, i.e. the supervisor/1st examiner, the 2nd examiner and the Mentor.

The first TAC-Meeting will take place 6 - 10 months after the start of the doctoral period.
 This will be (Month, Year): _____

The second TAC-Meeting will take place 20 - 24 months after the start of the doctoral period, and will be combined with the Feedback Session (see 2.5). If necessary, further TAC-Meetings can be held.

An element of a TAC-Meeting is a short report of the doctoral candidate on the state of the project. The short report has to be sent to the supervisor/1st examiner, the 2nd examiner and the Mentor beforehand the TAC-Meeting. Furthermore, the doctoral candidate prepares a talk about the doctoral project, and holds the presentation in front of the TAC and university-public. The results are discussed subsequently with the TAC. The results of the discussion are written down in the "TAC Meeting Report". In this form, you also find further information for the implementation.

2.5 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 Statute TUM-GS. At the TUM School of Life Sciences, the feedback session is combined with the second TAC-Meeting. Therefore, also the "Feedback Session Reporting Sheet TAC-Meeting 2" has to be uploaded into Doc-GS besides the Meeting Reports of the first and second TAC Meeting.

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 required by the GZW. The TUM-GS provides funding for that purpose according to § 16 of the statute.

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

- a. Participation in a **kickoff seminar** at the TUM-GS within the first half year of membership.
- b. **Active participation in the academic environment of the TUM**

The doctoral candidate has a working contract of TUM (*please add a copy of your working contract*), or has the status of a “scholarship holder with workplace” at TUM according to Doc-GS.

=> a proof of active participation in the academic environment of the TUM is not necessary.

A working contract of TUM or a scholarship with workplace at TUM does not exist.

=> The active participation in the academic environment of the TUM will be proven as follows (can be freely combined):

Time of attendance at the TUM, Chair/Institute:

_____ and/or

teaching at the TUM (e.g. lectures, tutorials, supervision of internships and BSc/MSc theses).

For the active participation in the academic environment the following concrete activities are planned:

| Activity | Duration / length |
|----------|-------------------|
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For admission to the doctoral examination, a proof of the activities actually achieved is necessary. The proof has to be given in form of a report by the doctoral candidate to his*her supervisor, who confirms it to the Graduate Center (see form/template "Self-Evaluation Report for the Active Participation in the Academic Environment of the TUM").

- 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 (=63 h) distributed over the total length of the doctoral project (One semester credit hour “SWS” is equal to 10,5 hours.). The following are planned:

| Events | Kind of event | Total duration in hours or Semester Credit Hours (“SWS”) during the whole doctoral project (Please specify unit) |
|--------|---------------|--|
| | | |
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- d. **Discussion of own research results in the international scientific community**
 As a rule, at least one **publication** in a scientific journal or one **talk/poster** on a research congress has to be done. Both possibilities have to be international and peer-reviewed. Proof of accomplishment is established in a report given by the doctoral candidate to his*her supervisor who confirms it to the Graduate Center.

| Planned periodical / conference (international, peer-reviewed) | Year |
|--|------|
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In cases that differ from the rule, comparable achievements must be recognized by the School Council of the TUM School of Life Sciences. Alternative measures must be specified in the feedback session report at the latest in order to ensure their timely approval by the School 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 elements is sought.

- a. Transferable skill trainings from the events offered by the TUM Graduate School, GZW or other training facilities. The TUM-GS recommends participation in at least three courses. The following are planned:

| Event | Organizer | Length |
|-------|-----------|--------|
| | | |
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| | | |

- b. 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 partially supports them financially. The following are planned:

| Activity | Establishment visited or inviting | Country | Length (in days) |
|----------|-----------------------------------|---------|------------------|
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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 or the TUM ombudsperson.

8. Severability

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

| | |
|--|--|
| _____, _____ Location Date | _____, _____ Location Date |
| _____ Doctoral Candidate ¹ | _____ Supervisor ¹ |

Acknowledged by

| | |
|--|--|
| _____, _____ Location Date | _____, _____ Location Date |
| _____ Mentor | _____ Managing Director of GZW |

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.

If later a scan is possibly needed, it can be downloaded by the doctoral candidate via his*her Doc-GS account.

¹ Where applicable, the signatures of supervisor and doctoral candidate are subject to the realization of financing or recognition of a final degree.