

Supervision Agreement

This Supervision Agreement between the doctoral candidate

Name of Doctoral Candidate/IPB Department and Research Group

working on the dissertation project

Dissertation title or working title

and the following members of the supervision team/thesis committee¹ (at least 3 different scientists)

- **Academic Supervisor**

as **Primary Supervisor**²

Name (IPB Department Head and Adjunct MLU Professor)

- **Research Supervisor**

as **Primary Supervisor**²

Name (IPB Research Group or Project Leader)

- **Co-supervisor/Mentor**

Name (Group or Project Leader of a different IPB Research Group or external research institution)

- **Co-supervisor/Mentor**

Name (Group or Project Leader of a different IPB Research Group or external research institution)

stipulates the responsibilities of both parties to ensure the best possible support for doctoral candidates at the **Leibniz Institute of Plant Biochemistry Halle (IPB)** toward the completion of dissertation research and successful conferral of the doctoral degree. The Primary Supervisor enforces this agreement.

1. Doctoral procedure

In Germany, only universities award doctoral degrees after a candidate has demonstrated their ability to carry out independent research. The criteria of the Martin Luther University Halle-Wittenberg (MLU) are stipulated by the **doctorate regulations of the respective Faculty**³. The doctoral candidate intends to obtain the doctoral degree *Doctor rerum naturalium* at the

University (typically *Martin Luther University Halle-Wittenberg*)/Faculty (typically *Faculty of Natural Sciences I, II, or III*)

in cooperation with the IPB Department MSV NWC SZB BPI UNG.

The **application for admission as doctoral candidate at the university**, including the mandatory supervision agreement of the above-mentioned Academic Supervisor to host and supervise the doctoral candidate, has been filed/granted/will be filed on⁴ _____.

Date

¹ See last page for explanations of different supervisory roles

² Define *either* the Academic *or* the Research Supervisor as the Primary Supervisor and strike out as applicable

³ Can be found at http://www.ingra.uni-halle.de/doctoral_regulations/

⁴ Strike out as applicable

2. The doctoral candidate and Primary Supervisor both pledge to:

- Adhere to the **Principles of Good Scientific Practice**⁵ throughout the doctoral process
- Plan and design the dissertation research so that the doctorate can be completed within a period of a **maximum of 4 years**⁶, which includes the submission of the dissertation and preparation of related manuscripts for publication
- Discuss progress on a **regular** basis. The doctoral candidate informs the supervisor about the status of work and the supervisor provides feedback without undue delay. The frequency of discussions of thesis research progress should be at least every
 - 6 months
 - 3 months
 - more frequently (specify) _____
- Organize **annual meetings with the supervision team/thesis committee** to discuss and direct progress of the doctoral project toward a timely completion (max. 4 years)
- Discuss the thesis outline before the candidate starts writing the dissertation

3. The doctoral candidate pledges to:

- Having developed within the first 3 months (with the Primary Supervisor's assistance) a **thesis proposal**, detailing the 3-year work plan and time table
- Prepare **annual written progress reports** for discussion with the supervision team/thesis committee
- Attend the **IPB Welcome & Orientation Day** within the first 6 months at the IPB
- Attend regularly the **IPB Research & Literature Seminar** series, as well as **departmental activities** (e.g. seminars, progress reports, research discussions), and to present thesis research or literature reviews as scheduled
- Provide the Primary Supervisor with a **thesis draft** within 6 months after completing the experimental research⁶
- Prepare, in consultation with the Research Supervisor, **manuscript drafts** for publication; if possible, at least one publication should be accepted prior to thesis defense
- Provide to the Research Supervisor, **in case of premature termination**, a written report of all relevant data within 3 months
- In compliance with the Principles of Good Scientific Practice and IPB policy, transfer to the custody of the Academic Supervisor all collected primary data and derived meta-data, all generated reagents, libraries, genetic resources (seed stocks, plasmid stocks, etc.), and laboratory notebooks
- For scholarship holders, to follow the rules and guidelines of the granting agency to not jeopardize the scholarship
- Meet all requirements by the MLU Faculty for obtaining the doctoral degree
- Comply with IPB policy on confidentiality agreements and intellectual property rights

4. The Academic and Research Supervisors both pledge to:

- Train the doctoral candidate in the *Scientific Method* and good scientific practice
- Advise on, or assist in research seminar presentation, manuscript preparation, applications for securing external funding, and subject-related legal aspects such as patent procedures
- Oversee the thesis research and dissertation writing and to comment on progress
- Provide timely and constructive feedback on written reports (**within 4 weeks**) and oral presentations (immediately afterwards)
- Encourage participation of the doctoral candidate in the extended doctoral program **Leibniz Research School PlantBioChem** and its mandatory as well as optional activities
- Discuss at least once a year possibilities of the doctoral candidate to attend conferences/meetings/summer schools or workshops

⁵ https://www.leibniz-gemeinschaft.de/fileadmin/user_upload/Bilder_und_Downloads/%C3%9Cber_uns/Gute_wissenschaftliche_Praxis/Guidelines_on_Safeguarding_Good_Scientific_Practice_2018.pdf

⁶ Extensions with regard to family friendliness are possible.

- Facilitate and support the doctoral candidate's participation in at least one **international conference/meeting** relevant to the doctoral research
- Advise the candidate on **career development** and related measures or activities
- Edit or comment on thesis drafts **within 3 months**
- In case of unsatisfactory progress, call for a special meeting of the supervision team/thesis committee to discuss pertinent issues and make recommendations to the candidate

5. All members of the supervision team/thesis committee pledge to:

- Review, discuss, and approve the **thesis research proposal** during its first meeting with the doctoral candidate
- Monitor progress and provide constructive feedback during its **annual meetings** with the candidate so that the doctorate can be completed in a maximum of 4 years
- Monitor and mentor the doctoral candidate on career development and recommend skill and career advancing activities
- Mediate and provide guidance in case of difficulties or conflicts with the Academic or Research Supervisor

6. Final provisions

The Supervision Agreement expires with the completion of the doctoral procedure (conferral of the doctoral degree by the University). In the event of premature termination, the agreement will expire 6 months after submission of the final report to the Primary Supervisor and its acceptance, or after 6 months without communication between the candidate and any member of the supervision team/thesis committee.

The doctoral candidate acknowledges there is no entitlement to the doctoral degree in case of documented insufficient performance or lacking academic qualifications. The candidate acknowledges if they do not adhere to this agreement they shall forfeit its intended benefits.

The Academic and Research Supervisors acknowledge, if they are at fault to comply with this agreement, the doctoral candidate shall inform the other members of the supervision team/thesis committee. If the Co-supervisors/Mentors are unable to improve the situation, the doctoral candidate, together with the mentors or IPB Doctoral Representatives, shall inform the IPB Board of Directors⁷ who shall take action to enforce the Supervision Agreement.

The Supervision Agreement shall be signed by both parties on the day of the first meeting between the doctoral candidate and members the supervision team/thesis committee.

Doctoral candidate

Date/Signature

Academic Supervisor

Date/Signature

Research Supervisor

Date/Signature

Co-supervisor/Mentor

Date/Signature

Co-supervisor/Mentor

Date/Signature

⁷ See <https://www.ipb-halle.de/en/institute/management-and-boards/ipb-management-board-of-directors/>

Explanations

The rights and obligations of every member of the supervision team/thesis committee are specified in the Supervision Agreement. This sheet provides additional information helpful for choosing members of the supervision team/thesis committee.

Purpose and Roles of Supervisors

Academic Supervisor

- Adjunct Professor of the Martin Luther University Halle-Wittenberg or habilitated scientists⁸

Currently for⁸

Dept. MSV:	Prof. Steffen Abel (Chair)
Dept. SZB:	Prof. Alain Tissier (Chair), Prof. Bettina Hause, PD Dr. Thomas Vogt
Dept. NWC:	Prof. Ludger Wessjohann (Chair), Prof. Bernhard Westermann, PD Dr. Wolfgang Brandt
Dept. BPI:	Prof. Tina Romeis (Chair), Prof. Sabine Rosahl
UNGs:	Jun.-Prof. Martin Weissenborn

- typically, the first reviewer of the dissertation
(note that ultimately, the university's board *Promotionsausschuss* decides on the reviewers based on propositions filed with the formal *Application to initiate the procedure to confer a doctoral degree* when submitting the thesis)

Research Supervisor:

- IPB Research Group Leader or Project Leader who is directly involved and oversees experimental dissertation research and is readily available for ad-hoc discussions and advice

Co-supervisor/Mentor:

- leader of a different IPB Research/Project Group or scientist of an external research institution
- in case of a collaborative project, it is recommended that the Co-supervisor is a member of collaborating research group.

Either the Academic Supervisor or the Research Supervisor must be appointed as **Primary Supervisor** who is held **accountable for enforcing** the Supervision Agreement.

If the Academic and Research Supervisor are the same person (e.g., Department Chair/Research Group Leader), an additional scientist must be appointed to the supervision team/thesis committee to reach the minimum number of 3 members and to ensure adequate supervision of the doctoral candidate.

⁸ As of October 2019