



Agreement of supervision

Preamble: Irrespective of their genus, all references to persons in this document refer equally to women and men.

1 Declaration

This is to declare that

Ms/Mr^{*)} _____, doctoral student (Section __),
Prof./PD^{*)} Dr _____, advisor and 1st doctoral committee member,
Prof./PD^{*)} Dr _____, 2nd doctoral committee member (Section __)
and Dr _____, 3rd doctoral committee member (Section __)

agree to engage in a student-mentor relationship while the doctoral student is a member of the Integrated Research Training Group (IRTG) of Transregional Collaborative Research Centre 32 (TR32).

The composition of the doctoral committee is subject to approval by the TR32 directorate. The doctoral committee will accompany the student throughout his independent research phase. The doctoral student suggests the second and third committee members within 3 months after starting his research project. To emphasize and safeguard the interdisciplinary character of the student's research project within TR32, the 2nd member should represent another cluster within TR32 or an outside institution. He is not automatically an examiner.

Within this agreement "doctoral" and "doctoral programme" refer to the programmes to obtain a doctoral degree in natural sciences "Dr. rer. nat."; in _____ "Dr. _____" at the University of Bonn; the University of Cologne; RWTH Aachen University; another university _____ (please specify). The candidate needs to be enrolled in the doctoral programme at his institution. The promotion regulations ("Promotionsordnungen") of the respective institutions should be adhered to at all times. This document does not replace any agreement between doctoral student and home institution.

2 Thesis subject and schedule

a. The working title of the thesis is:

b. Schedule

Start of the research project (day/month/year): ____/____/20__

Planned end of the research project (month/year): ____/20__

Milestones of the doctoral student's research project are planned as follows:

Milestone (e.g., start/end of experiments, measuring campaigns, steps in model development, etc.)	Date/period

^{*)} please delete as appropriate

3 Working conditions, funding and duration

a. The doctoral student

is employed by _____ (institution) on a 75% position funded by TR32, Section ____, from _____ (date) to _____ (date).

receives an outside grant from _____ (funding agency), from _____ (date) to _____ (date).

_____ .

b. The research is carried out within the research group _____. The advisor ensures the doctoral student appropriate working conditions with the following facilities: _____.

c. The following arrangements are made in case funding runs out before the successful completion of the doctoral project: _____.

d. Any conditions connected to a grant or contractual obligations with a funding agency are not affected by this agreement.

4 Duties of advisor, doctoral committee and doctoral student

a. Doctoral student and doctoral committee are to meet and discuss the student's progress and any issues the student may have **at least once every semester** (see § 13 (3) of the IRTG by-laws¹). These meetings are to be convened by the student. The doctoral student will report on his progress every half year, in the form of either a progress report, an extended abstract for a conference, or a draft version of a scientific article (§ 13 (3) of the IRTG by-laws). A progress report should in general consist of no more than 8 pages A4. The report is the basis for the semi-annual meeting and should therefore be made available to the doctoral committee members at least two weeks before the planned meeting. The report should be sent to the IRTG coordinator and will be published on the TR32 intranet pages.

N.B.: The first semi-annual report can be a detailed plan of the thesis work.

The due dates for the semi-annual reports are set by the doctoral committee:

1st report: _____ (date)

2nd report (part of 1st-year evaluation) _____ (date)

3rd report _____ (date)

4th report _____ (date)

5th report _____ (date)

b. The doctoral committee will report to the IRTG coordinator on the progress of a doctoral student at least once a term (semester). This progress report will be made available to the doctoral student in question.

¹

IRTG by-laws: „Ordnung für die Integrierte Graduiertenschule des Sonderforschungsbereichs/Transregio 32 „Patterns in Soil-Vegetation-Atmosphere Systems“ der Rheinische Friedrich-Wilhelms-Universität Bonn (Sprecherhochschule), der Universität zu Köln, der Rheinisch-Westfälische Technischen Hochschule Aachen und des Forschungszentrums Jülich“, 12.07.2011.

- c. The advisor advises and supports the doctoral student in his independent research activities, especially by:
- introducing the student in the research subject and the relevant scientific environment;
 - providing references to scientific literature and research material, where appropriate;
 - providing recommendations for the definition and formulation of the research theme;
 - discussing and assessing hypotheses and methods;
 - discussing results and their interpretation;
 - facilitating the student's participation in scientific conferences in so far as allowed by financial circumstances;
 - meeting with the doctoral student on a monthly basis;
 - and supporting the doctoral student in the planning and presentation (structure, language) of the doctoral thesis.
- d. In return, the doctoral student shall enable, and take advantage of, the support mentioned in Paragraph 3b) by working on his research project in a concentrated manner and by keeping his advisor informed of his progress as and when appropriate.
- e. The following arrangements were made regarding presence at the workplace (optional):
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- f. All IRTG members are expected to contribute in an appropriate manner to IRTG events such as workshops, poster sessions, advanced courses, and lectures. In addition, the doctoral student is expected to take part in a limited number of outreach activities, where appropriate.
- g. The doctoral student is expected to give a short oral introduction (approx. 5 minutes) of his planned research in a TR32 seminar or at a general meeting during the first 6 months of his contract.
- h. To facilitate the efficient operation of IRTG administrative matters, both the doctoral student and the doctoral committee members agree to cooperate with the IRTG coordinator by supplying information, copies of documents and certificates, communicating any changes of personal data, and meeting deadlines.
- i. The doctoral student should inform the IRTG coordinator about all official steps (e.g., enrolment, admission, examination, colloquia) at the home university and provide copies of his doctoral thesis and degree certificate.

5 Training

The qualification concept of the IRTG consists of three modules, the **educational**, **technical** and **scientific community** modules, and is detailed in the IRTG by-laws (§ 14) and the IRTG Training Concept, which are available from the intranet pages of TR32. Credit points are awarded for a range of compulsory and voluntary training activities. Throughout his research project, the doctoral student needs to accrue a total of 12 credit points (CPs).

Compulsory training activities include:

- attending the IRTG lecture series / research training days (3 CPs);
- (a) "personal testable achievement(s)" (jointly) amounting to at least 3 CPs¹. Several activities can count as such achievements; see "doctoral student annotated task list" document for details. These activities are to be planned with the doctoral committee.

Planned is at this stage: _____
_____ (activity) in _____ (month/year);

- attending and, where required, presenting at TR32 meetings (no CPs).

Additional CPs can be gained by voluntary activities, such as writing a successful proposal to invite a speaker for a seminar (2 CP), becoming the official peer for a junior doctoral student (1 CP), by attending training courses, or with activities related to high-performance computing (technical module²). 2 CPs are awarded for submission of a first-author paper to a peer-reviewed scientific journal; 1 further point is awarded when the paper is accepted. A maximum of 2 CPs can further be awarded for obtaining an award from outside the IRTG, at the discretion of the TR32 directorate. Details of the credit point system are given in the by-laws of the IRTG (§ 14) and the IRTG Training Concept. The decision on the exact numbers of credit points to be awarded for a particular activity lies with the TR32 directorate.

6 Evaluation

One year after joining the IRTG, the graduate student is required to complete a first-year evaluation (see § 13 (4) of the IRTG by-laws). The evaluation consists of a report (as detailed in Section 4 a), an oral presentation in the TR32 seminar series with ample time for questions, as well as a discussion with the doctoral committee. It allows estimating the state of comprehension and the mathematical and computational skills of the student in relation to the thesis subject and his ability to communicate in writing and orally. The results will be evaluated by the doctoral committee and reported to the IRTG coordinator. The goal of the first-year evaluation is to identify potential weaknesses of the student and to develop mitigation strategies early in the programme.

7 International activities

- a. The graduate student is expected to present his work at least at one conference, where the majority of the participants are international. At this stage, this is envisaged to be: _____ (conference, location), ___/20 ___ (month/year).
- b. The IRTG stimulates international activities further by offering the chance for doctoral students to:
 - (1) apply for grants for visiting scientists, or to
 - (2) apply for a grant, or get an award, to work at a foreign research institution for up to 3 monthsSee the IRTG Training Concept on the Intranet pages of TR32 for details.

8 Work/Life balance

The following measures were agreed to promote a good work/life balance:

9 Arrangements in case of conflict

Should factual or personal differences of opinion occur that would hamper a future trusting, constructive and purposeful cooperation, any of those involved in this agreement can, by themselves or jointly, seek the help of the IRTG coordinator. When necessary, the coordinator can refer cases further for arbitration by an ombudsperson of the home institution or the German Research Foundation (DFG).

² Exact numbers of Credit Points to be awarded depend on workload and are at the discretion of the TR32 Directorate.

10 Revision of this agreement

The sections of this agreement about the development of the scientific theme of the thesis, the planning of research, and voluntary training activities can be changed at any time with mutual agreement. The IRTG coordinator should be informed of any changes made to this document.

11 Further arrangements

After successful completion of all training elements (see Section 5) and acceptance of the doctoral thesis by the awarding university, the doctoral student will be granted a certificate of the TR32 IRTG, listing all training activities.

By signing this agreement, all involved confirm that they recognise

- the by-laws of the Collaborative Research Centre 32 (TR32);
- the by-laws of the TR32 Integrated Research Training Group (IRTG);
- the awarding institution's promotion regulations (*Promotionsordnung*);
- and the rules of the German Science Foundation (DFG), including those on good scientific practice as a part of this agreement and act in accordance with the regulations laid down therein.

_____, the _____ / 20____, _____, the _____ / 20____

Doctoral student

Advisor

Second doctoral committee member

Third doctoral committee member

*N.B.: This document (except annexes) is to be made up and signed in **quintuplicate**. Original hard copies should go to:*

1. *doctoral student;*
2. *advisor;*
3. *second doctoral committee member;*
4. *third doctoral committee member, and*
5. *IRTG coordinator, who will forward an electronic copy to the TR32 secretariat.*

*A **single copy** of both **annexes** should be send to the IRTG coordinator.*

Please send a single hardcopy to the IRTG coordinator

Nadine Heinrichs, Institut für Geophysik und Meteorologie, Universität zu Köln, Albertus-Magnus-Platz, 50923 Köln

Annex 1 Electronic Database

a. Data collection

The IRTG collects personal information from its members. The contact information stored in electronic form consists of work contact details, gender, date of birth, nationality, academic qualifications as well as information on the research field.

The IRTG uses the collected personal data for the coordination of its training programs and for maintaining a database of its alumni.

b. Use of data for controlling and public relations

The IRTG uses collected personal data in anonymised form for internal and external controlling purposes. In addition, the IRTG can publish information on research projects, after consultation with interested parties, to attract the attention of (potential) candidates and cooperation partners to the activities of the IRTG.

Consent

The IRTG may use my personal data and project information for said purposes.

(place) , the

(date) _____
(Signature)

(Name)

Doctoral student

Please send a single hardcopy to the IRTG coordinator

Nadine Heinrichs, Institut für Geophysik und Meteorologie, Universität zu Köln, Albertus-Magnus-Platz, 50923 Köln

Annex 2 Personal details of the persons involved in this agreement

Doctoral student

Title: _____ **First name:** _____ **Surname:** _____

Date of birth*: _____ Gender*: M/F Nationality*: _____

Degree held:

Type of degree / Subject: _____ Institution: _____

Date: _____ (name, location)

Contact details

For regular communication:

Institution/Group: _____

Address: _____

Telephone: _____

E-mail: _____

Alternative contact details:*

Address: _____

Postal code & place: _____

Telephone: _____

Mobile phone: _____

* not compulsory

How did you first find out that the research assistantship position you currently hold was available?

Through an advertisement in a newspaper (please indicate which paper _____);

Through an advertisement on an internet job listing (please specify: _____);

Via an email listserv (please specify: _____);

On a website (please delete/specify: home institution / TR32 / other _____);

Through a personal recommendation;

I was working/studying at my home institution before;

In another way (please specify) _____ .

Advisor

Title: _____ **First name:** _____ **Surname:** _____

Institution/Group: _____

Telephone: _____

E-mail: _____

Second doctoral committee member

Title: _____ **First name:** _____ **Surname:** _____

Institution/Group: _____

Telephone: _____

E-mail: _____

Third doctoral committee member

Title: _____ **First name:** _____ **Surname:** _____

Institution/Group: _____

Telephone: _____

E-mail: _____

Please send a single hardcopy to the IRTG coordinator

Nadine Heinrichs, Institut für Geophysik und Meteorologie, Universität zu Köln, Albertus-Magnus-Platz, 50923 Köln