



Supervision Agreement for Doctoral candidates

Notes

Upon completion of this form, all doctoral candidates and their supervisors become members of both the Faculty's Graduate Centre (WZW) and the TUM Graduate School (TUM-GS).

In addition to the completed form, it is also required that you register on the list of doctoral candidates of the WZW faculty to ensure that all necessary entry requirements and preconditions for your graduation are fulfilled. This helps to avoid procedural delays or cancelation of your doctoral program effectively and to the advantage of the doctoral candidates.

The Supervision Agreement serves for better planning and structuring of the dissertation project, whereby the compilation of a work plan and the choice of appropriate subject-related and generic skills qualification measures are important elements. Both issues are to be discussed with the tutors and if necessary updated. The result of the discussion can be handed in as an attachment to this agreement and any adjustments to the work plan or choice of course can be carried out informally.

Forms

The Supervision Agreement is to be completed in the original format and to be sent to the GZW. After it is checked and approved, the GZW will then send the scanned document via email to:

- *The doctoral candidate*
- *The first supervisor*
- *mentor*

It is therefore necessary that all participants provide their current email addresses and that any changes are reported to the GZW.

Bonus for Help:

when you fill out the form, you can make it easy for yourself and take assistance from a colleague (GZW Member). As a Thank You, this person obtains a book token of 15 EUR by us.

I was assisted with filling out this form by: _____ (Name)



Supervision Agreement for Doctoral candidates
The Faculty's Graduate Centre of Science for Nutrition, Land use and Environment
Weihenstephan (GZW)

**(Fakultätsgraduiertenzentrum Wissenschaftszentrum Weihenstephan
für Ernährung, Landnutzung und Umwelt)**

1 Preamble

The doctoral candidate and their supervisor are required to finalise a Supervision Agreement, considering the recommendations of the DFG for the drawing up of supervision agreements¹, the regulations for the assurance of good scientific practice² and the Statute of the TUM Graduate School³.

This agreement is based on the currently possible planning horizon. It can always be adjusted in light of continuous development and new scientific questions that come up during the doctorate process, as well as in light of individual qualification elements and milestones in agreement between the supervisors and doctoral candidates and the Graduate Centre.

The GZW decides the acceptance into the GZW on the basis of the Supervision Agreement. Once the agreement is signed by all four parties (the doctoral candidate, two supervisors and speaker of the GZW), the doctoral candidate and their supervisors become official members of both the GZW and TUM-GS.

As long as the doctoral candidate is not registered on the doctoral candidate list of the WZW, their acceptance into the TUM-GS is not possible and any relevant services cannot be offered.

2 Parties

The Supervision Agreement is closed between:

Mr. / Miss /Mrs _____ [doctoral candidate]
and
Mr. / Miss /Mrs _____ [First Supervisor]
and
Mr. / Miss /Mrs _____ [Mentor]

(For personal data of all parties see Attachment 1)

¹ http://www.dfg.de/forschungsfoerderung/formulare/download/1_90.pdf

² http://portal.mytum.de/archiv/kompendium_rechtsangelegenheiten/sonstiges/wiss_Fehlverh.pdf

(As agreed upon by the Academic Senate in the meeting 15th May 2005)

³ Statute May 13 2009 http://portal.mytum.de/gs/struktur/index_html



3 Topic and Schedule of the Dissertation / Thesis Project

a. The working title of the dissertation is:

b. Date of registration onto the doctoral candidate list of the WZW faculty: _____

c. The work plan of the dissertation / thesis project is structured in terms of content and time.⁴

Milestones	Time / Duration
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

d. The current state of work is normally documented by the doctoral candidates and should be presented and discussed at a doctoral colloquium every 6 months.

e. Sample form for Junior Scientists (assistant lecturers):

The project starts / has started on _____ and should be finished within _____ years. During this period _____⁵ should be available for research.

f. Sample form for scholarship holders:

The project starts / has started on _____ and should be finished within 3 years, according to §2 (7) of the TUM-GS Statute.

g. Subject-related and personal circumstances are to be regulated individually by case with the GZW.

⁴ The work plan may be handed in as an attachment, together with this Agreement. The plan should be reviewed regularly with the supervisor and adapted to new developments, if necessary.

⁵ To be filled out in the event that research and other work obligations have to be done simultaneously. Please indicate in hours per week.



4 Working Conditions

a. The dissertation being done:

Within the frame of the research project / externally funded project:

As an individual research project and if need be linked to the following research team:

Within the doctoral candidate's Kolleg: _____

b. For Junior Scientists / Assistant lecturers:

The contractually agreed working time is ____%

c. The first supervisor guarantees the doctoral candidate in the following institution

the following adequate equipment and working conditions:

Workplace with PC and phone

Access to laboratory

Necessary laboratory stock and consumables

d. The duties of the supervisors and the doctoral candidate: See Attachment 2.

e. Funding and duration: See Attachment 3.



5 Scientific Measures for Further Education and Structuring Elements

- a. The indications made for the planned participation in subject-specific and transferable skills qualification measures can be changed informally in agreement with the supervisor. They serve as an orientation for the doctoral candidates.
- b. The participation in the subject-specific events (seminars, special lectures, summer or winter schools etc) is planned for the equivalent of at least 6 hours a week per semester, distributed over the whole duration of the dissertation project. (See §15 (4)) of the TUM-GS Statute.)

- c. At least one publication has to be handed in to an (peer-reviewed) expert journal or for the proceedings of an international conference through a peer-review process. (See § 15 (5)) of the TUM-GS Statute.)

Intended: _____

- d. There will be an intermediate evaluation of the dissertation project by the latest 2 years after the acceptance into the TUM-GS. (See §15 (6)) of the TUM-GS Statute.)
- e. It is agreed that there is a compulsory international research phase of at least 6 weeks (See §15 (7)) TUM-GS Statute). This can be done in the form of:
 - One or more residential trips abroad to a research institution or a researching industrial company,
 - Participation in conferences with a majority of international participants, or
 - A joint research project in collaboration with international guests, who may also be invited for an adequate time period by a group of doctoral candidates to TUM.

Intended:



- f. The participation in the following transferable skills training is agreed (See §15 (8)) of the TUM-GS Statute):
- An introductory seminar lasting 4 days,
 - A closing seminar lasting 1 day,
 - Furthermore the participation in at least 3 seminars, lasting up to 2 days, from the subject-specific program events, either from the TUM-GS, the Faculty's Graduate Centre or Thematic / TUM institutions for further education.

Intended:

Training	Estimated Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- g. The participation in the following other transferable skills training is agreed:

Training	Estimated Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

6 Special Measures for the Coordination of Family Life and Research Activity

The following agreements have been made (optional):



8 Settlement of Disputes

In the case of professional or personal conflicts which severely impact upon confidential, constructive and objective-orientated cooperation and no longer seem manageable to at least one of the concerned parties, the respective person or all parties involved may seek the arbitration service of the TUM-GS (see §17 of the TUM-GS Statute).

9 Severability

Should the individual regulations of this Agreement prove to be partly or completely invalid, the overall validity of the Agreement is not affected.

10 Further Regulations and Validity

- a. Supervisors and doctoral candidates agree to acknowledge and respect:
 - The Statute of TUM-GS
 - The Code of Conduct of the GZW
 - The TUM Doctoral Degree Regulations
 - TUM regulations regarding the awarding of scholarships from donations or other external funding (if applicable)and to act in accordance to the rules and regulations as stated there.
- b. The supervisor and doctoral candidate confirm that all given information and declarations are, to the best of their knowledge, accurate and complete.



11 Use of Electronic Data

a. Data Collection and Internal Use of Data

The TUM-GS gathers personal data from all of its members. This information is saved electronically and consists of the members' address, age and former academic education as well as information concerning the chosen research area.

The Supervision Agreement is saved in a database as a scanned document. This aims to guarantee a more efficient administration process.

The TUM-GS uses personal data to coordinate qualifying measures. To facilitate networking and exchange within the TUM as well as with current and future project partners, members can individually give their personal details in to the data base via a specific login for internal and external purposes.

The Bavarian Data Protection Act is hereby applicable, whose regulations are observed in the collection and any use of data.

b. Use of Data for the Purpose of Controlling and Public Relations

The TUM-GS uses any acquired data in an anonymous form for internal and external⁶ controlling purposes. Additionally the TUM-GS releases regular publications on research projects, in agreement with all involved parties. This aims to generate interest from collaborators regarding the work and research of TU München.

The use of data for statistical purposes is done in accordance to the Bavarian Data Protection Act and the German Federal Law for Data Protection.

Agreement

TUM-GS may use any personal data as well as the project information of the doctoral candidate for the purposes as stated above:

<i>Location</i>	<i>Date</i>	<i>Signature of the doctoral candidate</i>
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<i>Location</i>	<i>Date</i>	<i>Location</i>	<i>Date</i>
<i>Doctoral candidate</i>		<i>First Supervisor</i>	

<i>Location</i>	<i>Date</i>	<i>Location</i>	<i>Date</i>
<i>Mentor</i>		<i>Speaker of the GZW</i>	

⁶ e.g. DFG, the Federal Statistics Office and superior institutions collecting data



Attachment 1: Personal Data of Participants

Doctoral candidate

Title: _____ First Name: _____ Surname: _____

Gender* _____ Date of Birth _____ Place of Birth* _____

Nationality * _____.

Academic Degree / Qualifications _____

At University / High School: _____ Date _____.

Contact:

Tel*.: _____

Mobil*: _____

E-Mail: _____

Street _____ House-Nr: _____

Post Code: _____ Town/City: _____

First Supervisor

Title: _____ First Name: _____ Surname: _____

Institution _____

Tel*.: _____

E-Mail: _____

Mentor⁷

Title: _____ First Name: _____ Surname: _____

Institution _____

Tel*.: _____

E-Mail: _____

* optional fields that aid the TUM-GS to improve its services.

⁷ the second mentor is not the assessor. He / she may come from an industrial institute but must have completed a doctorate degree or a PHD.



Attachment 2: Responsibilities of the supervisors and the doctoral candidate

- a. The first and second mentor are to provide the doctoral candidate with professional advice for the independent development of their dissertation, particularly by:
 - Introducing the subject area and any other relevant or related topics to the doctoral candidate,
 - Providing useful information on obtaining specialist literature and research materials
 - Providing advice on the wording and formulation of the project, restrictions on the topic and any problematic issues,
 - Discussing and assessing methods and hypotheses,
 - Discussing results and their evaluation,
 - Promoting the participation in scientific conferences, taking into account the financial feasibility,
 - Providing, if possible, the ability to gain practical experience,
 - Meeting at least twice a year (every 6 months) with the doctoral candidate for a detailed review of the dissertation project,
 - Supervising and advising on the structure, presentation (language, layout) of the dissertation.
- b. The supervisors are to give advice concerning soft skills training and personal development as well as support regarding an efficient and uninterrupted dissertation / thesis process.
- c. The doctoral candidate has the obligation to facilitate and make good use of the above mentioned mentoring services through close contact to the supervisors and concentrated work on the dissertation / thesis project.
- d. The doctoral candidate should engage in academic self-management during the dissertation / thesis project.
- e. Doctoral Program: the doctoral candidate reserves the right to benefit from numerous qualification services within the frame of his / her TUM-GS membership. In return he / she is obliged to actively participate in the qualification program, taking particular notice of the points mentioned in Chapter 5 of the Supervision Agreement. In doing so, the doctoral candidate obtains the right, under the current interim of the TUM-GS, to take advantage of the grants and subsidies given by the TUM-GS.
- f. In order to receive the certificate of the TUM-GS, it is necessary to fulfill every requirement and provide verification. Degrees or certificates (e.g. Masters) that haven't been credited anywhere else may be considered at the TUM-GS. The board of the TUM-GS may also decide in individual cases and upon request whether certain elements of the qualification program may be ignored or not fully completed, taking alternative achievements into account.
- g. Progress Reports: the doctoral candidate must always be able to inform the supervisors and the GZW about the current state and progress of the dissertation / thesis at any given time if asked to do so. Should there be any obligation to secrecy the progress is to be assessed between the first supervisor and the doctoral candidate and the results forwarded on to the GZW.



Attachment 3: Informationen on funding and duration⁸:

The work on the Dissertation project is financially supported by:

Employment at the TUM as an assistant lecturer with a TV-L contract (at least 25% of the usual working hours)

A doctoral scholarship⁹ _____
Donor

Duration: _____ to _____.

A working Contract with the company / research institution:

That is co-operating with TUM-GS via the third-party-funded project:

The dissertation assignment is part of an externally funded project.

Other means of financing (personal savings, other jobs): In this case the doctoral candidate is required to carry the costs of the TUM-GS dissertation / thesis program unaided or from an external source.

b. Should the funding expire before the successful completion of the dissertation / thesis project, further foreseen financial support will be given by _____ for a total duration of _____ years.¹⁰

⁸ The indications made here do not entail any legal obligation for further employment (in the case of temporary employment), for the continuation of employment (if a previous working relationship exists) or for the extension or the approval of a scholarship. The regulations concerning contract termination and potential contractual work obligations are not affected.

⁹ See the current TUM scholarship regulations under: www.bv.tum.de/files/TUM_Richtl_GradStip.pdf.

¹⁰ Please delete this sentence in the event that it is expected there will be no further possible financial support.