

## Supervision Agreement

by and between

**PhD candidate**

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and

**Direct Supervisor**

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Within the framework of the

**International Max Planck Research School for Molecular and Cellular Biology (IMPRS-MCB).**

### 1. General Structure of the PhD program

All IMPRS students are enrolled as doctoral students with the University of Freiburg and thus, it is also the University of Freiburg that awards the doctor title (the German Dr. rer. nat. which corresponds to an American PhD). The graduation criteria of the University of Freiburg as laid down in the *Promotionsordnung Biologie* are therefore applied to their full extent.

The thesis will be conducted under the guidance of a direct supervisor and a thesis advisory committee, which includes the direct supervisor and two additional experienced scientists. The TAC has a very important mentoring function and thus, TAC meetings should take place at least once a year. Details on TAC composition, organization and content can be found in the attached guidelines.

Scientific research on the PhD project, which will culminate in the PhD thesis, constitutes the core of the scientific training of IMPRS-MCB students. In addition, IMPRS-MCB students participate in a broad curriculum that complements their laboratory training. This training program covers three major aspects - advanced scientific training, transferable/soft skills and career development & networking. The IMPRS curriculum includes mandatory and optional activities as outlined in the attached guidelines.

### 2. Topic of PhD thesis

The working title of the PhD thesis is as follows

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A thesis proposal outlining the PhD project has to be prepared for the first TAC meeting.

### 3. Time and Work Schedule

The PhD candidate and the supervisor agree to a work and time schedule for the PhD project, which should be outlined in the thesis proposal. This schedule should be within the MPG guidelines for support of doctoral students and the IMPRS-MCB policy, i.e. the PhD work should be finished within three to four years. Extensions up to 5 years are possible under exceptional and justified circumstances.

### 4. Scientific Results and Publications

PhD candidate and supervisor agree to comply with the principles of good scientific practice as stipulated by the MPG.

By law, all scientific results (e.g. original lab books) are property of the laboratory and have to be stored for ten years in the lab. Only copies for private documentation may leave the laboratories.

IMPRS-MCB strongly encourages the completion of at least one first author publication before thesis submission. Ideally the paper should be accepted or at least submitted. If this is not possible, the student

and supervisor should aim to finish a manuscript within the wrap-up phase before the student leaves the laboratory.

If results are not fully published by the time the student leaves the laboratory, the supervisor may ask someone else to finish the work. This third person might gain the right of first authorship depending on the amount of work that still needs to be done.

All scientific documents such as grant proposals, manuscripts and conference abstracts need the approval of the direct supervisor before they may be sent out.

## **5. Supervisor's Tasks and Duties**

The Supervisor agrees to provide regular professional supervision of the PhD candidate and to regularly meet to discuss the progress of the work and compliance with the time and work schedule.

The Supervisor shall support the PhD candidate's academic independence and provide mentoring in regards to the students' scientific career.

The Supervisor agrees to grant sufficient time for the PhD candidate to attend the mandatory IMPRS-MCB courses and events. The IMPRS-MCB curriculum is described in the attached guidelines.

The Supervisor agrees to provide funding for the student within the timeframe stipulated by the MPG and guidelines of IMPRS-MCB (see above). In some cases, IMPRS-MCB may partially support the PhD candidate.

## **6. PhD candidate's Tasks and Duties**

The PhD candidate agrees to regularly update the supervisor about ongoing results and compliance with the time and work schedule.

The PhD candidate agrees to organize regular TAC meetings and to prepare the necessary documentation. Details regarding TAC meetings can be found in the attached guidelines.

The PhD candidate agrees to participate in the mandatory IMPRS-MCB curriculum and other mandatory IMPRS-MCB events. The IMPRS-MCB curriculum is described in the attached guidelines.

## **7. Checkpoint at the first TAC meeting**

PhD candidates need to pass their first TAC meeting to qualify for further enrolment with IMPRS-MCB. Detailed procedures are described in the attached guidelines.

## **8. Resolution of Conflicts**

In the event of differences of opinions or conflicts between the supervisor and the PhD candidate, all parties agree to find an amicable solution. Detailed procedures are described in the attached guidelines.

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**Place, Date**

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**PhD candidate**

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**Direct Supervisor**

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**IMPRS-MCB Coordinator**

## **Acknowledgement and Consent of PhD candidate**

I, the undersigned, hereby

1. Confirm that I have received a copy of the supervision agreement.
2. Confirm that I have received a copy of the current IMPRS-MCB guidelines.
3. Acknowledge and understand the requirements for my PhD studies within IMPRS-MCB and the applicable rules, regulations and policies as outlined in the guidelines.
4. Consent to the processing of my personal information by IMPRS-MCB for all purposes in conjunction with my PhD studies and this supervision agreement.

I understand that I may contact the IMPRS-MCB office, if I have any questions about the agreement or my records.

**PhD candidate** \_\_\_\_\_

**Place, Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

## **Acknowledgement of the direct Supervisor**

I, the undersigned, hereby

1. Confirm that I have received a copy of the supervision agreement
2. Confirm that I have received a copy of the current IMPRS-MCB guidelines
3. Acknowledge and understand the requirements for supervision of my PhD student within IMPRS-MCB and the applicable rules, regulations and policies as outlined in the guidelines

I understand that I may contact the IMPRS-MCB office, if I have any questions about the agreement or my records.

**Direct Supervisor** \_\_\_\_\_

**Place, Date** \_\_\_\_\_

**Signature** \_\_\_\_\_