

International Giessen Graduate Centre for the Life Sciences (GGL)

Supervision Agreement

We commit ourselves to striving for a productive, trustful and honest working relationship, aiming for a good doctoral degree and adhering to the principles contained in this agreement.

The agreement is signed between:

Name of Doctoral Candidate

Address

Name and title of Supervisor

Institution

Name and title of Co-Supervisor

Institution

Name and title of Mentor / Third Supervisor (optional)

Institution

Title of the doctoral thesis:

The doctoral candidate's duties are to:

- plan and carry out the doctoral project in a way that the doctoral project can normally be accomplished within three years
- conduct research according to the principles of good scientific practice and safety standards JLU
- advance his/her scientific and professional qualification by attending e.g. research seminars and lectures, sections retreats, doctoral development programme of the GGL
- work on his/her methodological skills, e.g. by attending laboratory rotations in other institutes
- be responsible for data backup and transfer of data at the end of the doctoral project
- keep a record of the progress concerning the research project as well as educational activities
- present an annual progress report during the GGL conference
- meet regularly with the supervisor and prepare short minutes to be countersigned by both sides
- write an interim research reports once a year (see template)

The supervisor's duties are to:

- help to design the topic and goals of the research project in a way that the doctoral project can be accomplished within three years, and to adjust to this goal at a later stage if necessary
- steer the research work into an area where new and publishable results can be expected
- give scientific guidance and encourage independent work
- supply the infrastructure and equipment required for the research project
- supervise the doctoral candidate until completion of the dissertation project
- inform the doctoral candidate about all necessary guidelines (such as good scientific practice, lab safety, animal experiments, ethic commission)
- control the quality of the doctoral research and meet the doctoral candidate regularly, documented by short minutes prepared by the doctoral candidate
- discuss and take note of the GGL study programme which is intended to ensure that the doctoral candidate obtains scientific and professional expertise
- participate in section retreats, the GGL Annual Conference and the doctoral candidate's progress reports
- provide career support and social assistance if needed

The co-supervisor's (and further supervisor/mentor's) duties are to:

- give scientific guidance and advice
- guide the personal development concerning career goals
- control the quality of the doctoral research
- meet regularly once a year
- mediate in case of conflict situations

The doctoral candidate and the supervisors agree to comply with the principles of good scientific practice, defined in "Satzung zur Sicherung guter wissenschaftlicher Praxis of the Justus-Liebig-University of 29. Mai 2002" ([german](#); [english](#))

In conflict situations all parties may contact the [ombudsman of the JLU](#). In cases of dissolution of the supervision relationship the co-supervisor will assist the doctoral candidate in finding an appropriate replacement supervisor.

With our signature we agree to our roles and responsibilities as doctoral candidate and supervisor/s.

Date:

Signed by the Doctoral Candidate

Signed by the Supervisor

Signed by the Co-Supervisor

A structured **project outline** including **time and work schedule** should be attached.

Roughly, the following points should be included:

- literature survey
- experimental work
- further qualification (e.g. section seminars and lectures, section retreats, doctoral development programme)
- laboratory rotations
- teaching duties?
- meeting with supervisor(s)
- interim reports
- international and national conference attendance
- publications
- writing of the thesis