

# Supervision agreement

## Münster Graduate School of Evolution (MGSE)

The following supervision agreement between

Doctoral candidate: .....

Affiliation: .....

Main supervisor: .....

Affiliation: .....

1. Co-supervisor: .....

Affiliation: .....

2. Co-supervisor: .....

Affiliation: .....

is made with the goal of ensuring that doctoral research, training and education is carried out under the best possible conditions and assistance within the Münster Graduate School of Evolution (MGSE).

The doctoral thesis will be carried out according to the dissertation regulations of the faculty of

..... in the University of Münster and is planned to result in

the graduation degree ..... The principle work will be conducted in the

institute / department .....

.....

..... in the faculty of .....

in the University .....

The thesis will be conducted on the following topic/with the following working title:

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.....

In carrying out the above-mentioned doctoral thesis, the doctoral candidate and the dissertation committee, consisting of the three aforementioned supervisors, agree on the following terms and conditions:

**Article 1: Status of the doctoral student**

The doctoral candidate has been a full member of the MGSE since ..... , with all rights and obligations as regulated by the MGSE statute. As a member of the MGSE, the candidate has exclusive access to all activities of the MGSE, in particular to the Evolution Think Tank (ETT).

**Article 2: Research project**

Each individual doctoral program consists of a research project mutually agreed upon by the candidate and the dissertation committee. Furthermore, the program requires the development of a rigorous research plan, structured with milestones, and an individual career development plan. The doctoral candidate and the MGSE commit themselves to organize and execute the research program in such a manner that the completion of doctoral studies is feasible within three years.

The anticipated date for the completion of the doctoral thesis is .....

**Article 3: Qualification program**

The doctoral candidate will participate in the qualification program of the MGSE, which comprises disciplinary and interdisciplinary scientific activities as well as elements of interdisciplinary qualification (e.g., soft-skill training, teaching experience). The contents and requirements of this education program are regulated by the MGSE Curriculum, which will be communicated to every candidate at the beginning of the doctorate and whenever amendments are adopted. The Coordinator of the MGSE will advise the doctoral student on matters concerning the curriculum and list the achievements of each doctoral candidate in a database which will also be accessible to the respective student. To ensure that the doctoral students can easily oversee the activities which are required to receive the MGSE certificate, a clear and transparent credit point system is used.

The doctoral candidate and the MGSE commit themselves to organize and execute the educational program in such a manner that the completion of the doctoral studies is, as a rule, feasible within three years.

#### **Article 4: Supervision by the dissertation committee**

The main supervisor will meet with the doctoral student at least every two months and commits himself/herself to provide timely and constructive feedback on manuscripts or similar achievements of the doctoral candidate. The supervisors commit themselves to answer to inquiries by the doctoral student (e.g., concerning appointments) within one week and schedule appointments within 6 weeks following the inquiry.

The doctoral student will meet with all three supervisors at least once a year. The meetings are organized by the doctoral candidate according to the following scheme:

- **Beginning of 1<sup>st</sup> year:** The candidate and the committee develop research and career development plans for the candidate (see Article 2).
- **During 2<sup>nd</sup> year:** The candidate reports to the committee the state of her/his research and major outcomes since the previous meeting.
- **Beginning of 3<sup>rd</sup> year:** Besides reporting the state of the thesis, the candidate may discuss her/his individual career plan with the dissertation committee and decides on a specific educational track (academia/industry/society).

The results and the discussion of each meeting will be recorded by the candidate in a brief meeting protocol, which will subsequently be sent to the Coordinator and the supervision committee. If no member of the committee objects within one week the protocol is deemed accepted.

#### **Article 5: Integration into research group**

The doctoral candidate is an integrated member of the research group of her/his main supervisor, and takes part in all scientific activities of the group. The main supervisor will provide a fully equipped working place and access to all necessary resources. The main supervisor, assisted by the co-supervisors, will offer the doctoral candidate opportunities to gain international experience through laboratory exchange, participation in international conferences, and/or collaborative work with foreign guest researchers. The main supervisor ensures that the student is aware of regulations of the institute, including for example laboratory safety and access regulations of the affiliated institute.

#### **Article 6: Doctoral thesis**

Doctoral students in the faculties of biology, medicine, and geosciences are strongly encouraged to submit a cumulative dissertation according to the rules of the respective faculty. The thesis should be written in the English language. Furthermore, the students are encouraged to publish interdisciplinary papers if feasible.

Concerning doctoral students in the faculty of philosophy, in consultation with the doctoral student, the dissertation committee will define whether the thesis should be published as a monograph and / or in extracts in international journals.

#### **Article 7: Doctoral thesis defence**

The MGSE commits itself to an efficient graduation process. The time between thesis submission and the oral defense may therefore not exceed 3 months. If one of the supervisors is not available for the doctoral thesis defense, a deputy can be named (within the doctoral regulations

of the faculty) in order to process the graduation within the time limit. For doctoral students of all faculties, the thesis defense will include a public (university-wide) presentation and discussion of the results and a subsequent oral examination by the dissertation committee.

### **Article 8: Evaluation of the doctoral thesis**

The dissertation committee will evaluate the doctoral thesis on the basis of the written thesis as well as the thesis defense and oral examination. They commit themselves to grade the thesis in an unbiased way regardless of gender, ethnic or social background, religion, sexual orientation, physical impairment or age of the doctoral student.

### **Article 9: Good scientific practice**

Generally, all parties will adhere to the basic principles of scientific integrity and fairness. The research associated with the doctoral project will be executed and supervised according to the DFG recommendations for safeguarding good scientific practice.

The doctoral candidate will not forward scientific results of his/her thesis to a third party without permission of the main supervisor. When publishing the results of the doctoral thesis, the guidelines of the committee on publication ethics (<http://publicationethics.org>) will be adhered to and the contribution of all parties will be acknowledged.

### **Article 10: Scientific misconduct**

Any form of scientific misconduct will be taken seriously and will be investigated promptly by the MGSE. The MGSE can exclude doctoral students and supervisors from the graduate school if they have been convicted of scientific fraud, plagiarism, and the violation of ethical standards. In case of scientific misconduct the MGSE will inform the University of Münster and may take legal actions.

### **Article 11: Work-life balance and family-friendly environment**

The main supervisor is responsible to inform the doctoral candidate about regulations concerning holidays and working hours. In order to promote the work-life balance of the doctoral candidate, the main supervisor will not require the candidate to work overtime, during holidays, or at weekends on a regular basis.

The supervisors will strive to provide a family-friendly environment. The research and qualification program will be organized in a way that enables the reconciling of professional and family life.

### **Article 12: Financing**

The doctoral candidate will be financed for a period of three years, e.g., by means of a university position or third-party funding from the main supervisor. Regardless of the funding duration, supervision will be provided by the dissertation committee until the doctorate is completed.

The main supervisor declares that he/she will provide funding for the doctoral candidate over the period of at least 3 years. If necessary, the main supervisor will also seek to finance the doctoral candidate after the period of 3 years.

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### **Article 13: Conflicts**

In case of a conflict between the doctoral candidate and a supervisor, the MGSE Ombudsperson can be contacted. The ombudsperson will act as an independent and strictly confidential mediator. In consultation with the doctoral student and if necessary the Ombudsperson may contact panels outside the MGSE, the other supervisors, the Coordinator, or the Speaker of the MGSE.

If a doctoral student is subject to discrimination by any member of the MGSE, he/she may turn to the MGSE Equal Opportunity Commissioner who will look into the case.

### **Article 14: Termination or delay of the doctoral thesis**

If the doctoral candidate decides to take a pause or terminate the doctoral thesis work, he/she informs the dissertation committee and the MGSE Speaker immediately, in order to seek a satisfactory solution.

### **Date, Signature**

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(..... , Doctoral Candidate)

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(..... , Main Supervisor)

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(..... , 1. Co-Supervisor)

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(..... , 2. Co-Supervisor)