



## Supervision Agreement

During their thesis work, doctoral candidates will obtain opportunities to acquire professional skills and develop expertise to deliver significant contributions to their field of research.

The Integrated Research Training Group (IRTG) **PROTEOFORuM** within the Collaborative Research Centre CRC 1664 "Plant Proteoform Diversity" (SNP2Prot) aims to provide each doctoral candidate with an optimised support system and stimulating scientific environment to ensure the successful completion of their projects and to promote their individual scientific careers (see the IRTG curriculum for details (1)).

Doctoral candidates and supervisors are expected to commit themselves to scientific excellence and conduct their research projects by adhering to good scientific practices (2), the scientific standards and administrative prerequisites of their hosting institutions and respective university regulations regarding graduate student formalities.

The Supervision Agreements must be filed with the IRTG coordinator within 12 weeks of the start of the PhD candidates' contract.

The Supervision Agreement between the doctoral candidate

\_\_\_\_\_  
Name of doctoral candidate

working on the dissertation project

\_\_\_\_\_  
Title of dissertation or working title

\_\_\_\_\_  
Starting date of the PHD thesis project

and the following members of the individual Thesis Advisory Committee (TAC)

1. \_\_\_\_\_  
Name of the TAC member (Main PI)

\_\_\_\_\_  
Institute/Department (Main PI)

2. \_\_\_\_\_  
Name of the TAC member (Associated project PI)

\_\_\_\_\_  
Institute/Department (Associated project PI)

3. \_\_\_\_\_  
Name of the TAC member (CRC internal or external PI)

\_\_\_\_\_  
Institute/Department (CRC internal or external PI)

[4.] \_\_\_\_\_  
Name of the TAC member (CRC internal or external PI), optional

\_\_\_\_\_  
Institute/Department (CRC internal or external PI), optional

stipulates the responsibilities of all parties to ensure the best possible support for doctoral candidates towards the completion of dissertation research and successful conferral of the doctoral degree.

## 1. The doctoral candidate and main supervisor both pledge to

- Adhere to the principles of good scientific practice (2) and agree on a structured management of research data according to FAIR principles (3) throughout the whole dissertation period.
- Plan and design the dissertation project in such a way that the doctorate can be completed within the term of the work contract. This includes the submission of the dissertation and preparation of related manuscripts for publication. Initially, the main supervisor should clearly define the direction and scope of the project and work packages, with increasing duration of the doctorate, the doctoral candidate participates in the design of the research themselves.
- Discuss progress on a regular basis. The doctoral candidate informs the main supervisor about the status of the work and the supervisor gives constructive feedback. Research progress should be discussed individually at least every 3 months, preferably more frequently.
- Select a TAC within the first 4 months of the thesis work and organize **meetings with the TAC twice a year**.

## 2. The doctoral candidate pledges to

- Commit their working time to an efficient and successful completion of the dissertation project and final PhD degree.
- Participate actively in SNP2Prot organized retreats, seminars, conference(s) and other activities:
  - Present the progress of the thesis work in the framework of the biannual SNP2Prot retreats.
  - Participate in the SNP2Prot seminar series and take part in the organisation of the seminars given by invited external speakers.
  - Participate in the Summer Symposium and International Conference.
- Comply with the requirements/curriculum of the Integrated Research Training Group **PROTEOFORuM** (1) during the thesis work.
- Prepare an annual report which needs to be filed with the respective TAC members and the IRTG and SNP2Prot coordinators no later than 3 months after completion of the respective year. The format of the annual report will change each year:
  1. year: Summarising major results and structure of future work only
  2. year: Manuscript style for publication of data. As of yet missing data can be highlighted as such and will help to prioritize work in the remaining time.
  3. year: General structure of the doctoral thesis. Outline of structure, filled with the key points of each section.
- Attend an (international) conference in which they present their respective research data.
- In compliance with the principles of good scientific practice (2), transfer all collected primary data and derived meta-data, all generated reagents, libraries, genetic resources (seed stocks, plasmid stocks, etc.), and laboratory notebooks to the custody of the main supervisor.
- Meet all requirements by the respective university faculty for obtaining the doctoral degree.
- Comply with policy of the home institution on confidentiality agreements and intellectual property rights.

## 3. The Main Supervisor pledges to

- Provide appropriate supervision in accordance with the principles of good scientific practice (2).
- Advise on, or assist in research seminar presentation, manuscript preparation, applications for securing external funding, and subject-related legal aspects such as patent procedures → encourage and support the candidate to publish own data at least in one scientific paper during the thesis work.
- Oversee the thesis research and dissertation writing and to comment on progress.

- Provide timely and constructive feedback on written annual reports (within 4 weeks) and oral presentations (immediately afterwards).
- Participate actively in SNP2Prot organized retreats, seminars, conference(s) and other activities.
- Support participation of the doctoral candidate in the educational programme of the Integrated Research Training Group **PROTEOFORuM** (1) and its mandatory as well as optional activities.
- Integrate the Doctoral Candidate in a research network and promote their participation in scientific conferences/meetings/summer schools or workshops
- Participate in the organisation of seminars given by invited external speakers within the framework of the SNP2Prot colloquia.
- In case of unsatisfactory progress, call for a special meeting of the supervision team/TAC to discuss pertinent issues and make recommendations to the candidate
- Edit or comment on thesis drafts within 1 months (in the case of the function of reviewer, to review the work within 1 months).

#### 4. The Associated Project Supervisor pledges to

- Provide advice on methodological and conceptual issues.
- Actively cooperate with the project partners and provide access for the project partners to the laboratory and equipment (under professional supervision) if necessary.

#### 5. All members of the Thesis Advisory Committee pledges to

- Adhere to the principles of good scientific practice (2) and agree on a structured management of research data according to FAIR principles (3) throughout the whole dissertation period.
- Take part in the TAC meetings twice a year to discuss and direct progress of the doctoral project toward a timely completion within the time of work contract, and to discuss the annual written report of the Doctoral Candidate.
- Monitor and mentor the doctoral candidate on career development and recommend skill and career advancing activities and in the case of caring for dependents and/or children, as well as in the case of pregnancy or prolonged absence due to illness on the part of the Doctoral Candidate, find individual solutions in accordance with the guideline to ensure the completion of the dissertation.

In case of personal conflicts between the doctoral candidate and the supervisor, which may severely disturb a productive cooperation, another thesis committee member and/or the IRTG coordinator should be contacted. In the event of any breach or distrust on any party, care will be taken to install an adequate alternative agreement.

(1) <https://snp2prot.uni-halle.de/irtg-curriculum/>

(2) <https://www.dfg.de/en/basics-topics/basics-and-principles-of-funding/good-scientific-practice>

(3) <https://www.go-fair.org/fair-principles/>