

yDiv Supervision Agreement for main supervisors and doctoral researchers

Aims of this document

The yDiv supervision agreement is a tool to clarify and define the expectations of the supervisor and supervisee and support the doctoral researcher to successfully work on their PhD project. It should help to create a professional relationship that is comfortable for both sides.

This document should be discussed and completed jointly by the doctoral researcher and the main supervisor (main contact person for the PhD project and the thesis) within three months after the start of the PhD project. The supervisor and the doctoral researcher should read and prepare this document before the meeting in which they will discuss it. Individual agreements are recorded in the appendix to this document.

The document is mandatory for yDiv doctoral researchers (in addition to supervision agreements at universities) and should be reviewed and modified collaboratively at least once a year during the annual appraisal interview (more information: www.idiv.de/ydiv/information-for-supervisors).

The signed document must be emailed to the yDiv coordination (ydiv@idiv.de) **within three months** after the start of the PhD project.

Supervision agreement by and between

Name of doctoral researcher

Awarding institution (*name university and faculty*)

Name of main supervisor
(*main contact person for the PhD project and the thesis*)

If different from main supervisor:
Name of university supervisor (*official thesis reviewer from university*)

If applicable:
Further supervisors (*in case of multiple supervisors: meet to discuss, agree on tasks and responsibilities concerning PhD supervision*)

Dissertation working title

Time plan

PhD project starting date

Planned date for the completion of the dissertation

Important notes

The PhD thesis should be planned and designed to be completed within the project funding period (usually three to four years). Please discuss different possibilities if the project cannot be completed in the planned time frame.

The time plan should be reviewed by the doctoral researcher and the main supervisor at least annually to ensure that it is up to date and, if necessary, adjusted to changes in the PhD process by mutual agreement. The updated time plan will also be presented at the progress meetings of the PhD Advisory Committee (PAC) at least once a year. (*continued on next page*)

German Centre for Integrative Biodiversity Research (iDiv) Halle-Jena-Leipzig

Puschstrasse 4
04103 Leipzig
Germany

Phone: +49 341 9733126

ydiv@idiv.de
www.idiv.de/ydiv

iDiv is a research centre of the DFG.

iDiv is a central facility of Leipzig University within the meaning of Section 92 (1) of the Act on Academic Freedom in Higher Education in Saxony ("Sächsisches Hochschulfreiheitsgesetz, SächsHSFG"). It is run together with the Martin Luther University Halle-Wittenberg and the Friedrich Schiller University Jena, as well as in cooperation with the Helmholtz Centre for Environmental Research – UFZ.

The following non-university research institutions are involved as cooperation partners: the Helmholtz Centre for Environmental Research (UFZ), the Max Planck Institute for Biogeochemistry (MPI BGC), the Max Planck Institute for Chemical Ecology (MPI CE), the Max Planck Institute for Evolutionary Anthropology (MPI EVA), the Leibniz Institute DSMZ – German Collection of Microorganisms and Cell Cultures, the Leibniz Institute of Plant Biochemistry (IPB), the Leibniz Institute of Plant Genetics and Crop Plant Research (IPK) and the Leibniz Institute Senckenberg Museum of Natural History Görlitz (SMNG).

To ensure a work-life balance, individual circumstances should be considered in the time planning. This can take into account parental responsibilities, nursing responsibilities, illness, mental health issues, voluntary work, etc. Compatibility of family and scientific work shall be supported. Special support should be stipulated as required. In addition, both sides must respect the holiday and recreation periods.

Rights, tasks and duties of the supervisor and the doctoral researcher

Supervisor's tasks and duties

The supervisor agrees to provide continuous professional supervision of the doctoral researcher until completion of the PhD project, irrespective of the funding duration. This includes:

- regular meetings (at least twice a year) regarding the progress and compliance with the time plan and work schedule
- feedback on manuscripts and written reports within a mutually agreed period of time
- advice on general requirements for a doctorate at the faculty
- encouragement and, if needed financial support to attend conferences and workshops/ courses

The supervisor ensures that PAC meetings take place at least once a year.

The supervisor shall support the doctoral researcher's academic independence.

The supervisor discusses career prospects both in academia and outside academia with the doctoral researcher and supports them further to qualify themselves with regard to their future career. This concerns participation in further training (in particular the yDiv graduate school programme), exchange with other labs (in particular the yDiv stay abroad), and promotion of the doctoral researcher's academic achievements.

iDiv strongly encourages supervisors to attend further training on supervision. The universities and yDiv provide relevant training opportunities (more information: www.idiv.de/ydiv/information-for-supervisors).

Doctoral researcher's tasks and duties

The doctoral researcher agrees to regularly report to their main supervisor (at least twice a year) and their PAC (at least once a year) about results relevant for the dissertation and to comply with the time plan and work schedule. They inform their supervisor in time in case of unexpected delays and problems.

The doctoral researcher informs themselves about the specific requirements for a doctorate at the faculty and acts accordingly (e.g. registration on the doctoral candidate list at the faculty).

The doctoral researcher participates actively in the yDiv graduate school programme.

Good scientific practice

The doctoral researcher and supervisor agree to comply with the principles of good scientific practice at their university/institution and the iDiv code of conduct (www.idiv.de/about-idiv/missions#c19223).

Changes to the agreement

It is possible to supplement or amend this supervision agreement by mutual agreement. All additions and amendments shall be documented in written form as an appendix to this agreement. This agreement should be reviewed and modified collaboratively at least once a year during the annual appraisal interview.

Consequences in case of non-compliance with the supervision agreement

This document can be used as a reminder of the tasks of both the doctoral researcher and supervisor(s) as well as a starting point of discussion in case of non-compliance by either party. It is possible for both the doctoral researcher and the supervisor to approach the yDiv graduate school coordinator or the yDiv speaker for individual discussion. Severe cases can also be discussed at the yDiv board

By signing this document, both supervisor and doctoral researcher agree to fulfill their respective tasks, and have the right to expect the other to fulfill theirs. They have discussed and agreed on mutual expectations (see appendix).

Name of doctoral researcher

Date and signature of doctoral researcher

Name of main supervisor

Date and signature of main supervisor