

# Contract between PhD student and supervisor - W2W

## §1 Purpose of the contract

The contract between PhD student and supervisor(s) enables their relationship to be transparent. The planning and implementation of the PhD research project should be designed by the supervisor(s) and the PhD student together, in order for the project to be completed within a reasonable timeframe and with high quality. The individual situation of the PhD student should be considered. The successful completion of the PhD thesis is not guaranteed by the signature of this contract.

## §2 Persons involved

A contract is concluded between the following persons:

- ..... (PhD student)
- ..... (main supervisor)
- ..... (other supervisor, if applicable)
- ..... (other supervisor, if applicable)

## §3 PhD project

The PhD student intends to work on a dissertation, which title is

.....  
.....

at the ..... [Faculty]

in the .....  
[University].

The dissertation is planned to start on  
..... (start: month/year)

and to be finished on  
..... (expected end: month/year).

#### **§4 Duties and responsibilities of the supervisor**

- (1) The supervisor makes sure that the PhD student is familiar with the current rules applying to PhD programs at the host University.
- (2) The supervisor strives to provide the appropriate working conditions to the PhD student.
- (3) The supervisor commits to regularly and professionally advise the PhD student. The supervisor also commits to attend meetings regularly (at least every three months) about the work in progress of the PhD student, taking into consideration the work plan and the work schedule.
- (4) The supervisor encourages the PhD student to work independently. The supervisor also supports the PhD student by providing access to national and international scientific environments, by introducing her/him to working groups and scientific networks, by encouraging her/him to take part in workshops, conferences, summer schools, by helping her/him to prepare presentations, by providing her/him with information on possibilities to publish articles and by helping her/him in the writing process.
- (5) The supervisor supports the PhD student regarding her/his career plan and mentions possibilities for further disciplinary and interdisciplinary qualification.
- (6) The supervisor agrees with the PhD student on the disputation procedure.
- (7) The supervisor assesses the work submitted by the PhD student promptly and in a neutral way.
- (8) The supervisor strives to find reviewers outside of the host institution for the PhD student. These reviewers should, if possible, be principal investigators of the Transregional Collaborative Research Center „Waves to Weather“ (W2W; SFB / TRR165).

#### **§5 Duties and responsibilities of the PhD student**

- (1) In agreement with the main supervisor, the PhD student produces a detailed and structured workplan and work schedule. The PhD student must inform the supervisor in case major changes have been made to the work plan and work schedule.
- (2) With the prior agreement of the main supervisor, the PhD student attends specific courses and multidisciplinary courses.
- (3) The PhD student regularly reports (at least twice a year) on the work in progress to the supervisor(s). The report (approximately 1-page long) contains a description of the achievements since the last report or since the start of the PhD, the overall progress on the thesis, and the participation to lectures, conferences, guest lectures, doctoral days and specific workshops. In addition, the PhD student submits parts of the results (e.g. chapter of the thesis, draft of article) to the supervisor(s) following the work plan and the work schedule.
- (4) The PhD student strives to present her/his scientific results to the international community by publishing articles in peer-reviewed journals and by presenting these results at conferences.

**§6 Involvement in the Transregional Collaborative Research Center „Waves to Weather“ (SFB/TRR165)**

- (1) The PhD thesis will contribute to the project .....  
.....  
within the Transregional Collaborative Research Center „Waves to Weather“ (W2W).
- (2) In addition to the regular meetings with her/his supervisor, the PhD student presents her/his work in progress to the project group at least once a year and receives feedback from the project members in order to improve the PhD project if possible.
- (3) Measures and regulations to help combining family and scientific activities are implemented within W2W, within the host institution and within the partner institutions. They apply, and are available, to the PhD student.
- (4) The agreements made within the doctoral program remain unchanged.

**§7 Conflict situations**

In case of conflicts, the PhD student and the supervisor(s) can ask for advice and support from other persons involved in W2W.

**§8 Compliance with the good scientific practice principles and ethical guidelines**

The persons signing the present contract agree to comply with the principles of good scientific practice and ethical guidelines.

**Location, date and signature**

..... (location, date, PhD student)

..... (location, date, main supervisor)

..... (location, date, other supervisor)

..... (location, date, other supervisor)

**Attachement:**

- Work plan
- Work schedule

*October 2015*