Written Supervisor Agreement in accordance with section 6, paragraph 5 of the **Rules and Regulations for the Doctoral Studies Program *Molecular Science*** at the **Dahlem Research School** of **Freie Universität Berlin**

**Supervisor Agreement**between

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| *First name Last name* | Student of the Doctoral Studies Program *Molecular Science* |
| *First name Last name* | Supervisor according to the relevant rules and regulations for doctoral studies at the Department of *Name* of *University* |
| *First name Last name* | Additional member of the supervisory team |
| Prof. Dr. Ulrike Alexiev | Representative of the board of the Integrated Graduate School of the SFB 1078 |
| Prof. Dr. Beate Paulus | Representative of the Doctoral Studies program *Molecular Science* |

**1.** *Ms. or Mr. First name Last name* has been a student in the doctoral studies program *Molecular Science* at the Dahlem Research School of Freie Universität Berlin since … and as such is working on a dissertation with the working title:

*"working title".*

The dissertation project was presented by the student as a part of the admissions procedure to the doctoral studies program and was approved by the supervisor as well as by the representative of the doctoral studies program.

**2.** The dissertation project is to be supervised by a supervisory team in compliance with section 6, paragraph 3 of the rules and regulations for the doctoral studies program *Molecular Science*. The supervisory team consists of the following university professors:

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| a) | *First name Last name* | Supervisor according to the relevant rules and regulations for doctoral studies at the Department of *Name* of *University* |
| b) | *First name Last name* | Additional member of the supervisory team |
| c) | Prof. Dr. Ulrike Alexiev | Representative of the board of the Integrated Graduate School of the SFB 1078 |

In the event that a member of the supervisory team should resign prior to the submission of the dissertation project, the representative shall arrange for continuous and adequate supervision.

**3.** Prior to the commencement of the doctoral studies, based on the content of the project-related doctoral studies program, the supervisory team shall define the type and the extent of the study units (modules) to be completed by the student in accordance with section 6, paragraph 4 while taking into account the measures defined in sections 7 through 12. Moreover, the supervisory team shall assure that adequate working conditions are available to the student.

**4.** With the consent of the student as well as the representative, the supervisory team defines the following study units (modules) to be completed by the student in accordance with section 6, paragraph 4 while taking into account the measures defined in sections 7 through 12:

1. IGK graduate seminar, 6 ECTS, 5 semesters
2. SFB colloquium, 6 ECTS, 6 semesters
3. SFB retreat, 4 ECTS, 1 per year, 3 years
4. Research group seminars, 6 ECTS, 6 semesters
5. Elective: interdisciplinary lab course / research visit of another laboratory / conference or workshop participation, 6 ECTS, min. 1 per year, 3 years
6. Elective: Language courses / Soft skill courses / Outreach activity, 2 ECTS

After the 2nd and 4th semester, the student shall present an annual progress report, which describes the current state as well as future plans of the research project. The student shall give an oral presentation on the content of the report. The evaluation is taking place during an individual mentoring meeting with a member of the supervisory team.

**5.** With the consent of the student, the supervisor shall prepare the theoretical and methodological cornerstones of the dissertation project and shall advise the student in his/her preparation of a detailed work plan and time schedule. At appropriate intervals, the supervisor shall comment on the student's work and evaluate it orally or in writing. Regular reports by the student to the supervisor shall provide insight into his or her progress. Regular consultation and supervisory meetings shall be set based on the predefined type and extent of the study units to be completed by the student and allowing for special requirements of the specific disciplines. Said meetings shall generally be scheduled once a month during the lecture period. If needed, additional appointments may be convened on short notice. By January 31 of the year following enrollment, the representative is to be informed should there be any important reasons to modify the composition of the supervisory team. Should this be the case, the representative shall then take the appropriate steps.

**6.** The period of time set to complete the dissertation is the predefined standard study period as stipulated within the relevant rules and regulations for doctoral studies. In accordance with section 5, paragraph 2 the student shall aim to submit his or her dissertation within the predefined standard study period. The work plan and time schedule provided in the appendix shall apply as amended on May 30, 2013 or otherwise schedules agreed upon at a later date and attached. These schedules must be approved by the supervisory team. The student shall be obliged to immediately inform the supervisory team in the event of any changes to the work plan and schedule.

**7.** Before accepting any paid or unpaid part-time employment, the student shall be required to obtain the prior consent of the supervisory team and the approval of the representative in advance. Permission for part-time employment may be refused if there is reasonable concern that this activity would prevent the student from properly fulfilling the duties and obligations of the doctoral program to the extent required. In particular, permission shall be refused if it is assumed that the demands of the part-­time employment made on the student's work and performance are such that they will make it difficult for the student to achieve the objectives of the doctoral program.

**8.** The student and the members of the supervisory team shall be obligated to observe the code of good practice in accordance with the statutes to ensure good scientific practice (code of honor) of the Freie Universität Berlin dated April 17, 2002, 29/2002 (FU Memoranda No. 29/2002).
This includes the student’s obligation to consult his/her supervisory team or other persons of trust in any cases of doubt. For members of the supervisory team this expressly includes the duty to observe and to make the student aware of any copyright provisions applicable to texts or findings.

**9.** All persons involved shall review and, if necessary, modify the supervisor agreement and its appendices on an annual basis. In the event an extension is needed to complete the dissertation project beyond the end of the standard study period, a new supervisor agreement may, if necessary, be presented to the representative for approval. All persons involved declare their consent to allow release of general information about the dissertation project for the purposes of statistical survey and evaluation by the Graduate School. Should the doctoral studies be interrupted, all of the persons involved are required to submit reasons in writing to the representative. In this context, it is adverted to section 13, paragraph 3 and 4 of the rules and regulations for the doctoral studies program *Molecular Science*.

Date and signatures:

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| …………………………………………………..*First name Last name*Student of the Doctoral Studies Program *Molecular Science* |  |
| …………………………………………………..*First name Last name*Supervisor according to the relevant rules and regulations for doctoral studies at the Department of *Name* of *University* | …………………………………………………..*First name Last name*Additional member of the supervisory team |
| …………………………………………………..Prof. Dr. Ulrike AlexievRepresentative of the board of the Integrated Graduate School of the SFB 1078 | …………………………………………………..Prof. Dr. Beate PaulusRepresentative of the Doctoral Studies program *Molecular Science* |

Appendix to the Supervisor Agreement:

