



Helmholtz Research School on
Mechanisms and Interactions of Climate Change in Mountain Regions

MICMoR Supervision Agreement

Notes

This Supervision Agreement for the MICMoR Research School serves as the formal document to state responsibility and the working relationship between MICMoR Fellows and their Thesis Advisory Committee (TAC). The basic tenets of the Supervision Agreement are mandatory. It is based on the MICMoR policies ("Geschäftsordnung"), especially on its chapter 8 outlining the MICMoR Mentoring Concept. It also takes into account the recommendations of the German Research Foundation (DFG)¹ for drawing up supervision agreements and the document of the Helmholtz Association² on graduate education.

The Supervision Agreement serves as an aid to structure and plan the MICMoR Fellow's doctoral research project and training. It provides transparency to time frame and content of the doctoral research and thus ensures a committed and transparent supervision process to foster completion of the doctoral project with high quality and in good time.

MICMoR Fellows and their personal TAC will enter into a Supervision Agreement within 3 months after joining the MICMoR Research School. The agreement should be completed and signed during the first formal meeting of fellows with their personal TAC. For completion, the fellows need to discuss with their TAC the outline, time and workplan of their research project, as well as their individual MICMoR Curriculum. The Supervision Agreement shall be completed in one signed version and be submitted to the MICMoR Coordination Office³ (MCO), together with outline, time and work plan as well as curriculum (for respective templates see Appendix 1 and 2). Changes and modifications in the initial outline, the time and work plan and the curriculum can be made later, as the need arises. However, any changes need to be reported to the MCO, e.g. together with the bi-annual TAC reports.

A digital version of the signed Supervision Agreement will be sent to each of the four parties, i.e. the MICMoR Fellow, the supervisor, and the first and second mentor of the TAC. By signing the agreement, supervisors and mentors automatically become members of MICMoR and are entitled to travel support to MICMoR events.

Fellows and their TAC shall meet at least twice a year to discuss and review the progress of the research project. A report of these meetings has to be submitted to the MCO using the MICMoR TAC Report form as given in Appendix 3.

¹ http://www.dfg.de/formulare/1_90/1_90.pdf, DFG: Empfehlungen für das Erstellen von Betreuungsvereinbarungen

² http://www.helmholtz.de/fileadmin/user_upload/aktuelles/helmholtz-ausschreibungen/02_Helmholtz_Kollegs/Leitlinien_Doktorandenausbildung.pdf, Wesentliche Elemente der Doktorandenausbildung in der Helmholtz Gemeinschaft

³ Contact Address: MICMoR Coordination Office, KIT/IMK-IFU, Kreuzeckbahnstraße 19, 82467 Garmisch-Partenkirchen, Germany

1. Parties involved

The Supervision Agreement will be entered by and between:

MICMoR Fellow:	
University where doctoral thesis will be submitted (faculty, department, institute):	
MICMoR Fellow since:	
Supervisor:	
Also designated primary thesis referee ("Erstgutachter"):	YES <input type="radio"/> NO <input type="radio"/>
Affiliation:	
E-Mail:	
Phone:	
Mentor 1⁴:	
Affiliation:	
E-Mail:	
Phone:	
Mentor 2:	
Affiliation:	
E-Mail:	
Phone:	

⁴ Mentors are not necessarily second referees in the official doctoral evaluation. They need to have a doctoral degree.

2. Doctoral Research Project

- (1) MICMoR Fellows will discuss the outline of their research project, its time and work plan with the TAC at the latest during their first TAC meeting. Outline, time and work plan need to be submitted together with the Supervision Agreement (see Appendix 2 and 3); however, they can be modified and adapted at later stages.
- (2) The MICMoR fellow pursues a doctoral research project with the title (or working title, if applicable):

Starting date of the doctoral research project: _____

Expected completion date of the project and final submission of thesis:

- (3) If either the MICMoR Fellow or a TAC member is lead to believe that the doctoral project cannot be completed in the above time frame, the MCO should be contacted immediately.
- (4) The MICMoR Research School does not interfere with doctoral programme regulations (“Promotionsordnung”) of the MICMoR Fellow’s university. In case of conflicts between the university and MICMoR policies, please contact the MCO.

3. MICMoR Curriculum

- (1) MICMoR Fellows will discuss and outline their individual MICMoR Curriculum (i.e., participation in Summer Schools, Technical Short Courses, Transferable Skills Courses, non-MICMoR courses, international conferences, research stay abroad etc.) with their TAC during their first meeting. The curriculum will serve as a guideline and orientation for the fellows.
- (2) The curriculum can be modified and adapted at later stages as necessary; changes need to be resubmitted to the MCO.

4. Responsibilities of the Supervisors and Mentors

- (1) The supervisors and the mentors that form the personal TAC of each MICMoR Fellow are obliged to provide the fellow with expert advice (including scientific subject matter, literature, project planning, research methods, writing and presentation strategies). The supervisors and mentors shall support the fellows and foster their scientific independence, encourage them to present their work in scientific conferences and publish in international journals. They shall provide mentorship and support in all career questions.
- (2) The supervisors and mentors shall conduct TAC meetings with the MICMoR Fellows on a regular basis, i.e. at least twice a year, to discuss progress of the doctoral research in accordance with the time schedule and work plan as outlined in the Supervision Agreement. One of the mentors can also participate via video or telephone conference if necessary. Reports of such meetings need to be submitted to the MCO using the MICMoR TAC Report form (see Appendix 4).
- (3) The supervisors and mentors will discuss and consult with the MICMoR Fellow on participation in graduate programme elements (Technical Short Courses, Transferable Skills Courses etc.).
- (4) The main supervisor is expected to advise and counsel the MICMoR Fellow up to the completion of the doctoral examination, irrespective of the duration of financial support by MICMoR.
- (5) The main supervisor is obliged to provide an adequate workplace, suitable working conditions and equipment and to foster the integration of the MICMoR Fellow within their research group.

5. Responsibilities of the MICMoR Fellow

- (1) The MICMoR Fellow shall show high motivation, commitment and engagement to the objectives of the MICMoR Research School.
- (2) The MICMoR Fellow shall actively participate in the training elements of the MICMoR Graduate Programme (i.e., Summer Schools, Technical Short Courses, Transferable Skills Courses and Research Forum). The scope and content of this involvement are determined through the formal MICMoR Curriculum requirements and discussed in the TAC meetings. The Steering Committee can decide on exceptions and special arrangements.
- (3) Over the course of a 3-year active membership in MICMoR, the MICMoR Fellow shall give two presentations on the current state of the research at MICMoR's Research Forum.
- (4) The MICMoR Fellow agrees to make provision for and take advantage of the supervision and mentoring services as mentioned in paragraph 4.1 and through regular contact to the supervisor and mentors. The fellow is obliged to consult and report to the TAC on the results and progress of the doctoral research project in accordance with the time schedule and working plan on a regular basis (i.e., during the TAC meetings).
- (5) The MICMoR Fellow will notify the MCO upon successful participation and completion of courses and training elements. For external non-MICMoR courses a copy of a certificate or confirmation letter needs to be submitted as well.
- (6) The MICMoR Fellows shall present their research results to the scientific community by publishing them in renowned and peer-reviewed journals and by giving presentations at international conferences. Publications (also submitted and in press) need to be reported to the MCO, as well as participation at conferences and research visits.
- (7) The MICMoR Fellow must notify the MCO about final submission of the thesis and the date and result of the doctoral examination. Upon reception of the doctoral degree certificate, an electronic copy of the certificate must be submitted to the MCO.

6. Compliance with the Principles of Good Practice in Research

- (1) The MICMoR Fellows, the supervisors and mentors are obliged to comply with the principles of good practice in research as outlined by the German Research Foundation in their recommendations for *Safeguarding Good Scientific Practice*⁵. For fellows this includes the obligation to seek advice with a person of trust when in doubt. For supervisors and mentors this explicitly includes the obligation to comply with the intellectual property rights of their fellows and others.
- (2) Fellows and TAC are obliged to assure compliance with accepted standards of plagiarism (see DFG recommendations for *Safeguarding Good Scientific Practice*, recommendation 8) and to seek professional advice if necessary.

7. Mediation in Conflicts

- (1) The membership within the MICMoR Research School as a MICMoR Fellow, scientist, supervisor or mentor, is linked to compliance with the Supervision Agreement. In case of conflicts between the fellow and the supervisor or mentors, the parties concerned should contact either a responsible ombudsperson at their home institution or the MCO who will advise in strict confidentiality.
- (2) In the event of dissolution of the supervision or mentor relationship, the MICMoR Research School will assist in the establishment of an adequate alternative arrangement for the MICMoR Fellow. In the case of termination of an incomplete doctoral research project, written statements by the fellow and the supervisors must be forwarded to the MCO.

8. Balancing Research and Family Obligations

- (1) The MCO will provide assistance for cases of difficulties to arrange research and family obligations.

9. Severability Clause

If a part of this agreement should prove to be or become invalid or inapplicable, the validity of the rest of the contract is unaffected.

10. Other Regulations

The MICMoR Fellows, supervisors and mentors confirm that they acknowledge

- the MICMoR policies (“Geschäftsordnung”; “Information for MICMoR Fellows” provided to the fellows upon acceptance to the Research School is a condensed version of the “Geschäftsordnung”),
- the rules and regulations for the respective university’s doctoral degree (“Promotionsordnung”),

⁵ http://www.dfg.de/download/pdf/dfg_im_profil/reden_stellungnahmen/download/empfehlung_wiss_praxis_0198.pdf.

DFG: Sicherung guter wissenschaftlicher Praxis

- the rules and regulations of the Graduate Center / Graduate School of the respective university that a MICMoR Fellow may be affiliated with (if applicable),

as part of this Supervision Agreement and will act in accordance with the provisions contained therein.

The MICMoR Fellow, supervisor and mentors acknowledge that all the statements they have made are to the best of their knowledge.

Location and Date _____

MICMoR Fellow _____

Supervisor _____

Mentor 1 _____

Mentor 2 _____

MICMoR Chair _____

Appendix:

1. Template for outline of the MICMoR Doctoral Research Project with time and work plan
2. Template for outline of personal MICMoR Curriculum
3. Template for TAC Meeting Report



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Supervision Agreement - Appendix 1:

**MICMoR Doctoral Research Project
 with Time and Work Plan**

The outline of the doctoral research project and a respective time and work plan need to be submitted to the MICMoR Coordination Office together with the Supervision Agreement. Changes and modifications in the initial outline, time and work plan can always be made later; they need to be submitted to the MICMoR Coordination Office as well (e.g. together with the bi-annual TAC report).

MICMoR Fellow: _____

Doctoral research project title (or working title):	
Outline (max. 1 page):	

Time and work plan:

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Location and Date

MICMoR Fellow



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Supervision Agreement - Appendix 2:

Personal MICMoR Curriculum

The personal MICMoR Curriculum, i.e. the planned participation at MICMoR courses, external courses, conferences, visits abroad etc., needs to be submitted to the MICMoR Coordination Office together with the Supervision Agreement. Naturally, at that time, it can only be tentative. Modifications and changes can always be made later; they need to be submitted to the MICMoR Coordination Office as well (e.g. together with the bi-annual TAC report).

MICMoR Fellow: _____

Training element (e.g., Summer School, Conference, external course)	Topic	Tentative Date or time frame (i.e. 1. Year, 2. Year etc.)	Completed or else

 Location and Date

 MICMoR Fellow



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Supervision Agreement - Appendix 3:

**Thesis Advisory Committee
 Meeting Report**

This TAC Meeting Report form issued by the MICMoR Research School is designed to be adopted by the TAC and the MICMoR Fellow when meeting twice a year to discuss and review the progress of the PhD work and its respective time and work plan. The progress of the research work, comments and recommendations as well as changes, e.g., in the PhD topic, in the time and work plan or the planned curriculum, need to be reported. Reports of each meeting have to be sent to the MICMoR Coordination Office.

Location and Date of Meeting:	
MICMoR Fellow:	
Thesis Advisory Committee: give names of supervisors and mentors; were all present at the meeting?	
Report: please indicate, e.g., <ul style="list-style-type: none"> • progress of doctoral research project according to original outline, time and workplan and of curriculum • occurring changes in the above • comments, recommendations or potential concerns 	

Additional comments:	
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Location and Date _____

MICMoR Fellow _____

Supervisor _____

Mentor 1 _____

Mentor 2 _____