

Graduate School of Excellence

# TRAINING AND POLICY MANUAL

Edition 2016

This manual has been written for the benefit of doctoral students, supervisors, members and associated members of the Graduate School Materials Science in Mainz (MAINZ). It should be used as a guide for the doctoral training within the framework of MAINZ. It does not cover legal aspects of the programme.

March 2016, 4<sup>th</sup> edition

MAINZ Coordination Office

Johannes Gutenberg University Mainz

Staudinger Weg 9

55128 Mainz

Germany

#### FUNDING



Rheinland-Pfalz

MINISTERIUM  
FÜR BILDUNG, WISSENSCHAFT,  
WEITERBILDUNG UND KULTUR



#### ACADEMIC PARTNERS



Max-Planck-Institut für Polymerforschung  
Max Planck Institute for Polymer Research



# TABLE OF CONTENTS

<b>MISSION OF THE GRADUATE SCHOOL MAINZ.....</b>	<b>4</b>
<b>GENERAL POLICY .....</b>	<b>4</b>
<b>SCIENTIFIC VISION .....</b>	<b>5</b>
<b>A. ORGANISATION .....</b>	<b>6</b>
A.1 Students .....	6
A.2 Student Representatives.....	6
A.3 Faculty.....	6
A.4 MAINZ Steering Committee .....	6
A.5 Scientific Director .....	7
A.6 MAINZ Selection Committee .....	7
A.7 MAINZ Coordination Office.....	7
A.8 Ombudsperson .....	7
A.9 Information on MAINZ .....	7
<b>B. TRAINING .....</b>	<b>8</b>
B.1 Career Development and Training Plan (CDTP) .....	8
B.2 Supervision .....	8
B.2.1 Thesis Committee .....	8
B.2.2 Report Committee .....	9
B.3 Training through Research .....	9
B.3.1 Lectures/MAINZ Lecture Series.....	9
B.3.2 Summer Schools .....	9
B.3.3 Conference Participation .....	9
B.3.4 Secondments.....	10
B.3.5 Student Seminars .....	10
B.4 Training for Life.....	10
B.4.1 Complementary Skills.....	10
B.4.2 mentMAINZ Mentoring Program.....	10
B.5 Counseling.....	10
B.6 MAINZ Certificate .....	11
<b>C. RIGHTS AND DUTIES .....</b>	<b>12</b>
C.1 Rights of students .....	12
C.2 Duties of students .....	13
C.3 Rights of supervisors .....	13
C.4 Duties of supervisors .....	13
<b>Annex 1 – Career Development and Training Plan .....</b>	<b>15</b>
<b>Annex 2 – Supervision Agreement.....</b>	<b>19</b>
<b>Annex 3 – Mentoring Agreement.....</b>	<b>22</b>

## MISSION OF THE GRADUATE SCHOOL MAINZ

---

The Graduate School MAINZ strives to offer outstanding doctoral students optimal conditions for conducting their doctoral studies in the interdisciplinary field of materials science. To this end, three institutions have joined forces to offer a common structured doctoral program: The Johannes Gutenberg University of Mainz (JGU), the Max Planck Institute for Polymer Research (MPI-P), and the Technical University of Kaiserslautern (TUKL).

### Doctoral students of MAINZ (named “students” hereafter) will benefit from:

- ▶ a broad variety of interdisciplinary scientific and complementary training
- ▶ well-structured, individualised graduate education, as well as personal supervision
- ▶ cooperative supervision by a team of scientists
- ▶ state-of-the-art research equipment in an attractive and internationally competitive research environment
- ▶ a stimulating academic environment
- ▶ an efficient organisational structure

### Thus students will be able to:

- ▶ pursue independent, high-level research while working as members of an internationally recognised research team
- ▶ benefit from a network of MAINZ students and alumni
- ▶ become a part of an international scientific network
- ▶ complete their doctoral studies within three years or less
- ▶ prepare themselves for a successful further career in science, industry or other professional areas

## GENERAL POLICY

---

All persons involved in the programme of the Graduate School MAINZ must commit themselves to the general policy rules of MAINZ: They agree to

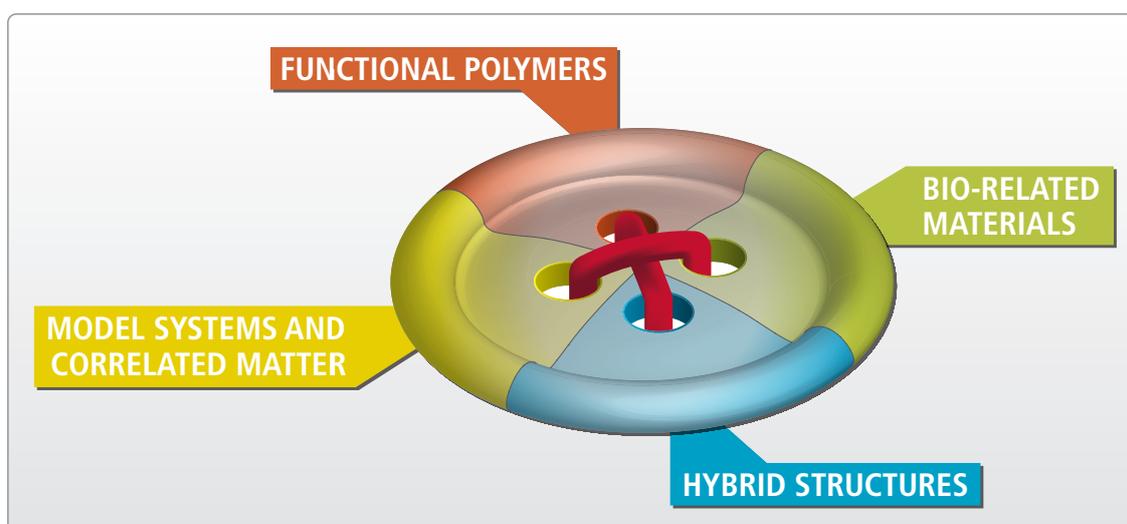
- ▶ comply with standards of good scientific practice as published by the Deutsche Forschungsgemeinschaft
- ▶ work together in a cooperative way
- ▶ ensure transparency of all processes
- ▶ promote internationality
- ▶ promote networking with other scientists
- ▶ be aware of gender issues and promote concepts supporting gender equality
- ▶ encourage concepts for family-friendly education and working conditions

Publications resulting from projects within MAINZ must show the association of the doctoral student with the graduate school in the affiliations: “Graduate School Materials Science in Mainz, Staudingerweg 9, 55128 Mainz, Germany”.

Doctoral students receiving a fellowship or other funding are asked to state this in the acknowledgements of the publication using: “... is a recipient of a fellowship through the Excellence Initiative (DFG/GSC 266).”

## SCIENTIFIC VISION

The development of new materials is a highly creative process and a prerequisite for technological progress. Creative acts typically involve bringing together seemingly disconnected ideas and concepts, thus generating new and unexpected associations. In the area of materials science, several subfields have historically drifted apart, relating to “hard” and “soft” matter, “classical” and “quantum” matter, “microscopic” vs. “macroscopic” regimes, “electronic structure” vs. “atomic structure” or even “supramolecular structure”. However, the challenges of the future (in the areas of energy, information, biotechnology, medicine, ...) call for new materials that do not necessarily fit into these traditional categories. Also, methods may have been developed for one subdiscipline (e.g. characterisation techniques, numerical methods) which may be equally useful for others.



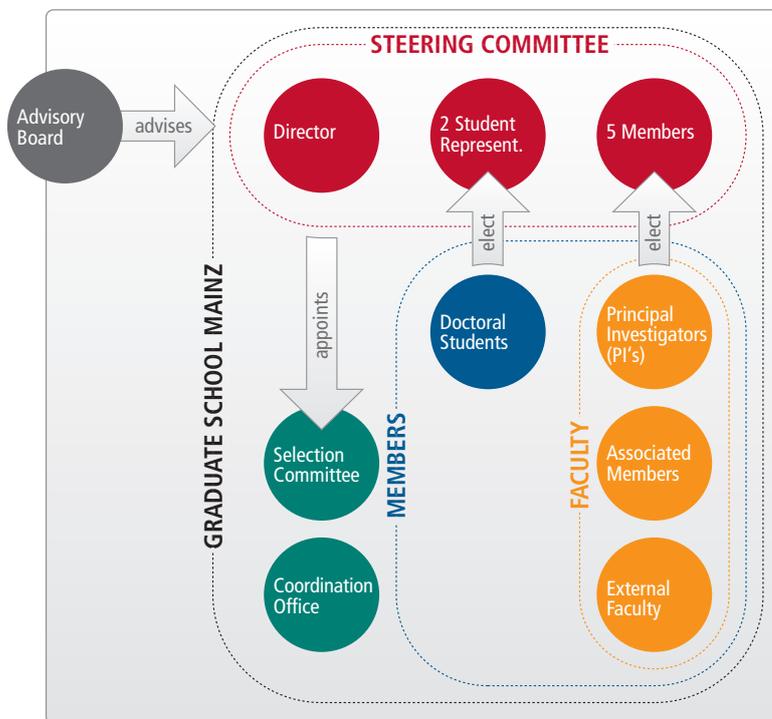
For these reasons, it is one major goal of MAINZ to expose students and faculty to a wide range of fields within materials science, in order to inspire them and help them identify and establish new and ground-breaking interconnections between the different fields. This integrative approach can create synergies between research on very different types of materials, ranging from simple artificial matter (elementary models such as quantum gases) to correlated materials and to complex hierarchically-structured macromolecular materials (polymers, biopolymer assemblies etc.). In particular, hybrid structures composed of organic/inorganic, bioorganic and bioinorganic components presumably hold great potential for synergetic and innovative developments.

The research in MAINZ addresses both the fundamental understanding of complex structure formation and the generation of new functional assemblies, and emphasises common phenomena such as the control of conformation, tunable interactions, mobility and transport, or shape and size as prerequisites for structure formation. The interactions between the building blocks can be tuned either by chemical design or by external fields (for example pressure). This general approach requires sophisticated theoretical and experimental methods to meet the challenges of creating, characterising, and describing new advanced functional materials. By focussing on rational design and instrumental control over structures, MAINZ will pave the way for building new hybrid structures that meet the demands of sophisticated applications such as drug delivery vehicles, sensors, photovoltaic cells, molecular electronics and devices based on spintronics that require new controllable functionalities.

# A. ORGANISATION

## A.1 Students

Outstanding candidates holding a Bachelor or Master degree with a suitable research topic can join MAINZ as colleagues. Colleagues can either receive a stipend or salary through MAINZ or can be mainly funded through resources outside of MAINZ. Furthermore, MAINZ also offers short-term fellowships for foreign students who wish to visit one of the partner institutions for up to 12 months within a guest PhD programme.



## A.2 Student Representatives

The doctoral students annually elect one student representative and one vice student representative. The main duty of the student representatives is to officially advance the view of the doctoral students in meetings and decisions concerning MAINZ. In addition, they play an active role in organising student seminars and workshops. Both the student representative and the vice representative are appointed members of the MAINZ Steering Committee. The student representative is furthermore appointed member of the MAINZ Selection Committee.

## A.3 Faculty

The faculty of MAINZ consists of all principal investigators (PIs), associated members and external faculty of MAINZ. The faculty is selected according to the highest academic standards. All faculty members participate in the cooperative supervision of doctoral students. In addition, PIs have the responsibility to plan training activities and to support the development of MAINZ. The PIs also elect the scientific members of the MAINZ Steering Committee every two years.

## A.4 MAINZ Steering Committee

The Steering Committee consists of at least six elected PIs and the MAINZ student representatives. It is responsible for the overall program, the curriculum, the organisation of workshops and for all general aspects of the school. The Steering Committee also evaluates the performance of all PIs and associated members, selects and oversees the quality of candidates, ensures the quality of selection processes, and oversees the progress of the school as a whole.

## A.5 Scientific Director

---

The director of MAINZ is elected by the Steering Committee from among its members. He/she is the official representative of MAINZ. He/she is responsible for the day-to-day running of the school, the budget and gender issues, and ensures that decisions taken by the faculty and the Steering Committee are implemented in a proper and timely manner. He/she is supported by the MAINZ Coordination Office.

## A.6 MAINZ Selection Committee

---

The Selection Committee is appointed by the Steering Committee and consists of up to six faculty members (including the Director of MAINZ), the student representative, and the General Manager of MAINZ. It is responsible for the selection of PhD students and ensures that high quality standards and excellence criteria of candidates are met. Additionally, the Selection Committee aims to uphold a well-balanced ratio between PhD students from Germany and PhD students from abroad. It also ensures the implementation of equal opportunities for young female and male researchers, as well as for researchers with special needs in the selection process.

## A.7 MAINZ Coordination Office

---

The MAINZ Coordination Office is responsible for implementing the decisions of the MAINZ Steering Committee. Further responsibilities include upholding contact to and between members, coordinating and organising training and other events, managing the financial resources, and administering and representing the graduate school. In general, the MAINZ Coordination Office is the first institution that members should contact for all questions regarding the graduate programme or related topics. The MAINZ Coordination Office is headed by the General Manager.

## A.8 Ombudsperson

---

In case of conflicts, members of MAINZ are asked to contact either the Director, the General Manager or the Coordination Office. In addition, the ombudspersons of the participating institutions can be contacted.

## A.9 Information on MAINZ

---

MAINZ maintains an overview website (<http://www.mainz.uni-mainz.de/>) and an interactive discussion forum (<https://teamweb.uni-mainz.de/fb09/MAINZ>). All important dates, events, member lists and other up-to date information will be published on the website. Members are encouraged to check the pages regularly and also to contribute to their content by providing information about publications, awards, relevant conferences or other events. The teamweb can only be accessed with a valid user name and password. In addition to the Training and Policy Manual, guidelines both for students and for faculty members are provided by the Coordination Office. These guidelines comment on organisational details and are regularly updated.

## B. TRAINING

MAINZ endeavours to educate its students to become independent scientists. Both scientific competence and complementary skills are considered to be of great importance. Therefore, the school offers an individual training programme for every student. In cases where a student is member of another structured PhD programme, mutual recognition of requirements and activities will be discussed on an individual basis. Since the school does not award doctoral degrees, the formal criteria of the degree-awarding institution need to be met by the student in order to receive his/her doctoral degree.

### B.1 Career Development and Training Plan (CDTP)

---

At the beginning of their doctoral work, students outline a Career Development and Training Plan (CDTP) which they will discuss with their supervisors (see Annex 1). The CDTP helps to improve the individual training according to the specific needs of the student. It should include short-term goals and long-term career perspectives as well as educational and any other means which will help the student to achieve his/her goals. The student is responsible to implement his/her personal career development and training plan and to complete the required training elements with the support of the supervisors and the Coordination Office. The trainings offered by MAINZ will follow the training needs assessments of the students. Students that participate in the mentMAINZ Mentoring Programme are encouraged to discuss the CDTP with their mentor.

### B.2 Supervision

---

Each student selects a supervisor and a co-supervisor. As a rule, the supervisor is the head of the laboratory which the student has joined and the first contact person for the student. It is the supervisor's responsibility to advise and support the student in his/her training and to help solve organisational problems that might occur. He/She needs to ensure that the student can attend the required training elements offered by the school. The supervisor takes an active role in scheduling the thesis proposal and progress reports and ensures their proper documentation. His/her duties and responsibilities can be shared with the co-supervisor who should ideally come from another research group or an external institution (within or outside the graduate school).

Before starting the laboratory work as part of the doctorate, the doctoral student and supervisor fill out and sign a supervision agreement (see Annex 2). The supervision agreement will state the name of the research project and details concerning the rights and obligations of the supervisor and doctoral student. The document has to be signed in three copies and the supervisor, the doctoral student and the MAINZ Coordination Office each receive one original copy.

#### B.2.1 Thesis Committee

All students must establish their own Thesis Committee (TC) within six months after the start of their thesis period. The TC consists of the supervisor and the co-supervisor. The TC assists the student in planning the course of his/her doctoral work, including long-term and short-term research goals, scientific and complementary skills training etc. Their guidance should help the student to identify his/her strengths and talents and to determine which skills need to be further developed. Finally, the TC will support and supervise the student in his/her career planning and in finding a job as the end of the thesis period approaches.

Within the first six months of the doctorate the student submits a written project proposal for his/her doctorate project and presents the proposal to his/her Thesis Committee (6-months meeting). In addition, the student also fills in his or her individual Career Development and Training Plan (see Annex 1) in preparation of this meeting. During the meeting, the project proposal and the CDTP are discussed with the supervisors and the supervisors give feedback to the student. This is also documented in the CDTP. After the meeting, the student hands in the Career Development and Training Plan (see Annex 1) signed by himself/herself and both supervisors to the Coordination Office. In addition to the 6-months meeting, regular Thesis Committee Meetings are expected which don't need to be documented for MAINZ.

### B.2.2 Report Committee

Each doctoral student establishes his/her own Report Committee. The Report Committee consists of the co-supervisor and another MAINZ Faculty member as third advisor. The supervisor is excluded from the oral report meeting in order to give the student the opportunity to report independently. The Report Committee evaluates the progress of a student before the end of the first year and before the end of the second year after the start of the PhD.

Before the end of the first and second year of the doctorate the student prepares a written progress report and orally presents his/her work to the Report Committee (11-months meeting and 23-months meeting). During the meetings, the progress report and the CDTP are discussed and the committee members give feedback to the student. This is also documented in the CDTP. After the meeting, the student hands in an updated Career Development and Training Plan (see Annex 1) signed by himself/herself and both committee members to the Coordination Office.

## B.3 Training through Research

---



This is the central element of the student's individual training program. The student is guided in his/her research by his/her supervisors. This includes introducing the student to the experimental techniques and theoretical concepts necessary for his/her research and comprises further research-related activities.

### B.3.1 Lectures/MAINZ Lecture Series

The school offers a variety of lectures to the students. Advanced lectures on general topics as well as block lectures on specialised topics improve the scientific knowledge and expertise of the students. Input from the PhD Students concerning topics and speakers is expected.

### B.3.2 Summer Schools

Several summer/winter schools are organised by PIs of MAINZ or collaborators each year. Students are encouraged to participate in the summer/winter schools offered by the school. In addition, the participation in external summer/winter schools is also supported if the student and his/her supervisor consider this to be beneficial. Students are expected to attend at least two summer/winter schools during their membership in MAINZ.

### B.3.3 Conference Participation

The school supports students to actively participate in conferences. The conferences are selected by the student and his/her supervisors. Students can receive funding for travel costs and conference fees if they contribute actively to the conference by presenting a talk or a poster (or other). Throughout the doctoral training the school generally provides funding for up to three conference participations.

### B.3.4 Secondments

The school offers students the opportunity to spend up to 12 months at a research institution abroad. In addition to the scientific benefits of such a stay, it also helps the student to establish an international network. The school strongly encourages students to combine a research visit abroad with conference participation.

### B.3.5 Student Seminars

Student seminars are organised by the students for the students. The goal is to enhance networking between students and to encourage scientific collaboration within the school. The student seminars also provide a good opportunity to improve presentation techniques. Once a year, a 4-5 day student seminar will take place. The participation is mandatory for all students. The responsibility for the organisation of the student seminars lies with the student representatives with support of the Coordination Office.



## B.4 Training for Life

---

### B.4.1 Complementary Skills

The school offers various complimentary skills workshop in an annual programme. In addition, students can participate in complementary skills courses offered by the graduate programs of their respective institutes or universities or externally organised courses (after checking with the Coordination Office). Students are expected to attend at least three complementary skills courses during their MAINZ membership, ideally one per year. Furthermore, the school encourages the students to improve their language skills in German and/or English (or other languages if necessary).

### B.4.2 mentMAINZ Mentoring Programme

The main part of a mentoring programme is the mentoring relationship. In this relationship, mentor and mentee form a direct personal tandem for a limited period of time. The mentor usually is a more senior and more experienced person. He or she should come from an area/branch/function the MAINZ PhD student is interested in as potential field of career; either academia or private economy or governmental/non-profit area. The mentor invests time, pays attention to the mentee's professional orientation and development, and promotes this within the framework of the mentor's options.

The mentMAINZ mentoring programme embeds a 12-month mentoring relationship between mentee and mentor in an 18-month process environment. Within the mentoring relationship, mentMAINZ asks for 4 personal meetings between the mentee and his or her mentor. The process environment is designed to frame a mentee's orientation and development and to offer impulses and opportunities for reflection. The process environment is provided through mentMAINZ mentee coaching and individual mentee counseling. Usually, a mentee groups starts once a year.

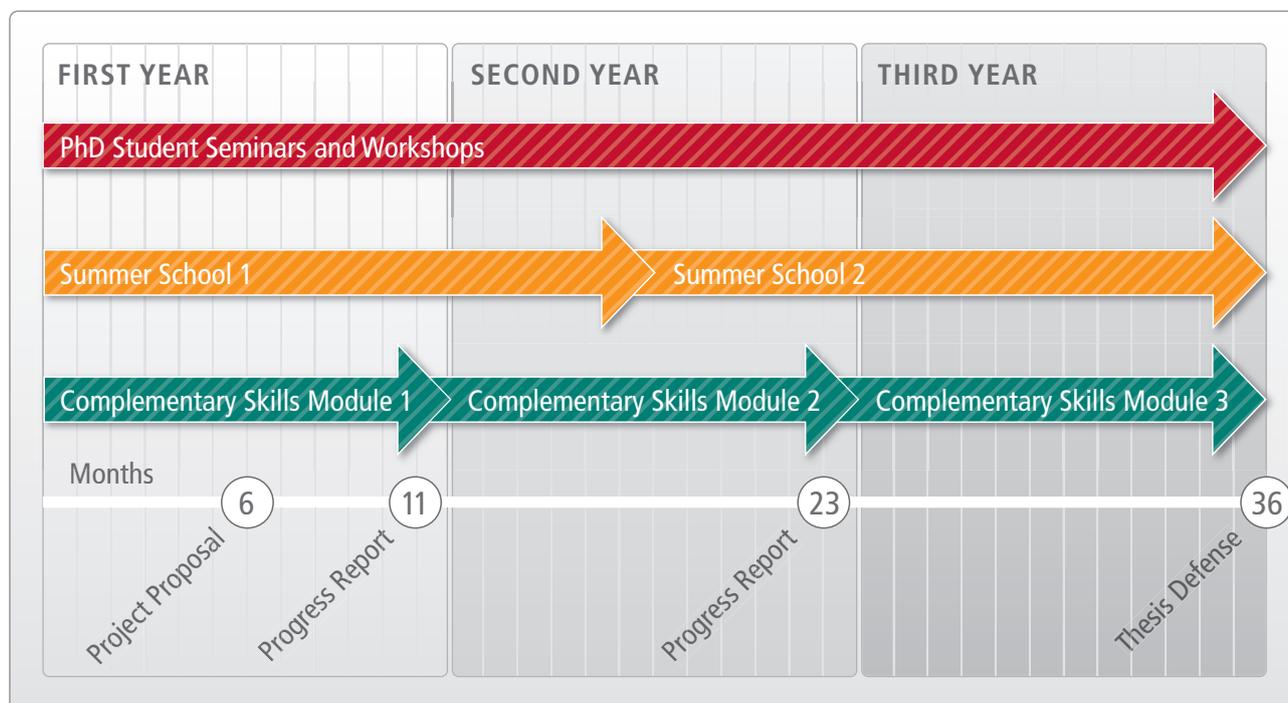
## B.5 Counseling

---

The MAINZ Office offers counseling services in form of individual coaching, career coaching and as support in conflict situations.

## B.6 MAINZ Certificate

Students of MAINZ are expected to finish their doctorate within three years. Exceptions from this rule can be made on well-founded request for a three-month prolongation that has to be addressed to the General Manager at least one month before the end of the scheduled doctorate period. A maximum of two prolongations can be applied for.



Successful students of MAINZ receive a document that certifies their training through the Graduate School MAINZ. In order to obtain the MAINZ Certificate, the students must meet the following requirements:



They must have

- ▣ completed their thesis in three years (exceptions are possible upon well-founded requests)
- ▣ documented all required thesis and report committee meetings (6-months, 11-months, 23-months)
- ▣ published at least one paper as first author
- ▣ attended two summer schools
- ▣ attended three complementary skills courses
- ▣ participated actively in at least one international conference

## C. Rights and Duties

---

### C.1 Rights of students

---

#### PhD Project and Supervision

- ▶ free choice of subject of doctoral thesis project (must be agreed upon with the supervisor)
- ▶ doctoral thesis project that is designed to be feasible within three years for an excellent student
- ▶ integration in existing research projects possible
- ▶ supervision agreement with supervisor and co-supervisor
- ▶ supervision, support and regular exchange with the supervisor concerning the doctoral thesis project
- ▶ structured supervision by a Thesis Committee
- ▶ regular assessment of progress achieved in the doctoral thesis project
- ▶ compilation and regular updates of the Career Development and Training Plan (CDTP) including a training needs assessment in cooperation with supervisor und co-supervisor

#### Additional Training

- ▶ support of interdisciplinary exchange and acquirement of additional skills
- ▶ reimbursement of costs for language courses if necessary for the progress in the doctoral thesis
- ▶ support of the individual international dimension through guest lectures, participation in conferences, secondments at partner institutions etc.
- ▶ participation in all events of MAINZ with unlimited number of participants. Participation in events with limitations if registration is confirmed
- ▶ reimbursement of travel costs and fees for active conference participation (poster, talk etc.) after successful application at the MAINZ Coordination Office; up to 3 conferences can be funded during the 3-year thesis period
- ▶ reimbursement of travel costs and fees for active participation in summer schools after successful application at the MAINZ Coordination Office; up to 3 summer schools can be funded during the 3-year thesis period
- ▶ financial support for a secondment of up to 12 months at a foreign institution or industrial company; prerequisite is that the secondment is necessary for the progress in the doctoral thesis project

#### Further Rights

- ▶ advice on the structured programme and all related topics by the MAINZ Coordination Office
- ▶ supplementation of external funding up to the equivalent of a MAINZ fellowship. Prerequisite is that this is allowed by the external funding agency
- ▶ right to submit applications, proposals and petitions to MAINZ

## C.2 Duties of students

---

In order to ensure the success of the MAINZ training program, students commit themselves

- ▶ to diligently carry out their doctoral thesis project according to the guidelines of the institution responsible for the registration of the doctoral thesis
- ▶ to aim at handing in the doctoral thesis within three years after beginning of the project
- ▶ to sign a supervision agreement with the supervisor(s)
- ▶ to participate in all mandatory events for students
- ▶ to aim at participating in at least two summer/winter schools
- ▶ to aim at participating in at least one complementary skills course per year
- ▶ to report regularly on the progress of the thesis project
- ▶ to present their thesis project in events of the graduate school (upon individual request or unsolicited)

Furthermore, the students are required to support the school by

- ▶ supplying all information needed by the MAINZ Coordination Office on the doctoral thesis and related topics
- ▶ providing information on publications resulting from the thesis project
- ▶ using the graduate school as affiliation on publications resulting from the thesis project (also after departure from school). The school provides a standard text for publications in the internal forum (teamweb).
- ▶ acknowledging the funding in "acknowledgments". The school provides a standard text for publications in the internal forum (teamweb)
- ▶ keeping themselves informed; the MAINZ Coordination Office provides information by E-Mail, the internal forum (teamweb) and the website

### C.3 Rights of supervisors

---

- ▶ right to submit applications, proposals and petitions

### C.4 Duties of supervisors

---

#### Supervisors commit themselves

- ▶ to take responsibility for doctoral thesis projects according to the guidelines of the institution responsible for the registration of the doctoral thesis of the student
- ▶ to sign a supervision agreement with the student
- ▶ to participate in the structured supervision of students as a member in thesis and report committees
- ▶ to devise thesis projects that seem feasible in 3 years for an excellent student
- ▶ to evaluate thesis and report committee meetings with students
- ▶ to participate in all mandatory events of MAINZ
- ▶ to present research performed in his/her group at events of MAINZ
- ▶ to provide information on publications, presentations, awards etc. which are important in the context of MAINZ

## Annex 1 – Career Development and Training Plan

### NAME OF STUDENT

Last Name

First Name

#### **FIRST MEETING** (6 months after start of doctorate, approx. 1 hour)

Project Proposal submitted to MAINZ

date: .....

Project Proposal received by committee members

date: .....

Meeting date (dd/mm/yyyy): .....

Name of Supervisor

Name of Co-Supervisor

#### **SECOND MEETING** (11 months after start of doctorate, approx. 1 hour, supervisor excluded)

Progress Report submitted to MAINZ

date: .....

Progress Report received by committee members

date: .....

Meeting date (dd/mm/yyyy): .....

Name of Co-Supervisor

Name of third advisor

#### **THIRD MEETING** (23 months after start of doctorate, approx. 1 hour, supervisor excluded)

Progress Report submitted to MAINZ

date: .....

Progress Report received by committee members

date: .....

Meeting date (dd/mm/yyyy): .....

Name of Co-Supervisor

Name of third advisor

### SCHEDULE OF MEETINGS

1. Presentation of doctoral project by student (max. 20 min)
2. Discussion of presentation, doctoral project and schedule
3. Updating Career Development and Training Plan (Training Needs Assessment)
4. Evaluation of the meeting

**PHD PROJECT**

	/		/	
--	---	--	---	--

Title of thesis:

Starting date of doctorate (dd/mm/yyyy)

[Empty dotted box for thesis title]

ANNEX 1

Brief overview of the PhD project (summary / major aims / milestones)

[Empty dotted box for PhD project overview]

Major accomplishments/publications to be expected

[Empty dotted box for major accomplishments/publications]

## Annex 1 – Career Development and Training Plan

### TRAINING THROUGH RESEARCH

Anticipated technical trainings, scientific workshops, summer schools, conferences, etc.

### TRAINING FOR LIFE

Anticipated complementary skills workshops, mentoring, specific coaching, etc.

### OTHER ANTICIPATED ACTIVITIES RELATING TO LONG-TERM CAREER PERSPECTIVES

Anticipated secondments, industrial internships, external fellowships, etc.

Dear Thesis Committee,

the regular meetings between the PhD student and the PIs are an integral part of the structured graduate education that we foster within MAINZ. Please take the necessary time to talk through all the point with the student. In particular, our training concept relies on identifying needs during these meetings so that we can provide the tailored training measures to the students. Therefore let us ask you to take care in filling out the points about training with the students and make sure that the training needs are identified, The more specific the training needs are expressed, the more efficient the training is that we can provide.

Thank you for your support,

Mathias Kläui (Director) & Angelika Kühnle (Vice-Director)

Please evaluate the preparation of the meeting

Please comment on the presentation during the meeting

Please evaluate the progress of the project

Please evaluate the project status with respect to the original time plan and overall aims

Suggested changes/adjustments to the project

Suggested further training and other activities

Prolongation of status as student in MAINZ recommended  yes  no

.....  
Student (signature)

.....  
Evaluator 1 (signature)

.....  
Evaluator 2 (signature)

**BETWEEN**

(name and private address of doctoral student)

referred to as doctoral student in the following

**AND**

(name of direct supervisor and address of host institution)

referred to as supervisor in the following

both referred to as "parties" in the following.

**§1 GENERAL AGREEMENTS**

1. Both parties agree to the joint supervision procedure and the doctoral thesis. They agree to follow the regulations and policies of the university and/or other institution where the doctoral student registers his/her thesis project. The publication, protection and dissemination of the written thesis will be supported by both parties.

2. The supervisors of the doctoral student are:

Supervisor:

Institute, Address:

Co-Supervisor:

Institute, Address:

3. Start date of thesis project: ..... (dd/mm/yyyy)

4. Title of thesis project: .....

5. The research activity will be carried out at the respective institution of the supervisor if not agreed otherwise.

## §2 DUTIES OF THE SUPERVISOR

The supervisor agrees to

- » supervise, support and assist the doctoral student throughout the thesis period in research-related and other matters in connection with the thesis project.
- » assist the doctoral student in determining the appropriate methodology, in undertaking research, and contributing ideas about the research project and development throughout the doctorate.
- » support the professional development of the doctoral student by mentoring and suggesting opportunities for training.
- » help the doctoral student to learn and meet formal and informal expectations of academia and the discipline.
- » read written work of the doctoral student related to the research project (papers, thesis, abstracts, posters etc.) and funding possibilities (fellowship applications, grants etc.) and return them with comments as soon as possible.
- » encourage the integration of the doctoral student in the international scientific community by supporting participation in international conferences, workshops, summer schools etc.
- » support the activities of the doctoral student within the Graduate School MAINZ.
- » conduct research in an ethical way, not knowingly plagiarise, and obey the research code of conduct "Proposals for Safeguarding Good Scientific Practice" of the German Research Foundation (DFG).

## §3 DUTIES OF THE DOCTORAL STUDENT

The doctoral student agrees to

- » make the thesis period a major priority in his/her life and to aim at completing the thesis within a 3-year timeframe.
- » set up his/her own thesis committee within six months after start of the thesis, to prepare a project proposal (first meeting) and progress reports (other meetings) and to organise regular thesis committee meetings.
- » provide information and regular written and oral updates on his/her scientific project and thesis related issues.
- » develop a written outline of the written thesis and hand it to the supervisor either complete or in chapters for feedback and corrections before officially submitting the thesis.
- » conduct research in an ethical way, not knowingly plagiarise, and obey the research code of conduct "Proposals for Safeguarding Good Scientific Practice" of the German Research Foundation (DFG).
- » comply with all reasonable administrative requests and processes by their due date.
- » make reasonable attempts to develop publications from his/her research. His/her supervisor will assist him/her to write publications where the student appears as first author or co-author.
- » participate in training events of the graduate school.

**§4 THESIS PREPARATION, SUBMISSION AND DEFENCE**

1. The thesis has to be prepared in accordance with the regulations published by the responsible university department. If needed, the terms related to the protection of intellectual rights may be subject to a specific appendix to the present agreement.
2. The thesis can be written in German or in English. The thesis must state the affiliation of the doctoral student with the Graduate School MAINZ.

**§5 TERMINATION OF THE AGREEMENT**

1. Each party has the right to terminate this agreement on a yearly basis, provided that the doctoral student has the opportunity to continue her/his research work.
2. Upon common agreement of the thesis committee of the doctoral student or upon decision of the doctoral student not to continue her/his research for the thesis, this agreement may also be terminated.

**§6 DISSEMINATION OF THE SUPERVISION AGREEMENT**

After validation of this agreement by the MAINZ Coordination Office each party receives an original hard copy of this agreement signed by all parties and the MAINZ Coordination Office.

This supervision agreement is not intended to replace any university policy or regulation. However, it is a personal agreement in good faith between the doctoral student and supervisor

Mainz,

.....  
(Doctoral Student)

.....  
(Supervisor)

.....  
(MAINZ Coordination Office)

Dear Mentor, dear Mentee,

this Mentoring Agreement was created to guide both of you – you as mentor and you as mentee – through the starting phase of your mentoring relationship. It is very important to clarify the expectations from both sides during this starting phase and to agree upon the meeting schedule and the best way to communicate. Please do not hesitate to contact the mentMAINZ Programme Manager in case of any questions, irritations, disagreements or other problems.

Dear Mentee,

please hand in a scan of your signed Mentoring Agreement to the mentMAINZ Programme Manager. Thank you.

**AGREEMENT BETWEEN**

Name of the mentor	
Company/Address	
Telephone/Email	

**AND**

Name of the mentee	
Address	
Telephone/Email	

**AGREEMENT OF ROLES AND CONTENT**

The goal of the mentMAINZ mentoring programme is to encourage young scientists with outstanding talent in MAINZ. Mentee and mentor agree on the mentoring relationship. The mentee

- » expresses his or her expectations and wishes in the context of the mentoring relationship,
- » agrees to fulfill his/her role in a self-responsible and proactive way,
- » agrees to prepare and document the mentoring process; this documentation is for his/her own use and shall be treated confidential.

Even in the mentoring relationship the mentee stays responsible for his/her own studies and his/her own professional orientation.

The mentor

- » supports the mentee's professional orientation and serves as a role model,
- » makes his or her knowledge and experience available to the mentee,
- » tries to answer the mentee's questions, to give impulses to the mentee's career planning,
- » gives feedback and advice.

Furthermore, the mentor can make contacts available, arrange meetings with colleagues and allow access to organisational structures and networks for the mentee.

Major questions of the mentee with regard to the mentor's CV and position are

Major aspects the mentor wants to discuss with the mentee are

Intended goals of the mentoring cooperation are

### AGREEMENT OF ARRANGEMENT

The mentoring relationship is arranged for the length of one year from ..... to .....

Four mentoring meetings should take place. These meetings should be scheduled at the beginning of the mentoring relationship in order to provide a reliable basis for a trustful cooperation. The time between the personal meetings should not exceed a term of four months. Ideally, meetings will take place face-to-face. In cases of long distances, at least two meetings should take place face-to-face and two meetings can be scheduled as skype meetings. Arranged dates should be regarded as binding unless they are re-scheduled. These scheduled mentoring meetings still allow for additional contact. Specific other arrangements should be made between the mentor and the mentee.

Mentor and mentee agree to meet each other

1<sup>st</sup> meeting ..... / ..... / .....

2<sup>nd</sup> meeting ..... / ..... / .....

3<sup>rd</sup> meeting ..... / .....

4<sup>th</sup> meeting ..... / .....

Our agreements with regard to our communication / preferred channels / times / potential routines

Our agreements with regard to our mentoring meetings



Further agreements for our mentoring relationship

[Empty dotted box for further agreements]

ANNEX 3

COMMITMENT

We agree to treat all information in context of our mentoring relationship strictly confidential and assure mutual discretion and confidentiality, except both parties agree otherwise.

.....  
Place, date

.....  
Place, date

.....  
Signature of the mentor

.....  
Signature of the mentee

**Please send the mentoring contract which has been signed by both parties as PDF to:**

Johannes Gutenberg-Universität Mainz  
Graduate School Materials Science in Mainz  
mentMAINZ Mentoring Programme  
Edeltraud Eller  
eller@uni-mainz.de

