

Graduate School of Excellence

# TRAINING AND POLICY MANUAL

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.

November 2011, 3<sup>rd</sup> edition

MAINZ Coordination Office

Johannes Gutenberg University Mainz

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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



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## 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 scientific and interdisciplinary 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 or industry

## A. BASIC INFORMATION

### A.1 General Policy of MAINZ

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

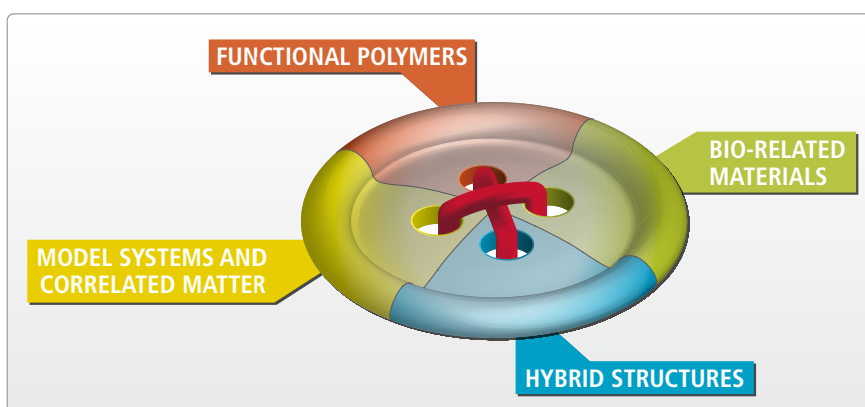
- ▶ Comply with standards of good scientific practice as published by the Deutsche Forschungsgemeinschaft
- ▶ Work together in a cooperative way
- ▶ Ensure transparency of all processes
- ▶ Promote internationality
- ▶ Promote networking with other scientists
- ▶ Be aware of gender issues and promote concepts supporting gender equality
- ▶ Encourage concepts for family-friendly education

Publications resulting from projects within MAINZ are asked to show the association of the doctoral student with the graduate school in the affiliations.

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)."

### A.2 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.

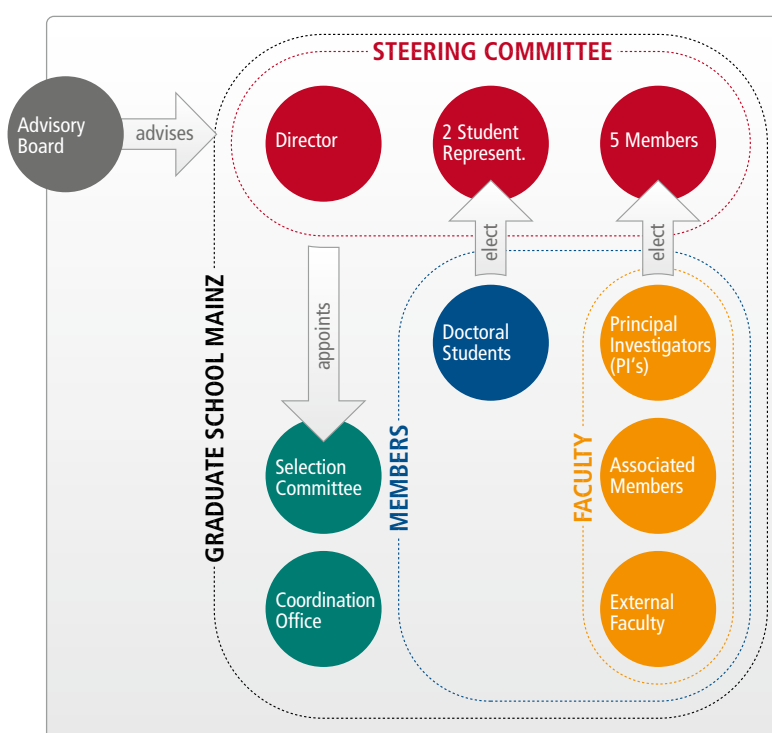


For these reasons, it is one major goal of MAINZ to expose students and faculty to a wide range of fields within materials science, in order to inspire them and help them identify and establish new and ground-breaking interconnections between the different fields. This integrative approach can create 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 synergistic 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.

## B. ORGANISATION OF MAINZ



### B.1 Students

Outstanding doctoral students at the three partner institutions 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.

#### B.1.1 Student Representatives

The doctoral students annually elect one student representative and one vice student representative. The main duty of the student representative is to officially advance the view of the doctoral students in meetings and decisions concerning MAINZ. In addition, he or she plays 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.



## B.2 Faculty

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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.

## B.3 MAINZ Steering Committee

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The Steering Committee consists of the 6 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, selects and oversees the quality of candidates, ensures the quality of selection processes, and oversees the progress of the school as a whole.

## B.4 Scientific Director

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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.

## B.5 MAINZ Coordination Office

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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 Coordinator.

## B.6 Ombudsperson

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Upon suggestion of the student representatives, the MAINZ Steering Committee appoints an ombudsperson. The ombudsperson can be approached by students in case of conflicts, e.g., with their supervisors. He/she will mediate between the conflicting partners and report to the Steering Committee if necessary.

## B.7 Information on MAINZ

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MAINZ maintains an overview website and an interactive discussion forum (teamweb). All important dates, events, member lists and other up-to date information will be published on the web pages and the internal forum. Members are encouraged to check the pages regularly and also to contribute to their content by adding information about publications, awards, interesting conferences, soft-skills courses or other events. The teamweb site can only be accessed with a valid user name and password. MAINZ students of the JGU will receive access to the teamweb using their ZDV account login details. MAINZ members not associated with the JGU should contact the MAINZ Coordination Office to obtain a login.

<http://www.mainz.uni-mainz.de/> and <https://teamweb.uni-mainz.de/fb09/MAINZ>



## C. TRAINING

### C.1 Individual Training Programme

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MAINZ endeavours to educate its students to become independent scientists. Both scientific competence and social complementary skills are considered to be of great importance. Therefore, the school offers an individual training programme for every student. 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.

### C.2 Career Development and Training Plan (CDTP)

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At the beginning of their doctoral work, students outline a Career Development and Training Plan (CDTP) together with their supervisors. The CDTP helps to improve the individual training according to the specific needs of the student. It should include long-term and short-term career perspectives as well as educational and any other means, which will help the student to achieve his/her goals. A template for a CDTP can be found in Annex 1.

The students are encouraged to establish a CDTP for themselves. The supervisors and the Coordination Office will support the student and help him/her to incorporate educational means into the individual training plan. The school encourages the student to discuss the CDTP with her/his mentor.

### C.3 Training Elements

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The following training elements are offered by the school:

- ▶ Training through research
- ▶ Student seminars
- ▶ Summer schools
- ▶ Soft skills courses / language training
- ▶ Conference participation
- ▶ Lectures / Lecture series
- ▶ Research visits

#### C.3.1 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.

#### C.3.2 Student Seminars

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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.

Twice a year, a 2-3 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.

### C.3.3 Summer Schools

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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. However, 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 one summer/winter school per year.

### C.3.4 Soft Skills Courses and Language Training

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The school offers various soft skills courses (e.g. time and self-management, intercultural communication, job hunting skills etc.). In addition, students can participate in soft skills courses offered by the graduate programs of their respective institutes or universities or externally organised courses (after checking with the Coordination Office).

Students must attend at least one soft skills course per year. Furthermore, the school encourages the students to improve their language skills in German and/or English (or other languages if necessary).

### C.3.5 Conference Participation

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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 funds at least three conference participations. Further funding may be available if the annual budget has not been fully spent.

### C.3.6 Lectures/Lecture Series

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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.

### C.3.7 Research Visit (Secondment)

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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.

## C.4 Supervision

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The student is encouraged to implement his/her personal career development and training plan and to complete the required training elements. Supervisors are expected to actively support their student in his/her efforts.

### C.4.1 Supervision Agreement

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Before starting the laboratory work as part of the doctorate, the doctoral student and supervisor fill out and sign the supervision agreement (template see Annex 3). The supervision agreement will state the exact 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.

#### C.4.2 Supervisor

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Normally, 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.

#### C.4.3 Co-Supervisor

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The co-supervisor supports the student in his/her training. The co-supervisor can share responsibilities with the supervisor.

#### C.4.4 Mentor

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The mentor is an external person from academia or industry who advises the student on his/her research project as well as on career related questions. Additionally, he or she should act as a mediator between the student and his supervisors in the case of problems. Each student should meet her/his mentor at least once in person during the course of the thesis. Travel related to these visits will be financially supported by MAINZ. A mentor is chosen by the doctoral student his-/herself with the help of the mentoring coach of MAINZ, who will help to establish a connection to a suitable mentor. Student and mentor will sign a mentoring contract (see annex 5).

#### C.4.5 Thesis Committee

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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, who must come from another research group or an external institution (within or outside the graduate school). In addition, the mentor may be part of the TC as an adjunct member. The TC assists the student in planning the course of his/her doctoral work, including long-term and short-term research goals, soft-skills training etc. Moreover, all members of the TC can be asked for assistance in case of problems. 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.

#### C.4.6 Report Committee

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Each doctoral thesis has its own Report Committee. The Report Committee consists of 2 PIs of MAINZ, one of which can be the co-supervisor. The Report Committee evaluates the progress of a student 11 and 23 months after the start of the PhD.

#### C.4.7 Student Counsellors

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First-year students can receive counselling from third-year students upon request. Counselling is coordinated by the MAINZ coordination office.

## C.5 Time Schedule of Doctorate

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 MAINZ Scientific Director at least three months before the end of the scheduled doctorate period. A maximum of two prolongations can be applied for.

In order to help finalise their thesis within a period of three years, all students are required to submit a thesis proposal within the first 6 months, and progress reports before the end of the first and second year (a meeting plan is found in Annex 2).

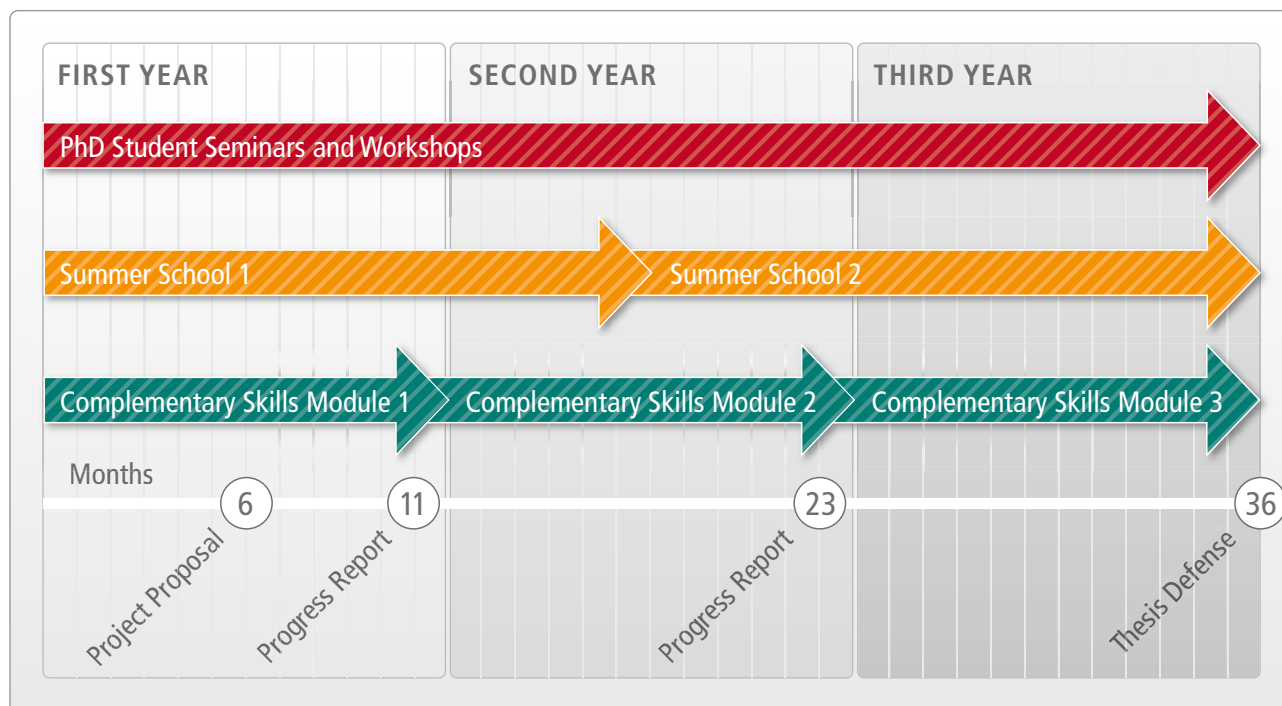


Figure above: Timeline of thesis period

### C.5.1 Project Proposal

Within the first 6 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. The proposal (10 pages maximum) should include a general introduction, a description of the research project, research goals and perspectives and an approximate outline for the project over 3 years. The proposal needs to be submitted electronically to the MAINZ Coordination Office at least 10 working days before the meeting. During the meeting further specific goals (milestones) for the first year should be agreed upon and documented.

### C.5.2 Progress Reports

Before the end of the first (11 months after start) and second year (23 months after start) of the doctorate the student prepares a written progress report and orally presents his/her work to the Report Committee.

The written progress report (10 pages maximum) should include the status of the research project and achievements, an overview of achieved goals (milestones), accomplished training, perspectives and outlook, and goals (milestones)

for the next year. The progress report needs to be submitted electronically to the MAINZ Coordination Office at least 10 working days before the meeting.

The progress report and oral presentation will be evaluated by the students' Report Committee. Additionally, the mentor and another student may be present if requested by the student. The supervisor is excluded from the oral report meeting, to give the student the opportunity to report independently.

## C.6 Documentation

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The student is responsible for delivering the above-mentioned thesis proposal, progress reports and the Meeting Form (see Annex 2; download via teamweb) to the Coordination Office. The Meeting Form lists all meetings and must be updated after each meeting.

The thesis proposal is evaluated by the TC, the progress reports by the Report Committee. Both committees are responsible for submitting a written evaluation using the Meeting Evaluation Form (see Annex 4; download via teamweb) to the Coordination Office within 14 days after the meetings.

## C.7 Teaching

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Students should be involved in the teaching of undergraduate and graduate students as stated in the regulations for doctoral degrees (Promotionsordnung) of the participating university departments or other institutions.

## C.8 Rights and Duties

### C.8.1 Rights of students

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#### **PhD Project and Supervision**

- ▶ Free choice of subject of doctoral thesis project (must only be agreed upon with the supervisor)
- ▶ Doctoral thesis project that seems feasible within three years and will be documented in a time and work plan
- ▶ Integration in existing research projects
- ▶ Supervision agreement with supervisor and co-supervisor
- ▶ Supervision, support and regular exchange with the supervisor and the MAINZ Coordination Office concerning the doctoral thesis project
- ▶ Cooperative 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) 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 attendance is necessary for the progress in the doctoral thesis project

- ▶ Support of the individual international dimension through guest lectures, guest lecturers, participation in congresses, secondments at partner institutions etc.
- ▶ Participation in all events of MAINZ with unlimited number of participants. Participation in events with limitations, when registration is confirmed.
- ▶ Reimbursement of travel costs and fees for active conference participation (poster, talk etc) after successful application at the MAINZ Coordination Office. A total of 3 conferences can be funded during the 3-year thesis period. Additional reimbursement might be possible depending on the annual budget.
- ▶ 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 connected topics by the MAINZ Coordination Office
- ▶ Supplementation of external funding up to the funding received by stipend holders of MAINZ. Prerequisite is that this is allowed by the external funder
- ▶ Right to submit applications
- ▶ Right to make proposals and petitions

## C.8.2 Duties of students

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### PhD Project and Training

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

- ▶ to 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 (see C.5)
- ▶ to sign a supervision agreement with the supervisor(s)
- ▶ to participate in all mandatory events for students
- ▶ to participate in at least one summer/winter school per year
- ▶ to participate in at least one course for additional skills (soft skills) per year
- ▶ to report regularly on the progress of the thesis project as outlined in C.4
- ▶ to present their thesis project in events of the graduate school (upon individual request or unsolicited)

### Further Duties

Furthermore, the students are required to support the school by

- ▶ supplying all information needed by the MAINZ Coordination Office concerning 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. See also A.1.

- ▶ Acknowledging the funding in "acknowledgments". The school provides a standard text for publications in the internal forum. See also A.1.
- ▶ Keeping themselves informed. The MAINZ Coordination Office provides information by E-Mail, the internal forum and the website.

### C.8.3 Rights of supervisors

- ▶ Right to submit applications
- ▶ Right to make proposals and petitions

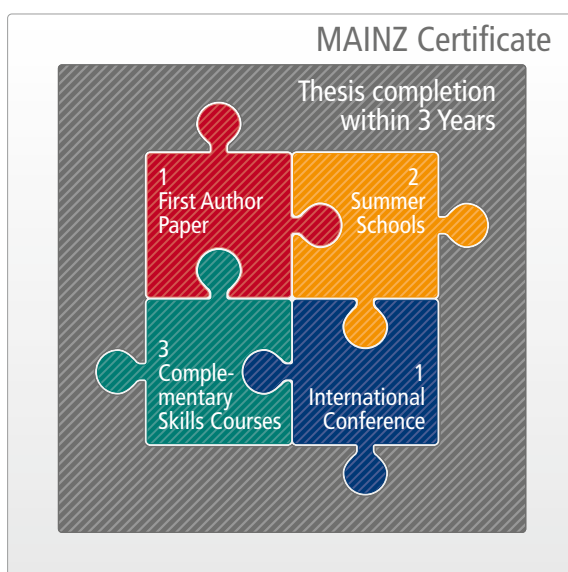
### C.8.4 Duties of supervisors

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 cooperative supervision of students
- ▶ to devise thesis projects that seem feasible in 3 years
- ▶ to write reports on 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

### C.9 MAINZ Certificate

Successful students of MAINZ receive a document that certifies their training through the Graduate School MAINZ.



In order to obtain this document, the students must meet the following requirements:

They must have

- ▶ Completed their thesis in three years (exceptions are possible upon well-founded requests, see C.5)
- ▶ Attended three summer schools (within three years)
- ▶ Attended three soft skill courses (within three years)
- ▶ Published at least one paper as first author
- ▶ Participated actively in at least one international congress



## Annex 1 – Career Development and Training Plan

Last Name	First Name

### THESIS

	/		/	
Starting date of doctorate (dd/mm/yyyy)				

Title of thesis:

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### THESIS COMMITTEE MEMBERS

#### 1 Thesis supervisor

Last Name	First Name
Institution	Address
Telephone	Email

#### 2 Co-supervisor

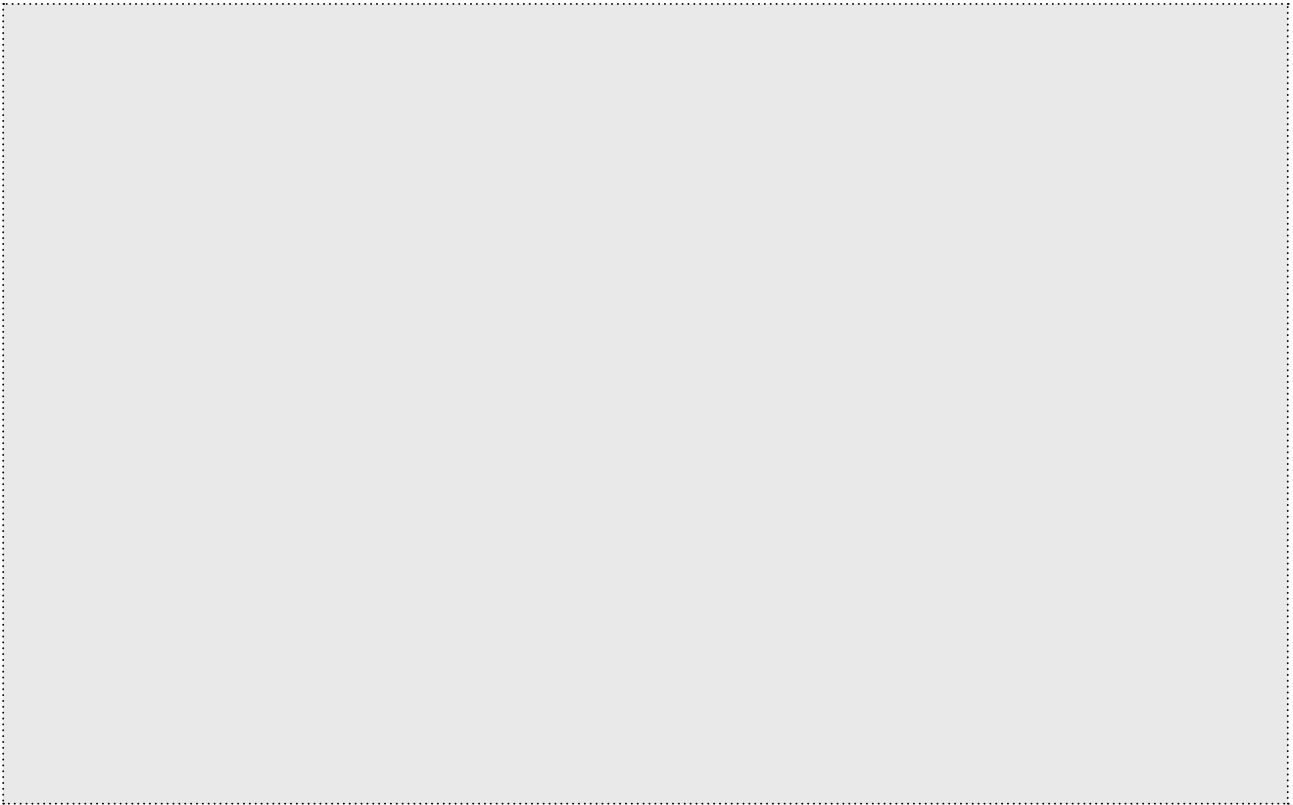
Last Name	First Name
Institution	Address
Telephone	Email

#### 3 Mentor

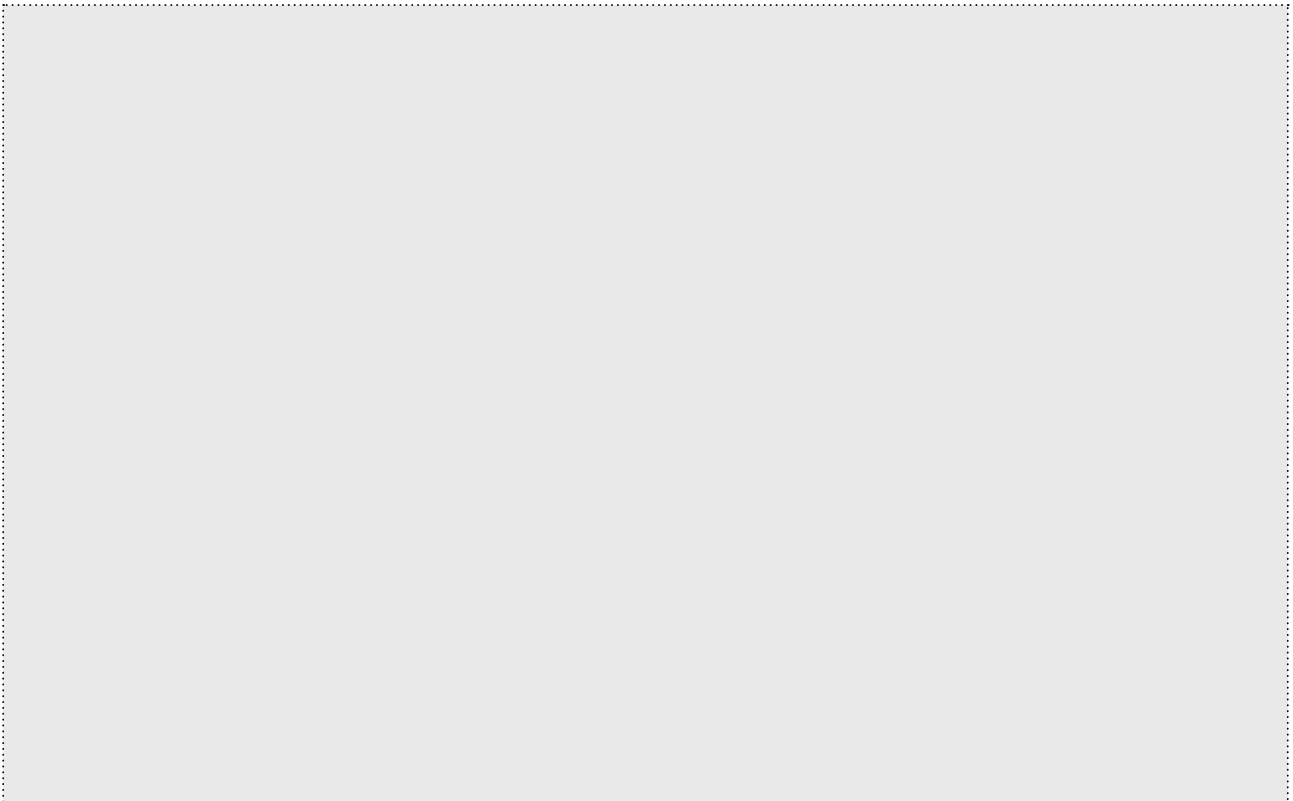
Last Name	First Name
Institution	Address
Telephone	Email

## Annex 1 – Career Development and Training Plan

Brief overview of research project (half a page):



Major accomplishments to be expected (as list):



## Annex 1 – Career Development and Training Plan

Long-term career objectives (over 5 years):

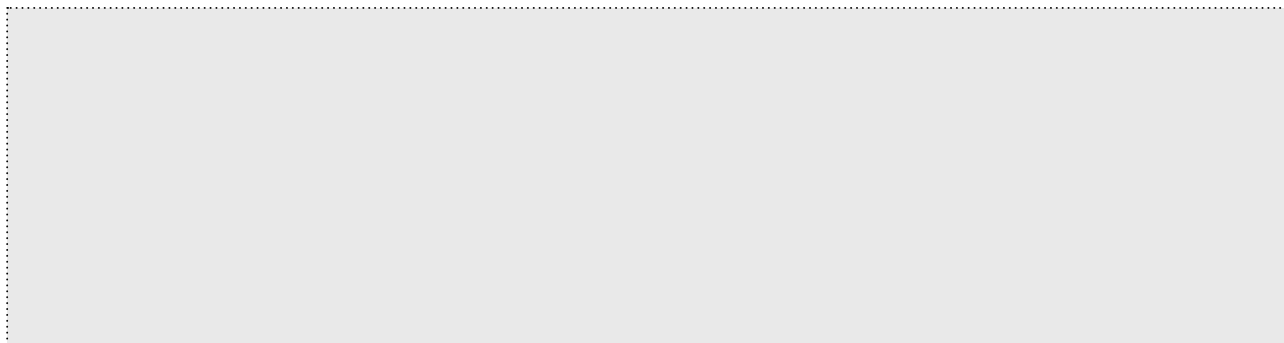
Which research activity or other training is needed to reach these objectives?

Short-term objectives (1-2 years):

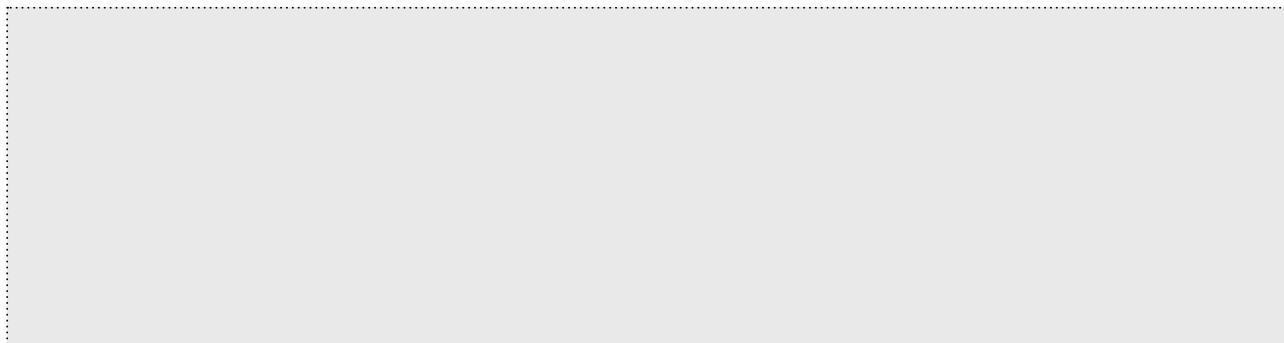
Anticipated publications:

## Annex 1 – Career Development and Training Plan

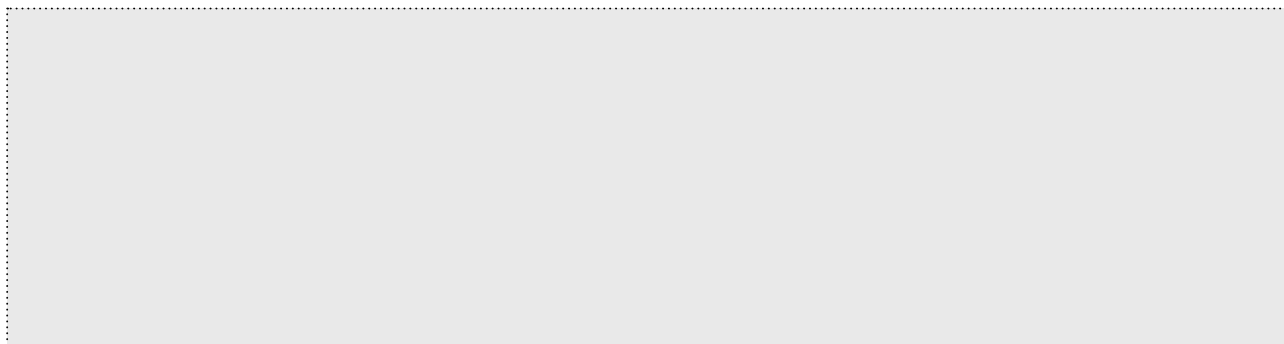
Anticipated conferences, workshop attendance, courses, and /or seminar presentations:



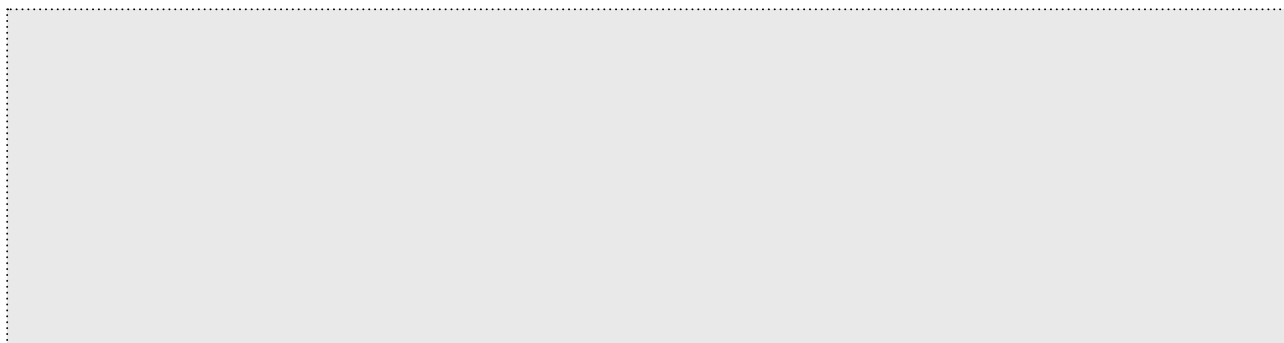
Training in specific new areas, planned/anticipated research visits etc.



Training required in communication skills:



Other (research visits, exchange, applications for external fellowships etc.):



## Annex 2 – Meeting Plan

Name of student: \_\_\_\_\_

### 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

The chairperson takes notes and is responsible for the submission of a written electronic report to MAINZ (within 2 weeks after the meeting).

#### ☐ **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 \_\_\_\_\_ signature \_\_\_\_\_

Name of Co-Supervisor \_\_\_\_\_ signature \_\_\_\_\_

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

Progress Report submitted to MAINZ ☐ date: \_\_\_\_\_

Progress Report received by MAINZ PIs ☐ date: \_\_\_\_\_

Meeting date (dd/mm/yyyy): \_\_\_\_\_

Name of Co-Supervisor \_\_\_\_\_ signature \_\_\_\_\_

Name of MAINZ PI \_\_\_\_\_ signature \_\_\_\_\_

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

Progress Report submitted to MAINZ ☐ date: \_\_\_\_\_

Progress Report received by MAINZ PIs ☐ date: \_\_\_\_\_

Meeting date (dd/mm/yyyy): \_\_\_\_\_

Name of Co-Supervisor \_\_\_\_\_ signature \_\_\_\_\_

Name of MAINZ PI \_\_\_\_\_ signature \_\_\_\_\_

☐ Submission of thesis granted

☐ Submission of thesis based on details given in report

## Annex 3 – Supervision Agreement

### 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.

## Annex 3 – Supervision Agreement

### §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 coauthor.
- » participate in training events of the graduate school.



## Annex 3 – Supervision Agreement

### §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)

## Annex 4 – Meeting Evaluation Form

Name of student:

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

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

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

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

Preparation of the meeting

Presentation during the meeting

Project status

Progress of project

Suggested changes/adjustments to project

Suggested further training and other (conferences, publications etc.)

Prolongation of status as student in MAINZ

☐ yes ☐ no

The Career Development and Training Plan was set-up/updated in the meeting ☐

Student

Evaluator 1

Evaluator 2



(Signature)

(Signature)

(Signature)

## Annex 5 – Mentoring-Agreement

### BETWEEN

Name of the mentor:	<input type="text"/>
Address:	<input type="text"/>
Telephone/Email:	<input type="text"/>

### AND

Name of the mentee:	<input type="text"/>
Address:	<input type="text"/>
Telephone/Email:	<input type="text"/>

### AGREEMENT OF ARRANGEMENT THE MENTORING CONTACT

The mentoring contact is arranged for the length

from ..... to ..... (max. 3 years)

Mentor and mentee agree to meet each other regularly every ..... months. The time between the face-to-face meetings should not exceed a term of 6 months. Beyond that, there is always the possibility to contact each other via email or telephone. Specific other arrangements should be made between the mentor and the mentee.

### AGREEMENT OF THE CONTENTS OF THE MENTORING CONTACT

The goal of the program is to encourage young scientists with outstanding talent in MAINZ. The mentee expresses his or her expectations and wishes in the context of the mentoring relationship and is responsible for his or her own studies. The mentor supports the mentee and serves as a role model and guides as well as agrees to make her or his knowledge and experience available to the mentee.

## Annex 5 – Mentoring-Agreement

Intended themes of the mentoring cooperation are:

Intended goals of the mentoring cooperation are:

### GENERAL AGREEMENT

Arranged dates are binding.

The *mentee* is committed to the pursuit of his or her scientific career and implemented the target career steps. In context of the mentoring relationship he or she agrees to prepare and document the mentoring process.

The mentor is committed to support the mentee by helping to plan his or her career and to give advice. Furthermore, the mentor can make contacts available and allow access to scientific structures and networks to the mentee. In context of the mentoring relationship the mentor agrees to also take responsibility in arranging meetings.

If there are questions, disagreements or other problems in context of the mentoring relationship, the MAINZ Coordination Office should be contacted.

### COMMITMENT

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

### CHANGING THE CONTRACT

If you want to change the mentoring agreement, you should contact the MAINZ Coordination Office and state the reasons for any changes required.

## Annex 5 – Mentoring-Agreement

.....  
(Place, date)

.....  
(Signature of the Mentee)

.....  
(Signature of the Mentor)

Please send the mentoring contract which has been signed by both parties to the MAINZ Coordination Office:

Johannes Gutenberg-Universität Mainz

Graduate School Materials Science in Mainz

Staudinger Weg 9

D-55128 Mainz

Germany