



SPOKESMAN:
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CLINIC FOR DERMATOLOGY
VENEROLOGY AND ALLERGOLOGY

Supervision Agreement Concerning PhD /MD candidates at Heidelberg University

This supervision agreement is an integral part of doctorate procedures at Heidelberg University regulates the admission of postgraduates to the GRK 2099/1 “Hallmarks of Skin Cancer”, the rights and obligations of both postgraduates and their supervisors and is binding for both parties.

Postgraduate students can be accepted into the GRK either as regular or associated members; as opposed to regular student members, associate members cannot be funded through PhD work-placements, MD grants or by means of project-related, non-monetary resources. Funding may however be granted to associate members for travel expenses, lab exchanges abroad etc.; this is however subject to consideration of each individual case. Providing they fulfill the necessary requirements, candidates can acquire the title of Dr. rer. nat., Dr. sc. hum., or Dr. med. in the GRK.

The contents of mutual agreements between postgraduates and their supervisors, which should be in written form, are based on the current stage of the PhD project. Alterations to these agreements may of course be undertaken should further developments in the scientific project make this necessary.

In order to be accepted as a PhD student, **membership in one of the Graduate Schools for Life Sciences** at Heidelberg University (HBIGS) or at the Deutsche Krebsforschungszentrum (German Cancer Research Centre) is required after the GRK 2099 selection procedure has been completed.

A signed copy of the agreement must be submitted prior to postgraduates' appointment as a research assistant (0.65 TVL E 13) or MD grants being awarded.

Agreement between

Mr./Ms. _____ (Postgraduate)

and

Mr./Ms. _____ (Supervisor)

Primary supervisor _____

Co- Supervisor _____

Additional supervisor (junior scientist) _____

Co-Supervisor in London _____

The Primary Supervisor, Co-supervisor, Additional Supervisor and the London Co-supervisor form the Thesis Advisory Committee. (TAC)

He/she applies for acceptance as a postgraduate for the title Dr. _____

In the subject of _____

In the _____ faculty.

1. Subject and Work plan for the doctoral project

Postgraduate and supervisor should draw up a time frame and a work schedule tailored to the research subject and the postgraduate's personal life situation.

1.1 Topic of thesis

The postgraduate intends to write a doctoral thesis entitled (working title)

1.2 Work Plan

Scientific question (current status of research) (1.1) and applicant's own preliminary work (1.2), objectives (1.3), work programme and methods employed (1.4) are to be outlined in the following exposé (1/2 to 1 page, Arial 11, 1,15 lines). The work programme should set out a timeline and include a lab visit in London of up to 6 months (1.3), preferably during the second postgraduate year.

2. Time Scale

2.1 Postgraduate studies should be completed within 3 years. In the case of medical doctorates, the major proportion of experimental research should be completed within one year.

2.2 Postgraduates agree to inform supervisors regularly as to their progress. Supervisors are obliged to spend sufficient time discussing current work and are expected to promote the quality of postgraduate work through discussion and advice. The faculty expects postgraduates to be given the opportunity to discuss their work with supervisors in depth on a monthly basis.

2.3 An annual TAC meeting is to take place, preferably as part of the British-German Workshops on Skin Cancer. In preparation for the TAC meeting, postgraduates should prepare a written progress report. The TAC meeting includes a feedback-based appraisal of the doctoral project during which subsequent work is planned. When necessary, both the work plan and the time schedule should be altered accordingly.

2.4 Postgraduates undertake to complete a written thesis on their entrusted subject within 6 months of completing the experimental stages. Supervisors undertake to review this written work within a period of 2 months and return it with appropriate correction suggestions.

3. Qualification programme accompanying doctorate posts

3.1 This supervision agreement includes postgraduates' membership in GRK 2099. Participation in the GRK 2099 qualification programme and attendance at events held by Heidelberg University's postgraduate school of life sciences are prerequisites for conferral of a doctorate.

3.2 This supervision agreement specifies the individual qualification programme the postgraduate is aiming to complete. It may be altered at any time; however it must meet the requirements of the GRK 2099 qualification programme. Candidates must gain 10 European Credit Points (ECP) through their attendance at events either within the GRK 2099 qualification programme or at HBIGS/HIGS events. For active/passive participation in relevant events, 0,1/0.05 ECP per teaching hour will be awarded respectively. ECP awarded by HBIGS/HIGS will be recognised. Postgraduates must prove their participation by means of signatures on their attestation cards. In case of loss, attendance must be proved by means of mandatory participant lists.

3.3 The following elements are compulsory as part of the GRK 2099 specific qualification programme:

- a. Attendance at all British-German workshops on skin cancer biology during the 3-year (one-year) postgraduate phase in the GRK 2099, with up to two workshops in London.
- b. At least one lab visit (6 weeks to 6 months) in one of the London project partners' laboratories, preferably that of the London co-supervisor between the 1st and 3rd year, preferably during the second postgraduate year.
- c. Attendance at a minimum of 80% of all weekly seminars taking place in any specific semester (State of the Art in Dermato-Oncology during the first year; Current Topics in Dermato-Oncology during 2nd and 3rd year) Regular attendance at the lecture series "Progress in Cancer Research" is strongly advised.
- d. Participation in the GRK 2099 annual 1-week laboratory teaching course plus a 2-day hands-on lab course per year.
- e. Participation in 4 workshops in three years on the following topics: 1. Standards of good scientific practice 2. Key competences (e.g. scientific writing) 3. Animal experimental work 4. Data collection, data backup, processing of research data and statistical methods.
- f. 50 ECP will be awarded for regular attendance time at the supervisor's lab.
- g. Candidates must submit at least one publication including peer review procedure in a professional journal. First authorship or joint first authorship is expected from PhD students.

4. Equipment and Workplace

Supervisor and Postgraduate have reached an agreement concerning equipment and materials which are necessary in order to carry out the research (e.g. lab access, lab workplace, metrology, computer technology and research materials) and their funding. The student has been informed of any conditions or factors which may possibly restrict his/her work. In this case, the following has been agreed on (where applicable):

5. Measures to foster compatibility between family life and scientific work. (where applicable)

6. Good Scientific Practice

Postgraduates and their supervisors agree to uphold the standards of good scientific practice as laid out in the recommendations of the German Research Foundation and in the statutes of Heidelberg University on ensuring good scientific practice and dealing with scientific malpractice. (<http://www.uni-heidelberg.de/universitaet/profil/regelkodex/>). Postgraduates must be aware that work which has already served as part of an examination may not be submitted as a doctorate thesis. Attendance at a seminar on good scientific procedure is obligatory.

7. Provisions in cases of conflict

In cases of conflict resulting from non-adherence to the above-mentioned obligations, the situation will be discussed with both parties in order to fulfill the terms of the agreement. Should this fail to succeed, either party may contact the GRK 2099 spokesman and, if necessary, the Dean of the Mannheim Medical Faculty at Heidelberg University. In addition, both supervisors and postgraduates may contact the independent ombudsperson for postgraduates who act as a counsellor and mediator on behalf of Heidelberg University.

8. Severability clause

Should individual terms of this agreement be partly or wholly ineffective, the legal effectiveness of the other provisions is not affected. The respective faculty doctoral regulations take precedence over this agreement.

9. Miscellaneous

Four copies of the PhD agreement must be signed. The postgraduate, the supervisor and the GRK spokesperson each receive one copy; a further copy remains in the faculty's PhD records. The application for admittance to the faculty must be submitted to the faculty within six weeks after finalizing the PhD agreement. At this point in time at the latest, postgraduates must have registered online at heiDOCS in order to create their electronic PhD file.

Mannheim/Heidelberg/ date _____

Postgraduate

1st Supervisor

2nd Supervisor

Co-Supervisor

GRK 2099 Representative

Faculty stamp / Date received