

SFB 1176

„Molecular structuring of soft matter“

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Doctoral Agreement

§1 Objective and purpose

The Doctoral Agreement is designed to generate a transparent relationship between doctoral candidate and doctoral supervisor with respect to content and time. Planning and execution of the doctoral project are to be designed by the parties in such a manner that the project can be concluded in high quality and within an appropriate period of time. The individual life situation of the doctoral candidate is to be considered. A successful conclusion of the doctoral project is not guaranteed by the conclusion of this Doctoral Agreement.

§2 Participating persons

This Doctoral Agreement is concluded between

Doctoral candidate:			
First and or main supervisor:			
Second supervisor:			
Additional direct supervisor: (Project leader)		Person is 3rd Referee (KIT- Associate Fellow)	
Mentor:			

§3 Doctoral project

Preliminary working title			
Commencement (month/year):		Scheduled conclusion (month/year):	

The doctoral project is described in a Suggestion of topic in Annexure 1 and in a personal qualification plan (PQP) including a time/work schedule in Annexure 2.

The Supervisor and the Graduate School of the SFB 1176 agree that the project is adequate for a doctoral project and matching the research goals of the SFB 1176.

§4 Regular review of the Agreement

- (1) For each doctoral project a Thesis Advisory Committee (TAC) is constituted consisting of the direct supervisor, the mentor and an additional project leader of the SFB 1176. The Speaker of the Graduate School of the SFB and the equal opportunity officer are possible additional members. The TAC will judge the scientific progress of the thesis and evaluate the scientific training and the supervision of the doctoral candidate. Two meetings are the minimal possible number of meetings: Once approximately after half a year, another one after two years. In case of problems, additional meetings will be planned. The TAC is responsible for final definition of the personal qualification plan and its realization.
- (2) In addition to the TAC meetings, the Compliance with this agreement incl. its annexure, especially the personal qualification plan, is regularly reviewed and updated by the Parties. The first review shall be conducted 6 months following the conclusion of this Agreement and subsequently upon the expiration of each year. Changes in the personal qualification plan are documented; the actual version of the PQP is sent to the management of the SFB 1176.

§5 Tasks and obligations of the doctoral supervisor

- (1) The doctoral supervisor is obligated to provide the doctoral candidate with regular professional advice as well as regular meetings (at least every six months) regarding the progress of the work under consideration of the time and work schedule in the personal qualification plan (PQP, to be adapted, if required). The doctoral supervisor shall point out in due time any interim steps (results, publications etc.) expected from the doctoral candidate and required for the submission of the dissertation. The doctoral supervisors support the scientific independence of the doctoral candidate.
- (2) The supervisory obligation applies irrespective of the duration of a possibly existing working relationship with KIT or a scholarship.
- (3) The relevant evaluation times following the submission of the dissertation depend on the doctoral ordinance of the KIT Department of the main supervisor valid at the time of approval.
- (4) The doctoral supervisor shall endeavor to provide adequate research conditions.

§6 Tasks and obligations of the doctoral candidate

- (1) The doctoral candidate is obligated to provide regular reports (at least every six months) regarding the progress with respect to the content of the doctoral project, considering the time and work schedule in the personal qualification plan (PQP, to be adapted, if necessary).
- (2) The doctoral candidate is obligated to introduce his/her research results to an international audience, if possible, by way of publication in renowned papers and contributions during conferences. The doctoral supervisor shall support the doctoral candidate in this matter. Exceptions from this commitment must be approved from the managing board of the SFB 1176.
- (3) The conclusion of the Doctoral Agreement does not replace the application for acceptance as doctoral candidate at the KIT department according to the applicable doctoral ordinance. The doctoral candidate is obligated to apply for acceptance as doctoral candidate at the KIT department within six months following the conclusion of this Doctoral Agreement.

Reference is made to the approval prerequisites, particularly in case of university degrees from abroad, specified in the doctoral ordinance.

- (4) The doctoral candidate is obligated to register at the Karlsruhe House of Young Scientists (KHYS) (Information to this topic under www.khys.kit.edu).

§7 Associated qualification

- (1) The doctoral supervisor and the doctoral candidate shall regularly discuss whether and which measures could accompany the doctoral project in order to make the project visible on an international level (e.g. visit of international conferences or stay at other research facilities abroad).
- (2) The doctoral supervisor supports the doctoral candidate at the participation in professional as well as interdisciplinary events.
- (3) The doctoral supervisor and the doctoral candidate regularly discuss whether and which participations in teaching are to support the further qualification.
- (4) The doctoral candidate takes part in the qualification program of the Graduate School of the SFB 1176. Extent and content are planned by in agreement of the supervisor and the doctoral candidate. The final responsibility lies by the Thesis Advisory committee.
- (5) The intended qualification measures according to paragraphs (1) to (4) have to be documented in Annexure 2, the personal qualification plan (PQP).

§8 Integration in working group, research association or doctoral program

- (1) The doctoral project is executed within the Graduate School of the collaborative research center ***SFB 1176 "Molecular Structuring of Soft Matter"***.
- (2) In addition to the supervisory meetings, the doctoral candidate recites about the status of the work in the context of the working group or the collaborative research center at least once every year and receives feedback regarding the status and improvement options for the dissertation project.
- (3) The doctoral candidate provide short written summary of his thesis and, in addition, a talk, for each meeting of the Thesis Advisory Committee. Details see the Guidelines for TAC-Meetings in the SFB 1176.

§9 Compliance with the principles of good scientific practice and ethical guidelines

The doctoral candidate and the doctoral supervisor are obligated to comply with the principles of good scientific practice according to the statutes "*Regulations to ensure good scientific practice at the Karlsruhe Institute of Technology (KIT)*" in the respectively valid version. The doctoral supervisor shall discuss the principles of good scientific practice with the doctoral candidate.

Furthermore, the "*Ethical Guidelines of the Karlsruhe Institute of Technology (KIT)*" in their respectively valid version must be observed.

§10 Regulation regarding the solving of disputes

In cases of disputes and conflicts, the doctoral candidate(s) or the doctoral supervisor(s) can contact the arbitrators appointed for the doctoral candidates as well as the doctoral supervisors (§ 38 (4) sentence 2 LHG). Reference is made to the "*Ordinance for the appointment of arbitrators for doctoral candidates and doctoral supervisors of the Karlsruhe Institute of Technology (KIT)*" in the respectively valid version.

In the SFB 1176, there are additional contact persons: the elected student representative, the speaker of the graduate school and the equal opportunity officer.

§11 Termination of Doctoral Agreement

- (1) The Doctoral Agreement can be terminated with the mutual consent of both parties at any time.
- (2) A unilateral termination of the Doctoral Agreement requires the written form. The doctoral candidate may terminate his/her doctoral project at any time without stating reasons. The doctoral supervisor has to justify the termination of the Doctoral Agreement in writing.
- (1) If the application for acceptance as doctoral candidate is declined by the KIT department, the Doctoral Agreement is terminated.

§12 Central recording

According to § 38 (5) Landeshochschulgesetz (LHG / Law regulating universities) the doctoral candidates have to be centrally recorded at the conclusion of the Doctoral Agreement. This record is automaticlly done via the obligatory registration of each doctoral candidate at the KHYS (see §6 Tasks and obligations of the doctoral candidate).

§13 Reconciliation of work and personal life

- (1) Compatibility of personal life style and professional work is one of the main goals at the KIT. Drop-in Center in case of problems is the equal opportunity team at the KIT (<http://www.chancengleichheit.kit.edu/>). In addition, the SFB 1176 has an own equal opportunity officer.
- (2) In the Graduate School and in the SFB itself there are special support measures. Assignment of research assistants, takeover of childcare costs or additional finical support are examples of the possibilities in the SFB. The awarding is decided upon the managing board of the SFB. The equal opportunity officer, the speaker of the Graduate School and the elected representative of the members of the Graduate School will act as contact persons.
- (3) Upon the occurence of weighty reasons (e.g. family responsibilities) it is possible by common agreement to perform a doctoral thesis in part-time work resulting in an elongated total duration of the thesis.

Members of the Thesis Advisory Committees (TAC) are:

Direct supervisor:	
Mentor:	
Additional project leader:	
Speaker of the Graduate School and the equal opportunity officer of the SFB	

Signatures of all participants:

Karlsruhe, the _____

Doctoral candidate

First supervisor

Additional supervisor(s)

Speaker of the Graduate School
Prof. Manfred Wilhelm

Additional Members of the Thesis Advisory Committees (TAC)

Add. Projektleader of the
SFB

Equal Opportunity officer
Dr. Leonie Barner

Annexure

- 1) Expóse describing the idea of the thesis
- 2) Personal qualification plan (PQP)