



FMP-Supervision Agreement

between doctoral students and the Leibniz-Forschungsinstitut
für Molekulare Pharmakologie (FMP)

This document sets out the terms and conditions for doctoral studies at the FMP. It does not denote any doctoral regulations, since the right to award doctorates lies solely with the universities.

For the preparation of a dissertation, the following supervision agreement is made between the doctoral candidate

Name, Surname: [.....]
Address: [.....]
University degree: [.....]
University of the qualifying degree: [.....]
Start of the dissertation at the FMP¹: [.....]

and the

**Leibniz-Forschungsinstitut für Molekulare Pharmakologie
im Forschungsverbund Berlin e.V. (FMP)**

Robert-Rössle-Str. 10, D-13125 Berlin

– represented by the Supervision Committee named below.

Its purpose is to ensure the high quality of academic qualifications and the best possible supervision and advice for the doctoral candidate. The supervisors and the doctoral candidate regularly exchange information on the content of the dissertation and take strategic aspects into account with regard to the doctoral candidate's career opportunities. In addition, the Supervision Agreement describes the rights and obligations of the parties involved. It must be concluded within the first six months of the doctoral project. This Supervision Agreement ends with the conclusion of the disputation or the viva voce.

¹ The doctoral phase begins with the beginning of the employment status.

Good scientific practice

The Supervision Committee and the doctoral candidate are obliged to comply with the rules of good scientific practice of the FMP², Leibniz Association³ and the Forschungsverbund Berlin e.V.⁴. In cases of doubt, the doctoral candidate should consult the supervisors or other persons of trust (PhD representatives, ombudsperson, works council). For the supervisors, this expressly means the obligation to convey the principles of good scientific practice to the doctoral candidate, to ensure that these are observed in the interests of scientific integrity, and to respect the copyright regulations for texts or findings of doctoral candidates.

Information on the doctoral project:

The provisional title of the dissertation is:

[.....]

The dissertation project will be carried out at the Faculty of [.....]at the University [.....].

The dissertation will be prepared in accordance with the applicable doctoral regulations of the faculty.

First reviewer of the dissertation (university):

(if applicable) Second reviewer of the dissertation (university):

Supervision committee at the FMP

A Supervision Committee is formed to ensure the supervision of the doctoral candidate. The Supervision Committee is appointed jointly by the doctoral candidate and the supervisor (in consultation with the potential members) within the first six months. The doctoral candidate may propose persons for this purpose. The Supervision Committee consists of at least two supervisors and may be supplemented by a third, internal or external supervisor. The first supervisor should be the head of the research group in which the dissertation is to be prepared. If the second supervisor is from the same department of the FMP, it is recommended to include a third, independent group leader from another department or institution in the committee. Reviewers of the doctoral thesis should be members of the Supervision Committee, if this is possible according to the regulations of the university.

² See Rules of Good Scientific Practice at the FMP

³ Guidelines for Good Scientific Practice in the Leibniz Association: [Link](#)

⁴ Rules of Good Scientific Practice at the FVB: [Link](#)

The Supervision Committee must be informed of any important changes in the course of the promotion.

First supervisor at the institution (hereafter called first supervisor):

Second supervisor (external, if applicable) (hereafter called second supervisor):

Third supervisor (external, if applicable) (hereafter called third supervisor):

Duration of the doctorate

- As a rule, a doctorate at the FMP should not exceed a duration of four years. An extension for a maximum of one further year is possible upon application.
- The writing and submission of the dissertation should also be completed during this period.
- In addition, please note that doctoral students may continue to work as postdocs (E13) after completion of the doctoral process, e.g. to complete a research project for publication.

The doctoral candidate commits him/herself to:

- submit an exposé of his/her work to the Supervision Committee within six months after the beginning of the doctoral phase, including a preliminary time and work plan. This document will be resubmitted to the supervisors before each committee meeting (at the latest one week before) and thus reviewed and updated annually,
- inform him/herself about the requirements for the doctorate of the associated university and to act accordingly (knowledge of the regulations of the currently valid doctoral regulations regarding credit points, lectures, enrolment, etc.),⁵
- register for the doctorate at the latest when submitting the exposé to the corresponding faculty of the associated university,
- organize a meeting with the Supervision Committee at least once a year, at which the progress of the work is presented, discussed and recorded,
- present the progress of the doctorate at least once a year to a larger group in appropriate formats (lecture, working group seminar, departmental seminar),
- enroll at the FMP Graduate School and to meet the requirements defined there:
 - Participation in Marthe-Vogt seminars, work-in-progress talks, area/group seminars
 - Participation in the FMP Winter School
 - One-time participation in the joint FMP/MDC PhD Retreat
 - One-time participation in the FMP PhD Retreat
 - Participation in at least two courses/training courses for further career advancement (scientific techniques, soft skills, languages, computer courses)
 - Participation in a scientifically motivated (international) conference

⁵ International doctoral students whose native language is not German and/or who are not familiar with the German university system will be supported by the Institute (e.g. by the PhD representatives or the coordinator of the FMP Graduate School).

The Supervision Committee commits itself to:

- set the scope and direction of the doctoral project in such a way that - taking into account the project tasks associated with the employment - it is possible to complete the experimental or theoretical work within four years,
- discuss possibilities for a potential extension of the contract with the doctoral candidate in due time⁶,
- enable one meeting per year between the Supervision Committee and the doctoral candidate,
- comment on the exposé and to record the results in writing,
- review the progress of the dissertation (time and work plans),
- provide feedback on written reports at the Committee meeting or in writing,
- provide a review of the dissertation within a maximum period of 3 months,
- discuss career perspectives for the doctoral candidate(s) within and outside of academia within the committee meetings as required (recommendation for further education/conferences),
- enable the doctoral candidate to participate in professionally relevant events (at least one international conference, meeting, etc.),
- evaluate and if applicable to enable the doctoral candidate's participation in further training (professionally relevant workshops, soft skill courses, language courses, etc.),
- enable the doctoral candidate to gain teaching experience (e.g. supervision of internships, Bachelor's/Master's theses)⁷,
- support the doctoral candidate in planning and applying for financial funding, such as scholarships or periods of study abroad,
- issue a letter of recommendation for the doctoral candidate(s) for further career advancement upon request.

No later than 3 months before the intended end of the doctoral work, the doctoral candidate should, if possible, concentrate mainly on writing the doctoral thesis. The group leader and the members of the Supervision Committee should encourage this. The experimental work of the doctoral candidate in the laboratory should be kept to a minimum during this time.

In cases of difficulties that influence the course of the doctoral studies (e.g. a change in the focus of the dissertation), the Supervision Committee must be informed by the doctoral candidate or the group leader. In this case, it is advisable to organise a meeting as soon as possible, independent of the annual rhythm of the committee meetings, which must be also supported by the Supervision Committee.

The doctoral candidate should also be provided with a qualified letter of reference after completion of the doctorate or upon termination of the employment relationship.

⁶ Even before the statutory period of 3 months before the end of the contract.

⁷ However, the doctoral candidate may not be obliged to teach.

Conflict Management

In the event of conflicts between the doctoral candidate and one or more supervisors (e.g. in the event of non-compliance with the above-mentioned duties), the parties concerned should contact the appointed ombudsperson or the works council as soon as possible. The ombudsperson or the works council mediate independently between the parties.

Before a doctorate can be terminated prematurely due to a conflict, a mediation meeting with the ombudsperson or works council should have taken place - if the doctoral candidate does not object to this.

The FMP Graduate School must be notified as soon as possible if a doctorate is to be terminated prematurely. At the request of the doctoral candidate, the FMP Graduate School can arrange for external conflict counseling.

Committee work

The doctoral candidate is given the opportunity to represent all doctoral candidates of the FMP or to be a member of other committees or boards (Leibniz PhD Network, German Chemical Society (GDCh), etc.)

Workplace

The research group leader provides the doctoral candidate with the necessary work equipment and the necessary workplace. This includes a desk and a laboratory workstation as well as computer and software equipment appropriate to the technical requirements and scientific objectives. For longer writing phases, at the end of the doctoral period (writing/finishing the dissertation, preparation for the examination) and in agreement with the supervisor, the doctoral candidate may be given the opportunity to work from home on a paid basis.

FMP-Graduate School

The doctoral candidate commits him/herself to join the FMP Graduate School.

The FMP Graduate School serves to organize the doctoral studies at the FMP. It supports the doctoral students during the preparation of their dissertation, organizes in cooperation with other institutions (e.g. associated universities) the availability of courses for career training and awards travel grants for the participation in scientific conferences to present the results of the scientific work.

If the doctoral candidate is part of another graduate school, the achievements there will be fully credited.

Special circumstances

In the case of care of relatives and/or children as well as pregnancy or longer periods of illness, individual solutions (e.g. extension of employment as a doctoral candidate, mobile working) are agreed upon with the supervision committee, which enable the completion of the doctorate.

FMP Supervision Agreement

With their signature, the parties involved (Supervision Committee⁸ and doctoral candidate) confirm that they have read and accept the Supervision Agreement between the doctoral candidate and the FMP. The doctoral candidate and the Supervision Committee commit themselves to comply with this Agreement. Each participant receives a copy of the Supervision Agreement and the guidelines for career development in the Leibniz Association. The original document is kept in the personnel file.

Date, Signature PhD student

Date, Signature First supervisor

Date, Signature Second supervisor (internal)

Date, Signature Third supervisor
(external, if applicable)

⁸ The second and third supervisors sign the agreement, if necessary retrospectively, when appointed/admitted to the Supervision committee.