

Agreement on Training and Supervision¹ within the iGRAD-Plant program

Between

The doctoral researcher Ms/ Mr

Name	First name(s)	iGRAD-Plant fellow starting (mm/yyyy)

And the Thesis Advisory Committee (TAC) members:

	Role/ Function	Name	First name(s)	Institute/University
1.	Main supervisor			
2.	Mentor (Second supervisor)			
3.	Third/MSU supervisor*			
4.	Associate supervisor**			

* iGRAD-Plant associated students select the third supervisor from HHU.

** Students can choose a fourth supervisor as associate supervisor; Postdoc's can participate in supervision of doctoral research projects as associate supervisor (optional).

Purpose

The iGRAD-Plant graduate program strives to provide a transparent and engaging supervision framework. Intense collaboration and regular exchange between supervisors and doctoral candidates is essential to ensure adequate planning and implementation of a high quality research project within the typically allocated timeframe of three years (Dr. rer. nat. / PhD candidates). Therefore, the doctoral candidate and the supervisors commit to the present agreement. The regulations of the iGRAD-Plant Graduate program (see iGRAD-Plant Handbook) as well as the doctoral regulations of the HHU Faculty of Mathematics and Natural Sciences apply.

Registration

Doctoral researchers must register at the Heinrich-Heine-University Düsseldorf (HHU) as "Promotionstudent / Ersthörer" and register as a member of the "Interdisciplinary Graduate and Research Academy Düsseldorf (iGRAD).

¹ This Agreement on Training and Supervision is based on the recommendations of the German Research Foundation (Deutsche Forschungsgemeinschaft, DFG) – DFG Vordruck 1.90 – 7/08.

Doctoral research project:

Working title of the doctoral research project:

How and for how long will the doctoral researcher and the research project be financed?

Requirements needed to be achieved for a successful completion of the doctoral thesis project (including a time schedule, when the requirements need to be full-filled):

Time and work schedule

An outline of the time and work schedule for the doctoral research project has been prepared and is **attached as appendix to the present agreement** (especially including a time schedule for the first year). The doctoral research project shall be implemented in such a way that the doctorate program (including writing a paper that is requested) can be completed within three years. Any changes to the schedule shall be made upon mutual agreement.

The Kick-off TAC Meeting should take place before the beginning of the doctoral research project and should result in signing the Agreement of Training and Supervision.

A more detailed time and work schedule as well as the recommended career development program will be discussed and fixed between supervisors and the doctoral researcher in the annual TAC-Meeting Reports. Meetings with the Thesis Advisory Committee should take place at least once a year. The iGRAD-Plant managing office provides templates for the Meeting Reports.

Date of Kick-off TAC Meeting: [/ /]

Estimated date of doctoral project completion, including writing of the thesis (mm/yyyy):

Tasks and duties

The iGRAD-Plant doctoral researcher agrees to

- Fulfil her/his duties according to the doctoral regulations of the HHU Faculty of Mathematics and Natural Sciences (e.g., submitting mandatory documents for acceptance procedures on time and fulfil eventually required admission conditions).
- Dedicate her/his full working capacity to the doctoral research project, to the scientific qualification program of iGRAD-Plant and thereby to the achievement of a doctoral degree.
- Give on time progress reports on her/his doctoral research project on a regular basis and take on responsibility for the organisation of the TAC meetings and to inform the supervisor immediately on changes or termination of the doctoral research project. In case of termination of the doctoral research project the doctoral researcher agrees to inform the management office immediately.
- Complete the scientific qualification program of the iGRAD-Plant Graduate Program and the career development program within the projected period and to actively participate in the teaching program and in other official activities of the iGRAD-Plant Graduate Program (see Appendix and iGRAD-Plant Handbook). Doctoral researchers with insufficient English language skills furthermore agree to attend English language training. Doctoral researchers with lacking German language skills are recommended to attend German language training.
- Actively communicate her/his research outcomes to the international scientific community (i.e., writing of publications, poster and oral presentations on conferences, progress meetings, etc.).
- Participate in the surveys and evaluations of the iGRAD-Plant Graduate Program. Especially she/he agrees to participate in a final survey after leaving iGRAD-Plant. Some of these surveys and evaluations will be organised by the iGRAD (HHU).
- Perform a research stint of at least six month in a cooperating research group at Michigan State University (MSU). During the MSU research stint the doctoral researcher is expected to dedicate her/his full working capacity and time to her/his research project and to respect the MSU supervisor as her/his main supervisor (not applicable to iGRAD-Plant associate students).

The iGRAD-Plant supervisors agree to

- Fulfil their duties according to the doctoral regulations of the HHU Faculty Mathematics and Natural Sciences.
- Provide supervisory guidance on a regular basis to promote a successful realisation of the doctoral study. In this context the iGRAD-Plant Thesis Advisory Committee stays in close contact, exchanges information on a regular basis and organise Progress Report Meetings on a cooperative basis.
- Recognise the doctoral researcher as an early stage researcher with commensurate rights.
- Support and encourage the integration of the doctoral researcher into the international scientific community (e.g., participation in conferences, poster and oral presentations, publication of research results, etc.).
- Fully and actively support the iGRAD-Plant doctoral researcher in fulfilling her/his educational training and other activities within the iGRAD-Plant Graduate Program. They

especially agree to support the doctoral researcher in completing her/his doctoral study over the funding period.

- Participate in official activities of the Graduate School within iGRAD-Plant (e.g., retreats) according to their means.
- Assist the doctoral researcher with designing and developing part of her/his research project in a meaningful cooperation with the MSU cooperating laboratories.

The iGRAD-Plant supervisors and the doctoral researcher

- Agree to send the obligatory TAC-Meeting Reports to the iGRAD-Plant managing office. Furthermore, iGRAD-Plant strongly encourages additional formal and informal meetings of the doctoral candidate and her/his supervisors. However, documentation is obligatory only on an annual basis.
- Agree to refer to the funding provided by the Graduate Program in any poster, presentation and publication resulting even in parts from the funded doctoral research project, even if published after the funding period.
- Confirm receipt of the Regulations / Handbook of the iGRAD-Plant program.

Integration into research group and working conditions

The iGRAD-Plant main supervisor agrees to institutionally embed and specifically integrate the doctoral researcher in her/his research group/institute in order to ensure daily supervision and required scientific and social infrastructure (e.g., regular reporting, journal clubs, obligatory safety instructions, office and lab space, technical equipment, etc.). The supervisor agrees to ensure the doctoral researcher has (please tick and add, if required):

Work station, PC, Internet access, Telephone, Laboratory access

Compliance with good scientific practice

The doctoral candidate and the supervisors agree to comply with the “basic principles for safeguarding good scientific practice at Heinrich Heine University Düsseldorf” published in the official announcements of the HHU 14/2002².

Conflict management

In order to avoid conflict at its early stage of genesis, it is essential to maintain a culture of open communication and mutual respect. However, should conflicts occur, both doctoral researchers and supervisors can contact designated representatives of the iGRAD-Plant Graduate Program or iGRAD for advice. If a conflict poses a lasting strain on efficient cooperation, the iGRAD-Plant steering committee should be contacted.

² <http://www.hhu.de/home/universitaet/strukturen/rektorat/kommissionen-des-rektorats/kommission-zur-sicherung-guter-wissenschaftlicher-praxis.html>

Compatibility of family and scientific work

iGRAD-Plant supports the compatibility of family and scientific work. Special support is provided as required (e.g., day care at HHU, additional financial support, helping hands, facilitation of home office). For further information on this topic, please contact the managing office.

Supplementary agreements

Date and signatures

Submission: Please make copies for yourself and send the original document to the iGRAD-Plant managing office.

		Name	Signature	Date
1.	Doctoral Researcher			
2.	Main Supervisor			
3.	Mentor (Second supervisor)			
4.	Associate supervisor (optional)			

iGRAD-Plant managing office use only

Date of receipt: *Initials:*

Appendix:

Mandatory components of the iGRAD-Plant Qualification Program:

- Integrative Topics in Plant Science (ITiPS) lecture and seminar
- Plant Biology Seminar (PBS) and PBS Lounge
- iGRAD-Plant Fellow Seminar (IFS)
- iGRAD-Plant Scientific Block Courses
- iGRAD-Plant Annual Retreats / Symposia
- iGRAD Workshop “Good Scientific Practice for Doctoral Researchers”
- 4 iGRAD Workshops (iGRAD Basis Curriculum for members of structured Graduate Programs)
- Project Proposal, Annual TAC Meetings and Progress Reports
- 6 month research stay at Michigan State University (not applicable to iGRAD-Plant associated students)
- 3 Lab Rotations (not applicable to iGRAD-Plant associated students)