

Department of Biology, Chemistry, Pharmacy

**Mentoring agreement for a dissertation project
 according to the doctoral degree regulations of the Department of Biology,
 Chemistry, Pharmacy
 (FU Mitteilungen 52/2007, 4/2008, 2/2012)**

	Doctoral candidate
	Supervisor according to the doctoral degree regulations of the Department
	Co-supervisor according to the doctoral degree regulations of the Department
	A member of the board of graduate studies of the department

agree upon the following:

1. [Mrs. or Mr.: *First Name Surname*] will issue an application for a dissertation project at the Department of Biology, Chemistry, Pharmacy with the intention to prepare a dissertation at Freie Universität Berlin with the working title:

"[*working title*]".

2. A mentoring team supervises the dissertation project. The members of the mentoring team are as follows:

	(as supervisor)
	(as co-supervisor)

3. The doctoral candidate has provided an outline of the working and time plan of the dissertation project, which is part of this agreement/the application. Within these documents the applicant outlines the main goals of the project including the strategy and the time line to accomplish them, which is hereby approved by the mentoring team.

4. The doctoral candidate will meet at least once per year with the mentoring team. The first meeting has to take place within the first 6 months after signing this agreement. At these meetings the mentoring team and the doctoral candidate will discuss a report prepared in the provided protocol form by the doctoral candidate in which the progress of the work during the last period is summarized and a working and time plan for the next period is presented. The report has to be presented to the mentoring team at least one week prior to the meeting. The objective of these mentoring meetings is to discuss all aspects relevant for the progress of the dissertation project. The results of the discussion have to be documented according to the template for the minutes, which also provides a list of issues that have to be addressed. In particular, the report as well as the working and time plan have to be discussed by the mentoring team and if necessary advice on how to improve/adapt them has to be given.

5. The mentoring team can be changed after consulting the doctoral board.

6. The doctoral candidate as well as the members of the mentoring team commit themselves to comply with the rules of good scientific practice according the charter of good scientific conduct (Ehrenkodex) of Freie

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Universität Berlin issued on 17th April 2002 (FU-Mitteilungen Nr. 29/2002). In case of doubt the doctoral candidate should consult the mentoring team or any other trusted third party (e.g. the ombudsman of the department). For the members of the mentoring team this explicitly includes the obligation to respect and specify the intellectual property for texts and findings of the doctoral candidate.

7. The mentoring agreement together with its appendices (Application for a dissertation project, working plan, time plan) becomes effective after being signed and after the applicant has been accepted as a doctoral candidate of the department. The mentoring agreement prolongs automatically in case the board of graduate studies of the department has granted an extension of the dissertation project. All parties agree that general statistical data will be surveyed to evaluate the mentoring of dissertation projects.

Date and signatures:

Doctoral candidate

Supervisor according to the doctoral degree regulations of the Department

Co-supervisor according to the doctoral degree regulations of the Department

A member of the board of graduate studies of the department