

Department of Biology, Chemistry, Pharmacy

**Supervision agreement  
for a dissertation project according to the doctoral degree regulations of  
the Department of Biology, Chemistry, Pharmacy  
(FU Official Announcements 21/2018, 31<sup>st</sup> of May 2018)**

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Name, First name Doctoral candidate

\_\_\_\_\_

Name, First name Supervisor according to the doctoral degree regulations of the department

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Name, First name Co-supervisor/Mentor according to the doctoral degree regulations of the department

\_\_\_\_\_

Name, First name Member of the doctoral board of the department

agree upon the following:

1. The doctoral candidate 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:

\_\_\_\_\_  
\_\_\_\_\_

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

..... (as supervisor)

..... (as co-supervisor/mentor)

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 supervision team can be changed after consulting the doctoral board.

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6. The doctoral candidate as well as the members of the supervision team commit themselves to comply with the rules of good scientific practice according the Statute for Safeguarding Good Scientific Practice (Code of Honour) of Freie Universität Berlin issued on 17<sup>th</sup> April 2002 (FU-Mitteilungen Nr. 29/2002). In case of doubt the doctoral candidate should consult the supervision team or any other trusted third party (e.g. the ombudsman of the department). For the members of the supervision team this explicitly includes the obligation to respect and specify the intellectual property for texts and findings of the doctoral candidate.

7. The supervision 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 supervision agreement prolongs automatically in case the doctoral board 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

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Co-supervisor/mentor according to the doctoral degree regulations of the department

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Member of the doctoral board of the department