



CEN School of Integrated Climate and Earth System Sciences (SICSS) Guidelines for the SICSS Advisory Panel System (Doctoral Program)

The advisory panel system is the key tool of the SICSS Graduate School that ensures a structured and continuous supervision of the doctoral project. The advisory panel consists of three members: the **principal advisor**, the **co-advisor** and the **panel chair**. Details on the individual roles and duties of panel members are also specified in the supervision agreement.

Constituting the advisory panel

The **principal advisor** has to be a faculty member of the Universität Hamburg, eligible to supervise doctoral candidates. The principal advisor assumes key responsibility for both, scientific supervision and quality control of the doctoral candidate's research and academic training.

The **co-advisor** should be an easily accessible expert in the candidate's field of study, either from CEN or from external institutions. Best practice examples: Jun. Profs / senior Postdocs or scientists in the principal advisor's working group. For interdisciplinary doctoral projects, principal advisor and co-advisor should cover the two most relevant fields, ensuring access to scientific and technical support in more than just one area.

The **panel chair** may originate from CEN or external institutions and shall focus as a mentor on the overall progress of the doctorate. The chair should have no scientific interests in the doctoral project but experience with doctorates. Best practice examples: Profs, advisors, lecturers in related disciplines but other institutes and projects than the advisor's.

The members of the *advisory panel* have to be appointed prior to the student's membership admittance of SICSS. The principal advisor and the doctoral candidate suggest a co-advisor and a panel chair to the SICSS-Office. If necessary, the SICSS-Office may assist in appointing and inviting scientists to serve on the panel.

If the composition of the panel is in accordance with SICSS, the candidate has to fill the supervision agreement, which shall be signed by all members of the panel and the SICSS Office. All members of the *advisory panel* receive a confirmation of their appointment together with these guidelines.

Conducting the *advisory panel meeting*

The doctoral candidate schedules a first *advisory panel meeting* (APM) within the first six months of the doctorate. *Advisory panel meetings* should take place every 6 months, but are mandatory at least once a year.

The following rules should be considered when conducting an advisory panel meeting:

- The doctoral candidate is responsible for scheduling the ***advisory panel meeting***. Invitations, time and venue have to be organized by the candidate. The Office might help in finding an appropriate room.



- Prior to the first **advisory panel meeting** the doctoral candidate sends a CV and a project summary or thesis outline to all panel members for information.
- During the **advisory panel meeting**, the doctoral candidate reports on the forthcoming of his doctoral project following the report template provided by the SICSS Office. He also provides a most recent time table of his doctoral project.
- The panel chair fills in the **advisory panel report** template during the meeting. At the end of meeting, the panel chair reads the report to all members; if necessary the report is adapted. All advisory panel members and the candidate sign the report before the meeting closes.
- **Advisory panel reports** should be cumulative: Comments from the recent meeting are typed into the previous report document. The cumulative report thus provides the history of the doctoral project.
- Immediately after the meeting, the candidate types the hand written comments into the cumulative word template, ensuring that all consecutive meetings are documented in one report.
- Subsequently, the candidate submits to the SICSS Office: 1) the typed, digital version of the recent meeting as MS word document (!) and 2) the hand written version signed by all panel members.
- The SICSS Office evaluates the report and responds with necessary comments to the candidate and all panel members. Together with the response, the SICSS Office sends the typed cumulative version as new template for the next **advisory panel meeting** to all panel members.

Following these rules, the **advisory panel meetings** ensure the scientific quality of the dissertation and the progress of the doctoral project. Please do not hesitate to contact Dr Berit Hachfeld (berit.hachfeld@uni-hamburg.de) or Dr Alexandra Franzke (alexandra.franzke@uni-hamburg.de) from SICSS Office if further questions arise.

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