

## **School of Integrated Climate and Earth System Sciences (SICSS)**

### ***Supervision Agreement***

**The following supervision agreement will be agreed upon and kept in the files of SICSS**

Doctoral candidate	
Thesis Title:	

The SICSS supervision agreement regulates supervision and cooperation between the doctoral candidate, all supervisors, panel chair, and the SICSS Office. The agreement outlines the basis of SICSS's advisory panel system.

The advisory panel system is the central tool to ensure a qualitative, structured, and continuous supervision for all SICSS's doctoral projects. It describes the guiding and supporting process by the supporting advisory panel (AP). The AP comprises the doctoral candidate and three (optionally four) supervising scientists: the principal supervisor, the co-supervisor (optionally two), and the panel chair. All supervisors agree to support the doctoral candidate while pursuing and completing their doctorate.

The advisory panel system proceeds as follows: Every six months an advisory panel convenes for an Advisory Panel Meeting (APM) to discuss the scientific development and challenges within the doctoral project ensuring the doctoral project's scientific quality, its scientific development, and its timely completion. APMs do not replace the regular discussion and supervision of the doctoral candidate by the supervisors! The meetings are documented in one single APM report based on a template provided by the SICSS Office. APM reports are signed by all panel members. SICSS school office keeps track of the meetings and reserves the right to intervene if regular meetings are not held.

All panel members agree to comply with good scientific practice, as stated in the "Bylaws for Safeguarding Good Scientific Practice and Avoiding Scientific Misconduct at University of Hamburg" and in DFG's "Guidelines for Safeguarding Good Research Practice".

All supervisors must adhere to the requirements of the doctoral degree regulations of the faculty the doctoral candidate is enrolled in.

#### **Duties and obligations of the doctoral candidate:**

The SICSS doctoral candidate shall suggest the members of the advisory panel in close consultation with their principal supervisor and the SICSS Office. After the advisory panel is confirmed by the SICSS Office, all panel members sign the agreement, the doctoral candidate sends the agreement to the SICSS Office which then also signs the agreement.



The SICSS doctoral candidate is expected to regularly report on their new project results during APMs. The doctoral candidate is responsible for scheduling and preparing APMs every six months, including all preparatory documents, and for uploading APM reports every six months. The first APM should take place within the first 3 months of the doctorate. The doctoral candidate should prepare a research outline and a time table for this meeting. APMs are documented via APM reports written by the doctoral candidate, signed by all panel members, and uploaded to the Geventis management by the doctoral candidate. Should uploading the report not be possible due to technical issues, the doctoral candidate will send the APM report directly to the SICSS Office, where it is documented and evaluated. In case of problems with this procedure the doctoral candidate is asked to contact the SICSS office.

The SICSS doctoral candidate is expected to earn at least 12 credit points throughout the doctoral project. Credits are granted for all courses offered within the structured SICSS curriculum. Compulsory elements are the once-only attendance of SICSS's introduction course, an intercultural training, and the regular participation in the annual SICSS retreat. Participation in externally offered courses or active attendance at conferences, summer schools, workshops may add to the candidate's credit score. The doctoral candidate adheres to SICSS's valid guidelines concerning course admittance and registration.

It is the doctoral candidate's duty, to contact the panel chair or the SICSS Office at an early stage in case arising problems with the supervision or other issues arise.

#### **Supervisors' duties and obligations:**

Both the principal and the co-supervisor must adhere to the requirements of the doctoral degree regulations of the faculty the doctoral candidate is enrolled in.

The supervisors agree to supervise the doctoral candidate by giving regular expert advice. They assume responsibility for scientific supervision and quality control of the doctoral candidate's research and are members of the APM. For interdisciplinary doctoral projects, principal supervisor and co-supervisor should cover the two most relevant research fields, ensuring access to scientific and technical support in more than just one area. The supervisors support the candidate's career development and academic training. The supervisors encourage the doctoral candidate to publish their research results in an early stage of the doctorate.

The principal supervisor provides, as far as possible, workplace equipment, access to necessary infrastructure, funding for research related travel, and supporting funds for a successful completion of the dissertation. The supervisor introduces the doctoral candidate to the current state of data management and protocolling all research processes according to the DFG regularities. Optionally, a second co-supervisor can be suggested to become an AP member, who also provides support on a regular basis.

#### **Panel Chair's duties and obligations:**

The panel chair acts as a trusted third party and supports the doctoral candidate by guiding and monitoring the doctoral project's process and progress. The panel chair forms a link to the SICSS Office. The chair shall monitor and accompany the progress of the doctoral project. To avoid conflicts of interest, the panel chair's provenance (both by institution and research group) should be neither related

to nor directly involved in the doctoral study. The panel chair has no bias against either supervisor, as there are no dependencies on the supervisors.

The panel chair should have experience in supervising doctorates being able also to perceive emerging conflicts. The panel chair shall contact the SICSS Office in case of any upcoming changes or problems with the doctoral project, the supervision, or the composition of the AP.

#### **SICSS graduate school's duties and obligations:**

The SICSS Office provides comprehensive support during the entire doctoral project. It serves as the first point of contact for all doctoral candidates who having any questions, inquiries, or problems with academic or non-academic issues.

The SICSS Office gives advice on forming and confirming the advisory panel. It documents the supervision agreements, gives feedback on APM reports and treats them strictly confidential.

SICSS offers a comprehensive and structured doctoral curriculum, including the courses that are mandatory in SICSS. According to the workload involved, it grants credit points for internal and external courses as well as for active participation in conferences and workshops.

After the doctorate is completed, the SICSS Office compiles a Transcript of Records (ToR) for the doctoral candidate that lists all career achievements, participation in courses, workshops, and conferences as well as co-supervisions of MSc or BSc studies, teaching experiences, and other achievements.

#### **Regulations in case of conflicts**

In case of arising conflicts or tensions, the panel chair and the staff of the SICSS Office are the first persons of trust to be contacted by the doctoral candidate or the supervisors. The SICSS Office as well as the panel chair act as neutral entities in trying to negotiate and finding solutions.

If needed, SICSS will help to establish the contact to the conflict prevention and resolution team or the ombudsperson of the university as further independent parties.

Function	Name	Signature
Doctoral candidate		
Principal supervisor		
Co-supervisor		
(2 <sup>nd</sup> Co-supervisor)		
Panel chair		
SICSS acad. head	Lars Kutzbach	

Date: