



## CEN 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

**Candidate's Name:**

**Thesis Title:**

As a central tool ensuring a structured and continuous supervision, SICSS established an Advisory Panel System for all doctoral projects. The **Advisory Panel** consists of three scientists, the principal advisor, the co-advisor and the panel chair, all supporting the doctoral candidate in the successful forthcoming of his doctorate.

The **Advisory Panel** meets mandatorily with the candidate every six months. The **Advisory Panel Meeting** ensures the scientific quality of the dissertation project, its scientific development and if necessary the discussion of problems that may arise. An **Advisory Panel Report** shall be compiled and signed by all members of the panel and sent to the SICSS Office for documentation and evaluation.

All members of the panel agree to comply with good scientific practice, as stated in the "Bylaws for Safeguarding Good Scientific Practice and Avoiding Scientific Misconduct at Universität Hamburg", dated May 15<sup>th</sup>, 2014.

Function	Name	Signature
Principal Advisor		
Co-Advisor		
Panel Chair		
Candidate		
SICSS Head	A. Eschenbach	

Date:



### **Duties and obligations of the principal advisor:**

The **principal advisor** agrees to supervise the doctoral candidate by giving regular expert advice. The advisor supports the candidate's career development and ensures quality control by regular **Advisory Panel Meetings**. The principal advisor takes, as well as possible, responsibility by providing for the equipment and supporting funds for a successful completion of the dissertation.

### **Duties and obligations of the co-advisor:**

The **co-advisor** shall be an internal or external expert in the candidate's field of study. He or she shall be easily accessible for the candidate in order to provide help and support on a day-to-day basis. 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.

### **Duties and obligations of the panel chair:**

The **panel chair** serves as a mentor for the candidate and as a link to the SICSS-Office. The chair shall supervise the progress of the doctoral work. To avoid conflicts of interest, the Chair's provenance (both by institution and research) should be neither related to nor directly involved in the doctoral study. The panel chair shall inform the SICSS Office of any upcoming changes or problems with the project or with the composition of the **Advisory Panel**.

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

The SICSS doctoral candidate shall constitute the **Advisory Panel** in consultation with the principal advisor and the SICSS Office. The SICSS doctoral candidate is expected to regularly report on hitherto existing results of the project within the **Advisory Panel Meetings**. It is the duty of the candidate to schedule and plan the meetings. The SICSS doctoral candidate or the **Panel Chair** shall compile and send the **Advisory Panel Report** to the SICSS Office.

The SICSS doctoral candidate is expected to earn at least 12 credit points during the doctoral project. Credits are granted for all courses offered in the SICSS curriculum. Compulsory elements are the once-only attendance of the SICSS **Introduction Course** and the regular participation at 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 SICSS doctoral candidate shall adhere to the valid guidelines of SICSS concerning course admittance and registration.

### **Duties and obligations of the graduate school SICSS:**

The SICSS Office provides comprehensive support during the whole doctoral phase. The Office serves as a place to go for all doctoral candidates having questions, inquiries or problems with academic or non-academic issues. The Office keeps the **Supervision Agreements** and **Advisory Panel Reports** and acts strictly confidential with it. SICSS offers a comprehensive doctoral curriculum and grants credit points for internal and external courses and events.