



## Supervision Agreement

between:

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IMPRS NeuroCom doctoral researcher

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1st Supervisor

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1st Advisor

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2nd Supervisor (if applicable)

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2nd Advisor

### Preamble

The provisions of this supervision agreement apply mutatis mutandis for those doctoral researchers who are already part of IMPRS NeuroCom.

Doctoral researchers are expected to perform independent, innovative, effective and autonomous research which advances their respective field of study, while still under the supervision of experienced researchers. This doctoral agreement is intended to ensure:

- a) that doctoral researchers meet the requirements of their doctoral projects and the requirements of their supervisors
- b) the continuous support and advice of the doctoral researcher by the supervisor and advisors.

### 1. Start of the doctoral degree project

\_\_\_\_\_ joined IMPRS NeuroCom as a doctoral researcher  
Name of doctoral researcher  
 on \_\_\_\_\_ . This date is equivalent to the starting date of his/her doctoral degree project:  
date  
 yes  ; no  : \_\_\_\_\_ started the project on: \_\_\_\_\_  
Name of doctoral researcher date

### 2. Doctoral degree project

2.1 \_\_\_\_\_ will pursue a doctoral degree project at  
Name of doctoral researcher  
 \_\_\_\_\_ within the graduate programme IMPRS NeuroCom.  
Name of University

The working title of the doctoral degree project is \_\_\_\_\_  
working title of the thesis

The doctoral regulations of the \_\_\_\_\_ at \_\_\_\_\_  
Name of faculty  
\_\_\_\_\_ apply independently of this Supervision Agreement.  
Name of University  
\_\_\_\_\_ is responsible for the enrolment  
Name of doctoral researcher  
at the list of doctoral candidates at this institution.

2.2 The parties agree upon a period of three years, i.e., from \_\_\_\_\_ to \_\_\_\_\_ for  
start date end date  
completing the doctoral degree project and commit to make every effort to finalize the project in  
this specified period of time. An extension of this time frame may be granted for valid reasons  
(e.g., unforeseen circumstances which hinder the completion of a project, illness, family matters  
etc.). Special emphasis is placed upon the balance between family life and scientific career.

2.3 \_\_\_\_\_ commits to submit a doc-  
Name of doctoral researcher  
toral degree project proposal (including a time/work schedule) five months after the start  
of the doctoral degree project, i.e., \_\_\_\_\_. Successful sub-  
due date of doctoral degree work schedule and proposal  
mission of the project proposal is a crucial step for further work on the doctoral project.  
The proposal is also regarded as a first evaluation of the doctoral researcher's perfor-  
mance and commitment. Inability to submit this central proposal on time may result in the  
discontinuation of the doctoral researcher's working contract (stipend holder: guest contract).

2.4 This agreement, including supplementary agreements and appendix, may be subject to  
modification.

### 3. Supervision

3.1 The supervisor provides the main scientific support for the thesis, i.e., by regular personal  
meetings, advice regarding research goals and research methods, establishing contacts to addi-  
tional supporting researchers (e.g., postdoctoral researchers who are responsible for the day-to-  
day supervision) and other relevant staff at the Institute. Doctoral researchers discuss and present  
their work in meetings with the supervisor(s), as well as in the respective research group meetings  
on a regular basis.

3.2 The supervisor is also responsible for offering the doctoral researcher infrastructure and working  
conditions at the \_\_\_\_\_ with access to:  
Institution

- labs containing the equipment that is necessary to do the experimental work for the doctoral  
degree project
- workspace, equipment, consumables, as well as the usual support in administrative issues  
necessary for the doctoral degree project

3.3 Duties of the doctoral researcher

The doctoral researcher is required to continuously work on the goal of the doctoral research and  
participate in the IMPRS training program as described in point 4.



### 3.4 Thesis Advisory Committee (TAC)

Each IMPRS NeuroCom PhD student is supervised by a TAC, which is composed of at least one supervisor from the relevant module and two advisors.

3.4.1 The function of the advisors is to support the PhD project by providing academic counselling and advice. The advisors may be approached if there are problems regarding either the project itself or the supervision of the student. The advisors are expected to ensure a good standard of supervision, as well as a satisfactory student performance, i.e., they embody a “safety net” for both the students and the school. Advisors may also be called upon to take a more active role in cases where supervisors are absent for an extended period of time or in cases of disputes between supervisors and students.

3.4.2 \_\_\_\_\_, \_\_\_\_\_  
Name of 1st supervisor Name of 1st advisor  
and \_\_\_\_\_,  
Name of 2nd advisor  
constitute the Thesis Advisory Committee (TAC) of \_\_\_\_\_.  
Name of doctoral researcher

3.4.3 The TAC meets at least once a year to monitor and evaluate the progress of the doctoral degree project, and to ensure that a high-quality thesis is completed within the given time. TAC meetings are initiated mainly by the student, but may also be initiated by the supervisor or the IMPRS coordinator in the case that the student does not initiate the meeting within the requested time.

3.4.4 According to the regulations of IMPRS NeuroCom, the first TAC meeting should be scheduled in the 5th month after starting the PhD project, i.e., \_\_\_\_\_.  
due date of TAC1 meeting

3.4.5 \_\_\_\_\_ commits to submit  
Name of doctoral researcher  
the doctoral degree project proposal (see also 2.3) and the first TAC feedback form five months after starting the doctoral degree project to the IMPRS coordinator and to the TAC.

3.4.6 Accordingly, for the 2nd and 3rd TAC meeting the progress reports as well as the respective TAC feedback forms are to be submitted to the TAC and to the IMPRS coordinator one week prior to the TAC meeting.

3.4.7 Project proposal (1st TAC meeting) /progress report (TAC2 & TAC3) form the basis of each respective TAC meeting. TAC meetings also serve to inform the TAC about research activities, progress, and problems occurring in the context of the doctoral degree project. If necessary, the time- and project schedule will have to be adapted following the TAC meeting.

3.4.8 Regarding the structure of the TAC meetings, the doctoral researcher and TAC are requested to follow the procedure described in the IMPRS NeuroCom TAC feedback forms.

3.4.9 Apart from the TAC meetings, \_\_\_\_\_  
Name of doctoral researcher  
can approach the TAC at any time. However, any major problems and concerns should also be addressed to the IMPRS NeuroCom coordinator.

3.4.10 In addition to the annual TAC meeting \_\_\_\_\_  
Name of doctoral researcher  
and \_\_\_\_\_  
Name of 1st supervisor commit to verify the compilation of temporary results and the project's progress on a regular basis.

#### 4. Associated training program

4.1 The parties agree that \_\_\_\_\_  
Name of doctoral researcher is obliged to attend the science-related and key competencies training measures that are part of the IMPRS NeuroCom's subject-specific and interdisciplinary doctoral program (especially IMPRS NeuroCom's teaching program) but also the regular Institute's colloquia and project presentation meetings and the departmental lab meetings at the Max Planck Institute for Human Cognitive and Brain Sciences.

4.2 In addition to the core thesis work, \_\_\_\_\_  
Name of doctoral researcher is expected to engage in the broader academic community in various ways (e.g., attend conferences, submit articles for publication, organize a scientific meeting, take part in a research internship, teach a class). To make this engagement evident to the TAC, \_\_\_\_\_  
Name of doctoral researcher is asked to record these contributions in the TAC feedback form.

4.3 \_\_\_\_\_  
Name of doctoral researcher is encouraged to spend part of the training program abroad (e.g., for research periods, laboratory visits). Details of such stays abroad (destination, duration) should be discussed in the context of the TAC meetings and require written consent from the 1st supervisor.

#### 5. Conflict management

5.1 The signatories are aware that compliance with this supervision agreement is compulsory for maintaining membership at IMPRS NeuroCom. Should one of the signatories fail to comply with this agreement, or express the desire to make changes to the existing arrangement, the parties will meet immediately to discuss how to meet the obligations stipulated in the agreement. In case of conflict, the parties will first approach relevant representatives of IMPRS NeuroCom  
\_\_\_\_\_ Prof. Dr Nikolaus Weiskopf \_\_\_\_\_ Dr Veronika Krieghoff  
Name of spokesperson , Name of IMPRS coordinator  
and the Max Planck Institute for Human Cognitive and Brain Sciences or Leipzig University (e.g.: Ombudsperson at the respective institution, intermediary at Leipzig University/Research Academy Leipzig), depending on where the doctoral researcher is based. Should the conflict fail to be resolved, IMPRS NeuroCom will attempt to establish an appropriate alternative supervision arrangement.

5.2 Should the doctoral degree project be aborted, \_\_\_\_\_  
Name of doctoral researcher and \_\_\_\_\_  
Name of supervisor(s) will specify the reason(s) in a written statement to be passed on to \_\_\_\_\_ Prof. Dr Nikolaus Weiskopf  
Name of spokesperson and to \_\_\_\_\_ Dr Veronika Krieghoff  
Name of IMPRS coordinator .



5.3 All parties agree to comply with the rules of good scientific practice as specified by the Deutsche Forschungsgemeinschaft /see attachment), the Max Planck Society (see attachment) and of Leipzig University (see attachment). These statutes govern good scientific practice and safeguards the treatment of allegations of research misconduct.

If in doubt, \_\_\_\_\_ is committed to contact

Name of doctoral researcher

\_\_\_\_\_, \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_ ,

Name of supervisor(s)

Ombudsperson

**Prof. Dr Nikolaus Weiskopf**

**Dr Veronika Krieghoff**

Name of spokesperson

Name of IMPRS coordinator

or other confidants for consultation.

## 6. Information

6.1 All parties agree that general information about the doctoral degree project used for compiling and evaluating statistical data on the IMPRS NeuroCom's doctorate supervision efforts, as well as project proposals/progress reports and TAC feedback forms, should be passed on to the coordinator of IMPRS NeuroCom.

Supplementary agreements



## Date, place, and signatures

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IMPRS NeuroCom doctoral researcher

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1st Supervisor

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1st Advisor

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2nd Supervisor (if applicable)

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2nd Advisor



## Additional documentation attached to the Supervision Agreement

### Good Scientific Practice

(1) MPS, DFG, and Leipzig University Rules

As a doctoral candidate of IMPRS NeuroCom you are obliged to adhere to the recommendations for safeguarding good scientific practice as set out by:

- the Max Planck Society (<https://www.mpg.de/197494/rulesScientificPractice.pdf>),
- Leipzig University ([https://www.uni-leipzig.de/fileadmin/ul/Dokumente/2015\\_Satzung\\_wissenschaftliche\\_Praxis.pdf](https://www.uni-leipzig.de/fileadmin/ul/Dokumente/2015_Satzung_wissenschaftliche_Praxis.pdf))
- by Deutsche Forschungsgemeinschaft (DFG – German Research Foundation; [https://www.dfg.de/en/research\\_funding/principles\\_dfg\\_funding/good\\_scientific\\_practice/](https://www.dfg.de/en/research_funding/principles_dfg_funding/good_scientific_practice/)).

(2) Rules of Other Institutions / Affiliations

Your research is also subject to the rules and guidelines for good scientific practice at the institution where your project is based and/or where you are registered as a doctoral candidate. Please be sure to familiarize yourself with the set of rules for FU Berlin, Charité – Universitätsmedizin Berlin, TU Berlin, TU Ilmenau, U Potsdam or any other institution at which you conduct your research or are registered as a doctoral candidate.

(3) Consensual Relationships

If a consensual relationship exists between individuals in inherently unequal positions of authority, in the frame of the supervision context, supervisor or postdoctoral advisor or member of IMPRS NeuroCom faculty and doctoral candidate, it is important that the person in the position of greater authority does not exercise any supervisory or evaluative function over the other person in the relationship. Accordingly, the person in the position of greater authority must notify his or her local human resource officer and the spokesperson of IMPRS NeuroCom to evaluate the situation and ensure that alternate supervisory or evaluative arrangements are put in place. Some institutions and universities may have stricter policies on consensual relationships, and this policy is not intended to replace such policies.

