

Appendix to supervision agreement

Check list for good practice for supervising and completing work on postdoctoral qualifications

This check list is to be used as a guideline for meetings between new doctoral candidates and their supervising professor. The purpose of the meeting is to establish the tasks, rights and obligations of both parties and, if applicable, to set these down in a supervision agreement, paving the way towards successful collaboration.

A meeting must be held when a new research associate is employed or when work is started on a doctoral degree.

- Ways of making contact:** what are the lines of communication in any given situation?
- The General Doctoral Regulations of FAU (RPromO) and the relevant Faculty Doctoral Regulations (FPromO)** form the legal basis for the doctoral degree.
- Mentoring:** Going beyond the minimum requirements, should additional experienced researchers be available to act as mentors who provide advice on the progress of the thesis, act as points of contact for interdisciplinary questions and who, if necessary, can act as an intermediary in conflict situations? (Mentors should not come from the same working group.)
- Determination of the topic:** outline a plan for the research topic/project and formulate a suitable research question and research objectives that will be adjusted and refined in regular discussions.
- Time and work schedule:** a time and work schedule with targets/milestones which is created together and should be made more specific over the course of the work on the qualification.
 - **Working hours and duration of the work:** Clarification of the framework conditions which are standard in the field.
 - **Progress checks:** how often will the work be checked to make sure that targets are being met? How often and where (colloquium, seminar, Examining Committee, etc.) will the employee/candidate report on the progress of their research? How often will the employee/candidate and professor meet to discuss the progress of the work?
 - **Qualification programme:** is the employee/candidate expected to take part in a qualification programme? Which events/courses must be attended?
- Good scientific practice:** the principles of good scientific practice (see FAU guidelines and DFG recommendations) are the basis of collaborative scientific work and both parties must be (made) aware of them. Both parties agree to observe them. Please note that training is available on this topic.
- Balancing research and family commitments:** What options are available for coping flexibly with childcare, when children are unwell, etc. and what conditions have to be met?
- Conflicts:** various contacts are available if conflicts occur where the supervisor and employee/candidate cannot agree on a solution: the chairpersons of the doctoral committee and mediators for doctoral degrees, research staff representatives (Governing Board and at department level), ombudspersons, Commission for Research Conflict Management (especially for issues regarding the official relationship between an employee and a superior).
- Discontinuation of a doctoral research project:** if, during the doctoral programme, serious sustained shortcomings occur which give reason to believe that the process cannot be completed successfully, the supervisory relationship may be terminated by the Doctoral Affairs Committee. Doctoral candidates remain free to request that another member of the faculty who is entitled to supervise doctoral candidates takes over the role of supervisor. The Office of Doctoral Affairs/Graduate Centre must be informed accordingly.

Information: <https://www.fau.de/graduierzentrum/informationen-a-z/gute-wissenschaftliche-praxis/>; www.dfg.de/download/pdf/dfg_im_profil/reden_stellungnahmen/download/empfehlung_wiss_praxis_1310.pdf; <https://www.fau.de/graduierzentrum/promotion/>