

## **Dissertation Agreement (SFB 1381 track)**

The Spemann Graduate School of Biology and Medicine (SGBM) provides in close collaboration with the SFB 1381 (*Dynamic organization of cellular protein machineries*) doctoral students of the SFB 1381 (PhD) with an excellent experimental and theoretical research training as well as a tightly controlled supervision (*SGBM SFB 1381 track*).

For the duration of doctoral thesis starting.....  
the following agreement is made between:

- the doctoral student: Ms/Mr.....
- the supervisor: .....
- the Spemann Graduate School of Biology and Medicine (SGBM), represented by its directors, Prof. Dr. Anne-Kathrin Classen or Prof. Dr. Hans-Georg Koch
- the SFB 1381, represented by its Speaker, Prof. Dr. Chris Meisinger (or authorized deputy)

The official language of SGBM is English. All courses are given in English and all reports must be written in English.

### **1. Registration of the doctoral thesis**

**Within the first three months** of the thesis, the doctoral student registers for doctoral studies at the Faculty. A preliminary title of the thesis and the name of the first supervisor must be mentioned on the registration form. For the Faculty of Biology, the SGBM box on the form must be ticked. The formal acceptance of the student to perform his/her thesis in the frame of the Faculty is decided by the Faculty Council.

### **2. Selection of Thesis Committee, drafting the thesis project**

**Within the first six months** the doctoral student selects his/her thesis committee consisting of his/her direct supervisor, a second supervisor experienced in the research topic (preferably from another laboratory) and an independent third supervisor. One of the members can be an experienced scientist with a PhD. At least one supervisor must be a professor from the Faculty. The Thesis Committee must not be chaired by the direct supervisor of the doctoral student. An update meeting with the SFB 1381 coordinator will follow shortly after the Thesis Committee meeting.

Together with his/her supervisors, the doctoral student drafts a research concept that includes the planned experimental work and a proposed time schedule and organizes a first Thesis Committee meeting. The proposal must be no longer than three pages and should be designed in a way that the thesis can be completed within 3 years. At its first meeting, which has to take place **no later than 6 months** after the start of the PhD, the Thesis Committee approves the thesis proposal or suggests modifications.

### **3. Annual assessment of the thesis**

In the second and third year the doctoral student submits a report (1 page) about his/her thesis to the Thesis Committee members summarizing the achievements of the project. In addition, the doctoral student organizes a Thesis Committee meeting where the achieved results, the time plan and future directions (including possibilities of publications) are discussed and

recorded in a short protocol. The report and the protocol are then submitted to the SFB 1381 and SGBM offices.

#### **4. Supervision**

The doctoral student is supervised by the PI (first supervisor) with whom he/she meets at least once a month to exchange ideas and discuss the progress of the experimental work, reorientation/adaptation of the project, the state and extent of the course program, the possibility to participate in conferences, external workshops/lectures and/or exchange programs and of possible publication of the work. The doctoral student must attend the progress reports and the journal clubs in his/her research group. If a regular journal club is not held within the research group, the supervisor ensures that the doctoral student has the opportunity to become familiar with the current literature, e.g. by attending journal clubs of other research groups.

#### **5. Final report**

In the last year the doctoral student writes a final report (max. three pages) and submits it to the Thesis Committee. The student and the thesis committee meet and assess the entire doctoral work, discuss and advice about possible publication(s) of the results, and determine the approximate time of the thesis defence and final exam. The supervisors communicate their decision to the SFB 1381 and SGBM offices.

#### **6. Course program**

The doctoral student should be able to dedicate approx. 90% of their work time to their doctoral research project. Course work should not take up more than 10% of the time. The curriculum is assembled by the graduate student (in agreement with his/her first supervisor). It consists of mandatory and facultative courses (see below). It is the student's responsibility to validate the attended courses.

##### **Mandatory\***

###### ***Organized/provided by SFB 1381***

- **Regular attendance of the SFB 1381 lecture series**
- **Regular attendance of the SFB 1381 seminars**
- **Attendance of annual SFB 1381 and students retreats.**
- **Participation in at least one international conference (topic-related)**

###### ***Organized/provided by SGBM***

- **Attendance of at least 2 literature seminars (Oberseminars) organized in the frame of the annual SGBM multidisciplinary module or provided by other programmes (e.g. GRKs/IRTGs)**
- **Workshop on Good Scientific Practice (preferably within the first year of the thesis).**
- **Attendance of minimum 80% of the SGBM monthly reunions and regular presentation.**

- **Attendance of a student retreat that will be organized together with the SGBM students** (once per funding period).
- **Participation in the SGBM Graduation Ceremony.**
- **One practical course** (topic/method learned should be relevant for the thesis project).
- **One soft skill course**

**Optional**

- **Organization of meetings, invited seminars, etc.**
- **More soft skill and practical courses, workshops and lectures**

\*The SGBM final certificate for SFB 1381 doctoral students will list the mandatory curricular activities performed.

**7. Publications:**

The doctoral student and the supervisor agree to:

1. **include the SGBM affiliation in all publications of the doctoral work;**
2. **include the affiliation to the faculty from which the SGBM student will obtain his/her degree** (i.e. Faculty of Biology or Faculty of Chemistry) **in agreement with the faculty rules.**

**8. Financing**

The doctoral student will be financed by the SFB1381 supervisor at least until the thesis defence (max. four years).

**9. Doctoral degree**

The doctoral student must aim at finishing his/her thesis in three years. For the sake of writing a publication, the thesis can be extended. The dissertation will be written and submitted according to the rules of the respective Faculty the doctoral student is affiliated. The final degree is also awarded by the respective Faculty by a certificate. SGBM issues its own final certificate and hands it over at the annual Graduation Ceremony.

**10. Duties and rights of the graduate student**

The graduate student must:

- show full engagement for the research project.
- submit in due time annual reports to the approval of the Thesis Committee.
- regularly inform the Thesis Committee about changes and interruptions in the research program and/or course work.
- participate in the curriculum and carefully document the course and seminars attended. Course certificates are only issued when the participant has attended 100% of the requested courses.

The graduate student is entitled to:

- a professional, efficient supervision by the Thesis Committee and a postdoc or senior doctoral student.
- have access to the SGBM Ombudsperson in case of problems with the lab or the Thesis Committee.

**The PhD student:**

Date:

Signature:

**The supervisor:**

Date:

Signature:

**Director of SGBM:**

Date:

Signature:

**Speaker of the SFB 1381:**

Date:

Signature