

Supervision Agreement for Doctoral Students of the Berlin Mathematical School (BMS)

Preamble

Following the recommendations of the DFG, the BMS Faculty has formulated this Supervision Agreement for Doctoral Students of the Berlin Mathematical School, in accordance with the DFG guidelines for safeguarding good scientific practice, the BMS Cooperation Agreement (including the bylaws and study regulations), the BMS Guidelines for Supervision of Phase I and Phase II Students, and the BMS Study Regulations.

Responsibilities of the Supervisor(s) and the Doctoral Student

The topic and (preliminary) title of the dissertation should be chosen and agreed upon by the Supervisor(s) and the Doctoral Student within six months of the date of this Agreement. The preliminary title, as well as any later changes, must be reported to the BMS One-Stop Office.

The Supervisor(s) shall advise the Doctoral Student on the independent preparation of the dissertation. In particular, the Supervisors(s) shall:

- introduce the Student to the research area and other relevant scientific fields;
- guide the Student to the appropriate scientific literature and other research materials;
- help the Student formulate and define the research topic;
- discuss and assess hypotheses and methods;
- examine and critique preliminary results;
- encourage participation at scientific conferences within available financial means;
- facilitate internships where appropriate;
- meet at least once per semester – normally more often – for detailed discussions; and
- advise the Student on the writing and structure of the dissertation.

The Doctoral Student is required to submit an Annual Report documenting his/her progress, scientific achievements and academic activities. The Report should also explain plans for further work towards the dissertation, and is to be submitted at the end of each summer semester.

The Supervisor(s) and the Doctoral Student shall agree upon an individually structured study program each semester. The study program will be submitted in writing to the BMS One-Stop Office each year as part of the Doctoral Student's annual report.

The Supervisor(s) shall advise the Doctoral Student on his or her professional and personal development and shall support efficient progress on the dissertation.

The Doctoral Student will also have a Mentor independent from the Supervisor. The mentoring program is described in the Guidelines for Mentoring in Phase II.

The Supervisor(s) shall provide adequate working conditions for the Doctoral Student.

In return, the Doctoral Student agrees to make a concentrated effort to complete the dissertation and to maintain regular contact with the Supervisor(s) in order to take advantage of the supervision as described above.

The Doctoral Student shall report regularly (at least once per semester) on his/her progress towards the dissertation. The timetable for completion of the dissertation will be reviewed and, if necessary, revised at these times. The Doctoral Student shall periodically present his/her preliminary results in internal seminars.

The Supervisor(s) and the Doctoral Student commit themselves to follow the principles of good scientific conduct. The DFG recommendations of such principles can be found on the DFG website.

The dissertation shall normally be completed within three years. Extensions may be granted in exceptional circumstances, for instance due to family commitments. Suggestions on how to combine scientific work with family life can be found on the BMS website.

If the Doctoral Student is working as a research assistant, the dissertation should be completed within five years. Within this time frame, a total of three years should be available for the dissertation research.

The Doctoral Student should be granted time to participate, if desired, in the self-governance of the BMS and the universities.

Scientific Training and Structuring

During the first two years of Phase II, the Doctoral Student should normally attend, in consultation with the Supervisor(s), at least one BMS Advanced Course per semester. Alternatively, the Doctoral Student may participate in the structured program of one of the certified units of the BMS.

The Doctoral Student is expected to expand his or her knowledge not only in the chosen area of specialization but also more broadly. Participation in further BMS resources, such as summer schools and workshops, is encouraged. Phase II students are also encouraged to serve as assistants for BMS Basic Courses in order to gain teaching experience.

Normally, at least one publication should be submitted either to a refereed journal or to the peer-reviewed proceedings of an international conference.

It is recommended that the Doctoral Student gain international research experience, which could take the form of:

- one or more extended stays at a research institute or industrial research lab abroad (or if more appropriate at another institute in Germany),
- presentations (lectures or posters) of scientific results at several conferences with mostly international participants, and/or
- collaborative research with international guest scholars, including those invited to the BMS by a group of doctoral students for a certain time period.

The BMS expects the following from the Doctoral Student:

- regular attendance at the BMS Friday Colloquia and
- participation in BMS Soft-Skills Seminars or in comparable offers from the universities.

Integration into Research Groups

The Doctoral Student is integrated into the research group of the Supervisor(s), or into a Research Training Group where applicable.

Financing

The BMS Phase II (of four to six semesters) is for doctoral research, preferably within one of the Research Training Groups (RTGs), Collaborative Research Centers (SFBs) or International Max Planck Research Schools (IMPRSs), or within ECMath, MATHEON or one of the interdisciplinary projects. The BMS integrates these groups as certified units guaranteeing supervision and a research environment for Phase II students. BMS Scholarships are provided for roughly 25% of Phase II students; the remaining 75% will receive funding through the certified units, from the university departments or from individual research grants.

Arbitration

If conflicts arise between one or more parties involved in this Agreement, which threaten a continued atmosphere of cooperation and trust and which seem unresolvable, then one or more of the concerned parties may appeal to the BMS Executive Board or the BMS Scientific Advisory Board. The Doctoral Student may also contact the BMS Student Representatives to speak on his or her behalf to the BMS Executive Board or BMS Scientific Advisory Board. Furthermore, the Doctoral Student may enlist the help of the Mentor to resolve disputes with the supervisor.

Additional Terms

The Supervisor(s) and the Doctoral Student acknowledge that

- the Bylaws contained in the BMS Cooperation Agreement, and
- the BMS Study Regulations

form part of this Supervision Agreement and they agree to follow the rules set out there.

Berlin, _____

Signature Doctoral Student

Signature Supervisor

printed name

printed name

This supervision agreement should be signed and distributed among the two signatories **by the end of the first semester in Phase II**. Thereafter please send a scan of p.3 to the BMS One-Stop Office via e-mail.

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