

Framework conditions for supervising doctoral researchers at GEOMAR

THE FOLLOWING FRAMEWORK CONDITIONS ARE STRONGLY RECOMMENDED BY THE DOCTORAL RESEARCHER REPRESENTATIVES AT GEOMAR AND THE PROFESSORS FOR PRODUCING A DOCTORAL THESIS AT GEOMAR:

The goal of these framework conditions is to provide doctoral researchers and their supervisors with a supportive environment during doctoral studies. If the doctoral researchers are involved in structured graduate programmes from other institutions (e.g. Max-Planck IMPRS, EU-ITN), the requirements of these programmes for the doctoral studies, which may be more extensive, have priority.

The framework conditions are based on the principles of the Doctoral Degree Regulations at Kiel University (CAU), which were adopted by the University Senate in 2018 and implemented in the Doctoral Degree Regulations of the faculties, and are recognised as such by the CAU's Graduate Center and the interdisciplinary programme for promoting young marine scientists FYORD (Foster Young Ocean Researcher Development).

The framework conditions are intended to support the doctoral researchers and supervisors in planning and carrying out the doctoral project independently through structured cooperation, so that the project can be completed with a high level of quality, within a reasonable period of time, and thereby strengthen the cooperation of all partners.

Doctoral researchers and supervisors are formally bound by the Doctoral Degree Regulations of the respective faculty and must obtain information from the respective faculty and comply with the respective Doctoral Degree Regulations, regardless of the framework conditions. Doctoral researchers are expected to register their dissertation with the faculty at the beginning of the doctoral studies.

Doctoral degrees are awarded by the faculties. It is strongly recommended that all doctoral researchers register with the relevant faculty, the Graduate Center at the CAU and the FYORD programme. FYORD offers doctoral researchers a status group overarching continuing education programme and provides them with a certificate of participation when they leave the programme.

The framework conditions define roles and responsibilities, as well as structured cooperation between the signatories, and, together with the initial research plan and career development plan (see Annex 1), forms the planning basis of the doctoral project. It should be possible to carry out the doctoral project independently within the funded timeframe and at a high level of quality.

Every GEOMAR doctoral researcher is accompanied and supported by a supervisory committee during his/her doctoral project. The functional composition of the supervisory committee is explained in the guidelines for employing doctoral researchers at GEOMAR (Annex 2). The responsibilities and tasks of

the supervisory committee are not linked to the funding of the doctoral researcher and the committee is only dissolved at the time of the disputation.

Changes affecting the framework conditions shall be communicated promptly to youngtalents@geomar.de.

TASKS AND OBLIGATIONS OF THE DOCTORAL RESEARCHER AND THE PRIMARY SUPERVISOR

TASKS AND OBLIGATIONS OF THE DOCTORAL RESEARCHER:

- Prepare the research plan and career development plan (ideally within the first 3 months)
- Conduct the supervisory committee meetings and prepare the mid-year report as a basis for the meeting and the minutes of the meeting
- Regularly submit and present partial results
- Report any problematic developments at an early stage
- Participation in a graduate programme (CAU Graduate Center, FYORD) is recommended
- Participation in further qualification offers (subject-specific and interdisciplinary) is recommended
- Participation in career development measures is recommended

TASKS AND OBLIGATIONS OF THE PRIMARY SUPERVISOR:

- Provide support with preparing the research plan and career development plan
- Compare own expectations from the doctoral researcher with the expectations the doctoral researcher has of the supervision (e.g. based on the research plan and career development plan)
- Facilitate the supervisory committee meetings
- Regular independent qualification via further training is recommended for excellent supervision
- Provide continuous subject-specific support for the doctoral project (e.g. regular specialist guidance, progress checks, etc.)
- Provide feedback and corrections on written pieces/the dissertation within agreed timeframes
- Be available and provide support in the event of any problematic developments
- Promote early scientific independence

The primary supervisor is the central contact person with regard to the framework conditions that are decisive for the doctoral studies. They can advise on the following topics, provide support if necessary or refer the doctoral researchers to other contact persons at GEOMAR (e.g. early career scientist support, the DokTeam, etc.):

- Administrative aspects (e.g. selection of reviewers, current examination regulations, etc.)
- Subject-specific and interdisciplinary qualifications
- Compatibility issues
- Career development and planning

The primary supervisor is responsible for carrying out the duties incumbent upon him/her and may delegate to other suitable people.

- Everyone involved in the doctoral project commits to the guidelines for safeguarding good research practice according to the currently valid version of the DFG's code of conduct (Annex 3).
- Everyone involved in the doctoral project commits to progress monitoring as described in the guidelines for employing doctoral researchers at GEOMAR.
- Everyone involved in the doctoral project commits to enable the person carrying out the doctoral studies to participate in offers to promote career development and planning / transfer / industrial internships, upon consultation.
- The supervisory committee (see below) meets every six months. At these meetings, the doctoral researcher reports on the progress of the project, discusses the progress of the doctoral project with the members of the supervisory committee and makes any adjustments to the research plan and career development plan. The results are documented (GEOMAR supervisory committee protocol form) and submitted to GEOMAR Young Talents Support.

CONFLICT RESOLUTION

Conflicts can arise at any time, even with the best intentions. The supervisory committee meetings are explicitly the place to discuss these with all partners in open communication. External advice or mediation can be obtained from the contact persons (GEOMAR Young Talents Support), if this is required. All partners undertake to participate in conflict resolution to the best of their knowledge and ability, and without reservation.

General information:

Topic of the dissertation (working title, if applicable):

Organisational unit (RD/RU) at GEOMAR:

Type of funding (e.g. scholarship):

Start and planned end of the doctoral project:

Disputation (planned) at (name of university/faculty):

Registered in the graduate programme (e.g. FYORD, CAU Graduate Center, MARDATA, etc.):

Further arrangements, if requested:

Members of the supervisory committee (doctoral committee):

	Name	Research Division Research Unit University
Doctoral researcher		
Primary supervisor		

Subject supervisor (day-to-day supervisor)		
Secondary supervisor (if applicable)		
Guests (e.g. mentors)		

Place:

Date:

Members' signatures:

(Doctoral researcher)

(Primary supervisor)

(Subject supervisor)

(Secondary supervisor)

(Annex 1) Research plan and career development plan

(Annex 2) [Guidelines for employing doctoral researchers at GEOMAR](#)

(Annex 3) [Guidelines for safeguarding good research practice according to the currently valid version of the DFG's code of conduct](#)

Research plan and career development plan for doctoral researchers

The doctoral project should be designed in such a way that it can be completed within three years. Before appointing the doctoral researcher, the supervisor(s) formulates a brief description of the doctoral project. On this basis, the doctoral researcher develops the research plan and career development plan for the doctoral project with the supervisor's support.

Scholarship holders who are carrying out their doctoral projects at GEOMAR as guests prepare the research plan and career development plan in consultation with the primary supervisor, based on the description of their funded doctoral project.

The research plan and career development plan for the doctoral project defines all responsibilities of the people involved in the project and the milestones, thus enabling sustainable quality assurance.

Research plan:

- Brief summary of the project with references to which larger research project it is integrated into (POF, third-party funded projects, etc.)
- The project's working objectives
- Work plan
 - including milestones and publication plan (and type of doctoral thesis, if applicable)
 - timetable for the working objectives and milestones
- Analysis of possible risks and possible measures to compensate for them should they occur
- Added value of the project for science in general and the scientific goals of GEOMAR.

Career development plan:

- Supervision needs that go beyond the arrangements set out in the supervision agreement (e.g. integration of external subject supervisors, cooperation partners)
- Networking needs (e.g. participation in conferences, subject-specific workshops, working group seminars, exchanges, e.g. with partner laboratories)
- Training (determined by the supervisor as well as the individual needs of the doctoral researcher):
 - introductory courses for scientific qualification
 - advanced courses for scientific qualification
 - possibility of further training (e.g. transferable skills)
- Discussions on career opportunities and, from the third year onwards, postdoctoral planning.

The research plan and career development plan for the doctoral thesis is discussed with the doctoral committee within the first three months of starting the doctoral degree and submitted to youngtalents@geomar.de. A copy is sent to FYORD, if applicable. The progress of the doctoral project is discussed every six months at meetings with the doctoral committee and the work plan is updated accordingly. The discussions and agreements, especially regarding qualification measures, are documented and filed with GEOMAR Young Talents Support.

Any delay in the doctoral project must be reported promptly so that the research plan can be revised together. For this purpose, supervisors and doctoral researchers can seek assistance from GEOMAR Young Talents Support.