

# Supervision Agreement

For Doctoral Researchers at GEOMAR



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# Early Career Support & Personnel Development



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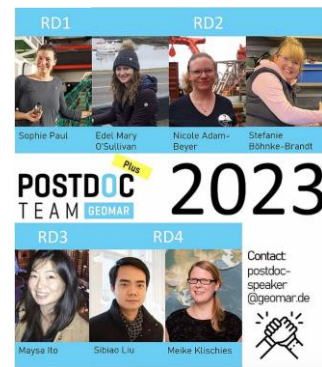


Nikole Lorenz  
Organisation Annual  
Dialogue

## Partners:



Enno Prigge  
MarData Project Manager



KMS & GEOMAR

# FYORD

FOSTER YOUNG OCEAN  
RESEARCHER DEVELOPMENT

## Development:

- GEOMAR was wishing for an obligatory supervision agreement
- The agreement was developed in 2022 by J. Süling, A. Reitz, C. v.d. Bogaard and E. Prigge
- The team was advised by and consulted the following bodies: legal department, the DokTeam, Scientific Council, Board of Directors, WEB, Staff Council, Equal Opportunities

## Preconditions:

- The supervision agreement, formally named “**Framework conditions for supervising doctoral researchers at GEOMAR**” as well as the accompanying “**Research plan and career development plan for doctoral researchers**” had to become an annex to GEOMAR’s binding **Guidelines for the employment of doctoral researchers at GEOMAR**
- Accordingly, the guidelines have been amended and passed the staff council beginning of 2023.

## Introduction:

- All new doctoral researchers will be provided with a welcome envelope including
  - a welcome letter,
  - material from the DokTeam,
  - the guidelines for the employment of doctoral researchers at GEOMAR including all annexes and a letter how to deal with annex I and II when signing the contract or the residency agreement
- The framework conditions are available online as digital editable document. Doctoral researchers are asked to read the document carefully and to fill-in the information on page 4-5, sign it and have it signed by the supervisors and send it to [youngtalents@geomar.de](mailto:youngtalents@geomar.de)
- They are further asked to draft their research and career development plan within the first 3 months after they started their doctoral project. It would be beneficial if all doctoral researchers that are in the first half of their project would as well draft this plan
- All doctoral researchers are recommended to have the supervision agreement unless they are in their final stage.

## Definition of tasks and obligations:

### Tasks and Obligations of the Doctoral Researchers

- To prepare the research plan and career development plan
- To conduct the supervisory committee meetings and prepare the mid-year report as a basis for the meeting and the minutes for the meeting
- To regularly submit and present partial results
- To report any problematic developments at an early stage
- It is recommended to participate in a graduate programme (FYORD, CAU Graduate Centre)
- It is recommended to participate in further qualification offers (subject-specific and interdisciplinary)
- It is recommended to participate in career development measures

## Definition of tasks and obligations:

### Tasks and Obligations of the Primary Supervisor

- To support the preparation of the research plan and career development plan
- To compare the own expectations from the DR with the expectations the DR has of the supervision (e.g. based on the research and career development plan)
- To facilitate the supervisory committee meetings
- To provide continuous subject-specific support for the doctoral project
- It is recommended to participate in training programmes of independent qualification for excellent supervision
- To provide feedback and corrections on written pieces/the dissertation within agreed timeframes
- To be available and provide support in the event of any problematic development
- To promote early scientific independence

# Supervision agreement - obligatory

## Requested information:

Topic of the dissertation (working title, if applicable):		
Organisational unit (RD/RU) at GEOMAR:		
-select division▼	▼	▼
Type of contract or funding (e.g. scholarship):		
Type of contract or 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:		

## Requested information:

	Name	Research Division Research Unit University
Doctoral researcher		
Primary supervisor		
Subject supervisor (day-to-day supervisor)		
Secondary supervisor (if applicable)		
Guests (e.g. mentors)		

## *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.

A template with guiding questions is available for the regular TAC meetings:

## GEOMAR doctoral project protocol form

Doctoral researchers:

place, date and time:

Thesis Advisory Committee meeting [number:]

Participants:

Doctoral project funded until:

Doctoral project funded by:

Guiding questions for the meeting.

Summary of the progress of the doctoral thesis since the last meeting.

Have the goals/milestones set for the past 6 months been achieved? If yes, which ones and what will follow? If no, why and what effect does this have on the doctoral project, what adjustments (subtasks, goals, measures, etc.) need to be made in order to still bring the project to a successful finalisation?

What data has been generated within the last 6 months and how will these be archived, for example by transferring it to a data archive?

What project goals are planned for the next 6 months (who else besides the doctoral researcher is involved and how)?

Which career development and qualification measures have been carried out since the last meeting or which are planned for the next 6 months (e.g. participation in conferences, other transfer formats, national/international networking/visibility, exchange with partner institutions, personal coaching/mentoring, participation in courses/training etc.)?

To be answered at the beginning of the third doctoral year: In the event that the doctoral project cannot be completed in the original funding period: Are funds available for a contract extension, or how could a necessary extension be financed?

Are there any other aspects relevant to the doctoral project?

Protocol: (no format requirements); please submit the protocol to [youngtalents@geomar.de](mailto:youngtalents@geomar.de), a copy is sent to FYORD, if applicable.

# We entirely welcome questions and comments

