PREAMBLE

The doctoral agreement provides the framework of requirements to obtain a doctorate within the IRTG of the SFB1552, including duration of doctorate, research objectives, soft and hard skills, research publications, attendance of conferences etc. In order to monitor progress, a completion form is provided, which tracks the attended courses and collected credit points. In the following, the aforementioned points will be clarified and the credit point system is introduced.

This doctoral agreement constitutes a supplement to the *supervision agreement* of FB09 at Johannes Gutenberg University Mainz (see "Betreuungsvereinbarung" at www.fb09.uni-mainz.de/formulare/), which is mandatory in accordance with the doctoral regulations of FB09 in the version dated 17.08.2022. If an equivalent agreement exists at another department or another institution (MPIP, IMM, ...), it can be accepted after examination by the IRTG coordinator (mail to sfb1552@uni-mainz.de). If such a supervision agreement does not exist, the attached agreement (pages 14–19) must be completed and submitted to the IRTG together with the doctoral agreement.

The progress of the doctoral work is monitored through annual meetings with the respective supervisor, co-supervisor and additional PIs if applicable (thesis advisory committee (TAC)). These meetings are organized and documented by the doctoral candidate. The protocol of the meeting must subsequently be forwarded to the IRTG office for documentation purposes (sfb1552@uni-mainz.de). If such meetings are agreed as part of the supervision agreement, no obligation for an additional meeting of this kind arises from this doctoral agreement.

INFORMATION ON DOCTORAL AGREEMENT

In the following, the objects of the Doctoral Agreement and the obligations of the candidate within the IRTG of the SFB1552 are explained in more detail.

Duration of doctorate:

The doctorate should be completed within a time period of 4 years.

Research objectives:

The research objectives are specific for each project and should be agreed upon with the respective supervisor and co-supervisor and discussed and readjusted if needed during the annual TAC meeting. For this meeting the candidate has to prepare a progress report one week in advance with details on the progress of scientific research as well as other relevant activities. During the meeting, the progress of the initial research plan can be reviewed together with any problems or challenges that have arisen. Furthermore, career goals and possible strengths and weaknesses that have been identified should be discussed alongside with resulting course recommendations.

The progress report as well as the meeting protocol must be forwarded to the IRTG office (sfb1552@uni-mainz.de). Templates for the progress report as well as the meeting protocol can be found on pages 22 and 24 or downloaded from the SFB1552 website. The progress report should not exceed 2 DINA4 pages and the protocol is limited to 1-2 DINA4 pages.

Educational objectives:

During your time at the IRTG, you can choose from a wide range of activities (see also page 5). In addition to a lecture and seminar series, the IRTG offers scientific training courses and soft skill workshops among others. Such workshops may include time and project management, intercultural communication awareness, self-presentation and networking, scientific writing, etc. The topics of the workshops can be determined interactively together with the doctoral candidates.

Mandatory activities include the *lecture series* of the SFB1552, courses concerning *research data management* (RDM), ELNs and *good scientific practice* as well as attending one national and one international *conference*, the *TAC meetings* and the *annual retreat(s)*.

Internships in laboratories of the SFB1552 or with external partners are supported in order to broaden scientific horizons and get to know new research environments and methods. Such secondments can also be carried out internationally. Financial support can be provided by the IRTG office for travel and accommodation costs.

If financial support is desired, please send a short letter of motivation with research goals and advances for the respective project together with a letter of acceptance from the external institution to the IRTG office. After the research stay, a report must be submitted to the IRTG office in order to document the funding to the DFG and to receive the corresponding credit points.

Teaching:

The IRTG candidates will also have the chance to improve their teaching and educational skills. Such educational activities can be constituted by e.g., supervision of practical courses or exercise groups, supervision of undergraduate students, being a mentor for undergraduate students or participation in "Jugend Forscht" activities among others.

Attendance of Conferences:

Candidates have to attend a minimum of one national and one international conference within the qualification program. At these conferences, the candidates are encouraged to present their scientific results at least on a poster or in a talk. In addition, the SFB1552 organizes international symposia, which should be attended as part of the qualification program.

Travel grants can be applied for via the IRTG office (send an e-mail with the corresponding information, time schedule and estimate of the total budget to sfb1552@uni-mainz.de).

Research Data Management:

The research data (data and meta data) have to be stored and archived according to the guidelines for research data management, the research data management policy of the SFB1552 and the corresponding individual research data management plans (RDMP) during and after the doctorate. Before leaving, the data have to be uploaded to suitable repositories and archives to prevent data loss and enable use of the data as starting point for further research activities.

The RDM guidelines and policy can be found on the SFB1552 homepage or can otherwise be requested from the RDM steward. The policy is also published via Gutenberg Open Science and can be downloaded from the Mainz University Library.

Please note that the use of an RDMP is mandatory and usage of an ELN is highly recommended. Research Data Management and a corresponding RDMP have to be implemented following the SFB1552 Policy alongside with a proper documentation. The handling, publication and archiving of research data must comply with the FAIR principles and enable a complete research data lifecycle. Further details on the implementation can be found in the research data policy.

Credit Point System:

A credit point system will be introduced to track successful individual participation in the relevant activities. An appropriate number of credit points will be awarded for the respective activities. To successfully complete the PhD, a total of **24 credit points** must be achieved. These must be collected in the three different areas (A–C) below. Exemplary activities and corresponding credit points are listed in the following. If IRTG candidates are involved in further activities, these can be taken into account after examination by the IRTG office and granted with an appropriate number of credit points.

Credit points (2 CP) can also be awarded for a successfully completed mandate (1 year) as a PhD representative. The corresponding credit points can then be assigned by the IRTG Office

Area A: Interdisciplinary Scientific Training			
Seminar Series	*Lecture Series* **MANDATORY**	*Scientific Training*	*Progress Reports*
Seminar series of SFB1552 with presentations from external and internal guest speakers.	Series of scientific lectures related to the SFB research objective; held by PIs or external guests	Training courses on scientific methods and methodologies that deal not only with theoretical but also with practical aspects of the methods in question.	Progress Reports have to be prepared once a year one week in advance of the TAC meeting.
0.5 CP = 1 Seminar	0.5 CP = 1 Lecture	1–2 CP	0.5 CP

Area B: Professional Skills & Career Support		
Internships	*Soft Skill Courses*	*Teaching*
Secondments in other laboratories of the SFB1552 or external laboratories to learn new techniques and get to know other research environments.	Courses and Workshops, which contribute to soft skills like time management, visualization, communication etc. Number of Credit Points dependent on duration.	Tutor in practical courses or exercise groups as well as mentoring activities etc. The number of credit points depends heavily on the time required and the scope of the teaching activity.
2–3 CP	1–3 CP	1–3 CP

Area C: Scientific Exchange, Networking		
Conferences/International Symposia	*Annual DEEMS Retreat*	*Summer /Winter Schools*
Attendance of conferences in combination with presentation of the scientific work (poster, oral presentation). One national and one international conference is mandatory. Number of Credit Points dependent on duration of conference and presentation medium.	Credit Points can be gained from organization of the annual DEEMS retreat (no PIs; only PhD and Postdoc).	External Summer/Winter Schools can be attended. The number of credit points depends on the duration.
1-2 CP	1 CP	1–3 CP

CONFIRMATION OF DOCTORAL AGREEMENT

The signed doctoral agreement has to be sent to the IRTG office together with the supervision agreement if applicable (sfb1552@uni-mainz.de).

Name of Candidate	Name of PI
SFB project (e.g. A01)	Starting date of thesis

(Preliminary) Title of the thesis

Thesis advisory committee (TAC):[1]

TAC member 1: supervisor (name, affiliation)

TAC member 2: co-supervisor (name, affiliation)

TAC member 3: (name, affiliation)

TAC member 4: (name, affiliation)

Date of first TAC meeting

I have understood the above statements and hereby agree to comply with the above conditions.

Signature of Candidate

[1] The thesis advisory committee consists of a minimum of two and a maximum of four PIs. Mandatory members are a supervisor and a co-supervisor. The co-supervisor can be the co-supervisor of the thesis or a co-supervising mentor from the SFB consortium. If the co-supervisor of the dissertation is chosen, the TAC meeting can be regarded as one of the regular meetings agreed in the supervision agreement, which takes place in the presence of the co-supervisor. In addition, the TAC may include two other members from the CRC consortium with a suitable scientific background.