

Supervision Agreement and Application for Participation in the Doctoral Programme of the Integrated School of Ocean Sciences (ISOS)

Preamble:

This supervision agreement aims at facilitating a supportive environment to doctoral candidates and their supervisors during doctoral research. It is part of the application for participation in the ISOS doctoral programme. The supervision agreement is compliant with the Principles for Doctoral Degree Regulations of Kiel University, passed by the University Senate in 2013 and implemented in the doctoral regulations of the faculties.

This agreement should help all participants to navigate the doctoral phase in the best possible way. It gives best-practice suggestions that build on the cooperation and support of all partners in order to enhance research output within the system. The agreement is not a legally binding document but rather a joint statement of purpose.

Doctoral candidates and primary supervisors are formally bound by faculty regulations and are required to inform themselves at the respective faculty and comply by these regulations irrespective of this agreement. Candidates are expected to register their dissertation at the faculty at the start of doctoral research. Degrees are issued by the faculty. The ISOS provides candidates a certificate of participation when they leave the doctoral programme. ISOS works closely with the Graduate Center of the University, and we encourage candidates to register there to avail of their supplementary offers. As a graduate school, ISOS offers doctoral support with a marine specialization including courses, events, financial incentives and a network of marine scientists.

Thesis Committee:

The thesis committee consists of the candidate, a primary supervisor and one or more co-supervisors. The primary supervisor must have formal recognition for doctoral supervision by a faculty of Kiel University. The candidate and primary supervisor will jointly choose one or more co-supervisors.

Co-supervisors should have a scientific background and may be affiliated either with a University or other academic institution, or from the public or private sector. Co-supervisors voluntarily commit to support the candidate throughout the doctoral process but have no formal institutional obligations.

Supervisors and Doctoral Candidate:

The primary supervisor is responsible for taking the candidate through the doctoral process within the faculty.

The committee of supervisors gives scientific mentorship to the candidate, provides advice, guidance, and assistance during the doctorate. The supervisors accompany the candidate in becoming familiar with the system of science, including ethical scientific practice, open communication of results and collaborative research practices. They also support the doctoral candidate in forming an academic network and proactively shaping their career during and following the doctorate. The primary supervisor is expected to ensure that appropriate financial support and the research infrastructure to implement the study is available. Should the candidate have a stipend, the primary supervisor will assist in compliance with the funding regulations, and ensure that the stipend holder is able to formally conduct their research within the institute.

The candidate is responsible for regularly and proactively informing the supervisors of the progress and pitfalls in research, for seeking and implementing advice and for adhering to the principles of good scientific practice. The candidate strives for ownership of the research project, and commits to collaboration and scientific exchange with supervisors and colleagues.

Thesis Committee Meetings:

The candidate, primary and co-supervisors agree to conduct a thesis committee meeting with all persons in attendance once during each six-month academic semester and to submit protocols of these meetings by the deadlines to the ISOS. Protocols document agreements reached, details of suggestions made and serve as a reference for planning and monitoring progression of the doctorate. It is the joint responsibility of the candidate and primary supervisor to ensure that these meetings take place. A goal of the thesis committee meetings is to derive, update and support a work plan that facilitates timely and efficient completion of the doctorate, compatible with the duration of funding of the candidate. Guidelines for conducting thesis committee meetings are available on the ISOS website.

Good Scientific Practice:

The candidate and supervisors commit to follow, in spirit and practice, the guidelines of good scientific practice as laid out by the German Research Foundation (DFG) and available on their website. The candidate commits to pro-actively inform them self of these guidelines at the beginning of the doctorate and is supported by the supervisors in their implementation. The candidate is expected to attend the Good Scientific Practice Seminar of the ISOS at least once during the doctorate. All parties commit to a policy of data transparency and recognize the obligation of the candidate to make all data available.

Support by the ISOS:

The ISOS offers an engaging network of scientists, discussion fora, specialized courses and partial financial assistance to the candidate for travel to meetings and conferences, for Doctoral Miniproposals and scientific fair mentoring. Only candidates who have complied with conducting the thesis committee meetings will be eligible for financial support. More information is available on the ISOS website.

Conflict resolution:

Even with the best of intentions, conflicts may arise. The Thesis Committee Meetings are explicitly the place to discuss these with all partners in open communication. Should external advice or mediation be required this can be sought from the [Ombudspersons of Kiel University](#) or the [GEOMAR](#), the [persons of trust](#) at the Graduate Center and the ISOS. All partners agree to engage in conflict resolution in good faith and without reservation.

By signing this document all partners agree to comply with the above, and affirm their commitment to contribute to a successful doctoral thesis. The undersigned apply to participate in the ISOS Doctoral Programme (www.futureocean.org/isos) and agree to the use of their data according to the data protection act Land Schleswig Holstein ([LDSH, 9 Feb 2000](#)) (see “Protecting your privacy” below).

_____	_____
Place and Date	Signature of the Candidate
_____	_____
Place and Date	Signature of the Primary Supervisor
_____	_____
Place and Date	Signature of the Co-Supervisor
_____	_____
Place and Date	Signature of the Co-Supervisor

Contact information needed for application

Doctoral Candidate	
Name	
Gender	
Nationality	
Last degree (M.Sc., Dipl. etc)	
Year	
Discipline	
Name and place of university	
Work Address (Institute)	
Work Telephone Nr.	
Work E-mail	
Private Email	
Title of the Doctoral Thesis	
Start of Doctoral research (mm/yy)	
Funding Source (Project Name / Stipend / other sources)	
Period of funding availability from (mm/yy) to (mm/yy)	
Link to your personal webpage if available	

Supervisors	
Primary Supervisor	
(Institute and Address)	
Co- Supervisor (required)	
(Institute and Address)	
Co- Supervisor (optional)	
(Institute and Address)	

SUBMIT THIS FORM

Electronically to info@isos.uni-kiel.de (please scan for signatures)

AND

by **mail** to: Integrated School of Ocean Sciences (ISOS)
Cluster of Excellence „The Future Ocean“
Leibnizstr. 3
24118 Kiel

Protecting your privacy

We value the personal details that you are entrusting us with.

Above all, we respect your right to privacy and protect your personal data in conformity with the data protection act of the State of Schleswig Holstein ([LDSH, 9 Feb 2000](#)):

All data is treated confidentially and elicited and used only for administration of your participation in the ISOS programme. Your data will not be shared with third parties.

You can withdraw your consent to this agreement at any time. If you wish to do so or have any questions on the use of your data or our data policy – please contact us at info@isos.uni-kiel.de. Submitting an application form is a prerequisite to participate in the ISOS doctoral programme.

Mailing lists:

Doctoral candidates are automatically enrolled in the mailing lists “isos-phd-futureocean”, “phd-news” and “futureocean”; they are also automatically listed as ISOS members on the ISOS homepage with their name, affiliation, primary supervisor, thesis title and work contact details. If you wish to unsubscribe from the mailing lists or wish to not be listed on the homepage, contact us at info@isos.uni-kiel.de.