

## 1 Declaration

, doctoral candidate at the

, principal supervisor or advisor

Dr

, co-advisor, and

Dr

, co-advisor (optional)

agree to engage in a candidate-supervisor relationship while the doctoral candidate is a member of the Graduate School of Geosciences, University of Cologne (UoC). Please check the instructions on the composition of a doctoral committee (DC) on the GSGS website.

The doctoral committee will accompany the candidate throughout his or her independent research phase. Doctoral candidate and advisor jointly choose the second (and third) committee members and notify the GSGS Office within the first 2 months of the research project.

Within this agreement “doctoral” and “doctoral programme” refer to the programmes to obtain a doctoral degree in natural sciences “Dr. rer. nat.”; in

at the UoC. The candidate is enrolled for doctoral studies in Geophysics; Meteorology;

Crystallography; Mineralogy and Petrology; Geology and Paleontology; Physical Geography; Human Geography;

at the Dean’s Office of the Faculty of Mathematics and Natural Sciences, UoC, for the duration of his/her project. The promotion regulations (*Promotionsordnung*) should be adhered to at all times. This document does not replace any agreement between the doctoral candidate and the Faculty of Mathematics and Natural Sciences, UoC.

## 2 Thesis subject and schedule

a. The working title of the thesis is:

b. Research project schedule

Enrolment at Dean's Office:

Start date:

Planned end:

Milestones are planned as follows:

Milestone (e.g., start/end of experiments, field campaigns, steps in model development, etc.)	Date/period

### 3 Working conditions, funding and duration

- a. The doctoral candidate is employed at the \_\_\_\_\_ on a \_\_\_\_\_ % \_\_\_\_\_ position funded by \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_. receives a grant from \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.
- b. The research is carried out within the research group \_\_\_\_\_.
- c. The advisor ensures the doctoral candidate appropriate working conditions with the following facilities: \_\_\_\_\_.
- d. The following arrangements are made in case funding runs out before the successful completion of the doctoral project: \_\_\_\_\_.
- Any conditions connected to a grant or to contractual obligations with a funding agency are not affected by this agreement.

### 4 Duties of advisor, doctoral committee and doctoral candidate

- a. **Reporting.** The doctoral candidate submits a detailed research plan between 3 and 6 months after starting his or her project. The detailed research plan is due at the GSGS office on \_\_\_\_\_ no later than 6 months after the start date of the project (see 2b).

After that, a progress report is due every 9 months. The exact due dates at the GSGS Office are fixed during the previous doctoral committee meeting and reported on the feedback form (see 4b).

Please consult the guidelines for writing the detailed research plan or progress reports, which are available online. In consultation with the advisor, progress reports can be written in the form of an extended abstract for a conference or a draft paper. The length of a “standard” progress report **should not exceed 3000 words**.

- b. **Meetings.** The doctoral candidate and the doctoral committee members meet and discuss the student’s progress, training needs and any other important issues at least once every 9 months. These meetings are convened by the candidate. The submitted report is the basis for the meeting and should therefore be sent the doctoral committee members at least two weeks before the planned meeting. Reports should be submitted to GSGS Office together with the DC’s feedback form(s) within 14 days after the meeting and by the given deadline.

- c. **Feedback.** The doctoral committee members report to the GSGS Office on the progress of a doctoral candidate at least once every 9 months using the Doctoral Committee Members’ Feedback Form. This form needs to be seen and signed by the doctoral candidate.

- d. **The advisor** supports and advises the candidate in his/her independent research activities, especially by:

- introducing him/her in the research subject and the relevant scientific environment;
- providing references to scientific literature and research material, where appropriate;

- providing recommendations for the definition and formulation of the research theme;
  - discussing and assessing hypotheses and methods;
  - discussing results and their interpretation;
  - facilitating his/her participation in scientific conferences as far as allowed by financial constraints;
  - meeting him/her on a monthly basis, and
  - supporting him/her in the planning and presentation (structure, language) of the doctoral thesis.
- e. In return, the doctoral candidate shall enable and take advantage of this support through concentrated work on his or her project and by keeping the advisor informed of progress as and when appropriate.
- f. The following arrangements were made regarding presence at the workplace (optional):
- g. All GSGS members are expected to attend and contribute to working group, institute and department meetings, and GSGS events in an appropriate manner.
- h. Each doctoral candidate has to present **a poster on their research project at a GSGS Research Conference at least once**, preferably during the first project year.
- i. To facilitate efficient administration of the GSGS, all parties agree to cooperate with the GSGS office by supplying information and documents on time. As long as any of a student's reports is overdue, no GSGS certificates will be issued to this person.
- j. The doctoral candidate informs the GSGS Office about all official steps (e.g., enrolment, admission, examination) at the university, and provides an electronic copy of the doctoral thesis and the degree certificate.

## 5 Training & Credits

Any training organised by the GSGS is in principle open to all GSGS members. Any selective admission needed, e.g. due to a limited number of spaces or financial constraints, will be conducted transparently.

Active participation in the induction module, provided several times per year, is compulsory. All other training activities are on a voluntary basis.

"GSGS points" are awarded for a range of activities; a catalogue is available online. Certain numbers of these points are needed to apply for most GSGS grants; see details in the calls for applications.

To obtain a GSGS certificate, doctoral students need to 1) accrue a minimum of 30 GSGS points and 2) provide a statement from their supervisor with information on how and where the primary data on which their doctoral thesis is based is secured in an appropriate database.

## 6 Work/Life balance

The following measures were agreed to promote a good work/life balance:

## 7 Arrangements in case of conflict

Should factual or personal differences of opinion occur that would hamper a future trusting, constructive and purposeful cooperation, any of those involved in this agreement can, individually or jointly, seek the help of the GSGS manager. When necessary, the manager can refer cases for arbitration by an ombudsperson at the UoC. All information provided will be treated confidentially.

## 8 Revision of this agreement

The sections of this agreement about the development of the scientific theme of the thesis, the planning of research, and any of the arrangements can be changed at any time by mutual agreement of all signatories. The GSGS Office needs to be informed of any changes made to this document.

## 9 Further arrangements

When proof of a sufficient number of accrued GSGS points is provided (see Paragraph 5), and after acceptance of the doctoral thesis by the UoC, the doctoral candidate will be granted a certificate of the GSGS, listing all relevant activities.

By signing this agreement, all involved confirm that they recognise

- the promotion regulations of the Faculty of Mathematics and Natural Sciences of the UoC;
- and the rules of the University of Cologne and the German Science Foundation (DFG), including those on good scientific practice

as a part of this agreement and act in accordance with the regulations laid down therein.

Cologne,

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Doctoral candidate

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Advisor and first doctoral committee member

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Second doctoral committee member

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Third doctoral committee member

N.B.: The original of this document (including annexes) should be submitted to the GSGS office by the doctoral candidate. He or she should give all signatories a copy (without annexes) within two weeks after the signing.

Send to: Dr K. Boessenkool | Graduate School of Geosciences (GSGS) | Pohligstr. 3 | University of Cologne | Albertus-Magnus-Platz | 50923 Cologne |

Digitally completed and signed documents can be sent by e-mail to <gradschool-geosci@uni-koeln.de>

a. Data collection

The GSGS collects personal information from its members. The contact information stored in electronic form consists of work contact details, gender, date of birth, nationality, academic qualifications and information on the research field.

The GSGS uses the collected personal data for the coordination of its training programme and for maintaining a database of its alumni.

b. Use of data for controlling and public relations

The GSGS uses collected personal data in anonymised form for internal and external controlling purposes. In addition, the GSGS can publish information on research projects, after consultation with interested parties, to attract the attention of (potential) candidates and cooperation partners to the activities of the GSGS.

**Consent**

The GSGS may use my personal data and project information for said purposes.

Cologne, \_\_\_\_\_

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
Doctoral candidate

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3 | University of Cologne | Albertus-Magnus-Platz | 50923 Cologne  
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### **Doctoral candidate**

**Title:**                      **First name:**                      **Surname:**  
 Date of birth\*:                      Gender\*:                      M                      F                      Nationality\*:

### **Degree(s) held:**

Type of degree / Subject:                      Date:  
 Issuing institution:  
 Type of degree / Subject:                      Date:  
 Issuing institution:

### **Contact details**

For regular communication:

Institution/Group:

Address:

Telephone:                      E-mail:

*Alternative contact details\*:*

*Address:*

*Postcode & place:*

*Telephone:*                      *Mobile phone:*

Do you hold a research assistantship (WiMa) position to carry out your doctoral studies? If yes, how did you first find out that this position was available?                      yes;                      no

Through an advertisement in a newspaper (                      );  
 Through an advertisement on an internet job listing (                      );  
 Via a mailing list (                      );  
 On a website (                      );  
 Through a personal recommendation;  
 I was working/studying at the Department of Geosciences;  
 In another way                      .

### **Advisor**

**Title:**                      **First name:**                      **Surname:**  
 Institution/Group:  
 Telephone:                      E-mail:

### **Second doctoral committee member**

**Title:**                      **First name:**                      **Surname:**  
 Institution/Group:  
 Telephone:                      E-mail:

### **Third doctoral committee member**

**Title:**                      **First name:**                      **Surname:**  
 Institution/Group:  
 Telephone:                      E-mail:

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\* not compulsory