

**Supervision Agreement**  
**Doctoral Studies Programme Biomedical Sciences**  
**at the Dahlem Research School (DRS), Freie Universität Berlin**  
Integrated Research Training Group, Collaborative Research Centre 958:  
"Scaffolding of Membranes - Molecular Mechanisms and Cellular Functions"

**Supervision Agreement**

between

\_\_\_\_\_ (Graduate student)

and

\_\_\_\_\_ (Supervisor)

\_\_\_\_\_ (Second Advisor)

\_\_\_\_\_ (any further advisors, mentors, etc., if applicable)

Prof. Dr. G. von Samson-Himmelstjerna (Head of the Biomedical Sciences)

1. Beginning \_\_\_\_\_ (student name) is a member of the Integrated Research Training Group (IRTG) of the Collaborative Research Centre SFB 958 "Scaffolding of Membranes - Molecular Mechanisms and Cellular Functions". He / She is admitted as graduate student at the Freie Universität Berlin, where he/ she prepares his/ her thesis, provisionally entitled:
  
2. The thesis project has been approved by both supervisor and the respective faculty.
  
3. A team of two university professors will supervise the thesis project, in analogy to § 6 Abs. 3 of the bylaws of the graduate study program "Biomedical Sciences" of the Dahlem Research School. The team of supervisors consists of the following members:
  - a. \_\_\_\_\_ Supervisor
  - b. \_\_\_\_\_ Second Adviser
  - c. \_\_\_\_\_ Mentor etc. (if applicable)



4. If a team member leaves the supervision team before submission of the thesis, the head of the Collaborative Research Centre sees to it that an appropriate supervision of the thesis is ensured.
5. Membership within the Integrated Research Training Group obliges the graduate student to participate in the courses and teaching activities of the IRTG as well as Biomedical Sciences on a scale that has been set for the doctoral programme according to the bylaws of "Biomedical Sciences" of the Dahlem Research School. The supervision team ensures appropriate working conditions for the graduate student.
6. Supervisor and graduate student determine the theoretical and technical requirements and preconditions of the thesis project. The supervisor advises on the elaboration of a project outline and an accompanying timetable. The supervisor agrees to regularly comment on and evaluate the progress of the thesis project, orally and in written form. Based on the agreed course plan and on scientific requirements, supervisor and graduate student will meet on a regular basis, at least once a month, and discuss the achieved progress. Advisory appointments will be arranged on short notice when required. If for important reasons the supervision team has to be changed, the head of the IRTG has to be informed immediately. Upon notification, the head of the IRTG will initiate appropriate actions.
7. The time frame of the thesis project will be set by the regular duration of the student's graduate program as defined by the bylaws and regulations of the respective university which hosts the program. The graduate student agrees to aim at completing and submitting the thesis within this time frame, according to § 5 Abs. 2 of the bylaws of the graduate study program "Biomedical Sciences". Basis is the project outline and timetable provided as enclosure to this document. The graduate student agrees further to notify the supervision team on relevant deviations from this outline and timetable.
8. The graduate student has to obtain permission by the head of the IRTG before contracting any secondary jobs, with or without payment. This permission has to be refused if it can be foreseen that the student will not be able to fulfil the requirements of the graduate study program, in particular when the secondary jobs is demanding in such a fashion that completion of the thesis project is in jeopardy.
9. The student and the supervision team commit themselves to observing the rules of best scientific practice according to the statutes of best scientific practice (Ehrenkodex) of the Freie Universität Berlin as of April 17, 2002 (FU-Mitteilungen Nr. 29/2002). This includes the obligation of the student to seek advice from the supervision team or a trusted third in cases of doubt. Regarding the supervisors, it includes in particular the obligation to acknowledge and respect the texts and findings of the student as protected by copyright regulations.



10. The supervision agreement and its enclosures will be annually examined by the signing parties. If required, a modified agreement will be prepared and signed, in particular if the thesis project will have to be prolonged after reaching the regular duration of thesis projects without being completed in time. The signing parties consent to the use of general information on the project for statistical purposes and for evaluation of the quality of supervision within the framework of the IRTG. In case of discontinuing the thesis project, written statements explaining the reasons for abandoning the project have to be provided to the head of the IRTG by the student and the supervisors.

Dates and Signatures:

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(Graduate Student)

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(Supervisor)

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(Second adviser)

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(Prof. Dr. G. von Samson-Himmelstjerna,  
head of Biomedical Sciences)

