

**Supervision Agreement for a short-term grant**  
**Integrated Research Training Group (RTG), Collaborative Research Centre 958:**  
**"Scaffolding of Membranes - Molecular Mechanisms and Cellular Functions"**

between

*(Student)*

*(Supervisor)*

*(Second Supervisor)*

and

**1.** Beginning *(term and year)* *(student's name)* is a member of the integrated Research Training Group (RTG) of the Collaborative Research Centre SFB 958 "Scaffolding of Membranes - Molecular Mechanisms and Cellular Functions".

He/ she prepares his/ her thesis, provisionally entitled:

The thesis project has been / shall be (delete as appropriate) approved by both supervisor and the respective faculty.

**2.** A team of two university professors will supervise the thesis project. The team of supervisors consists of the following members:

- *(Supervisor)*
- *(Second Adviser)*
- *(Mentor etc. if applicable)*



3. The supervision team ensures appropriate working conditions for the graduate student.
4. 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.
5. The student and the supervision team agree to work on the project proposed in the grant application. Should circumstances arise which necessitate a fundamental change in the project proposed, the speaker of the Collaborative Research Centre 958 must be informed immediately. A report (max. 2 pages) of the factual and temporal progress of the work undertaken must be completed no later than 2 months after the termination of the grant.
6. 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.
7. 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 advise 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.

Date

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(Student)

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(Supervisor)

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(Second Adviser)

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**SFB 958**

