

Recommendations for performing and supervising a doctorate within the graduate school ABINEP¹

Preliminary remark

The following recommendations serve as an addendum to explain the conditions of performing and supervising a doctorate within the graduate school ABINEP.

Nevertheless, the binding formal requirements for the doctorate are defined by the doctorate regulations of each faculty of the Otto von Guericke University Magdeburg (OVGU) in the most current version. Only these doctorate regulations decide on the success of the doctorate application.

1. Board of supervisors

The scholarship agreement ensures that with admission to the graduate school ABINEP the doctoral candidate will be scientifically supported by a minimum of two thematically proficient supervisors.

In general, the scientific supervisor named in first place of the scholarship agreement is the official supervisor, cf. § 18 sect. 6 HSG LSA. Together with the other scientific supervisor(s) named in the scholarship agreement the official supervisor constitutes the scientific supervisory board.

2. Rules for the planning and supervision of the doctorate

- a) The supervisors and their PhD student meet regularly, at least once per year, to provide scientific advice and thereby support the success of the doctorate. During the meetings, the compliance of the time and work schedule have to be discussed. The supervisors support the compliance within their means.
- b) The first supervisory meeting should take place no later than 6 months after signing the scholarship agreement to ensure the preparation of an adequate research proposal. During the meeting the doctoral candidate reports in written form about the progress of his/her work and the time and work schedule for the following period. The report has to be submitted to the supervisory board at least one week before the supervisory meeting. Based on the report, it is the aim of the supervisory meeting to discuss all relevant aspects that need to be taken into consideration to ensure a successful continuation of the doctorate project. Particularly, the supervisory board critically examines the time and work schedule and suggests modifications, if necessary. If required, modifications of the schedule should occur by mutual agreement. The most important results of the meeting should be noted in the supervisory meeting protocol.
- c) Based on the scholarship agreement, the doctoral candidate is committed to submit a research proposal (exposé) on his/her doctoral project self-drafted and written in English to the speaker(s) of the ESF-GS no later than 10 months after start of the stipend. The research proposal has to define the aim of the doctoral project, its related scientific background, the experimental approach(es) envisaged, a corresponding milestone plan, and all results generated in the meantime. In case of positive evaluation, the research proposal represents the basis for the start of the doctorate and the prolongation of the scholarship.

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- d) The research proposal will be evaluated by the scientific supervisory board, the speakers of the relevant ABINEP module and the speaker(s) of the ESF-GS, if necessary.
- e) After positive evaluation and confirmation of the work plan and the schedule, the doctoral candidate reports on a regular basis about the progress of his/her work by oral presentations (including supervisory meetings), at least by 30. June and 31. December of the year, respectively. The most important results of the meeting should be noted in the supervisory meeting protocol.

3. Information about the individual doctorate programm

A structured program and events, e.g. ABINEP-specific lectures, participation in soft skill courses and in annual meetings, and/or short-time external lab visits, will be organized by both, the graduate academy of the OVGU and the graduate school ABINEP.

The supervisors advise their PhD student on the selection of the right events.

4. Compliance with the regulations for safeguarding good scientific practise

The doctoral candidate and the members of the supervisory board follow the rules for safeguarding good scientific practise proposed by the German Research Foundation's (DFG)².

5. Regulations for solving conflicts

In case of conflicts, either the doctoral candidate or the supervisor(s) may consult the independent mediator (ombudsperson) for science of the OVGU.

6. Entry into force

These recommendations were passed by the ABINEP board on 27. June 2017 and are valid for all doctorates supervised within the graduate school ABINEP.

The recommendations are also valid for scholarship agreements missing the regulations as defined by number 2.



Prof. Dr. Volkmar Leßmann
The speaker of the graduate school ABINEP

² http://www.dfg.de/download/pdf/dfg_im_profil/reden_stellungnahmen/download/empfehlung_wiss_praxis_1310.pdf