



1 Declaration

Ms / Mr / Mx _____, doctoral candidate at the _____
[Institution]

_____ [institute],

Prof/PD*) Dr _____, academic supervisor,

_____ Dr _____, scientific advisor (daily),

Optional:

_____ Dr _____, *mentor (extern, from a different scientific department)*

agree to engage in a doctoral candidate-supervisor relationship as Thesis Advisory Committee (TAC) while the doctoral candidate is a member of the Integrated Research Training Group of (AC)³ and

- Graduate School of Geosciences (GSGS), University of Cologne
- POLMAR, Helmholtz Graduate School for Polar and Marine Research, AWI
- LGS-CAR, Leipzig Graduate School on Clouds, Aerosols and Radiation
- BYRD, Bremen University or other _____

The TAC will accompany the candidate throughout his or her independent research phase. Doctoral candidate and advisor jointly choose the TAC members and notify the (AC)³ IRTG Office and local graduate school coordination within the first 12 months of the research project*.

The doctorate regulations (*Promotionsordnung*), the (AC)³ Data Policy and other agreements with relevant local graduate schools should be adhered to at all times. This document does not replace any agreement between the doctoral candidate and the faculty of the respective university and graduate school.

2 Thesis subject and schedule

a. The working title of the thesis is:

b. Research project schedule

Start: ___/___/20___ [dd/mm/yyyy] Planned end ___/20___ [mm/yyyy]

Milestones are planned as follows:

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

*The regulations and agreements with relevant local graduate schools should be adhered to at all times.

** (AC)³ IRTG forms will available in the internal data sharing portal (folder IRTG forms): <https://cloud.ac3-tr.de/index.php/login>



3 Working conditions, funding and duration

a. The doctoral candidate

is employed at/in _____ [institute] on a ___% FTE [full time equivalent] _____ [level, e.g. TV-L E13] position funded by **DFG, CRC 172 (AC)³**,

from _____ [date] to _____ [date].

receives a grant from _____ [funding agency], from _____ [date] to _____ [date].

other:

_____ [please specify other employment].

b. The research is carried out within the research group _____ [research group, institute].

c. 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 academic supervisor, TAC and doctoral candidate

a. **Reporting***. The doctoral candidate submits a research plan of about 5 pages within the first year after starting their project. The research plan is to be submitted at the (AC)³ IRTG Office no later than 12 months after the start date of the PhD project.

After that, a progress report is due every 6-12 months depending on the regulation of local graduate school*. The exact due dates at the (AC)³ IRTG Office are fixed during the previous TAC meeting and reported on the feedback form**.

Please consult the guidelines for writing the detailed research plan or progress reports, which are available online**. In consultation with the academic supervisor, progress reports can be submitted in the form of an extended abstract for a conference, a draft paper or oral presentation*.

b. **Meetings***. The doctoral candidate and the TAC meet and discuss the candidate's progress, training needs and any other important issues on a regularly basis, at least once every 12 months. In the early phase, more frequent meetings are strongly recommended. These meetings are convened by the candidate. The submitted report is the basis for the meeting and should therefore be sent the TAC members at least two weeks before the planned meeting. Reports should be submitted to the (AC)³ IRTG Office together with the TAC feedback form(s) within 14 days after the meeting and by the given deadline.

c. **Feedback***. The TAC members report to the (AC)³ IRTG Office on the progress of a doctoral candidate at least once every 12 months using the TAC Feedback Form**. This form needs to be seen and signed by the doctoral candidate.

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d. The academic supervisor supports and advises the candidate in their independent research activities, especially by:

- ensuring appropriate working conditions
- introducing the candidate 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 the participation in scientific conferences as far as allowed by financial constraints;
- meeting the candidate on a monthly basis, and
- supporting them 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 academic supervisor informed of progress as and when appropriate.

f. Optional: The following arrangements were made regarding presence at the workplace:

g. All (AC)³ IRTG members are expected to attend and contribute to (AC)³ general meetings and (AC)³ IRTG events in an appropriate manner.

h. Each doctoral candidate should attend the annual (AC)³ IRTG retreats. Active participation in the (AC)³ IRTG retreat is expected.

i. To facilitate efficient administration of the (AC)³ IRTG, all parties agree to cooperate with the (AC)³ IRTG office by supplying information and documents on time. As long as any of a candidate's reports is overdue, no (AC)³ IRTG certificates will be issued to this person.

j. The doctoral candidate informs the (AC)³ IRTG 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

Any training organised by the (AC)³ IRTG is in principle open to all (AC)³ IRTG members. Any selective admission needed, e.g. due to a limited number of spaces or financial constraints, will be conducted transparently.

All (AC)³ IRTG training activities as part of the scientific training program are on a voluntary basis but highly recommended.

6 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 (AC)³ IRTG coordinator. When necessary, the coordinator can refer cases for mediation or arbitration, e.g. by an ombudsperson at the (AC)³ locations. All information provided will be treated confidentially.

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7 Revision of this agreement

The sections of this agreement concerning the scientific topic 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 (AC)³ IRTG Office needs to be informed of any changes made to this document.

8 Further arrangements

After acceptance of the doctoral thesis, the doctoral candidate will be granted a certificate of the (AC)³ IRTG, listing all relevant activities.

By signing this agreement, all involved confirm that they recognise

- the doctorate regulations of the faculty/ department of the respective university,
- the agreement with your local graduate school,
- and the rules of your university 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.

[location], _____ [date] _____

Doctoral candidate

Academic supervisor (first TAC member)

Scientific advisor (second TAC member)

Optional: Mentor (third TAC member)

N.B.: The original of this document (including annexes) should be submitted to the (AC)³ IRTG office by the doctoral candidate. He or she should give all signatories a copy within two weeks after the signing and send to:

(AC)³ IRTG Coordinator
University of Cologne | Institute for Geophysics and Meteorology
Albertus-Magnus-Platz
50923 Cologne

a. Data collection

The (AC)³ IRTG 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.

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The (AC)³ IRTG 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 (AC)³ IRTG uses collected personal data in anonymised form for internal and external controlling purposes. In addition, the (AC)³ IRTG 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 (AC)³ IRTG.

Consent

The (AC)³ IRTG may use my personal data and project information for said purposes.

[location], _____ [date] _____

Doctoral candidate

Academic supervisor (first TAC member)

Scientific advisor (second TAC member)

Optional: Mentor (third TAC member)

Send to:

(AC)³ IRTG Coordinator

University of Cologne | Institute for Geophysics and Meteorology
Albertus-Magnus-Platz

50923 Cologne



Personal details: Doctoral candidate

Title: _____ First name: _____ Surname: _____

Date of birth***: _____

Gender***: M/F/D _____ Nationality***: _____

Degree(s) held:

Type of degree / Subject: _____ Date: _____

Issuing institution: _____ (name, location)

Type of degree / Subject: _____ Date: _____

Issuing institution: _____ (name, location)

Contact details

For regular communication:

Institution/Group: _____

Address: _____

Telephone: _____ E-mail: _____

Alternative contact details***:

Address: _____

Post code & place: _____

Telephone: _____ ; Mobile phone: _____

Do you hold a research assistantship position to carry out your doctoral studies? yes; no

If yes, how did you first find out that this position was available?

Through an advertisement in a newspaper (please indicate which paper _____);

Through an advertisement on an internet job listing (please specify: _____);

Via a mailing list (please specify: _____);

On a website (please specify: _____);

Through a personal recommendation;

I was working/studying at the Department / Institute;

In another way (please specify) _____.

*** not compulsory

Send a single hard copy of this Annex to:

(AC)³ IRTG Coordinator

University of Cologne, Institute for Geophysics and Meteorology

Albertus-Magnus-Platz, 50923 Cologne



Personal details: Academic supervisor

First TAC member

Title: _____ First name: _____ Surname: _____

Institution/Group: _____

Telephone: _____

E-mail: _____

Personal details: Scientific advisor

Second TAC member

Title: _____ First name: _____ Surname: _____

Institution/Group: _____

Telephone: _____

E-mail: _____

Optional

Personal details: Mentor***

Third TAC member

Title: _____ First name: _____ Surname: _____

Institution/Group: _____

Telephone: _____

E-mail: _____

*** not compulsory

Send a single hard copy of this Annex to:

(AC)³ IRTG Coordinator

University of Cologne, Institute for Geophysics and Meteorology
Albertus-Magnus-Platz, 50923 Cologne



UNIVERSITÄT
LEIPZIG



Universität
Bremen

Universität
zu Köln



TROPOS
Leibniz Institute for
Tropospheric Research



ALFRED-WEGENER-INSTITUT
HELMHOLTZ-ZENTRUM FÜR POLAR-
UND MEERESFORSCHUNG