Supervision Agreement for Doctoral Projects at the Technical University of Munich

Graduate Center BioEngineering

Degree-awarding institution/department: .................................................................

Reasons for application at the Graduate Center BioEngineering:

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The admission to GCB has to be agreed upon by the GCB executive board.

This agreement reflects the current planning horizon; it may and should be continuously updated in terms of the development of the aims and objectives as well as the individual qualification elements and milestones of the doctoral project, as agreed between the supervisor and the doctoral candidate.

Preamble
All involved parties commit to compliance of the regulations of the Graduate Center BioEngineering.

The Graduate Center Bioengineering (GCB) is a thematic graduate center and member of the TUM Graduate School. Therefore, the TUM-GS Statutory Regulations (Bylaws) apply for all involved parties. As a member of the disciplinary graduate center GCB, the doctoral candidate commits to also fulfill the requirements for doctoral candidates from the degree-awarding institution/department.

Ms./Mr. ......................................................... [Doctoral candidate]

born on ........................................ in...........................................

and

Ms./Mr. ......................................................... (affiliation: ...............................) [Supervisor]

enter into the following agreement.

Mentor of the doctoral project is: ................................................................. (affiliation: .........................)

The GCB is a thematic graduate center for doctoral candidates at various TUM departments/schools.

Meaning, that as member of GCB you will complete the GCB qualification program and receive a certificate and transcript of records on this at the end of your doctorate from GCB.

Your doctoral degree-awarding institution thereby always is a TUM department/school, usually the department/school of your supervisor, where you will be added to the doctoral candidacy list and which will conduct the examination and award you your doctoral degree.

Your supervisor must be professor or private lecturer ("Privatdozent" / PD) at TUM or TUM Junior Fellow.

In order to join the GCB for your doctorate, it is also a prerequisite that your supervisor is a principal investigator (PI) at the Munich Institute of Biomedical Engineering (MIBE).

List of MIBE-PIs

You can nominate your mentor up to six month after submitting the supervision agreement

Further information about the later announcement of mentor

1 Supervisor must be MIBE-PI
2 Mentor must have a doctorate
1. Content and Abstract of the Doctoral Project

The doctoral candidate is writing a dissertation on the following topic:

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☐ An abstract dated ......................... (date) including the working / time schedule of the doctoral project is attached as enclosure.

☐ An abstract has not yet been completed at the time of the candidate’s entry in the doctoral candidacy list, but will be submitted within six months, i.e. no later than....................... (date).

A template for the abstract is attached in enclosure 1.

2. Schedule

2.1 The doctoral project should be completed within a period of …………………. years.

Start of doctoral training: ......................... (date, when did/will you start working on your doctoral project)

2.2 The doctoral project is based on the enclosed abstract including the working / time schedule.

2.3 Doctoral candidates undertake to provide the supervisor with precise information on the status of their doctoral project. The supervisor undertakes to allow sufficient time to discuss the doctoral project and to promote its quality through advice and discussion. At the candidate’s request, detailed discussions on the development of the doctoral project will be held every six months, and their outcome recorded in writing.

2.4 Pursuant to § 15 (7) of the TUM Graduate School Statute, a feedback discussion will be held on the continuance of the doctoral project no later than two years from entry into force of this agreement. The outcome is recorded in writing (the GCB office provides a template for this).

3. Elements of the doctoral project

3.1 Upon application for entry on the doctoral candidacy list, the doctoral candidate becomes a temporary member of TUM GS. To pursue a doctoral program, candidates must have been a member of TUM GS for at least two years and participated in the TUM GS qualification program, as set out in § 8 of the Regulations for the Award of Doctoral Degrees.

3.2 This supervision agreement specifies the individual qualification program the candidate intends to pursue. It may be modified at any time, provided it is consistent with the qualification program required by the a.m. Graduate Center.

3.3 GCB doctoral candidates commit to fulfill the TUM-GS and GCB qualification program. The overview can be found in enclosure 2.

This title is a working title and can be adapted until the submission of your thesis

For your abstract/expose you can either use the form in the appendix or chose any other format (up to 3 pages, German or English) and attach it to the document

This duration period should be a non-binding but realistic estimation.

Please note that generally for the qualification program only achievements that you fulfilled after you have been added to the (preliminary) doctoral candidacy list can be counted.

Therefore, you should make sure to timely apply for your membership at GCB and for entry to the doctoral candidacy list when you already have started on your doctoral project.

All information you provide in the section 3.3. on the qualification program reflect the current planning status and may be adapted or changed anytime.

Nevertheless, it is important to know the qualification program and requirements well already at the beginning of your doctorate in order to discuss and plan how to fulfill the qualification program together with your supervisor.
The following mandatory qualification elements have been agreed upon:

a) Participation in a kick-off seminar at TUM Graduate School and the GCB Kick-off event within the first six months of the doctoral project.

b) Involvement in the academic community of TUM to be demonstrated through:
   - 1. working contract with TUM or scholarship with workplace at TUM
   - 2. attendance at TUM
   - 3. teaching at TUM

Under the point(s) ........... the following specific activities are planned:

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Subject-specific events corresponding to at least 6 weekly hours per semester (about 63 real time hours) spread over the entire duration of the doctoral project. Participation in at least one GCB Summer School is mandatory.

The following is planned:

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Participation in a workshop/course on “Good Scientific Practice”.

The following is planned:

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d) Discussion of research within the international expert community

GCB stipulates that the discussion of the doctoral project within the international expert community as required in § 15 (5) of the TUM GS Statutory Regulations is, as a rule, demonstrated by main-authorship original publications/full paper conference contributions subject to peer review that have been published/accepted for publication.

Upon this, the requirements of the degree-awarding department have to be met. Also, a presentation of the own research within a talk at the MIBE-Seminar is mandatory.

The following is planned:

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e) Discussion of research within the international expert community

Together with your supervisor, evaluate which events/formats are suitable or interesting for your project and when you plan to participate (e.g. courses and events at the chair/research group or TUM, summer- or winter schools, offerings from external institutes / foreign universities...). Please note, that these elements must be subject-specific – therefore directly relevant for your research. Courses on transferable skills like self-management should be added on the next page.

Please also add your plans on participating in the GCB Summer School here (e.g. attending GCB Summer School planned for 2022 and 2023)

When and where will you participate in such a course (which organizer, e.g. TUM-GS, GCB, external, ...)?

Discuss with your supervisor which journal and/or conference would be best for your project. Please also consider the requirements of GCB and your degree-awarding institution. Also, your supervisor may have special requirements (e.g. main-authorship of an article in the journal.... in the 3rd year of doctorate / 2024, ...)

Please also add for when a MIBE seminar talk is planned (e.g. MIBE-Seminar Talk as midterm presentation of the project in the 2nd year of the doctorate, summer semester 2023)
4. Funding / Resources / financial Support

Financing of the doctoral project is ensured through (please specify, e.g. department/chair, provider of scholarship, company):

☐ Employment contract with TUM*: ............................................................
☐ Employment contract with Klinikum rechts der Isar*: ............................................................
☐ Scholarship WITH workplace at TUM department*: ............................................................
☐ Scholarship WITHOUT workplace at TUM department**: ............................................................
☐ External working contract**: ..............................................................................................
☐ Other**: ...................................................................................................................................

*considered internal doctoral project according to regulations and definition of TUM-GS
**considered external doctoral project according to regulations and definition of TUM-GS

The supervisor and the doctoral candidate have agreed on the resources (e.g. laboratory access, measuring and calculating equipment and/or materials) necessary to conduct the planned research.

Further, the GCB provides individual financial support for internationalization and project measures for doctoral candidates, who have an employment contract with TUM or Klinikum rechts der Isar and doctoral candidates, who receive a scholarship (e.g. DAAD, Chinese Scholarship Council, Begabtenförderungswerke, etc.) and have a workplace at a TUM department (an overview is provided in enclosure 3. / distribution of funds is decided upon on an individual basis and depending on available resources).

External doctoral candidates and doctoral candidates with other financing cannot receive any financial support from GCB for legal reasons.

The candidate has been informed of any possible restrictions regarding the above, such as (if applicable):
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Have you evaluated with your supervisor if you will attend international conferences or do a research visit abroad, please add this here (e.g. participation and poster presentation at the conference MICCAI 2023 / international research stay (4 weeks) at university/institute in summer 2022)

If you plan to voluntarily participate in other courses, e.g. soft skill courses of the TUMGS, please let us know here.

Please only chose the one option that applies for you.

As a scholarship holder, you finance your doctorate with a scholarship from an external organization (e.g. a foundation, state research institution or funding agency) in Germany or abroad (further information)

External working contract: you are employed either by a non-university research institution (for instance a Max Planck Institute or a Helmholtz Center) or a company while the academic supervision of your dissertation is provided by TUM. (further information).

Is the financing of your doctorate provided by yourself or privately, please chose “other”.

If you have discussed special agreements on this point with your supervisor, add them here. These measures can be changed anytime by mutual agreement.

If you are considered an “external doctoral candidate” please state that you know the regulations on funding possibilities for internationalization and equipment of GCB and are aware that you eligible for funds from GCB here.
5. Measures to balance Family and Academic Career

Compatibility of family and studies/occupation are of high priority at TUM. The TUM Diversity Office counsels University members, departments, and (scientific) institutions of TUM in matters of planning and implementations of Diversity measures. GCB wants to promote the compatibility of family and scientific occupations and therefore supports its doctoral candidates with finding individual solutions.

The following has been agreed upon (where applicable):

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6. Good Scientific Practice

The parties to this agreement undertake to comply with the Rules of Good Scientific Practice as defined in the TUM Code of Conduct / Ehrenkodex (see www.tum.de). The doctoral candidate is aware that according to § 6 (7) of the TUM Regulations for the Award of Doctoral Degrees scholarly work already submitted for examination purposes may not be resubmitted as part of the doctoral project.

7. Conflict Regulations

In cases of conflict arising from non-compliance with the above obligations the parties will promptly enter into discussion to ensure compliance. Where this is not possible, each party may address its concerns to the speaker of the GCB an then to the dean of the respective institution/department, the head or the board of arbitration of the TUM Graduate School or the ombudspersons of the TUM.

8. Severability

Should individual terms and conditions of this agreement be invalid, in part or as whole, this shall not affect the validity of the entire agreement.

Place / Date .........................................................................................................................
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Doctoral candidate ......................................................................................................
Supervisor ...................................................................................................................

Acknowledged:

Place / Date .........................................................................................................................
Place / Date .........................................................................................................................
Place / Date .........................................................................................................................
Mentor .................................................................................................................................
External Supervisor ...........................................................................................................
Speaker GCB .........................................................................................................................
Copies

An original copy of the supervision agreement must be submitted when applying for entry in the doctoral candidacy list of the degree-awarding institution. Copies must be submitted to all involved persons/parties.

9. Information on Data Protection

Data protection is an important concern for the Technical University of Munich. We process personal information in accordance with the legal provisions on data collection, particularly those of the General Data Protection Regulation (GDPR) and of the Bavarian Data Protection Act (Bayerisches Datenschutzgesetz, BayDSG). Your personal data is stored for university internal purposes only, such as administration processes concerning admission to the doctoral program and doctoral administration and university internal statistics and reports. At TUM, data is stored on the servers of the Leibniz Rechenzentrum der Bayerischen Akademie der Wissenschaften.

At GCB the following data is stored and used for administration:

- Master data (last name, first name, gender, date of birth, citizenship)
- Contact information (name, title, email address, address, telephone number), business and private
- Application documents, information about university and doctorate entrance qualification
- Information about the doctoral project including data about the financing of the project (in terms of entitlement for financial support from GCB/TUM-GS)
- Data about the fulfillment of the qualification program within your doctoral project
- Data about received financial support from GCB
- Information about dissertation / doctoral thesis

Data Processing and Deletion

Latest one year after completion or withdrawal from your doctoral project, parts of the master data, application documents and information about the university and doctorate entrance qualification stored at GCB will be deleted. Data in terms of a reduced examination process (Reduzierter Prüfvorgang), thus data about doctoral project and fulfillment of qualification program, as well as first and last name, date and place of birth, doctoral title, and information about membership duration) have to be stored for 30 years.

In case of your agreement, your contact data (name, form of address, and email address) will be stored after the completion of your doctorate for information purposes (Alumni newsletter of GCB) within the GCB alumni network. If this is not agreed upon, your contact data will be deleted after one year. In case of agreement, information about your dissertation (name, title, topic of dissertation and weblink to your dissertation in mediaTUM) will be stored at GCB and published on GCB’s Alumni-webpage.

Documents concerning financial support from GCB have to be stored for ten years according to the German code of commercial law and tax guidelines.

Your Data Protection Rights

By law, you have the right to request information about your stored personal data as well as the right to rectification, restriction of processing, and deletion. Furthermore, you have a right to complaint and the right to appeal to the Bavarian commissioner for data protection. Please note, that a restriction of processing and deletion of your personal data is only possible during the application process, thus before the entry into the (preliminary) doctoral candidacy list of after withdrawal from the doctoral candidacy list. Both, deletion and restriction of processing, must be requested in written form (gcbioengineering@tum.de).

Further questions can be addressed to GCB (gcbioengineering@tum.de) or to TUM’s data protection officer (www.datenschutz.tum.de).
Enclosures Supervision Agreement

Enclosure 1) Template for expose about working program / time schedule of doctoral project
(Exposé max. 3 pages, in English or German, please also consider your supervisor's requirements, you may use this form or attach a document in another format)

Name doctoral candidate: ......................................................................................................................

Name supervisor: ...................................................................................................................................

(Preliminary) topic:
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Outline of doctoral project (working program and time schedule):
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(Date and Place) ........................................................................................................................................

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Doctoral Candidate

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Supervisor

Signatures are not necessarily needed if your supervision is signed on page 5. Also, valid electronic signatures would be ok here.

You can either use this form or attach your own form to this document
The progress in fulfilling the elements is reported and documented in DocGS. Also, additional GCB and TUM-GS offer other courses and qualification measures in addition to the mandatory qualification program. The complementary and specified GCB elements thereby reflect GCB’s interdisciplinary character and promote the doctoral candidates’ general and interdisciplinary qualification and international networking.

Applications can only be made in accordance with the GCB office. If there was no evaluation/feedback session yet, an explanation from the supervisor that the internationalization activity is beneficial to the doctoral project in the early stage of the doctorate is necessary.

Depending on availability, following funding can be requested:

Add-on (a): Organization of interdisciplinary Summer/Winter Schools
Support for internationalization measures and industry exchange: up to 1.600 €
- Attending international subject-specific summer/winter schools, workshops, etc. in another country
- Presenting an oral or poster contribution at an international conference, symposium, etc.
- Attending interdisciplinary subject-specific workshops, etc. in another country

Add-on (b): A written interim report by the doctoral candidate on the progress of the research work that can be attached to the TUM-Grants Center for BioEngineering Graduate School 
if the research stays last longer than 4 weeks.

- Participation in international conferences and presentation of own research (poster, presentation) in order to access the international doctoral phase is mandatory.
- During the research phase, each doctoral candidate needs to present and discuss his/her research at least once during the research phase or at a conference.

During the doctoral phase, each doctoral candidate may apply for additional funding (Add-on A) for internationalization activities:
- Support for internationalization measures and industry exchange
- Support for participation in an international conference
- Support for attendance at an international workshop
- Support for participation in an international summer school

Important information on:
- Mandatory GCB and TUM-GS qualification elements
- Possibilities for financial support from GCB

Appendix pages 2-5

Nothing to fill in here – but still worth reading
Declaration on Consent

GCB informs the public about current and finished doctoral project on its own webpages on the website of the Munich Institute of Biomedical Engineering (www.bioengineering.tum.de).

For this, the following data is published:

During completion of doctoral project:
- Name
- Academic title
- Affiliation (research group / chair)
- Topic doctoral project

After completion of doctoral project:
- Name
- Academic Title
- Title of Dissertation with Link to publication in MediaTUM

I agree to the processing of my given personal data for publication on the websites of GCB as stated above:

Please check the relevant box: ☐ Yes ☐ No

Furthermore, I agree that a picture of me is published on the homepage as well:

Please check the relevant box: ☐ Yes ☐ No

Place and Date
Name
Signature

Deletion
Data will be deleted when the doctorate at GCB is terminated or the doctoral candidate leaves GCB for other reasons. Successfully completed doctoral projects will be moved from the page ‘current doctoral projects’ to the “Alumni” page.

Folgen bei fehlender Einwilligung
Sie haben das Recht, dieser Einwilligungserklärung nicht zuzustimmen. Ihre Daten werden dann nicht auf den Webseiten des GCB veröffentlicht.

Your rights: information, rectification, erasure, restriction of processing, objection to processing or data portability
By law you have a right of
- information,
- rectification or erasure or restriction of processing,
- objection to processing
- data portability
- complaint and the right to appeal to the Bavarian commissioner for data protection

Withdrawal of consent
Upon receiving your notice of withdrawal of consent, your personal data will no longer be used and deleted from the webpage immediately. The withdrawal of consent will not affect the legitimacy of the processing of your data on the basis of prior approval. The notice of withdrawal of consent should be addressed to:
GCB-Geschäftsstelle, Boltzmannstraße 11, 85748 Garching, gcbioengineering@tum.de

Further question can be addressed to the data protection officer of TUM: support@datenschutz.tum.de