**CHECKLIST FOR EVEREST STUDENTS**
This checklist aids in structuring your involvement in EVEREST. Unsure? Refer to the FAQs on
the next pages. No answer to your question? Contact everest@uni-tuebingen.de.

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|   |   |   | Agree with your prime supervisor on your PhD project, incl. funding | → Register as PhD student with Faculty of Science.  
→ General information  
→ Faculty registration form | ☐ | 1,2 |
|   |   |   | Complete EVEREST registration, incl. suggested **Thesis Advisory Committee (TAC)** | → Send copy of registration to supervisor + everest@uni-tuebingen.de | ☐ | 3 |
|   |   |   | After TAC-approval by the EVEREST board, complete your Supervision agreement. | → Send supervision agreement signed by all TAC members to everest@uni-tuebingen.de | ☐ | 4,5 |
|   |   |   | **TAC-1 meeting:** Arrange date for your first meeting [within 6 months after PhD started] | → Write TAC 1 research proposal and send to TAC two weeks before meeting | ☐ | 6 |
|   |   |   | PhD retreat | → Participate during first year, recommended in subsequent years.  
Attended years: ☐ ☐ | ☐ | 7, 12 |
|   |   |   | **TAC-2 meeting:** Takes place during 2nd year of PhD. | → Submit arranged date to EVEREST office by 31 Jan of your second year. | ☐ | 6 |
|   |   |   | Hilgendorf lectures | → Attend regularly | ☐ | 8 |
|   |   |   | Meeting StEVE | → Attend actively (talk, poster) ≥ once.  
Year(s): ☐ ☐ | ☐ | 9, 12 |
|   |   |   | Doctoral student seminar (DOSE) | → Attend regularly. 14 attendances over 3 years required.  
Dates: / / / / / / / / / / / / / / | ☐ | 10, 12 |
|   |   |   | Scientific and Transferrable skills | → Update EVEREST coordinators on progress within 2nd year | ☐ | 11, 12 |
|   |   |   | **TAC-3 meeting:** Takes place during 3rd year of PhD. | → Submit arranged date to EVEREST office by 31 Jan of third year. | ☐ | 6 |
|   |   |   | Thesis submission | → Arrange with Faculty of Science | ☐ | 13 |
|   |   |   | Thesis defence | → Arrange with Faculty of Science | ☐ | 13 |
(1) **Why should I enrol in the EVEREST graduate school?**
As a member of EVEREST, your PhD project is integrated into the lively evolution and ecology research environment in Tübingen. PhD students under supervision of EVEREST members are routinely subscribed to the research school, PhD students in other groups may join on request. → [Info leaflet](#) for incoming students online.

(2) **What about the costs for EVEREST?**
Participating research groups (scored at the level of professorships) pay a yearly fee of € 500 for each participating PhD student, to a maximum of € 1,500 per year. These fees will *not* be paid by the individual student, but from one of the group’s own accounts (e.g. annual budget, external funding, overheads). Note that costs for graduate programs can easily be implemented in research grant applications.

(3) **How to register as a PhD student in EVEREST?**
Registration is a **2-step process** that involves, first, formal registration as a PhD student with the Faculty of Science, and second, formal registration in EVEREST.

(a) **Registration with the Faculty**: Use the forms provided on the faculty website. Make sure that you send copies of your registration with the Faculty also to (i) your direct thesis supervisor and (ii) to the EVEREST coordinators (everest@uni-tuebingen.de).

(b) **Registration with EVEREST**: This registration is central to inform the graduate school about the start of your PhD thesis and help assembling your individual Thesis Advisory Committee. Use the EVEREST registration form and send the signed form to the EVEREST coordinators (everest@uni-tuebingen.de).

(4) **What is the role of the EVEREST supervision agreement?**
The Supervision Agreement is central to your EVEREST registration. It represents a reciprocally binding agreement between you and your Thesis Advisory Committee members to support your education within EVEREST. For all details on the supervision agreement, check the … → [EVEREST Supervision agreement.pdf](#)

(5) **What is a Thesis Advisory Committee (TAC), and how to assemble it?**
The Thesis Advisory Committee is there to guide you throughout your PhD project and provide stimulating input beyond that of your direct supervisor. For all details on the role and composition of Thesis Advisory Committees, check the … → [EVEREST TAC forms and rules.pdf](#)
(6) How to schedule, prepare, structure, and document TAC meetings?
Please find detailed information on the scheduling (once per year), preparations required by the PhD student (finding a room, writing your PhD status report), the structure of a meeting (talk, discussion, private meetings), and its documentation (TAC protocol forms) in a dedicated document:
→ EVEREST TAC forms and rules.pdf

(7) What is the PhD retreat, and how can I contribute?
The PhD retreat is an informal 2 to 3 day event where all EVEREST PhD students convene at a nice location somewhere in Southern Germany, exchange about research and career planning, and have time to discuss scientific issues with participating faculty from EVEREST. The retreat strengthens ties among PhD students and advisors in EVEREST in a relaxed atmosphere, while also supporting scientific progress. The meeting is organised by a small committee of 2-3 students, each awarded 1 cp.
→ PhD retreated online

(8) What are Hilgendorf lectures, why should I attend and how can I contribute?
The Hilgendorf lecture series is dedicated to Franz Martin Hilgendorf (1839-1904), a pioneer in the formulation of the evolution theory who did his PhD in Tübingen. It provides a framework within EVEREST to invite high profile international researchers for a public guest lecture on their most recent and exciting research. Usually, EVEREST organises three Hilgendorf lectures per semester. To enhance benefits for EVEREST PhD students, we arrange joint dinners for up to 5 students with the Hilgendorf speaker. Moreover, we encourage speakers to stay in Tübingen for 2 days, offering time to arrange further meetings, for example to discuss your current research ideas.
EVEREST PhD students have the option to invite one Hilgendorf speaker per year. This requires that the student representatives collect proposals, organise votes, and ultimately invite the candidate (jointly with the EVEREST coordinators) well in time.
→ Hilgendorf lecture online

(9) What is the StEvE-meeting, and what is my expected contribution?
In autumn every year, EVEREST members organise a 2-day Meeting of all Students in Evolution and Ecology (StEvE) in Tübingen. The prime incentive is to have PhD students at any stage present and discuss their research proposals, progress reports, or near-final data analyses. The meeting is attended by EVEREST researchers as well as BSc or MSc students interested in ecology and evolution. EVEREST PhD students are expected to attend each year’s meeting (if in Tübingen) and orally present their own research at least once. Multiple contributions (e.g. a poster with the research proposal in the first year, and a talk on final analyses in third year) are warmly encouraged.
→ Meeting StEvE online
What is the Doctoral Seminar (Dose), and what is my expected contribution?
The doctoral seminar supports continuous informal exchange among PhD students and offers insights into each other’s research projects and approaches. Doctoral seminars are scheduled by the EVEREST student representatives and usually take place once every month. Each Dose is hosted by a single PhD student, who is expected to provide a brief introduction to her or his research project. The format is flexible – consider adding “hands-on” components to complement a brief introductory talk, e.g., by showing key techniques or introducing research equipment available in your group. Use the opportunity to seek input regarding open questions with respect to the planning or technical implementation of your project. Students may also dedicate Dose-slots to discussions about research topics or skills of broader interest.
→ Doctoral seminar online

What kind of skill training and support is EVEREST offering?
EVEREST students have multiple options to enhance their skills and obtain individual support:

(i) Attend MSc courses offered at the University of Tübingen,
(ii) Participate in the offers of the graduate academy of the University,
(iii) Participate in the offers of the Max Planck Research School,
(iv) Attend dedicated skill training workshops offered by EVEREST faculty,
(v) Contact (associate) members of EVEREST for individual guidance (e.g., regarding statistics, bioinformatics, scientific writing, …),
(vi) Attend specialised methodological workshops outside the University (check funding options with your supervisor or the EVEREST coordinators).
(vii) Seek funding from EVEREST to organize an own workshop in Tübingen.

A detailed list of suggestions is regularly updated by the EVEREST coordinators and can be obtained on request.

What are the rules regarding the acquisition of credit points in EVEREST?
EVEREST PhD students acquire 15 ECTS cp in total over their 3 years study period. For specific requirements and flexibility please check our detailed overview on credit points in EVEREST.
→ Credit point regulations online

How to organise the submission and defence of my PhD thesis?
It is most crucial that you plan and organise your PhD submission and defence well in advance. In terms of formal regulations, familiarize with the requirements of the Faculty of Science. Make sure you have all required documents in place (including, for example, an official police clearance certificate). In terms of organisation, contact the (two) examiners of your written thesis in time and assure that they are available at your intended time of submission. Also, contact the (four) examiners for your oral defence and fix date and time. Be reminded that the official examiners of your thesis can, but don’t need to be members of your EVEREST Thesis Advisory Committee (TAC). Finally, please inform the EVEREST office and all members of your TAC (in particular when they are NOT your oral examiners) about your defence.

Once your thesis has been officially accepted by the Faculty of Science, you obtain your official EVEREST certificate, which complements the Doctoral diploma and also accredits the courses and skills you have obtained while being an EVEREST student.
If you apply for jobs before your PhD thesis has been finished, EVEREST can provide a confirmation of your enrolment in EVEREST on request.

(14) **What is the role of student representatives in EVEREST, and how to become one?**

Every two years, the EVEREST PhD students elect two representatives (one from Biology, one from Geosciences) who will be directly involved into the organisation of the research schools. Student representatives (i) are members of the EVEREST steering committee (SC) and are invited to all SC meetings (usually 2 per year), (ii) coordinate the Doctoral seminar (Dose), (iii) together with the EVEREST coordinators initiate and support the organisation of the PhD retreat, and (iv) present and discuss the needs and concerns of students to the EVEREST board.