



Evolution and Ecology Research School Tübingen (EVEREST)

Supervision Agreement

Submit copies of this form to (i) the EVEREST coordinators and (ii) all your TAC members as soon as possible, *the latest* after the first meeting with your *Thesis Advisory Committee (TAC)*, i.e. within the first 6 months of your PhD. Later modifications of this agreement (e.g. schedule updates or changes in TAC composition) are possible.

The supervision agreement (→ see **guidelines** on the last page of this document) assures that EVEREST students receive high quality mentoring throughout their PhD. The advisors of the *Thesis Advisory Committee (TAC)* ...

- ... help the student in planning his/her work in the most effective way,
- ... constructively evaluate the work of the student,
- ... discuss how challenges can be met,
- ... suggest complementary education to enhance the student's future job perspectives.

This agreement is *reciprocally binding* for students and their advisors.

PhD student	
First name	Family name
Starting date of work [#]	
Work address [#] Institute Street	
Postal code	Town

Your Thesis Advisory Committee (TAC)		
Please enter the names of your TAC-advisors (3-5), as approved by the EVEREST board.		
	Name of advisor	Work group
Advisor 1 [#]		
Advisor 2 [#]		
Advisor 3 [#]		
Advisor 4 [#]		
Advisor 5 [#]		

Research

Preliminary thesis title

Core research goals

Supervision Planning

Proposed time schedule for *Thesis Advisory Committee* meetings (at least once per year)

TAC 1: _____

TAC 2: _____

TAC 3: _____

Research Plan

This plan names the **key** milestones required to achieve the core research goals outlined above. Listing these milestones primarily serves to reflect whether the research schedule appears realistic and feasible.

ca. Month / Year	Milestones

Additional qualifications

Qualifications already obtained by the student.

(e.g. active conference or workshop attendance, training in research methods, training in scientific writing, ...)

Activity / Topic	Supervisor / Host	Date and duration	ECTS

Planned qualifications (make sure these also cover relevant transferrable skills, not excl. scientific skills)

Activity / Topic	Supervisor / Host	Date and duration	ECTS

Additional duties

A PhD student may have additional duties that must be accounted for during PhD scheduling (e.g. teaching or supervision obligations, grant writing, private duties)

Adjustments

This supervision and education plan will be used as a reference at the individual *Thesis Advisory Committee* meetings. After evaluation, this form may need adjustment or require additional information to reflect modified agreements.

Agreement

Function	Name	Signature	Date
Ph.D. Student			
TAC Advisor 1			
TAC Advisor 2			
TAC Advisor 3			
EVEREST Speaker			
EVEREST Coordinator			



EVEREST supervision agreement: Guidelines

- Composition of the *Thesis Advisory Committee (TAC)*:
 - o 3(-5) advisors, typically from among the EVEREST members. External advisors are welcome if relevant contributions to thesis development can be expected and attendance of TAC meetings appears plausible.
 - o TAC advisors are not necessarily (but can be) identical to your official PhD thesis reviewers (as registered with the Faculty of Science) or the examiners in your oral PhD defence.
 - o Typically, the TAC includes your first thesis supervisor.
 - o The TAC further includes at least one EVEREST member from the Geosciences (for Biology students) or from Biology (for Geoscience students).
 - o At least 2 TAC members must be officially allowed to supervise PhD students.

- Research plan
 - o Meet with your *Thesis Advisory Committee* within the first six months after starting your thesis to discuss and document your research plan.
 - o The research plan should be very explicit, possibly including allotted time for holidays, conferences, summer schools, or writing up your thesis chapters.

- Additional qualifications
 - o Provide suggestions for courses, workshops or summer schools that offer training in *scientific* as well as *transferrable* skills as to enhance the quality of your work and future job perspectives. These suggestions may be modified after discussion with your TAC.
 - o Unless explicitly stated on course certificates, credit points (ECTS) will be awarded by the EVEREST coordinators. Details in → *EVEREST-ECTS rules.pdf*.

- Supervision Planning
 - o Your **first TAC meeting** must be within six months after starting the PhD.
 - o Thereafter, TAC meetings must take place at least once per year.
 - o Already fix dates for subsequent meetings during each TAC meeting.
 - o Remind your advisors **at least 2 months** ahead of your meeting.
 - o Check details on preparation, organisation, and documentation of these meetings in a dedicated document → *EVEREST TAC forms and rules.pdf*.

Signing the agreement

- Have the agreement signed by your advisors, plus one each of the current EVEREST speakers and coordinators. Submit the original signed agreement to the EVEREST coordinators.
- All members of the *Thesis Advisory Committee* will obtain a scan of this agreement afterwards.