

Supervision Agreement Doctoral Program Bernstein Center for Computational Neuroscience Berlin (BCCN Berlin) for PhD candidates at the Charité

1. Research projects are **supervised by at least three faculty members** with complementary expertise. The first supervisor should be a member of Charité – Universitätsmedizin Berlin.
2. Doctoral researchers will **meet their supervisors regularly** (recommended once a month) to report on their progress and obtain advice.
3. It is **compulsory** that doctoral researchers keep a detailed **lab book** containing work plans, hypotheses, calculations, experiment descriptions, source code, results, and conclusions.
4. **Supervisors are responsible** for developing in cooperation with the doctoral researcher an individualized curriculum according to project needs, strengths and weaknesses in the candidate's competences, and the doctoral researcher's interests. They are also responsible for any career planning advice.
5. Within this curriculum, the compulsory and compulsory-elective courses mentioned in the current program regulations have to be observed, as well as the additional activities within the BCCN PhD Program (PhD Symposium, Colloquium, Journal Club).
6. Within the **first three months**, each doctoral researcher has to define her or his research project together with her or his supervisors and has to formulate a **written research proposal** which consists of an overview of the state-of-the-art, a section specifying the goal of the project, and an implementation and work plan.
7. After three months, the **project proposal must be defended** in front of a PhD committee which includes both supervisors and at least one additional PI of the PhD Program or external advisory members. The PhD committee decides on the final acceptance and gives advice to the doctoral researcher if necessary.
8. **The first supervisor and the PhD committee must inform** the doctoral researcher about the requirements for obtaining of the doctoral degree at the respective university.
9. In order to monitor progress and to provide advice, there will be a **formal presentation (progress report) once a year** in front of the PhD committee, on these occasions the doctoral researcher will submit a written report.
10. The PhD committee will give feedback to the doctoral researcher and report the results of the discussion in a **written protocol** which has to be **deposited at the coordination office**.
11. The doctoral researcher and the supervisors will observe the **guidelines for good scientific practice** according to the recommendation of the Berlin Institute of Technology <https://www.tu.berlin/en/working-at-tu-berlin/important-documents/guidelinesdirectives/statute-on-the-safeguarding-of-good-academic-practice>) or of the respective University.
12. **Doctoral researcher and supervisors commit themselves to the observance of the supervision agreement.** When conflicts occur, the supervisors and the doctoral researcher have a shared responsibility to acknowledge the conflict and to take actions to resolve or manage the conflict. If a conflict should unfortunately arise which cannot be resolved or addressed directly during supervision, the supervisors and doctoral researcher shall select a mutually acceptable colleague or the ombudsman to mediate. Ultimately, it may be necessary for the PhD Program steering committee to arbitrate in relation to the conflict.

Doctoral researcher

First Supervisor

Name:

Name:

Date, Signature

Date, Signature