



## 1. Declaration

, doctoral researcher at the

[institute],

, academic supervisor and first TAC member,

, mentor/scientific advisor and second TAC member,

, mentor (external) and third TAC member (optional)

agree to form a Thesis Advisory Committee (TAC), which will be in place for as long as the doctoral researcher is a member of the Integrated Research Training Group of (AC)<sup>3</sup> and, if applicable, the local graduate school

GSGS, Graduate School of Geosciences at University of Cologne

LGS-CAR, Leipzig Graduate School on Clouds, Aerosols and Radiation at University of Leipzig

POLMAR, Helmholtz Graduate School for Polar and Marine Research at AWI

GLOMAR, MARUM graduate school at University of Bremen

Other:

The TAC will guide the candidate throughout the independent research phase. The candidate and supervisor jointly select the second (and third) committee members. The doctoral researcher submits the signed supervision agreement to the IRTG office within the first 6 months of the research. If a member of the TAC leaves before the submission of the dissertation, the advisor (or one of the (AC)<sup>3</sup> speakers) shall ensure that appropriate supervision continues to be guaranteed.

The Doctoral Regulations (Promotionsordnung), the (AC)<sup>3</sup> Data Policy and other agreements with relevant local graduate schools should be followed to at all times. This document does not replace any agreement between the doctoral researcher and the faculty of the respective university and graduate school.

## 2. Thesis subject and preliminary schedule

The working title of the thesis is

### Research project schedule

Start

Planned end

Milestones are currently planned as follows:

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

A comprehensive time schedule including a detailed research plan is due within 6 months of starting the project.

» see reporting guidelines: <https://www.ac3-tr.de/phd/downloads>

### CRC TR 172 (AC)<sup>3</sup> IRTG

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(AC)<sup>3</sup> is a Collaborative  
Research Center Transregio  
at the Universities of  
LEIPZIG | BREMEN | KÖLN



UNIVERSITÄT  
LEIPZIG



Universität  
Bremen



UNIVERSITÄT  
ZU KÖLN



TROPOS

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### 3. Working conditions, funding and duration

#### a. The doctoral researcher

is employed at/in \_\_\_\_\_ [institute]

on a \_\_\_\_\_ % position funded by DFG, CRC TR 172 (AC)<sup>3</sup>,

from \_\_\_\_\_ to \_\_\_\_\_

receives a grant/scholarship from \_\_\_\_\_ [funding agency]

from \_\_\_\_\_ to \_\_\_\_\_

other \_\_\_\_\_

#### b. The research is carried out within the research group

#### c. The supervisor ensures the doctoral researcher appropriate working conditions with the following facilities:

d. We agree to have a meeting to discuss funding options and strategies about one year before the current funding ends, which is around \_\_\_\_\_ [date].

Any conditions connected to a grant or to contractual obligations with a funding agency are not affected by this agreement.

### 4. Duties of supervisor, Thesis Advisory Committee (TAC) and doctoral researcher

#### a. The supervisor

supports and advises the candidate in his/her/their independent research activities, in particular by:

- introducing him/her/them to the research topic and the relevant scientific environment;
- providing references to scientific literature and research materials, as appropriate;
- discussing and evaluating hypotheses and methods;
- discussing results and their interpretation on a regular (e.g., monthly) basis;
- facilitating his/her/their participation in scientific conferences, as far as financial constraints allow; and
- supporting him/her/them in the planning and presentation (structure, language) of the doctoral thesis.

Some of these tasks may be delegated to one of the **mentors**, who will then assume the role of a scientific advisor on a daily basis.

#### b. The Thesis Advisory Committee (TAC)

The TAC consists of the primary/scientific advisor and, if applicable the academic supervisor, at least one mentor and the doctoral researcher. The scientific advisor is central to the TAC, and should be present at all TAC meetings. The scientific advisor will assist the doctoral researcher in forming the TAC. Mentors/co-advisors should be active researchers and hold a doctoral degree. We encourage mentors from different career stages and institutions. At least one of the mentors should represent a different research group/field than both the advisor and the academic supervisor. Mentors may come from outside (AC)<sup>3</sup>.

The doctoral researcher and the TAC meet regularly to discuss the candidate's progress, training needs, and any other issues. The TAC will provide feedback on the research plan and timeline. At a minimum, the required sections of the TAC status report will be discussed. The first meeting will be held no later than 6 months after the start of the project; subsequent meetings are due every 6-12 months. In the early stages, more frequent meetings are strongly recommended. The purpose of TAC meetings is described in more detail in the 'How to TAC?' guides, which are available for download from the [IRTG webpage](#). TAC meetings are convened by the candidate, who also ensures that they are documented and that the TAC status report at the end of the meeting contains all necessary information / feedback.



In general, TAC meetings are documented in the candidate's personal TAC status report. This report includes reporting sections for the doctoral researcher (marked in light blue) and the TAC members (marked in orange) and must be signed by all TAC members and the doctoral researcher. Details on how to prepare and document the TAC meetings can be found in the 'IRTG reporting guidelines', which can be downloaded from the [IRTG webpage](#). The doctoral researcher submits a signed copy of the TAC status report (keep an unsigned copy!), updated timeline and any other documents to the (AC)<sup>3</sup> IRTG office no later than two weeks after the meeting.

#### **c. The doctoral researcher**

should enable and benefit from the support of the supervisor and other members of the TAC by concentrating on his/her/their project and keeping the TAC informed of progress and potential problems as they arise.

d. The following workplace presence arrangements have been made (optional):

#### **e. Work/Life balance**

We care together for work/life balance. The compatibility of family and academic work is supported. Special measures are agreed as required.

#### **f. Integration in the framework of (AC)<sup>3</sup> and cooperation with the (AC)<sup>3</sup> IRTG office**

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

Each doctoral researcher is expected to attend and actively participate in the annual (AC)<sup>3</sup> IRTG retreats.

To facilitate the efficient administration of the (AC)<sup>3</sup> IRTG, all parties agree to cooperate with the (AC)<sup>3</sup> IRTG office by providing information and documents in a timely manner. As long as any of a candidate's reports are overdue, no (AC)<sup>3</sup> IRTG certificates will be issued to this person.

The doctoral researcher informs the (AC)<sup>3</sup> IRTG office about all official steps (e.g., enrollment, admission, examination) at the university, and provides an electronic copy of the doctoral thesis and the degree certificate.

## **5. Training**

Any courses organized by the (AC)<sup>3</sup> IRTG are in principle open to all (AC)<sup>3</sup> IRTG members. Any selective admission that may be necessary, e.g. due to a limited number of places or financial constraints, will be transparent.

All (AC)<sup>3</sup> IRTG training activities as part of the scientific training program are voluntary, but highly encouraged.

## **6. Arrangements in case of conflict**

Should factual or personal disagreements arise that would impede future trusting, constructive and purposeful cooperation, any of the parties to this agreement may, individually or collectively, seek the assistance of the (AC)<sup>3</sup> IRTG coordinator. If necessary, the coordinator may refer cases for mediation, e.g. by an ombudsperson at the (AC)<sup>3</sup> sites or an independent mediator. All information provided will be kept confidential.

## **7. Revision of this agreement**

The sections of this agreement concerning the scientific topic of the dissertation, the research plan, and any of the arrangements may be modified at any time by mutual agreement of all signatories. The (AC)<sup>3</sup> IRTG office must be informed of any changes made to this document.

## **8. Further arrangements**

Upon acceptance of the doctoral thesis, the doctoral researcher will receive a certificate from the (AC)<sup>3</sup> IRTG, listing all relevant activities. The supervisory relationship shall end with the defense of the dissertation.

In the event that the doctoral candidate wishes to withdraw from his/her/their doctoral project, he/she/they may terminate the supervisory relationship at any time without giving reasons. The supervisory relationship can also be terminated at any time by mutual agreement.



By signing this agreement, all parties confirm that they recognize

- the doctoral regulations of the faculty/ department of the respective university,
- the agreement with the local graduate school,
- and the rules of the respective university and the German Research Foundation (DFG), including the rules on good scientific practice, as a part of this agreement and to act in accordance with the rules laid down therein.

Location

Date

Signature of doctoral researcher

Signature of academic supervisor (first TAC member)

Signature of mentor / scientific advisor (second TAC member)

Signature of mentor (third TAC member)

### Collection and use of personal data for controlling and public relations

The (AC)<sup>3</sup> 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.

The (AC)<sup>3</sup> IRTG uses the collected personal data for the coordination of its training programme and for maintaining a database of its alumni.

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

### Consent

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

Location

Date

Signature of doctoral researcher

Signature of academic supervisor (first TAC member)

Signature of mentor / scientific advisor (second TAC member)

Signature of mentor (third TAC member)

NB A digital version of this document (including annex 1) with all signatures (digitally signed or printed, signed & scanned) must be sent to the (AC)<sup>3</sup> IRTG office: [irtg@ac3-tr.de](mailto:irtg@ac3-tr.de).

The doctoral researcher should give all signatories a copy within two weeks after the signing.



## Annex 1: Personal details

### Personal information and contact details doctoral researcher

Lastname, firstname (middle name) of doctoral researcher

Gender (optional, for statistical use only)

Email

Nationality (optional, for statistical use only)

Date of birth (optional, for statistical use only)

Place of birth (optional, for statistical use only)

### Degree(s) held

Type of degree/subject

Date

Issuing institution (name, location)

Type of degree/subject

Date

Issuing institution (name, location)

### Academic supervisor (first TAC member)

Lastname, firstname (middle name) of supervisor

Email

Phone number

Institution/group

### Mentor/scientific advisor (second TAC member)

Lastname, firstname (middle name) of mentor/advisor

Email

Phone number

Institution/group

### Mentor (third TAC member)

Lastname, firstname (middle name) of mentor

Email

Phone number

Institution/group