

Guidelines for the PhD Advisory Committee of the Research Training Group R3

Preface

The DFG Research Training Group R3 is a scientific institution of the Department of Biology of the University of Konstanz. A central component of the mentoring program of the RTG R3 are PhD Advisory Committees (PACs). A PAC will be set up for each student at the beginning of his/her thesis work, and will consist of at least three scientists advising and guiding the doctoral researchers through their research project and their educational program.

§ 1

Members of the PhD Advisory Committee

- (1) The PAC is composed of at least three scientists.
- (2) The direct supervisor is automatically a member of the PAC.
- (3) PAC committee members are selected by the doctoral researcher and the direct supervisor.
- (4) Two PAC members must be associated with the University of Konstanz and at least one of the PAC members must be external to the University of Konstanz. External PAC members preferentially are senior female scientists and come from a non-German institution. The external PAC members cannot be expected to participate in all compulsory activities for RTG members, but will visit the doctoral researcher at least twice during the three-year time period of a doctoral thesis.
- (5) The members of the PAC may change upon mutual consent of all involved persons.
- (6) The PAC should be formed within the first 3 months, and PAC members should be reported to the coordinator of the RTG.

§ 2

PAC meeting

- (1) The organization of the PAC meeting lies within the responsibility of the doctoral researcher.
- (2) The entire committee will meet with the candidate at least twice per year.
- (3) The dates of the PAC meetings should be reported in advance to the coordinator of the RTG.
- (4) If a PAC member cannot join the PAC meeting, she or he may participate via a video conference.
- (5) In preparation of the PAC meeting, the doctoral researcher is required to hand in a short (<2-pages) report that summarizes the work completed, presents the work plan for the next phase, and explains potential modifications of the research project.
- (6) Within two weeks after the PAC meeting the doctoral researcher should send the completed and signed PAC meeting report to the coordinator of the RTG.



**§ 3
Responsibilities of the PAC**

- (1) PAC members should mentor the doctoral researcher during his/her PhD thesis at regular intervals.
- (2) PAC members should discuss with the doctoral researcher best choices of creditable activities considering the strengths and weaknesses of the doctoral researcher. They will come to an agreement with the doctoral researcher on activity selection that most likely will provide the best support for the doctoral researcher’s development and future career.
- (3) PAC members should prevent unnecessary delay of the doctoral thesis by helping the doctoral researcher to focus on the research project.
- (4) PAC members should encourage an early start of writing manuscripts that will become part of the doctoral thesis.
- (5) PAC members should give feed-back on the progress of the research project, on scientific skills of the doctoral researcher and on communications skills (e.g. presentation and writing).
- (6) PAC members are expected to support the scientific networking activities of their doctoral researchers by promoting participation in conferences, introducing them to other researchers, supporting visits to the lab of the external PI and other research labs.

**§ 4
Resolution of disputes**

Scientific conflicts of opinion may be discussed and resolved within the PAC.

In case of any other disputes or conflicts, the doctoral candidates are encouraged to approach the speaker or the coordinator of the RTG or the ombudsperson for doctoral research of the University of Konstanz.

The Ombudsperson for research of the University of Konstanz may be contacted in cases of scientific misconduct.

With their signature the doctoral researcher and her/his PAC members agree to the Guidelines of the RTG R3.

Date

Date

Signature doctoral researcher

Signature direct supervisor

Date

Date

Signature PAC member

Signature PAC member