Carl von Ossietzky
Universität
Oldenburg

School VI
School of Medicine and
Health Sciences

Supervision and goal agreement

between

_____ **(clinician scientist/medical scientist)**

_____ **(1st mentor)**

_____ **(2nd mentor)**

The mentor and the clinician scientist/medical scientist agree on the following framework conditions for the duration of the funding programme:

1) Research periods reserved for the project

a) The topic of the research project is:

_____

_____

The research project should contribute towards the clinician scientist/medical scientist's academic qualification (MD/PhD or "Habilitation").

b) It has been agreed upon that the research project will be conducted during the following time frame:

Expected start date:_____[MM/YYYY]
Expected submission date:_____[MM/YYYY]
(Time frame in accordance with the approval of the project proposal.)

For clinician scientists: Statement of the amount of time to be allocated to medical and research activities:

_____
(e.g., half days, on set days of the week, on a weekly or monthly basis)

For medical scientists, who have not requested funds to finance their position: Explanation of the number/proportion of own working hours to be allocated to this project:

_____

The research project will be supervised by the two mentors mentioned above. At least one of the two mentors must be a professor at a university clinic.

2) Mentoring and further training

Responsibilities: The first mentor is responsible for providing the clinician scientist/medical scientist with an adequately equipped workspace in which to conduct the research (office space and, if necessary, laboratory workspace), as well as for supervising and supporting his/her independent research work. Both mentors are expected to support the career of the clinician scientist/medical scientist. They will contribute towards the advancement of the research project by discussing the methodology, the results and the time frame of the research project. To this end, they will hold meetings with the clinician scientist/medical scientist at least once every six months. During these meetings, the clinician scientist/medical scientist must provide an up-to-date report on the status of the project and the accompanying training programme and take minutes of the meeting. A copy of the minutes must be made available to the mentors after the meeting. The minutes should also be submitted as part of the final report.

In collaboration with the mentors, the clinician scientist/medical scientist will decide on a personalised accompanying training programme. The chosen courses should be subject-specific and geared towards the needs of the clinician scientist/medical scientist. The courses should also contribute towards their career development, as well as their further training as a supervisor. The following courses can be considered for this: courses offered by the OLTECH Graduate School, the Graduate Academy, the Teaching and Learning in Higher Education department or other institutions (including external ones) and by the university clinics on e.g. ethics, statistics, the fundamentals of clinical studies, didactic qualifications, leadership and management, project management, the presentation of scientific results or the application process. The clinician scientist/medical scientist is also required to attend a course lasting at least one day on good academic practice or good clinical practice. If the clinician scientist/medical scientist has completed a relevant course no more than three years before the start of the funding period, this course may be accredited. The clinician scientist/medical scientist must attend at least three courses lasting at least one day per funding year.[1] Clinician scientists complete this training programme in addition to their training as a specialist. The specification of the accompanying training programme must be submitted before the start of the funding period and be documented regularly in the discussions with mentors as well as in the final report (see above). During the funding period, the clinician scientist/medical scientist is also required to give a presentation in the context of the EMS-Colloquium. Regular participation in the colloquium is expected.

If desired, a certificate can be issued upon completion of the accompanying programme (training programme and mentoring). For this, the clinician scientist/medical scientist must submit a list of the courses he/she has completed as well as the relevant certificates of attendance.

3) Good academic practice

The mentors and the clinician scientist/medical scientist agree to comply with the current guidelines of good scientific practice at the University of Oldenburg (https://uol.de/medizin/gute-wissenschaftliche-praxis/) and to observe the following points:

a) *Awareness of the principles of good academic practice:* The top priority when conducting academic research is that researchers carry out their work honestly and truthfully. Knowledge of good academic practice is conveyed through the day-to-day activities performed within the research group. This applies in particular to the collection, documentation and storage of data collected as part of the research project. In addition, there is a requirement to attend a course lasting at least one day on good academic or good clinical practice if no documentation of

[1]The courses can also be distributed unevenly over the funding years.

such a course having been taken in the three years prior to the start of funding (see above) exists. Irrespective of this, the clinician scientist/medical scientist can take part in a refresher course at any time, which is recommended.

b) *Cooperation and management responsibility in research groups*: The clinician scientist/medical scientist is responsible for his/her own research work. The first mentor is responsible for creating good working and cooperation conditions among the research group members. In order to work productively, the individual members of the research group must be able to trust each other, as trust is the basis of an open culture of discussion and communication. The collaborative environment within the research group must facilitate the presentation and critical discussion of scientific results and the incorporation of these results into the group's shared experiences and expertise.

c) *Publications:* In consultation or in collaboration with the mentors, the clinician scientist/medical scientist will publish new scientific findings in scientific journals, book chapters or contributions to conferences. All authors are jointly responsible for the content of the publication. The authors also receive the rights to the shared intellectual property (e.g. copyright). The date of publication is crucial for documenting privileges. All authors of the publications agree that if a co-author is not available or does not react within the given deadlines (max. three months), the person responsible for submitting or revising a publication can assume that the publication has been approved and can proceed with the publication. Authors of a scientific publication are all those who have made a significant individual contribution to the development, implementation, analysis and interpretation of a study, as well as to the writing of the manuscript. So-called "honorary authorship" is not permitted. Supporters may be named in footnotes and acknowledgements.

d) *Academic misconduct*: Academic misconduct includes, for example, the production and use of incorrect data, compromising the research work of others and disregarding the rights of third parties regarding their intellectual property. The university has several ombudspersons who one can contact if one has questions as to whether certain behaviours or actions constitute good academic practice or academic misconduct. The University of Oldenburg's Guidelines for good academic practice set out the rules of procedure for investigating suspected cases of academic misconduct.

4) **Gender equality and family friendliness**

The University of Oldenburg is certified as a family-friendly university. *Gender equality* is one of the university's top priorities. More information on the University of Oldenburg's status as a family-friendly university, including information on provisions for childcare and care for relatives, as well as programmes and initiatives to support researchers with children is available on the following websites:
https://uol.de/medizin/dezentrale-gleichstellungsbeauftragte/
http://www.uni-oldenburg.de/familiengerechtehochschule/

The clinician scientist/medical scientist and the mentors agree to arrange and enforce family-friendly working hours if the family situation makes this necessary. Due to the particular requirements of experimental research projects, agreements on working hours in the laboratory must always be negotiated on an individual basis.

5) **Handling conflicts**

In the event of conflicts between the clinician scientist/medical scientist and a mentor, both parties agree to involve a third person, e.g. the second mentor or the relevant ombudsperson.

The clinician scientist/medical scientist and the mentors agree to treat this supervision agreement as binding, in the knowledge that it does not constitute an enforceable right. This agreement shall become binding after being signed by the persons listed below.

_____ **(clinician scientist/medical scientist)**

_____ **(1st mentor)**

_____ **(2nd mentor)**

Date, Place _____