

Supervision guidelines

The purpose of these guidelines is to foster open and constructive discussions between graduate students, their scientific advisor(s), and the LSM Graduate Programme. By promoting clear communication and mutual expectations, these guidelines aim to prevent misunderstandings and support a productive and collaborative working environment.

1) **Enrollment of graduate student**

The graduate student and his/her advisor are members of the LSM Graduate Programme. The graduate student is/will be enrolled and intends to submit his/her doctoral thesis at the Faculty of Biology at the LMU Munich.

2) **Thesis advisory committee**

The student's thesis advisory committee (TAC) needs to be arranged consisting of the advisor, a second reviewer and a third person. All key aspects of the research project should be appropriately covered. A fourth member is optional. Details on the affiliation and habilitation of the TAC members are included in the LSM TAC meeting guidelines.

The TAC meets annually to discuss the completed research and future plans. In preparation of the meeting, the student supplies the TAC members with a 1-2-page summary of results and current plans (Pre-TAC report). The TAC meeting itself consists of a 20 min oral presentation by the student and subsequent discussions with the TAC members as follows:

- 20 min discussion with all participants present
- 10-15 min talk with supervisor (not including student)
- 10-15 min talk with student (not including supervisor)
- The entire meeting should generally not exceed 1h.

During the TAC meeting, the committee evaluates the quality and feasibility of the proposed research, as well as the overall progress and direction of the project. Additional topics for discussion include the student's attendance in required courses to fulfill the LSM curriculum, participation in conferences, and the preparation of publications. The timeline for thesis writing and completion as well as the duration of the contract should also be discussed.

TAC form and Post-TAC report Together with his/her TAC, the doctoral candidate signs the TAC form, which not only reflects the supervision, but also gives information on the planned research project, milestones, curricular elements, etc. The TAC form is signed by all TAC members and the PhD candidate. The post-TAC report is signed by the doctoral candidate and direct supervisor.

3) **Supervision**

The graduate student reports on his/her progress in regular informal meetings with the advisor and aims/approaches are adjusted according to incoming results. Moreover, the student also presents his/her work on a regular basis in the advisor's group meeting.

4) Role and Responsibilities of the Advisor

The advisor plays a key role in supporting and guiding the graduate student throughout their doctoral project. This includes fostering an open and collaborative environment that encourages independent scientific thinking. Specifically, the advisor supports the student by:

- Introducing them to the specific research problem and the broader scientific field.
- Guiding them through relevant literature, scientific methodologies, and best practices in research, following the recommendations for research integrity set by the German Research Foundation (DFG): [Good Scientific Practice](#).
- Assisting in defining the research problem, formulating working hypotheses, and selecting appropriate methods.
- Engaging in discussions to critically evaluate results.
- Encouraging participation in international conferences and supporting applications.
- Providing constructive feedback on oral and written presentations of research findings.
- Meeting regularly with the student for in-depth discussions.
- Participating in the student's annual Thesis Advisory Committee (TAC) meeting.
- Offering guidance on structuring and writing the thesis.

Beyond direct research supervision, the advisor also supports the student's broader academic and professional development by supporting participation in the educational programs offered by LSM, which are designed to enhance scientific expertise and skills. Attendance of workshops or courses should be discussed with the supervisor ahead of registering for the course.

Additionally, the advisor ensures that the student has access to appropriate working conditions and the necessary resources within the lab to carry out their research effectively.

5) Role and Responsibilities of the Graduate Student

The graduate student is responsible for actively engaging with their research project and making the most of the opportunities provided by their advisor and the LSM program. Specifically, the student agrees to:

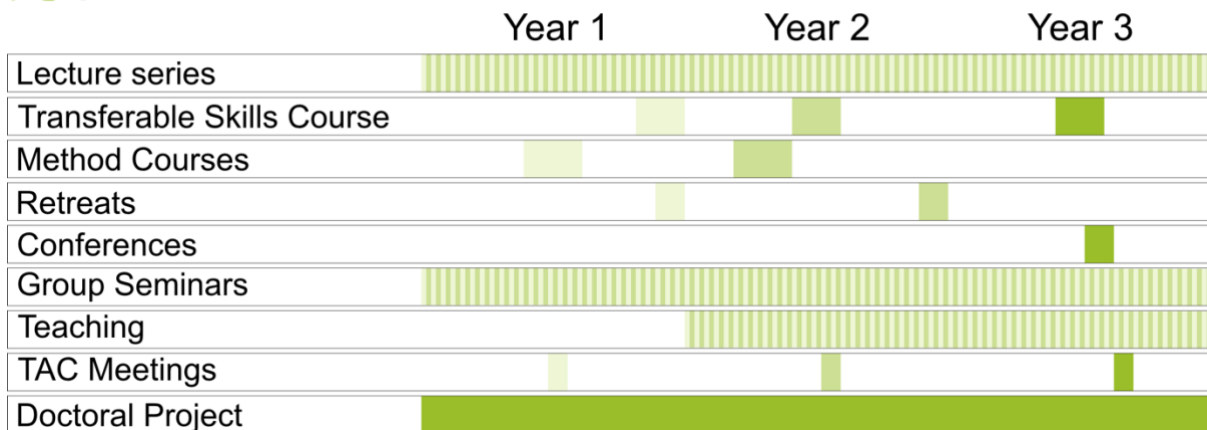
- Commit to her/his thesis project with dedication and maintain regular communication with their advisor to benefit from guidance and available educational opportunities.
- Plan and organize the TAC meetings
- Participate in lab meetings to engage with the research community and contribute to scientific discussions.
- Complete all mandatory course requirements of the LSM graduate school after consulting with their supervisor.

- Take an active role in the LSM program, including helping to organize events such as the annual LSM retreat.
- Keep the advisor informed about the progress of their thesis project and discuss any challenges that arise.
- Follow the principles of good scientific practice as recommended by the DFG ([Good Scientific Practice](#)).

6) Interdisciplinary education and personal development

The LSM curriculum has several components that are designed to support the student's cross-disciplinary education, research training and skills, and to increase his/her exposure to the broader scientific landscape. An overview on key components of the doctoral program - example of a three-year program of study - is given below.

General Timeline of the LSM Graduate School Curriculum



7) Research data generated during a **doctoral project** is typically considered the **property of the university**.

8) Diversity, Inclusion, and Gender Equality

The graduate program is committed to fostering an inclusive and equitable environment where all individuals, regardless of gender, background, or identity, are valued and supported. Any form of discrimination, exclusion, or harassment has no place in the graduate program and will not be tolerated.

9) Conflict resolution

In cases of conflict between student and advisor in scientific or personal matters, one or both of the parties may inform the TAC, which will seek to resolve the issue, or the designated LSM ombudsperson.