

IMPRS EPP

The Advisory Panel System

(i) Each PhD Student of the IMPRS EPP is supported by an Advisory Panel which consists of three scientists:

(a) The **Official Supervisor** with a "Lehrbefugnis" who will review the PhD thesis of the student ("Doktormutter" or "Doktorvater")

(b) The **Day-to-Day Supervisor** who works with the student and who is responsible for the scientific supervision and the quality control of the students research and study. She/he does answer questions on a day-to-day basis and helps to solve urgent problems.

(c) The **External Expert** who has expertise/familiarity in the broader field of the students research but who may not be a member of the research group to which the student belongs. She/he may become the "Zweitgutachter(in)" of the PhD thesis of the student. Moreover, she/he might be asked for letters of recommendation once the student is applying, e.g., for a postdoc position. Within the Advisory Panel, the main function of the external expert is a peer supervision of the direction and progress of the students work.

If the official supervisor and the day-to-day supervisor happen to be the same person, the Advisory Panel may consist of two scientists only or a third member may be appointed. If the official supervisor is an external expert, a third member of the Advisory Panel can be chosen directly from the research group to which the student belongs.

(ii) The External Expert is suggested by the IMPRS Spokesperson and/or the IMPRS Coordinating Scientist. Once confirmed by the IMPRS Executive Board, the External Expert will be asked to become a member of the students Advisory Panel. If the External Expert agrees to her/his appointment, the student will be informed about the composition of the Advisory Panel.

(iii) The Advisory Panel is identified within the first two months after the date at which the student joined the school.

(iv) The meetings of the Advisory Panel with the student are supposed to take place once per year (at least). The first of which is a "stock-taking" meeting to be held after 6-12 months after the student has joined the school. Each student is expected to meet her/his Advisory Panel at least three times before the completion of her/his PhD thesis.

(v) The student and each member of the Advisory Panel can ask for additional meetings which have to be agreed upon by the Advisory Panel on a case-by-case basis.

(vi) In the "stock-taking" meeting, the student is expected to present the following to the Advisory Panel:

- her/his research proposal (i.e., the questions to be addressed)
- her/his work strategy (e.g., data resources and tools to be used)
- a time schedule for the remaining time

(vii) The IMPRS EPP provides an electronic form ("Record of Advisory Panel Meetings") to be filled before, during, and after each meeting with the Advisory Panel. This form (a word document) provides a framework for those meetings and contains key questions to be addressed. Note that the minutes of each meeting are supposed to be written into the same file in a cumulative way. Before each meeting with the Advisory Panel, the student is expected to list courses and conferences attended, talks and posters presented, paper published, etc. in the corresponding fields on the electronic form.

After each meeting, the student is expected to hand in a hard copy of the form in its current version at the office of the school (Monika Goldammer, MPP, Room 308). Alternatively, the filled form can be send as a PDF file via e-mail to <imprs-office@mppmu.mpg.de>.

(ix) The student is responsible to arrange the meetings with the Advisory Panel. The office of the school will send an e-mail reminder to the student after 6, 18, and 30 months after the date at which the student joined the school.

Here is a graphical illustration:

