

## **Principles of good practice in the advancement of early-career researchers at the Faculty of Human Sciences**

The members of the Faculty of Human Sciences are committed to observing principles of good practice in the advancement of early-career researchers.

At doctoral level, this commitment concerns the following points in particular:

- **Doctoral students are offered good employment conditions.**

The employment of PhD candidates in doctoral candidate positions for a term of 3 years with the option to extend for a further year is considered optimal. If teaching experience is to be acquired as well, an additional employment contract as a Teaching and Research Assistant III at an employment level of 10-25% is possible. Depending on the funding and/or particular personal situation of the doctoral student, employment as a Teaching and Research Assistant III may prove to be a better alternative, in which case an employment level of at least 50% applies.

- **Doctoral students are guaranteed protected research time.**

Doctoral candidate positions have protected research time amounting to 60 percent of a working week of 42 hours; for Teaching and Research Assistant III positions this is 30 percent of the contractually agreed working time. The protected research time concerns all activities directly related to the completion of the PhD project, while committee work and required educational achievements or conference attendance are to be counted as *non*-research-protected working time, as are allocated teaching-related or administrative activities.

- **Doctoral students are supervised responsibly.**

Supervisors aim for a respectful and mutually balanced relationship with their doctoral candidates. This includes making every effort to respond promptly to inquiries. Besides supervising the content of the PhD project, they are also the first point of contact in relation to questions regarding orientation in the university landscape, networking in the scientific community, planning a university or non-university career or clarifying issues relating to the doctorate or to employment.

- **Doctoral students are able to complete their doctorate without delay.**

PhD projects are planned in such a way that they can be completed in 3-4 years if the doctoral candidates make full use of their protected research time and any additional research time agreed to. In the case of a cumulative empirical dissertation, the data gathering for the final study of the PhD project should therefore have been completed after 3 years. Milestones to be achieved are set out in writing as early as in the first year of the PhD project and progress is reviewed in regular meetings.

- **Doctoral students are supervised transparently.**

According to the guidelines of the Faculty's mentoring program, doctoral candidates choose a mentor no later than one year after starting their PhD project. The central function of the mentoring program is to provide doctoral candidates with an additional source of advice on career-related issues. This also applies to any problems or conflicts that have arisen in the employment relationship or between doctoral candidates and supervisors. There will be at least one mentoring meeting per year, and much more frequently if there is increased need for advice. To safeguard the mentoring program, the members of the Faculty's Doctoral Committee are prepared to undertake up to ten mentorships at the same time.

- **Doctoral students are offered the possibility of independent advice.**

Apart from the mentoring program, the Faculty ensures the staffing of an *Advisory Center for Early-Career Researchers*, whose primary task is to advise doctoral candidates – but also supervisors or mentors – with regard to issues that could not already be clarified in the context of the PhD supervision or mentorship. The staff of the Advisory Center are bound to confidentiality and are not obliged to provide information to anyone beyond an anonymized report to the Faculty.

A comprehensive and detailed compilation of relevant information on the implementation of the points outlined above can be found in the "Explanatory notes on the doctoral level", which accompanies the "Principles of good practice in the advancement of early-career researchers in the Faculty of Human Sciences".