**RTG 2861 Checklist of responsibilities**

***<Name of Doctoral Researcher, Project Notation, Host University*>**

***<Start date of the contract / individual project: DD.MM.YYYY>***

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| **Nr.** | **Type of responsibility** | **Date / Name** | **ECTS[1]** | **Tick-box** |
| **I. Supervision** | | | | |
| 1 | Preparation of the Supervision Agreement (SA) | <Date of signed SA / Name of Supervisors and Co-Supervisor> | --- |  |
| 2 | Regular updates of the SA, including  - Project milestones,  - Personal development plan (qualification steps) | After 1st year: <Date of iteration and submission of a copy to Coordination Office> | --- |  |
| After 2nd year: <Date of iteration and submission of a copy to Coordination Office> |  |
| Optional after 3rd year: <Date of iteration and submission of a copy to Coordination Office> |  |
| 3 | Choice of a local mentor | <Name of mentor> | --- |  |
| 4 | Regular meetings with the supervisor and with the co-supervisor | 1st year: <Fill in the dates> |  |  |
| 2nd year: <Fill in the dates> |  |
| 3rd year: <Fill in the dates> |  |
| 5 | Preparation of annual written reports to monitor the project progress  (Parts of the reports can be replaced by a manuscript draft or publication, i.e., cumulative reporting) | 1st year: <Date of submission> | --- |  |
| 2nd year: <Date of submission > |  |
| 3rd year: <Date of submission > |  |
| 6 | Manuscript drafting | <Title(s) of the manuscript(s) you have drafted> | --- |  |
|  |  |  |  |  |
| **Nr.** | **Type of responsibility** | **Date / Name** | **ECTS[1]** | **Tick-box** |
| **II. Participation in RTG-events and Scientific Courses** | | | | |
| 7 | Hybrid PCL seminars (during semester) | SuSe 2023: <Dates of seminars you have attended> | 2[2] |  |
| WiSe 2023/2024: <Dates of seminars you have attended> |
| SuSe 2024: <Dates of seminars you have attended> |
| WiSe 2024/2025: <Dates of seminars you have attended> |
| SuSe 2025: <Dates of seminars you have attended> |
| WiSe 2025/2026: <Dates of seminars you have attended> |
| SuSe 2026: <Dates of seminars you have attended> |
| 8 | Monthly on-site meetings (during semesters) | SuSe 2023: <Dates of meetings you have attended> |  |
| WiSe 2023/2024: <Dates of meetings you have attended> |
| SuSe 2024: <Dates of meetings you have attended> |
| WiSe 2024/2025: <Dates of meetings you have attended> |
| SuSe 2025: <Dates of meetings you have attended> |
| WiSe 2025/2026: <Dates of meetings you have attended> |
| SuSe 2026: <Dates of meetings you have attended> |
| 9 | RTG 2861 Summer schools, including Hobby Project Competitions | 1. <Dates of school, Name of Hobby Project> | 1 |  |
| 2. <Dates of school, Name of Hobby Project> | 1 |  |
| 3. <Dates of school, Name of Hobby Project> | 1 |  |
| 10 | Lab rotations, hands-on training (**1x mandatory**, more are optional) | 1. <Dates (Duration) and Hosting group> | 0.5-2[3] |  |
|  | 0.5-2[3] |
| 11 | 3 scientific courses (**3x mandatory** within 3 years)  - 1 basic course from a research area beyond the main focus of the own project  - 1 advanced course  - 1 course (basic / advanced) upon your choice | 1. <Title, Type (basic/advanced), Area, Lecturer, Semester> | 3-5[4] |  |
| 2. <Title, Type (basic/advanced), Area, Lecturer, Semester> | 3-5[4] |  |
| 3. <Title, Type (basic/advanced), Area, Lecturer, Semester> | 3-5[4] |  |
|  |  |  |  |  |
| **Nr.** | **Type of responsibility** | **Date / Name** | **ECTS[1]** | **Tick-box** |
| **III. Complementary skills (mandatory 1 per year, upon choice)** | | 1. <Title and Date/Duration> | 0.5 |  |
| 2. <Title and Date/Duration> | 0.5 |
| 3. <Title and Date/Duration> | 0.5 |
| **IV. Others** (optional; e.g. support of organization of workshops, outreach activities, co-supervision of students, ...) | |  |  |  |
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[1] In total, 20 ECTS points must be collected during the qualification program.

[2] The ECTS points associated with the hybrid seminars and the on-site meetings are given per year.

[3] The ECTS points associated with the lab rotations or research visits depend on the duration of the stay and are determined by the supervisor(s) and the host.

[4] The ECTS points of the scientific courses are determined by the lecturer.