

Summer Students

Guidelines and Code of Conduct for Supervisors

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Summer Student Supervisors Meeting

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First of all - a big **THANK YOU** to you all for providing projects and volunteering your time this summer.

We couldn't have a programme without you!

We are extremely grateful for your participation, and helping to make this year's programme a big success, as in previous years.

We hope that we can share with you some **ideas** and **guidelines** from our side to make sure the students go away with the best impression possible of DESY.

Introduction

Aims of the Programme

- We see the DESY Summer Student programme as an important tool for education and recruitment of the next generation of High Energy Physicists
 - *We aim to enthuse promising students about the prospects of following a career in physics research, both at DESY and elsewhere*
 - *We hope that the students leave having had a FUN and INTERESTING time*
 - *Of course does not exclude that it might be hard (but fair), and challenging work, which pushes them out of their intellectual comfort zone*
- We do NOT see the programme as a source of “cheap labour”
 - *Summer students should not be treated as a way to get something done you don't want to do yourself*
 - *Thankfully very little experience of this happening, so for the huge majority of supervisors this is self-evident - thank you for that*
- Frustration can sometimes come from differing understanding of aspects of the programme between students and supervisors
 - *E.g. supervisors may not know all the information and instructions students have been given and told to follow, which events they should join, etc*
- We hope to share the important points with you here, to avoid such frustration

Projects

Preparing a successful project

- In general, every student should have their own project to work on
 - *Some exceptions, and there may be a number of closely-related projects within a group which multiple students will work closely on, but the students should feel they have their own individual role to play*
- The project should have a scope such that a reasonable outcome of some kind can be achieved within the 8 weeks
 - *It can be very frustrating if the student has no concrete result to show of their time, or has to drop the work “in the middle”*
 - *Of course, unexpected things can happen => some flexibility is encouraged to allow re-scoping if necessary*
- You should not be the only one in your group who understands the topic of the project
 - *An ideal case would be to have multiple supervisors, but at least there should be other who can help if/when you are not available (e.g. due to vacations)*
- The first steps for the project should be clear
 - *The students should have some concrete tasks to complete to get started in the project, not just vague aims*
 - *This may mean some preparation ahead of time is necessary*

Working Time

When should people be available

- The program lasts for 52 days, and other than in exceptional circumstances, students should participate for the full time
 - *I.e. they should not arrive late or leave early*
 - *Any work on the project before or after the programme must be strictly optional*
- Students - like other DESY scientific employees - are expected to work 39 hours a week
 - *They are not required to participate in time recording*
 - *Please do not express or imply an expectation that students work beyond these hours or at antisocial times - i.e. no evening or weekend work*
- New this year: Students will be allowed to take up to 3 days of vacation
 - *This is subject to prior agreement and sufficient notification of the supervisors*
 - *An old-style hard-copy holiday form should be filled for this since they do not have GO accounts (group assistants can help here)*
 - *Please be flexible/understanding in granting requests - if the chosen dates would be severely detrimental to their project then the request can be rejected but there should be a high threshold for rejection (i.e. taking measurements that can't be done another time)*

Lectures

Another pillar of the programme

- We have a rich and comprehensive lecture schedule during the programme
 - *Participation in these lectures is mandatory, and is counted as part of the 39 hours working time*
 - *Please do not schedule anything for your student in conflict with these*
 - *Schedule (still being added to) can be found here:
<https://indico.desy.de/event/49320>*
- Not all students must attend all lectures
 - *There is a core set of lectures which are mandatory for all*
 - *On top of this are more in-depth, dedicated Photon Science lectures for FS students, High Energy Physics lectures for FH students, etc...*
 - *Please check with your student that they know which lectures are mandatory for them*
- There are also other official events
 - *Various tours (DESY, XFEL, PETRA, ALPS), social events, etc*
 - *Also should be ensured your student is free to participate in these (again, count in working time)*
 - *Important for building future scientific networks, and exchanging experiences*
 - *Supervisors are invited to join the “Welcome Dinner” planned for Friday 25th July*

Reports and Presentations

Showing final results

- We will organize a session at the end of the programme where a subset of students will be able to present their work to the full cohort, plus other DESY scientists in the audience
 - *Can only do this for a small fraction of students, so please consider giving an opportunity for all students in your group to present in e.g. an internal group meeting or similar*
 - *We will reach out to the groups for candidates for the general session*
- All students should write a short report on their work, which should be submitted before they leave
 - *No fixed page/word limits or recommended structure*
 - *A LaTeX/word template for this will be made available*
 - *Would plan to make these public on the summer student website a short time after the programme as standard - you can opt-out of the report being publicly visible if wished (e.g. if results may end up as part of a future publication, etc)*

Other Points

Some general considerations

- Working language is English, and candidates must affirm that they have sufficiently good English language skills to be able to participate
 - *If this turns out not to be the case, please contact the organizers ASAP and we will try to see how best to address the situation*
 - *In most extreme cases we can revoke participation if language skills are not as claimed*
- Summer students are paid a salary, receive (partial) travel cost reimbursement, and are given free hostel accommodation
 - *Students should therefore fulfil work expectations commensurate with their remuneration during their time here - within the limits stipulated earlier*
 - *Please report to us if your student does not show up to the office when expected, etc*
- We will make channels available for students to report issues during the programme and afterwards
 - *We will take any and all complaints from students seriously and at face value*

Questions?

