

Model supervision agreement

between

Doctoral candidate: [Title] [fill in first name], [last name]

First supervisor: [Title] [fill in first name], [last name]

If available, additional supervisors: [Title] [fill in first name], [last name]

1. [doctoral candidate] and [supervisor] agree on entering a supervision agreement concerning a research project with the aim of a dissertation with the title: [fill in title]
2. In the first [...] months an exposé of the dissertation will be developed in which the intention of the dissertation will be more specified.
3. [doctoral candidate] commits himself or herself to set up a task and time schedule and to report in regular time about achieved goals. The supervisor commits himself or herself to discuss the task and time schedule with the doctoral candidate on regular basis and to give further advice. Therefore it is agreed on to meet at least once every [...weeks/months] to discuss the forthcoming of the research work.
4. The completed version of the dissertation paper will be commented in form and content by the supervisor before the official submission.
5. A funding is planned to be realized through [job/project/scholarship].
6. [Doctoral candidate] and [supervisor] commit themselves to observe the rules of a good code of scientific practice as they are defined precisely by the University and the DFG. That implicates that [doctoral candidate] seeks advice in case of doubt by [supervisor] or another person of trust. That means explicitly the obligation to respect and to name the authorship respectively for texts and knowledge. That embodies a commitment of trust in dealing with data and information.
7. [Doctoral candidate] commits himself or herself to take part in interdisciplinary qualification courses and to fulfill scientific personal contribution (e.g. participation in conferences, submission of journal articles, or organization of conferences). [Supervisor] commits himself or herself to support these activities by giving advice, sharing useful information and contacts. That include for example: scientific writing, communication skills, didactical qualification and career planning [...].
8. [Doctoral candidate] will be integrated into a working group and has the opportunity to present results and to report about the progress of the dissertation regularly in the context of colloquia and similar events. (This remark can be excluded by being included in a graduation, structured dissertation programme or a similar institution)
9. Subject to available resources the allocation of an own work place is aspired.
10. By disregard of the stated commitments there will be conducted a conversation immediately to renew the fulfilments of the agreement. In case of conflict the parties to the agreement may call upon the ombuds person or the conflict mediator of the Graduate Academy.
11. The dissertation will be submitted in German/ English language.
12. Further commitments:

(date, doctoral candidate),

(date, supervisor)