

Doctoral Supervision Agreement¹

Preamble

The doctoral candidate and his or her dissertation supervisor or supervisors agree to the following terms in order to guarantee transparency with regard to the content and timeframe of the supervision relationship. The supervisor(s) act in this context within the scope of their official duties at the University of Freiburg.

The agreement covers the currently plannable time frame and may be amended and updated by written mutual consent with regard to the research question to be dealt with in the dissertation project as well as the individual qualification elements.

Decisions on the acceptance of doctoral candidates are made by the responsible doctoral committee of the Faculty of Biology. The doctoral regulations of the Faculty of Biology valid at that time regulate the implementation of the doctoral procedure.

The supervision agreement does not serve as a substitute for either acceptance as a doctoral candidate or student registration or matriculation. Employment contracts remain unaffected by the supervision agreement.

1. The involved Parties

Doctoral Candidate

Title: _____ First name: _____ Last name: _____

(First) Supervisor

Title: _____ First name: _____ Last name: _____

Institute/Department: _____

Second Supervisor, if necessary

Title: _____ First name: _____ Last name: _____

Institute/Department: _____

Further Supervisor, if necessary

Title: _____ First name: _____ Last name: _____

Institute/Department: _____

Responsibilities (if different from first and second supervisor):

¹ This doctoral supervision agreement is modeled on the recommendations of the German Research Foundation for drafting supervision agreements (www.dfg.de/formulare/1_90/1_90.pdf) and the guidelines described in Article 38, Paragraph 5 of the State Higher Education Act of Baden-Württemberg (Landeshochschulgesetz – LHG) in the version from 13 March 2018 (GBl. p. 85).

2. Topic of the Dissertation

Working title of the dissertation:

Beginning of work on dissertation (month/year) _____

Planned completion of dissertation (month/year) _____

3. Work Schedule and Timetable

The doctoral candidate and the supervisor(s) agree to a work schedule and timetable adapted to the dissertation project and the personal situation of the doctoral candidate. The content and time structure of the doctoral project is set out in Appendix 1. Upon request, the doctoral candidate will submit a report on the progress of the work to the supervisor(s) at the end of the second semester, and then annually thereafter.

4. Individual Study Program

The doctoral candidate and the supervisor(s) agree on the additional qualification measures (e.g. subject-specific and interdisciplinary workshops and trainings, stays abroad, participation in conferences, lectures, etc.) (see Appendix 2).

5. Integration in Working Group, Research Network, Doctoral Research Program

The dissertation project will be completed within the working group or research network or doctoral research program _____. In addition to the regular advising sessions, the doctoral candidate agrees to hold a presentation on the state of the project within the context of the working group or research group or doctoral research program at least once a year and receives feedback on the state of the dissertation project and possibilities for improving it. Any terms agreed to within the context of the doctoral research program remain unaffected.

6. Obligations of the Supervisor(s)

The supervisor(s) undertake to regularly monitor the progress of the work on the dissertation through discussions and, where appropriate, the annual work report and to provide scientific support for the Ph.D. in lecture and publication activities as well as in career planning.

7. Obligation to Observe the Rules of Good Academic Practice

The doctoral candidate and the supervisor(s) agree to respect and observe the principles of good academic practice as described in the [Guidelines for Safeguarding Good Research Practice](https://www.dfg.de/download/pdf/foerderung/rechtliche_rahmenbedingungen/gute_wissenschaftliche_praxis/kodex_gwp_en.pdf)² of the German Research Foundation (DFG) and in the [Regulations of the University of Freiburg on Safeguarding Academic Integrity](https://uni-freiburg.de/forschung/wp-content/uploads/sites/2/2020/10/Uni-Freiburg-Ordnung-Redlichkeit-in-der-Wissenschaft-en.pdf)³.

8. Grading Timeframe

When submitting the dissertation, the assessment times must be determined that are consistent with the applicable doctoral degree regulations.

9. Disputes

In the event of differences of opinion or disputes between one or more of the supervisors and the doctoral candidate, all parties agree to make an effort to find an amicable solution. If necessary, they may contact the Ombudsperson of the Faculty of Biology or, in accordance with the regulations of the University of Freiburg, the ombudspersons appointed by the Senate of the University of Freiburg or the office of the ombudspersons.

² https://www.dfg.de/download/pdf/foerderung/rechtliche_rahmenbedingungen/gute_wissenschaftliche_praxis/kodex_gwp_en.pdf

³ <https://uni-freiburg.de/forschung/wp-content/uploads/sites/2/2020/10/Uni-Freiburg-Ordnung-Redlichkeit-in-der-Wissenschaft-en.pdf>

10. Termination of the Supervision Agreement

The parties may dissolve the doctoral supervision agreement by mutual consent. A unilateral termination of the doctoral agreement is only possible after the ombudsman procedure has been completed. Both the termination and the dissolution of the doctoral agreement must be in writing.

The supervisor will inform the doctoral committee in writing of the dissolution or termination of the doctoral agreement.

The supervision agreement is dissolved if the application for acceptance as a doctoral candidate is rejected by the doctoral committee.

The supervision agreement is terminated when the doctoral candidate fulfills the obligation of publishing the dissertation.

11. Severability Clause

Should a provision of this supervision agreement be or become void or unenforceable, whether in part or in its entirety, the validity of the other provisions included in this supervision agreement remain unaffected. In place of the void or unenforceable provision, a new provision that comes closest to reflecting the spirit and purpose of the supervision agreement should be considered as agreed upon. The same applies in the case that a loophole is found in the supervision agreement.

12. Execution, Central Registration, and Acceptance as a Doctoral Candidate

The parties to the agreement sign **at least three copies** of the supervision agreement. The doctoral candidate and his or her dissertation supervisor(s) receive one copy each, and one copy is filed with the records of the doctoral committee responsible for the doctoral degree procedure.

The **central registration** of the doctoral candidate is completed upon conclusion of the supervision agreement.

The **application for acceptance as a doctoral candidate** should be submitted to the responsible doctoral committee within six weeks after the conclusion of the supervision agreement.

13. Signatures

Date (dd.mm.yyyy)

Signature doctoral candidate

Date (dd.mm.yyyy)

Signature supervisor

Date (dd.mm.yyyy)

Signature second supervisor, if necessary

Date (dd.mm.yyyy)

Signature further supervisor, if necessary

Appendix 1

to the supervision agreement of Mr./Ms. _____

Content and time structure of the dissertation project

At the beginning of the doctorate, a short essay with a topic and short description of the doctoral project (approx. 10 lines) as well as a work plan and time schedule with a total volume of at most one page should be written as an appendix.

Appendix 2

to the supervision agreement of Mr./Ms. _____

Individual Study Program

- ☐ By mutual agreement, the definition of qualification measures at the beginning of the doctorate is waived, but this does not preclude later participation in qualification measures.

☐ **Participation in professional events**

The doctoral candidate will take part in the following courses for professional qualification during his/her doctorate:

- ☐ Course on _____
- ☐ Course on _____
- ☐ Course on _____
- ☐ Course on _____
- ☐ (further) course(s) as required

☐ **Participation in interdisciplinary qualification workshops**

The doctoral candidate will participate in the following workshops for interdisciplinary qualification during his/her doctorate:

- ☐ _____ Workshop/s from the field of "Media and Computing"
- ☐ _____ Workshop/s on Good Scientific Practice
- ☐ _____ Workshop/s or consultation/s for scientific writing
- ☐ _____ Workshop/s for learning/improving the English language
- ☐ _____ Workshop/s for learning/improving the German language
- ☐ _____ Workshop/s in the field of "Management und Communication "
- ☐ _____ Workshop/s or consulting/s from the field "Career Planning and Career Entry"
- ☐ _____ Workshop/s from the field _____
- ☐ _____ Workshop/s from the field _____
- ☐ _____ (further) workshop/s as required

☐ **Participation in international conferences/presentation of the research project**

- ☐ The doctoral candidate should present his or her research project at an international conference, summer school or conference with a lecture or poster at least once during his or her doctorate. He/she will be supported by his/her supervisors..
- ☐ At least once during his/her doctorate, the doctoral candidate presents his/her research project in a doctoral colloquium or similar. The supervisor(s) are present at the lectures and support the doctoral candidate in selecting suitable colloquia.

- ☐ The doctoral candidate prepares his/her doctorate within the framework of a doctoral program and takes part in all courses prescribed in the curriculum.