

## **Annex 1: Template of the doctoral agreement**

### **Agreement for the supervision of a doctoral thesis project**

(according to the Doctoral Regulations of .....)

#### **PREAMBLE**

Based on the recommendations of the Deutsche Forschungsgemeinschaft (DFG) (German Research Foundation) and the guidelines of DFG for the safeguarding of good scientific practice, the doctoral student and the supervisor conclude this doctoral agreement according to §7 (2) of the General Regulations for Doctoral Degrees of ... (if applicable: and the Regulations for Doctoral Degrees of the Faculty ... of ...) within one month following admission to a doctorate at the latest.

This doctoral agreement serves to structure and plan the doctoral thesis project and determines transparent criteria for the commitment in the supervision of a doctorate for the purpose of quality assurance. It has to be evaluated every year and updated in accordance with the status of the doctoral thesis project.

#### **1. Parties involved**

Subject to acceptance as doctoral candidate, the following agreement is concluded between

Ms / Mr \_\_\_\_\_

(doctoral candidate)

and Ms / Mr \_\_\_\_\_

(supervisor)

\_\_\_\_\_ is intended as additional supervisor.

(supervisor)

#### **2. Integration into a PhD programme or a doctoral programme**

Yes

The doctoral candidate is integrated into the PhD programme / the doctoral programme / the graduate school / the graduate college \_\_\_\_\_

No

Still pending

#### **3. Topic and form of the doctoral thesis**

The doctoral candidate establishes a doctoral thesis with the working title

\_\_\_\_\_ based on an exposé, which is attached to this agreement.

This doctoral thesis is composed as \_\_\_\_\_ in the \_\_\_\_\_ language.  
(Monography / cumulative doctoral thesis) (German / English)

#### **4. Work and time table**

The project has a term of \_\_\_\_\_ months.

The work program of the doctoral thesis project is structured as follows in terms of content and time.

Work step/milestone	Period (start, finish)

## **5. Obligations of doctoral candidate**

Adapted to the doctoral thesis project and the life situation of the doctoral candidate, progress reports are agreed upon for:

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(Frequency and intervals)

The doctoral candidate is obligated to participate in the following further education and qualification measures: \_\_\_\_\_

## **6. Obligations of the supervisor**

In the context of this doctoral agreement, consultations (if applicable, set for several supervisors) are agreed for:

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(Frequency and intervals)

The supervisor is obligated to advise the doctoral candidate subject-specifically in the independent establishment of his/her doctoral thesis by particularly providing recommendations to narrow down research questions and discuss methodology, hypotheses and results with the doctoral candidate.

The supervisor is obligated to regularly check the progress of the doctoral thesis project and the timetable and to comment on the presented progress reports verbally or in writing at the agreed appointments.

## **7. Equipment of the doctoral candidate**

The supervisor provides the doctoral candidate with the following for the establishment of the doctoral thesis:

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(e.g. usage and access to premises, laboratories etc.)

## **8. Principles of good scientific practice**

The doctoral candidate and his/her supervisor are obligated to comply with the rules of good scientific practice in accordance with the Preamble.

## **9. Rules in cases of conflict**

For the mediation in cases of conflict, which threaten to impact the trustful and constructive cooperation between the doctoral candidate and the supervisor in the long term, the doctoral candidate as well as the supervisor or both parties can invoke the Ombudsman's office for doctoral examination process, if at least one of the involved persons deem the disputes to be unsolvable. In the event of the dissolution of the supervisory relationship, the Dean shall attempt to establish continued supervision in the context of the subject-specific conditions.

## **10. Special regulations for the reconcilability family and scientific work**

The supervisor is obligated to consider the special familial situation of the doctoral candidate when arranging the doctoral thesis project and timetable. The doctoral candidate is obligated to inform the supervisor of any such situations.

## **11. Alterations to the doctoral agreement**

The doctoral agreement can be supplemented and revised in the context of the applicable statutory regulations at any time.

## **12. Application**

This agreement is concluded upon signing by the involved parties following acceptance as doctoral candidate. It applies up to the conclusion of the doctoral examination process or at the moment of premature termination. In the event of a change of supervisor, the obligations of the relieved supervisor expire. A modified agreement has to be concluded with the new supervisory relationship, which replaces this agreement.

Cottbus,

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doctoral candidate

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first supervisor