### Supervision agreement form (Betreuungsvereinbarung)

#### Sample of an Academic Supervision Agreement

#### **ACADEMIC SUPERVISION AGREEMENT between**

the doctoral candidate Ms. /Mr. [	
and	
Supervisor Ms./Mr. [ ] [	]
(if applicable)  Doctoral Program/Post-Graduate School/Research Training Program [ through [ ]	] represented
§ 1 Topic of Dissertation	
The doctoral student will produce a dissertation starting on [ ] and having title):	g the topic (work
[	]

# § 2 List of Duties which apply to the Doctoral Candidate

- (1) In addition to the above-mentioned dissertation, a concrete list of tasks is attached to this form which is also part of this agreement. This list will be continually updated.
- (2) The list of duties to obtain a doctoral degree should also include the acquisition of enhanced knowledge in a supplementary subject, as well as the gaining of teaching experience.

#### § 3 Supplementary Subject

- (1) During his/her doctoral studies, the doctoral candidate will gain knowledge in a subject which is not directly related to the candidate's research area (herewith/from here on called "supplementary subject").
- (2) The supplementary subject is..../will be determined within the first 6 months of the beginning of the doctoral work in accordance with the supervisor and approved by the Dean. This subject will be notated in written form and then becomes an automatic part of this supervision agreement.
- (3) A change in the supplementary subject is possible when also agreed upon by the supervisor. This information must be recorded by the Dean's office.
- (4) Knowledge obtained in the supplementary subject will be tested during a colloquium. This should occur within 24 months of the starting date of doctoral work, at latest before the opening of the doctoral examination procedures. These details are to be regulated by Faculty Council through a formal (written) decision/proclamation.

# § 4 Tasks and Duties of the Supervisor

- (1) The supervisor is required to consult with the doctoral candidate on a regular basis, as well as to regularly scheduled discussions concerning the progress of the dissertation and continued declarations regarding the maintenance and/or updating of doctoral tasks to be performed.
- (2) The supervisor supports the scientific independence of the doctoral candidate.
- (3) The supervisor promises to supervise the dissertation work, and until the doctoral student gets his doctorate; this is independent of the length of provided financial support. The right to terminate this agreement according to §9, however, remains untouched.
- (4) The supervisor makes sure that conditions under which the doctoral research work are carried out are, if possible, such that the doctoral work can be completed within a time frame of three years.

#### § 5 Tasks and duties of the doctoral candidate

- (1) The doctoral candidate promises to provide regular reports on partial results of the dissertation.
- (2) In order to gain teaching experience, the doctoral candidate promises to teach at least 4 hours per semester week during his/her doctoral research period.
- (3) (If applicable) The doctoral candidate participates in the doctoral study program of the graduate school/-college [ ].

#### § 6 Integration in a work group, research organization or graduate school program

The doctoral research work will be carried out within the research work group/ research organization/post-graduate school/research training program [ ].

### § 7 Maintaining good scientific practice

The doctoral candidate and his/her supervisor promise to abide by the basic principles of good scientific practice. (<a href="http://www.uni-jena.de/Sicherung\_guter\_wissenschaftlicher\_Praxis.html">http://www.uni-jena.de/Sicherung\_guter\_wissenschaftlicher\_Praxis.html</a>)

# § 8 Compatibility between family and research work

Striving for compatibility between family life and research work is viewed as especially important and will therefore be protected to a high degree. Particular support measures can be agreed upon according to the doctoral student's needs.

#### § 9 Termination of the Supervision Agreement

- (1) This supervision agreement terminates with the submission of the dissertation paper.
- (2) The supervision agreement can be terminated at all times upon agreement of both parties.
- (3) The supervision agreement can be cancelled if, after consultation with the Dean through the supervisor, it has been determined that there is no possibility for the doctoral candidate to successfully finish his/her dissertation within a reasonable period of time.
- (4) The supervision agreement can, in the case of serious misconduct on the part of the doctoral candidate, and after subsequent feedback from the Dean, be immediately cancelled by the supervisor.
- (5) Prior to the intended cancellation of this supervision agreement, the doctoral candidate's views are to be heard.

#### § 10 Conflict settlement

When conflicts occur between the doctoral candidate and his/her supervisor, these parties can turn to the Dean of the Faculty of Physics and Astronomy and/or to the head of the Graduierten-Akademie (graduierten-akademie@uni-jena.de), i.e. research training group.

Place, Date, Signature		
Doctoral candidate's name	Supervisor's name	
Post-graduate program representative/research training gr	oup representative	
rost-graduate program representative/research training gr	oup representative	
The proposed supplementary subject is approved / not approved.		
Jena, the		
·	Dean	