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Supervision agreement for doctoral candidates of the Faculty II, Natural and Social Sciences at the University of Vechta
(according to § 8 (1) PromO\_FKII)

Original copies

The supervision agreement shall be issued in three original copies for:

1. Doctoral candidate
2. Supervisor

In case of a joint doctoral supervision (§ 1 (3) and § 2 (2) PromO\_FKII), another original copy shall be issued for the second supervisor. The Doctoral Representative of the Faculty II and the Graduate Centre each receive a copy

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Preamble

* 1. The doctoral candidate and the supervisor(s) sign this supervision agreement, taking into account the recommendations defined by the DFG [German Research Foundation] for supervision agreements, the DFG’s rules of good scientific practice, andthe regulations for doctoral studies of the Faculty II at the University of Vechta (PromO\_FKII), generally no later than two months after admission to doctoral studies in compliance with § 8 (1) PromO\_FKII. The aim of this agreement is to improve the structuring and planning of the doctoral project and, if necessary, to specify additional professional and generic skills.
	2. This agreement may be reviewed and updated at any time as agreed upon by the supervisor(s) and the doctoral candidate. This shall be done in particular by means of the written notifications pursuant to no. 4 b).

2

Parties concerned

The following parties concerned are defined in the respective documents and the admission to doctoral studies according to § 6 PromO\_FKII.

**Doctoral Candidate**

Mr/Mrs ……………………………………………………………………………. (Surname, first (given) name(s))

Born on …………………………………………………. in ………………………………………………………….....

Address………………………………………………………………… (Street, house number, postal code, city)

Phone …………………………………………………………………………………………………………………….

Mobile phone……………………………………………………………………………………………………………

Email ……………………………………………………………………………………………………………………..

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**Supervisor(s)**

* 1. Mr/Mrs.……………………………………………………………………………….... (Surname supervisor)

Faculty/subject area……………………………………………………………......................................................

If applicable

* 1. Mr/Mrs.……………………………………………………………………….. (Surname second supervisor)

in case of joint doctoral supervision according to § 1 (3) and § 2 (2) PromO\_FKII

University/faculty/subject area……………………………………………………………………………….

3

Topic of the doctoral project and schedule

1. The doctoral candidate will produce a dissertation with the working title

…………………………………………………………………………………………………………………….

on the basis of the exposé submitted when applying for admission.

1. The dissertation will be written in ……….………………………………. (German/English) language.
2. The project is described in more detail in an exposé (§ 6 (1) f PromO\_FKII) signed by the supervisor(s). The exposé was submitted to the Doctoral Representative of the Faculty II. The doctoral candidate was subsequently admitted to doctoral studies at the University of Vechta on ……………………………………….. (date of the letter).
3. The work and time schedule of the doctoral project is as follows:

|  |  |
| --- | --- |
| Work step/milestone | Date/period of time (beginning, completion)  |
|  |  |
|  |  |
|  |  |
|  |  |

(if necessary, extend table)

1. The project is envisaged to last ………….. months (non-binding schedule).
2. A cumulative or publication-based dissertation is pursued.

[ ] yes

[ ] no

4

Responsibilities of the supervisor(s) and the doctoral candidate

1. The supervisor(s) shall advise the doctoral candidate on the independent preparation of the dissertation, in particular by
	* giving recommendations on the research problem and the design of the project,
	* discussing and assessing hypotheses and methods,
	* discussing results and their interpretation,
	* encouraging participation in scientific conferences and scientific publications,
	* arranging, if necessary, practical experience and providing the infrastructure required (e.g. access to laboratories or research data),
	* supervising and advising on the structure and presentation (language, layout) of the dissertation.
2. The doctoral candidate and the supervisor(s) agree to meet at least once every half year in order to discuss the progress of the candidate’s work, chapters of the dissertation and/or special topics. Important agreements and results of these discussions have to be documented. The candidate shall prepare brief reports of the essential agreements, such as modifications to the exposé, the work/time schedule or methods. The reports have to be signed by the supervisor(s) and passed on to Senate representative for doctorates and habilitations. They will become part of this agreement and the candidate’s dossier.
3. Beyond that, the doctoral candidate shall report regularly on his/her progress. Modifications to the original agreements shall be communicated, discussed in the meetings and have to be agreed upon in written form.
4. After a period of two years, the doctoral candidate shall submit a detailed schedule on the planned completion of the doctoral project to the supervisor(s). The Senate representative for doctorates and habilitations will be informed about the schedule and it will subsequently become part of this agreement and the candidate’s dossier.
5. The supervisor(s) shall support an efficient progress of the doctoral project. He/she/they enable the doctoral candidate to take part in interdisciplinary further training offers at the University of Vechta. In the case of a doctorate within the scope of a position for the promotion of young scientists, located at the supervisor(s) - here the relevant employment contract regulations apply - sufficient time will be allowed to prepare the dissertation and to work on the topic.
6. In return, the doctoral candidate undertakes for making use of the mentoring services mentioned in a), b) and c) while working on the doctoral project as scheduled and keeping regular contact to the supervisor(s).
7. The supervisor(s) will provide the doctoral candidate with the following resources.

(please tick and complete if necessary):

[ ]  Workplace, Room:

[ ]  Laboratory Access, Room:

[ ]  Use of equipment, Which:

[ ]  PC, [ ]  Laptop [ ]  Tablet

[ ]  Internet access, [ ]  Telephone

[ ]  Cost centre/internal order:

5

Special measures for reconciling family and academic work

The supervisor(s) has/have to consider special family commitments of the candidate, in particular the balance of family and academic work, as far as time management, the work on the topic and the organisation of the doctoral procedure are concerned. The doctoral candidate has to inform the supervisor(s) when such situations arise.

6

Regulations for conflicts

1. If conflicts arise between one or more parties concerned by this agreement, which threaten a continued atmosphere of cooperation and trust and which seem unresolvable, then one or more of the parties concerned may involve the Doctoral Representativeof the Faculty.
2. In case that the doctoral project or the supervision is abandoned, written explanations will be provided to the Doctoral Representative by the doctoral candidate and the supervisor(s). In case that the supervision relationship is dissolved, the University of Vechta will work to establish an alternative supervision agreement which is appropriate to the subject matter of the dissertation.

7

Severability clause

Should one or several provisions of this agreement prove to be invalid, in whole or in part, the validity of the other terms remains unaffected.

8

Additional regulations and scope of this agreement

1. The supervisor(s) and the doctoral candidate confirm that they acknowledge the regulations for doctoral studies (PromO\_FKII) and, if applicable, the regulations for postgraduate support (GradFO) at the University of Vechta as part of this agreement and will act in accordance with the provisions contained therein.
2. The doctoral candidate and the supervisor(s) agree to comply with the rules of good scientific practice as stated in the preamble. This includes consultation on the part of the doctoral candidate with the supervisor(s) or other trusted persons in situations in which he/she has doubts or concerns. For the supervisor(s) this explicitly means the obligation to respect and acknowledge the copyright related to texts and knowledge produced by the doctoral candidate.
3. All parties concerned agree that data of a non-personal nature related to the doctoral project as well as the working plans and meeting reports may be given to the Doctoral Representative of the Faculty for statistical purposes and the evaluation of doctoral supervision at the University of Vechta.

Noted:

Vechta, Vechta,

a) a)

b) b)

c)

(Signatures) (Signatures)

1. Doctoral candidate a) Doctoral Representative of the Faculty II
2. Supervisor doctorates and habilitations
3. Second supervisor (if applicable) b) Vice-President for research

and young researchers

Original (for the candidate’s dossier)