

# **Agreement on the Supervision of a Cooperative Doctorate at Merseburg University of Applied Sciences**

## **Explanation:**

This supervision agreement is intended to make the relationship between the doctoral candidate and their supervisor transparent in terms of content and time. It serves to ensure the best possible supervision and support for the doctoral candidate who is involved in a cooperative doctoral project at Merseburg University of Applied Sciences. This agreement helps to structure and carry out the doctoral procedure in such a way that the project can be completed with high quality within a reasonable period of time. This agreement is based on the recommendation of the German Research Foundation (DFG).

Doctoral candidates should submit a copy/scan of the agreement, including all attachments, to the Team Supporting Early Career Researchers at Merseburg University of Applied Sciences via [graduiertenakademie@hs-merseburg.de](mailto:graduiertenakademie@hs-merseburg.de).

## § 1 Parties Involved

The supervision agreement is concluded between

### a) Doctoral Candidate

Form of address: \_\_\_\_\_

Forename and surname: \_\_\_\_\_

Postal address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone (not mandatory): \_\_\_\_\_

Birthday: \_\_\_\_\_

and

### b) Supervising Professor at Merseburg University of Applied Sciences

Form of address: \_\_\_\_\_

Academic Title: \_\_\_\_\_

Forename and surname: \_\_\_\_\_

Department: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone (not mandatory): \_\_\_\_\_

In addition, the university supervisor is involved in the supervision:

Form of address: \_\_\_\_\_

Academic Title: \_\_\_\_\_

Forename and surname: \_\_\_\_\_

University / Faculty: \_\_\_\_\_

E-mail: \_\_\_\_\_

## § 2 Further Parties involved (optional)

a) Additional member(s) of the supervision team is/are the **3rd supervisor or mentor**

Form of address: \_\_\_\_\_

Academic Title: \_\_\_\_\_

Forename and surname: \_\_\_\_\_

E-mail: \_\_\_\_\_

University / Faculty: \_\_\_\_\_

or

Organization (e.g. non-university research institute):

\_\_\_\_\_

The confirmation of the cooperation of the other party/parties is / is not available (please highlight accordingly), a corresponding declaration is attached to this agreement.

## § 3 Doctoral Project

a) Working title/ title of the dissertation:

\_\_\_\_\_

b) Beginning of the doctorate: (according to the admission/acceptance letter):

\_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YYYY)

c) Planned submission of the dissertation: \_\_\_\_/\_\_\_\_ (MM/YYYY)

d) The basis is the doctoral regulations:

of the faculty: \_\_\_\_\_

of the university: \_\_\_\_\_

Date of the doctoral regulations: \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YYYY)

e) Academic degree aspired: \_\_\_\_\_

- f) Implementation together with other partners (e.g. companies, non-university research institutions):

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The doctoral project was described in an exposé as well as discussed and worked out between the doctoral candidate and the supervisor(s). The exposé also contains a working plan and timeframe to which the supervisor agrees. It is attached to this document.

#### **§ 4                    Tasks and Obligations of the Doctoral Candidate**

- a) The doctoral candidate commits to handle the doctoral project in a target-oriented and autonomous manner according to the rules of good scientific practice (also see [here](#)).
- b) The doctoral candidate commits to inform the supervisors precisely at regularly intervals about the progress of the doctoral project and the partial results, as well as to report on compliance with the working plan and timeframe.
- c) After every year, the doctoral candidate writes a progress report for the supervisor, which will be the basis for a mutual discussion. Minutes of the meeting are written and countersigned by both parties to record the meeting (see form 1 in the appendix). The mutual review may lead to the adjustment of the working plan and timeframe.
- d) The doctoral candidate actively participates in colloquia, conferences, trainings and publications in relevant scientific journals etc. S/he actively participates in the academic life of the department at Merseburg University of Applied Sciences.
- e) The doctoral candidate can make use of consultation offers and the interdisciplinary qualification and networking program of the Team Supporting Early Career Researchers at Merseburg University of Applied Sciences. The [Registration at the Graduate Academy](#) is required for this. Qualification requests can be sent to [graduiertenakademie@hs-merseburg.de](mailto:graduiertenakademie@hs-merseburg.de) at any time.
- f) The termination of the doctorate must be reported by the doctoral candidate using Form 2 (see appendix).
- g) Changes of personal data or the general conditions of the dissertation shall be indicated with form 3 (see appendix).

## **§ 5 Tasks and Obligations of the Supervisor at Merseburg University of Applied Sciences**

- a) The supervisor commits to regular, subject-specific consultations of the doctoral candidate with the aim of ensuring the quality of the dissertation
- b) The supervisor discusses with the doctoral candidate at regular intervals the progress and further procedure of the doctoral project and the compliance with the working plan and timeframe.
- c) The professional advice and support aim at promoting and accompanying the early scientific independence of the doctoral candidate.
- d) The supervisor discusses career prospects with the doctoral candidate and enables him/her to gain further qualifications with regard to his/her future career. This includes participation in specialist and interdisciplinary events within a reasonable time frame as well as the promotion of the doctoral candidate's own scientific work in an appropriate form.
- e) The supervisor commits to the supervision until the termination of the doctorate.
- f) The supervisor supports the doctoral candidate regarding the compatibility of family and academic career.

## **§ 6 Regularity of Meetings**

Based on the above-mentioned obligations for regular scientific meetings, both parties agree on the following meeting cycle:

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Fundamental changes and individual deviations are possible by mutual agreement. In the event of a fundamental change, this must be included in Appendix 2 to the supervision agreement.

## **§ 7                    Infrastructure and Working Conditions**

The supervisor will endeavor to provide the doctoral candidate with the following infrastructure and working conditions:

- a) Access to laboratories which contain the needed equipment for the doctoral project
- b) Access to equipment and consumables which are needed for the doctoral project
- c) Access to computer, internet, telephone, postal mail and the support of the administration

A claim cannot be asserted.

Depending on the type of funding and, if applicable, upon application (e.g. matriculation), the doctoral candidate receives the status of a member or a visiting researcher.

## **§ 8                    Compliance with Good Scientific Practice**

The doctoral candidate and the supervisor undertake to cooperate openly and constructively with the aim of successfully carrying out and completing the above-mentioned doctoral project. The rules of good scientific practice are applied in the preparation of the doctorate in accordance with DFG guidelines and the procedural regulations of Merseburg University of Applied Sciences.

## **§ 9                    Arbitration of Conflicts**

Bei auftretenden Konflikten suchen die Beteiligten zunächst das Gespräch und versuchen das Problem einvernehmlich zu lösen. Sollte dies nicht gelingen, bemühen sich beide um die Einbindung einer/eines unparteiischen Dritten (z.B. Ombudsperson der Hochschule, Team der wissenschaftlichen Nachwuchsförderung), die/der als Vermittler\*in zwischen den beiden Parteien fungiert.

## § 10 Compatibility of Family and Scientific Work

The Merseburg University of Applied Sciences considers itself as a family-friendly university promoting inclusion. The compatibility of family and academic career is particularly supported by focused [offers](#).

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**Place, Date, Signature**

(Doctoral Candidate)

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**Place, Date, Signature**

(Supervisor at Merseburg University of Applied Sciences)

### Consent to data processing

I have read and accepted the [data protection regulations of Merseburg](#) University of Applied Sciences. With my signature, I consent to the processing of my personal data.

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(Place, Date, Signature of the doctoral candidate)

## Appendix

### Form 1: Minutes of the Meeting

*Please note: This is a working tool to make joint cooperation more binding. If needed, please add further sheets to the minutes.*

#### General Conditions of the Supervision Meeting:

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Participants: \_\_\_\_\_

1. Summary of the meeting:

\_\_\_\_\_

2. Recommendations of the supervisor(s):

\_\_\_\_\_

3. Tasks until next meeting:

\_\_\_\_\_



4. What shall be presented at the next meeting?

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**General Conditions for the next Meeting mutually determined by the parties:**

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Participants: \_\_\_\_\_

**Statement of the supervisor(s)**

a) Notes on the updated working plan and timeframe:

b) Recommendations on required further skills and competencies:

c) Further remarks of the supervisor(s):

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**Place, Date, Signature**  
(Doctoral candidate)

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**Place, Date, Signature(s)**  
(Supervisor(s))

## **Appendix**

### **Form 2: Termination of the Doctorate**

Merseburg University of Applied Sciences  
Prorektorat für Forschung, Wissenstransfer  
und Existenzgründung  
Team Supporting Early Career Researchers

Eberhard-Leibnitz-Str. 2  
D-06217 Merseburg

### **Termination of the Doctorate**

To whom it may concern,

I hereby inform you that my doctoral studies have come to an end.

I finished my doctorate with the oral defense on \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
(DD/MM/YYYY).

I finished my doctorate prematurely without a degree.

Best regards

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**Place, Date, Signature**

(Doctoral candidate)

## **Appendix**

### **Form 3: Notification of Change**

Merseburg University of Applied Sciences  
Prorektorat für Forschung, Wissenstransfer  
und Existenzgründung  
Team Supporting Early Career Researchers

Eberhard-Leibnitz-Str. 2  
D-06217 Merseburg

### **Notification of Change**

To whom it may concern,

I hereby inform you about a change (personal data, change of supervisor,  
change of dissertation title etc.):

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Best regards

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**Place, Date, Signature**

(Doctoral candidate)