

**Supervision agreement within the framework**

**of a doctoral project**

Version: 04/07/2024

**Preamble**

The fostering of early career researchers is one of the core tasks of the University of Koblenz. Doctoral supervision plays a central role in this. In the spirit of good scientific practice, the PhD candidate and supervisor(s) lay the foundation for a joint doctoral process with a supervision agreement.

This supervision agreement follows the recommendations of the *Deutsche Forschungsgemeinschaft (DFG)*[[1]](#footnote-1) and documents the mutual expectations and tasks of the PhD candidates and supervisor(s) at the beginning and during the doctorate. The necessary agreements are worked out and recorded together. The supervision agreement has a process-accompanying function and can be used as a basis for the supervision discussions. In the course of the doctorate, the supervision agreement can and should be updated and adapted to progress and changes.

The supervision agreement serves to ensure the quality of the doctoral procedure and is required by law. Nevertheless, it does not constitute a legal document from which enforceable legal positions result. It does not establish any rights and obligations that do not already exist on a legal basis. A supervision agreement does not replace the actions to be taken in accordance with the respective doctoral degree regulations, such as acceptance as a doctoral researcher. In order to support the doctoral process in the best possible way, it is advisable to conclude the supervision agreement promptly after the written confirmation of supervision. According to §34 para. 5 *HochSchG*, this must be done at the latest within a reasonable period of time after acceptance, which may not exceed six months.

**Personal information**

**doctoral researcher**

name: Click or type here to enter text.

address: Click or type here to enter text.

e-mail: Click or type here to enter text.

**primary supervisor**

name: Click or type here to enter text.

address: Click or type here to enter text.

e-mail: Click or type here to enter text.

**if app. secondary supervisor**

name: Click or type here to enter text.

address: Click or type here to enter text.

e-mail: Click or type here to enter text.

**if app. tertiary supervisor**

name: Click or type here to enter text.

address: Click or type here to enter text.

e-mail: Click or type here to enter text.

**Framework**

**Assignment and topic of the doctoral thesis**

faculty:

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institute/research group/project:

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working title:

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**Type of doctorate**

individual doctorate

structured doctorate

cooperative doctorate

binational doctorate/cotutelle procedure

other:

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**Form of doctoral thesis**

monographic

cumulative with a number of \_\_\_ publications

addition:

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not yet decided

**Language**

Planned language of doctoral thesis: Click or type here to enter text.

**Funding**

The funding influences the way the doctoral process is conducted and shapes the time and organisational procedures of the project and supervision. The (desired) financing of the doctoral researcher takes place in the period from \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_ as follows:

position at the University of Koblenz: \_\_\_\_\_\_\_ % with \_\_\_\_\_\_\_ semester load

scholarship

position outside of the University of Koblenz: \_\_\_\_\_\_\_ %

further:

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The obligation to supervise until the completion of the doctorate is independent of the duration of the funding.

**Resources**

The PhD candidate and supervisor(s) clarify which resources, that are important for the doctoral project, can be provided:

workspace:

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software:

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laboratory use:

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equipment/devices:

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specialist literature:

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research stays:

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further:

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**Collaboration**

**Time schedule**

The doctoral researcher develops a time schedule with work packages, interim goals and milestones that considers the intended form of publication and in particular the defined number of publications in the case of a cumulative doctoral thesis.

In terms of compatibility, the individual circumstances of the doctoral researcher should be considered. This may include parenting responsibilities, care duties, illness, voluntary work, etc.

The supervisor(s) check(s) the feasibility and viability of the schedule.

The time schedule is added as an appendix to the supervision agreement and should be regularly checked by both parties to ensure that it is up to date and, if necessary, adapted by mutual agreement to changes in the doctoral process.

The doctoral project is planned for completion at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

**Supervision meetings**

The PhD candidate and supervisor(s) agree on the following points in order to discuss the doctoral project:

rhythm:

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form (e.g. individual interview, colloquium)

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mode (e.g. online, face-to-face):

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initiator of the meetings:

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preparation and follow-up of meetings (e.g. minutes, questions in advance):

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further

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**Integration**

For the doctoral project and with regard to possible career goals, the PhD candidate and supervisor(s) exchange information about which contexts/networks/people are relevant. The supervisor(s) support(s) the doctoral researcher by referring to or involving them in the following areas:

research groups:

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teaching assignments:

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research training group/graduate school:

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research associations and professional societies:

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publications:

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(joint attendance at) conferences:

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third parties (e.g. mentor, research institute, industry):

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further:

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**Continuing education and counselling centres**

The doctoral researcher and supervisor(s) are aware of the target group-specific offers of the Interdisciplinary Centre for Research, Graduate Support and Human Resource Development (IFGPZ). The supervisor(s) inform(s) the doctoral researcher about other continuing education and/or counselling services of the university (e.g. Centre for Teacher Education, *Psychosoziale Beratung des Studierendenwerks*). In particular, the offers of the equal opportunities representation (e.g. equal opportunities officer, equal opportunities office), the liaison officer for the severely disabled and the officer for students with disabilities and chronic illnesses should be pointed out.

For the realisation of the doctoral project and, if applicable, subsequent aspects (e.g. career planning or personality development), the doctoral researcher and the supervisor(s) record the following further training needs or wishes:

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**Good scientific practice**

The doctoral researcher and supervisor(s) mutually commit to comply with the principles of good scientific practice, which were laid down by the Senate of the University of Koblenz within the framework of the “*Satzung zur Sicherung guter wissenschaftlicher Praxis*“ as amended from time to time.

**Handling of research data**

If data is collected as part of the doctorate, the doctoral candidate and supervisor(s) discuss the topic of research data management at an early stage. This includes aspects such as selection, quality assurance, archiving and utilisation of the data according to discipline-specific rules.

If the aspect of research data or research data management is not yet relevant at the time of completing the supervision agreement, it can be addressed at a later date as an update to this document.

The following agreements are recorded for research data management:

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**Issues of ethics and dual-use research**

If research with and on humans is carried out in a doctoral project, the PhD candidate and supervisor(s) will discuss the ethical aspects. In doing so, they observe the valid statutes *“Satzung der Kommission für Ethik und doppelverwendungsfähige Forschung des Senats der Universität Koblenz*“ of the ethics and dual-use research committee of the senate of the University of Koblenz and involve this board at the appropriate time. The statutes must also be taken into account if the project falls into the area of dual-use or safety-relevant research.

**Responsibilities**

The doctoral researcher confirms to fulfil the following responsibilities, which can be specified:

efforts towards a goal-oriented, independent and successful completion of the doctoral project within the framework of the defined time schedule

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regular reporting on the content, procedure and progress of the doctoral thesis (if app., also the presentation of partial results)

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participation in scientific events and further training

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regular updating of the supervision agreement

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The supervisor(s) confirm(s) to fulfil the following responsibilities, which can be specified:

specialist supervision and regular counselling

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discussion and evaluation of presented topics, problems, hypotheses, methods and results

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support of scientific independence

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quality assurance (e.g. through regular progress checks)

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**Further agreements**

In addition to the agreements already made, the doctoral researcher and supervisor(s) agree on further aspects relevant to the doctoral project and clarify the expectations and tasks attached to them. The following examples represent possible topics that can be discussed and/or supplemented as needed:

exchange between the primary and secondary supervisor and, if applicable, the tertiary supervisor about the doctoral project:

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support in obtaining third-party funding/research funding:

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career support:

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compatibility of family and doctorate:

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further:

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**Issues of conflict**

Conflicts may arise between doctoral researchers and their supervisors during the course of a doctorate. If conflicts cannot be solved through personal exchange, it is recommended to consult the conflict counselling service at the *IFGPZ*, the liaison officer(s) or equal opportunities officer of the departments, the ombudsperson(s) and/or the equal opportunities officer of the university.

**Amendments to the agreement**

In the sense of its process-accompanying function, the supervision agreement can be sup-plemented and adapted during the doctoral project. For documentation purposes, the changes to the agreement should be attached as an appendix. A template for updates is available at the end of the supervision agreement.

**doctoral researcher**   
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(place, date, signature)

**primary supervisor** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(place, date, signature)

**if app. secondary supervisor**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(place, date, signature)

**if app. tertiary supervisor**

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(place, date, signature)

**Appendix**

* Template for updates to the supervision agreement.

The time schedule is to be added as an attachment to the signed supervision agreement.

**Template for updates to the supervision agreement**

The doctoral researcher and the supervisor(s) record the following change or addition to their supervision agreement:

|  |  |
| --- | --- |
| **Section** | Select an element. |
|  | |
| Click or type here to enter text. | |

**doctoral researcher**   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(place, date, signature)

**primary supervisor** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(place, date, signature)

**if app. secondary supervisor**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(place, date, signature)

**if app. tertiary supervisor**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(place, date, signature)

1. Deutsche Forschungsgemeinschaft (2022): Empfehlungen für das Erstellen von Betreuungsvereinbarungen. DFG-Vordruck 1.90 – 08/22 [↑](#footnote-ref-1)