

# Template: Supervision Agreement for Doctoral Candidates of the Faculty of Arts and Humanities<sup>1</sup>

## General set-up (required fields)

Name of supervisor	
Name of co-supervisor (if applicable)	
Name of doctoral candidate	
Other persons involved (if applicable)	
Topic or tentative/working title of the dissertation	
Faculty/ department	
Starting date of doctorate work	
Intended date of degree completion	
Desired degree (e.g. Dr. phil., Dr.-Ing.)	

## Agreements <sup>2</sup>

### 1. Research schedule (time management and scheduling)

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### 2. Supervision and support

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### 3. Management of conflicts, contact persons in case of conflict

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<sup>1</sup> No legal rights may be derived from this supervision agreement. In particular, the signing of this agreement does not establish an employment relationship and does not constitute a claim for a doctorate. It rather governs the mutual rights and obligations of the doctoral candidate and supervisor.

<sup>2</sup> Please refer to the Appendix for suggestions on how to complete the form.

**4. Agreements regarding qualification and training elements (conforming to §7 of the **Promotionsordnung**)**

**5. Extra measures or agreements**

**6. Agreements regarding the arrangement of the thesis defense (conforming to §16 of the **Promotionsordnung**)** This box should be filled in at least 6 months prior to handing in the thesis!

All parties commit to adhere to the fundamental principles of good scientific practice.

Paderborn,

Date

signature of doctoral candidate

signature of supervisor

## Appendix: Guidelines for a supervision agreement

### Objectives

The signing of a supervision agreement (“Betreuungsvereinbarung”) for doctoral candidates is part of the Paderborn University staff development concept for scientific staff agreed upon on May 17<sup>th</sup> 2017.

With the supervision agreement, the following objectives are pursued:

- Contributing to a transparent relationship between doctoral candidate and supervisor, including clear expectations regarding rights, tasks and obligations of the supervisor and the doctoral candidate, in particular regarding good scientific practice on both sides<sup>3</sup>
- Improving the structuring and planning of doctoral studies and securing the conditions for completing the doctorate with the best possible quality and within a reasonable time period
- Identifying and resolving potential conflicts at an early stage
- Fostering the participation in the scholarly discourse as part of the careers of early researchers at Paderborn University

For doctoral candidates the supervision agreement is meant to be a tool for their doctoral research project. It provides orientation for them and their supervisors regarding the content and timeline of the project. Details may be adjusted by mutual agreement at any time. The supervision agreement may also serve as a basis for meetings between the candidate and the supervisor. It may be useful to refer to the agreements when discussing initially defined aspects (e.g. timeline, work schedule, intended presentations or courses).

The supervision agreement is lodged with the **PhD Committee of the respective faculty**. Both the doctoral candidate and the supervisor receive a copy.

The guidelines contain suggestions on how to draw up a supervision agreement. They are inspired by the DFG recommendations. Not every topic or question needs to be addressed in detail, but it is recommended to discuss all topics and document (in writing) the most important agreements.

### Instructions and Suggestions

#### Agreements regarding the doctoral project

##### On paragraph 1: Research agenda (time management and scheduling)

- What is the intended timeline for completing the dissertation?
- Which milestones have to be considered (e.g. identification of topic, sketch of research program, intermediate reports)?
- Which supporting measures are necessary for complying with the timetable?
- Which steps can be taken to ensure that the doctoral candidate has adequate opportunity to pursue his/ her doctoral research project besides his/ her additional tasks and responsibilities?

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<sup>3</sup> See also the DFG principles of good scientific practice [http://www.dfg.de/en/research\\_funding/principles\\_dfg\\_funding/good\\_scientific\\_practice/index.html](http://www.dfg.de/en/research_funding/principles_dfg_funding/good_scientific_practice/index.html) and <http://digital.ub.upb.de/ihd/content/pageview/1079701>

### On paragraph 2: Supervision and support

- Which tools shall be used for supervision and support (e.g. regular supervision meetings, doctoral colloquia)?
- How often should personal consultation meetings take place, and who is in charge of initiating the meetings? (It is also advisable to clarify modalities of preparation and follow-up)
- In which form and how often will feedback be provided on the dissertation?

### On paragraph 3: Management of conflicts

- What has to be done in case of conflicts?
- Who shall be involved in the case of conflicts? (e.g. the co-supervisor, the chair of the PhD Committee, the dean of research, the ombudsperson of Paderborn University (<http://www.uni-paderborn.de/en/research/research-contacts/>) or another person of trust)

### On paragraph 4: Qualification and training elements

- Are any research-specific or general training/ courses intended or supported in the context of the doctoral project?
- Is support provided by the integration into a working group, research group etc.?
- What are the expectations regarding scientific publications or is there an explicit publication strategy?
- Is the doctoral candidate supported in acquiring teaching skills (e.g. workshops in higher education didactics)?

### On paragraph 5: Extra measures or agreements

- What can be done to support work- life balance? (e.g. participation in the “alternating teleworking program”, family-friendly agreements regarding working hours and meeting times, information regarding child-care facilities etc.)
- Which further support measures are required?