



Chair/Working group

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Faculty VII

## SUPERVISION AGREEMENT

### I. General Information

A Supervision Agreement (hereinafter “Agreement”) must be formulated for every doctoral candidate. The implementation of this Agreement is based on arrangements between the doctoral candidate and the supervisor(s). This Agreement is valid for the duration of the doctoral studies or until the doctorate is completed.

The Agreement regulates the educational and supervisory responsibilities between the doctoral student and the supervisor(s). Both parties are expected to honour this Agreement.

Adjustments to the contents of this Agreement are possible upon mutual agreement of the parties. The Agreement, however, is an essential part of the legal status of the doctoral candidate. Therefore, it is necessary to fill in and return the form as soon as possible.

### II. Involved Parties

#### DOCTORAL CANDIDATE

Full Name .....  
Address .....  
Phone number .....  
Email .....

#### SUPERVISOR(S)

Supervisor

Full Name .....  
Address .....  
Chair/Faculty .....  
Phone number .....  
Email .....

Supervisor 2 (if applicable)

Full Name .....  
Address .....  
Chair/Faculty .....  
Phone number .....  
Email .....

MENTOR (if applicable)

Full Name .....  
Address .....  
Chair/Faculty .....  
Phone number .....  
Email .....

### III. Project Details

Project Title .....  
.....  
Language .....  
Financed by .....  
Project in cooperation with (institutions, other universities, e.g.) .....  
.....  
.....

Agreed structure of the dissertation\*:  
• article series/publication based dissertation  
• monograph

\* This indication is not binding and can be changed upon mutual agreement between the doctoral candidate and the supervisor(s).

### IV. Time and Work schedule

Start of the project (dd.mm.yyyy): .....

The goal is to finalize the project within ..... years. The completion of the doctoral degree is not tied to this timeline or any funding. The finalization of the project may be extended under exceptional circumstances that are agreed between the parties.

Depending on the structure of the project and on additional tasks (e.g. course design and coordination, teaching obligations, students supervision, etc.), a time and work schedule has to be agreed upon by the parties. The time and work schedule can be subject to additional changes made upon mutual agreement. The provisional time and work schedule can be attached as Annex I to this Agreement (Time and work schedule). Both parties shall exert maximum efforts to comply with such time and work schedule. The University of Bayreuth Graduate School offers a broad interdisciplinary and methodical qualification program that supports the doctoral candidate in working on and completing the dissertation project.

Please chose your PhD subject and the associated doctoral degree:

<b>PhD Subject</b>	<b>Doctoral degree</b>	<b>Tick the relevant box</b>
Biochemistry	Dr. rer. nat.	•
Biology	Dr. rer. nat.	•
Biomedicine	Dr. rer. nat.	•
Chemistry	Dr. rer. nat.	•
Nutritional science	Dr. rer. nat.	•
Health technology	Dr. rer. nat.	•
Anthropology (Human biology)	Dr. rer. nat.	•
Computer science	Dr. rer. nat.	•
Interdisciplinary studies (specialising in engineering)	Dr. rer. nat.	•
Interdisciplinary studies (specialising in natural sciences)	Dr. rer. nat.	•
Food chemistry	Dr. rer. nat.	•
Medical informatics	Dr. rer. nat.	•
Psychology	Dr. rer. nat.	•
Business administration	Dr. phil.	•
Health science/Health management	Dr. phil.	•
Political science	Dr. phil.	•
Law	Dr. phil.	•
Social sciences	Dr. phil.	•
Business law	Dr. phil.	•
Interdisciplinary studies (specialising in law, economics and social sciences)	Dr. oec. troph.	•

Annex I attached? (please tick the relevant box)

• Yes

• No

## V. Tasks and duties of both parties

### DOCTORAL CANDIDATE'S TASKS AND DUTIES

The doctoral candidate agrees to keep the supervisor(s) updated on the current status of his/her work by providing an up-to-date outline as well as partial results of the project.

In addition, the doctoral candidate is required to notify the supervisor(s) immediately if any significant changes regarding the time and work schedule or the project occur.

### SUPERVISOR(S)' TASKS AND DUTIES

The supervisor(s) agree to provide regular professional and individual supervision of the doctoral candidate and to meet him/her for regular talks (at least twice per year) regarding the project's progress and compliance with the time and work schedule.

The supervisor(s) agree(s) to supervise the doctoral candidate until final completion of the project, irrespective of the duration of the project's funding.

The supervisor(s) shall evaluate the interim results submitted by the doctoral candidate and inform the latter about them.

The supervisor(s) shall prepare an expert review promptly after submission of the dissertation. The expert review should be available no later than eight weeks after submission of the dissertation.

The supervisor(s) shall support the doctoral candidate in the development of his/her scientific independence and career.

The disclosure of research results to third parties requires the explicit consent of all parties.

In case of joint publications, the supervisor(s) shall duly credit the work of the doctoral candidate.

#### SUPERVISION DETAILS

Additional modalities relating to the supervision of the doctoral candidate must be agreed upon by the parties. These arrangements can be attached in annex II (Agreement on supervision details).

Annex II attached? (please tick the relevant box)     • Yes                             • No

#### GOOD SCIENTIFIC PRACTICE

The doctoral candidate and supervisor(s) agree to comply with the principles of good scientific practice. In case of uncertainty, the supervisor(s) shall specify the principles of good scientific work to the doctoral candidate.

(For further information, see the statutes of the University of Bayreuth on safeguarding the standard of good scientific practice and on dealing with scientific misconduct.)

### **VI. Working Conditions**

The supervisor guarantees the doctoral candidate appropriate working conditions in his/her area of work as far as the project and the available resources allow this.

### **VII. Dispute Settlement**

In case of conflicts between the supervisor(s) and the doctoral candidate, both should try to come to an amicable agreement. If an agreement is not possible, a neutral person of trust (e.g. Ombudsman for young scientists) should be called upon as a mediator.

### **VIII. Compatibility of family, health and working life**

The supervisor(s) and the doctoral candidate shall work together in a spirit of trust, in order to reconcile family responsibilities, physical and mental health, and academic activities. In particular, the compatibility of family and scientific activity shall be supported and is taken into account in the supervision. The doctoral candidate shall inform the supervisor(s) about relevant changes in these areas.

## **IX. Termination**

The supervision ends with the completion of the doctorate or upon mutual agreement.

If the doctoral candidate is prevented from continuing work on his/her project for an extended period of time for a good cause (e. g. family reasons, issues connected with physical or mental health, etc.), the supervision can be temporarily suspended after consultation with the supervisor(s). If the doctoral process is not pursued, the supervisor(s) should be informed immediately.

Either party may terminate this Agreement unilaterally if the other party seriously violates the terms of this Agreement. Termination shall be preceded by a personal discussion (if necessary, with the involvement of a neutral person of trust - see section VII. DISPUTE SETTLEMENT)

## **X. Other Agreements**

Other agreements regarding the supervision of the project or further topics connected to it (e. g. related to semesters abroad, cooperation with other universities, the inclusion of co-supervisors from other institutions) can be stipulated between the doctoral candidate and the supervisor(s). If desired, these can be attached in Annex III to this Agreement (Other agreements).

Annex III attached? (please tick the relevant box)                      • Yes                      • No

## **XI. Number of required copies**

The supervision agreement is to be issued in at least three original copies for:

1. the doctoral candidate
2. the supervisor(s) – one copy per supervisor
3. the dean's office

**XII. Signatures**

DOCTORAL CANDIDATE

Place, date

Signature

.....

.....

SUPERVISOR 1

Place, date

Signature

.....

.....

SUPERVISOR 2 (IF APPLICABLE)

Place, date

Signature

.....

.....

MENTOR (IF APPLICABLE)

Place, date

Signature

.....

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**Annex I**

AGREEMENT ON TIME AND WORK SCHEDULE (OPTIONAL)

**Annex II**

AGREEMENT ON SUPERVISION DETAILS (OPTIONAL)

**Annex III**

OTHER AGREEMENTS (OPTIONAL)