

Doctoral Supervision Agreement

Preamble

This Supervision Agreement follows the Recommendations of the German Research Foundation (DFG) and documents the expectations and obligations of both doctoral candidates and supervisors. The necessary provisions should be defined and formulated by both parties to ensure that the working relationship is transparent for both sides.

The doctoral procedure is carried out according to the valid Doctoral Degree Regulations of the Doctoral Research Centre for Social Work. The provisions of the Supervision Agreement may not contradict these Doctoral Degree Regulations. If the Doctoral Degree Regulations define provisions that deviate from this Agreement, the former shall take precedence. This Supervision Agreement does not replace the Application for Acceptance as a Doctoral Candidate.

The Agreement is intended to guarantee the quality of the doctoral procedure in terms of content and timescale. It is not a legal document and thus does not create any legally enforceable position.

One copy of the Supervision Agreement remains with the supervisor(s) and one copy with the doctoral candidate.

1 Parties

Doctoral candidate

Form of

Name

Adress

Email

First supervisor

Form of

Name

University

Email

Second supervisor (optional)

Form of

Name

University

Email

2 Thesis topic und exposé

The Supervision Agreement is concluded between the two persons named above and relates to the following doctoral project:

The doctoral project has been discussed and formulated in detail by the doctoral candidate and the supervisor(s). The supervisors agree to supervise the thesis. The Supervision Agreement is concluded on this basis.

3 Research plan and schedule

The planned timeframe for the doctoral project is:

Start:

End:

A detailed research plan and schedule for the doctoral project is prepared when the exposé is written and attached to the Supervision Agreement. The doctoral candidate's personal and family circumstances should be taken into account.

4 Duties and responsibilities of the doctoral candidate

undertakes to,

- a) complete the doctoral project by working systematically and conducting independent scientific work.
- b) draw up a realistic research plan and schedule for the doctoral project together with the supervisor(s).
- c) discuss the project's progress and any problems that arise in the research process with the supervisor(s) **at least twice a year**. A discussion frequency of _____ is agreed upon. A written interim report, individual chapters or an oral presentation serves as the basis for the discussion. The basis for the discussion (interim reports, individual chapters, presentation, etc.) must be submitted well in advance of the meeting. Adjustments may be made to the research plan and schedule as a consequence of the discussion. The doctoral candidate writes a short report on the agreements made in the meeting, which is countersigned by the supervisor(s).
- d) inform the supervisor(s) as soon as possible if any significant problems arise with the implementation of the research plan and schedule.
- e) additional agreement(s):

5 Duties and responsibilities of the supervisor

and

(optional) undertakes to,

- a) regularly provide the doctoral candidate with comprehensive advice and guidance on the progress and results of the doctoral project in order to ensure the quality of the thesis. The frequency of the meetings is specified in 4 c).
- b) help the doctoral candidate prepare an exposé – especially in the challenging phases of finding a topic and choosing an hypothesis and methodology.
- c) work out a realistic schedule and research and funding plan together with the doctoral candidate.
- d) encourage and support the early research independence of the candidate (active participation in conferences, publications in relevant journals, and, for example, by passing on information).
- e) advise and help the doctoral candidate plan his/her career.
- f) consult with the second supervisor (if available).
- g) help the doctoral candidate become part of the scientific environment (research associations, training programmes, etc.) that is relevant to the doctoral project.
- h) encourage the doctoral candidate to publish work early on and to advise and support him/her in their endeavours.
- i) help the doctoral candidate obtain funding (e.g. scholarships) to finance the doctoral phase.
- j) additional agreement(s):

--

If a second supervisor has been appointed, the duties of the first and second supervisor are performed jointly. If this is the case, please add initials in the margin next to each item indicating which supervisor is responsible for which task.

6 Qualification measures

The supervisors inform the doctoral candidate about services offered by the Doctoral Research Centre for Social Work and encourage participation in appropriate courses.

may attend courses offered by the Doctoral Research Centre for Social Work.

7 Good scientific practice

is informed by

about the basic principles of good scientific practice.

([Position of RheinMain University of Applied Sciences on safeguarding good scientific practice](#)). Supervisors and doctoral candidates agree to comply with and act according to these rules within the context of an open and constructive working relationship.

8 Code of research ethics of the German Association of Social Work (DGSA)

is informed by
about the [code of research ethics of the DGSA](#). Supervisors and doctoral candidates agree to comply with and act according to these rules within the context of an open and constructive working relationship.

9 Dispute resolution

In the event of a dispute, the parties shall first seek to discuss the problem and reach an amicable solution. If this is not possible, both agree to consult a neutral third party (such as the office of the Doctoral Research Centre or the Chair of the Doctoral Committee of the Doctoral Research Centre for Social Work), who mediates between the two parties.

10 Changes to the Agreement

It is possible to amend or change this Supervision Agreement at any time by mutual agreement. All additions and changes shall be documented and attached to this Agreement.

.....
Place, date

.....
Signature of doctoral candidate

.....
Signature of first supervisor

.....
Signature of second supervisor