

Supervision Agreement Model

“The purpose of a supervision agreement is to create transparency to the substance and schedule of the relationship between Doctoral Students and Supervisors. The planning and performance of the doctoral project should be arranged self-reliantly through the structured cooperative arrangement between Supervisors and Doctoral Students in such a way that the project can be completed with a high level of quality within a reasonable period of time.”¹

Based on the recommendations of the German Research Foundation (DFG) for the drafting of supervision agreements, the University of Regensburg’s Regulations concerning Good Scientific Practice² and the University of Regensburg’s Doctoral Regulations³, as may be amended from time to time, the Doctoral Student and her/his Supervisor shall conclude a supervision agreement.

This supervision agreement may at any time be modified and updated within the terms of the Doctoral Regulations of the University of Regensburg, upon a mutual agreement between Supervisors and Doctoral Students.

¹ German Research Foundation template 1.90 – 10/14 (www.dfg.de/formulare/1_90/1_90.pdf)

² <http://www.uni-regensburg.de/rechtsgrundlagen/medien/sicherung-wissenschaftlicher-praxis.pdf>

³ http://www.uni-regensburg.de/studium/pruefungsordnungen/medien/promotion/0513___4_promnat_voll_26.02.2014.pdf

Supervision Agreement

1. Parties

Subject to the candidate's admission as a Doctoral Student by the Doctoral Committee of the Faculty for Biology and Preclinical Medicine, the following supervision agreement concerning the doctorate is agreed between the

Doctoral Student

Surname, First name

Date of birth, place

Degree

University/third-level education
institution

Date (month, year of the degree)

Telephone

Email

and the

Supervisor

Surname, First name

Chair/Working group

Telephone

Email

2. Doctoral thesis subject and schedule

a. Working title of the doctorate:

b. The doctoral project starts/started on _____ and should be completed within a maximum of 4 years.

- c. Concise description of subject of the thesis (no more than 800 characters)

3. Integration into the structured doctoral programme of the Regensburg International Graduate School of Life Sciences (RIGeL)

In accordance with Section 36 (2) sentence 1 of the Doctoral Regulations, Doctoral Students must be registered for RIGeL no later than three months after commencing the experimental work. Admission to the doctoral procedures requires the Doctoral Student to complete the RIGeL structured doctoral programme. Alongside the thesis (120 CP), the Doctoral Student must produce other doctoral work equivalent to a total of 60 CP. Detailed regulations are set out in the *Leistungsheft*, as may be amended from time to time.

4. Tasks and obligations of the Doctoral Student and the Supervisor

- a. The Doctoral Student undertakes to
- continuously work on the topic assigned to them, and to complete the doctoral thesis within the scheduled time period insofar as possible,
 - provide the Supervisor with information about and access to the status of the experiments, and the drafting of the doctoral thesis,
 - report on the progress of the doctoral project at the end of the first, second and fourth year by submitting a Research Report (no more than 3 pages in length) and giving an oral presentation to the Mentoring Team,
 - participate in RIGeL's structured qualification programme and to fulfil the requirements set out in the *Leistungsheft*,
 - attend a relevant event concerning Good Scientific Practice.

- b. The Supervisor undertakes to
- introduce the Doctoral Student to the specialist area and the relevant academic environment,
 - provide advice on obtaining specialist literature and research material,
 - provide recommendations concerning the formulation and definition of the subject area and the relevant issues,
 - discuss and explore hypotheses and methods,
 - discuss results and the evaluation thereof,
 - attend the Doctoral Student's annual presentation of the Research Report, and to provide recommendations concerning the experimental progress of the doctoral project,
 - encourage participation in academic conferences in accordance with the financial possibilities,
 - provide advice and guidance in the planning and presentation (structure, language) of the thesis,
 - ensure a suitable workplace and access to the necessary equipment and materials for the scheduled duration of the work on the subject,
 - ensure that the RIGeL Curriculum is completed.

The Supervisor advises the Doctoral Student regarding interdisciplinary skills and personal development, and provides support to ensure that the doctorate proceeds expeditiously.

5. Reciprocal obligation concerning the fulfilment of the principles of Good Scientific Practice

The Doctoral Student and the Supervisor undertake to comply with the University of Regensburg's Regulation concerning the principles of Good Scientific Practice.

6. Regulations in the event of conflicts

In the event of a conflict, as a rule, the first step will be to arrange a meeting between the party concerned and the Mentoring Team aimed at achieving a mutually acceptable solution, possibly with the result that the supervision agreement is amicably amended in writing – within the terms of the Doctoral Regulations. If no agreement can be achieved, the parties will attempt to call upon the assistance of a neutral trusted individual (usually the Managing Director of RIGeL or the Dean of the Faculty).

7. Amendment of the supervision agreement

Where both parties agree, the possibility exists to augment and to amend the supervision agreement within the limits of the applicable legal regulations.

8. Severability clause

If any of the individual provisions of this agreement are wholly or partially invalid, the validity of the remainder of the agreement shall remain unaffected.

9. Additional provisions and scope of applicability

The Doctoral Student and the Supervisor agree that they recognise

- the Doctoral Regulations of the University of Regensburg and
- the University of Regensburg's Regulations concerning Good Scientific Practice

as part of this agreement, and that they will act in accordance with the rules defined therein.

By entering their signatures, the parties confirm that all information provided is true according to the best of their knowledge and judgement.

Regensburg, date

Supervisor

Doctoral Student