

Supervision Agreement (Draft of 20 December 2017)

This Supervision Agreement governs the relationship between the doctoral student and the supervisors at the University of Passau. The applicable doctoral degree regulations and employment law provisions take priority.

1. Parties involved

Doctoral student: _____

Supervisor (with examination right): _____

Additional supervisors (with examination right): _____

Other parties involved, where applicable: _____

Supervisors assist the doctoral student throughout his or her doctoral study by providing advice with respect to content, with particular reference to choosing a topic and/or drafting the doctoral thesis and/or carrying out the research portion of the doctoral project.

2. Topic

Working title/topic/subject of the doctoral thesis:

- The topic was described in an exposé dated _____. The exposé is appended to this Agreement (Appendix 1).
- The topic will be set by (date) _____ in an exposé not exceeding _____ pages in length. The exposé will then be appended to this Agreement (Appendix 1).
- An exposé is not required.

The supervisors will comment on the exposé and provide recommendations on how to proceed. In particular, they will comment on the doctoral student's subject expertise for the proposed topic/subject and may recommend further qualification measures (see section 6). Non-negligible changes to the topic/subject may only be made by mutual agreement.

3. Work plan

The doctoral student and the supervisors shall create a work plan which will constitute an integral part of this Agreement (Appendix 2). The supervisors will take measures to ensure compliance with the work plan on an ongoing basis. Non-negligible changes to the work plan may only be made by mutual agreement.

The length of doctoral study is expected to be ____ years.

- As part of the doctoral project, the doctoral student will endeavour to deliver lectures and publish articles/chapters to the following extent, respectively on the following platforms (e.g. journals, anthologies, conferences, workshops etc.):

4. Consultations with supervisors

The doctoral student and the supervisors will meet at least every _____ (e.g. three, six or twelve) months for a consultation. The doctoral student will report on the content of the partial outcomes of the doctoral project and on compliance with the work plan. Where necessary, the work plan will be updated (Appendix 2) and the topic or subject reduced, expanded or otherwise changed. As part of this consultation, the following points may also be addressed:

- Presentation of the doctoral project (e.g. in the research group or faculty, or through publications or talks at conferences)
- Other funding for the doctoral project
- Financing for conferences and/or stays abroad

The parties involved may keep minutes (meeting notes) of the consultations.

5. Financing

A financing plan serves to create transparency, certainty and trust. The doctoral student is currently to be financed through:

- a scholarship (indicate donor and term): _____
- a staff position, (indicate employment term): _____
- external funds, (indicate funding term): _____
- other: _____

Follow-on financing: Where the employment/scholarship term is less than the length of doctoral study, the remainder of the doctoral study duration will be funded by means of:

- a scholarship (indicate donor and term): _____
- a staff position, (indicate employment term): _____
- external funds, (indicate funding term): _____
- other: _____
- as yet unknown

6. Duties and responsibilities of the doctoral student

The doctoral student undertakes to submit and explain work progress that corresponds to the work plan at the regularly held consultations (section 4). If the doctoral student's work does not meet the defined objectives, the doctoral student must provide an explanation of the reasons for his or her inability to meet the objectives. If no valid reason is given for the insufficient work progress, the doctoral student may twice be granted a reasonable grace period to carry out the work required for meeting the agreed level of progress. If these deadlines pass without the doctoral student having met and submitted the agreed work objectives, the supervisor has the right to terminate this Supervision Agreement for good cause under section 11 of this agreement.

The preceding paragraph shall apply accordingly to lectures and/or publications, insofar as they are part of the agreed work plan (section 3).

The doctoral student will take part in the following qualification measures:

The doctoral student will take part in the following working groups/research consortiums/graduate programmes:

- The doctoral student applies for enrolment at the University of Passau for the purpose of doctoral study.

To be completed by doctoral students who are at the same time employees of the University of Passau: Participation in the above qualification measures, working groups, research consortiums and graduate programmes

- shall take place exclusively within the working hours set aside for the doctoral student's own academic qualification.
- shall take place within the doctoral student's overall working hours.

7. Duties and responsibilities of the supervisors

The supervisors shall support the doctoral student's academic autonomy, e.g. by introducing them into their academic network and by providing advice on publication projects.

If required, supervisors will assist the doctoral student in seeking a suitable contact or mentor who is able to provide additional support for the doctoral project.

The supervisors will supervise the doctoral student until completion of the doctorate, regardless of whether an employment contract exists with the University. This includes work steps required after the doctoral oral examination (viva voce, thesis defence; in German: 'Rigorosum' or 'Disputation').

8. Principles of good academic practice

The parties involved shall comply with the Rules of the University for the Ascertainment of Good Academic Practice and for the Investigation of Alleged Academic Misconduct.

9. Reconcilability of family life and academic work

The University strongly supports a balance between family life and academic work. Pursuant to section II subsection 3 of the '*Grundsätze der staatlichen bayerischen Hochschulen zum Umgang mit Befristungen nach dem Wissenschaftszeitvertragsgesetz und zur Förderung von Karriereperspektiven für den Wissenschaftlichen Nachwuchs*' (Principles of Bavarian State Universities for Fixed-Term Employment Pursuant to the Higher Education Temporary Employment Act and for the Advancement of the Career Prospects of Early Career Researchers in Academia'), and at the request of parents-to-be in an early consultation between the supervisors and the doctoral student, it shall be established how a balance between family life and doctoral study is to be achieved in each specific case. Where necessary, the work plan will be adjusted by mutual agreement. The Women's Representative or a person of trust of the doctoral student and/or the supervisors may be consulted. Special supporting measures are to be agreed as required and accompanied where necessary by the Equal Opportunities Section.

10. Conflict

If conflicts arise, the parties involved shall comply with the Rules of the University for the Ascertainment of Good Academic Practice and for the Investigation of Alleged Academic Misconduct.

Doctoral students may raise any grievances with the Ombudsperson at the University's Graduate Centre.

11. Termination and rescission

The doctoral student and any supervisor may terminate the Supervision Agreement for good cause, for instance in cases where the doctoral student has not met the agreed interim objectives despite having been granted a grace period twice, or if the personal bond of trust has been broken. Notice must be served in writing, specifying the reasons for the termination. The written notice must be given to the doctoral student or each supervisor. The parties shall endeavour to reach mutual written rescission.

The parties involved are no longer tied to the obligations under the Supervision Agreement once the agreement has been rescinded or terminated; other duties in accordance with the respectively applicable doctoral degree regulations remain hereby unaffected. If the doctoral student has already been accepted or admitted to the University of Passau in accordance with the applicable doctoral degree regulations, the chairperson of the relevant faculty's Board of Examiners for Doctoral Awards must be informed of the rescission or termination. A new Supervision Agreement may be concluded between the doctoral student and the remaining supervisor and/or other supervisor.

12. Copies/entry into force/abrogation

Several copies of this Supervision Agreement shall be issued for the supervisors, the doctoral student and the faculty's Board of Examiners for Doctoral Awards, in English where applicable. It shall enter into force upon acceptance of the doctoral student or upon admission to the University of Passau, in accordance with the applicable doctoral degree regulations. Acceptance or admission shall be appended to the Supervision Agreement (Appendix 3). The acceptance of the doctoral student or the admission to the University of Passau in accordance with the applicable doctoral degree regulations shall be requested immediately once the Supervision Agreement is concluded. If the doctoral student is not accepted or admitted, the Supervision Agreement shall not enter into force.

The Supervision Agreement shall end upon completion of the doctoral procedure in accordance with the applicable doctoral degree regulations, or upon expiry of the rights from the doctorate in accordance with the applicable doctoral degree regulations, or upon termination for good cause or mutual rescission (see section 11).

Place, date and doctoral student's signature

Place, date and supervisor's signature

Place, date and supervisor's signature

13. Appendices

- Appendix 1 (under section 2): Exposé
- Appendix 2 (under sections 3 and 4): Work plan
- Appendix 3 (under section 12): Acceptance or admission in accordance with the applicable doctoral degree regulations