



Doctoral Supervision Agreement¹ of the Faculty of Engineering

PREAMBLE

The doctoral candidate and his or her dissertation supervisors agree to the following terms in order to guarantee transparency with regard to the content and timeframe of the supervision relationship.

The supervisors act in fulfillment of their official duties for the University of Freiburg.

The agreement follows the currently feasible planning horizon and may be amended and updated by written mutual consent with regard to the research question to be dealt with in the dissertation project as well as the individual qualification elements.

The doctoral committee of the faculty decides on the acceptance of doctoral candidates. The procedure for earning a doctoral degree is regulated by the applicable doctoral degree regulations. The supervision agreement does not serve as a substitute for either acceptance as a doctoral candidate or student registration or matriculation. Employment contracts remain unaffected by the supervision agreement.

1. The Involved Parties

Doctoral Candidate

Title : First name: Last name:

(First) Supervisor

Title: First name: Last name:

Institute/Department:

¹ This sample doctoral supervision agreement is modeled on the recommendations of the German Research Foundation for drafting supervision agreements (www.dfg.de/formulare/1_90/1_90.pdf) and the guidelines described in Article 38, Paragraph 5 of the State Higher Education Act of Baden-Württemberg (Landeshochschulgesetz – LHG) in the version from 1 April 2014 (GBl. p. 99).

Further Supervisor or Mentor

Title: First name: Last name:

Institute/Department:

2. Topic of Dissertation

Working title of dissertation:

Beginning of work on dissertation (month/year)

Planned completion of dissertation (month/year)

The dissertation project should be suitable for completion within a reasonable period of time.

3. Work Schedule and Timetable

The doctoral candidate and the supervisor(s) agree to a work schedule and timetable adapted to the dissertation project and the work situation of the doctoral candidate as well as the supervisors. The work schedule and timetable includes regular meetings and progress reports. It is attached to this agreement.

4. Individual Study Program

The doctoral candidate and the supervisor or supervisors agree to a set of required qualification measures (e.g., field-specific courses, transdisciplinary qualification courses or workshops, stays abroad, participation in conferences, talks, etc.), which are also described in an appendix to this agreement.

5. Obligation to Observe the Rules of Good Academic Practice

The doctoral candidate and the supervisor or supervisors agree to respect and observe the principles of good academic practice as described in the recommendations of the German Research Foundation and in the Regulations of the University of Freiburg on Safeguarding Academic Integrity.²

6. Grading Timeframe

The grading timeframe is set when the doctoral candidate submits the dissertation. It must be in line with the applicable doctoral degree regulations.

² http://www.uni-freiburg.de/forschung/redlichkeit_in_der_wissenschaft

7. Disputes

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In the event of differences of opinion or disputes between one or more of the supervisors and the doctoral candidate, all parties agree to make an effort to find an amicable solution. If necessary, they may contact the Central Ombuds Office or one of the faculty ombuds offices for dissertation supervisors and doctoral candidates of the University of Freiburg.

8. Execution, Central Registration, and Acceptance as a Doctoral Candidate

The parties to the agreement sign **at least three copies** of the supervision agreement. The doctoral candidate and his or her dissertation supervisor or supervisors receive one copy each, and one copy is filed with the records of the doctoral committee responsible for the doctoral degree procedure. The **central registration** of the doctoral candidate is completed upon conclusion of the supervision agreement. The doctoral candidate is required to register at the University of Freiburg as a PhD applicant. For any further information regarding the registration, you may refer to the Internet page of your faculty.

The **application for acceptance as a doctoral candidate** should be submitted to the responsible doctoral committee within six weeks after the conclusion of the supervision agreement.

Date, Signature of the doctoral candidate

Date, Signature of the first supervisor

Appendix 1 to the Doctoral Supervision Agreement:

Work schedule and timetable for work on the dissertation project/dissertation proposal

Appendix 2 to the Doctoral Supervision Agreement:
Individual Study Program

1. Participation in field-specific courses

2. Participation in transdisciplinary qualification workshops

3. Participation in international conferences/presentation of research project
