



Information Sheet for the Doctoral Supervision Agreement

According to § 6, section 4 of the Ph.D. regulations of the Albert-Ludwigs-University, Faculty of Environment and Natural Resources of 29.02.2016 (PromO), the doctoral candidate and his or her dissertation supervisors declare a supervision agreement using the provided form, which contains at least the following points:

1. a work schedule and timetable adapted to the dissertation project and the life situation of the doctoral candidate. This has to be adjusted annually;
2. information on an individual study program (see appendix 2);
3. mutual obligation to observe the Rules of Good Academic Practice;
4. regulations for the solution of disputes;
5. information on the grading timeframe which is set, when the doctoral candidate submits the dissertation.

According to § 4, section 5 PromO the Doctoral Supervision Agreement takes effect from the acceptance as doctoral student.



Doctoral Supervision Agreement¹

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 supervisor acts within the scope of his or her 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.

Decisions on the acceptance of doctoral candidates are made by the responsible doctoral committee.

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: _____

Second Supervisor

Title: _____ First name: _____ Last name: _____

Institute/Department: _____

Further Supervisor or Mentor

Title: _____ First name: _____ Last name: _____

Institute/Department: _____

Responsibilities (if different from first and second supervisor): _____

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 13 March 2018 (GBl. p. 85).

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 or supervisors agree to a work schedule and timetable adapted to the dissertation project and the life situation of the doctoral candidate. The work schedule and timetable includes regular advising sessions and progress reports. It is described in an appendix 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. Integration in Working Group, Research Network, Doctoral Research Program

The dissertation project will be completed within the working group or research network or doctoral research program _____.

In addition to the regular advising sessions, the doctoral candidate agrees to hold a presentation on the state of the project within the context of the working group or research group or doctoral research program at least once a year and receives feedback on the state of the dissertation project and possibilities for improving it. Any terms agreed to within the context of the doctoral research program remain unaffected.

6. 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 Guidelines for Safeguarding Good Research Practice² of the German Research Foundation and in the Regulations of the University of Freiburg on Safeguarding Academic Integrity.³

7. 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 https://www.dfg.de/download/pdf/foerderung/rechtliche_rahmenbedingungen/gute_wissenschaftliche_praxis/kodex_gwp_en.pdf

³ <https://uni-freiburg.de/forschung/wp-content/uploads/sites/2/2020/10/Uni-Freiburg-Ordnung-Redlichkeit-in-der-Wissenschaft-en.pdf>

8. Disputes

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.

9. Termination of the Supervision Agreement

The parties may dissolve the doctoral supervision agreement by mutual consent.

A unilateral termination of the supervision agreement must be submitted in written form. The doctoral committee should be notified that the supervision agreement has been terminated.

The supervision agreement is dissolved if the application for acceptance as a doctoral candidate is rejected by the faculty.

The supervision agreement is terminated when the doctoral candidate fulfills the obligation of publishing the dissertation.

10. Severability Clause

Should a provision of this supervision agreement be or become void or unenforceable, whether in part or in its entirety, the validity of the other regulations included in this supervision agreement remain unaffected. In place of the void or unenforceable provision, a new provision that comes closest to reflecting the spirit and purpose of the supervision agreement should be considered as agreed upon. The same applies in the case that a loophole is found in the supervision agreement.

11. 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 **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.

Additional comments

Date, signature of doctoral candidate

Date, signature of (first) supervisor

Date, signature of second supervisor

Date, signature of further supervisor
or mentor



Appendix 1 to the Doctoral Supervision Agreement:

Work schedule and timetable for the dissertation project/dissertation
proposal of Mr./Ms. _____



Appendix 2 to the Doctoral Supervision Agreement:

Individual Study Program for Mr./Ms. _____

- The parties are in agreement that the doctoral candidate will not be required to complete a set program of qualification measures.
- Participation in field-specific courses**
The doctoral candidate agrees to participate in the following courses in his/her field of study while completing the dissertation:
 - ___ Course on _____
 - ___ Course on _____
 - ___ Course on _____
 - ___ Course on _____
- Participation in transdisciplinary qualification workshops**
The doctoral candidate agrees to participate in the following transdisciplinary workshops while completing the dissertation:
 - ___ Workshop(s) from the area "Media and Data Processing"
 - ___ Workshop(s) on good academic practice
 - ___ Workshop(s) or advising on academic writing
 - ___ Workshop(s) for acquiring/improving English language skills
 - ___ Workshop(s) for acquiring/improving German language skills
 - ___ Workshop(s) in the area "Management and Communication"
 - ___ Workshop(s) or advising in the area "Career Planning and Career Entry"
 - ___ Workshop(s) on _____
 - ___ Workshop(s) on _____
- Participation in international conferences/presentation of research project**
 - The doctoral candidate agrees to give a talk or poster presentation on his/her research project at an international conference, summer school, or meeting at least once while completing the dissertation. He/she will receive support from his/her supervisor.
 - The doctoral candidate agrees to present his/her dissertation project in a doctoral colloquium or other such postgraduate seminar at least once while completing the dissertation. The supervisors agree to attend the presentations and help the doctoral candidate to find suitable colloquia.
- The doctoral candidate will complete his/her dissertation within the context of a doctoral program and will participate in all required courses, colloquia, etc. included in the curriculum.