# Supervision Agreement

**for a doctoral degree in****CRC EmpkinS**

### 1. Personal details

Doctoral candidate

|  |  |  |  |
| --- | --- | --- | --- |
| First name, surname |  | | |
| Address |  | | |
| Phone |  | Email address |  |

Supervising lecturer fromCRC EmpkinS

|  |  |  |  |
| --- | --- | --- | --- |
| Title, first name, surname |  | | |
| Chair/professorship |  | | |
| Department |  | | |
| Faculty |  | | |
| Address |  | | |
| Phone |  | Email address |  |

Additional supervising lecturer from EmpkinS

|  |  |  |  |
| --- | --- | --- | --- |
| Title, first name, surname |  | | |
| Chair/professorship |  | | |
| Faculty |  | | |
| University of applied sciences/university |  | | |
| Address |  | | |
| Phone |  | Email Address |  |

### 2. Proposed doctoral project

The undersigned confirm that they are planning to work together on a doctoral degree leading to the title Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_.

The doctoral degree will be completed in accordance with the following doctoral regulations:

|  |  |
| --- | --- |
|  | |
| (Title of regulations) |  |
| (Faculty) |  |

The doctoral candidate will apply/has applied/has been approved for admission to the doctoral degree programme on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

at

(Faculty)

The doctoral degree is expected to be completed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The doctoral candidate will participate in the following structured doctoral programmes:

|  |
| --- |
| EmpkinS iRTG |
| (Name of programme)  Friedrich-Alexander University Erlangen-Nürnberg (FAU) |
| (University/faculty running the programme) |
| (Name of programme) |
| (University/faculty running the programme) |

The topic of the planned doctoral research project or doctoral thesis is*:*

|  |
| --- |
|  |
|  |
|  |

Field of doctoral study*:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **3. Agreements**

### 3. (a) Work space

Suitable desk and bench space for the candidate will be provided*.*

### 3. (b) Project meetings, colloquiums, project presentations etc.

The candidate is expected to attend the following regular meetings, courses and/or events and report back on their progress as follows:

|  |  |
| --- | --- |
| Status seminars with supervisors | half-yearly |
| (Type of meeting/course/event)  Status seminars with peers | (Frequency/date)  half-yearly |
| (Type of meeting/course/event)  Meetings with IRTG EmpkinS coordinator | (Frequency/date*)*  half-yearly |
| (Type of meeting/course/event) | (Frequency/date*)* |
| (Type of meeting/course/event) | (Frequency/date*)* |
| (Type of meeting/course/event) | (Frequency/date*)* |

### 3. (c) Project milestones

Milestones are defined for the doctoral research project. The following milestones over the course of the project have been agreed:

|  |  |
| --- | --- |
| Yearly | one journal publication as first author (in 1st class journals) and/or one conference contribution as first author (in 1st class conferences) if relevant in the field |
| (Date)  Within first three years | (Objective)  presentation at an international conference |
| (Date) | (Objective) |
| (Date) | (Objective) |
| (Date) | (Objective) |
| (Date) | (Objective) |

### 3. (d) Measures aimed at encouraging subject-related and interdisciplinary skills

The universities responsible for supervision will aim to improve the candidate's subject-related and interdisciplinary skills with the following measures:

|  |
| --- |
| Ethic talks (half-yearly) |
| Two-day retreat (yearly) |
| Winter school (once) |
| Subject-specific education (own research area) (half-yearly)  Subject-specific short seminars (half-yearly) |
| Lecture series (13 times in total) |
| Cross-disciplinary education (half-yearly) |
| Soft skills (yearly) |

### 3. (e) Additional agreements

|  |
| --- |
| Awards and the supervision of students in their final theses are a plus. |
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|  |

### 4. Declaration

Allparties agree to

* constructively discuss how the project is progressing on a regular basis (for example once every three months) and adjust project planning if necessary
* observe established rules for safeguarding good scientific practice (Regulations for safeguarding good academic practice and dealing with academic misconduct at Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU), DFG code of conduct on safeguarding good scientific practice) and any other additional rules or regulations applicable at other institutions, funding institutions or scientific journals involved in the project
* work towards enabling a balance between research and family commitments
* try in the first instance to reach an internal solution if any conflicts should arise. If this is not possible, the chairperson of the Doctoral Affairs Committee and mediators at the faculties, employees at the FAU Graduate Centre, ombudspersons, the Doctoral Candidates' Representatives Governing Body and the Commission for Research Conflict Management at FAU may be consulted

The supervising lecturers agree to

* support the doctoral candidate in independently carrying out their research and provide feedback on the progress of the research work
* offer the doctoral candidate the best possible conditions for conducting their research and, if applicable and possible, ensure that the position is funded until the qualification has been obtained or the research has been completed or, if applicable, support the candidate in the search for and acquisition of independent funding,
* involve the doctoral candidate in day-to-day research activities and, where applicable, in the working group, and inform them about relevant seminars, presentations, discussions and conferences and, where possible, support their participation in these events,
* inform the doctoral candidate about career prospects and opportunities for further training or make them aware of appropriate information which is available and give them the possibility to pursue further training
* provide the doctoral candidate with guidance in observing the general rules of good scientific practice

The doctoral candidate agrees to

* attend the EmpkinS iRTG
* participate in the chair's/professor's research process
* follow the agreements detailed under no.3 to the best of their ability and inform the supervisors in good time of any changes, allowing the arrangements agreed under no.3 to be changed accordingly
* work conscientiously, responsibly and with dedication and inform supervisors in good time of problems that could hinder the progress of the work
* find out about the formal process of completing a doctoral degree and fulfil the requirements within the deadline
* remain loyal to all supervisors, superiors, colleagues and employees

### 5. Signatures

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Place, date |  | Doctoral candidate |  | Supervisor |  | Co-supervisor |

### Annex

**Check list for good practice for supervising and completing work on postdoctoral qualifications**

This check list is to be used as a guideline for meetings between new doctoral candidates and their supervising professor. The purpose of the meeting is to establish the tasks, rights and obligations of both parties and, if applicable, to set these down in a supervision agreement, paving the way towards successful collaboration.

A meeting must be held when a new research associate is employed or when work is started on a doctoral degree.

|  |  |
| --- | --- |
| wordml://89.png | **Ways of making contact:** what are the lines of communication in any given situation? |
| wordml://89.png | **The General Doctoral Regulations of FAU (RPromO) and the relevant Faculty Doctoral Regulations (FPromO)** form the legal basis for the doctoral degree. |
| wordml://89.png | **Mentoring:** Going beyond the minimum requirements, should additional experienced researchers be available to act as mentors who provide advice on the progress of the thesis, act as points of contact for interdisciplinary questions and who, if necessary, can act as an intermediary in conflict situations? (Mentors should not come from the same working group.) |
| wordml://89.png | **Determination of the topic:** outline a plan for the research topic/project and formulate a suitable research question and research objectives that will be adjusted and refined in regular discussions. |
| wordml://89.png | **Time and work schedule**: a time and work schedule with targets/milestones which is created together and should be made more specific over the course of the work on the qualification. |
|  | * **Working hours, duration of the work and desk/bench space**: Clarification of the framework conditions which are standard in the field. |
|  | * **Progress checks:** how often will the work be checked to make sure that targets are being met? How often and where (colloquium, seminar, Examining Committee, etc.) will the employee/candidate report on the progress of their research? How often will the employee/candidate and professor meet to discuss the progress of the work? |
|  | * **Qualification programme:** is the employee/candidate expected to take part in a qualification programme? Which events/courses must be attended? |
| wordml://89.png | **Good scientific practice:** the principles of good scientific practice (see FAU guidelines and DFG recommendations) are the basis of collaborative scientific work and both parties must be (made) aware of them. Both parties agree to observe them. Please note that training is available on this topic. |
| wordml://89.png | **Balancing research and family commitments:** What options are available for coping flexibly with childcare, when children are unwell, etc. and what conditions have to be met? |
| wordml://89.png | **Conflicts:** various contacts are available if conflicts occur where the supervisor and employee/candidate cannot agree on a solution: the chairpersons of the doctoral committee and mediators for doctoral degrees, research staff representatives (Governing Board and at department level), ombudspersons, Commission for Research Conflict Management (especially for issues regarding the official relationship between an employee and a superior). |
| wordml://89.png | **Discontinuation of a doctoral research project:** if, during the doctoral programme, serious sustained shortcomings occur which give reason to believe that the process cannot be completed successfully, the supervisory relationship may be terminated by the Doctoral Affairs Committee. Doctoral candidates remain free to request that another member of the faculty who is entitled to supervise doctoral candidates takes over the role of supervisor. The Office of Doctoral Affairs/Graduate Centre must be informed accordingly. |

Information: <https://www.fau.de/graduiertenzentrum/informationen-a-z/gute-wissenschaftliche-praxis/>; <https://www.dfg.de/en/research_funding/principles_dfg_funding/good_scientific_practice/index.html>; <https://www.fau.eu/graduate-centre/doctoral-degrees/>