

# **Supervision agreement for doctoral projects at Darmstadt University of Applied Sciences**

**between the doctoral candidate**

Name

Address

E-Mail

Date of birth

Matriculation number

**and the supervisors**

as a primary supervisor

Department

and as a

Second supervisor

Department

as well as continuing to be part of the team of supervisors (e.g. other supervisors or mentors)

Role

Supervisor

Organization

**the supervision of the preparation of a dissertation is agreed with the working title**

for a doctorate at the Doctoral Centre on

**Doctoral Centre**

The support begins with the signing of the agreement.

## **(1) Purpose of the Agreement**

A supervision agreement is intended to make the relationship between doctoral candidates and supervisors transparent in terms of content and timing by describing the regulations on the rights and obligations of those involved. The supervision agreement is intended to ensure the continuous support and advice of the doctoral candidate in his/her doctoral project and to formulate the structuring of the requirements for supervisors and supervised persons by mutual agreement.

Who is designated as a doctoral candidate?

- A prospective doctoral candidate for a maximum period of one year for the preparation of the exposé for the application or application for acceptance as a doctoral candidate;
- A doctoral candidate accepted at the above-mentioned university or doctoral centre until the end or termination of the doctoral procedure;

- The doctoral candidate is registered or enrolled as a participant in the Graduate School of Darmstadt University of Applied Sciences.

The supervision agreement does not replace an acceptance as a doctoral student and does not confer any legal entitlement to a doctorate or employment.

## **(2) Basis of the doctoral project**

The attached exposé applies to the doctoral project, including the work, time and resource plan agreed with the supervisors, which is to be adjusted and updated annually with regard to the scientific issues of the doctoral project, the qualification measures and the scheduling for regular supervision interviews and progress reporting.

## **(3) Principles of care**

The doctoral candidate and the supervisors undertake to guide their cooperation during the doctoral phase by the following principles:

- The basis for the supervision of the doctoral project is the jointly agreed work and time planning;
- The doctoral candidate and the supervisors meet regularly for supervision interviews, if possible every quarter, but at least once a semester, to discuss the doctoral project, the progress and further progress of the work. These meetings serve to critically assess what has been achieved together and to advise the doctoral candidate;
- The implementation of the supervision agreement and the validity of the work, time and resource plan are reviewed and further developed at the meetings and modified if necessary;
- These meetings are documented in the form of a short protocol;
- In addition to the supervision interviews, the doctoral candidate presents the status of the thesis and partial results at least once a year as part of a doctoral colloquium at the Graduate School of the Darmstadt University of Applied Sciences.

To ensure the quality of the doctorate, both sides pay attention to compliance with good scientific practice.

## **(4) Tasks and duties of the doctoral candidate**

The doctoral candidate undertakes to

- work on the agreed doctoral topic;
- to report regularly as part of the supervision interviews;
- to submit a written report on the progress of the work (progress report) in preparation for the supervision interviews, which should be made available to the supervision team at least ten days before the date of a meeting;
- to draw up a short protocol of a counselling session, which is countersigned by all participants in the discussion;
- carry out agreed qualification measures and participate in suitable events of the Graduate School. This may also include, among other things, participation in events and research activities at partner universities;
- to inform immediately about changes in the orientation of the dissertation and in case of problems regarding the scientific question of the doctoral project as well as about other changes that affect the work on the dissertation.

#### **(5) Tasks and duties of caregivers**

The caregivers undertake

- to provide the doctoral candidate with professional advice and to support his/her academic work and independence;
- to receive regular and detailed reports on the status of the thesis as part of the supervision interviews and to give the doctoral candidate feedback and an assessment as well as to document this;
- to support the equipment of the doctoral candidate's workplace, which is documented in the form of the assurance of resource use;
- to support the doctoral candidate in promoting scientific exchange, also with regard to participation in conferences and scientific publishing.

#### **(6) Cancellation of the supervision agreement**

The agreement can be terminated by mutual agreement of the parties involved. For those interested in doing a doctorate, the supervision agreement ends after a maximum of one year or if they are not accepted as a doctoral candidate. The supervision agreement ends with the completion or termination of the doctoral procedure. Any prior unilateral termination of the agreement must be in writing. Any termination or termination of the supervision agreement must be reported to the Graduate School.

Location, Date                      Signature of the first supervisor

Location, Date                      Signature of second supervisor

Location, Date                      Signature of another supervisor or mentor

Location, Date                      Signature of doctoral candidates