

**Please note: This translation is meant to explicate and carries no legal force. The German 'Betreuungsvereinbarung' alone is binding for all legal purposes.**

***Please note: This agreement is a legally verified draft based on the recommendations of the German Research Foundation - DFG (Form 1.90 - 10/14) and the German Council of Science and Humanities (Drs. 1704-11).***

*Any adaptations should be legally reviewed by the University of Cologne's Legal Department (Justitariat). Please note that the clauses of the applying Doctoral Regulations take precedence in all cases. The signing of this Supervision Agreement does not constitute a formal acceptance as a doctoral candidate.*

## Supervision Agreement

between

..... [doctoral candidate]  
..... [scientific institution]  
..... [address]

and

..... [first supervisor]  
..... [scientific institution]  
..... [address]

..... [if appl. second supervisor]  
..... [scientific institution]  
..... [address]

..... [if appl. further supervisors or mentors]  
..... [scientific institution]  
..... [address]

**Please note: This translation is meant to explicate and carries no legal force. The German 'Betreuungsvereinbarung' alone is binding for all legal purposes.**

### **Subject and period of the dissertation**

The dissertation is to be carried out at the Faculty of .....  
of the University of Cologne in the (if applicable) department or doctoral programme  
..... The candidate aims to achieve the following  
academic degree: .....  
The topic or working title of the dissertation is:  
.....

*A time and work schedule is included in the attachment. Changes to this time and work schedule require the agreement of the supervisor and the doctoral candidate.*

### **Tasks and duties of the supervisors**

The supervisors commit themselves to regularly advise the doctoral candidate and support his or her early scientific independence. This also includes (interdisciplinary) career advancement and networking in the scientific field.

They design the doctoral project in such a way that it can be completed within the planned timeframe and support adherence to the schedule.

The supervisors are responsible for the quality assurance of the dissertation. As a rule, they agree to hold an in-depth discussion with the doctoral candidate on the progress of the work and adherence to the time schedule every 6 months, but at least every 12 months (progress discussion). Within this framework, they will provide differentiated, qualified and appropriately detailed feedback on the status of the work and discuss the further procedure.

They agree to supervise the doctoral project until its completion, regardless of the duration of the financing of the doctorate (position, scholarship). *Optional: If a member of the supervision team leaves before the submission of the dissertation, the first supervisor or the responsible office in the Faculty will ensure that adequate supervision will be guaranteed.*

### **Tasks and duties of the doctoral candidate**

The doctoral candidate agrees to report regularly to the supervisors on the status of the doctoral project, adherence to the time schedule, and participation in scientific events and (extra)professional qualification programmes.

In the course of the progress meetings, the doctoral candidate will present the preliminary results of the dissertation to the supervisors every 6 months, but at least every 12 months. The supervisors will make a brief protocol of the interview, which will also record the next steps.

**Please note: This translation is meant to explicate and carries no legal force. The German 'Betreuungsvereinbarung' alone is binding for all legal purposes.**

### **Integration into a scientific environment**

The dissertation will be prepared within the framework of the working group, the research association or the graduate programme .....

### **Working conditions**

The following resources are made available to the doctoral candidate in addition to access to relevant scientific literature and research material (please check the boxes and add others, if necessary)

workstation/writing desk;  PC;  laboratory access and equipment;

.....

.....

### **Compliance with the principles of good scientific practice**

The doctoral candidate and the supervisors agree to comply with the principles of good scientific practice as formulated in the Regulations for Safeguarding Good Scientific Practice and Dealing with Scientific Misconduct of the University of Cologne, as amended.

*Optional: In addition, the doctoral candidate agrees to participate in a relevant event on good scientific practice within the first year of the doctoral project.*

### **Regulations in cases of conflict**

In the event of conflicts between the doctoral candidate and the supervisor(s), the procedures provided for this purpose by the Faculty apply. In addition, the Albertus Magnus Center may be contacted for support.

*Optional: In case the doctoral candidate wishes to withdraw from his or her doctoral project, he or she can terminate the supervision relationship at any time without giving reasons.*

*Likewise, the supervision relationship can be terminated at any time by mutual agreement.*

*The supervisor may unilaterally terminate the supervision agreement only if there is an important reason. In this case, the Doctoral Committee of the Faculty will examine whether an alternative, appropriate supervisor relationship is possible.*

*The termination of the Supervision Agreement must be reported to the responsible office of the Faculty.*

**Please note: This translation is meant to explicate and carries no legal force. The German 'Betreuungsvereinbarung' alone is binding for all legal purposes.**

### **Compatibility of family and scientific work**

The University supports the compatibility of family and scientific work. Special measures can be agreed upon as required.

### **Acknowledgement of the Doctoral Regulations**

The undersigned take note of the applying regulations of the responsible Faculty, in particular the Doctoral Regulations in their currently valid version.

*Optional: Acknowledgement of all regulations to be observed in individual cases (Doctoral Regulations, requirements of the graduate schools, etc.)*

### **Signatures**

..... [place, date]

..... [doctoral candidate]

..... [first supervisor]

..... [if appl. second supervisor]

..... [if appl. further supervisors or mentors]

..... [*optional: responsible office in Faculty with position designation*]

**As of 19 September 2019**