

## Supervision Agreement within the Framework of a Doctoral Project at Trier University

### Part 2, Further Agreements about the Supervision (pp. 4-9)

The following Supervision Agreement is concluded between the doctoral candidate and the (first) supervisor and (optional) other involved parties within the framework of a doctoral project. The aim of the supervision agreement is to support a constructive, productive and trusting cooperation.

### C) Agreement on the Supervision of the Doctoral Project

#### C1) Project Proposal/Exposé

Is a project proposal/exposé available?

- yes                                       no  
 It will be completed by (date) \_\_\_\_\_

#### C2) Working Period, Duration of the Supervision Agreement, Timetable and Work Plan

Work on the dissertation project begins on (date) \_\_\_\_\_

Expected date of completion: \_\_\_\_\_

The duration of the supervision agreement depends on the doctoral regulations and does not necessarily have to end on the expected date of completion.

**Please note: The working period of the doctoral project may vary depending on the working hours and resources available to the doctoral candidate.**

The participating parties have agreed on a timetable and work plan for the completion of the dissertation. The timetable and work plan

- are attached to this supervision agreement.  
 are already available to the supervisor.  
 will be submitted by (date) \_\_\_\_\_

Changes to the timetable and work plan are only possible by mutual agreement.

### C3) Meetings/Reporting

The participants agree to exchange information about the progress of the doctoral project on a regular basis.

The frequency of the meetings

- will be subject to mutual agreement and adapted to individual needs.
- will be at least once per semester.
- will be carried out: \_\_\_\_\_

**Please note: If necessary, both sides can request a meeting outside of the agreed arrangement.**

The participating parties shall, if needed, make themselves available to discuss the doctoral project or other matters related to the doctorate as promptly as possible.

#### Additional Voluntary Agreements:

- The main results of the meetings shall be recorded in a short protocol. The minutes are to be taken by the doctoral candidate and signed by him/her and the (first) supervisor.

The doctoral candidate shall regularly present on the progress of the doctoral project in a research/dissertation colloquium.

- yes                                      If yes, how often? \_\_\_\_\_
- no

### C4) Workspace and Resources

The participating parties have agreed on the means and the workspace needed for carrying out the doctoral project.

**Please note: Trier University is not obligated to provide a workspace for the doctoral project.**

#### Additional Voluntary Agreements:

- The doctoral candidate is not provided with workspace or equipment.
- The doctoral candidate is provided with the following workspace and/or equipment

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

- The doctoral candidate was informed about possible restrictive framework conditions (e.g. with regard to workspace that is only temporarily available, etc.). The following was recorded by mutual agreement (if applicable):

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

### C5) Integration

The (first) supervisor has informed the doctoral candidate about opportunities to participate in working groups, research networks, structured doctoral programmes, mentoring programmes or similar.

#### Additional Voluntary Agreements:

- The doctoral candidate will participate in the following working groups, research networks, structured doctoral programmes, etc. within the framework of the doctoral project:

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- The doctoral candidate will have the opportunity to participate in the following seminars/workshops/ \_\_\_\_\_  
at the institutes mentioned above:

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### C6) Balancing Family Life and Academic Work

The participating parties discussed and exchanged views on the balance of family life (e.g. children, relatives in need of care) and carrying out doctoral research.

#### Additional Voluntary Agreements:

- The following was agreed by mutual consent:

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## D) Accompanying Further Training and Qualification

### D1) Further Training and Studies

All doctoral candidates are welcome to participate in the further training and study programmes at Trier University, in particular that of the Graduate Centre (GUT), to support their work on their doctoral project and to acquire additional academic qualifications.

#### Additional Voluntary Agreements:

The doctoral candidate has agreed to participate in the following compulsory further training and study programmes:

- A seminar about "Good Scientific Practice"
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### D2) Participation in Conferences

The participating parties discussed and exchanged information about the doctoral candidate attending academic conferences or similar in connection with the doctoral project.

#### Additional Voluntary Agreements:

- The following was agreed by mutual consent:  
\_\_\_\_\_  
\_\_\_\_\_
- The participating parties commit to equally seek funding to enable participation in the academic conferences or similar.

### D3) Visits and Stays Abroad

The participating parties discussed and exchanged information about opportunities for the doctoral candidate to visit or stay abroad while carrying out the doctoral project.

#### Additional Voluntary Agreements:

- The following was agreed by mutual consent:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- The participating parties commit to equally seek funding to enable the visit or stay abroad.

#### **D4) Publications**

The participating parties have discussed and exchanged information about opportunities for the doctoral candidate to publish while carrying out the doctoral project (in addition to the monograph or required for the compilation).

##### **Additional Voluntary Agreements:**

- The following was agreed by mutual consent:

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- The (first) supervisor agrees to provide the doctoral candidate with support including organisational and expert advice on the topic for these publications.

#### **D5) Teaching**

The participating parties have discussed opportunities and/or the obligation associated with a state-funded position to teach at the university.

##### **Additional Voluntary Agreements:**

- The following was agreed by mutual consent:

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## E) Compliance with the Guidelines of Safeguarding Good Scientific Practice

The signing parties confirm that they are aware of the obligation to comply with the *Guidelines for Safeguarding Good Scientific Practice*.

### Additional Voluntary Agreements:

- The doctoral candidate was given the Guidelines for Safeguarding Good Scientific Practice at Trier University.

## F) Options in Case of Conflict, Assessment Periods and Termination of the Supervision Agreement

In the case of conflict, an ombudsperson (a third-party individual who is neutral and independent) at Trier University as well as the Graduate Centre (GUT) are available to both doctoral candidates and supervisors for advice, mediation and arbitration. Assessment periods of the dissertation are determined by the specific doctoral regulations of each department. In accordance with the respective doctoral regulations, the supervision agreement can also be terminated before the end of the supervisory period by either side or by mutual agreement upon request (details are regulated by the specific doctoral regulations of each department).

## G) Additional Agreements (e.g. binational supervision, cotutelle-de-thèse)

Additional agreements are recorded in the attachments.

## H) Attachments

The supervision agreement is submitted to the faculty with the current version of all supporting documents attached (if required).

Attached to the supervision agreement are the following:

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|--|--|
| <input type="checkbox"/> Project Proposal/Exposé | <input type="checkbox"/> Timetable and work plan |
| <input type="checkbox"/> _____                   | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> _____                   | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> _____                   | <input type="checkbox"/> None                    |

\_\_\_\_\_  
City, Date  
Signature of Doctoral Candidate

\_\_\_\_\_  
City, Date  
Signature of (First) Supervisor

\_\_\_\_\_  
City, Date  
Signature of Additional Participating  
Party (optional)