



University of Trier - D-54286 Trier
FB VI – Regional and Environmental Sciences

Recommendation for the supervision agreement in FB VI

For the preparation of a supervision agreement, please always comply with the most current information by the Graduate Centre of the University of Trier!

This document only serves as a recommendation for a supervision agreement in Faculty VI and should be individually adjusted by the people involved.

between

_____ (doctoral candidate, referred to as A)

_____ (supervisor/ first examiner, referred to as B)

_____ (supervisor/ second examiner, [optional])

In the interest of a constructive and productive cooperation, within the scope of the dissertation project, A and B conclude a supervision agreement. The agreement is based on the doctoral regulations of the Faculty VI: Spatial and Environmental Sciences and the guidelines of the Graduate Centre of the University of Trier, that are currently valid at the time of the agreement.

A supervision agreement is a requirement for the acceptance as a doctoral candidate in Faculty VI.

Dissertation project

1. A writes a dissertation in the Faculty VI: Spatial and Environmental Sciences at the University of Trier. The project can be described in more detail in a short abstract. The processing time and scope can be regulated by a work plan (see attachments).
2. The completion of the dissertation and the end of this supervision agreement is scheduled for _____ (and may be indicated in a more detailed work plan).
3. If there is a delay in the completion of the dissertation project (compared to given date in sentence 2), an extension of this deadline is possible in accordance with §3 of the doctoral regulations.
4. This supervision agreement with its attachments, is regularly checked by those involved and modified if necessary.
5. In the event that further tasks (e.g. compulsory teaching or project work) arise in addition to the dissertation project, B undertakes to organise the extent and processing time of these tasks in such a way that it is still possible to work on the dissertation within a reasonable framework.
6. B ensures that the duration between the submission of the dissertation and the disputation does not exceed five months.

Supervision of the dissertation project

7. A and B discuss (if available: on the basis of the disclosure, work plan, interim reports and individual chapters) the progress of the work in a detailed conversation at least once per semester. In the context of these discussions or in the direct follow-up to them, B comments in detail on the contributions or the progress of the work in oral or written form. Additional meetings to discuss questions and problems take place as required.
8. A presents the status of the work once a year / per semester (select) as part of a research colloquium and receives feedback on the status and improvement possibilities of the dissertation project.

Own academic achievements and accompanying training programme

9. In the course of the doctorate, A makes personal scientific contributions, for example in the form of participation in national/international conferences or the submission of journal articles related to the dissertation project. These can be recorded in the work plan and appropriately supported by B in preparation and implementation. These own contributions can be regularly reviewed with the work plan and accordingly adjusted in the dissertation.
10. The parties may agree on B's attendance of events of the subject-specific and the interdisciplinary qualification programme. The scope and contents can be recorded in the training plan.

In the event of a conflict

According to §3 of the doctoral regulations, the supervisory relationship may be terminated by either party or by mutual agreement with six weeks' notice. The dean decides on the application. In this case, the associate dean assumes the role of a confidant.

Additional agreements

_____ (Date, doctoral candidate)

_____ (Date, supervisor/ first examiner)

_____ (Date, supervisor/ second examiner [optional])

Optional attachments

1. Short synopsis

- length approx. 500 to 1000 words (not including literature, tables, figures and appendices).

- Contents:

- Title of work,
- Brief description of the state of research,
- Problem and objective of the thesis,
- Research approach and possible research questions,
- Methodology,
- Bibliography

2. Work plan –

- The work plan should present all work steps and milestones relevant to the dissertation.

- The work plan should include independent scientific achievements, e.g. the preparation and presentation of conference papers, the preparation of chapters of the dissertation in the form of peer-reviewed journal articles or the preparation of other scientific publications.

- Buffer time or holidays should be taken into account to a reasonable extent.

3. Training plan

- List of activities that are additionally agreed upon, in terms of general academic training or to directly support the work on the dissertation.

-Possible contents:

- The implementation of a temporary stay abroad
- Language courses
- Further training in the sense of "soft skills" (e.g. offers of continuing vocational training)
- Subject-specific further education through special courses or courses in neighbouring disciplines
- Conference organisation, leading working groups
- Career coaching
- Teaching experience

- For the individual points, the expected scope, period of time and, if applicable, financing possibilities should be listed.