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**Chair / working group**

**…………………………………………………**

**Supervisory Agreement**

**1. Personal Data**

**Doctoral Student**

first and last name …………………………………………………………..

date of birth …………………………………………………………..

place of birth …………………………………………………………..

nationality …………………………………………………………..

highest degree earned …………………………………………………………..

awarding institution ……………………………………………………….….

date awarded (month and year) ………………………………………………………..

telephone/ mobile number …………………………………………………………..

e-mail address …………………………………………………………..

**Supervisor**

first and last name …………………………………………………………..

chair/ working group …………………………………………………………..

telephone number 0921-55………………………………………………...

e-mail address …………………………………………………………..

**2. Prerequisites for doctoral studies**

Doctoral studies are carried out in accordance with the Doctoral Regulations of the Faculty of Biology, Chemistry & Earth Sciences (as amended).

Within three months of signing the present agreement, doctoral researchers must furnish evidence to the dean`s office demonstrating that they fulfil the prerequisites stated in the doctoral regulations (§ 5 number 2) of the Faculty of Biology, Chemistry & Earth Sciences.

Chair/ working group/ or external institute where the doctoral research is performed:

……………………………………………………………………………………………..

**3. Topic of dissertation and timeline**

Title of the dissertation:

***……………………………………………………………………………………………………………………..***

***……………………………………………………………………………………………………………………..***

***……………………………………………………………………………………………………………………..***

Start date of doctoral research:……………………….. .

Our goal is to complete the doctoral research in …… years.

Completion of doctoral studies is not contingent on this timeline or any type of financing.

**4. Responsibilities of the Supervisor and the Doctoral Student**

The supervisor and doctoral student agree to observe the guidelines for good scientific practice.[[1]](#footnote-1),[[2]](#footnote-2)

In particular, they have taken note of the consequences of plagiarism and data manipulation.

The supervisor agrees to provide subject-oriented supervision of the doctoral student’s independent research and advise him or her with regard to cross-disciplinary qualifications and personal development, especially in the following ways:

(Examples - omissions and individualized additions are permissible)

* *by introducing the doctoral student to the subject matter and the academic environment,*
* *by providing tips on obtaining research materials and scholarly literature,*
* *by offering suggestions with regard to limiting the scope of the thesis and formulating the topic and objectives,*
* *by discussing and evaluating methods and hypotheses,*
* *by discussing results and assessment of results,*
* *by supporting participation in academic conferences (financial resources permitting),*
* *by providing advice with regard to conception and presentation (i.e. structure, language) of the dissertation,*
* *by supporting early publications,*
* *………………………………………………………………………………………………………….*
* *………………………………………………………………………………………………………….*

The supervisor and doctoral student shall meet regularly – not less than once every six months – to discuss how the doctoral research is progressing. The doctoral student shall regularly document the schedule and status of his or her research and should discuss this in a doctoral colloquium or with the supervisor twice a year.

The supervisor shall ensure that the doctoral student has suitable working conditions in his or her field of activity.

Development programme: On the basis of their membership in the UBT Graduate School, doctoral students are eligible to take advantage of a broad range of training courses. It may also be possible to receive additional funding through the UBT Graduate School.

Obligation to document one’s research: In accordance with the guidelines for good academic practice, the University of Bayreuth requires that primary data be saved to some form of durable media for ten years as a basis for publications. This obligation applies to both the supervisor and doctoral student. The doctoral student agrees to keep a record of his or her research. Such a record shall involve the following:

*(Examples - omissions, and individualized additions are permissible)*

* *Dates on which experiments were conducted.*
* *Experiments are to be uniquely numbered and interconnections are to be noted.*
* *Electronic primary data (e.g. spectra, gradients) and print-outs of measurement data are to be uniquely referenced in the lab journal.*
* *It is to be recorded if any other persons (e.g. technicians, interns) conduct or help conduct the experiments or characterizations.*
* *Electronic data, data analyses, presentations, etc. are to be saved and archived on the chair’s server. This should be carried out at least once a month.*
* *The primary data and original photos (including a note on the measurement instruments used) are to be collected in a folder and saved for any illustrations, graphs, or tables included in publications.*
* *Any primary data for published results (dissertation, publication(s), talks, poster(s), and the like) and documentations (e.g. lab journals) are to be submitted to the supervisor once the thesis is complete.*
* *............................................................................................................................................................*
* *…………………………………………………………………………………………………………………*

Non-disclosure agreement: Research results may not be transferred to third parties without the express consent of both parties. This does not apply to employees at the working group ………………………… .

Scholarly publications: At least one paper should be published in a peer-reviewed journal if publication is warranted by the scientific results.

Academic conferences: If possible, results should be presented to a broader academic public at conferences or workshops. Doctoral students are expected to actively participate in doctoral symposia at the University of Bayreuth.

**5. Measures to facilitate work-life balance**

The supervisor and doctoral student shall work together in a trusting way to ensure the compatibility of family life and academic activities.

**6. Guidelines for handling conflicts**

The supervisor and doctoral student undertake to amicably settle any conflict that may arise between them. A neutral and trusted third party (ombudsperson for young researchers, doctoral commission, or the dean) shall be called upon if the conflict cannot be settled.

**7. Conclusion of doctoral research**

The supervisory relationship normally ends with the conclusion of doctoral studies. The supervisory relationship may be suspended prematurely with the supervisor’s approval if there is an important reason preventing the doctoral student from carrying out his or her doctoral research for an extended period.

In case of permanent withdrawal from doctoral studies, the supervisor is to be informed immediately.

Either party to this agreement may terminate the supervisory relationship at any time if there are important grounds for doing so. A gross breach of the present supervisory agreement may constitute an important reason for termination. Termination of the supervisory agreement on the basis of such a reason is to be carried out in a personal conversation, if necessary together with a trusted third party in the sense of item 6.

**8. Scope and additional regulations**

The supervisor and doctoral student agree to observe

* the University of Bayreuth’s guidelines for maintaining the standards of good academic practice and the rules concerning how academic misconduct is to be handled (“Satzung zur Sicherung der Standards guter wissenschaftlicher Praxis und zum Umgang mit wissenschaftlichem Fehlverhalten” <http://www.uni-bayreuth.de/weitere/index.html> )
* the doctoral regulations of the Faculty for Biology, Chemistry & Earth Sciences ( <http://www.uni-bayreuth.de/fakultaeten/satzungen_2/pruefungsordnungen/promotion/index.html> )

as part of the present agreement and to act in accordance with the terms thereof.

Bayreuth, …………………………………………

[date of signature]

*Supervisor Doctoral Student*

**9. Copies**

Three copies of the Supervisory Agreement are to be duly signed:

1. one for the doctoral student

2. one for the supervisor

3. one to be kept on record in the dean’s office

1. <http://www.dfg.de/download/pdf/dfg_im_profil/reden_stellungnahmen/download/empfehlung_wiss_praxis_1310.pdf> [↑](#footnote-ref-1)
2. http://www.uni-bayreuth.de/universitaet/leitung\_und\_organe/

   Universitaetsverwaltung/abt1/amtliche-bekanntmachungen/2012/2012-012.pdf [↑](#footnote-ref-2)