

Information on the supervision agreement

If you want to gain an admission to a dissertation project at the University, you need a written supervision agreement from one of its faculties. The agreement establishes a transparent relation between doctoral candidates and their supervisors. It determines the content and the time frame of a doctoral thesis project. Possible supervisors of your dissertation project may be:

- Professors
- associate professors serving in a temporary capacity (“Privatdozent/in”)
- junior research group leaders (“Nachwuchsgruppenleiter”), if their scientific qualification has been confirmed by an external evaluation procedure.

One of your supervisors must be a member of the faculty at which you are about to carry out your project. Exceptions are possible, however, only when the faculty’s council grants its approval.

What should a supervision agreement contain?

- name of the doctoral candidate
- working title of the dissertation project
- name of at least one supervisor
- a statement from the supervisor(s) agreeing to receive progress reports on the ongoing project from the doctoral candidate on a regular basis
- a statement from the doctoral candidate agreeing to provide progress reports for the supervisor(s) on a regular basis
- planned type of dissertation project (cumulative/monograph)
- if applicable: information about cooperation with other research institutions (e.g. universities, non-university research institutes, industry)
- if applicable: participation in a doctoral programme (e.g. Graduate School, Research Training Group)
- if you are or will be employed by the FSU: a schedule that outlines the time frame and the working steps of the doctoral projects

Which information are optional?

- additional information on the dissertation project, e.g. to be written in English
- a detailed time and project schedule of the doctorate
- other rights and responsibilities of the doctoral candidate, e.g. teaching, participation in qualification programmes or the faculty’s events
- other rights and responsibilities of the supervisor(s)
- regulations on working conditions (workplace, internet access, laboratory access, and other resources).

You may use the following supervision agreement as a template. Depending on your specific circumstances, you and your supervisor(s) may customize the document, e.g. adding elements or omitting those not applicable. For basic requirements, please refer to the valid doctoral examination regulations of your faculty.

SUPERVISION AGREEMENT

between
the doctoral candidate *To insert text, please click here.*

and
the supervisor *To insert text, please click here.*

and
the additional supervisor *To insert text, please click here.*

and
the graduate school/research training group *To insert text, please click here.*
represented by *To insert text, please click here.*

§ 1 Dissertation project

Starting on *Date*, the doctoral candidate will produce a dissertation project with the following title:

Click here to enter the title of your doctoral thesis project.

- The dissertation project is a cumulative one.
- The dissertation project will not be written in German but in:
Click here to enter the language of the doctoral thesis project.

The dissertation project was described in a proposal from *Date*. The proposal was approved by the supervisor(s) and, if applicable, by the graduate school/research training group.

§ 2 Project plan

The dissertation project is bound to the attached project plan. To the extent possible, the supervisor and, if applicable, the graduate school or research training group, shall support the doctoral candidate in complying with the project plan. Any changes to the project plan shall be made upon mutual agreement between all parties.

§ 3 Tasks and responsibilities of the supervisor(s)

- (1) The supervisor(s) are obliged to:
 - provide a regular expert guidance
 - meet in order to discuss the progress of the project taking account of the project plan.
- (2) The supervisor(s) shall foster the academic independence of the doctoral candidate.

§ 4 Tasks and responsibilities of the doctoral candidate

- (1) The doctoral candidate is obliged to:
 - report on interim results of the dissertation project regularly
 - to comply with the project plan.
- (2) The doctoral candidate participates in the qualification scheme of the Research Training Group/Graduate School: *To insert text, please click here.*

§ 5 Compliance with a good scientific practice

The doctoral candidate and the supervisor(s) agree to comply with the Guidelines for Safeguarding Good Scientific Practice at the Friedrich Schiller University Jena.

(https://www.uni-jena.de/en/Guidelines_Safeguarding_Good_Scientific_Practice.html)

§ 6 Resolving disputes

In case of disputes between the doctoral candidate and the supervisor(s), the parties may turn to the Ombudsperson of the Graduate Academy (<http://www.jga.uni-jena.de/en/ombudsman.html>).

§ 7 Reconciliation between family and science

The University promotes the reconciliation between family and scientific activity. If necessary specific measures can be agreed upon to pursue this objective.

§ 8 Integration into research group, collaborative research project, or graduate programme

The dissertation project will be implemented within the research group/research association/graduate school/research training group: **Cooperation with other institutions**

The dissertation project will be carried out in cooperation with:

Name and location of the institution

§ 10 Working conditions

The doctoral candidate will be provided with the following resources:

- | | |
|--|--|
| <input type="checkbox"/> workplace | <input type="checkbox"/> laboratory access |
| <input type="checkbox"/> PC | <input type="checkbox"/> <i>Please specify</i> |
| <input type="checkbox"/> Internet access | <input type="checkbox"/> <i>Please specify</i> |
| <input type="checkbox"/> telephone | <input type="checkbox"/> <i>Please specify</i> |

§11. Cancellation of the supervision agreement

- (1) The supervision agreement ends with the completion of the doctoral examination procedure.
 - (2) The supervision agreement can be cancelled
 - a. by the doctoral candidate by handing in a written statement
 - b. by the supervisor, if the doctoral candidate breaches the duties that are mentioned in §4 and §5.
- If the supervision agreement is cancelled, the supervisor has to inform the Dean's Office.

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Date Doctoral Candidate Date Supervisor

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Date Additional supervisor Date Dean Faculty of Arts