Supervision Agreement  
for Doctoral Candidates

Supervision Agreement for Doctoral Candidates[[1]](#footnote-1)

# General Set-Up (required fields)

|  |  |
| --- | --- |
| Name of first supervisor  Name of second supervisor (if applicable) |  |
| Name of doctoral candidate |  |
| Other parties involved (if applicable) |  |
| Topic or working title of the dissertation |  |
| Faculty/ department |  |
| Start date of doctoral degree |  |
| Intended date of degree completion |  |
| Desired degree (e.g. Dr. phil., Dr.-Ing.) |  |

# Agreements[[2]](#footnote-2)

## 1. Research Agenda (Time Management and Work Schedule)

|  |
| --- |
|  |

## 2. Supervision and Support

|  |
| --- |
|  |

## 3. Conflict Management, Definition of Contact Persons in Case of Conflict

|  |
| --- |
|  |

## 4. Agreements Regarding Qualification and Training Elements

|  |
| --- |
|  |

## 5. Special Measures or Agreements

|  |
| --- |
|  |

All parties commit to adhere to the fundamental principles of good scientific practice[[3]](#footnote-3).

|  |  |  |
| --- | --- | --- |
| Paderborn, |  |  |
| Place, Date | Signature Doctoral Candidate | Signature Supervisor |

Appendix: Supervision Agreement Guidelines

## Objectives

At Paderborn University, all doctoral candidates sign a supervision agreement (“Betreuungsvereinbarung”).

A supervision agreement pursues the following objectives:

* A transparent relationship between doctoral candidate and supervisor, including clear expectations regarding rights, tasks, and obligations of the supervisor and the doctoral candidate, in particular regarding good scientific practice on both sides
* Improving the structure and organisation of the doctoral programme and thus creating important prerequisites for the doctoral candidate to complete a high-quality doctoral dissertation within a reasonable period of time
* Identifying and resolving potential conflicts at an early stage
* Encouraging early career researchers to participate more intensively in academic discourse as part of their careers at Paderborn University

For **doctoral candidates** the supervision agreement is meant to be a tool for their doctoral research project. It provides guidance for them and their **supervisors** regarding the content and timeline of the project. Details may be adjusted by mutual agreement at any time. The supervision agreement may also serve as a basis for meetings between the candidate and the supervisor. It may be useful to refer the to the agreements when discussing initially defined aspects (e.g. timeline, work schedule, intended presentations, or courses).

The supervision agreement is filed with the **Doctoral Exminations Board (“Promotionsausschuss”) of the respective faculty**. Both the doctoral candidate and the supervisor receive a copy.

The guidelines contain suggestions on how to draw up a supervision agreement. They are inspired by the German Research Foundation (DFG) recommendations. Not every topic or question needs to be addressed in detail, but it is recommended to discuss all relevant topics and to document the most important agreements (in writing).

## Instructions and Suggestions

On Paragraph 1: Research Agenda (Time Management and Work Schedule)

* What is the intended timeline for completing the dissertation?
* Which milestones have to be considered (e.g. topic selection, proposal, intermediate reports)?
* Which supporting measures are necessary in order to stay on schedule?
* Which steps can be taken to ensure that the doctoral candidate has adequate opportunity to pursue their doctoral research project in addition to their further tasks and responsibilities?

On paragraph 2: Supervision and Support

* Which tools will be used for supervision and support (e.g. regular supervision meetings, doctoral colloquia)?
* How often should personal supervision meetings take place, and who is in charge of initiating the meetings? (we recommend clarifying preparatory and follow-up work)
* How and when will feedback be given on the dissertation?

On paragraph 3: Conflict Management

* What is the procedure in case of conflicts?
* Who should be involved in case of conflicts? (e.g. the second supervisor, the Chairperson of the Doctoral Examinations Board, the Vice-Dean of Research, the ombudsperson of Paderborn University (<https://www.uni-paderborn.de/en/research/research-contacts>) or another person of trust)

On paragraph 4: Qualification and Training Elements

* Are there any doctorate-specific (research-specific or general and interdisciplinary) further education and training courses planned or can they be supported as part of the doctoral project?
* Is support provided by the integration into a working group, research group, etc.?
* What are the expectations regarding academic publications or is there an explicit publication strategy?
* Will the doctoral candidate’s acquisition of teaching experience/ skills be supported (e.g. programmes for higher education didactics)?

On paragraph 5: Special Measures or Agreements

* What can be done to support the doctoral candidate’s work-life balance? (e.g. participation in the ‘alternating teleworking programme’, family-friendly agreements regarding working hours and meeting times, information regarding child-care facilities, etc.)
* Which further support measures does the doctoral candidate need?

1. 1 The supervision agreement does not establish any enforceable legal positions; in particular, the signing of this agreement does not establish an employment relationship. Furthermore, the supervision agreement does not grant any legal entitlement to a doctoral degree, but rather defines the rights and obligations of the doctoral candidate and supervisor [↑](#footnote-ref-1)
2. Please refer to the Appendix for suggestions on how to complete the form. [↑](#footnote-ref-2)
3. See the “Guidelines and Procedures for Safeguarding Good Research Practice at Paderborn University” (<https://www.uni-paderborn.de/en/research/good-scientific-practice>) [↑](#footnote-ref-3)