



## Supervision Agreement

The supervision agreement shall ensure the continuous support and counseling of the doctoral student as well as the demands of supervisors and doctoral student in mutual agreement. No enforceable legal positions result from the supervision agreement. The original version of the supervision agreement has to be handed in at the office for doctoral studies.

The supervision agreement is concluded between

Ms/Mrs/Mr \_\_\_\_\_ [doctoral candidate]

and

Ms/Mrs/Mr \_\_\_\_\_ [first supervisor]

as well as

Ms/Mrs/Mr \_\_\_\_\_ [second supervisor]

(for personal details of the persons involved see annex 1)

A change in the constellation of supervisors is possible at any time. This change, however, requires an alteration to the supervision agreement.

### 1 Subject and Time Period of the Dissertation



The dissertation shall be written in the following subject/research area or doctoral studies programme \_\_\_\_\_.

Topic and title of the dissertation:

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

Part of this agreement is a time and work schedule, see annex 2.

Changes to this time and work schedule require the mutual agreement of the supervisors and the doctoral student.

The doctoral research project will probably take \_\_\_\_\_ years.

**2 Tasks and Duties of the Supervisors and the Doctoral Student**

The supervisors undertake to regularly provide the doctoral student with advice in their field and to support his or her early scientific independence. They develop the doctoral project in a way that it can be completed within the agreed time period and assist with the compliance of the time schedule.

The supervisors commit themselves to have a detailed discussion (usually every 6 months, at least every 12 months) with the doctoral student about the progress of the dissertation and the compliance of the time schedule (progress discussion). In this context, they provide a differentiated, qualified and adequately detailed feedback on the state of work and discuss how to proceed.

The doctoral student undertakes to regularly inform the supervisors about the state of the doctoral research project, the compliance with the time schedule as well as the participation in scientific events and offers for qualifications in the field and beyond.

Within the progress discussions, the doctoral student shall present partial results of the dissertation to the supervisors (normally every 6 months, but at least every 12 months). The supervisor then takes note of a summary of the progress discussion, in which further steps for the doctoral research project are written down, too.

**3 Financing and Duration**

The supervisors and the doctoral student agree at the beginning of the dissertation project on whether and how the livelihood of the doctoral student is assured during the doctoral studies, for example by the employment as a research associate, doctoral scholarships, non-university employment or other sources of funding.



#### **4 Special Measures to Combine Family and Scientific Work**

Combining family life and scientific work is highly supported. Special measures can be adopted if necessary, and possibly attached to the supervision agreement in the annex.

#### **5 Compliance with the Principles of Good Scientific Practice**

The doctoral student and the supervisors undertake to comply with the principles of good scientific practice, as they are formulated in the corresponding regulations of the University of Cologne in their respective valid version.

#### **6 Rules in Cases of Conflict**

In case of factual or personal disagreements that affect a trusting, constructive and purposeful cooperation sustainably, a (or the) person(s) involved can call the doctoral committee of the Faculty of Economics and Social Sciences.

The supervision agreement may be terminated by the parties unilaterally and upon written notice, but only for good cause, such as a serious breach of the said obligations. If the agreement is terminated upon written notice by either the doctoral student or one of the supervisors, the responsible office in the faculty must be informed immediately. In the case of conflict, both sides seek to find consensual and practical solutions.

With the completion of the disputation the supervision agreement ends.

#### **7 Information about the Doctoral Regulations**

The signatories take notice of the current doctoral regulations of the faculty in the version of the year \_\_\_\_\_. The doctoral procedure is conclusively regulated by these doctoral regulations.



**Signatures**

\_\_\_\_\_ [place, date]

\_\_\_\_\_ [doctoral student]

\_\_\_\_\_ [first supervisor]

\_\_\_\_\_ [second supervisor]



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## Annex 1: Personal Details of the Persons Involved

### Doctoral Student

title: \_\_\_\_\_ last name: \_\_\_\_\_ first name: \_\_\_\_\_

sex (optional): \_\_\_\_\_ born (date): \_\_\_\_\_

nationality (optional): \_\_\_\_\_

degree: \_\_\_\_\_

at the University/higher education

institution: \_\_\_\_\_ date: \_\_\_\_\_

contact address:

telephone number: \_\_\_\_\_

e-mail: \_\_\_\_\_

street and number: \_\_\_\_\_

zip code: \_\_\_\_\_

place: \_\_\_\_\_

### First Supervisor

title: \_\_\_\_\_ first name: \_\_\_\_\_ last name: \_\_\_\_\_

chair/institution: \_\_\_\_\_

telephone number: \_\_\_\_\_

e-mail: \_\_\_\_\_

### Second Supervisor

title: \_\_\_\_\_ first name: \_\_\_\_\_ last name: \_\_\_\_\_

chair/institution: \_\_\_\_\_

telephone number: \_\_\_\_\_

e-mail: \_\_\_\_\_



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**EQUIS**

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**Annex 2: Time Schedule of the Dissertation**

This time schedule may be adjusted. In this case a new time schedule has to be developed and added to the supervision agreement.

title of the dissertation:

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planned duration of the doctoral research project:

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time schedule of the central work steps:

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planned discussions about the proceedings of the work:

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other (for example participation in certain events in the field, further qualification measures, planned stays abroad or the participation in conferences and lectures):

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