

Legal note: This English translation of the Supervision Agreement is provided for your convenience only and is not legally binding. In case of discrepancy the original German version: "Betreuungsvereinbarung" shall prevail.

SUPERVISION AGREEMENT

The following agreement is concluded between

hereinafter referred to as doctoral candidate

and

hereinafter referred to as principal supervisor

and

hereinafter referred to as co-supervisor (optional)

This supervision agreement is aimed to structure and plan a doctoral project and ensures the best possible conditions and assistance for a successful conclusion of the doctorate. Thus, the best possible supervision and support of the doctoral candidate by his/her supervisor(s) specifying rights and duties of the persons involved is ensured.

This supervision agreement is based on the cooperation contract, dated

for co-supervising a doctoral project between the Hochschule Geisenheim University and the

hereinafter referred to as partner university.

This agreement is signed in accordance with the doctoral regulation of Hochschule Geisenheim University, Geisenheim and the partner university.

The official admission as doctoral candidate at the Hochschule Geisenheim University is required.

§ 1 - Doctoral thesis topic and time schedule

- 1.) *The doctoral candidate* has been accepted as doctoral student at the Hochschule Geisenheim University on
[Date]

and shall write a doctoral thesis with the **preliminary project title**:

- 2) The doctoral thesis will be written in German/English
- 3) The project is described in more details in the exposé of [Date]

and was accepted by the *Supervisor* and the doctoral committee of the Hochschule Geisenheim University.
- 4) The work schedule and time plan agreed upon by the *doctoral candidate* and his/her *Supervisor* included in the appendix, as of [Date], applies for the doctoral thesis.

§ 2 – Time Frame

- 1) Starting date of the doctoral project (Month/Year):

The completion of the doctoral project is intended in (Month/Year):

- 2) In case that the aimed objectives could not be achieved for scientific or personal reasons for example, the work schedule and time plan have to be revised and updated. Any changes with regards to content are possible anytime and shall be mutually agreed upon and documented.
- 3) The individual working conditions and the environment of the doctoral candidate have been considered when designing the work schedule and time plan. In justified cases, the time frame agreed upon for the completion of the doctoral thesis may be extended or may temporarily be suspended. An extension of the deadline is to be agreed by the doctoral committee of the Hochschule Geisenheim University and the partner university.

§ 3 – Supervisor's tasks and duties

- 1) *The Supervisor* commits him/herself to introduce the *doctoral candidate*
into the [Department or working group]

and the relevant scientific environment, as well as support the *doctoral candidate* in providing the needed equipment and infrastructure (e. g. use of laboratories, workspace, consumables and scientific research data).

- 2) The *Supervisor* supports the *doctoral candidate* in the self-directed processing of his/her doctoral project by giving scientific advice, particularly:
 - a. giving references as to the obtaining of scientific literature and research material,
 - b. providing recommendations as to the wording and limiting of research topic and objectives,
 - c. setting a time plan with clear assignment of tasks,
 - d. supervising the progress of the doctoral project and its compliance with the presented working schedule,
 - e. discussing work status, next steps or difficulties of the doctoral project with the *doctoral candidate* on a regular basis, at least once half-yearly,
 - f. discussing work progress regularly with the *doctoral candidate* and commenting the delivered reports spoken and written,
 - g. support the participation at scientific meetings and conferences, as well as writing scientific publications according to the financial possibilities given,
 - h. when appropriate, allowing practical experience,
 - i. accompanying the disposition and presentation (structure, language) of the thesis.
- 3) The *Supervisor(s)* give advice with regard to multidisciplinary qualification and personal development of the *doctoral candidate* as well as support in view of an uninterrupted progress of the doctoral project.

§ 4 – Doctoral candidate's tasks and duties

- 1) The *doctoral candidate* commits him/herself, to work focused on the doctoral project and to regularly report about progress and difficulties of his/her doctoral project (see § 3 (2e)) to his/her *Supervisor(s)*.
- 2) The doctoral candidate provides information on the status and progress of his/her doctoral project to his/her *Supervisor(s)* and the doctoral committee at any time on request.
- 3) The doctoral candidate must submit once a year a written progress report to the doctoral committee and his/her *Supervisor*.

§ 5 – Scientific qualification and further education

- 1) The *Supervisor(s)* draw the attention of the *doctoral candidate* to the seminars of the graduate school and make suggestions as to the participation at appropriate ones. The doctoral candidate commits him/herself to participate at suitable seminars of the graduate school.
The doctoral candidate will attend one compulsory modules according to the regulations set by the doctoral committee until completion of his/her doctoral project. In addition further five optional modules chosen from the range of modules offered by the graduate school have to be completed.
- 2) The doctoral candidate will hold an introductory as well as a final presentation of his/her doctoral project within the lecture seminars of the graduate school. Furthermore the

doctoral candidate participates at twelve lecture events of the graduate school until completion of his/her doctoral project.

§ 6 – Behaviour in conflict situations

- 1) The doctoral candidate and the *Supervisor(s)* commit themselves with their signature to comply with the principles of good scientific practice at the Hochschule Geisenheim University.
- 2) In the event of conflicts, the co-supervisors, the chair of the doctoral committee of the Hochschule Geisenheim University and the ombudsperson (Prof. Dr. Robert Göbel or his deputy Prof. Dr. Miriam Hey) may act as arbitrators.
- 3) In case of a termination of the supervision through no fault of the *doctoral candidate* the doctoral committee of the Hochschule Geisenheim University will try to find an alternative adequate supervision.
- 4) The doctoral candidate and the *Supervisor(s)* shall present a written justification to the doctoral committee of the Hochschule Geisenheim University in case of abortion of the doctoral project.

§ 7 – Further provisions and scope

- 1) The doctoral candidate and the *Supervisor(s)* agree that they recognize the doctorate **regulations** of the Hochschule Geisenheim University as part of this agreement and will act in accordance with the provisions contained therein.
- 2) The applicable doctorate regulations (doctorate regulations of the Hochschule Geisenheim University and the doctorate regulations of the *partner university* finally regulate the conduct of the doctorate.
- 3) The individual working and living conditions of the doctoral candidate are to be considered in terms of equal opportunities and reconciliation of family and science.
- 4) All parties agree that all general information about the doctoral project, needed for statistical purposes, as well as the working plans mentioned in this agreement are to be put at the disposal of the doctoral committee of the Hochschule Geisenheim University.
- 5) This agreement may be updated at any time in terms of the refinement of the scientific issues of the doctoral project as well as the single qualification elements and time frames/milestones by mutual consent between the *doctoral candidate* and the *supervisor(s)*.
- 6) This agreement and its appendices are reviewed by all parties and modified if needed.

§ 7 a – Additional Agreements

§ 8 – Final provisions

- 1) Should single provisions of this agreement be partly or fully ineffective, this agreement remains unaffected hereof. The ineffective provision is considered replaced by an economically equivalent one. The same applies for gaps or insufficient contractual arrangements.
- 2) Other oral side arrangements have not been made.
- 3) Changes or amendments of this agreement need to be made in writing. This also applies for the change of the writing requirement.

Doctoral candidate

(signature, place, date)

Principal supervisor

(signature, place, date)

Co-supervisor (optional)

(signature, place, date)

This supervision agreement is also submitted to the co-supervisor for his/her attention.

Appendix:

Working schedule and time plan

Statement of good scientific practice