



## Supervision Agreement<sup>1</sup> by and between

PhD candidate Ms. / Mr. \_\_\_\_\_

and

1<sup>st</sup> supervisor Ms. / Mr. \_\_\_\_\_

and

2<sup>nd</sup> supervisor Ms. / Mr. \_\_\_\_\_

### § 1 Dissertation topic

Starting with the acceptance by the Medical Faculty PhD candidate shall write a dissertation on the following topic:

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

The dissertation project was described in a synopsis dated (the problems to be solved, hypothesis; see attachment).

### § 2 Time and work schedule

For the above-mentioned dissertation project a time and work schedule has been prepared (see attachment).

The dissertation project shall be implemented in such a way that the doctorate programme can be completed within four years. To the extent possible, supervisor and if applicable, graduate school or research training group shall support compliance with such schedule. Any changes to the schedule shall be made upon mutual agreement. The extension must be approved by the Medical Faculty.

### § 3 1<sup>st</sup> supervisor's tasks and duties

- (1) Supervisor agrees to provide regular professional supervision of PhD candidate and to meet for regular talks regarding the progress of work and compliance with the time and work schedule. Supervisor shall support PhD candidate's academic independence.
- (2) Supervisor agrees to supervise PhD candidate until completion of the dissertation project, irrespective of the duration of funding.

### § 4 PhD candidate's tasks and duties

- (1) PhD candidate agrees to regularly report about results regarding the contents of the dissertation and to comply with the time and work schedule.
- (2) PhD candidate shall participate in the research training group's / graduate school's study programme (IZKF-Graduiertenprogramm Experimentelle Medizin).  
Yes  No
- (3) PhD candidate has signed the non-disclosure agreement (see attachment).
- (4) PhD candidate will update his/her contact information on a regular basis.

### § 5 2<sup>nd</sup> supervisor's tasks and duties

<sup>1</sup> This sample supervision agreement is based on the recommendations of Deutsche Forschungsgemeinschaft (German Research Foundation, DFG) (DFG form 1.90 – 7/08).



The second supervisor will be informed of the progress of the scientific work on a regular basis and give advice and guidance as needed.

**§ 6 Integration into research group, collaborative research project, or graduate programme**

The dissertation project shall be implemented within the study group/research association/graduate school/research training group \_\_\_\_\_.

**§ 7 PhD candidate's working conditions**

The following resources shall be made available to PhD candidate (please tick and add, if required):

Work station   
Laboratory access   
PC   
Internet access   
Ergänzung: \_\_\_\_\_

**§ 8 Compliance with good scientific practice**

PhD candidate and supervisor agree to comply with the principles of good scientific practice ([http://www.uni-jena.de/Sicherung\\_guter\\_wissenschaftlicher\\_Praxis.html](http://www.uni-jena.de/Sicherung_guter_wissenschaftlicher_Praxis.html)). Special attention will be given to the correctness of the scientific data generated.

**§ 9 Dispute settlement**

In case of disputes between PhD candidate and supervisor, the parties may turn to the Graduate Academy ([graduerten.akademie@uni-jena.de](mailto:graduerten.akademie@uni-jena.de)), the ombudsman of the Medical Faculty or dean.

**§ 10 Termination of the supervision agreement**

- (1) The supervision agreement is terminated upon completion and submission of the dissertation
- (2) The supervision agreement can be terminated upon mutual agreement at any time. The parties must inform the board of the faculty /the faculty council about the termination. in particular
- (3) The supervision agreement may be terminated if there is no prospect of the dissertation being successfully completed within a reasonable period of time.
- (4) The supervision agreement may be terminated immediately in case of severe scientific misconduct of the PhD candidate.
- (5) If termination is intended, the PhD candidat shall be given the opportunity of a hearing. Acceptance as a doctoral student may be revoked if the supervision agreement is terminated.

**§ 11 Compatibility of family and science**

Compatibility of family and scientific work shall be supported especially. Special support shall be stipulated as required.

Place, date, signature

PhD Candidate

1<sup>st</sup> Supervisor

2<sup>nd</sup> Supervisor