

Supervision Agreement

between **the doctoral candidate**

Title, First Name, Surname, Department

and the members of the following thesis committee:

first supervisor

Title, First Name, Surname, Department

second supervisor

Title, First Name, Surname, Department

external adviser (from another department or university)

Title, First Name, Surname, Department, University

§ 1 Thesis Title

The doctoral candidate will write a thesis with the following working title:

§ 2 Time Schedule

The following time frame for the completion of the doctoral studies has been agreed upon:

from: _____ until (anticipated submission of the thesis): _____

The doctoral candidate and the thesis committee commit themselves to organise and execute the work in such a manner that the completion of the doctoral studies can be expected to be realised within the agreed time frame. The thesis committee can grant an extension of the completion date in justified cases.

§ 3 Regular Discussions

The doctoral candidate and the supervisors commit themselves to open and cooperative collaboration for the successful realisation of the doctoral studies. It is agreed upon to discuss the work status and the next steps on a regular basis. At least one discussion per month will be held between the doctoral candidate and one of the supervisors. The doctoral candidate commits herself/himself to adequately prepare material for the discussions. The supervisors commit themselves to take time for the discussion of work and to assist in the successful completion of the doctoral studies. The candidate and the supervisors also commit themselves to discuss the candidate's career perspectives on a regular basis. Adequate steps to foster job market success should be undertaken at least one year before the completion of the thesis.

§ 4 First Milestone

The first milestone is reached with the accepted submission of the research proposal and must be reached by the end of the third semester at the latest. The doctoral candidate must submit the following information, which constitutes the first progress report: 1. A research proposal, which gives the preliminary title of the planned thesis, the research question to be investigated, the planned methodology, the anticipated outcomes and a bibliography. 2. A time schedule for the completion of the doctoral thesis. 3. A current transcript of courses and research seminars/colloquia. In addition, the doctoral candidate presents her/his thesis concept at a colloquium of the Graduate School.

Based on the recommendation of the thesis committee, the Board of the Graduate School decides if the candidate can continue her/his doctoral studies in the Graduate School. In the case of failure, the acceptance as a doctoral candidate of the Graduate School may be withdrawn.

§ 5 Progress Reports

At regular intervals, the doctoral candidate will submit a progress report to the thesis committee. They are to be submitted by the end of each academic year after the first milestone. They should provide a brief record of progress achieved and will include the following: 1. The current title of the thesis. 2. An account of work done, listing any research papers completed or in progress. 3. An overview of work to be completed. 4. A time schedule for the remainder of the thesis work. 5. A current transcript of courses and research seminars/colloquia. Each progress report must be reviewed by the thesis committee and a copy, signed by the first supervisor, must be submitted to the relevant doctoral committee of the candidate's discipline and to the Board of Directors.

On the basis of each report, the thesis committee provides an assessment of the doctoral candidate's progress, which is submitted to the doctoral candidate, the Board of Directors and kept on record in the doctoral candidate's file. On the basis of the first progress report and the thesis committee's assessment of the doctoral candidate, the Board of Directors decides, where relevant, on the extension of the doctoral candidate's fellowship. If the deadlines for the submission of progress reports are not adhered to, the acceptance as a doctoral candidate of the Graduate School may be withdrawn.

§ 6 Presentations

After the first milestone, the doctoral candidate commits herself/himself to present her/his progress each semester in research seminars/colloquia of the Graduate School or in a comparable format. At least one member of the thesis committee is present to evaluate progress.

§ 7 Deviations from the Work Schedule

The doctoral candidate commits herself/himself to inform the thesis committee and the Graduate School Office in the case of deviations from the work schedule.

§ 8 Compliance with Good Scientific Practice

The doctoral candidate and the members of the thesis committee commit themselves to adhere to the rules of good scientific practice www.gsbs.uni-konstanz.de/about/downloads/. Further instructions regarding good scientific practice will be given when necessary. Should the doctoral candidate be in doubt, consultation with the first supervisor or other persons of confidence is to be sought. For the first supervisor, this expressly means the obligation to respect and designate the doctoral candidate's authorship for texts and findings.

§ 9 Communicating Research Results

It is expected that the results of the research will be communicated to the scientific community according to the conventions of the relevant discipline.

§ 10 Language of the Thesis

The thesis will generally be written in English. The doctoral candidate may apply to write the thesis in German.

§ 11 Assessments of the Doctoral Thesis

The thesis committee commits itself to submit the assessments of the doctoral thesis in a timely fashion. The time frame between the completion of the thesis and the defence shall not exceed three months.

§ 12 Provisions regarding Obstacles and Conflict

If problems should arise in complying with this agreement or in the case of conflict, the parties involved will try to find a solution by discussing the matter. If need be, the doctoral supervision agreement can then be correspondingly amended in writing, according to the regulations of the Graduate School, the Doctoral Regulations of the University of Konstanz and the guidelines of the State University Law (LHG). In conflict situations, the parties involved are to consult the Board of Directors of the Graduates School.

If no solution is found, the parties involved shall contact the ombudsperson for doctoral procedures at the University of Konstanz. Each of the parties involved can contact the ombudsperson. The ombudsperson provides advice, support and conflict resolution regarding the supervision of doctoral candidates. Consultations are confidential. If the person seeking advice so wishes, the ombudsperson can intervene and try to resolve the conflict.

§ 13 Validity

This agreement comes into effect once signed by the parties involved and after the corresponding department has accepted the candidate. It shall be valid until the end of the evaluation period, or if the doctoral examination process ends prematurely, until that point of time. In case the supervisor changes, the quitting supervisor is relieved of her/his responsibilities. A modified agreement has to be concluded with the new supervisor, which will then replace the original agreement.

Dates and Signatures

Doctoral Candidate:

▶ Signature

First Supervisor:

▶ Signature

Second Supervisor:

▶ Signature

External Adviser:

▶ Signature

Director of the
Graduate School:

▶ Signature

Head of the
Department of:

▶ Department

▶ Signature