Doctoral commission, Faculty of Languages & Literatures (version date: 25.06.2018)

Supervisory Agreement for Doctoral Research at the
Faculty of Languages & Literatures

# Parties involved

|  |  |  |
| --- | --- | --- |
| **Doctoral researcher**  | *Name*  | *Address*  |
| **First supervisor** | *Name*  | *Chair*  |
| **Second supervisor (if applicable)** | *Name*  | *Chair*  |

# Dissertation

The topic/ working title of the dissertation is […]. It is to be written in the […] language.

# Timeline

*The timeline should divide the period of doctoral research into smaller units and should include any intermediate objectives that have been agreed upon by the supervisor and doctoral researcher. Any research visits abroad, participation in conferences, planned publications, etc. should also be included.*

*Example:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 2018 | 2019 | 2020 | 2021 |
|  |
| Dissertation |  |  |  | *Submission of dissertation* |
| Conferences/travel |  |  |  |  |
| International travel |  |  |  |  |

1. **Responsibilities**

***Responsibilities of the doctoral researcher***

The doctoral researcher shall write his or her dissertation expeditiously and with due care. The doctoral researcher shall report the progress of his or her research once every quarter. Such reports should include a current outline of the work. The doctoral researcher also undertakes to inform his or her supervisor of any substantial changes without delay.

*[If applicable:] The doctoral researcher is also expected to actively participate in the following activities:*

*1st activity, 2nd activity, 3rd activity…*

## Responsibilities of the supervisor

Supervision of the doctoral research is to be carried out on a one-on-one basis [*if applicable:]* and in the framework of the following activities: *1st activity, 2nd activity…*

The supervisor shall assess the intermediary results submitted by the doctoral researcher and inform him or her of the assessment results. Advising shall be limited to fundamental questions, in order to ensure the independent nature of the doctoral researcher’s scholarly work. The supervisor undertakes to submit his or her evaluation in a timely manner following submission of the doctoral thesis. The evaluation is to be made available no later than three months following submission of the thesis.

# Working conditions/ employment

The dissertation is to be completed *in the framework of a half-time position as a research associate based at the Chair of \_\_\_\_\_\_\_\_\_ / in the framework of a position financed via the semester fees paid by students / in the framework of a position financed as part of a DFG Research Project \_\_\_\_\_\_ / as a scholarship recipient / as an external (visiting) doctoral researcher.*

# Rules of good scientific practice

The doctoral researcher and supervisor agree to observe the rules of good scientific practice. In particular, the doctoral researcher undertakes to write the dissertation entirely on his or her own. The supervisor and doctoral researcher undertake to avoid copyright infringement. The supervisor shall be permitted to review the doctoral researcher’s data upon request. The University of Bayreuth’s by-laws for safeguarding the standards of good scientific practice and handling academic misconduct dated 10 May 2012 (*Satzung der Universität Bayreuth zur Sicherung der Standards guter wissenschaftlicher Praxis und zum Umgang mit wissenschaftlichem Fehlverhalten*), as amended, also apply. In particular, the supervisor is required to inform the doctoral researcher that he or she is entitled to schedule a meeting with a so-called “advisor for doctoral research” (*Promotionsberater/-in*) (please consult § 8 para 1 number 5 of the doctoral degree regulations).

1. **Conflict resolution**

The supervisor and doctoral student undertake to amicably settle any conflict that may arise between them. A neutral and trusted third party (the ombudsman for junior researchers, a member of the doctoral commission, or the dean – as agreed upon by the supervisor and doctoral researcher) shall be called upon if the conflict cannot be settled.

# Extenuating life circumstances

The supervisor and doctoral student shall work together to ensure the compatibility of family life and academic activities. The doctoral researcher is to inform his or her supervisor of any relevant changes in this connection (relocation, illness, parental leave, employment status, etc.). If the doctoral researcher is unable to carry out work on his or her dissertation for an extended period of time, the supervisory agreement may be suspended in consultation with the supervisor.

# Factors that threaten doctoral research

If circumstances arise which threaten the doctoral research (such as death or prolonged illness of the supervising professor, breach of trust, etc.), the doctoral commission shall be informed without delay to ensure that the process can still be completed.

# Conclusion of doctoral research

The supervisory relationship can be terminated prematurely at any time with the consent of both parties. If the doctoral researcher wishes to withdraw, the supervisor is to be informed without delay.

Either party to this agreement may terminate the supervisory relationship at any time if there are important grounds for doing so. A gross breach of the present supervisory agreement may constitute an important reason for termination. Termination of the supervisory agreement on the basis of such a reason is to be carried out in a personal conversation, if necessary together with a mediator.

One copy of the supervisory agreement, signed by the doctoral researcher and supervising professor(s) is to be submitted to the doctoral commission and stored in the Dean’s Office. The doctoral commission is to be informed of any substantial changes to the supervisory agreement. The doctoral commission is authorized to obtain information at any time concerning the status of the doctoral research.

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Place and date of signature Doctoral researcher

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Place and date of signature First supervisor

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Place and date of signature Second supervisor (if applicable)

*Copies:*

* *Doctoral researcher*
* *Supervisor(s)*
* *Doctoral commission (stored in the Dean’s Office)*