



# Agreement of Supervision for Doctoral Candidates

## 1. Preamble: Objective and Purpose

This Agreement of Supervision is based on recommendations by the German Research Foundation (DFG)<sup>1</sup> and is meant to make the relation between doctoral candidate and supervisor transparent in terms of content and time. Moreover, it aims to support a doctoral dissertation project by providing a clear framework for learning, research, and supervision.<sup>2</sup> If necessary, the document may be amended by mutual agreement of all parties involved.

## 2. Participants

Taking into account the formal requirements of the respective doctoral degree regulation, the Agreement is concluded between the doctoral candidate, the main supervisor and two further members of the doctoral committee. In case of dissertation projects of LifBi employees at least one superior from the Institute serves as a member of the committee.<sup>3</sup> As a rule, this is the head of the respective LifBi department.

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(Name of doctoral candidate)

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(Name of main supervisor)

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(Name of committee member)

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(Name of committee member)

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<sup>1</sup> [http://www.dfg.de/formulare/1\\_90/1\\_90.pdf](http://www.dfg.de/formulare/1_90/1_90.pdf)

<sup>2</sup> In addition to the Agreement of Supervision, all doctoral candidates use the corresponding Individual Research Training Plan (IRTP) for a detailed documentation of the project progress, publications, conference contributions, etc.

<sup>3</sup> The LifBi member of the PhD committee does not necessarily serve as an examiner.



### **3. Doctoral Dissertation Project**

The doctoral candidate will pursue a dissertation project with the (working) title:

### **4. Type of Dissertation, Criteria, and Expectations**

The expected date (semester) of submission of the dissertation is\_\_\_\_\_.

Deviations from the original time and work plan are to be arranged between the doctoral candidate and the members of the doctoral committee and to be noted in writing on the Individual Research Training Plan.



## **5. Tasks and Duties of the Doctoral Candidate**

The doctoral candidate will complete the tasks and duties according to the arrangements specified in the IRTP.<sup>4</sup> This applies to submission and adjustment of the research proposal, corresponding time and work plan, written progress reports and, where applicable, completion of an agreed-upon qualification program.

## **6. Tasks and Duties of the Supervisor**

The main supervisor commits to professional consultations twice a year at the minimum. These meetings allow opportunities to discuss the progress of the project and provide the doctoral candidate with advice concerning the formulation and limitation of the subject matter and the thesis of the dissertation. Additionally, the supervisor is obliged to support the academic independence of the doctoral candidate at an early stage, advance his/her career and provide assistance in the procurement of external funds. The doctoral committee commits to giving appropriate and timely advice on matters of postdoctoral career planning.

## **7. Further Arrangements between the Doctoral Candidate and the Doctoral Committee**

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<sup>4</sup>The IRTP will become valid once all parties involved have agreed.



## 8. Reconciling Family and Work

The doctoral committee will observe the commitment of the respective institution to be family-friendly by taking appropriate measures that will help the doctoral candidate reconcile family and work as appropriate. This includes extending the anticipated time-to-degree in case of parental or home-care obligations.

## 9. Good Scientific Practice

The doctoral candidate and the doctoral committee agree to observe the code “Guidelines for Safeguarding Good Scientific Practice. Code of Conduct”<sup>5</sup> issued by the German Research Foundation (DFG). In case of LifBi employees, all parties agree to additionally observe the rules for good scientific practice issued by LifBi. Members of the University of Bamberg agree to observe the respective rules of the university concerning good scientific practice.<sup>6</sup> In alleged cases of scientific misconduct, the parties concerned shall turn to the respective ombudsperson or his/her deputy.

## 10. Diversity and Inclusion

Members of the University of Bamberg agree to observe the university’s “Guidelines for the Prevention of Harassment, Discrimination, Bullying and Stalking: Respecting Boundaries”<sup>7</sup> as well as the “Guidelines for the Equal Treatment of Women and Men in Academic Fields”.<sup>8</sup> In alleged cases of misconduct, the parties concerned shall turn to the responsible bodies of the University of Bamberg - the Anti-discrimination Officer as well as the Women’s Representatives of the respective faculties. Members of LifBi should comply with the respective rules and procedures of the institute.

## 11. Commencement and Duration

The agreement comes into effect if and when it has been signed by the doctoral candidate and the main supervisor. In case of LifBi employees, the signature of the respective LifBi superior who serves as a member of the doctoral committee is required at the start of the project, even if he or she is not the main supervisor. Doctoral candidates are strongly encouraged to appoint their committee as soon as possible but latest by the end of the fourth semester after the start of their doctoral project.

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<sup>5</sup> <https://wissenschaftliche-integritaet.de/en/code-of-conduct/>

<sup>6</sup> <https://www.uni-bamberg.de/fileadmin/www.abt-studium/amtliche-veroeffentlichungen/2021/2021-71.pdf>

<sup>7</sup> [https://www.uni-bamberg.de/fileadmin/bagss/Formulare\\_und\\_Ordnungen/Grenzen-wahren-English-F1-Fr.pdf](https://www.uni-bamberg.de/fileadmin/bagss/Formulare_und_Ordnungen/Grenzen-wahren-English-F1-Fr.pdf)

<sup>8</sup> [https://www.uni-bamberg.de/fileadmin/bagss/Formulare\\_und\\_Ordnungen/2019-07-](https://www.uni-bamberg.de/fileadmin/bagss/Formulare_und_Ordnungen/2019-07-17_Gleichstellungskonzept_Bamberg.pdf)

[17\\_Gleichstellungskonzept\\_Bamberg.pdf](https://www.uni-bamberg.de/fileadmin/bagss/Formulare_und_Ordnungen/2019-07-17_Gleichstellungskonzept_Bamberg.pdf)



## 12. If Applicable: Integration into the Bamberg Graduate School of Social Sciences

In case of membership within the BAGSS, the doctoral student will actively and in good conduct integrate into the community of the Graduate School. The doctoral committee will actively support the doctoral candidate's integration into BAGSS beyond the measures outlined in the BAGSS operating rules.<sup>9</sup>

### Dates and Signatures:

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Doctoral candidate

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Main supervisor

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Further members of the doctoral committee

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<sup>9</sup> [https://www.uni-bamberg.de/fileadmin/bagss/Courtesy\\_Translation\\_BAGSS\\_Ordinance.pdf](https://www.uni-bamberg.de/fileadmin/bagss/Courtesy_Translation_BAGSS_Ordinance.pdf)