

Supervision Agreement

Preamble

In accordance with §4, sec.1, clauses 4 and 5 of the current doctoral regulations of the TU Berlin, "...the candidate and her or his supervisor or supervisors shall conclude a supervision agreement according to the relevant provisions of Technische Universität Berlin. The aforementioned provisions will be passed by the committee which oversees the doctoral regulations of Technische University Berlin."

On 15.1.2014 the Academic Senate assigned the Joint Commission on Doctoral Regulations (Gemeinsame Kommission mit Entscheidungsbefugnis, GKmE) with the task to "set rules for the supervision agreement."

Rules for Supervision Agreements at TU Berlin.

Supervision agreements at TU Berlin are concluded voluntarily on the basis of the attached documents.

By concluding this supervision agreement both supervisor and doctoral candidate document their respective expectations and obligations. This specifically includes adherence to the Guidelines for the Safeguarding of Good Scientific Practice at TU Berlin, which are based on the recommendations of the German Research Foundation (Deutsche Forschungsgemeinschaft, DFG). Furthermore, they acknowledge the following aspects which are regarded as fundamental for an adequate supervision and working relationship during doctoral research at TU Berlin:

1. Regular meetings to discuss progress of the dissertation and frequent proactive reports by the doctoral candidate
2. Creating adequate conditions for independent research work during the dissertation (e.g. publications)
3. Participation of the candidate in (international) workshops and conferences
4. Access to technical or artistic infrastructure
5. Further issues, e.g. regular colloquia for doctoral candidates, possibility to participate in further education courses (SupA p. 2)

The parties may agree on further issues covering additional aspects of the supervision and working relationship which are set out in a separate document (see appendix).

The Faculties may recognize supervision agreements of structured programs (such as graduate schools or research training groups) as equivalent to the standards set out in this agreement.

Supervision Agreement

between

Name candidate

and

Name main supervisor

Name further supervisor/s (if applicable)

Name doctoral program (if applicable)

Start date of dissertation (own estimate)

Dissertation subject (working title)

The doctoral degree documents the ability to pursue independent academic work, thus contributing to research and development. The TU Berlin enables and supports the doctoral candidates in the acquisition of skills and competences. The supervision agreement between the supervisor and the doctoral candidate documents general outlines of the supervision arrangement. Both sides can agree to amend and adapt the provisions set out above during the dissertation process.

Both sides agree to pursue these tasks meticulously and consistently. In particular, they know and follow the rules of good scientific practice set out by the German Research Foundation (Deutsche Forschungsgemeinschaft, DFG) and related guidelines of TU Berlin (Web ID 4511). Both sides explicitly respect intellectual property rights relating to text and results and name the sources of material used (see recommendation 12 of the DFG). This supervision agreement applies regardless of the financial support of the doctoral candidate. If doctoral candidates are employed and paid out of the budget of TU Berlin adequate time for their own (doctoral) research has to be ensured according to §110, Section 4 of the Berlin State Law for Higher Education (Berliner Hochschulgesetz, BerHG). If employees are paid through third-party funding “adequate time for the own research according to the conditions of the contract” shall be provided.

Supervisors can delegate the day-to-day supervision to an adequately qualified member of staff (holding a doctoral degree). This explicitly does not release them from the overall responsibility as a supervisor. If the doctoral research is mainly or completely conducted outside TU Berlin the supervisor is obliged to ascertain that the conditions for the doctoral candidate are adequate.

In case of conflicts both sides can appeal to the ombudsperson for doctoral candidates at the respective faculty.

Elements of a **thorough and active** supervision arrangement are:

1. Regular meetings to discuss progress of the dissertation and frequent proactive reports by the doctoral candidate
2. Creating adequate conditions for independent research work during the dissertation (e.g. publications)
3. Participation of the candidate in (international) workshops and conferences
4. Access to technical or artistic infrastructure
5. Further issues, e.g. regular colloquia for doctoral candidates; possibility to participate in further education courses

re 1. Regular meetings

a) Frequency of progress reviews of the dissertation, at least every

- three months
- six months
- more frequently:

give details

b) Obligations of the doctoral candidate

- Submission of progress reports Further obligations:

give details

c) Obligations of the supervisor:

give details

It is recommended to complete and frequently update the appendix to this agreement.

Date, signature of doctoral candidate

Date, signature of supervisor

If applicable signature of further supervisors or mentors (required for doctoral programs)

Appendix¹ regarding the Supervision Agreement with

Name doctoral candidate

Dissertation subject (working title)

1. Further specification of the chosen dissertation topic:

2. Specific agreements to enable independent academic research (e.g. number of planned publications)

3. Specific agreements regarding participation in (international) workshops and conferences (e.g. intended/planned contributions; financial support etc.)

Please note:

Applications for travel support can be made to the German Academic Exchange Service DAAD:

<https://www.daad.de/ausland/studieren/stipendium/de/70-stipendien-finden-und-bewerben/?detailid=808>

In special cases and if other applications (e.g. DAAD) have been unsuccessful, candidates may apply for travel support at the TU-DOC Office (www.tudoc.tu-berlin.de/travel).

¹ Issues mentioned in the appendix serve as guidelines for the continuous update of the supervision agreement and the specification of further aspects regarding the supervision and work relationship. It is recommended to complete the appendix during a meeting approx. six month (and not later than twelve months) after signing the supervision agreement. Changes in the appendix shall be documented.

4. Specific agreements on access to necessary technical or artistic infrastructure (e.g. use of laboratory and measuring equipment)

5. Further specific points (e.g. participation and contributions to internal colloquia; participation in further education courses)

These agreements are valid for the period:

Date, signature of doctoral candidate

Date, signature of supervisor

If applicable signature of further supervisors or mentors (required for doctoral programs)