

Template

Supervision agreement for a doctoral project at Johannes Gutenberg University Mainz

Please fill out this supervision agreement together with your doctoral supervisor and consult the “Guidelines on drafting a supervision agreement for a doctoral project at the Johannes Gutenberg University Mainz”.

Doctoral candidate:

Supervisor:

Other persons
involved (e.g. mentor):
(if applicable)

Preliminary working
title of the doctoral
project::
.....

Discipline:

Faculty/
School/
Academy:

The supervision arrangement may be altered (e.g. by adding more supervisors) in accordance with the relevant doctoral degree regulation, as amended. In this case, the supervision agreement should be changed accordingly or, where appropriate, a new supervision agreement should be drafted.

Preamble

This supervision agreement increases the transparency of all factors that are crucial to building a successful working relationship between the doctoral candidate and his or her supervisor. The doctoral candidate and supervisor should work together in a well-structured manner to design the project in a way that will enable the candidate to complete his or her project within an appropriate period of time, while meeting high quality standards. This supervision agreement is based on the recommendations by the German Research Foundation (*Deutsche Forschungsgemeinschaft* – DFG).¹

1. Legal basis of the doctoral procedure

The legal basis of the doctoral procedure is the doctoral degree regulation of the aforementioned Faculty/School/Academy, as amended. The provisions of this agreement must not contradict the relevant doctoral degree regulation. The supervision agreement does not substitute for or render unnecessary any acts required by the relevant doctoral degree regulation, including the application for admission as a doctoral candidate, registration as a doctoral candidate, or enrollment as a doctoral student (cf. Guidelines on drafting a supervision agreement, p. 4, note 2).

2. Short description of the doctoral research project (optional)

Please note that this description is not binding in the sense that it will affect the prospective candidate's admission as a doctoral candidate; the description can be modified at any time by changing this supervision agreement. Where both sides have agreed upon a broad topic during the admission process, changes are possible within the boundaries of that topic.

Please insert your choice of topic. Changes thereto should be made by changing this supervision agreement.

¹ cf. DFG-Vordruck 1.90 – 10/14.

The doctoral dissertation will be a *monograph/consist* of several publications in [please insert language]. The relevant doctoral degree regulation applies regarding the choice of language. If necessary, the doctoral candidate must submit a petition to the doctoral examination board, the relevant faculty's dean, or the Head of the Mainz Academy of Arts / Mainz School of Music regarding his or her choice of language.

3. Project plan and timeline for the doctoral project

Please outline the stages of your project and the timescales within which you intend to complete the tasks in your project plan. If you work on a cumulative dissertation, please describe the nature of the publications that are required and planned. This section should also include information on the doctoral candidate's individual circumstances (full-time or part-time work on the doctoral project; other responsibilities such as children, caring for a relative, and other family responsibilities).

Unless the timeline and project plan have been set up at the outset of the doctoral project, they should be developed within the first year of the project and attached to this supervision agreement.

The project plan and timeline should cover the foreseeable future. This may cover the entire doctoral phase or shorter periods, as the case may be.

Starting from, the doctoral project is scheduled to be completed within months. Changes to the timeline and project plan will only be made after prior consultation between the doctoral candidate and the supervisor; any changes will be made in writing and amend this supervision agreement.

4. The doctoral candidate's responsibilities

Please note that if the following responsibilities are not already part of and regulated by a separate employment contract, doctoral candidates can assume these responsibilities on a completely voluntary basis. The doctoral candidate's work on his or her doctoral project, its successful completion, and the award of the doctoral degree cannot depend on assuming the responsibilities set out in this section.

Please insert the doctoral candidate's responsibilities. These may include regular reports (please insert frequency and nature of the reports); participating in qualification programs (e.g. expert seminars, soft skills courses etc.); participating in academic continuing education courses and academic events; regular presentation of partial results; regular meetings with the supervisor; teaching; presentations within or outside JGU on the doctoral or other research projects; assuming responsibilities within the faculty or working group.

5. The supervisor's responsibilities and obligations

Please note that the supervisor is obliged to supervise the research project until it is completed, irrespective of the project's funding.

Please insert the agreed responsibilities and obligations of the supervisor. These may include making recommendations regarding the topic, the project's focus and boundaries, and the problems to be addressed; giving regular academic and professional guidance and advice; supporting the candidate's early academic independence; supporting the candidate's career and external mentoring; assuring quality through regular progress reviews; giving advice on publication options and academic events; supporting the candidate in obtaining a scholarship and – if appropriate – raising other third-party and external research funding; integrating the doctoral candidate into the academic workplace (e.g. inclusion in the working group, participation in research colloquia and appropriate conferences and/or continuing education events).

6. Resources

Please insert how the doctoral candidate and supervisor will (or aim to) fund the candidate's living costs during the doctoral project (e.g. employment at the university, third-party funded project(s), Higher Education Pact funding [*HSP-Stelle*], scholarship, external employment). Please also describe to what extent continuing education, attending conferences, research stays, field studies etc., and travels will be funded.

Please describe the resources planned to be at the doctoral candidate's disposal, for instance the candidate's workspace (e.g. own office/permanent working space at the institute/working group), computer and other equipment, access to laboratories and measuring instruments, coverage for material expenses, student assistants, secretarial services.

7. Additional arrangements agreed between the doctoral candidate and the supervisor

Johannes Gutenberg University Mainz is dedicated to providing doctoral candidates with specific support to reconcile their academic work/research project and family. Likewise, JGU seeks to support doctoral candidates who care for a relative. If applicable, please insert relevant funding and support measures in this section. These can include, for instance, arrangements that will enable the doctoral student to care for a relative. The Family Services Center is happy to give you advice and assistance.

Moreover, provisions and arrangements within the context of a structured doctoral program can be outlined in this section.

8. Mutual obligation to comply with the standards of good academic practice

Both parties undertake to comply with JGU's Regulation to ensure good academic practice in research and teaching (cf. Appendix 04 relating to Section 28(4) of the Constitution of Johannes Gutenberg University Mainz, as amended).

In the event of academic misconduct or suspected misconduct, both parties may contact the Ombudsperson and submit the case to JGU's Commission for the Investigation of Suspected Academic Misconduct. The legal consequences of academic misconduct are laid down in the relevant doctoral degree regulation, as amended.

9. Conflict resolution

In order to foster a mutually respectful and cooperative environment, the parties agree to first attempt to resolve conflicts through confidential and honest communication. If the problem cannot be resolved, independent and experienced third parties (mediators) may be contacted to intervene. Where the conflict concerns the project's contents or the supervision relationship in itself, the relevant Faculty's dean or the Head of the School/Academy will act as mediator. Where the problem relates to the workplace, both parties can contact the Conflict Resolution Office of Johannes Gutenberg University Mainz.

10. Changes to the supervision agreement

In order to amend, change, or terminate this supervision agreement, both parties have to give their consent in writing and the amendments, changes, or termination will be attached to this agreement.

Signatures

I hereby agree to the above arrangements and will comply with them to the fullest possible extent. Changes to these arrangements will be in writing and attached to this agreement.

Doctoral candidate

Place, date: _____

Supervisor

Place, date: _____

(if applicable) Second Supervisor

Place, date: _____

Appendix: Changes to the supervision agreement

[Insert doctoral candidate's name] and [insert supervisor's name] mutually agreed on the following changes/amendments to the supervision agreement on [insert date]:

Please insert a reference to the relevant section of the supervision agreement, for instance "3. Project plan and timeline for the doctoral project".

Please insert the amendments and/or changes and indicate which arrangements are thereby repealed.

Signatures

Doctoral candidate

Place, date: _____

Supervisor

Place, date: _____

(if applicable) Second Supervisor

Place, date: _____