



Please note: This application must be filled out digitally and cannot be processed if it is filled out by hand.

## Supervision Agreement

This supervision agreement determines the relationship between the doctoral candidate and the supervisor for the dissertation project carried out with the Promotionsverband Baden-Württemberg (hereinafter referred to as “Promotionsverband”). The parties involved design the dissertation project with the objective of completing the project to a high standard and within a reasonable period of time, taking into account the personal situation of the doctoral candidate.

### 1 Parties involved

The supervision agreement is concluded between

#### the doctoral candidate:

First and last name:	
Contact details (address, email, phone)	

#### the main supervisor:

First and last name:	
Higher education institution	
Contact details (address, email, phone)	

#### the second supervisor (if already known):

First and last name:	
Higher education institution	
Contact details (address, email, phone)	

Working title:

Research unit in charge of the doctorate (the main supervisor's department):

Beginning of the doctoral process:

Scheduled completion of the doctoral process:

A research proposal of the dissertation project including a provisional timeline must be attached.

## **2 Involvement in the Promotionsverband's doctoral qualification program**

The doctoral candidate is involved in the quality assured qualification program in order to receive individual support.

**The doctoral candidate is required to complete the study program mandated by the applicable doctoral regulations (Promotionsordnung) and to adhere to the relevant guidelines.**

Please list any additional participation in events of the individual study program, if applicable:

The events required by the applicable doctoral regulations for acquiring interdisciplinary qualifications are obligatorily agreed upon and do not need to be listed separately.

## **3 Supervision meetings and progress reports**

Frequency and intervals of progress reports prepared by the doctoral candidate:

Frequency and intervals of supervision meetings:

The intervals for progress reports and supervision meetings should take the dissertation project and the doctoral candidate's personal situation into account and be reconsidered and adapted regularly.

#### **4 Evaluation period**

After the doctoral dissertation was submitted, the supervisor undertakes to adhere to the evaluation period as set out in the applicable doctoral regulations. The evaluation period is determined upon submission of the dissertation and must not exceed the specified evaluation period.

#### **5 Mutual obligation to comply with the principles of good research practice**

The signatories have read and undertake to comply with the German Research Foundation's Code of Conduct "Guidelines for Safeguarding Good Research Practice" (DFG; <https://doi.org/10.5281/zenodo.6472827>).

#### **6 Regulations on dealing with challenges and conflicts**

In the event of problems arising from non-compliance with this agreement, and in the event of conflicts, the signatories will generally first talk with each other and try to find a solution, e.g., by modifying the supervision agreement in writing, by mutual agreement and in accordance with the legal regulations.

If they are unable to agree on a solution, they may consult the Promotionsverband's ombudsperson in charge. Either party may contact the ombudsperson. Discussions with the ombudsperson are confidential. If the respective party so wishes, the ombudsperson may intervene in order to resolve the conflict in an objective manner.

#### **7 Changes to and termination of the supervision agreement**

Changes and additions to the supervision agreement, e.g., regarding the working title, dissertation project, timeline, must be made in writing.

The parties involved may terminate the supervision agreement at any time by mutual written agreement. A unilateral termination of the supervision agreement must be made in written form. The doctoral candidate may terminate their dissertation project without reasons at any time. The supervisor may only terminate the dissertation project providing a valid reason.

#### **8 Validity**

This agreement is valid until the doctoral process has been completed or, if the doctoral process is terminated, until the termination becomes effective. Note: The obligation to provide supervision until the completion of the doctorate is independent of the duration of the doctoral funding.

**9 Application, admission to the doctoral program and enrollment**

Immediately upon concluding this agreement (step 1), the doctoral candidate submits the application for admission to the administrative office of the Promotionsverband for the purpose of registration (step 2). The documents to be submitted along with the application form according to section 7 subsection 2 of the general doctoral regulations (§ 7 Abs. 2 Rahmenpromotionsordnung) must be subsequently submitted in the required form. The supervisor ensures that the application for admission is submitted within a month after the supervision agreement was concluded. The administrative office must be informed of any changes to and the termination of this supervision agreement within a month.

**10 Additional Agreements**

If any additional agreements are made, please document them here. These may include, for example, provisions regarding resources, workspace, special measures or arrangements for balancing family responsibilities with academic work, or the duties and responsibilities of the supervisor(s) (e.g., regular academic advising, support for early academic independence, career development/mentoring, quality assurance through regular progress reviews, etc.).

**Doctoral candidate                      main supervisor                      if applicable: second supervisor**

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City, date, signature

City, date, signature

City, date, signature

**Attachments to this agreement:**

- Description of involvement in the research project (max. 1 DIN A4 page; to be prepared by the primary supervisor). If not applicable, a written explanation from the primary supervisor is required instead.

is attached

- Research proposal, including a timeline (Please note the information on the proposal)

is attached