# Sample Supervision Agreement

between

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Doctoral Candidate) and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Supervisor).

In the interests of constructive and productive cooperation during the dissertation project, [Doctoral Candidate] and [Supervisor] conclude the following supervision agreement.

The supervisory relationship starts on [date] at the School of Business and Economics.

# Dissertation project

1. [Doctoral Candidate] will write a dissertation with the working title “[.........]”. The dissertation will be written in [English/German]. The project will be described in more detail in an exposé which should be finalized at the latest six month after the beginning of the supervisory relationship and which has to be accepted by [Supervisor].
2. The supervisory relationship ends after three years, if no appropriate and documented cause (e.g. unexpected family obligations) or scientific reason exist that would justify a prolongation.
3. [Doctoral Candidate] and [Supervisor] agree on work and time plans which should be finalized at the latest six month after the beginning of the supervisory relationship.
4. This agreement and its attachments will be reviewed regularly - [frequency, for example yearly] - by the supervisor and the doctoral candidate and modified if necessary.

**Supervision of the dissertation**

1. [Doctoral Candidate] and [Supervisor] agree to discuss progress towards the completion of the dissertation [Frequency, at least once per semester], using the exposé, intermediate reports and chapters as a basis for discussion. [Doctoral Candidate] will write minutes of these meetings that are to be signed by [Supervisor].
2. [Supervisor] commits him/herself to regularly monitoring preliminary results and the regular progression of the dissertation, as well as to providing comprehensive commentary and feedback, orally and/or in writing, on the dissertation chapters and texts at these meetings.
3. In addition to the regular meetings, [Doctoral Candidate] will present the current state of the dissertation yearly within a colloquium. He or she will also receive feedback regarding the progress of the dissertation as well as suggestions for improvement.
4. [Supervisor] supports [Doctoral Candidate] with his/her publications. Especially, [Supervisor] will adequately support that papers by [Doctoral Candidate] can be published in distinguished journals considering discipline-specific and justified authorship rules.

**Training program**

1. Both parties agree that [Doctoral Candidate] will participate in training courses and events as part of a general and subject-matter qualification program. The content and extent of these courses are to be specified in the working plan.
2. Throughout the course of the doctoral program, [Doctoral Candidate] will make regular independent scientific contributions [e.g. participating in a conference, publishing articles in scientific journals, organizing a conference, internships, teaching activities, etc]. These activities will be specified in the working plan.
3. [Doctoral Candidate] agrees to spend a portion of the doctoral period outside of Germany (e.g. as a guest researcher).

**Procedure in the event of conflicts**

1. In the event of a conflict, the parties involved must contact the ombudsperson or the doctoral degree board of the School of Business and Economics. In the event that the supervision relationship is dissolved, the doctoral degree board will work to establish an alternative supervisory relationship that is appropriate to the subject matter of the dissertation.
2. [Doctoral Candidate] and [Supervisor] agree to comply with the rules of good scientific practice as stated in the „Satzung der Humboldt-Universität zu Berlin zur Sicherung guter wissenschaftlicher Praxis und über den Umgang mit Vorwürfen wissenschaftlichen Fehlverhaltens“ (Charter of Humboldt-Universität zu Berlin for the Assurance of Good Scientific Practice and Regarding Accusations of Scientific Impropriety) from February 17, 2014. This includes consultation of [Doctoral Candidate] with [Supervisor] or other trusted people in situations or instances in which he/she has doubts or concerns. For [Supervisors] this explicitly means the obligation to respect and acknowledge the copyright and obligations related to texts and knowledge developed by [Doctoral Candidate].

**Additional agreements**

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Signature and Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date, Doctoral Candidate),

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date, Supervisor).