**Supervision Agreement**

between

Click here to enter text Doctoral Candidate

Click here to enter text Primary Supervisor

Click here to enter text  **Secondary Supervisor**

The supervisor and the doctoral candidate agree to work towards a doctoral thesis, which has to be prepared and defended under the authority of the faculty according to the following conditions:

1. **Thesis** 
   1. **The student who prepares the PhD thesis:**

|  |  |
| --- | --- |
| First name,  Middle name,  Surname | Click here to enter text |
| Date/Place of birth (City, Country) | Click here to enter text |

The research topic of the doctoral thesis:

Click here to enter text

The thesis will be written in [English/German]. The thesis concept and a possible work plan are described in the exposé attached to this document.

**Enrolment at the University of Oldenburg:**  
 The doctoral candidate is enrolled at the University of Oldenburg.  
 The doctoral candidate will enrol at the University of Oldenburg after admission to the doctorate by the doctoral degree board of the faculty.

**Enrolment PhD programme:**

The candidate will enrol in the doctoral program ‘Neurosensory Science and Systems’ and will participate in the course within an appropriate time frame (according to the letter of acceptance, 30 credit points are generally expected within the doctoral project),

The doctoral candidate wishes to be accepted as an associated member of the OLTECH (exception for members of the “Department for Informatics/DfI”)

* 1. It is agreed that the thesis is to be written within the following time period:

From Click here to enter text [month/year] to Click here to enter text [month/year]  
(usually about 3-4 years). This timeframe may be extended in exceptional cases, e.g. child care, family obligations.

The doctoral project is to be supervised by a thesis committee (in accordance with § 11 (2) of the schools [II / V / VI] doctoral regulations). The thesis committee is not the same as the examination committee (see § 6 of the doctoral regulations of the schools [II / V / VI]) and the assessors (see § 7 of the doctoral regulations of the schools [II / V / VI]).

|  |  |
| --- | --- |
| 1. Click here to enter text | Primary Supervisor |
| 2. Click here to enter text | Secondary Supervisor |
| 3. Click here to enter text | Further member of the Thesis Committee |
| 4. Click here to enter text | Further member of the Thesis Committee |

1. **Supervision** 
   1. **Responsibilities**
      1. The primary supervisor is responsible for providing the doctoral candidate with a suitably equipped laboratory workspace and for advising and supporting the independent scientific working of the doctoral candidate.   
         Doctoral candidates will report in the (usually) weekly research group seminars about the progress of their project and the primary supervisor is expected to attend the corresponding seminars.  
         The work of the doctoral student should not only be supervised by the primary supervisor.
      2. **Thesis Committee:** The thesis committee has to support the career of the doctoral candidate and to ensure the quality of the thesis.   
         A thesis committee, which includes the primary supervisor and additional senior scientist[s], should meet twice a year to facilitate the progress of the doctoral project by discussing the methodology, results, and timeline. The secondary supervisor shall be a member of the SFB 1372.
      3. **Committee Meetings:** The doctoral candidate must give an update on his/her work including a project timeline. The Committee Meeting always includes three meeting phases: one with all committee members plus the doctoral candidate, one without the doctoral candidate, and one without the primary supervisor. The doctoral candidate must only take minutes of the meeting with the entire thesis committee.  
         The meeting minutes must be sent to the members of the thesis committee and the coordinator of the iRTG.
      4. **PhD Training Program:** The doctoral candidate will participate in the SFB 1372 doctoral program and the OLTECH PhD Study Program [“Neurosensory Science and Systems”]. The doctoral candidate will take part in the PhD program courses and events to an adequate extent.
   2. **Notification of changes:** The doctoral candidate must notify the first supervisor and the doctoral degree board of the faculty of any changes to the topic of the dissertation or their postal address.
2. **Good scientific practice**
   1. German universities and research institutions guarantee scientific independence in research and teaching. This freedom and independence are coupled with the individual responsibility to implement, keep, and defend, if necessary, the fundamental values and standards of good scientific practice. The successful implementation of the principles of good scientific practice is a prerequisite for a high level of scientific standard.
   2. The signatories agree to comply with the principles of good scientific practice. The current guidelines of good scientific practice at the University of Oldenburg and the recommendations of the DFG (German Research Foundation) can be viewed online:   
        
      [https://uol.de/en/academic-research/graduate-academy/doctoral-candidates/legal-and-financial-issues/good-academic-practice](https://uol.de/en/academic-research/graduate-academy/doctoral-candidates/legal-and-financial-issues/good-academic-practice%20)

<https://uol.de/fileadmin/user_upload/gremien/Regulations-governing-the-Principles-for-safeguarding-good-academic-practice.pdf>  
  
<https://www.dfg.de/en/research_funding/principles_dfg_funding/good_scientific_practice/>

* 1. **Awareness of principles of good scientific practice**: Honesty and truth maintain absolute priority in scientific work. The doctoral candidate must know of all principles of good scientific practice. The information is to be learned in a corresponding mandatory workshop/training/course about good scientific practice. Additionally, good scientific practice is obtained in the daily activities of the research group.
  2. **Cooperation and leadership responsibility in working groups**: Each doctoral candidate is personally responsible for his/her own work. The primary supervisor carries the responsibility for the work and the conditions for facilitating an effective cooperation and coordination of the group members. All members must be able to rely on each other since mutual trust is the basis for all conversations, discussions, and even confrontations. Cooperation in scientific projects must allow the findings to be communicated, critically discussed, and integrated into a common level of knowledge and experience.
  3. **Publications:** In agreement with the primary supervisor, the doctoral students shall publish their new scientific findings, together with the primary supervisor, with others or alone in scientific journals, book chapters or conference journals.   
     Multiple authors of the publications are jointly responsible for the contents of their publications. The authors of a scientific publication should be all those who have made a significant contribution to the concept, implementation, analysis, and interpretation of a study as well as the writing of the manuscript. A so-called "honorary authorship" is not permitted. It is adequate to name supporters in the footnotes and acknowledgments. At the same time, all authors gain the rights to the common intellectual property (e.g., copyright). The publication date is important for documenting any claim.  
     Publication requires the written consent of all authors to the final version. Implicit consent is not permitted if no response is received from the co-author after a deadline has been set. In the event that a co-author is unavailable (can no longer be contacted, “orphan data”) or if data is actively abandoned by the co-author, the use of data is possible. In this case, the supporter must be named in the footnotes, in the preface or in the acknowledgment.   
     Potential conflicts about authorship (e.g., author order) can arise. In such cases, the senior scientist on the project (the project leader) will invite all involved parties to a round table discussion of the disputed authorship issues. Here, all involved parties get a chance to voice their opinions. The goal of the round table discussion is to come to a mutual agreement between all authors about any disputed authorship issues that is in line with the rules of good scientific practice as defined above (§3b) and as laid out in the Recommendations of the International Committee of Medical Journal Editors (https://www.icmje.org/recommendations/).
  4. **Scientific misconduct:** Scientific misconduct, as formulated in the DFG memorandum of good scientific practice, e.g., the production and use of incorrect data, the impairment of others’ research work, the disregard of the intellectual property rights of third parties must be avoided in any case (see also the recommendations of the DFG).

The Carl von Ossietzky University of Oldenburg has appointed two trusted third-parties who can be contacted in cases of suspected scientific misconduct (<https://uol.de/senat/kommission-fuer-gute-wissenschaftliche-praxis>). Furthermore, the university’s Commission for Research Assessment and Ethics is entrusted with investigating suspected scientific misconduct (<https://uol.de/en/senate/ethic>). Rules of procedure and deadlines for the investigation of suspected cases have been established in order to define the rights of the involved parties. The type of sanction shall depend on the seriousness of the proven misconduct and includes consequences for the employment relationship, civil law penalties or fines for those responsible.

The Carl von Ossietzky University of Oldenburg has defined the procedures in cases of suspected scientific misconduct in a Code of Procedure (German only), which can be found in the official notices:

<https://uol.de/uni/amtliche_mitteilungen/dateien/AM2017-013_Ordnung_gute_wiss_Praxis.pdf>

* 1. **Documenting results:** Experiments and numerical calculations can only be repeated if all important steps are reproducible. For this purpose, they must be recorded in a clear and comprehensive manner. Therefore, the doctoral candidate should securely store methods and primary data as the basis for publications for at least ten years in a durable form in the institution of origin. The SFB 1372 provides a research data management system (DMS) which should be used for data storage. Resulting publications must be uploaded to the DMS together with the primary data leading to the published results. In case, data is too large for storage in the DMS, data must be described in the DMS and linked to a data repository in which the primary data is stored.

1. **Gender Equality and Family Friendliness**

The University of Oldenburg is certified as a family-friendly university. Gender equality is an important goal for the University of Oldenburg. More information on family-friendly university, including childcare or care of dependents, may be found on the university's website (<https://uol.de/familienservice>)

Trainings/Courses on gender equality can be found at the graduate academy (<https://uol.de/graduiertenakademie/angebote>).

Doctoral students and supervisors agree that they will agree and implement family-friendly working hours if the family situation of doctoral student requires it. Due to the special requirements of a scientific doctorate, any agreements on laboratory working hours are always individual agreements.

1. **Conflict resolving arrangements**In the event of a conflict between the doctoral student and the primary supervisor, both parties agree to calling in an additional third party, e.g. the coordinator of the iRTG/SFB 1372, the ombudsperson of the SFB 1372 or if necessary an ombudsperson of the university.

A procedure concerning the handling of possible conflicts between the doctoral candidate and the supervisor, e.g. change of supervisor, abnormal termination of the doctoral project, is defined in the SFB 1372 application (2nd funding period).

1. **Authorization**

The following formal requirements exist for the doctoral project:  
  
**Ethics vote** in clinical trials on humans, epidemiological studies with personal data or examinations of human material with personal reference:  
 planned  requested [date: Click here to enter text ]  
 existing  not mandatory  
  
**Genetic engineering permit** or notice:  
 planned  requested [date: Click here to enter text ]  
 existing  not mandatory

Additional **authorisation from other research institutions or companies** is necessary for the doctoral project.

planned  requested [date: Click here to enter text ]

existing  not mandatory

Names of the research institutions or companies: Click here to enter text

**Animal experiment permit** (please contact the responsible animal welfare officer in good time before starting work):

planned  requested [date: Click here to enter text ]

existing  not mandatory

Work on the doctoral project may only be started once the necessary authorisations have been obtained.

This agreement is valid after the primary and the secondary supervisor as well as the doctoral candidate have provided their signatures. The primary supervisor and the doctoral candidate commit to abide by this thesis agreement, in the knowledge that it is not an enforceable legal document.

Click here to enter text

(place, date) (signature)

Click here to enter text

(place, date) (signature)

Click here to enter text

(place, date) (signature)