

Thesis Agreement

This agreement is between:

_____ Doctoral Candidate

_____ Primary Supervisor

_____ A representative from
the Faculty [V / VI] Doctoral Degree Board or
the Graduate School Science and Technology
(OLTECH) or the Institute

The supervisor and the doctoral candidate agree on the compilation of a doctoral thesis, which is to be prepared and defended under the authority of the Faculty [V / VI] and in accordance with the following conditions:

1) Thesis

a) The provisional research topic of the doctoral thesis is:

The thesis will be written in [English / German]. It is envisaged that the doctorate will be completed as a [publication based dissertation / monograph]. The doctoral project is described in detail in the Thesis Concept Paper, which appends this agreement.

The doctoral candidate will undertake the doctorate as a [member / associated member] of the doctoral programme _____ [name]. The candidate will enroll in the doctoral program " _____ " [name of the doctoral program] and shall participate in the course within an appropriate time frame (in accordance with the letter of acceptance this is usually 30 credits within the doctoral project),

OR

The doctoral candidate will undertake the doctorate as an individual doctorate.
[Delete as appropriate]

b) It is agreed that the thesis is to be written within the following time frame:

Begin _____[MM.YYYY] Handing in _____[MM.YYYY]
(usually 3-4 years). In exceptional cases, this time frame may be extended, by resolution of the Thesis Committee and for a length of time to be determined by the Thesis Committee.

The doctoral project will be supervised by a thesis committee (in accordance with § 11 (2) of the Faculty [II / V / VI] doctoral regulations).

Members of the Thesis Committee are:

- | | |
|----------|-------------------------------------------|
| 1. _____ | Primary Supervisor |
| 2. _____ | Secondary Supervisor |
| 3. _____ | Further member of
the Thesis Committee |
| 4. _____ | Further member of
the Thesis Committee |
| 5. _____ | Further member of
the Thesis Committee |

2) Supervision

- a) **Responsibilities:** It is the responsibility of the primary supervisor to provide the doctoral candidate with an adequately equipped laboratory work space and to accompany and support the candidate's independent research. The primary supervisor will support the career of the doctoral candidate and control the quality of the doctorate project. The work of the doctoral student should not be supervised solely by the primary supervisor. The thesis committee contributes to the progress of the doctorate by discussion of the methodology, the results and the timeframe of the doctoral project. The supervision of the PhD student is expected to be not solely in the hands of the primary advisor. The thesis committee contributes to the progress of the doctorate by the discussion of the methodology, the results and the timeframe of the doctoral project. The Thesis Committee shall consist of the persons mentioned above, ie the primary supervisor and one or more other supervisors, who are eligible according to the doctoral regulations of the Faculty V / VI. The Thesis Committee meets at least once a year to discuss the doctoral project. At these meetings the PhD student is obliged to provide an update on the project status and to take minutes of the meeting. Both documents are to be filed at the Graduate School OLTECH; and in the case of an individual doctorate with the Faculty doctoral committee.
- b) **Timelines and reports:** At the start of the doctorate the doctoral student has to create a project plan, which is also the planned timing of the project on a timeline. This is to ensure that a successful processing of the doctoral project within the planned total period is allowed (usually three to four years). The PhD student is obliged to document the course of the project in regular reports to the Thesis Committee _____

(annually or bi-annually); as described in section 2a. Each report must be accompanied by an updated timeline.

3) Good scientific practice

German universities and research institutions guarantee scientific independence in research and teaching. This freedom and independence is 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 standards. 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) on the principles of good scientific practice can always be viewed on the Internet

<http://www.uni-oldenburg.de/en/academic-research/goodscientificpractice/>

http://www.dfg.de/download/pdf/dfg_im_profil/reden_stellungnahmen/download/empfehlung_wiss_praxis_0198.pdf

- a) **Awareness and sensitivity of the principles of good scientific practice:** Honesty and truthfulness need to be absolute priority in scientific working. Doctoral students must know the principles of good scientific practice. Knowledge of good scientific practice are conveyed through the daily work in the working group. In addition, the visit of a course of at least one-day on the subject is mandatory for doctoral students. The principles of good scientific practice can always be consulted by the doctoral candidate.
- b) **Cooperation and leadership responsibility in working groups:** Doctoral students are responsible for their own research work. The primary supervisor is responsible for creating a good cooperative working climate among the group members. The individual members of the working group have to trust one another to be able to work productively, because trust is the basis of an open discussion and communication culture. The cooperation within the work group must enable the presentation of scientific results, critical discussion and incorporation of this into the common pool of experience.
- c) **Publications:** Doctoral students shall publish their new scientific findings, together with the primary supervisor in scientific journals, book chapters or conference journals. They are jointly responsible for the content of the publication. At the same time both authors gain the rights to the common intellectual property (eg. copyright). The publication date is important for documenting any claim. All authors of a publication agree that, in the case of the non-availability of a co-author or the failure of the co-author to respond within the specified time (maximum 3 months), the person responsible for the submission and revision of a publication can presume approval and may proceed to undertake the publication. 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 trial, 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 acknowledgements.

- d) **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 third parties intellectual property rights must be avoided in any case (see also 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. Furthermore, the University's Commission for Research Assessment and Ethics is entrusted with investigating suspected scientific misconduct. 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 Oldenburg has defined the procedures in cases of suspected scientific misconduct in a Code of Procedure (German only), which is to be found in the official notices:
http://www.uni-oldenburg.de/uni/amtliche_mitteilungen/dateien/AM2000-01_Ordwissf.pdf

4) **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. For more information on family-friendly university, including childcare or care of dependents, may be obtained from the University's website (German only - www.uni-oldenburg.de/familiengerechtehochschule/).

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

5) **Conflict resolution**

In the event of a conflict between the doctoral student and supervisor both parties agree the calling in of an additional third party, eg. the coordinator of the doctorate programme or an ombudsperson specified by the relevant Doctoral Degree Committee.

6) **Authorisation**

For the doctoral project it is necessary to have authorisation from the following, e.g. the Ethics Commission, research institution or company and this is available by or has been applied for by the date indicated: [_____]

Work on the doctoral project may only be started once the necessary authorisation has been obtained.

OR

No authorisation from the following, e.g. the Ethics Commission, research institution or company, is necessary for the doctoral project.

[Delete as appropriate]

The doctoral student and supervisor agree to consider the supervision agreement as binding, knowing that it is not a legally enforceable document. This agreement is binding after it has been signed by the persons listed below.

Doctoral candidate

Primary Supervisor

A representative from
the Faculty [V / VI] Doctoral Degree Board or
the Graduate School Science and Technology
(OLTECH) or the Institute

Date / Place