**Supervision Agreement**

This agreement is between:

|  |  |
| --- | --- |
| Klicken oder tippen Sie hier, um Text einzugeben.  | Doctoral Candidate |
| Klicken oder tippen Sie hier, um Text einzugeben. | Primary Supervisor |
| Klicken oder tippen Sie hier, um Text einzugeben. |  **A representative from** **the faculty** [V / VI] **doctoral degree board or the Graduate School Science, Medicine 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 or [ ]  VI and in accordance with the following conditions:

1. **Thesis**
	1. The provisional title and planned research topic of the doctoral thesis is:

Klicken oder tippen Sie hier, um Text einzugeben.

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

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 doctoral candidate will undertake the doctorate as a [ ]  member or [ ]  associated member of the doctoral programme

Klicken oder tippen Sie hier, um Text einzugeben. [name].

[ ]  The candidate will enrol in the doctoral program

"Klicken oder tippen Sie hier, um Text einzugeben." [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),

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

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

Start date Klicken oder tippen Sie hier, um Text einzugeben.[MM.YYYY]

Submission date Klicken oder tippen Sie hier, um Text einzugeben.[MM.YYYY]

(usually 3-4 years).

In exceptional cases, this time frame may be extended, by resolution of the supervisory/thesis committee, and this, for a length of time to be determined by the supervisory/thesis committee.

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

Members of the supervisory/thesis committee are:

|  |  |  |
| --- | --- | --- |
| 1. Klicken oder tippen Sie hier, um Text einzugeben. | Primary Supervisor |  |
| 2. Klicken oder tippen Sie hier, um Text einzugeben. | Secondary Supervisor |  |
| 3. Klicken oder tippen Sie hier, um Text einzugeben. | Further member of the supervisory/thesis committee (if applicable) |  |
| 4. Klicken oder tippen Sie hier, um Text einzugeben. | Further member of the supervisory/thesis committee (if applicable) |  |
| 5. Klicken oder tippen Sie hier, um Text einzugeben. | Further member of the supervisory/thesis committee (if applicable) |  |

1. **Supervision**
	1. **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 ensure the quality of the doctorate project.

The supervision of the PhD student is expected to be not solely in the hands of the primary advisor. The supervisory/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 supervisory/thesis committee shall consist of the persons mentioned above, i.e. the primary supervisor and one or more other supervisors, who are eligible according to the doctoral regulations of the faculty V / VI. The supervisory/thesis committee meets at least once a year to discuss the doctoral project. At these meetings, the PhD student must provide an update on the project status and take minutes of the meeting. Both documents have to be sent to the members of the supervisory/thesis committee and can be filed at the Graduate School OLTECH or the coordinators of the PhD study programme; and in the case of an individual doctorate, with the faculty doctoral degree board.

* 1. **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 his/her/they postal address.
	2. **Timelines and reports**: At the start of the doctorate, the doctoral student has to develop a project plan, which is also the planned timing of the project on a timeline. This is to ensure a successful processing of the doctoral project within the planned total period (usually three to four years). The PhD student must document the course of the project in regular reports to the supervisory/thesis committee Klicken oder tippen Sie hier, um Text einzugeben. (annually or bi-annually); as described in section 2a. Each report must be accompanied by an updated timeline.
1. **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:
<https://uol.de/en/academic-research/graduate-academy/doctoral-candidates/legal-and-financial-issues/good-academic-practice>

<https://www.dfg.de/en/research_funding/principles_dfg_funding/good_scientific_practice/>

<https://uol.de/fileadmin/user_upload/gremien/Regulations-governing-the-Principles-for-safeguarding-good-academic-practice.pdf>

* 1. **Awareness of and sensitivity to the principles of good scientific practice**: Honesty and truthfulness need to be absolute priority in scientific work. Doctoral students must know the principles of good scientific practice. Knowledge of good scientific practice is 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.
	2. **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.
	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. 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. 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.
	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 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 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. **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 (German only - [www.uni-oldenburg.de/familiengerechtehochschule/](http://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.

1. **Resolving conflicts**

In the event of a conflict between the doctoral student and supervisor, both parties agree to calling in an additional third party, e.g. the coordinator of the doctorate programme, the director of the Graduate School OLTECH or an ombudsperson specified by the relevant doctoral degree committee.

In the event that the supervisory relationship is terminated for which the doctoral candidate is not responsible, the faculty will endeavor to find an alternative, professionally appropriate supervisory relationship.

1. **Authorisation**

The following formal requirements exist for the doctoral project:

Ethics vote in clinical trials on humans, epidemiological studies with personal data or examinations on human material with personal reference:

[ ] planned [ ] requested [date:Klicken oder tippen Sie hier, um Text einzugeben. ] [ ] existing [ ] not mandatory

Genetic engineering permit or notice:

[ ] planned [ ] requested [date:Klicken oder tippen Sie hier, um Text einzugeben. ] [ ] existing [ ] not mandatory

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

[ ] requested [date:Klicken oder tippen Sie hier, um Text einzugeben. ] [ ] existing [ ] not mandatory

Names of the research institutions or companies:

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

[ ] planned [ ] requested [date:Klicken oder tippen Sie hier, um Text einzugeben. ] [ ] existing [ ] not mandatory

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

The first supervisor and the doctoral student agree that all the necessary funds for the work on the doctoral thesis are available.

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.

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| --- | --- | --- | --- |
| Klicken oder tippen Sie hier, um Text einzugeben. |  |  | (Doctoral candidate) |
| (place, date) |  | (signature) |  |
| Klicken oder tippen Sie hier, um Text einzugeben. |  |  | (Primary Supervisor) |
| (place, date) |  | (signature) |  |
| Klicken oder tippen Sie hier, um Text einzugeben. |  |  | (Secondary Supervisor / optional) |
| (place, date) |  | (signature) |  |
| Seen: |  | Klicken oder tippen Sie hier, um Text einzugeben. |  |
| Klicken oder tippen Sie hier, um Text einzugeben. |  |  | **A representative from****the faculty** [V / VI] **doctoral degree board or the Graduate School Science, Medicine and Technology (OLTECH) or the institute** |
| (place, date) |  | (signature) |  |
|  |  |  |  |