

# Supervision Agreement for a Cooperative Doctorate

## 1. General conditions

Doctoral candidate: Ms./Mr. \_\_\_\_\_

Faculty at Fachhochschule Dortmund - University of Applied Sciences and Arts

\_\_\_\_\_

Supervisor at Fachhochschule Dortmund: Ms./ Mr. \_\_\_\_\_

Cooperating university: \_\_\_\_\_

Faculty/department at the cooperating university:

\_\_\_\_\_

Pursued doctoral degree: \_\_\_\_\_

Supervisor at the cooperating university: Ms./ Mr. \_\_\_\_\_

Other persons involved (co-supervisors, mentors), if applicable:

\_\_\_\_\_

The doctoral regulations in force at the cooperating university are enclosed with this agreement.

## 2. Content planning of the doctoral project

Title of the dissertation (working title, if applicable):

\_\_\_\_\_

The dissertation will be completed in the following language or languages:

---

The dissertation is intended to be completed as a monograph/cumulative dissertation.

A dissertation proposal (*Exposé*) has been/will be submitted to the supervisor by \_\_\_\_\_.

The doctoral studies are scheduled for a period of four years. The doctoral candidate will compile a time and work schedule, including predefined interim goals. The time and work schedule is enclosed with this agreement. At regular intervals (at least semi-annually/annually/\_\_\_\_\_ a meeting/meetings will be held (comparable to annual project planning meetings) to review whether the defined schedule has been met or can be met and, if necessary, if it needs any modifications.

The meetings will be implemented as follows:

- Both supervisors will attend the meeting.
- The meetings will take place separately, with the supervisor at Fachhochschule Dortmund (annually/semi-annually/\_\_\_\_\_) and the supervisor at the cooperating university (annually/semi-annually).
- The meetings will take place with the supervisor at Fachhochschule Dortmund (annually/semi-annually/\_\_\_\_\_).
- The meetings will take place with the supervisor at the cooperating university (annually/semi-annually/\_\_\_\_\_).

The meetings will be recorded in writing.

The admission to the doctoral studies took place on \_\_\_\_\_. The following conditions were stipulated as part of the admission:

---

---

---

The doctoral candidate must publish at least \_\_\_\_\_ (peer-reviewed) papers on their doctoral topic as part of their doctoral project. The supervisors will provide subject-specific and organizational support.

The doctoral candidate has been informed about the Guidelines for Safeguarding Good Research Practice. Both supervisors will provide in-depth knowledge of the respective codes of good research practice in force at both institutions involved and observe their compliance. The doctoral candidate agrees to observe and act in accordance with the rules of both regulations as well as with the Code for Safeguarding Good Research Practice issued by the DFG.<sup>1</sup>

### **3. Supervision regulations**

The doctoral candidate is obliged to report regularly to their supervisors about the research findings. Every \_\_\_\_\_ weeks/months, they will present the partial content results, document the further procedure, and discuss it with the supervisors.

The supervisors will regularly offer subject and content-related advice to the doctoral candidate. The professional advice and support aim to promote the early independent research of the doctoral student. In addition, the doctoral candidate will be introduced into the scientific community and encouraged to publish and present their findings. Additionally, the supervisors will also support the doctoral student in starting their further career.<sup>2</sup>

All parties involved will seek to address and amicably resolve any conflicts that may arise during the duration of the doctoral studies. Should this not be successful, an unbiased third person will be asked to mediate between the persons involved.

### **4. Scientific, extra-disciplinary and professional further qualification**

The doctoral student can participate in the further qualification program of the Graduate Center at Fachhochschule Dortmund. If the requirements are met, the doctoral candidate will obtain a certificate of completion. The candidate can also participate in further qualification offers of the cooperating university. In cases of equivalence, a mutual recognition of academic achievements will be encouraged.

---

<sup>1</sup> Deutsche Forschungsgemeinschaft (2019): Leitlinien zur Sicherung guter wissenschaftlicher Praxis. Kodex. Bonn: [https://www.dfg.de/download/pdf/foerderung/rechtliche\\_rahmenbedingungen/gute\\_wissenschaftliche\\_praxis/kodex\\_gwp\\_en.pdf](https://www.dfg.de/download/pdf/foerderung/rechtliche_rahmenbedingungen/gute_wissenschaftliche_praxis/kodex_gwp_en.pdf)

<sup>2</sup>Please note: The obligation to supervise the doctoral candidate until the completion of the doctorate does not depend on the duration of the funding of the doctoral studies.

## 5. Workplace and use of resources

The workplace of the doctoral student is at  Fachhochschule Dortmund/  the cooperating university. They can access the relevant resources at Fachhochschule Dortmund as well as at the cooperating university that are required for the doctoral studies.

## 6. Teaching responsibilities

Will the doctoral candidate assume teaching responsibilities? Yes/No

If yes: At which institution, how many hours and what forms? (e.g., lectures, seminars, practical semester supervision)

---

---

---

What should be the thematic/content-related focus of the teaching?

---

---

---

## 7. International research

The following stays abroad are planned as part of the doctoral studies (date, destination country, purpose/framework):

---

---

---

The following funding methods are being considered for this purpose:

---

---

---

### 8. Measures to balance family and research

We particularly support the compatibility of family and research. Special support measures are recorded here or are agreed upon as needed.

---

---

---

---

Place, date, signature doctoral candidate

---

Place, date, signature supervisor at Fachhochschule Dortmund

---

Place, date, signature supervisor at the cooperating university