

Template

**Supervision Agreement for a Doctoral Project at the Johannes Gutenberg University Mainz**

The supervision agreement[[1]](#footnote-1) is intended to make essential aspects of the relationship between doctoral candidate and supervisor transparent and thus contribute to a successful doctorate. The supervision agreement should take account of the personal circumstances of the doctoral candidate. It is to be drawn up jointly by the candidate and the supervisor.

**In order to support the doctoral candidate and the supervisor in their preparation of a supervision agreement, the Gutenberg Council for Young Researchers has drawn up guidelines that can be used to provide some direction and advice. These are available at** [**https://www.gyr.uni-mainz.de/gyr-recommendations/**](https://www.gyr.uni-mainz.de/gyr-recommendations/).

Information that is obligatory according to JGU internal guidelines[[2]](#footnote-2) is marked with an\*.

Doctoral candidate\*: ………………………………………...……………………….

Supervisor\*: …………………………………………………………...…….

Other participants\* ……………………………………………………………...….

(e.g. second supervisor):

Thesis topic; .………………………………...………………………………

if applicable\*

 ………………………………...……………………………….

Subject / ……………………………...………………………………….

Doctoral regulations from ……………………………...………………………………….

The doctoral regulations provide the legal basis for the doctorate. The provisions of this supervision agreement must not contradict these doctoral regulations.

1. **Brief description of the doctoral topic[[3]](#footnote-3)**

This topic description is not binding. If a thematic framework was agreed upon as part of the acceptance of the doctoral candidate, changes within this general framework are possible.

1. **Language and publication[[4]](#footnote-4)**

The thesis will be a monographic/publication-based work and written in …………….. (language). The relevant doctoral regulations shall apply with regard to these provisions.

1. **Time plan and working schedule for the doctorate\* [[5]](#footnote-5)**

Must take account of the specific circumstances of the doctoral candidate, insofar as these are foreseeable at the time the agreement is concluded.

1. **Regularity and form of student-supervisor communication[[6]](#footnote-6)**
2. **Preliminary agreement on the doctoral studies’ professional development programme and planned integration into the research community[[7]](#footnote-7)**
* e.g. integration into a research group, a research network or a graduate programme
* in the case of a doctoral student who is not also a research assistant in the department/faculty/university: personal or virtual interaction (e.g. through participation in colloquia, work meetings, conferences).
1. **Duties and responsibilities of the doctoral student\*[[8]](#footnote-8)**

e.g. regular communication with the supervisor on progress made, presentations on the research project e.g. in a doctoral or research colloquium.

1. **Duties and responsibilities of the supervisor\*[[9]](#footnote-9)**

e.g. regular subject-specific mentoring and guidance on dealing with fundamental questions but without altering the character of the thesis as an independent piece of academic research by the student.

1. **Resources\*[[10]](#footnote-10)** (where applicable)

Agreement on costs incurred in the course of the doctorate (e.g. laboratory material) and any necessary access to other resources (e.g. use of technical equipment or special software). Unless otherwise agreed, no financial obligations arise from the supervision agreement.

1. **If necessary, further arrangements may be made between the doctoral candidate and the supervisor, e.g. special measures or regulations for improving the balance between family life and academic work \*[[11]](#footnote-11)**
2. **Mutual obligation to adhere to the principles of good research practice\*[[12]](#footnote-12)**

We are committed to the principles of good research practice. We declare that we have taken note of the JGU regulations for ensuring good research practice and dealing with research misconduct[[13]](#footnote-13). We have been informed that doctoral candidates who have been implicated in a case of scientific misconduct through no fault of their own can apply to the JGU Ombudsperson for protection of their personal and academic integrity.

1. **Conflict mediation\*[[14]](#footnote-14)**

In the spirit of mutually respectful and cooperative interaction, it is agreed that the first step in the resolution of any conflict should be confidential and open discussion. Should this approach fail to bring about a resolution, the following person will be appointed by the department/faculty/school/academy as contact for non-subject-related conflicts:

……………………………………………………………………………………………………………

If the doctoral student is employed at the JGU, reference can also be made to the work agreement “Cooperative Behaviour in the Workplace” (*Partnerschaftliches Verhalten am Arbeitsplatz*).

1. **Contact point for advice/counselling in special psychological stress situations\***

In situations where a significant degree of psychological stress may be encountered, the doctoral student can seek advice/counselling here:

……………………………………………………………………………………………………………

1. **Changes to the supervision agreement\*[[15]](#footnote-15)**

We have been informed that the supervision agreement can be amended at any time by mutual agreement in order to take into account any changes in the doctoral project.

1. **Cancellation of the supervision agreement\***

We have been informed, that the supervision agreement can be cancelled at the request of one of the parties involved (see p.1) in consultation with the faculty council should successful completion of the doctorate be in doubt.

**Signatures**

I confirm my agreement with the provisions outlined above and that I will implement them as far as possible. In the event of any amendments being made to the agreed provisions, these shall be documented in the form of an appendix to the amendment. I confirm that I have taken note of the above information (nos. 10-14).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
*Doctoral candidate* Supervisor

Place, date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place, date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Second supervisor (if applicable)*.*

 Place, date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix: Amendment to the supervision agreement**

On date ……… the following change/addition to the supervision agreement was agreed between …………name of the doctoral student and…………. name of the supervisor:

Ad relevant section of the supervision agreement, e.g. 3 Time plan and working schedule

Indicate the additions or changes here, specifying the agreements thus terminated.

**Signatures**

I confirm that I agree with the provisions set out above and that I will implement them where possible. In the event of any amendments being made to the agreed provisions, these shall be documented in the form of an appendix to the change.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
*Doctoral candidate* Supervisor

Place, date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place, date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 *Second supervisor (if applicable).*

 Place, date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. According to section 34 (5) of the Rhineland-Palatinate University Act, a written supervision agreement must be concluded between a doctoral candidate and their supervisor within a reasonable period of time (max. 6 months) following the candidate’s acceptance to the doctoral studies programme.

2Appendix 2 of the Quality Assurance Concept of the Johannes Gutenberg University Mainz for the approval of doctoral regulations and habilitation regulations of August 4, 2022. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. See GYR Guidelines p 4. [↑](#footnote-ref-3)
4. See GYR Guidelines p. 5. [↑](#footnote-ref-4)
5. See GYR Guidelines p. 6. [↑](#footnote-ref-5)
6. See GYR Guidelines p. 5. [↑](#footnote-ref-6)
7. See GYR Guidelines pp. 7 and 9. [↑](#footnote-ref-7)
8. See GYR Guidelines p 7. [↑](#footnote-ref-8)
9. See GYR Guidelines p 8, 9 and p 5 (regular communication). [↑](#footnote-ref-9)
10. See GYR Guidelines p 9. [↑](#footnote-ref-10)
11. See GYR Guidelines p 6 and 8-10. [↑](#footnote-ref-11)
12. See GYR Guidelines p 10. [↑](#footnote-ref-12)
13. See <https://grp.uni-mainz.de/>. [↑](#footnote-ref-13)
14. See GYR Guidelines p 10. [↑](#footnote-ref-14)
15. See GYR Guidelines p 11. [↑](#footnote-ref-15)