

Supervision Agreement ¹ for a doctoral degree Dr. rer. biol. hum.

between

Last name, first name (**doctoral candidate**)

Date and place of birth

E-mail

Phone

and

Last name, first name (**supervising lecturer**)

Title

Department of Medicine/Institute/Department

Co-supervision by additional lecturer if applicable

Last name, first name (**additional supervising lecturer**)

Title

Department of Medicine/Institute/Department

Working title of the doctoral research project (a short summary of one page must be included):

¹ The supervision agreement does not constitute a legal entitlement to a doctoral degree, rather it governs the rights and obligations of the doctoral candidate and of the supervisor. It does **not** constitute admission to a doctoral degree.

1. Time and work schedule

At the beginning of the doctoral procedure, the doctoral candidate and the supervisor will agree a detailed and structured time and work schedule that includes the dates of project meetings and status reports of the doctoral candidate. By signing this supervision agreement, both parties confirm that they have agreed on such a structured time and work schedule.

2. The doctoral candidate agrees to:

- comply with the regulations for safeguarding good scientific practice and dealing with scientific misconduct of FAU and the German Research Foundation (DFG), and any other additional rules or regulations applicable at other institutions, funding institutions or scientific journals involved in the project,
- adhere to the agreed time and work schedule (see no. 1),
- familiarise themselves with data protection regulations according to the requirements of General Data Protection Regulation (GDPR), the Federal Data Protection Act (BDSG) and the data protection regulations of Universitätsklinikum Erlangen and FAU and observe them (www.uk-erlangen.de/datenschutz and www.fau.de/datenschutz),
- observe the safety instructions of the organisational unit (Institute/Department of Medicine) where the supervision is taking place, (e.g. for hazardous materials, radio isotopes, sources of radiation, genetic engineering as well as for handling infectious material),
- keep a laboratory book for experiments and calculations that keeps a record of all measurement data and measurement setups, the same applies to the evaluation of clinical data,
- allow the supervisor, and the head of the laboratory if necessary, to inspect the data compiled at any time. The laboratory book must remain in the institution and be stored for at least 10 years in accordance with employment law, the same applies to evaluations of clinical data and the documentation of conducted analyses.
- make the results of their research accessible,
- inform their supervisor in good time of interruptions to the project of a longer period of time and/or periods of absence from their place of work as well as any changes of address,
- continuously participate in the events specified in the structured doctoral programme in the case of membership in a graduate school in the context of the structured doctoral programme.

3. The supervisor agrees to:

- comply with the regulations for safeguarding good scientific practice and dealing with scientific misconduct of FAU and the German Research Foundation (DFG), and any other additional rules or regulations applicable at other institutions, funding institutions or scientific journals involved in the project, gain the approval of the Ethics Council and approval for animal testing before work commences.
- provide advice and support to the doctoral candidate at regular intervals until the doctoral degree is completed,
- enable the time and work schedule of this agreement (refer to 1) to be met,
- enable the work to progress quickly and to set up a work space for this purpose with the equipment necessary in agreement with the head of the institute or medical department,
- inform the doctoral candidate in good time of any long periods of absence from their place of employment or if they change employers and to make arrangements for continued supervision,
- support the doctoral candidate with balancing family life and academic research,
- enable the candidate to participate in the accompanying training programme in the case of structured doctoral degrees.

4. Conflicts in the supervisory relationship/termination of the supervision agreement

The following steps must be taken if disputes occur during the course of the research project/thesis regarding the content and/or the implementation of this supervision agreement:

- All parties will strive to solve the dispute during a face-to-face meeting at the very least and with a written amendment of this agreement if necessary.
- If an agreement is not reached, both parties can contact the mediator at the Faculty of Medicine.

The supervision agreement terminates automatically upon completion of the doctoral procedure. It can also be terminated at any time by mutual agreement from the doctoral candidate and supervisor in writing.

5. Participation in a structured doctoral programme

Not applicable

Applicable _____

(Please enter the name of the structured doctoral programme)

6. Signatures

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(Place, date)

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(Signature of doctoral candidate)

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(Place, date)

.....

(Signature of supervisor)

Appendix: Short summary of the doctoral research project (1 page)