

Supervision Agreement¹ for the Completion of a Doctoral Degree

between

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

Date and place of birth

E-mail

Phone

and

Last name (**supervisor, in accordance with Section 5 FPromO Med**), first name Title

Department of Medicine/Institute/Department

Co-supervision, if applicable (e.g. senior physician/assistant): _____

If the supervisor leaves FAU, supervision will be continued by:

Last name (**replacement supervisor**), first name Title

Topic/working title of the prospective research project:

The research project is the basis for a doctoral degree leading to the title:

Dr. med. Dr. med. dent. Dr. rer. biol. hum.

1. Time and work schedule

A time and work schedule structured according to the content of the research project must be included with this supervision agreement. In the case of structured doctoral degrees leading to the titles Dr. med. or Dr. med. dent. in Life@FAU, the time period for the research project is at least 8 consecutive months.

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

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 observe them during the doctoral degree,
- adhere to the time and work schedule included with this agreement,
- familiarise themselves with and observe data protection regulations according to the requirements of the General Data Protection Regulation (GDPR), the Federal Data Protection Act (BDSG) and the data protection regulations of Universitätsklinikum Erlangen and FAU (www.uk-erlangen.de/datenschutz and www.fau.de/datenschutz),
- observe the safety instructions of the organisational unit (Department of Medicine/Institute) 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.
- present the results of their research,
- inform their supervisor in good time of longer periods of absence from their study location (e.g. periods of study abroad), changes of address, or if they complete their degree,
- participate in the accompanying qualification programme according to the specifications of the relevant programme if they are taking part in a structured doctoral degree 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 observe them during the doctoral degree; the approval of the Ethics council and approval for animal testing must be gained before work commences,
- provide advice and support to the doctoral candidate at regular intervals,
- enable the time and work schedule of this agreement 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 qualification 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

.....
(Place, date)

.....
(Signature of doctoral candidate)

.....
(Place, date)

.....
(Signature of supervisor)

Read and understood:

.....
(Place, date)

.....
(Signature of head of institution)

Please sign three copies (one each for doctoral candidate, supervisor, Office of Doctoral Affairs)

Appendix: Time and work schedule for the research project