

## SUPERVISION AGREEMENT

### between doctoral researcher and supervisors

Doctoral researcher and supervisors sign this supervision agreement in order to ensure a high quality of academic training as well as the best possible supervision and support for the doctoral researcher. In addition, this supervision agreement specifies rights and duties of the persons involved. At the PIER Helmholtz Graduate School (PHGS) every doctoral researcher is supported by a team of at least two supervisors.<sup>1</sup> The doctoral dissertation should generally be completed within three years (standard completion time).

#### The agreement is signed between:

Doctoral researcher: \_\_\_\_\_

Registered for doctoral research in the department of: \_\_\_\_\_

Working title of the doctoral thesis: \_\_\_\_\_

Supervisor/department or institution: \_\_\_\_\_

Co-supervisor/department or institution: \_\_\_\_\_

If applicable

2<sup>nd</sup> co-supervisor/department or institution: \_\_\_\_\_

#### The doctoral researcher hereby commits to:

1. Strive to complete the doctoral thesis in the time agreed with the supervisors at the beginning of the project.
2. Inform the supervisors in case of major changes to the work schedule.
3. Meet the people that mainly advise the doctoral researcher on a regular basis in order to discuss the progress of the project.
4. Arrange a comprehensive meeting with the supervisor and co-supervisor and if applicable other scientific advisors to assess the status of the research project at least once a year (5, 18 and 30 months after the start of the doctorate).
5. After each of the three comprehensive meetings, a brief meeting report needs to be written by the doctoral researcher and must be signed by at least the supervisor and co-supervisor and the doctoral researcher. The PHGS provides a template for the report<sup>2</sup>.
6. Use of an Individual Development Plan (IDP)<sup>3</sup> throughout the entire doctoral phase.

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<sup>1</sup> The formal conditions for supervision are defined in the respective doctoral degree regulations of the University where the doctoral student is admitted. For doctoral students at University of Hamburg the doctoral degree regulations of the Faculty for Mathematics, Informatics and Natural Sciences apply: <https://www.promovieren.uni-hamburg.de/min/promotion/pdf-promotion/20180502-neuf-promo-min.pdf>

<sup>2</sup> [https://graduateschool.pier-hamburg.de/members/forms\\_amp\\_info\\_sheets/forms\\_amp\\_info\\_sheets/index\\_eng.html](https://graduateschool.pier-hamburg.de/members/forms_amp_info_sheets/forms_amp_info_sheets/index_eng.html)

<sup>3</sup> <https://www.min.uni-hamburg.de/en/min-graduierenzentrum/idp.html>

**The supervisors commit themselves to:**

1. Define the goals and milestones for the doctoral research project in collaboration with the doctoral researcher in a way that it can be successfully finished within three years. A working title of the project should be defined at the beginning of the doctoral procedure.
2. Meet the doctoral researcher at least once a year (5, 18 and 30 months after the start of the doctorate) for a comprehensive meeting on the status of the research project, comment on time and work plans, outline of research project, progress and career planning after the doctorate. The supervisors make sure that a brief meeting report is written by the doctoral researcher and is signed by at least the supervisor and co-supervisor and the doctoral researcher. The PHGS provides a template for the report (see footnote #2).
3. Ensure that the doctoral researcher meets their immediate advisors on a regular basis in order to discuss the progress of the project.
4. Support the attendance of subject-related events (conferences, meetings, workshops, lectures etc.) and advise the doctoral researcher which events are useful for their doctoral project and career development.
5. Advise the doctoral researcher on the PHGS study program, which is intended to ensure that doctoral researchers deepen their professional skills and expertise in the PIER research fields.
6. Make sure that the doctoral researcher uses an IDP (see footnote #3) throughout their entire doctoral phase.

The doctoral researcher and the supervisors commit themselves to an open and cooperative collaboration for a successful realization and completion of the doctoral studies.

For the duration of the doctoral studies, the doctoral researcher will be a member of the PIER Helmholtz Graduate School. The membership expires after the oral exam.

The doctoral researcher and the supervisors commit themselves to safeguarding Good Scientific Practice<sup>4</sup>.

Additional agreements (if required): \_\_\_\_\_

**Date and signatures:**

Doctoral researcher: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Co-supervisor: \_\_\_\_\_

2<sup>nd</sup> co-supervisor (if applicable): \_\_\_\_\_

Other: \_\_\_\_\_