



## Doctoral Supervision Agreement<sup>1</sup> of the Faculty of Chemistry and Pharmacy

### PREAMBLE

The doctoral candidate and his or her dissertation supervisors agree to the following terms in order to guarantee transparency with regard to the content and timeframe of the supervision relationship.

The supervisor acts in this connection within the scope of his or her official duties for the University of Freiburg.

The agreement follows the currently feasible planning horizon and may be amended and updated by written mutual consent with regard to the research question to be dealt with in the dissertation project as well as the individual qualification elements.

Decisions on the acceptance of doctoral candidates are made by the responsible doctoral committee. The procedure for earning a doctoral degree is regulated by the applicable doctoral degree regulations. The supervision agreement does not serve as a substitute for either acceptance as a doctoral candidate or student registration or matriculation. Employment contracts remain unaffected by the supervision agreement.

### 1. The Involved Parties

#### Doctoral Candidate

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_

#### (First) Supervisor

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Institute/Department: \_\_\_\_\_

### 2. Topic of Dissertation

#### Working title of the dissertation

\_\_\_\_\_  
\_\_\_\_\_

**Beginning of work on the dissertation** (month/year) \_\_\_\_\_

**Planned completion of the dissertation** (month/year) \_\_\_\_\_

<sup>1</sup> This doctoral supervision agreement is modeled on the recommendations of the Deutsche Forschungsgemeinschaft (DFG) for drafting supervision agreements ([www.dfg.de/formulare/1\\_90/1\\_90.pdf](http://www.dfg.de/formulare/1_90/1_90.pdf)) and the guidelines described in Article 38, Paragraph 5 of the State Higher Education Act of Baden-Württemberg (Landeshochschulgesetz – LHG) in the version from 13 March 2018 (GBl. p. 85).

■ The dissertation project should be suitable for completion within a reasonable period of time.

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### 3. Work Schedule and Timetable

The doctoral candidate and the supervisor or supervisors agree to a work schedule and timetable adapted to the dissertation project and the life situation of the doctoral candidate. The work schedule and timetable includes regular advising sessions and progress reports. It is described in an appendix to this agreement.

### 4. Individual Study Program

The doctoral candidate and the supervisor or supervisors agree to a set of required qualification measures (e.g., field-specific courses, transdisciplinary qualification courses or workshops, stays abroad, participation in conferences, talks, etc.), which are also described in an appendix to this agreement.

### 5. Obligation to Observe the Rules of Good Academic Practice

The doctoral candidate and the supervisor or supervisors agree to respect and observe the principles of good academic practice as described in the Guidelines for Safeguarding Good Research Practice<sup>2</sup> of the Deutsche Forschungsgemeinschaft (DFG) and in the Regulations of the University of Freiburg on Safeguarding Academic Integrity.<sup>3</sup>

### 6. Grading Timeframe

The grading timeframe is set when the doctoral candidate submits the dissertation. It must be in line with the applicable doctoral degree regulations.

### 7. Disputes

In the event of differences of opinion or disputes between one or more of the supervisors and the doctoral candidate, all parties agree to make an effort to find an amicable solution. If necessary, they may contact the Central Ombuds Office or one of the faculty ombuds offices for dissertation supervisors and doctoral candidates of the University of Freiburg.

### 8. Execution, Central Registration, and Acceptance as a Doctoral Candidate

The parties to the agreement sign **at least three copies** of the supervision agreement. The doctoral candidate and his or her dissertation supervisor or supervisors receive one copy each, and one copy is filed with the records of the doctoral committee responsible for the doctoral degree procedure.

The **central registration** of the doctoral candidate takes place upon the conclusion of the supervision agreement. Therefore, the doctoral candidate needs to fill out a self-registration form. Information about the process can be found on the homepage of the faculty.

The **application for acceptance as a doctoral candidate** should be submitted to the responsible doctoral committee within six weeks after the conclusion of the supervision agreement.

\_\_\_\_\_  
Date, signature of doctoral candidate

\_\_\_\_\_  
Date, signature of (first) supervisor

<sup>2</sup> [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>3</sup> <https://uni-freiburg.de/forschung/wp-content/uploads/sites/2/2020/10/Uni-Freiburg-Ordnung-Redlichkeit-in-der-Wissenschaft-en.pdf>