



Supervision Agreement: Template

Involved Parties and Doctoral Project

The supervision agreement is made between

_____ (last name, first name of the doctoral candidate), and

_____ (last name, first name of the supervisor of the doctoral project), and

_____ (last name, first name of the mentor of the doctoral project).

The dissertation working title is: _____

Infrastructure and Working Conditions

The supervisor will endeavour to provide the doctoral candidate with the necessary infrastructure and working conditions at the following institution _____:

- Access to laboratories equipped sufficiently for the doctoral project,
- Access to equipment, literature and supplies necessary for the doctoral project,
- Access to a computer, phone and postal service as well as ordinary assistance regarding administration.

Gender Equality

Balance between family life and scientific career advancement will be particularly supported. This support is based on the gender equality concept of Leipzig University.

All parties of the agreement will be obliged to maintain the standards of good scientific practice, especially those laid out in the Rules of Leipzig University to Ensure Good Scientific Practice from 17 April 2015. The ombudsperson of Leipzig University functions as a direct contact person for scientists bringing forward accusations of scientific misconduct.

Rights and Obligations of the Doctoral Candidate

- The doctoral candidate ensures to file a request of registration on the doctoral candidate list at the faculty where the doctoral degree will be pursued no later than six months.
- The doctoral candidate will establish a work and time schedule for the doctoral project with his/her supervisor.
- The doctoral candidate agrees to provide both supervisor and mentor with regular updates on the work progress. The parties agree on a report cycle of _____.
- After each year, the doctoral candidate will either draft a short report for his/her supervisor and mentor or give a short presentation on the progress of his doctoral project, followed by a joint discussion. The supervisor will draft a statement on the report/presentation. The statement will act as the basis for a joint conversation or session of the thesis committee. The conversation will be written out in a short protocol, which will be signed by all parties. The joint evaluation may lead to an alteration of the work and time schedule.
- The doctoral candidate will participate in a postgraduate qualification programme offered by Leipzig University (e.g. Competence School at Research Academy).

Rights and Obligations of the Supervisor

- The supervisor and the mentor are responsible for supporting the doctoral candidate in matters regarding the candidate’s doctoral project.
- He/she commits to supervising the doctoral project until its completion, regardless of the duration of funding.
- The supervisor will establish a work and time schedule with the doctoral candidate and will request regular updates on the work progress of the doctoral project.
- He/she will draft a statement after each year for the doctoral candidate and the mentor. The statement acts as the basis for a joint conversation or session of the thesis committee. The conversation will be written out in a short protocol, which will be signed by all parties. The joint evaluation may lead to an alteration of the work and time schedule.
- The supervisor will oversee the doctoral candidate’s teaching activities.
- He/she will discuss career perspectives with the doctoral candidate.
- If necessary, he/she will support the doctoral candidate in creating a balance between family life and scientific career advancement during the doctoral project.

Rights and Obligations of the Mentor

- Along with the supervisor, the mentor will be partly responsible for supporting the doctoral candidate in matters regarding his/her doctoral project and its work and time schedule.
- The mentor will meet with the doctoral candidate at least once a year and will be available for additional discussions of the doctoral project.
- He/she will acquire information on the quality of supervision as well as on the doctoral candidate’s research environment and will provide assistance in solving possible problems with the supervisor.
- He/she will discuss career perspectives with the doctoral candidate.
- The mentor will either receive a short report from the doctoral candidate and a statement from the supervisor or attend a short presentation given by the doctoral candidate followed by a joint discussion each year. The statement or the outcomes of the joint discussion will be included into a short protocol, which will be signed by all parties. The joint evaluation may lead to an alteration of the work and time schedule.

Additional Agreements:

Conciliation of Conflicts

According to § 22 sect. 2 of the Basic Statutes of Leipzig University, two persons will be appointed to mediate conflicts in matters of young researchers. They will take action if the conflicts cannot be resolved at the level of the faculty, the central institution or another functional unit.

Place, Date and Signatures

Doctoral Candidate

Supervisor

Mentor

Class Coordinator