

## Supervision Agreement

This agreement is made between

the doctoral researcher: \_\_\_\_\_

the first thesis supervisor: \_\_\_\_\_

and the Director of the Bielefeld Graduate School in History and Sociology (hereinafter: BGHS). The agreement is to ensure the best possible supervision and guidance for the doctoral researchers of the Faculty of Sociology and the Department of History in the Faculty of History, Philosophy and Theology. Membership in the BGHS is contingent upon compliance with this agreement. Doctoral researchers must comply with the doctoral regulations of the Faculty of Sociology and the Department of History in the Faculty of History, Philosophy and Theology and / or the study regulations for the international doctoral programmes in history and sociology respectively in the versions that are in effect at the time of application.

The doctoral researcher will write at the BGHS a doctoral thesis with the title (or working title):

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

The project is described in detail in the current proposal<sup>1</sup> and has been accepted by the doctoral researcher's supervisor.

Ms / Mr \_\_\_\_\_

has been admitted to the Winter Term / Summer Term \_\_\_\_\_

of the international doctoral programme in history / sociology at Bielefeld University. This supervision agreement is based on the doctoral regulations in effect at the time of application.

Membership in the BGHS begins with the signing of the supervision agreement. It ends with the oral defence of the dissertation. As a rule the time of the doctoral studies is three to four years. Doctoral researchers who are responsible for childcare, are caring for relatives or who have entered into an employment relationship subject to social insurance contributions can apply for part-time status at the BGHS.<sup>2</sup>

All doctoral researchers are supervised by two professors or faculty members. The choice of the first supervisor is made with the prospective doctoral researcher's application for admission to the doctoral programme of the relevant faculty. As a rule the second supervisor is chosen at the latest by the end of the third semester after admission to the BGHS, and the doctoral researcher will inform the BGHS Office of this choice without being asked.

<sup>1</sup> Please submit a current proposal if it has been significantly modified since your application.

<sup>2</sup> The application can be downloaded here: [www.homes.uni-bielefeld.de/bghs/protected/Application-Part-Time.doc](http://www.homes.uni-bielefeld.de/bghs/protected/Application-Part-Time.doc).

The dissertation can be written in German, English or French. The doctoral degree committee of each respective faculty shall make decisions regarding the admissibility of dissertations in other languages.

The supervisor and the doctoral researcher shall come to an agreement on guidelines for their cooperation and the organisation of the supervision process, taking their orientation from the “Guidelines for the Supervision of Doctoral Dissertations” used by the BGHS and the participating departments.<sup>3</sup> The doctoral researcher, the supervisor and the BGHS declare their intention to observe the rules of good scientific practice.<sup>4</sup>

### **The doctoral researcher declares her or his agreement**

- to design and execute her or his research project such that it can be completed within six to ten semesters;
- to present to the BGHS Office, unasked, and within six months after admission to the doctoral programme in sociology or history, a progress report with an up-to-date research plan and time schedule, a bibliography, and a written statement from her or his supervisor. This document shall clearly indicate that the doctoral researcher will be able to finish her or his thesis within the time agreed, and shall represent a binding point of reference for all concerned;
- following submission of the first progress report, to submit to the BGHS Office, unasked, annual written reports about the progress on her or his thesis.<sup>5</sup> Both reports are to be complemented by reports on the researcher’s progress from one of the two supervisors. This meaningful statement must be sent via e-mail to the BGHS ([bghs@uni-bielefeld.de](mailto:bghs@uni-bielefeld.de));
- to attend regularly the mandatory and mandatory selective classes offered by the BGHS as stipulated in the relevant doctoral rules and regulations;
- to keep the second supervisor sufficiently informed at all times on the progress of her or his doctoral thesis;
- to arrange appropriate modes of regular communication with the supervisors, especially in case of part-time status, longer research or archive trips, etc.;
- to inform the BGHS office without delay of any changes in address and contact information;
- within six months of defending the dissertation to submit, unasked, a final report<sup>6</sup> to the BGHS Office on all scholarly work and research carried out during her or his time at the BGHS, and to inform the Office of her or his current address;
- in case of discontinuation of her or his doctoral project, to inform the supervisors and BGHS of this in writing, giving reasons for her or his decision.

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<sup>3</sup> The guidelines can be downloaded here: [www.uni-bielefeld.de/\(en\)/bghs/von\\_uns/downloads/Guidelines-for-the-Supervision-of-Doctoral-Dissertations.pdf](http://www.uni-bielefeld.de/(en)/bghs/von_uns/downloads/Guidelines-for-the-Supervision-of-Doctoral-Dissertations.pdf).

<sup>4</sup> See [www.uni-bielefeld.de/Universitaet/Einrichtungen/Pressestelle/dokumente/grundsaeetze.html](http://www.uni-bielefeld.de/Universitaet/Einrichtungen/Pressestelle/dokumente/grundsaeetze.html) (in German).

<sup>5</sup> We recommend using the following template for this report: [www.homes.uni-bielefeld.de/bghs/protected/Progress-Report-Template.doc](http://www.homes.uni-bielefeld.de/bghs/protected/Progress-Report-Template.doc). For doctoral researchers of the research groups apply the report duties of the respective research group. The reports must be transferred to the BGHS by the doctoral researchers.

<sup>6</sup> We recommend using the following template for this report: [www.homes.uni-bielefeld.de/bghs/protected/Progress-Report-Template.doc](http://www.homes.uni-bielefeld.de/bghs/protected/Progress-Report-Template.doc).

**The supervisor declares her or his agreement to**

- provide all necessary support for the doctoral researcher to achieve the goal of her or his doctoral studies in the time agreed;
- to integrate the doctoral researcher in the supervisor’s field of work and to discuss and advise the researcher on her or his professional prospects;
- to discuss in detail, on at least two separate occasions per semester, the doctoral researcher’s ongoing work and keep records of each meeting, and to be accessible to doctoral researchers at critical moments for scholarly discussion and consultation. These consultations cover such issues as the progress of the researcher’s thesis, the further work schedule, and portions of the text submitted to the supervisor. In this connection, further academic qualification will also be discussed with a view to its reconcilability with the thesis project;
- to make advance arrangements with the doctoral researcher for appropriate modes of regular communication in the case of stays abroad lasting more than three months;
- to monitor that the dissertation is proceeding as planned and to offer written comments on time and work schedules and progress reports.

**The BGHS declares its agreement to**

- provide the doctoral researcher according to its capabilities support for the planning of workshops and work groups, on the condition that they serve the progress of her or his thesis;
- provide the doctoral researcher as far as possible with a work place and technical equipment;
- enable the doctoral researcher to post a web page on the BGHS website with her or his personal data (CV, title and topic of her or his thesis, etc);
- help the doctoral researcher as far as possible to balance work and family;
- prepare the doctoral researcher for the academic and non-academic job market in Germany and abroad;
- hear the concerns of the doctoral researcher if the agreements listed here are not kept;
- mediate in cases of conflict;
- to ensure that no more than six months will elapse between the submission of a thesis and its disputation.

Additional agreements on terms and conditions must be made in writing.

Bielefeld, date:

Bielefeld, date:

Bielefeld, date:

\_\_\_\_\_

(Doctoral Researcher)

\_\_\_\_\_

(Supervisor)

\_\_\_\_\_

(Director of the BGHS)

## Electronic Storage of Personal Data

The BGHS requires and processes personal data of its doctoral researchers and data on the progress of their thesis projects in electronic form (see attachment). These data will be used solely for the administration of the BGHS members and will not be made available to third parties without permission. Once the doctoral researcher leaves or opts out of the programme or completes her or his doctoral studies, all data will be archived for for the fulfilment of reporting duties, e. g toward the German Research Foundation (DFG).

With your signature you accept that the BGHS processes your data for the purposes mentioned above. Your consent is voluntary; refusal will not lead to disadvantages. You are entitled to withdraw your consent at any time for future effect.

Declaration:

*I understand and accept that the BGHS will internally distribute my personal data and data on the progress of my thesis project for the above-mentioned purposes.*

Bielefeld,

\_\_\_\_\_  
(Doctoral Researcher)

### To be filled out by the BGHS

Termination of membership on: \_\_\_\_\_

## Attachment to the supervision agreement

1. First language: German / other
2. In which subject, at which institution, and when did you receive your last degree (Magister, Diploma, MA, BA etc.)?

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3. Name and institution of the co-supervisor (if already known):

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4. Do you do your doctorate in cooperation with a partner university (Cotutelle, European Doctorate, other binational programmes)? yes / no

5. How do you mainly finance your doctorate at the moment? Please choose only one of the following:

- BGHS Scholarship
- Research Training Group scholarship (*Graduiertenkolleg*)
- Scholarship from another institution
- Third-party funded job at the university (within a project, *drittmittelfinanzierte Projektstelle*)
- Job at the university, funded by the university (*Haushaltsstelle*)
- Job outside the university
- Federal payment (e. g. unemployment benefits as ALG I and II, etc.)
- Private funding
- Other

6. Please assign yourself to the existing areas of research of the departments. In order to foster co-operations within the BGHS in the future, your name will appear on the BGHS-website in the corresponding areas of research. Please choose one to three areas of research:

- Theories and Concepts of History and Sociology
- Research Methods in History and Sociology
- World Society Studies, Transnational History and Transnational Studies
- Studies of Social Structure, Social Policy and Social Inequality
- Science and Technology Studies
- History and Sociology of Networks, Organisations and Professions
- Studies in Political History and Political Science
- Sociology and History of Economy, Work and Employment
- Studies in Media and Visual Culture,
- History and Sociology of Culture, Ethnicity, Migration and Citizenship
- Social and Historical Studies of Modern Societies
- Comparison in History and Sociology
- Historical and Social Gender Studies
- Teaching and Learning of History and Social Sciences
- InterAmerican Studies, East European Studies and Selected Regions of Asia
- InterAmerican Studies, East European Studies and Selected Regions of Asia
- Law and Regulation