

Supervision agreement

Between

_____ and
(PhD candidate)

(supervisor)

subject to acceptance as a doctoral candidate by the Commission for Research and Young Researchers (Doctoral Committee) of the Faculty of Psychology and Sports Science, the following supervision agreement is concluded. This serves to ensure the best possible supervision and support for doctoral candidates. The doctoral regulations of the Faculty of Psychology and Sports Science and the general regulations of doctoral studies of Bielefeld University apply in the version valid at the time of granting approval for doctoral studies.

If applicable:

Supervision is provided jointly with: _____

Part of the supervision is delegated to: _____

Topic of the doctoral thesis (working title):

The project is described in detail in an exposé and has been accepted by the supervisor.

Doctoral committee

The Chairman

Prof. Dr. Stefan Fries
Room: UHG U4-240
Phone: 0521 106-3097
stefan.fries@uni-bielefeld.de
Secretary's office: 0521 106-12495
promotionen.psypo@uni-bielefeld.de
promotionen.psypo@uni-bielefeld.de
www.uni-bielefeld.de

Bielefeld University
University Road 25
33615 Bielefeld

Bank details:
Landesbank Hessen-Thüringen
IBAN: DE46 3005 0000 0000 0610 36
SWIFT-BIC: WELADEDXXX

VAT number: DE811307718



General conditions of the doctoral thesis

The doctorate/PhD studies take place

- as an individual project
- as part of a research project, graduate program, doctoral program or similar:

Start date of the
(doctoral)thesis: _____

Desired degree of the doctoral thesis: _____

Doctoral degree sought:
• Dr. phil. • Dr. rer.-nat. • Other: _____

Desired format of the doctoral thesis:
• Monograph cumulative • Individual work • Teamwork

Participation in the structured PhD programme of the Department of
Psychology (if yes: attach planning document)
• Yes • No

At the start date of the doctorate/PhD studies, the doctoral candidate and supervisor should have a discussion about the usual project duration, requirements and assessment basis for doctoral theses in the chosen field of work. Milestones to be achieved should be specified. **The content of the discussion is recorded in the form of key points and the protocol is attached to the supervision agreement.** The agreed points serve as orientation and progress monitoring and can be amended and/or supplemented by mutual agreement during the history of the doctorate/PhD studies. Changes are also recorded in the form of bullet points and attached to the supervision agreement.

Organization of supervision

The supervisor and the doctoral candidate agree on a common working method and the organization of the supervision process. In doing so, they are guided by the guidelines for good supervision at Bielefeld University. The doctoral candidate and supervisor agree to meet regularly (usually at least once a year).

¹ In the case of a cumulative doctorate/PhD studies, for example, these include requirements for articles and synopses as well as the personal contribution to be made in the case of multi-author collaborations; in the case of a monograph, requirements for the scope, research and theory development as well as the type of publication. In addition, agreements on data usage rights can be made.

² <http://www.uni-bielefeld.de/nachwuchs/pdfs/LeitlinienBetreuungUniBi2>



Tasks and obligations of the doctoral candidate:

- At least once a year, unsolicited written information on the current status of work and further planning.
- Participation in regular support meetings.
- Unsolicited written information to the supervisor if the doctoral project is discontinued.
- If applicable, further points according to the appendix (e.g. obligations regarding the use of work equipment and infrastructure, own financial contributions for examinations, own purchase of work equipment).

Tasks and obligations of the supervisor:

- regular supervision and commentary on the work (progress, work plan, submitted text parts).
- Continuous personal academic support and advice regarding further academic qualifications and appointments.
- support the compatibility of family and academic work to the best of his/her ability.
- If applicable, further specific points according to the annex (e.g. workplace and equipment of the doctoral candidate, right to use the laboratory, use of software, financing of expense allowances for studies; support for early scientific independence, career promotion/mentoring).

Conflict cases

The Commission for Research and Young Researchers (Doctoral Committee) of the Faculty of Psychology and Sports Science is the point of contact for doctoral candidates and supervisors, mediates in conflicts, endeavors to find an alternative, professionally appropriate supervisory relationship in the event of the dissolution of a supervisory relationship and supports doctoral candidates to the best of its ability in reconciling family and academic work.

Termination of the supervisory relationship

The supervisory relationship usually ends with the successful completion of the doctorate/PhD studies. Both parties have the option of terminating the supervision of the doctorate early if logistical, organizational, family or health reasons make further cooperation considerably more difficult (e.g. international transfer, chronic illness) or if one side perceives insurmountable differences in terms of content or personality that cannot be resolved either in direct clarification discussions or through mediation by the doctoral committee. In this case, the Doctoral Committee and the Faculty will endeavor to find alternative supervision options.



Final declaration

The doctoral candidate and the supervisor agree to adhere to the principles of good scientific practice at Bielefeld University. This supervision agreement was formulated and completed on the basis of a supervision meeting at _____. The supervisory relationship exists independently of the doctoral candidate's and supervisor's employment relationship with Bielefeld University. The obligation to provide supervision until the degree is completed is independent of the project duration of the doctorate/PhD studies and generally continues even if the supervisor changes universities.

Date, signature of PhD student

Date, signature of supervisor

Amendments and additions are possible and must be made in writing. They should be communicated to the doctoral committee promptly.