

## Advising Agreement Between Doctoral Candidate and Supervisors

The Advising Agreement<sup>1</sup> is intended to ensure continuous support and guidance for the doctoral candidate and his or her dissertation project. Moreover, the Advising Agreement shall put the mutual responsibilities of the supervisors (resp. advising committee) and the doctoral candidate in writing. Supervisors and doctoral candidates consider the Advising Agreement the basis of their relationship and attempt to fulfill it to the best of their abilities. The Advising Agreement does not create enforceable rights. The Advising Agreement shall be signed as soon as the doctoral candidate has been admitted to the list of doctoral candidates of the school/department or as soon as the candidate has been admitted to a structured doctoral program<sup>2</sup>.

**School/Department of** \_\_\_\_\_

**Chair/Department/Center** \_\_\_\_\_

The Agreement serves as a supplement to the **Regulations and Procedures Governing the Doctoral Dissertation** of the above mentioned school/department and, if applicable, as a supplement to the study regulations of a structured doctoral program.

### Doctoral Candidate

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

E-mail<sup>3</sup> \_\_\_\_\_

### Supervisor

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

### Further Supervisor/s (if known already)

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

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

The supervisors form the **advising committee**, if this is stipulated in the Regulations and Procedures Governing the Doctoral Dissertation or in the rules and regulations of the structured doctoral program.

**A change in the composition of the advising committee** (e.g. inclusion of additional supervisors) is possible but requires a modification of this Advising Agreement.

### I. The Advising Agreement is made for the following dissertation project (working title):

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

<sup>1</sup> The Advising Agreement is based on recommendations from the German Research Foundation (DFG) (DFG form 1.90 - 7/08) and on the quality assurance criteria for doctoral processes from the Ministry of Science, Research and Arts of Baden-Württemberg (MWK) published on 30 April 2013.

<sup>2</sup> The schools decide individually on the final deadline for the completion of the dissertation.

<sup>3</sup> optional

## II. Work and Time Schedule

Part of this agreement is a structured work and time schedule that is considered realistic by the supervisor for the abovenamed dissertation project. Additionally, an individual study program may be included.

As a rule, about \_\_\_\_ hours per week will be available for work on the dissertation project. Scope and demands of the dissertation project are designed to be finished in approximately \_\_\_\_ months and therefore presumably until \_\_\_\_\_ 20\_\_ (month/year). Submission and oral defense of the dissertation or oral examination, respectively, are included in this schedule<sup>4</sup>.

Research trips abroad, conferences, talks and publications, if they can be foreseen at this stage, are included in the work and time schedule. Moreover, deadlines for the submission of work and progress reports are included<sup>5</sup>.

The supervisor and, if applicable, the structured doctoral program will strive to support the adherence to the time schedule according to their possibilities. Adjustments to the time schedule need to be made by mutual consent and may not interfere with the rules for the extensions of deadlines stipulated in the Regulations and Procedures Governing the Doctoral Dissertation. Individual life events (such as pregnancy, parenting, illnesses or caring for a relative etc.) will be taken into consideration in the context of the compatibility of family life and research (cf. VIII).

Upon submission of the dissertation, doctoral candidates and supervisors shall agree on the process and the duration of the correction and assessment of the dissertation in accordance with the Regulations and Procedures Governing the Doctoral Dissertation.

## III. Responsibilities of the Advising Committee and the Doctoral Candidate

The supervisor shall support the doctoral candidate in achieving his or her research goals during the agreed advising period. He or she shall meet with the candidate regularly every 4-8 weeks to discuss the progress of the dissertation project in detail.

Moreover, the supervisor and, if applicable, the members of the advising committee

- support the doctoral candidate with subject-specific advice,
- provide the doctoral candidate with the necessary feedback and evaluations,
- discuss the dissertation project among each other and
- support the scientific autonomy of the doctoral candidate.

The doctoral candidate strives to the best of his or her abilities to finish his or her dissertation project successfully according to the attached work and time schedule. He or she regularly reports on methodology, form, content and possible problematic parts of the dissertation. Both parties are responsible to ensure that the Advising Agreement and its attachments remain up-to-date and will be adjusted if need be.

## IV. Financing

Both parties agree on the financial budget for the duration of the doctoral process, which covers the costs of living of the doctoral candidate as well as the costs of further education, conferences and research trips.

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<sup>4</sup> If the school allows for cumulative dissertations, the Regulations and Procedures Governing the Doctoral Dissertation apply.

<sup>5</sup> Adequate vacation periods shall be included in the time schedule. (The minimum number of leave days under the Federal Leave Act is 24 weekdays per year. Weekdays are calendar days that are not Sundays or statutory holidays.)

**V. Adherence to Proper Scientific Conduct**

The doctoral candidate and the supervisors commit themselves to adhere to the principles of proper scientific conduct as they are defined for the University of Mannheim.<sup>6</sup> Consequently, both parties are obliged to observe copyright and authorship rights regarding their respective texts or findings, particularly in case of joint publications.

Joint articles of the doctoral candidate and the supervisor/s intended for publication and based on the dissertation - in contrast to the dissertation - need to show a substantial contribution from the supervisor, in case the relevant parts of the dissertation have not yet been marked joint work.

**VI. Mediation in case of Conflicts**

In case of conflicts between doctoral candidate and supervisor the parties may consult the ombudsmen and women for doctoral candidates and supervisors who were appointed according to the general statutes of the University of Mannheim of 8 March 2012. The ombudsmen and women are independent mediators.

**VII. Termination of the Advising Agreement**

The Advising Agreement may be terminated by the doctoral candidate or the supervisor taking into account the respective Regulations and Procedures Governing the Doctoral Dissertation. In case of termination, all parties strive to reach consensual, practical solutions, if need be, with the support from the ombudsmen and women. This Advising Agreement terminates automatically after the completion of the oral defense of the dissertation or the completion of the oral examination, respectively.

**VIII. Compatibility of Family and Research**

The compatibility of family life and research activities is strongly supported. Purpose-built measures of support can be agreed upon and will be put in writing if need be. The directives of the respective funding institution and the employer need to be taken into account.

**IX. Individual Agreements**

Individual agreements between doctoral candidate and supervisor/s may be attached to the Advising Agreement (Individual Agreements Form). Such agreements may be, for example, individual regulations regarding the continuous improvement of the integration of so-called external doctoral candidates in the university or in existing research groups. By mutual consent, individual agreements may be added to the Advising Agreement after it has been signed. The Advising Agreement enters into force as soon as it has been signed.

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Date, Signature (Doctoral Candidate)

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Date, Signature (Supervisor)

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Date, Signature (Further Supervisor)

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Date, Signature (Further Supervisor)

<p><b>Attachments</b></p> <p><input type="checkbox"/> work and time schedule from ____(day)____(month) 20____</p> <p><input type="checkbox"/> individual agreement according to No. IX from ____(day)____(month) 20____</p>
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<sup>6</sup> [http://www.verwaltung.uni-mannheim.de/dez\\_i/forschungsfoerderung/richtlinien/sicherung\\_guter\\_wiss\\_praxis/sicherung\\_gute\\_wiss\\_praxis.pdf](http://www.verwaltung.uni-mannheim.de/dez_i/forschungsfoerderung/richtlinien/sicherung_guter_wiss_praxis/sicherung_gute_wiss_praxis.pdf)

Attachment:

**Individual Agreements Form**

Doctoral candidate: \_\_\_\_\_

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

Supervisor (if known already): \_\_\_\_\_

Supervisor (if known already): \_\_\_\_\_

According to no. IX of the Advising Agreement from \_\_\_\_ (day) \_\_\_\_\_ (month) 20\_\_\_\_, the following additional agreement is being made:

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Date, Signature (Doctoral Candidate)

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Date, Signature (Supervisor)

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Date, Signature (Further Supervisor)

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Date, Signature (Further Supervisor)