

## SUPERVISION CONTRACT\*

Between

**the doctoral student**

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

and

**1. the primary supervisor**

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

**2. the second supervisor (if applicable)**

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

**3. the third supervisor (if applicable)**

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

### **Sect. 1 – Topic of the dissertation**

Beginning on \_\_\_\_\_, the doctoral student will write a dissertation entitled:

The doctoral dissertation project was described in the research proposal of \_\_\_\_\_ and accepted by the supervisors and the a.r.t.e.s. Graduate School for the Humanities Cologne (hereinafter a.r.t.e.s.).

### **Sect. 2 – Timeline and work plan**

The doctoral dissertation project referred to above, a timeline and work plan were drafted which is an appendix to this contract. The execution of the doctoral dissertation project is to be organised so that the doctoral degree can be concluded within the timeframe planned in the timeline and work plan (6 semesters in the Integrated Track; max. 12 semesters in accordance with the enrolment regulations of the University of Cologne in the currently valid version). The supervisors and the a.r.t.e.s. Graduate School will do everything in their power to support compliance with this timetable. A change in this timeline requires coordination with the primary supervisor.

\_\_\_\_\_

\* This sample of a Supervision Contract is aligned to the recommendations of the DFG (DFG pre-printed form 1.90 – 7/08).

### **Sect. 3 – Tasks and obligations of the supervisors**

- (1) The supervisors commit to providing regular professional advice to the doctoral student and to supporting his or her early scientific independence. This also includes (interdisciplinary) career development and networking in the academic field.
- (2) They shape the doctoral project so that it can be concluded within the planned time period and support compliance with the time plan.
- (3) The supervisors are responsible for quality assurance of the dissertation. They commit to holding an in-depth discussion with the doctoral student on the progress of the work and compliance with the time plan, usually every 6 months, at least, however, every 12 months (progress review). In this framework they give differentiated, qualified and sufficiently thorough feedback on the work progress and discuss the next steps.
- (4) They commit to supervise the doctoral project regardless of the duration of possible financing of the doctoral degree (position, scholarship) until it is completed. If a member of the supervisory team withdraws before submission of the dissertation, the primary supervisor or the responsible office in the Faculty ensures that appropriate supervision continues to be ensured.

### **Sect. 4 – The doctoral student’s tasks and obligations**

The doctoral student commits to regular reporting to the supervisors on the state of the dissertation project, compliance with the timeline and work plan, and participation in academic events and (inter)disciplinary qualification measures. In the scope of the progress reviews the doctoral student presents to the supervisors – usually every 6 months, at least, however, every 12 months – interim results of the dissertation as regards content. Brief minutes on the discussion in which next steps are also recorded are noted by the supervisors.

### **Sect. 5 – Integrated Track/Regular Track**

The doctoral dissertation project will be carried out within the a.r.t.e.s. Graduate School as

Integrated Track

Regular Track

in accordance with the provisions of the doctoral regulations in the version currently in effect.

### **Sect. 6 – Complying with good scientific practice**

The doctoral student and the supervisors commit to complying with the guidelines on good scientific practice, as formulated, inter alia, in the regulations on ensuring good scientific practice and those on dealing with academic misconduct of the University of Cologne in their currently valid versions.\*

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\* [https://am.uni-koeln.de/e35075/am\\_mitteilungen/@7/AM\\_2022-08\\_Leitlinien-guter-wiss-Praxis\\_ger.pdf](https://am.uni-koeln.de/e35075/am_mitteilungen/@7/AM_2022-08_Leitlinien-guter-wiss-Praxis_ger.pdf)

**Sect. 7 – Reconciling family and academic activity**

The reconciliation of family and academic activity will be supported. Special measures will be agreed as needed.

**Sect. 8 – Mediating and terminating the Supervision Contract**

- (1) In case of substantial or personal differences that have a lasting negative impact on trusting, constructive and efficient cooperation, discussions will first be held between the parties. Both parties can appeal to the ombudsperson of the Faculty of Arts and Humanities for the purpose of mediation.
- (2) The Supervision Contract can only be terminated writing by the parties unilaterally for cause. If the contract is terminated in writing by the doctoral student or a supervisor, the coordinator of the Graduate School is to be informed immediately.
- (3) The admission as a doctoral student remains unaffected by termination of the Supervision Contract.
- (4) If termination of the Supervision Contract is pursued unilaterally by a supervisor, the doctoral student can call upon the Doctoral Board to mediate.
- (5) If the Supervision Contract is effectively terminated for a cause for which the doctoral student is not responsible, the Graduate School will endeavour to find a new supervisor.

**Sect. 9 Taking Note of the Doctoral Regulations**

The signing parties take note of the applicable regulations, in particular of the Doctoral Regulations in their currently valid version.

Cologne, date

_____	_____
	doctoral student
_____	_____
	primary supervisor
_____	_____
	second supervisor**
_____	_____
	possibly third supervisor** (** later notification possible)
_____	_____
	The coordinator of the Graduate School

Appendix:  
Timeline and work plan