

Supervision Agreement for Doctoral Candidates

Name of the Doctoral Candidate:





Supervision Agreement for Doctoral Candidates¹

The supervision agreement serves to provide structure and ensure transparency in the relationship between the doctoral candidate and the doctoral supervisor, and helps clarify mutual expectations. The supervision agreement is drawn up jointly by the doctoral candidate and their supervisor, and submitted to the Doctoral Examinations Board of the respective faculty. Both the doctoral candidate and the supervisor receive a copy. The arrangements outlined in this agreement may be amended at any time by mutual consent. This supervision agreement serves as the basis for regular supervision meetings.

This supervision agreement is based on the [recommendations issued by the DFG](#) (only available in German)

A. General Information (Required Fields)

Doctoral candidate:	
Primary supervisor (and secondary supervisor, if any)	
Other parties involved, if any	
Faculty/subject area	
Subject of the doctoral dissertation or working title	
Doctoral subject, if applicable	
Start date of the doctorate (month/year)	
Planned completion of the doctorate (month/year)	
Intended doctoral degree (e.g. Dr. phil., Dr.-Ing.):	

B. Agreements and Arrangements

1. Research Plan (Time and Work Plan)

A time and work plan will be prepared for the doctoral project described above and attached to this agreement. Any adjustments made during the course of the doctoral procedure will be agreed upon jointly by the parties involved.

2. Responsibilities and Obligations

a) Responsibilities and Obligations of the Supervisor

- The supervisor commits to providing supervision until the doctoral procedure is completed, regardless of the duration of funding, provided that the doctoral candidate fulfils the responsibilities and obligations described under 2b) and complies with any further agreements.
- The supervisor commits to providing regular subject-related guidance and maintains ongoing exchange with the doctoral candidate regarding the progress of the dissertation. The supervisor also provides regular feedback on the doctoral candidate's work.
- If the doctorate is pursued within an employment contract, the supervisor ensures that the doctoral candidate has sufficient time to work on the doctoral project in addition to their other duties (at least

¹ The supervision agreement governs the cooperation between doctoral candidates and their supervisors independently of any employment relationship. The supervision agreement does not create any legally enforceable rights. In particular, by signing this agreement, no employment relationship is established. Furthermore, the supervision agreement does not confer any legal entitlement to the award of a doctoral degree; instead, it defines the rights and obligations of the doctoral candidate and their supervisor.



one third of working hours; please refer to the [contract on good employment conditions](#), only available in German).

- The supervisor facilitates the doctoral candidate's integration into the working group and the scientific community, provides necessary resources where agreed (see point 5), promotes the candidate's academic independence, and supports any teaching activities. The supervisor also actively fosters the doctoral candidate's individual career development.

b) Responsibilities and Obligations of the Doctoral Candidate

- The doctoral candidate works on their doctoral project.
- The doctoral candidate prepares a time and work plan together with the supervisor (see point 1) and follows this plan to the best of their ability.
- The doctoral candidate reports regularly to their supervisor on the progress of their work.
- The doctoral candidate undertakes ongoing professional development as required by the nature of their responsibilities and the doctorate.

c) Obligation to Comply with the Standards of Good Research Practice

All parties commit to the principles of good research practice in accordance with the [Guidelines and Procedures for Safeguarding Good Scientific Practice at Paderborn University](#) (only available in German). If needed, the parties involved can participate in the [further education and training](#) programmes offered at Paderborn University.

3. Agreements on the Organisation of Supervision

(e.g. frequency and format of meetings, format of progress reports and feedback)

4. Agreements on Further Conditions

(e.g. any remaining academic work and achievements, language of the dissertation, chosen format of the dissertation (monograph/cumulative), handling of data collected during the doctoral project, planned publications, authorship arrangements, arrangements for the oral defence)



5. Agreements on Resources and Access

(e.g. workplace equipment, technical devices, software/data storage/databases, access to laboratories, materials)

6. Contact Persons in Case of Conflict

In the event of a conflict, the faculties' designated contact persons are available (e.g. the chairperson of the Doctoral Examinations Board, the dean of research). Key points of contact may also be consulted (e.g. the [ombudspersons at Paderborn University](#), the [Conflict Counselling Service](#) (website only available in German), the staff councils, and the equal opportunities officers. You can also refer to the [guidelines for respectful behaviour at Paderborn University](#) (only available in German).

Additional faculty-specific options and, if applicable, an agreement on who should be involved in a conflict:

7. Agreements on Qualification Elements

(e.g. further education and training, colloquia, involvement in teaching, higher education didactics qualification, conference participation, research stays/trips abroad)

8. Measures to Support the Reconciliation of Family/Private Responsibilities and Work

(e.g. family-friendly arrangements regarding working hours/availability and meeting times, participation in mobile working, information on services offered by the University (e.g. childcare))

9. Other Agreements

(e.g. additional support needs)

Place, Date

Signature of the Doctoral Candidate

Signature of the Supervisor