**Supervision agreement for**

**a cooperative doctorate**

Preamble

The purpose of this supervision agreement is to ensure a transparent supervisory relationship as the basis for a beneficial and trusting collaboration at a high academic level. It governs the rights, obligations, and expectations of doctoral researchers and supervisors and, as a dynamic document, is adapted and updated by mutual agreement according to personal and academic circumstances.

1. **Parties involved at TH Köln**Doctoral researcher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter *doctoral researcher*)  
   Supervisor at TH Köln: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter *supervisor (TH)*)  
   Start date of the supervision: \_\_\_\_\_\_\_\_  
   Additional supervisor, if applicable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Cooperating university**Name of the university:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   Faculty:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   Supervisor at the university: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* (hereinafter *supervisor (University)*)  
   Additional supervisor, if applicable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Period and topic of the doctorate, type of the dissertation**Start of the doctoral project: \_\_\_\_\_\_  
   Planned completion of the doctoral project: \_\_\_\_\_\_  
   Doctoral degree sought: \_\_\_\_\_\_\_\_\_\_\_\_\_  
   Topic (working title if applicable): ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   The dissertation is expected to be completed as a \_\_\_\_\_\_\_\_\_\_.
4. **Schedule and progress meetings**  
   The doctoral researcher and the supervisor Select an element. draw up a schedule and working plan for the doctorate, which sets interim goals and milestones and is an annex to this agreement. At least once a year, a detailed progress meeting takes place between the doctoral researcher and the supervisor Select an element. in order to check whether the agreed schedule is being maintained, or to mutually agree upon relevant changes.
5. **Supervision meetings**In addition, the doctoral researcher and the supervisor Select an element. will hold at least quarterly supervision meetings in which the doctoral researcher reports on the results of the work, presents partial results, if available, and discusses and documents the further procedure together. The academic advice and support is to be oriented towards fostering and accompanying the doctoral researcher’searly scientific independence. In addition, the supervisorSelect an element.shall supportthe doctoral researcherat the early stages of their academic career and with their further professional development.
6. **Funding**  
   The doctoral researcher is funded for the period \_\_\_\_\_\_to \_\_\_\_\_\_through:   
     
    Employment at TH Köln  
    Employment at another university  
    Employment in the free economy  
    Scholarship  
    Private  
    Other  
     
   Further financial resources for the doctoral project (e.g. for research, conference travel, publication of the dissertation) are secured through \_\_\_\_\_\_\_\_\_\_\_\_ for the period \_\_\_\_ to \_\_\_\_. The [Fixed-Term Employment Contracts in Academia](https://www.bmbf.de/SharedDocs/Downloads/files/wisszeitvg-englisch.pdf?__blob=publicationFile&v=2) and the framework contract on Good Employment Conditions for university staff ([Vertrag über gute Beschäftigungsbedingungen für das Hochschulpersonal](https://www.mkw.nrw/sites/default/files/documents/2018-10/vertrag_ueber_gute_beschaeftigungsbedingungen_0.pdf)) of North-Rhine-Westphalia are complied with. Supervision of the doctoral project will persist until its completion regardless of the duration of the funding.
7. **Integration and scientific environment**  
   Within the framework of the dissertation, the doctoral researcher will join the working group/ graduate program\_\_\_\_\_\_\_\_\_\_\_\_as well as the Graduate Center of TH Kölnand will take part in the respective seminars and other scientific events.
8. **Conference participation**  
   Thedoctoral researcher will take part in \_\_\_ scientific conference(s) Select an element.. The participation in \_\_\_ conferences is linked to an active contribution (poster or presentation). The doctoral researcher may participate in \_\_\_ conferences without an active contribution. For the funding of the conference attendance \_\_\_\_ € are available per year from \_\_\_\_\_\_\_\_\_ funds. The supervisor Select an element. will inform the doctoral researcher about funding opportunities and provide support in obtaining funding.
9. **Interdisciplinary qualification**  
   For the duration of their doctoral project the doctoral researcher will spend \_\_ hours Select an element.of their working time on improving their soft skills or on other additional qualifications. The attendance to such events or seminars is agreed upon by the supervisorSelect an element. and should be evidenced by a written confirmation or a certificate. The supervisorSelect an element. will support the doctoral researcherin pursuing further training (like soft skills and other relevant qualifications) and will grant them the respective leave of absence from work to participate in these activities. (4-5 hours per week are recommended for a full-time position).
10. **Workplace**  
    For work on the doctorate, the doctoral researcher is provided with a workstation with the following equipment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. **Peer-reviewed publications**  
    The doctoral researcher will publish at least \_\_ reviewed works on the topic of the doctorate in relevant journals as part of their doctoral work. The supervisor Select an element. will help the doctoral researcher with any planned publications, both academically and organizationally. The costs of publication will be covered through Select an element..
12. **Period abroad (optional)**  
    The doctoral researcherwill spend \_\_ months abroad during their doctorate. This stay abroad is linked to Select an element. Financing: Select an element.
13. **Teaching**  
    The doctoral researcher will be involved in teaching for a maximum of \_\_ hours per week for the duration of their doctoral project.[[1]](#footnote-1)
14. **Good research practice**  
    The supervisor Select an element. must introduce the doctoral researcher to the [guidelines of Good Research Practice of TH Köln](https://www.th-koeln.de/mam/downloads/deutsch/forschung/richtlinien_wiss-praxis_sn_en.pdf). Both parties commit themselves to get acquainted with and abide by these rules.
15. **Cases of conflict**  
    The supervisor Select an element. and the doctoral researcher will address any conflict arising during the doctoral work and seek an appropriate solution together. Should this not succeed, an impartial third person shall be summoned to intercede between the parties. The doctoral researcher has been informed about the existence and services of the ombudsperson at TH Köln, who will function as a mediator in cases of conflict.
16. **Reconciliation of family and scientific work**  
    The TH Köln expressly supports the reconciliation of family and scientific work. Special measures concerning this may be agreed as required.

Place, date, signature of doctoral researcher

Place, date, signature of supervisor (TH)

Place, date, signature of supervisor (University)

Appendix 1 to the supervision agreement

**Work and time schedule (optional template)**

*The work packages of the phases are exemplary and can be adapted and supplemented. The time frame can also be extended. Please mark the cells for the corresponding periods as shown in the example.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Work and time schedule doctorate | | | | | | | | | | | | | | |
|  | | **1st year** | | | | **2nd year** | | | | **3rd year** | | | | |
| Month | | 1-3 | 4-6 | 7-9 | 10-12 | 1-3 | 4-6 | 7-9 | 10-12 | 1-3 | 4-6 | 7-9 | 10-12 |
| Preparation | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Literature research |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Exposé |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Funding |  |  |  |  |  |  |  |  |  |  |  |  |
|  | … |  |  |  |  |  |  |  |  |  |  |  |  |
|  | … |  |  |  |  |  |  |  |  |  |  |  |  |
| Getting started | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Supervision Agreement |  |  |  |  |  |  |  |  |  |  |  |  |
|  | … |  |  |  |  |  |  |  |  |  |  |  |  |
|  | … |  |  |  |  |  |  |  |  |  |  |  |  |
| Research | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Research part 1 |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Research part 2 |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Dissertation |  |  |  |  |  |  |  |  |  |  |  |  |
|  | … |  |  |  |  |  |  |  |  |  |  |  |  |
|  | … |  |  |  |  |  |  |  |  |  |  |  |  |
| Completion | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | … |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Defense/Disputation |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Publication of the dissertation |  |  |  |  |  |  |  |  |  |  |  |  |

1. Please note: In case of a full-time position as a research associate (WMA), a maximum of 4 hours per week may be designated to teaching activities. In case of a part-time position, this number is reduced accordingly. Assistance in teaching is to be considered separately.

   For any questions, please contact [Human Resources](https://intern.th-koeln.de/ueberblick/hochschulreferat-9--personalservice_1741.php). [↑](#footnote-ref-1)