

**Supervision Agreement for Qualification Projects**

Doctorate;  
  *Habilitation*;  
  Other (please specify):

**1. Parties to the agreement**

	Name	Date/signature
<b>Candidate</b>		
<b>Supervisor</b>		
<b>Supervisor 2 (where applicable)</b>		
<b>Supervisor 3 (where applicable)</b>		

**Being mutually aware that the qualification project is to take up a significant part of the working time of the candidate, the two parties enter into the following supervision agreement which may be updated over the course of the qualification project if the situation demands:**

**2. Thesis topic**

The title specified below is a working title subject to change. Only if fundamental changes are made that constitute a change of topic must this be documented in an update to the present supervision agreement.

**3. Outline**

In the case of the candidate pursuing a doctorate or *Habilitation*, the present agreement shall be accompanied by an outline. This outline shall contain information on the time schedule including the anticipated date of completion. Details on other qualification projects are briefly outlined below:

**4. Qualification measures**

Individual measures in the context of the qualification project will be implemented as follows:

## 5. Funding

The qualification project will be financed

- from private funds
- through a fellowship or scholarship
- through employment at the University
- from project funds (project duration: \_\_\_\_\_; if the duration is shorter than the duration of the \_\_\_\_\_ qualification project, please provide details on envisaged follow-up funding: \_\_\_\_\_)
- from other sources (please specify): \_\_\_\_\_

## 6. Responsibilities and obligations

The section below specifies the minimum requirements for supervision; these may be supplemented by additional regulations such as doctoral regulations.

### a) The candidate

The candidate shall pursue his/her work and research activities in accordance with the arrangements made with the supervisor(s). In the case of the candidate receiving funding from external sources or pursuing his/her activities in the context of an employment relationship, he/she may be subject to instructions or regulations from the funding sources. The candidate shall be obliged to report, at regular intervals, on the progress of his/her work and on the agreed qualification measures. These reports shall also identify any problems or delays the candidate may have encountered during his/her work.

### b) The (main) supervisor

The main supervisor shall be available, no less than once a year, to discuss progress reports with the candidate. The main supervisor shall undertake to actively support the agreed qualification measures. The co-supervisors, where applicable, shall undertake to assist in the supervision of the candidate under the applicable regulations.

All supervisors should, as far as possible, encourage scientific independence in the candidate and promote his/her integration into scientific networks; they should also help make sure that the candidate has adequate resources at his/her disposal.

## 7. Good scientific practice

All parties to the agreement shall undertake to adhere to the principles of good scientific practice as stipulated in the applicable bylaws of the University of Würzburg and, where applicable, supplementary regulations formulated by other institutions, funding sources or publication organs that may be involved in the project.

## 8. Family commitments of the candidate

The supervisor(s) shall take into account family commitments of the candidate and, in particular, his/her need to reconcile work and family life. Expectant mothers and fathers should agree, well enough in advance, with the supervisor(s) on measures to help them reconcile work and family life. In addition to the competent women's representative, a third party trusted by the candidate and/or the supervisor(s) may be invited to join this conversation.

## 9. Cases of conflict

Should any conflicts arise between the parties to the agreement, they shall attempt to settle these between themselves. The University and each of its institutions have drawn up regulations, of which all parties to the agreement are aware, governing appeals to an ombudsperson.

With mutual consent of all parties to the agreement, the supervision relationship may be terminated prematurely at any time. Each party to the agreement shall be entitled to unilaterally terminate the supervision relationship for good cause. Any serious breach of the present supervision agreement

may constitute such good cause. Prior to a termination of the supervision relationship for good cause, an ombudsperson should be consulted.

#### **10. Copies / coming into effect**

The present supervision agreement is executed in two copies, one for the main supervisor and one for the candidate. It shall come into effect upon approval of the qualification project.