

# Doctorate Agreement for Pursuing a Doctorate at a Doctoral Centre in Saxony-Anhalt

The doctorate agreement is part of the application for acceptance as a doctoral student and confirms the willingness of the first supervisor to support the doctoral student during the doctorate. The doctorate agreement must be signed between the doctoral candidate and the first supervisor and is a prerequisite for admission to the doctorate procedure at the respective doctoral centre. The signed doctorate agreement has to be submitted to the doctoral committee.

The agreement shall transparently regulate the general conditions of the cooperation between the doctoral student and the first supervisor while complying with good scientific practice.

The doctorate agreement does not replace the above-mentioned application form for acceptance as a doctoral student and only becomes valid when the application is accepted.

## 1. Parties Involved

### a) Doctoral student:

Form of address: \_\_\_\_\_

Forename(s) and surname(s): \_\_\_\_\_

Postal address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: [not mandatory] \_\_\_\_\_

### b) First supervisor

Form of address: \_\_\_\_\_

Forename(s) and surname(s): \_\_\_\_\_

University of Applied Sciences: \_\_\_\_\_

Doctoral centre: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: [not mandatory] \_\_\_\_\_

## 2. Dissertation

a) Working title:

\_\_\_\_\_

b) Beginning of the doctorate<sup>1</sup>:                    \_\_\_/\_\_\_/\_\_\_\_\_ (DD/MM/YYYY)

c) Planned submission of the dissertation:                    \_\_\_/\_\_\_/\_\_\_\_\_ (DD/MM/YYYY)

The doctoral project was described in an exposé as well as discussed and worked out between the doctoral candidate and the first supervisor. The exposé is attached to this document. It also contains a working plan and timeframe to which the supervisor agrees. The working plan and timeframe is approved with this doctorate agreement.

## 3. Infrastructure and Working Conditions

The supervisor in cooperation with the respective university of applied sciences supports the doctoral student with the following infrastructure and working conditions:

- a) Access to laboratories which contain the needed equipment for the doctoral project
- b) Access to equipment and consumables which are needed for the doctoral project
- c) Access to computer, internet, telephone, postal mail and the support of the administration

## 4. Tasks and Obligations of the Doctoral Student

- a) The doctoral candidate commits to handle the doctoral project in a target-oriented and autonomous manner according to the rules of good scientific practice<sup>2</sup>.
- b) The doctoral candidate commits to inform the first supervisor precisely at regularly intervals about the progress of the doctoral project and the partial results, as well as to report on compliance with the working plan and timeframe.
- c) After every year, the doctoral candidate writes a progress report for the first supervisor, which will be the basis for a mutual discussion. Minutes of the meeting are written and countersigned by both parties to record the meeting (see form 1 in the appendix). The mutual review may lead to the adjustment of the working plan and timeframe.
- d) The doctoral candidate actively participates in colloquia, conferences, trainings and publications in relevant scientific journals etc.
- e) The doctoral candidate can utilise the consulting services und the non-subject-specific qualification and networking programmes offered by the postgraduate institution of the university of the (first) supervisor. Depending on the doctoral regulations of the respective doctoral centre, the candidate can choose for her-/himself, which offer s/he would like to use.
- f) The doctoral candidate shall indicate finishing or abandoning the doctorate with form 2 (see appendix).

<sup>1</sup> The beginning of the doctorate corresponds to the date of the acceptance letter. This field can hence be filled in after having received the acceptance letter.

<sup>2</sup> For the guidelines for safeguarding good scientific practice of the German Research Foundation (DFG) see: [https://www.dfg.de/en/research\\_funding/principles\\_dfg\\_funding/good\\_scientific\\_practice/index.html](https://www.dfg.de/en/research_funding/principles_dfg_funding/good_scientific_practice/index.html)

- g) Changes of personal data or of the general conditions of the dissertation shall be indicated with form 3 (see appendix).

## 5. Tasks and Obligations of the First Supervisor

- a) The first supervisor commits to regular, subject-specific consultations of the doctoral candidate with the aim of ensuring the quality of the dissertation. S/he discusses the progress and further procedure of the doctoral project at regular intervals and the compliance with the working plan and timeframe.
- b) The subject-specific advice and support are aimed at promoting and accompanying the early scientific independence of the doctoral student.
- c) The first supervisor supports the scientific exchange between the doctoral students, e.g. by regular colloquia.
- d) The first supervisor commits to the supervision until the doctoral candidate finishes the doctoral project.
- e) The first supervisor supports the doctoral candidate regarding the compatibility of family and scientific career.

## 6. Regularity of Meetings

Based on the above-mentioned obligations for regular scientific meetings, both parties agree on the **following meeting cycle**:

Meeting intervals can be modified or amended by mutual agreement.

## 7. Regulations in Cases of Conflict

In case of occurring conflicts, both parties shall first engage in dialogue, trying to solve the problem by mutual agreement. If this does not succeed, both parties shall engage an impartial third party (e.g. a member of the doctoral committee or the ombudsperson of the university) functioning as mediator between them.

## 8. Additional Arrangements

## 9. Compatibility of Family and Scientific Work

The universities of applied sciences in Saxony-Anhalt consider themselves to be family-friendly universities promoting inclusion. The compatibility of family and career is supported particularly. For further information on the support offers, please have a look on the respective university websites.

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**Place, date, signature**  
(Doctoral student)

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**Place, date, signature**  
(First supervisor)

## Appendix

### Form 1: Minutes of the Meeting

*Please note: If needed, please add further sheets to the minutes.*

#### General Conditions of the Meeting:

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Participants:**                      **First supervisor**                      **Second supervisor**                      **Doctoral student**

**Further person(s):** \_\_\_\_\_

1. Summary of the meeting:

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2. Recommendations of the supervisor(s):

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3. Tasks until next meeting:

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4. What shall be presented at the next meeting?

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**General Conditions for the next Meeting mutually determined by the parties:**

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Participants:**                      **First supervisor**                      **Second supervisor**                      **Doctoral student**

**Further person(s):** \_\_\_\_\_

**Statement of the supervisor(s)**

**a) Notes on the updated working plan and timeframe:**

**b) Recommendations on required further skills and competencies:**

**c) Further remarks of the supervisor(s):**

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**Place, date, signature**  
(Doctoral student)

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**Place, date, signature**  
(First supervisor)

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**Place, date, signature**  
(Second supervisor)

**Appendix**  
**Form 2: Termination of the Doctorate**

Please send to:

Doctoral centre

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**Termination of the doctorate**

To whom it may concern,

I hereby inform you that my doctorate will be terminated on \_\_\_\_/\_\_\_\_/\_\_\_\_ .

I have completed my doctorate in \_\_\_\_\_ .

I have finished my doctorate without degree.

Best regards,

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**Place, date, signature**  
(Doctoral student)

**Appendix**  
**Form 3: Notification of Change**

Please send to:

Doctoral centre

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**Notification of change**

To whom it may concern,

I hereby inform you about a change (personal data, change of supervisor, change of dissertation title etc.):

Best regards,

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**Place, date, signature**  
(Doctoral student)