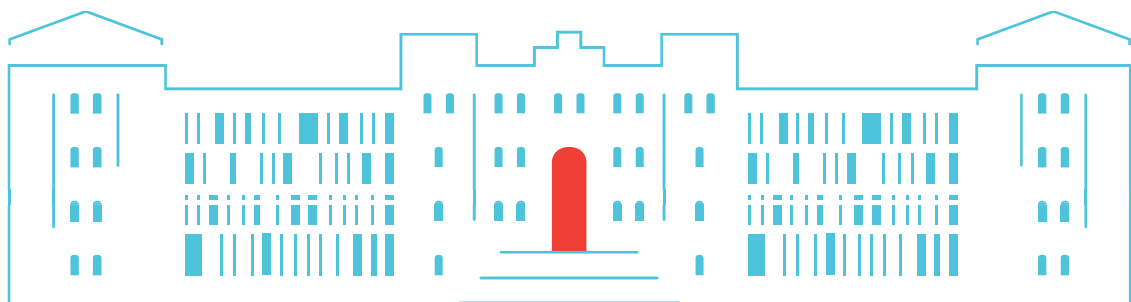


# Doctoral supervision agreement at Hamburg University of Technology

Supervision agreement  
(As per 14.02.2022)



# Supervision agreement

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## 2 Preamble

Hamburg University of Technology strives to create ideal conditions for training its junior academics as the university considers this to be key to securing its future. In this regard, the doctoral degree is the central qualification option. The success of the doctoral degree depends on the doctoral student being well integrated into the research environment, and there being a trusting collaboration between doctoral student and supervisor at a high academic level. To guarantee this, TUHH recommends that all those involved in the doctoral process conclude a supervision agreement as early as possible.

The current versions of TUHH's doctoral degree regulations and guidelines for ensuring good academic practice form the basis for the agreement.

The supervision agreement does not confer a legal right to a doctoral degree, but documents the expectations and obligations of the doctoral student and supervisor, thus contributing to the transparency of the supervisory relationship. It comes into effect when the doctoral student is admitted to doctoral studies by the Doctoral Degree Committee.

Employment contracts and the doctoral degree regulations are not affected by the supervision agreement.

The agreement takes account of individual circumstances. It can and should be changed and updated by mutual agreement, and in writing, with regard to the academic question addressed in the thesis project and the individual qualification elements.

## 3 Content of the supervision agreement

To be concluded within 6 months of the start of research for the doctoral degree, and ideally at the same time as the application for admission to doctoral studies is made.

Supervision agreements should address at least the following points, which may be supplemented with subject-specific elements. These points are updated and adjusted by mutual agreement on a regular basis throughout the doctoral process, for example, when reports are produced.

1. Persons involved (doctoral student, supervisors, other individuals where relevant)
2. Preliminary doctoral topic (if applicable, working title according to the application for admission to doctoral studies)
3. (Preliminary) work plan, structured according to content, to be adapted later if necessary; optional time schedule
4. Doctoral student's tasks and obligations
  - a. Regular reporting obligations (work records, participation in training programme on research-based learning, continuing professional development, etc.)
  - b. Regular reporting of partial results
5. Supervisor's tasks and duties
  - a. Regular individual academic/personal advice

- b. Supporting early academic independence, career development, facilitating continuing education
- c. Integrating the doctoral student into a research group, research association or graduate programme (graduate school or similar)

Workplace (doctoral student's equipment), access to infrastructure relevant to research, literature, and other resources.

6. Adherence to good academic practice

- a. Joint efforts to present the academic results of the doctoral student's research in an appropriate form to experts in the field in the course of the doctoral degree
- b. Mutual obligation to adhere to the principles of good academic practice: <https://www.tuhh.de/tuhh/tu-hamburg/profil/ordnungen-richtlinien/richtlinie-zur-sicherung-guter-wissenschaftlicher-praxis.html>

7. Possible use of results

- a. [Form and, if applicable, quality of the intended academic contributions \(conferences, publications, colloquia, patents, trade fairs ...\)](#)
- b. [Appropriate support provided by the supervisor in this regard](#)

8. Arrangements in the event of early termination of the doctoral degree

- a. In the event that the doctoral student does not want to complete their doctoral degree, they can end the supervision agreement at any time.
- b. The supervision agreement can be terminated at any time by mutual agreement if the first supervisor and the doctoral student agree that the student is no longer able to complete the doctoral project.
- c. If there is no agreement on whether the doctoral project can be accomplished, the first supervisor shall consult the TUHH's ombudsperson. If the assessment of the first supervisor remains unchanged after the involvement of the ombudsperson and after an appropriate further period of work, the doctoral committee can be asked to terminate the supervisory relationship.
- d. If the supervisory relationship is terminated by the first supervisor, the TUHH's doctoral committee shall examine whether an alternative supervisory relationship, appropriate to the specialism, is possible. The same applies if the first supervisor leaves the university and wishes to terminate the supervisory relationship for that reason.

9. Arrangements in cases of conflict

- a. Should there be a conflict between the parties involved that cannot be resolved, the first supervisor or the doctoral student can contact TUHH's ombudsperson, who will try to find a mutual resolution to the conflict.

10. Supplemental agreements. Examples:

- a. Special measures or arrangements with regard to balancing family life and academic work (e.g. special flexibility regarding working hours, advance arrangements for business trips, substitution arrangements for organisational tasks in the working group)
- b. Voluntary teaching activities
- c. Early and appropriate agreement on responsibilities when handling research data and software

## 4 Template

### Doctoral supervision agreement At Hamburg University of Technology

Hamburg University of Technology strives to create ideal conditions for training its junior academics, as the university understands this as being key to securing its future.

The current versions of TUHH's doctoral degree regulations and guidelines for ensuring good academic practice form the basis for the agreement.

The supervision agreement does not confer a legal right to a doctoral degree, but documents the mutual expectations and obligations of the doctoral student and supervisor, thus contributing to the transparency of the supervisory relationship. It comes into effect when the doctoral student is admitted to doctoral studies by the Doctoral Degree Committee.

Employment contracts are not affected by the supervision agreement.

#### 1. Contractual parties

----- (Doctoral student)

----- (First supervisor, institute)

----- (Second supervisor, institute)  
(Optional, if appointed at the beginning of supervision)

#### 2. Preliminary doctoral topic (if applicable, working title as per application for admission to doctoral studies)

The doctoral student is producing an independent academic thesis on the subject of \_\_\_\_\_

#### 3. (Preliminary) work plan, structured according to content, to be adapted later if necessary; optional time schedule

The aim of the doctoral thesis is to complete independent academic work in the area stated above making recognisable independent contributions to research.

#### 4. Doctoral student's tasks and obligations

- a. Regular reporting obligations (work records, participation in training programme on research-based learning, continuing professional development, etc.)

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- b. Regular reporting of partial results:
  - i. Generally every \_\_\_\_\_,
  - ii. At least \_\_\_\_\_,
  - iii. \_\_\_\_\_

**5. Supervisor's tasks and duties**

- a. Regular academic/personal advice:
  - i. Generally every \_\_\_\_\_,
  - ii. At least \_\_\_\_\_,
- b. Supporting early academic independence, career development Facilitating continuing education.
- c. Integrating the doctoral student into a research group, research association or graduate programme (graduate school or similar)
- d. Place of work (doctoral student's equipment)
  - i. Within the limits of the available funds, the following resources at the institute \_\_\_\_\_ will be made available:
    - Place of work
    - Access to laboratories
    - Access to reference library
    - \_\_\_\_\_
    - \_\_\_\_\_
  - ii. Further resources at other institutes:
    - \_\_\_\_\_
    - \_\_\_\_\_

**6. Adherence to good academic practice**

- a. Joint efforts to present the academic results of the doctoral student's research in an appropriate form to experts in the field in the course of the doctoral degree
- b. Mutual obligation to adhere to the principles of good academic practice  
<https://www.tuhh.de/tuhh/tu-hamburg/profil/ordnungen-richtlinien/richtlinie-zur-sicherung-guter-wissenschaftlicher-praxis.html>

**7. Possible use of results**

- a. During doctoral studies, the student strives to make the following academic contributions:
  - \_\_\_\_\_ conferences
  - \_\_\_\_\_ journal contributions
  - \_\_\_\_\_
  - \_\_\_\_\_
  
- b. The supervisor will strive to support the academic contributions listed in a) in the following ways:
  - Support in the selection of appropriate media
  - Conception, discussion and review of the publication
  - Financing \_\_\_\_\_ if covered by project funds/budgetary funds
  - \_\_\_\_\_
  - \_\_\_\_\_

**8. Arrangements in the event of early termination of the doctoral degree**

- a. In the event that the doctoral student does not want to complete their doctoral degree, they can end the supervision agreement at any time.
- b. The supervision agreement can be terminated at any time by mutual agreement if the first supervisor and the doctoral student agree that the student is no longer able to complete the doctoral project.
- c. If there is no agreement on whether the doctoral project can be accomplished, the first supervisor shall consult the TUHH's ombudsperson. If the assessment of the first supervisor remains unchanged after the involvement of the ombudsperson and after an appropriate further period of work, the doctoral committee can be asked to terminate the supervisory relationship.
- d. If the supervisory relationship is terminated by the first supervisor, the TUHH's doctoral committee shall examine whether an alternative supervisory relationship, appropriate to the specialism, is possible. The same applies if the first supervisor leaves the university and wishes to terminate the supervisory relationship for that reason.

**9. Arrangements in cases of conflict**

- a. Should there be a conflict between the parties involved that cannot be resolved, the first supervisor or the doctoral student can contact TUHH's ombudsperson, who will try to find a mutual resolution to the conflict.



**10. Supplemental agreements (select if necessary)**

- The following measures are taken to support the doctoral student in balancing family life and academic work:

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- Further additional items

The agreement takes account of individual circumstances. It can and should be changed and updated by mutual agreement, and in writing, with regard to the academic question addressed in the thesis project and the individual qualification elements.

**Date and signature**

----- (Date, Doctoral student)

----- (Date, First supervisor)

----- (Date, Second supervisor)

(Optional, if appointed at the beginning of supervision)