**Supervision Agreement**

**for the Natural Sciences Doctoral Studies Program**

A central part of the doctoral studies program Natural Sciences at Freie Universität Berlin is a constructive and responsible supervision relationship between the doctoral candidate, their supervisor, and the supervisory team. The discussions between the supervisor, the supervisory team, and the doctoral candidate are intended to create a working relationship characterized by trust and respect, helping to avoid any potential misunderstandings that may arise in the course of doctoral study. This form of intensive communication strengthens individual learning processes and helps the doctoral candidate to gain a realistic understanding of their own development and to identify with their working environment. Maintaining this relationship over time also supports doctoral candidates in planning their own professional development and helps them work toward specific goals.

Participants:

|  |  |
| --- | --- |
| Klicken oder tippen Sie hier, um Text einzugeben. | Doctoral candidate |
| Klicken oder tippen Sie hier, um Text einzugeben. | Member of the supervisory team (must be a full university professor in one of the participating departments)[ ]  specialized in the field of research in which the doctoral candidate is working (check box if applicable) |
| Klicken oder tippen Sie hier, um Text einzugeben. | Member of the supervisory team (university professor)[ ]  specialized in the field of research in which the doctoral candidate is working (check box if applicable) |
| Klicken oder tippen Sie hier, um Text einzugeben. | Member of the supervisory team |
| Klicken oder tippen Sie hier, um Text einzugeben. | Optional, additional member of the supervisory team |
| Klicken oder tippen Sie hier, um Text einzugeben. | Representative of the doctoral studies program or spokesperson for the subprogram |

1. Klicken oder tippen Sie hier, um Text einzugeben. has been a doctoral candidate in the Natural Sciences doctoral studies program since Klicken oder tippen Sie, um ein Datum einzugeben. in the field of Klicken oder tippen Sie hier, um Text einzugeben. in the Department of Wählen Sie ein Element aus. at Freie Universität Berlin under the supervision of Klicken oder tippen Sie hier, um Text einzugeben. and is working on a dissertation with the working title:

Klicken oder tippen Sie hier, um Text einzugeben.

The dissertation project was presented by the doctoral candidate as a part of the admissions procedure to the doctoral studies program and was approved by the supervisor and by the representative of the doctoral studies program.

2. The dissertation project is to be supervised by a supervisory team in compliance with Section 6.3. Generally, the supervisor of the dissertation is a member of the supervisory team. The supervisory team consists of the university professors and, as the case may be, postdoctoral researchers named above. In the event that a member of the supervisory team should resign prior to the submission of the dissertation project, the representative of the doctoral studies program shall arrange for continuous and adequate supervision. Individual arrangements regarding the supervision agreement should be documented in appendix BV-1.

3. As stated in Section 6.6, the student will plan their curriculum in the doctoral studies program as outlined in Sections 7 to 12 and based on their research and in coordination with the supervisory team. Their curriculum should be documented in their “Personal Qualification Plan” (Appendix BV-2). During the annual supervisory meetings as detailed in Sections 13.1 and 13.2, the qualification plan will be re-assessed and amended as necessary. Furthermore, the supervisory team shall assist the doctoral candidate in obtaining relevant employment opportunities.

4. The supervisor shall support the doctoral candidate in identifying the main parameters of the dissertation project in terms of the specific content and methods to be included. The supervisor also provides the doctoral candidate with feedback on their project outline while they are developing it further. The project outline should include the main goals of the dissertation project as well as information on how the doctoral candidate plans to achieve those goals and a project schedule. The project outline will be included as an attachment to the supervision agreement.

5. The supervisor shall provide feedback and evaluate the doctoral candidate’s current progress on the project at regular intervals, either orally or in writing. The doctoral candidate will also provide reports on a regular basis in order to keep the supervisor informed of their progress. Consultations and meetings with the supervisory team shall take place regularly and as needed based on the specific demands of the project and research field. Holding these meetings is part of the terms of this supervision agreement as well as part of the curriculum that the doctoral candidate is to complete. At least one such meeting must take place every year in accordance with Sections 13.1 and 13.2. The individuals involved must prepare the meeting (Appendixes BV-2 and BV-3) and make a written record of the proceedings (Appendix BV-4). If it proves necessary to change the make-up of the supervisory team, the representative of the doctoral studies program must be notified immediately. The notification must include an explanation of why the change was necessary. The representative then initiates the proper steps that follow.

6. The time allowed for completing work on the dissertation is specified in the doctoral degree regulations for the given field as the standard time to completion. Specifications regarding the schedule as outlined in the personal qualification plan apply as well as any new agreements regarding the project timeline. The plans should be attached to this agreement and should be approved by the supervisory team. The doctoral candidate is required to inform the supervisory team of any changes to the qualification plan immediately and let the members know what kind of changes were made and how extensive they are.

7. All parties involved agree to uphold the rules of good scientific practice as stipulated in Freie Universität Berlin’s “Statute for Safeguarding Good Scientific Practice” of December 3, 2020 (FU-*Mitteilungen* No. 42/2020). If uncertainties arise concerning good scientific practice, the doctoral candidate should consult with their supervisor, the supervisory team, and/or the ombudsperson for the program. Supervisors must observe doctoral candidates’ intellectual property rights when it comes to written work, ideas, or breakthroughs and cite the doctoral candidates whenever appropriate.

8. The doctoral studies program supports diversity and balancing family life with the demands of academia. Special arrangements can be made for additional support if needed. Required program components should be scheduled so that they allow doctoral candidates to balance their family life with the demands of their academic work.

9. All persons involved shall review and, if necessary, modify the supervision agreement and its appendixes on an annual basis. In the event an extension is needed to complete the dissertation project beyond the end of the standard time to completion, the membership in the doctoral studies program and the supervision agreement shall be extended and modified accordingly. If the doctoral project is terminated prior to completion, the representative of the doctoral studies program must be informed in writing as to the reason why. The explanation must be signed by all involved in this agreement.

10. All persons involved expressly agree to the sharing of general information about the research project for statistical purposes and as part of the evaluation of the supervision provided through the doctoral studies program.

Date and signatures:

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Doctoral candidate |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Member of the supervisory team (must be a full university professor in one of the participating departments) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Member of the supervisory team (university professor) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Member of the supervisory team |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Optional, additional member of the supervisory team |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Supervisor as defined in the relevant rules and regulations for doctoral studies (if this person is not a member of the supervisory team listed above) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Representative of the doctoral studies program or spokesperson for the subprogram |

Appendixes to the Supervision Agreement (*Betreuungsvereinbarung*, BV)

1. Individual Supervision Agreements
2. Personal Qualification Plan
3. Feedback on Candidate’s Progress in the Doctoral Studies Program
4. Documentation of the Supervisory Meeting