

## Supervision Agreement

### Dortmund Graduate School of Physics - TU Dortmund University

This supervision agreement is concluded between the doctoral candidate and his/her supervisor within the framework of the admission of the doctoral candidate to the Dortmund Graduate School of Physics.

**Name of doctoral student:** \_\_\_\_\_

**Name of supervisor:** \_\_\_\_\_

**Name of substitute supervisor:** \_\_\_\_\_

**Working title of the doctoral project:** \_\_\_\_\_

\_\_\_\_\_

The aim of this supervision agreement is to set out the expectations and responsibilities of the above-mentioned persons in accordance with the Doctoral Regulations (*Promotionsordnung*) of the Department of Physics at TU Dortmund University. All parties comply with their obligations and their responsibilities to the full extent.

In addition to the first supervisor, a substitute supervisor must be named who will assume the full rights and duties of the first supervisor in the event that the first supervisor is not available anymore. According to the doctoral regulations, the substitute supervisor must be entitled to assume the supervision of the first supervisor and has to be an active and permanent member of the Department of Physics at TU Dortmund University. The substitute supervisor does not necessarily have to take over the second report of the dissertation.

Optionally, a second supervisor can be appointed, for example in the case of cooperation with other universities, who has the right to award a doctorate at a university. The second supervisor can, but does not necessarily have to take over the second review.

**Name of additional supervisor, university:** (leave blank if necessary)

\_\_\_\_\_

In addition, other persons who are directly involved in the supervision can be named as additional contact persons for scientific questions.

**Name of additional contact persons** (leave blank if necessary, specify tasks under additional agreements if necessary):

\_\_\_\_\_

The doctoral topic is defined together with the supervisor at the beginning of the doctoral phase and recorded in a project outline. This project outline should contain the estimated timeframe and expectations for the doctorate and is part of this agreement as Attachment 1. A flexible adjustment of the project outline to unexpected research results can be illustrated in the reports. The project outline should not exceed 2 pages.

The Dortmund Graduate School of Physics aims to provide an inclusive environment for all. Therefore, it is expected that all participants treat each other with fairness and respect and strive to maintain an inclusive environment.

All participants undertake to comply with the safety regulations required in the workplace. This includes, in particular, the offer of safety instructions by the supervisors and regular participation in them.

#### **Rights of the doctoral student:**

The doctoral candidate is entitled to scientific, personal and factual support in the doctoral project by the supervisor. This includes adequate access to the necessary working materials, adequate time for scientific discussions with the supervisor and support in accessing the scientific community. The doctoral candidate enjoys the academic freedom appropriate to a doctorate.

In addition, the doctoral candidate can expect that

- regular personal feedback sessions are held with the supervisor, at least twice a year.
- she/he is supported in applications for scholarships and prizes, but also for further positions in the academic as well as in the non-academic field and is pointed to relevant opportunities by the Graduate School.
- she/he is supported in acquiring higher-level skills useful for the job market and is advised on her/his future.
- all processes within the scope of his/her doctorate will be dealt with as expeditiously as possible.
- in case of changed conditions (e.g. illness) or changes in the family situation, the projected time schedule and expectations are adapted to the new circumstances.

#### **Rights of the supervisor:**

The supervisor is entitled to expect the doctoral candidate to be fully committed to the research project and to devote the necessary commitment, care and effort to it.

In addition, the supervisor can expect

- that the doctoral candidate is involved in the working group and actively participates in the presentation of scientific results at conferences etc. and in publications.
- to be kept informed in detail by the doctoral candidate about the progress of the work. The supervisor will be informed immediately of any difficulties or problems that arise with regard to the work.
- the facilities and provided resources are used sparingly and responsibly.
- the doctoral candidate fulfils the requirements of the Doctoral Regulations (*Promotionsordnung*) and the Graduate School. In particular, the doctoral candidate may be expected to prepare an annual report (every 12 months) recording the progress of the doctorate and to complete the final questionnaire.

#### **Conflict management**

In case of conflicts during the doctoral studies or within the Graduate School of Physics, these can be brought to the attention of the Persons of Trust (*Vertrauenspersonen*) of the Department of Physics, who are available as a mediation body and who strive to find a solution in the interest of all involved parties. If desired, the Graduate School can refer the student to other central arbitration boards of the Department of Physics and TU Dortmund University.

**Additional agreements (free input area, to be filled in by machine, e.g. cooperation with companies, internships; expectations regarding stays abroad or presentations):**

With my signature I confirm that I have read and understood the Doctoral Regulations (*Promotionsordnung*) of the Department of Physics at TU Dortmund University as well as the Administrative and Usage Regulations of the Dortmund Graduate School of Physics of the Department of Physics.

With my signature I confirm that I will comply with the Rules of Good Scientific Practice of TU Dortmund University, which can be found here: <https://www.tu-dortmund.de/studierende/im-studium/gute-wissenschaftliche-praxis/>.

\_\_\_\_\_  
**Place and date, signature of doctoral candidate**

\_\_\_\_\_  
**Place and date, signature of supervisor**

\_\_\_\_\_  
**Place and date, signature of substitute supervisor**

\_\_\_\_\_  
**Optional: Place and date, signature of additional supervisor**

\_\_\_\_\_  
**Optional: Place and date, signature of other contact persons**

Attachment 1: Project outline