

Supervision Agreement

(Version 18.07.2024)

Preamble

In accordance with § 4 of the current doctoral regulations of TU Berlin, a doctoral agreement must be concluded between the applicant and the supervisor(s) in accordance with the current regulations of Technische Universität Berlin at the latest when the doctoral intention is registered. The aforementioned provisions are passed by the committee which oversees the doctoral regulations of Technische Universität Berlin.

On 15.1.2014 the Academic Senate tasked the Joint Commission on Doctoral Regulations (Gemeinsame Kommission mit Entscheidungsbefugnis, GKmE) with establishing rules for the supervision agreement.

Guidelines for supervision agreements at TU Berlin

Supervision agreements at TU Berlin are concluded on the basis of the attached documents.

By concluding this doctoral agreement, the supervisor and the doctoral candidate document their mutual expectations and obligations. This particularly includes adhering to the [Statute on the Safeguarding of Good Academic Practice at TU Berlin](#), which was developed on the basis of recommendations by the DFG, as well as recognizing the following essential components of a good supervision and working relationship during doctoral studies at TU Berlin:

1. Regular meetings to discuss progress of the dissertation and frequent proactive reports by the doctoral candidate
2. Creating adequate conditions for independent research work during the dissertation (e.g. publications)
3. Participation of the candidate in (international) workshops and conferences
4. Access to technical or artistic infrastructure
5. Further issues, e.g. regular colloquia for doctoral candidates, possibility to participate in further education courses (see p. 2)

The parties may agree on further issues covering additional aspects of the supervision and working relationship which are set out in a separate document (see appendix).

The Faculties may recognize other supervision agreements, for example of structured programs such as research training groups as equivalent to the standards set out in this agreement.

Supervision Agreement

between

Name of candidate

and

Name of primary supervisor

Name of further supervisor/s (if applicable)

Name of doctoral program (if applicable)

Start date of dissertation (estimate)

Dissertation subject (working title)

The doctoral degree documents the candidate's ability to pursue independent academic work, thus contributing to research and development. TU Berlin enables and supports the doctoral candidate with the acquisition of skills and competences. The supervision agreement between the supervisor and the doctoral candidate documents a general outline of the supervision arrangement. It reflects an understanding between both parties regarding their mutual expectations during the doctoral period and provides a reference framework for the candidate and supervisor. Both sides can agree to amend and adapt the provisions set out above during the dissertation process.

Both sides agree to fulfil the tasks with care and lasting commitment. In particular they acknowledge and adhere to the Rules for Safeguarding Good Scientific Practice of the DFG and the corresponding statutes of TU Berlin¹. For both sides, this explicitly means respecting the copyright of each other's texts or findings and citing the source when using them (see DFG Recommendation 12). For the purposes of this doctoral agreement, it is irrelevant whether and how the doctoral candidate is financed in the course of the work on the doctorate. It is also irrelevant if the form of financing changes. If the doctoral candidate is employed as a research assistant through budgetary funds, care must be taken to ensure that, pursuant to Section 110 (4) BerlHG, one half of the working time is reserved for the candidate's own work. If the candidate is employed through third-party funding, "at least one quarter in accordance with the employment relationship" must be made available for the candidate to conduct their own research (doctorate).

¹ <https://www.tu.berlin/en/working-at-tu-berlin/important-documents/guidelinesdirectives/principles-for-ensuring-good-research-practice>

Supervisors can delegate the day-to-day supervision to an adequately qualified member of staff (holding a doctoral degree). This explicitly does not release them from the overall responsibility as a supervisor. If the doctoral research is primarily or completely conducted outside TU Berlin, the supervisor is obliged to ascertain that the conditions for the doctoral candidate are adequate.

In case of conflicts both sides can appeal to the ombudsperson for doctoral candidates at the respective faculty.

A thorough and active supervision arrangement includes:

1. Regular meetings to discuss progress of the dissertation and frequent proactive reports by the doctoral candidate
2. Creating adequate conditions for independent research work during the dissertation (e.g. publications)
3. Participation of the candidate in (international) workshops and conferences
4. Access to technical or artistic infrastructure
5. Further issues, e.g. regular colloquia for doctoral candidates; possibility to participate in further education courses

With reference to 1. Regular meetings

a) Frequency of progress reviews of the dissertation, at least every

- three months
- six months
- more frequently

give details:

b) Obligations of the doctoral candidate

- Submission of progress reports
- Further obligations

give details:

c) Obligations of the supervisor

- Commenting of the progress reports
- Further obligations

give details:

It is recommended to complete and frequently update the appendix to this agreement.

Date, signature of
doctoral candidate

Date, signature of
supervisor

If applicable signature of further
supervisors or mentors (required for
doctoral programs)

Appendix ² to the Supervision Agreement with

Name doctoral candidate

Dissertation subject (working title)

1. Detailed description of the chosen dissertation topic:

2. Specific agreements to enable independent academic research (e.g. number of planned publications)

3. Specific agreements regarding participation in (international) workshops and conferences (e.g. intended/planned contributions; financial support etc.)

Please note:

Applications for travel support can be made to the German Academic Exchange Service DAAD:

<https://www.daad.de/go/stipd57369745>

In special cases and if other applications (e.g. DAAD) have been unsuccessful, candidates may apply for [TU Berlin travel support](#) at the [Center for Junior Scholars \(TUB-CJS\)](#).

² Issues mentioned in the appendix serve as guidelines for the continuous update of the supervision agreement and the specification of further aspects regarding the supervision and work relationship. It is recommended to complete the appendix during a meeting approx. six month (and not later than twelve months) after signing the supervision agreement. Changes in the appendix shall be documented.

4. Specific agreements on access to necessary technical or artistic infrastructure (e.g. use of laboratory and measuring equipment)

5. Other arrangements (e.g. participation and contributions to internal colloquia; participation in further education courses)

These agreements are valid for the period:

Date, signature of doctoral candidate

Date, signature of supervisor

If applicable signature of further supervisors or mentors (required for doctoral programs)