

Appendix 5: Sample of the written supervision agreement according to section 6, paragraph 3

Supervision Agreement

between

_____ (Doctoral candidate),

_____ (Supervisor as defined in the relevant rules and regulations for doctoral studies

_____ Supervisor – as well as the other member(s) of the supervisory team (Mentor(s))

_____ (The Representative of the Doctoral Studies Program – Representative).

1. [MS. / MR.; FIRST NAME LAST NAME] has been a doctoral candidate in the DRS doctoral program [NAME OF DOCTORAL PROGRAM, and where applicable, NAME OF THE PROJECT] since Winter Semester 20[XX] and as such is working on a dissertation at [NAME OF DEPARTMENT / INSTITUTE] at Freie Universität with the working title:

"[WORKING TITLE]".

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 as well as 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, paragraph 3. The supervisory team consists of the following university professors and, as the case may be, postdoctoral researchers:

- 1. (as Supervisor)
- 2. (as Mentor)
- 3. (as Mentor)

In the event that a member of the supervisory team should resign prior to the submission of the dissertation project, the Representative shall arrange for continuous and adequate supervision.

3. Prior to the commencement of the doctoral studies, based on the content of the project-related doctoral studies program, the supervisory team shall define the type and the extent of the study units to be completed by the doctoral candidate in accordance with section 6, paragraph 5 while taking into account the measures defined in sections 7 through 12. Moreover, the supervisory team shall assure that adequate working conditions are available to the doctoral candidate.

4. With the consent of the doctoral candidate, the Supervisor shall prepare the theoretical and methodological cornerstones of the dissertation project and shall advise the doctoral candidate in his/her preparation of a detailed work plan and time schedule. At appropriate intervals, the Supervisor shall comment on and evaluate the progress made by the doctoral candidate, both in oral and in written form. Regular reports by the doctoral candidate to the Supervisor shall provide insight into his or her progress. Regular consultation and supervisory meetings shall be held based on the predefined type and scope of the study units to be completed by the doctoral candidate and, allowing for special requirements of the specific disciplines. Said meetings shall generally be scheduled once a month during the lecture period. If needed, additional appointments may be

Appendix 5: Sample of the written supervision agreement according to section 6, paragraph 3

convened on short notice. In compliance with section 13, paragraph 1, at least one supervisory meeting per year is to be recorded in writing by the doctoral candidate. The Representative is to be immediately informed should it be necessary due to any important reasons to modify the composition of the supervisory team. Should this be the case, the Representative shall then take the appropriate steps.

5. The period of time set to complete the dissertation is the predefined standard study period as stipulated within the relevant rules and regulations for doctoral studies. In accordance with section 5, paragraph 2 the doctoral candidate shall aim to submit his or her dissertation within the predefined standard study period. The work plan and time schedule provided in the appendix shall apply as amended on [date] or otherwise schedules agreed upon at a later date and attached. These schedules must be approved by the supervisory team. The doctoral candidate shall be obliged to immediately inform the supervisory team in the event of any changes to the work plan and schedule.

6. Before accepting any paid or unpaid part-time employment, the doctoral candidate shall be required to obtain the prior consent of the supervisory team and the approval of the Representative in advance. Permission for part-time employment may be refused if there is reasonable concern that this activity would prevent the doctoral candidate from properly fulfilling the duties and obligations of the doctoral program to the extent required. In particular, permission shall be refused if it is assumed that the demands of the part-time employment made on the doctoral candidate's work and performance are such that they will make it difficult for the doctoral candidate to achieve the objectives of the doctoral studies program.

7. The doctoral candidate's choice of residence may have no adverse impact on the doctoral candidate's ability to fulfill the duties and obligations under the doctoral studies program.

8. The doctoral candidate and the members of the supervisory team shall be obliged to abide by the rules of good practice in compliance with the articles on ensuring good academic practice (statute for Safeguarding Good Scientific Practice - "Satzung zur Sicherung guter wissenschaftlicher Praxis") of Freie Universität Berlin dated December 3, 2020 (FU Memoranda No. 42/2020). This code stipulates that the doctoral candidates shall consult their supervisory team or Program Ombudsperson in cases of doubt. For the members of the supervisory team this expressly includes the duty to observe and to make the doctoral candidate aware of and list any copyright provisions applicable to texts or findings.

9. All persons involved shall review and, if necessary, modify the supervision agreement and its appendices on an annual basis. In the event an extension is needed to complete the dissertation project beyond the end of the standard study period, a new supervision agreement may, if necessary, be presented to the Representative for approval. All persons involved declare their consent to allow release of general information about the dissertation project for the purposes of statistical survey and evaluation by the Graduate School. Should the doctoral studies be interrupted, all of the persons involved are required to submit reasons in writing to the Representative.

Date and signatures:

_____	(Doctoral candidate)
_____	(Supervisor as defined in the relevant rules and regulations for doctoral studies)
_____	(Supervisor – and other members of the supervisory team – or Mentors)
_____	(Representative of the Doctoral Studies Program)