**SUPERVISION AGREEMENT**

**Target Agreement Concerning the Doctorate**

The following agreement between

      Doctoral Candidate,

      Primary Supervisor and

      Secondary Supervisor[[1]](#footnote-1) and

      Further Supervisor (if applicable[[2]](#footnote-2))

has been made with the goal of ensuring a doctorate under the best possible conditions and assistance at GRADE – Goethe Research Academy for Early Career Researchers. The agreement is based on the valid versions of the doctoral regulations for the Faculties of the Goethe University.

1. The Doctoral Candidate will prepare a thesis with the preliminary working title

1. The Doctoral Candidate will be advised by a supervisory team consisting of the above specified primary and secondary supervisors (identical to the specifications in the application form).
2. The doctoral studies will be completed on a       % basis[[3]](#footnote-3).

Reason for less than 100% basis (only if applicable):

The completion of the doctoral studies is intended in the following time frame:

From       until       (= anticipated date for delivery of the thesis)

The Doctoral Candidate as well as the supervisory team commit themselves to organize and execute the work in such a manner that the completion of the doctoral studies can occur within the time frame agreed upon. An extension of the completion date can be granted in justified cases.

1. The Doctoral Candidate and the Primary Supervisor commit themselves to open and cooperative collaboration for the successful realization of the doctoral studies. It is agreed upon to discuss the work status and next steps on a regular basis. The Doctoral Candidate commits him/herself to the adherence of these dis­cussions as well as to an adequate preparation of material for discussion. The Primary Supervisor commits him/herself to take time for discussion of the work and render all available help for the success of the doctoral studies. The Primary Supervisor supports the introduction of the Doctoral Candidate into the academic community.
2. The description of the intended project included in the appendix applies to the doctoral studies. In addition, a work schedule and time plan for the first year compiled with the supervisory team is included as well.
3. The yearly Training Schedule is a component of this Supervision Agreement. It is prepared in advance for the duration of one year. GRADE recommends at least 7 workshop days per year (min. 4 in transferable skills), which can be individually compiled from the GRADE Training Programme as well as the Doctoral Candidate’s appropriate structured programme or graduate centre. Further specific requirements can be set by the candidates structured programme or centre.
4. The Doctoral Candidate and the supervisory team commit themselves to adhere to the Rules of Good Scientific Practice. To that end, the doctoral candidate is obliged to complete the e-learning tool “Good Academic Practice during Doctoral Studies” (<http://www.goethe-university-frankfurt.de/54293778/Portal_GSP>) within a year after her/his admission to GRADE.

Should the Doctoral Candidate find him/herself in a case of doubt, consultation with the Primary Supervisor or other persons of confidence is to be sought. For the Primary Supervisor this means expressly the obligation to respect and designate the authorship of the Doctoral Candidate for texts or findings.

1. The Doctoral Candidate should meet the supervisory team no later than 6 months after the start of the doctoral studies[[4]](#footnote-4). A protocol of this meeting has to be prepared, summarizing the current status, work schedule, time plan, and possible complications in the work progress. Thereafter, protocols of supervisory meetings are due every 12 months. These protocols have to be signed by the Doctoral Candidate and the supervisors and will be archived by GRADE. For a template see:

<http://www.goethe-university-frankfurt.de/54296272/GRADE-Meeting-Protocol.docx>

In between, the Doctoral Candidate should meet the supervisory team at least every 6 months[[5]](#footnote-5).

1. The Doctoral Candidate commits him/herself to inform the supervisory team in case of relevant deviations from the work schedule.
2. The Doctoral Candidate and the supervisor(s) will agree upon the financial framework and the workspace during the dissertation phase.
3. A discussion of the Doctoral Candidate’s career perspectives within and beyond the university should be part of the meetings between candidate and supervisory team. GRADE offers for career support should be considered.
4. Disregard of the obligations mentioned between the parties must be discussed immediately in order to re-establish the fulfilment of the agreement. In conflict situations parties are to consult the Ombudsperson of the Goethe Research Academy for Early Career Researchers.
5. It is expected that the results of the research will be communicated to the scientific community according to the conventions of the respective subject.
6. The thesis should be delivered in the following language[[6]](#footnote-6): \_\_\_
7. The supervisory team commits itself to take care of the submission of the reviews of the dissertation in a timely fashion. In consultation with the relevant PhD committee, the time frame between the completion of the dissertation and the defence shall not exceed six months.

Date and signature:

|  |  |
| --- | --- |
|  | Doctoral Candidate |
|  | Primary Supervisor |
|  | Secondary Supervisor |
|  | Further Supervisor |
|  | GRADE Representative |

The following documents need to be attached:

* Exposé of the doctoral project
* Work schedule and time plan
* Training schedule

1. The Secondary Supervisor is not necessarily identical to the second reviewer of the PhD thesis. The Secondary and Further Supervisors have to be appointed not later than a year after the conclusion of this agreement or after admission to the faculty, depending on which date is the earlier one. [↑](#footnote-ref-1)
2. If the official supervisor according to the „Annahme am Fachbereich“ (acceptance by the faculty) is not identical with the Primary or Secondary Supervisor he/she should be listed as a Further Supervisor. [↑](#footnote-ref-2)
3. A doctorate should only be pursued part-time for good reason (e.g. childcare, caring for dependents, earning a living). [↑](#footnote-ref-3)
4. In case the further supervisor is not part of the direct supervisory team, at least two meetings during the time for dissertation agreed upon should include the further supervisor. For purposes of a meeting with the whole supervisory team video conference techniques can be applied. [↑](#footnote-ref-4)
5. In the case that it is impossible to meet the whole supervisory team every 6 months, the Doctoral Candidate will inform the Secondary and Further Supervisors every 6 months about the results of a meeting with the Primary Supervisor. [↑](#footnote-ref-5)
6. The final decision is made by the PhD admissions committee. [↑](#footnote-ref-6)