

## Supervision Agreement<sup>1</sup> for the Completion of a Doctoral Degree

Parties

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Surname, First Name (**Doctoral Candidate**)

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Date and Place of Birth

Email

Telephone

and

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Surname, First Name (**Supervisor** per § 5 FPromO)

Title

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Medical Department/Institute/Department

Co-supervision, if applicable:

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Surname, First Name (e.g., Senior Physician/Assistant)

Title

Topic or working title of the prospective research project:

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If the supervisor leaves FAU, supervision will be continued by:

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Surname, First Name (Supervisor Replacement)

Title

The research project is to lead to the award of the degree of:

Dr. med.

Dr. med. dent.

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<sup>1</sup> This supervision agreement does not confer any legal entitlement to a doctorate, but regulates the rights and obligations of the doctoral candidate and the supervisor. It also does not imply or guarantee admission to doctoral studies.

## 1. Time and Work Schedule

A time and work schedule structured according to the content of the research project **must** be included with this supervision agreement. In the case of structured doctoral degrees leading to the titles Dr. med. or Dr. med. dent. in Life@FAU, the time period for the research project is at least 8 consecutive months.

## 2. The Doctoral Candidate Agrees To:

- comply with the regulations for safeguarding good scientific practice and dealing with scientific misconduct of FAU and the German Research Foundation (DFG) and observe them during the doctoral degree,
- adhere to the time and work schedule included with this agreement,
- familiarize themselves with and observe data protection regulations according to the requirements of the General Data Protection Regulation (GDPR), the Federal Data Protection Act (BDSG) and the data protection regulations of the University Hospital (Universitätsklinikum Erlangen) and FAU ([www.uk-erlangen.de/datenschutz](http://www.uk-erlangen.de/datenschutz) and [www.fau.de/datenschutz](http://www.fau.de/datenschutz)),
- observe the safety instructions of the organizational unit (Department of Medicine/Institute) where the supervision is taking place, (e.g., for hazardous materials, radio isotopes, sources of radiation, genetic engineering as well as for handling infectious material),
- keep a laboratory book for experiments and calculations that keeps a record of all measurement data and measurement setups, the same applies to the evaluation of clinical data,
- allow the supervisor, and the head of the laboratory if necessary, to inspect the data compiled at any time. The laboratory book must remain in the institution and be stored for at least 10 years in accordance with employment law, the same applies to evaluations of clinical data and the documentation of conducted analyses.
- present the results of their research,
- inform their supervisor in good time of longer periods of absence from their study location (e.g., periods of study abroad), changes of address, or if they complete their degree,
- participate in the accompanying qualification program according to the specifications of the relevant program if they are taking part in a structured doctoral degree program.

### **3. The Supervisor Agrees To:**

- comply with the regulations for safeguarding good scientific practice and dealing with scientific misconduct of FAU and the German Research Foundation (DFG) and observe them during the doctoral degree; the approval of the Ethics council and approval for animal testing must be gained before work commences,
- provide advice and support to the doctoral candidate at regular intervals,
- enable the time and work schedule of this agreement to be met,
- enable the work to progress quickly and to set up a work space for this purpose with the equipment necessary in agreement with the head of the institute or medical department,
- inform the doctoral candidate in good time of any long periods of absence from their place of employment or if they change employers and to make arrangements for continued supervision,
- support the doctoral candidate with balancing family life and academic research,
- enable the candidate to participate in the accompanying qualification program in the case of structured doctoral degrees.

### **4. Conflicts in the Supervision Relationship and Termination of the Supervision Agreement**

The following steps must be taken if disputes occur during the course of the research project/thesis regarding the content and/or the implementation of this supervision agreement:

- All parties will strive to solve the dispute during a face-to-face meeting at the very least and with a written amendment of this agreement if necessary.
- If an agreement is not reached, both parties can contact the mediator at the Faculty of Medicine.

The supervision agreement terminates automatically upon completion of the doctoral procedure. It can also be terminated at any time by mutual agreement from the doctoral candidate and supervisor in writing.

## 5. Participation in a Structured Doctoral Program

- not applicable  
 applicable

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Name of the Structured Doctoral Program

## 6. Signatures

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(Place, Date)

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(Signature Doctoral Candidate)

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(Place, Date)

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(Signature Supervisor)

### Acknowledged:

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(Place, Date)

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(Signature Head of Institution)

Please sign **three** copies of the Agreement (one each for the doctoral candidate, the supervisor, and the Office of Doctoral Affairs).

**N.B.: All three of these signatures are required.** This also applies if Supervisor and Head of Institution are the same person.

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### Appendix: Time and Work Schedule for the research project

## **Appendix: Time and Work Schedule**

This template is designed to assist doctoral candidates and their supervisors in outlining the key milestones and timelines associated with a candidate's project.

The provided schedule template serves as a guideline to help facilitate effective planning and tracking of progress throughout the degree project. It is important to note that this template is merely a suggestion; doctoral candidates and supervisors are encouraged to adapt it or utilize their own formats as best suited to their specific needs and preferences.

