

This translation is only for general information and must not be used in connection with any legal proceedings. Only the original German version is legally binding.

Supervision Agreement

The TU Ilmenau is devoted to providing high quality standards in academic skills and qualification. According to the Doctoral Degree Regulations of the TU Ilmenau, the doctoral degree serves the proof of the qualification for in-depth independent scientific work and is completed by supervision of one or more professors. This supervision is based on a relationship of trust between the supervisor and the doctoral student and requires the effort from both sides to secure a successful conclusion of the project. To ensure high supervision quality

(doctoral student) and

(academic supervisor and, if necessary, other supervisors)

conclude the following supervision agreement. The agreement governs, in particular, the rights and obligations of the persons involved in the intended qualification project.

§1 Working topic of the doctoral thesis

Beginning with _____ the doctoral student works on the doctoral thesis on

The topic was previously agreed on with the supervisor.

§2 Work schedule

The doctoral student and the academic supervisor agree on a work and time schedule for the doctoral project considering time and financial capacities of all parties as well as possible additional tasks beyond the doctoral project (teaching, contracted work etc.). The plans should initially be drawn up for min. three and max. five years. The doctoral project has to be designed accordingly.

§3 Rights and obligations of the doctoral student

The doctoral student commits him-/herself to

- design and work on the doctoral project in such a way that the graduation target is achieved in accordance with the rules of good scientific practice and subject-specific standards within the period scheduled,
- report on the work progress in writing or orally at least once every six months,
- report on the compliance with the work and time schedule once a year.

The doctoral student is entitled to

- have a work place in an office if required,
- use the infrastructure necessary from the TU Ilmenau or the group for the doctoral project and to be professionally briefed on the use,
- make use of appropriate offers supporting the academic qualification (conferences and workshops, regular research seminars, training opportunities).

§4 Rights and obligations of the academic supervisor

The academic supervisor commits him-/herself to

- design and align the topic and purpose of the doctoral project in such a way that it can be completed in the envisaged time,
- supervise the progress of the doctoral project and to offer advice on time and work schedule,
- provide feedback on the concepts of the research project and the progress of the doctoral thesis at least once every six months,
- inform the doctoral student in a timely manner about changes in the group which refer to the doctoral project,
- support, whenever possible, content-related, organizationally and financially the participation of the doctoral student in events supportive for the graduation project (meetings, seminars, conferences, workshops) and the scientific publication of results of the doctoral thesis.

§5 Workplace and und membership

The doctoral student is a member of the supervising department and, therefore, commits him-/herself to working in accordance of the standards of this department. He/She is simultaneously entitled to enjoy all benefits and advantages based on this department membership.

§6 Compliance of the rules of good scientific practice

The doctoral student and the academic supervisor commit themselves to the compliance with the rules of good scientific practice as approved by the TU Ilmenau and by the standards of the DFG (German Research Foundation). Furthermore, they respect and observe the guidelines on the management of research data.

§7 Conflict management

In case of conflicts between the doctoral student and the academic supervisor, the person concerned can refer to the ombudsman of the TU Ilmenau or the members of the Commission for the Investigation of Allegations of Scientific Misconduct at any time. Furthermore, the individual parties can contact the interest groups of the respective academic levels. In addition, the representatives of the doctoral students are at all doctoral students' disposal.

§8 Further consulting and support offers

The TU Ilmenau supports the consistency of family and career and offers a range of family-friendly measures. These and further measures are listed in Annex 1 and have been taken notice of by all parties.

§9 Cancellation

A mutually agreed cancellation of the agreement is possible at any time, but the Department Council must be informed.

Ilmenau,

Signature of the Doctoral Student

Signature of the Academic Supervisor

Annex: Further information

The TU Ilmenau is committed to internationalization and therefore offers all information and advisory and support services in German and English wherever possible.

The TU Ilmenau continues to support the compatibility of family and doctoral studies and offers a range of family-friendly measures for this purpose. Concrete support can be obtained not only from the department but also from the Division of Equality, Diversity and Health.

Furthermore, the Graduate Center of the TU Ilmenau offers doctoral and career counseling, which supports both in the process of designing the doctoral project and in case of problems during the doctorate, as well as offering advice on the further career.

For questions concerning equal opportunities, the Equality Council of the TU Ilmenau is available as a contact. For health and psychological support, the corresponding offers of the TU Ilmenau can be used.

The same applies to university sports and offers for people with chronic illness and disabilities.

For doctoral students, the offers of the Studierendenwerk are available independently of this, and for staff of the TU Ilmenau, the offers of the TU Ilmenau for its employees are available. All of the aforementioned services are available to doctoral students as needed.

- Instructions for doctoral students
<https://www.tu-ilmenau.de/en/research/scientific-career/doctorate>
<https://www.tu-ilmenau.de/en/research/scientific-career/graduate-center/doctoral-students>
- [Rules of good scientific practice](#)
- Recommendations of the DFG (German Research Foundation)
[Guidelines for Safeguarding Good Research Practice](#)
- [Guidelines of the TU Ilmenau for handling research data](#)
- Organization representing employees
<https://www.tu-ilmenau.de/en/university/profile/structure-and-contact-persons/staff-council>
- Doctoral Student Council
<https://www.tu-ilmenau.de/en/university/profile/structure-and-contact-persons/doctoral-student-council>
- Division of Equality, Diversity and Health
<https://www.tu-ilmenau.de/en/university/quicklinks/referat-gdg>
- Graduate Center of TU Ilmenau
<https://www.tu-ilmenau.de/en/research/scientific-career/graduate-center>