

**Supervision agreement according to the Doctoral Degree Regulations of
the Faculty of Mathematics, Informatics and Natural Sciences dated 2 May
2018 as amended**

Attachment to the application for admission to doctoral procedures at the MIN Faculty

This supervision agreement is concluded between the doctoral candidate and the supervisors of the doctoral project. It serves to ensure a high quality of scientific education and to guarantee the best possible supervision and support of the doctoral candidate. It also defines the rights and obligations of the involved parties. It takes into account the recommendations of the German Research Foundation (Deutsche Forschungsgemeinschaft, DFG), the German Council of Science and Humanities (Wissenschaftsrat) and the German Rectors' Conference (Hochschulrektorenkonferenz, HRK) for the preparation of supervision agreements.

Surname, first name of doctoral candidate:

Surname, first name of supervisor:

Surname, first name of co-supervisor (if applicable):

Surname, first name of additional co-supervisor (if applicable):

Surname, first name of chair of supervision panel (if applicable):

Preliminary title of dissertation / Working title of dissertation:

The doctoral candidate commits him/herself

- ✓ to carry out the scientific work on the dissertation independently.
- ✓ to document the research process and the results at all times.
- ✓ to comply with the regulations on good scientific practice according to the [“Bylaws for Safeguarding Good Scientific Practice and Avoiding Scientific Misconduct at Universität Hamburg”](#) as amended¹.
- ✓ to enroll as a doctoral student at Universität Hamburg no later than the specified time indicated in the admission letter and to maintain this status until completion of the doctorate.
- ✓ to take note of and take into account the current affidavit, which must be signed when submitting the dissertation.
- ✓ to inform the supervisors at regular intervals about the progress of the dissertation (e.g. by submitting time schedules, work plans and progress reports), to obtain their feedback on the progress of the dissertation and to make necessary arrangements with them. Mandatory supervision meetings must be held at least once a year².
- ✓ to actively and regularly participate in the doctoral seminars/meetings of the working group and present her or his work at least once a year.
- ✓ to discuss and agree with the supervisors upon regulations, if applicable, e.g. regarding authorship of joint articles, working time on the dissertation and handling of data for the dissertation.
- ✓ to write the dissertation and to hold the oral defense in German or English³.

¹ Participation in a respective course in the early phase of your doctorate is recommended. You can find suitable course offerings [here](#).

² The MIN Faculty (Office of the Dean) and the MIN Faculty Doctoral Committee recommend a six-month rhythm for conducting the supervision discussions. See also: [Note on conducting the support and career development discussions](#).

³ Writing the dissertation and conducting the oral defense in another scientific language is only possible upon application of the doctoral candidate to the responsible subject doctoral committee (see Section 8 subsection 2 and Section 12 subsection 1 of the Doctoral Degree Regulations MIN Faculty (2018) as amended; the Doctoral Degree Regulations MIN Faculty (2018) and its amendment(s) can be found [here](#))



The supervisors commit themselves

- ✓ to comply with the regulations on good scientific practice according to the “[Bylaws for Safeguarding Good Scientific Practice and Avoiding Scientific Misconduct at Universität Hamburg](#)” as amended. In particular, they should take note of the obligations for supervisors defined in Section 2 subsections 2 and 3⁴.
- ✓ to discuss and agree with the doctoral candidate upon regulations, if applicable, e.g. regarding authorship of joint articles, working time on the dissertation and handling of data for the dissertation.
- ✓ to check the planned progress of the dissertation at regular intervals and to provide timely feedback.
- ✓ Supervision meetings must take place at least once a year, during which it is also recommended to discuss the doctoral candidate’s career plans⁵.
- ✓ to offer the doctoral candidate the opportunity to gain scientific qualifications and to actively support and promote the acquisition of scientific skills. This particularly includes supporting participation in topic-related events (conferences, meetings, workshops, etc.) and active involvement into the scientific community.
- ✓ to enable an exemption quota of one third of the respective working time, provided that this does not conflict with the funding provider's requirements or decisions and the doctorate is carried out in the context of a significant overlap with project work.

⁴ The MIN Faculty and the Hamburg Research Academy offer further training on good supervision and good scientific practice, which can be attended free of charge and regularly. You can find offers by the MIN Graduate Center (MINGZ) [here](#).

⁵ The MIN Faculty (Office of the Dean) and the MIN Faculty Doctoral Committee recommend a six-month rhythm for conducting the supervision discussions. See also: [Note on conducting the support and career development discussion](#)



The responsible subject doctoral committee points out that according to Section 5 subsection 5 of the Doctoral Degree Regulations MIN Faculty (2018), the dissertation should generally be completed within three years.

Additional agreements:

--

Place	Date	Signature of doctoral candidate

Supervisor

--

Date

Signature of supervisor

Co-supervisor

(if applicable)

--

Date

Signature of co-supervisor

Additional co-supervisor

(if applicable)

--

Date

Signature of co-supervisor

Chair of supervision panel (if applicable)

--

Date

Signature of chair of supervision panel

Notes on supervision and responsibilities in supervision

General information on the supervision of doctoral projects

Supervision by more than one person can enrich the doctoral project professionally and methodically and contribute to quality assurance. According to DFG⁶ recommendations, multiple supervisors are a suitable means of ensuring optimal supervision at all times - even in difficult and conflictual situations or when one supervisor is unavailable. Therefore, the MIN Faculty (Office of the Dean) and the MIN Faculty Doctoral Committee recommend that doctoral projects are supervised by two scientifically qualified academics (supervisor and co-supervisor) or a supervision panel comprised of a supervisor and a chair.

Supervisors and co-supervisors

Supervision (*supervisor*) and co-supervision (*co-supervisor*) **are not subject to any hierarchy** according to the Doctoral Degree Regulations MIN Faculty (2018) as amended; the “*co-supervisor*” has the same duties and rights as the “*supervisor*”. In both roles the appointed persons must perform their supervision duties properly (see Section 5 subsections 1 and 2, Section 7 subsections 1, 2, 3 and 4).

Chair of the supervision panel

If a supervision panel is appointed, the chair, takes on a coordinating role. He/she can/should be the first mediating authority in the event of possible conflicts between doctoral candidates and (co)-supervisors and can/should be a neutral person of trust for the doctoral candidate. The chair ensures that questions regarding the status of the research work, the planned next steps and how to deal with any problems that arise in the doctoral process are discussed during the supervision meetings. He/she further ensures that questions regarding content and form of the dissertation are clarified.

Note on conducting the support and career development discussions

The MIN Faculty (Office of the Dean) and the MIN Faculty Doctoral Committee expressly recommend that supervisory discussions take place at least every six months with the participation of the supervisor and if necessary the chair of the supervision panel. Perspectives on career development should also be addressed as part of the support discussions. In order to design and document these conversations effectively, it is recommended to use the MIN Faculty's [Individual Development Plan \(IDP\)](#) or comparable tools e.g. from structured graduate schools. On the one hand the IDP supports doctoral candidates in taking their individual professional development into their own hands. On the other hand, it offers supervisors a clear communication aid. If necessary, supervisors can also refer doctoral candidates to further [career advice options](#) from the human resources department.

⁶ [DFG Prinzipien wirksamer Karriereunterstützung in der Wissenschaft \(03/21\)](#); Chapter 4. Betreuung
Last updated: 29.02.2024



Notes on regulations in cases of conflict and on the termination of the supervision relationship

The MIN Faculty (e.g. the Office of the Dean, the relevant subject doctoral committees) supports doctoral candidates and supervisors and can be involved if necessary. Doctoral candidates and supervisors can contact the doctoral administration offices of the departments or the consultation office of the MIN Faculty for doctoral support beratung.min@uni-hamburg.de at any time, confidential and without obligations.

Additionally, [the Universität Hamburg's conflict counseling service](#) can be made use of.

The Universität Hamburg [Ombuds Office](#) is available to doctoral candidates and supervisors for advice and mediation in questions and cases of conflict in connection with good scientific practice. They work independently and are not bound by instructions. They see themselves as impartial arbitrators.

Both supervisors and doctoral candidates can terminate the supervision relationship (using [this form](#)) if there are substantial reasons for doing so. The chair of the relevant subject doctoral committee must be notified and informed about the reasons.