

Memorandum of Agreement for the Supervision of Doctoral Candidates – Supervision Agreement –

Version: 02.03.2023

– Parties concerned –

The Supervision Agreement is concluded between

Doctoral candidate: _____

Primary supervisor: _____

Faculty: _____

Co-supervisor^{1,2}:

Title and Name: _____

TUD external: _____

Additional members of the supervisory team, if applicable:

Title and Name: _____

TUD external: _____

Title and Name: _____

TUD external: _____

¹ Professor or researcher with qualifications equivalent to a habilitation at the TU Dresden.

² In case of doctorate at the Faculty of Computer Science: Subject Expert.

– Dissertation project –

The dissertation project shall be carried out

at the Faculty: _____

in the subject area of: _____

as an individual doctorate

within the following structured Ph.D.
program

within a doctoral course of studies at the
Faculty: _____

Desired degree³

Dr.

Ph.D.

³ Possible doctoral degrees according to the doctorate regulations of the Faculty

Cooperation

not applicable

in cooperation with a university of applied sciences (FH): _____

in cooperation with: _____

Subject of the dissertation (working title):

The dissertation is planned to be (in compliance with the doctorate regulations):

a monograph

a cumulative dissertation

– Time and working plan –

planned timeframe for the dissertation project:

start: _____ anticipated end: _____ duration: _____ (in years)

A provisional **working plan**⁴ with time-defined milestones will be drawn up for the dissertation project. This working plan is an appendix to this agreement (see page no 5 to 6 as an example)

⁴ Note: It can be helpful to agree in advance on mutual expectations regarding the working hours and periods of presence. Of course, the agreed times as well as the working plan can be adjusted according to the needs of the concerned parties at any time.

– Dissertation project –

The status and progress of the dissertation project will be discussed at least **once a year** at a joint meeting of the supervisory team and the doctoral candidate. In addition, a meeting with the following supervisors will take place at least **every six months**.

Primary supervisor

Co-supervisor

3rd supervisor

4th supervisor

The basis of discussion will be:

a written report (in advance)

an (oral) presentation

other _____

The results of the discussion shall be recorded in a short report.

yes

no

Additional supervision aspects, if applicable:

– Accompanying qualifications –

The doctoral candidate shall be supported by the supervisor(s) to obtain further qualifications with reference to his/her future career. This relates to the participation in **specialist** and **cross-disciplinary training** within a reasonable timeframe as well as to the **encouragement of the candidate's scientific achievements** in an appropriate form.

The aims are*

- participation in selected trainings offered by the Graduate Academy
 - participation in other offers for training
 - participation in conferences, meetings, symposia
 - participation in summer/winter schools
 - short-term research stay (national and/or international)
 - participation in doctoral lectures/seminars
 - contribution to teaching
 - scientific publications
 - other
-

* Details can be put in the working plan.

– Working conditions of the doctoral candidate –

The doctoral candidate will be provided by the:

Primary supervisor

Co-supervisor

3rd supervisor

4th supervisor

at the institute/institution:

with the following resources, according to the available means:

workplace

access to laboratory rooms

PC

access to a reference library

internet access

telephone

Additional resources in (other) institutions, if applicable:

– Compliance with good scientific practice and behaviour in the event of conflict –

1. All parties are obliged to follow the **Statutes for Ensuring Good Scientific Practice, Avoiding Scientific Misconduct, and Handling Violations at the Technische Universität Dresden** and to comply with the provisions under copyright law for texts and/or findings.
2. In the event of conflict between the doctoral candidate and the supervisor(s), those affected can contact the elected confidants of the Faculties or the Graduate Academy. The responsibility of other committees of the TU Dresden as well as the independent ombudsperson appointed by the Rectorate for questions of good scientific practice and in the event of scientific misconduct remains unaffected.

– Agreements regarding the reconciliation of family life and work –

If applicable, the following agreements are made and can be adjusted, if required:

– Contact details doctoral candidate –

Please provide contact details in case there should be further inquiry:

phone: _____

email: _____

– Signatures –

_____ , _____ , _____ , _____

signature doctoral candidate⁵

stamp/signature primary supervisor⁶

_____ , _____ , _____ , _____

stamp/signature co-supervisor⁶

stamp/signature 3rd supervisor⁷

⁵ Signature of the doctoral candidate is obligatory.

⁶ Signature and stamp are obligatory.

⁷ Signature of further supervisor is voluntary. However, only a signature with stamp is valid.

Memorandum of Agreement for the Supervision of Doctoral Candidates – Working plan –

– Planned content and time schedule of the dissertation project –

Planned working steps/milestones:

Time frame:

– Presentation of the dissertation project in a colloquium/seminar –

– Specialist and cross-disciplinary training –

**Vereinbarung zur Betreuung von Promovierenden
– Arbeitsplan –**

– Scientific events –

– Short-research stays –

– Participation in doctoral lectures/seminars –

– Contributions to teaching –
