

## Supervision agreement for doctoral studies at the University of the Bundeswehr Munich

### 1. Preamble

#### Objective and purpose of the supervision agreement

This supervision agreement is based on the relevant recommendations by the Deutsche Forschungsgemeinschaft (German Research Foundation) (DFG form 1.90 – 08/22).

*“A supervision agreement serves to ensure that the relationship between a PhD/doctoral candidate and their supervisor is transparent in terms of its substance and duration. Planning and execution of the doctoral project should be shaped by structured cooperation between supervisors and PhD/doctoral candidates in such a way that the project can be completed to a high standard within a reasonable period of time” (DFG form 1.90 – 08/22, 1f).*

This supervision agreement does not affect or supersede any provisions of the Doctoral Degree Regulations of the University of the Bundeswehr Munich as amended.

By mutual consent of the supervisors and the PhD/doctoral candidate, this agreement may be amended and adapted in writing at any time in order to reflect developments in the scientific issues addressed in the dissertation as well as in individual qualification elements and timeframes/ milestones.

Cooperation between supervisors and PhD/doctoral candidates is guided by the [Equal Opportunities and Diversity Policy of the University of the Bundeswehr Munich](#). The supervision agreement must be filled in completely.

### 2. Participants

#### PhD/Doctoral candidate

First name, last name: \_\_\_\_\_

Address: \_\_\_\_\_

Email address / telephone: \_\_\_\_\_

#### Supervising professor

Title, first name, last name: \_\_\_\_\_

Professorial chair: \_\_\_\_\_

Department: \_\_\_\_\_

University, incl. address: \_\_\_\_\_

Email address / telephone: \_\_\_\_\_

#### Supervising professor

Title, first name, last name: \_\_\_\_\_

Professorial chair: \_\_\_\_\_

Department: \_\_\_\_\_

University, incl. address: \_\_\_\_\_

Email address / telephone: \_\_\_\_\_

### 3. Topic and title of the doctoral project

Topic of dissertation (working title, as appropriate)

Note: Any changes to the topic should be documented in an amendment to the supervision agreement (supplement).

### 4. Time and work schedule for the dissertation

An agreed outline of the planned project, including a schedule, milestones, and details on planned publications, is attached to the supervision agreement.

### 5. Tasks and responsibilities of the PhD/doctoral candidate

The PhD/doctoral candidate will apply to be included in the list of PhD/doctoral candidates at the \_\_\_\_\_ department within 6 months.

e. g. recurring reporting obligations (achievement records, university continuing education programs, etc.), regular reports on interim results

The PhD/doctoral candidate undertakes to inform their supervisor as soon as possible of any circumstances that may cause delays or a premature termination of the doctoral degree project.

## 6. Tasks and responsibilities of the supervisor

regular academic counselling, support of early academic independence (e. g. supporting the candidate in attending conferences), career development/mentoring, quality assurance (regular progress control etc.)

Note: The commitment to supervise the PhD/doctoral candidate until they complete or abandon their dissertation is made irrespective of the duration of funding.

## 7. Involvement in a research group, research center/institute, research association or PhD research group, graduate school or similar, as applicable

## 8. Career support

planning of individual follow-on training, education and qualification measures, e. g. as part of the ProfiForschung+ program or programs offered by the departments

## 9. Resources

Research associates at the University of the Bundeswehr Munich who are pursuing a doctorate will be provided with workspace, including basic equipment, and will be granted access to laboratories, workshops, etc. as necessary. They will also be given user access to the university library and necessary systems.

*Necessary:* Specify the resources you will definitely require for your project.

*Optional:* List additional resources you would like but do not necessarily require.

External PhD/doctoral candidates will be granted access to/offered a licensing agreement for the following systems and resources of the University of the Bundeswehr Munich.

## 10. Dedicated measures and arrangements to improve the compatibility of family life and academic work

The University of the Bundeswehr Munich is a signatory to the “Family at the University” charter in support of family-friendly academia. We offer dedicated support in balancing the needs of family life and academic work/doctoral studies. Specific support measures will be agreed on an individual basis.

Support measures, if applicable

The [Family Service Office](#) offers support and advice whenever necessary. The compatibility of academic work and family life will be taken into account in scheduling the doctoral project.

## 11. Compliance with the principles of good scientific practice

The supervisor will familiarize the PhD/doctoral candidate with the principles of safeguarding good scientific practice at the University of the Bundeswehr Munich and will highlight the University’s regulation to ensure good scientific practice and for dealing with academic misconduct at the University of the Bundeswehr Munich (OSiGWIP). Both supervisors and PhD/doctoral candidates

undertake to observe and comply with these. It is recommended that you complete [the eLearning course „Good Research Practice during Doctoral Studies“](#) provided free of charge by UniBw M.

### **12. Special aspects affecting doctoral studies in the context of third-party funded projects**

If a dissertation is written as part of a third-party funded project, the content of the dissertation and of the third-party funded project may overlap. In such cases, applicable non-disclosure agreements as well as intellectual property rights (filed for or already granted) may apply. The content and results of the dissertation must be clearly defined and differentiated from those of the project. This differentiation and definition must be documented (e. g. in interim reports, final reports, project descriptions, task descriptions, data management, retention period, etc.) and attached to the supervision agreement.

### **13. Dispute settlement**

In the event of a dispute, the parties may turn to an academic integrity advisor in their department and/or to the research ombudsperson of the University of the Bundeswehr Munich. For further information, refer to the regulation to ensure good scientific practice and for dealing with academic misconduct (OSiGWIP) or the web portal for [Quality Management in Research](#).

### **14. Conflicting provisions**

The supervision agreement will not affect any existing employment contract as a research assistant. Should the provisions of the employment contract conflict with those of this supervision agreement, the former will prevail.

### **15. End of the supervision agreement**

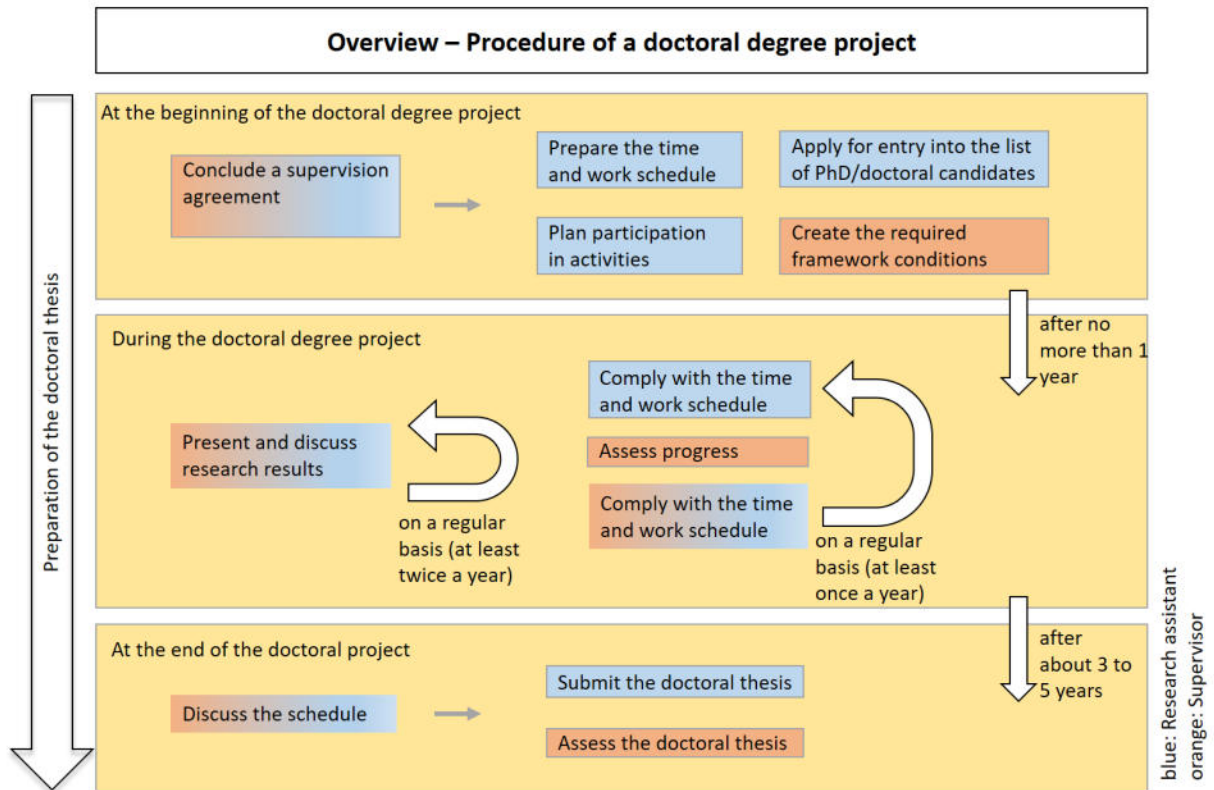
The supervision agreement ends upon completion of the doctoral project or removal from the list of PhD/doctoral candidates. The supervision agreement can be terminated in writing by the PhD/doctoral candidate or by the supervisor if the PhD/doctoral candidate has violated their duties as specified in point 11 (Compliance with the principles of good scientific practice).

If the supervision agreement is terminated, the supervisor will inform both the Dean's Office and the Examination Office.

#### **Signatures**

	PhD/doctoral candidate	Supervisor University	Supervisor University of Applied Science
Place			
Date			
Signature			

**Annex 1: Procedure for a doctoral degree project**



## **Annex 2: Time and work schedule for the dissertation**

Provide a structured outline of the approximate time and work schedule, specify its further development or updates, provide information about planned publications, if applicable