

## SUPERVISION AGREEMENT

### Between PhD student and supervisors

PhD student and supervisors sign this supervision agreement in order to ensure the best possible scientific training and support of the PhD student. In addition, this supervision agreement specifies rights and duties of the persons involved. At the PIER Helmholtz Graduate School (PHGS) every PhD student is supported by a team of supervisors. The team consists of a primary supervisor and at least one secondary supervisor.<sup>1</sup>

**The agreement is signed between:**

**PhD student:** \_\_\_\_\_

Is registered for doctoral studies at the department of: \_\_\_\_\_

Working title of the doctoral thesis: \_\_\_\_\_

**Supervisor/department or institution:** \_\_\_\_\_

**Co-supervisor/department or institution:** \_\_\_\_\_

**If applicable**

**2<sup>nd</sup> Co-supervisor/department or institution:** \_\_\_\_\_

**The PhD student commits himself/herself to:**

1. design and establish the doctoral project in a way that the doctoral degree can normally be accomplished within three years;
2. inform the primary supervisor in case of major changes to the work schedule;
3. deliver the thesis and present the oral defense (viva voce) either in German or English;
4. arrange a comprehensive meeting with both supervisors to assess the status of the research project at least once a year. He or she must also keep a brief meeting report including feedback from the supervisor on the way the dissertation is progressing. This report serves as the basis for the next meeting with the supervisors. After the meeting, the doctoral candidate and the supervisors sign the report and forward it to the PHGS. The PHGS provides a template for the report on request.

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<sup>1</sup> The formal conditions for supervision are defined in the respective Doctoral Degree Regulations of the University where the PhD student is admitted. For PhD students at University of Hamburg the Doctoral Degree Regulations of the Faculty for Mathematics, Informatics and Natural Sciences apply. The formal conditions that a supervisor has to fulfil are specified in §6 (3): At least one supervisor must be a full-time professor or 'habilitated' member with an employment in the MIN faculty. In accordance with §4, a panel of supervisors, consisting of three people including a chair, a supervisor and a co-supervisor, can be appointed upon recommendation of the applicant as well.

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### Between PhD student and supervisors

For the duration of his/her doctoral studies, the PhD student will be a member of the PIER Helmholtz Graduate School. The membership expires after graduation.

#### The supervisors commit themselves to:

1. help define the topic and goals such that the dissertation can normally be completed within three years;
2. support the attendance of subject-related events (conferences, meetings, workshops) and advise the PhD student which events are useful for his/her doctoral project;
3. take note of the PHGS study programme which is intended to ensure that the PhD student obtains key skills as well as professional expertise in the respective focal areas and within the interdisciplinary context of the PIER research fields;
4. meet the PhD student at least once a year for a comprehensive meeting on the status of the research project, comment on time and work plans, outline of research project and progress. The PhD student will produce a short meeting report, which has to be signed by him/her and both supervisors and which he/she will forward to the PHGS.

Both the PhD student and the supervisors, commit themselves to an open and cooperative collaboration for a successful realization and completion of the doctoral studies.

#### Academic integrity and good scientific practice

The PhD student and the supervisors commit themselves to adherence of the Rules of Good Scientific Practice. See: Information on admission and doctoral examinations at the MIN Faculty (<https://www.promovieren.uni-hamburg.de/en/min/promotion/downloadbereich.html>)

#### Additional agreements (if required)

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#### Date and signatures:

\_\_\_\_\_ PhD student

\_\_\_\_\_ Primary supervisor

\_\_\_\_\_ Co-supervisor

#### If applicable

\_\_\_\_\_ 2<sup>nd</sup> Co-supervisor