



# Graduate Academy

## Membership Application

We, the signing parties, hereby apply for membership in the Graduate Academy as part of a doctoral project.

The following agreement is being concluded between the doctoral candidate and his/her supervisors in order to ensure that the doctoral project is completed to a high standard and within an appropriate timeframe:

## Agreement between Doctoral Candidate and Supervisors

Please complete in block capitals

Doctoral candidate	First supervisor
Additional supervisor <sup>1</sup>	Additional supervisor
Additional supervisor	Additional supervisor

1. Subject of Thesis<sup>2</sup>

2. Start Date of Thesis: \_\_\_\_\_

<sup>1</sup> Additional supervisors must be named no later than one year after the conclusion of the supervision agreement or after the faculty has accepted the student as a doctoral candidate – whichever event occurs first.

<sup>2</sup> Usually a provisional subject or working title

3. The doctoral project forms part of the following research consortium<sup>3</sup> (if applicable)

4. The doctoral project must comply with the corresponding regulations of the faculty awarding the degree.

5. In consultation with the first supervisor, the doctoral candidate will provide a project outline detailing the current status of research in the field, the hypothesis or main question addressed by the project, and a project plan (timeframe and scope of tasks) specifying the proposed research methods.

6. The doctoral candidate and the first supervisor will meet on a regular basis to discuss the progress of the project. The doctoral candidate will report on his or her findings, and the supervisor will provide advice in his or her area of expertise. The project plan will also be discussed at these meetings.

Please specify how often these meetings will take place:

7. The doctoral candidate will brief the supervisory team members at least once a year on the findings of his or her research and will provide regular updates on the progress of the project (results, planning and timeframe), e.g. by giving presentations at a doctoral colloquium, a summer school or within the working group or department. At a follow-up meeting, the doctoral candidate and the members of the supervisory team will discuss the progress of the thesis, the project plan and the candidate's career planning.<sup>4</sup>

8. The supervisors will support the academic independence of the doctoral candidate, facilitating participation in specialist conferences, Graduate Academy events, mentoring programmes, etc.

9. The supervisors, in particular the first supervisor, will ensure good working conditions. This includes supporting the doctoral candidate in balancing research work and family responsibilities, e.g. by agreeing suitable ("family-friendly") working hours. If required, special assistance will be provided.

10. All signatories are bound to uphold the principles of good academic practice.<sup>5</sup> In the event of any disagreement, the affected parties can also contact the University of Greifswald's ombudsperson.

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<sup>3</sup> For example: collaborative research centres, research training groups

<sup>4</sup> Experience has shown that it is beneficial to the doctoral student to record the project status and results of this annual meeting in a short written report, which is updated annually.

<sup>5</sup> Recommendations from the German Research Foundation (DFG):

[http://www.dfg.de/en/research\\_funding/legal\\_conditions/good\\_scientific\\_practice/index.html](http://www.dfg.de/en/research_funding/legal_conditions/good_scientific_practice/index.html)

11. In the event of any disagreements between the doctoral student and the supervisor, the other members of the supervisory team are the first point of contact. The affected parties can also contact the Graduate Academy ([graduierakademie@uni-greifswald.de](mailto:graduierakademie@uni-greifswald.de)).
12. Individual agreements between the supervisory team and the doctoral candidate can be attached to this supervision agreement, e.g. steps and rules for improving the integration of external doctoral candidates into the University or existing research groups. The individual agreements can also be made at a later date, on mutual agreement.
13. This agreement is valid until the doctoral project has been completed.

The following documents are included with this application

- a copy of the "Confirmation of acceptance as a doctoral student" from the respective dean's office (not necessary for doctoral students at University Medicine)
- Project outline, specifying the current state of research in the field, the initial hypothesis/question to be addressed, and the project plan (timeframe and scope of tasks), outlining the proposed methodology (optional)
- Planned time abroad or agreements for improving language skills (optional)
- Planned presentations at departmental colloquiums and/or academic conferences (optional)
- Description of available resources (e. g. desk, telephone/internet access, PC, laboratory access) (optional)
- individual agreements (optional)

Date and signatures

Doctoral candidate	First supervisor
Additional supervisor	Additional supervisor
Additional supervisor	Additional supervisor

## Contact information

Doctoral candidate

Surname	First name	Date of birth
Gender male <input type="checkbox"/> female <input type="checkbox"/>		
Address		
email address	Telephone number	

## First supervisor

Surname	First name	Highest academic qualification
Address		
email address	Telephone number	

## Additional supervisor

Surname	First name	Highest academic qualification
Address		
email address	Telephone number	

**Additional supervisor (if applicable)**

Surname	First name	Highest academic qualification
Address		
email address		Telephone number

**Additional supervisor (if applicable)**

Surname	First name	Highest academic qualification
Address		
email address		Telephone number

**Additional supervisor (if applicable)**

Surname	First name	Highest academic qualification
Address		
email address		Telephone number

## Declaration of Consent

I hereby agree to the Graduate Academy's processing of the personal data I have provided above for the fulfilment of its tasks (e.g. keeping in contact, information about courses, events etc.). The data will not be passed on to any third party.

## Right of Withdrawal

I can withdraw my Declaration of Consent at any time by writing to the University of Greifswald, Graduiertenakademie, Domstr. 14, 17489 Greifswald or per email to [graduiertenakademie@uni-greifswald.de](mailto:graduiertenakademie@uni-greifswald.de).

Date and signatures

Doctoral candidate	First supervisor
Additional supervisor	Additional supervisor
Additional supervisor	Additional supervisor

# Information about the Agreement between Doctoral Candidate and Supervisors

The agreement corresponds to the recommendations of the German Research Foundation (DFG).<sup>6</sup>

## 1. Members of the supervisory team

- The supervisory team comprises a first supervisor and an additional supervisor. The first supervisor must be entitled to award doctoral degrees at the corresponding faculty.
- The additional supervisor shall also be entitled to award doctoral degrees at the University of Greifswald. Deviations from this guideline are possible in justified cases.<sup>7</sup> The doctoral candidate must always be supervised by an experienced scholar.
- Further additional supervisors, such as postdoctoral researchers, can be a point of contact for specific areas of expertise.
- One member of the supervisory team may be external<sup>8</sup>; if it is an international doctoral programme, one member must be external.
- At least one member of the supervisory team should be selected by the doctoral candidate.

## 2. The following aspects should be discussed when concluding the agreement between the doctoral candidate and his or her supervisor:

- Which career goals is the doctoral candidate hoping to attain with the project?
- What working hours are expected and when is the final deadline for submitting the dissertation?
- What financial support is available?
- Has the topic already been the subject of a doctorate?
- If a number of doctoral candidates are working together on the same project, who will be responsible for what?
- Has necessary approval been attained for all aspects (e.g. access to archives; consent of interviewees, test subjects or patients; ethical approval; approval for animal testing)?
- How can the sources be accessed?
- Is patient-related data available or does it still need to be compiled?
- Which methods are already being used within the working group, and which are to be developed?
- Does the doctoral candidate plan to spend time at other institutions? If so, will this be abroad?
- Publication strategy
- Which further training courses (e.g. of those on offer at the Graduate Academy) would be particularly useful?

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<sup>6</sup> [http://www.dfg.de/formulare/1\\_90/1\\_90.pdf](http://www.dfg.de/formulare/1_90/1_90.pdf) (German only)

<sup>7</sup> A justified case is present for example, if none of the supervisors from the University of Greifswald are entitled to award doctoral degrees, but have the professional expertise necessary for supervising the doctoral candidate's research project. If this is the case, a postdoctoral member of staff with the relevant specialist qualifications can also supervise the doctoral candidate.

<sup>8</sup> External members are those, who do not belong to the University of Greifswald, but to another university, to a university of applied sciences or a research institute within the Federal Republic of Germany or abroad.

### **3. Terminating the agreement**

The doctoral candidate can terminate the agreement at any time. The supervisor can terminate the agreement if the doctoral candidate does not perform his or her duties as agreed, even after it has been made clear to the candidate that his or her efforts are insufficient. The Graduate Academy must be informed in writing if this agreement has been terminated.

### **4. Please send this agreement to:** Graduiertenakademie der Universität Greifswald, 17487 Greifswald