

Supervision Agreement on the Pursuit of a Cooperative Doctorate

(in cooperation with a university or according to the doctoral law of the NRW doctoral college)

1 Parties involved

Information about the doctoral candidate			
Surname	First name	Gender	
Street and house number	Postal code and town/city	Email	Phone
Date of birth	Place of birth	Nationality	
Start date of doctorate	Expected completion date of doctorate		
Cooperative doctorate or doctorate at the Promotionskolleg NRW			
Funding of the doctorate			
Employment with Münster University of Applied Sciences	Scholarship	Employment in the free economy	
Private	Other		

Information about other parties involved			
Supervisor at Münster University of Applied Sciences			
Title	First name	Surname	Department/School/Institute
University Supervisor / Supervisor Promotionskolleg NRW			
Title	First name	Surname	Department/School/Institute
Mentor (if applicable)			
Title	First name	Surname	

2 Topic of the doctoral thesis

(Working title / area of research, if applicable)

3 Schedule and work plan structured by content, and their adaptation

A maximum period of four years is earmarked for completion of the doctorate. A schedule and work plan stipulating intermediate objectives are drawn up for this period. The doctoral candidate and the supervisor will meet at least once every three months to review whether the stipulated schedule has been or can be implemented, and to adapt them by mutual consent as required.

4 Doctoral candidate's obligation to report

The doctoral candidate will inform the supervisors regularly (e.g. every three months) about his or her work results and will document progress in the project based on the degree to which intermediate objectives have been achieved. Further steps will also be discussed and documented.

5 Supervisors' duties

The supervisors will give the doctoral candidate specialist advice throughout the doctorate on a regular basis (weekly/monthly), and will discuss the work results presented. The aim of the specialist advice and support is to promote and monitor the doctoral candidate's early academic independence. The supervisors will also help the doctoral candidate on his or her future career path.

Note: The obligation to supervise the doctoral candidate is secured until completion of the doctorate, regardless of the duration of funding available for the doctorate.

6 Integration

While pursuing his or her doctorate, the doctoral candidate will be integrated into

the research group

the research network

the research training programme or Doctoral Studies Programme (Promotionskolleg of FH Münster)

and will participate in its seminars / supporting events, etc.

7 Workplace

A workplace equipped as follows will be made available to the doctoral candidate for working on the doctorate:

Computer

Internet access

Phone

A laboratory space

Access to the cooperation partner's infrastructure

8 Participation in conferences

During the course of his or her doctorate, the doctoral candidate will attend symposia (each year / in total). Participation congresses is linked to presentation of the doctoral candidate's own work (poster/ lecture). Active participation in conferences is promoted. The doctoral candidate and the supervisor from Münster University of Applied Sciences will demonstrate an equal level of commitment to obtain funding for participation in conferences.

9 Peer-reviewed publications

During the course of his or her doctorate, the doctoral candidate will publish at least peer-reviewed publications and other expert publications on the topic of his or her doctoral thesis in relevant journals. The supervisors will provide specialist and organisational support to the doctoral candidate regarding the envisaged publications. Publishing costs will be covered by funds from the research group / institute / school / department.

10 Period abroad

During the course of his or her doctorate, the doctoral candidate will spend months abroad. This stay is linked to

- the acquisition of fresh insight into the topic of the doctoral thesis
- the improvement of foreign language skills
- the acquisition of a specific or new method
- the maintaining of contacts to a cooperation partner or to the cooperating university.

In order to finance this period abroad, the doctoral candidate will endeavour to gain a scholarship. The period abroad will be financed within the externally funded project / by funding from the department/school

No provision is made for a period abroad.

11 Doctoral Studies Programme

In the course of his or her doctorate, the doctoral candidate will spend days of the working period each year improving his or her professional and multidisciplinary skills. Participation in suitable courses or seminars will be coordinated with the supervisors and – if possible – demonstrated by the receipt of an attestation or certificate. The supervisors will support the doctoral candidate in the acquisition of professional and multidisciplinary skills and will be keen to grant him or her leave from work.

12 Involvement in teaching

In the course of his or her doctorate, the doctoral candidate will be involved in teaching hours per week.

13 Principles of good scientific practice

The DFG Guidelines and the Rules for Good Scientific Practice of Münster University of Applied Sciences apply. The parties involved undertake to comply with these guidelines and rules, and to act accordingly.

14 Rules in case of conflict

The parties involved will endeavour to address any conflicts occurring in the course of the doctorate, and to resolve such conflicts amicably. If the conflicts cannot be resolved, the parties involved will endeavour to involve a neutral third party (name) to mediate between them.

15 Measures or arrangements for reconciling family life with academic work

Special support is provided to ensure a balance between family life and academic work. Specific support measures will be agreed on as required.

16 Termination

This Agreement may be terminated in writing by the doctoral candidate at any time. The Agreement may be terminated by one or both supervisors with months' notice. Such termination must also be made in writing and presented to all parties involved. The consequences resulting from such termination will be documented.

Place, date, doctoral candidate's signature

Place, date, signature of the supervisor from Münster University of Applied Sciences

Place, date, signature of the supervisor from the cooperating university

Place, date, signature of the member of the Scientific Committee of the Doctoral Studies Programme