

# **HZB guidelines for doctoral researchers and advisors**

**- Appendix A -**

**HZB supervision agreement**

The HZB supervision agreement is concluded between HZB doctoral researchers and their supervision committee. It defines roles and responsibilities of all signing parties, as well as the way of working together. Together with the first progress report, it forms the planning frame for the doctorate, ensuring that the doctorate can be conducted self dependent, timely and in high quality.

Each HZB doctoral researcher receives guidance and support from his or her supervision committee throughout the doctorate. The functional composition of the supervision committee is described within the HZB doctorate guidelines. The role of the supervision committee is not linked to the funding of the doctoral researcher and ends with the defense of the doctoral work.

#### **Tasks and duties of the doctoral researcher and the main advisor or the daily advisor:**

- Tasks and duties of the doctoral researcher:
  - Writing of progress reports and participation in progress meetings
  - Regular submission and presentation of current results
  - Reporting of problematical developments early on
  - Participation in qualification offers (scientific and non-scientific)
  - Participation in career development measures
- Tasks and duties of the main advisor or the daily advisor:
  - Alignment of mutual expectations regarding the supervision
  - Regular professional advise (arrangements regarding the form of supervision (e.g. meeting frequency, work reports etc.) and other supervision elements)
  - Quality assurance of the doctorate (regular progress monitoring etc.)
  - Feedback and correction of papers/dissertation within agreed time frames
  - Availability and support in case of problematical developments
  - Promotion of early scientific independence

**Furthermore, the main advisor is the central contact person for all crucial determining factors of the doctorate. They provide advice, or if applicable support, for all related topics and, if necessary, direct the doctoral researcher to further contact persons:**

- in administrative matters (e.g. selection of referees etc.)
  - in matters regarding subject-specific and interdisciplinary qualification
  - in matters of reconciliation of work and life
  - in matters regarding career development and planning
- All listed parties oblige to the rules of Good Scientific Practice
  - All listed parties oblige to the process of progress monitoring as stated in the HZB guidelines (see appendix B)

**General information:**

<b>Title of doctoral thesis (or working title):</b>
<b>HZB division unit (OE):</b>
<b>Type of contract or funding (name of scholarship etc.):</b>
<b>Start and intended end date of the doctorate:</b>
<b>Name of faculty and university, as well as respective doctoral regulation:</b>
<b>Name of graduate program, research association (graduate school, research school or the like), if applicable:</b>
<b>Further agreements, if applicable:</b>

**Members of the supervision committee:**

	Name	Department/Institute	Signature
<b>Doctoral researcher</b>			
<b>Main advisor</b>			
<b>Daily advisor</b>			
<b>Second daily advisor</b>			
<b>Backup main advisor</b>			
<b>Further members</b>			

→ The signed supervision agreement has to be handed in with the first progress report (see appendix B).