

## Doctorate agreement

### Preliminary remark

This agreement (pursuant to section 38 para. 5 LGH – Act on Higher Education of the Land of Baden-Württemberg) serves to provide support and advice to doctoral candidates in their doctoral projects. The doctorate agreement does not grant any legally enforceable rights. The agreement is based on the currently foreseeable planning horizon and may be amended upon mutual agreement. The agreement is subject to acceptance by the faculty and supplements the respective doctoral degree regulations, and, where applicable, the regulations of the structured doctoral programme.

### (1) Parties to the agreement

**Doctoral candidate** (name, first name) \_\_\_\_\_

**Supervisor** (name, title, first name) \_\_\_\_\_

### (2) Dissertation topic and subject

a) Intended dissertation topic (working title):

b) Faculty: \_\_\_\_\_

c) Subject /structured doctoral programme if applicable: \_\_\_\_\_

d) Start of the doctoral project (month/year): \_\_\_\_\_

e) Intended completion of the doctoral project (month/year):

\_\_\_\_\_

### (3) Rolling time and work schedule

*[Supervisor and doctoral candidate must agree upon a time and work schedule, which is adapted to the research topic and the personal situation of the doctoral candidate. Based on this schedule, the doctoral candidate informs the supervisor at regular intervals about the progress of the dissertation project. The supervisor is available at regular intervals to provide supervision and academic advice to the doctoral candidate. The work schedule may be amended by individual agreements between the doctoral candidate and the supervisor, e.g. the language the dissertation is composed in. Amendments to the time schedule require mutual agreement and may not conflict with the provisions of the doctoral degree regulations on the extension of deadlines.]*

#### **(4) Details about individual course programmes**

*[Where applicable, the work schedule must also include information about individual accompanying course programmes (e.g. subject-specific courses, courses aimed at acquiring key qualifications, periods abroad, participation in conferences, presentations and publications). The supervisor advises the doctoral candidate on the selection of appropriate activities.]*

#### **(5) Review periods**

*[Upon submission of the dissertation, doctoral candidate and supervisor agree on the duration of the review process in compliance with the applicable doctoral degree regulations.]*

#### **(6) Adherence to the rules for safeguarding good academic practice**

Doctoral candidate and supervisor undertake to observe the rules for safeguarding good academic practice as set forth in the German Research Foundation's recommendations and the Heidelberg University statutes for safeguarding good academic practice and handling academic misconduct (<http://www.uni-heidelberg.de/university/profile/compliance/> [in English]).

#### **(7) Regulations for dispute resolution**

In case of conflicts, doctoral candidate or supervisor may consult the independent ombudsperson for doctoral candidates, who acts as the advisory and mediation body of Heidelberg University.

#### **(8) Other**

The supervision agreement is signed in three original copies. One copy each remains with the supervisor and the doctoral candidate, and one copy is kept in the doctorate file of the faculty. The application for acceptance at the faculty must be submitted to the faculty within 6 weeks following the conclusion of the doctorate agreement. The doctoral candidate must create the Electronic Doctorate File by registering at the heiDOCS online portal. The registration must be finished by the time he or she submits the application for acceptance at the faculty

\_\_\_\_\_  
Date, signature (doctoral candidate)

\_\_\_\_\_  
Date, signature (supervisor)

Faculty seal/ received on: