



## Memorandum of Agreement for the Supervision of Doctoral Candidates – Supervision Agreement –

### – Parties concerned –

#### The Supervision Agreement is concluded between

doctoral candidate: Ms/Mr \_\_\_\_\_  
primary supervisor<sup>1</sup>: Ms/Mr \_\_\_\_\_  
faculty: \_\_\_\_\_

#### Co-supervisor:

☐ TUD ☐ external: Ms/Mr \_\_\_\_\_  
\_\_\_\_\_

#### Additional members of the supervisory team, if applicable:

☐ TUD ☐ external: Ms/Mr \_\_\_\_\_  
\_\_\_\_\_

☐ TUD ☐ external: Ms/Mr \_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> Professor or Young Investigator of the TU Dresden only.

### – Dissertation project –

#### The dissertation project shall be carried out

at the faculty: \_\_\_\_\_  
in the subject area of: \_\_\_\_\_

- ☐ as an individual doctorate  
☐ within the following structured Ph.D.  
program: \_\_\_\_\_  
☐ within a doctoral course of studies  
at the faculty: \_\_\_\_\_

#### Desired degree<sup>2</sup>

- ☐ Dr. \_\_\_\_\_  
☐ Ph.D. \_\_\_\_\_

<sup>2</sup> Possible doctoral degrees according to the doctorate regulations of the faculty.

### Cooperation

- ☐ not applicable
- ☐ in cooperation with a university of applied sciences (FH): \_\_\_\_\_
- ☐ in cooperation with: \_\_\_\_\_  
type: \_\_\_\_\_

### Subject of the dissertation (working title):

\_\_\_\_\_  
\_\_\_\_\_

### The dissertation is planned to be (in compliance with the doctorate regulations):

- ☐ a monograph ☐ a cumulative dissertation

## – Time and working plan –

### Planned timeframe for the dissertation project:

Start: \_\_\_\_\_ anticipated end: \_\_\_\_\_ duration: \_\_\_\_\_ (in years)

A provisional **working plan**<sup>3</sup> with time-defined milestones will be drawn up for the dissertation project. This working plan is an appendix to this agreement (see page no 5 to 6 as an example).

<sup>3</sup> **Note:** It can be helpful to agree in advance on mutual expectations regarding the working hours and periods of presence. Of course, the agreed times as well as the working plan can be adjusted according to the needs of the concerned parties at any time.

## – Dissertation project –

The status and progress of the dissertation project shall be discussed at least **every six months** between the doctoral candidate and the following supervisor(s).

- ☐ Primary supervisor ☐ Co-supervisor ☐ 3<sup>rd</sup> Supervisor ☐ 4<sup>th</sup> Supervisor

The basis of discussion will be:

- ☐ a written report (in advance) ☐ an (oral) presentation
- ☐ other \_\_\_\_\_

The results of the discussion shall be recorded in a short report.

- ☐ yes ☐ no

### Additional supervision aspects, if applicable:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### – Accompanying qualifications –

The doctoral candidate shall be supported by the supervisor(s) to obtain further qualifications with reference to his/her future career. This relates to the participation in **specialist** and **cross-disciplinary training** within a reasonable timeframe as well as to the **encouragement of the candidate's scientific achievements** in an appropriate form.

The aims are:

- ☐ participation in selected trainings offered by the Graduate Academy\*
- ☐ participation in other offers for training\*
- ☐ participation in conferences, meetings, symposia\*
- ☐ participation in summer/winter schools\*
- ☐ short-term research stay (national and/or international)\*
- ☐ participation in doctoral lectures/seminars\*
- ☐ contribution to teaching
- ☐ scientific publications
- ☐ other

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\* Details can be put in the working plan.

### – Working conditions of the doctoral candidate –

**The doctoral candidate will be provided by the:**

- ☐ primary supervisor    ☐ co-supervisor    ☐ 3<sup>rd</sup> supervisor    ☐ 4<sup>th</sup> supervisor

**at the institute/institution:**

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**with the following resources, according to the available means:**

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|---------------------------------------|---|
| <input type="radio"/> workplace       | <input type="radio"/> access to laboratory rooms    |
| <input type="radio"/> PC              | <input type="radio"/> access to a reference library |
| <input type="radio"/> internet access | <input type="radio"/> _____                         |
| <input type="radio"/> telephone       | <input type="radio"/> _____                         |

**Additional resources in (other) institutions, if applicable:**

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– Compliance with good scientific practice and behaviour in the event of conflict –

- a. All parties are obliged to follow the **Guidelines for Safeguarding Good Scientific Practice, Avoiding Scientific Misconduct and Dealing with Violations at the Technische Universität Dresden** and to comply with the provisions under copyright law for texts and/or findings.
- b. In the event of conflict between the doctoral candidate and the supervisor(s), those affected can contact the elected confidants of the faculties or the Graduate Academy. The responsibility of other committees of the TU Dresden as well as the independent ombudsperson appointed by the Rectorate for questions of good scientific practice and in the event of scientific misconduct remains unaffected.

– Agreements regarding the reconciliation of family life and work –

If applicable, the following agreements are made and can be adjusted, if required:

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– Contact details doctoral candidate –

Please provide contact details in case there should be further inquiry:

phone: \_\_\_\_\_  
email: \_\_\_\_\_

– Signatures –

_____ place	_____ date	_____ place	_____ date
signature doctoral candidate <sup>4</sup>		<b>stamp &amp; signature</b> primary supervisor <sup>4</sup>	
_____ place	_____ date	_____ place	_____ date
stamp & signature co-supervisor <sup>5</sup>		stamp & signature 3 <sup>rd</sup> supervisor <sup>5</sup>	

<sup>4</sup>: Signature and stamp are obligatory for the supervising professor of the TU Dresden.

<sup>5</sup>: Signatures of further supervisors/mentors are voluntary. But please note, only signatures with stamp are valid.



**Memorandum of Agreement for the Supervision of Doctoral Candidates  
– Working plan –**

**– Planned content and time schedule of the dissertation project –**

**Planned working steps/milestones:**

**Time frame:**

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**– Presentation of the dissertation project in a colloquium/seminar –**

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**– Specialist and cross-disciplinary training –**

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**– Scientific events –**

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**– Short-research stays –**

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**– Participation in doctoral lectures/seminars –**

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**– Contributions to teaching –**

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