



## Doctoral Supervision Agreement

**A copy has to be submitted to the office of doctoral affairs!**

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*Primary supervisor as defined in the regulations of the doctoral degree program*

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*Institute/Clinic/Department*

**and**

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*Doctoral candidate*

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*Study address and telephone number*

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*Home address and telephone number, if necessary*

conclude an agreement for the purpose of doctoral supervision.

*Professor/Dr.*

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*(Professor or lecturer with teaching qualification (Habilitation))*

consents to supervise the doctoral candidate in the preparation of a doctoral thesis with the working title:

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The following person declares his/her willingness to act as a mentor for the candidate:

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*Name*

*Institute/Clinic/Department*

Research coordinators, laboratory directors, or other postdoctoral scientists may be designated as mentors.  
Tasks and responsibilities of the mentor are:

Target degree:

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If relevant, give details of participation in any formally structured doctoral program (e.g., Graduate Academy or Graduate School, Research Training Group, Graduate Program, SFB)

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To be noticed:

1. Before commencing research activities, a structured plan for carrying out the doctoral project (with timeframe) and the strategy for its developmental progress must be agreed upon by the doctoral candidate and the supervisor. This plan should also include details of the individual program of studies/courses to be taken, e.g. from offers of the graduate programs. Changes in the plan must be documented.
2. If the research project includes biomedical research with human subjects, informed approval must be obtained from the Ethics Committee at the University of Tübingen prior to launching the project. It is not permissible to begin the research projects before the Ethics Committee has been consulted. The Ethics Committee does not assess any studies that are in progress or completed. These studies are not to be included in the doctoral thesis if formal approval from the Ethics Committee is outstanding. The Ethics Committee in Tübingen is also responsible for confirming decisions reached by external bodies.
3. Permits for animal experiments have to be issued by the Regierungspräsidium Tübingen before commencing the study.
4. All parties declare that they uphold the principles of good scientific practice, particularly as regards the documentation and publication of research results (see appendix to the regulations for doctoral studies as well as the Guidelines for Safeguarding Good Scientific Practice (University of Tübingen); see also the recommendations of the German Research Council, DFG, Guidelines of the Medical Faculty Tübingen for keeping research notebooks).
5. Should any disputes arise in the course of the research project that relate to content and/or practical application of this doctoral agreement, the following steps are to be taken:  
Both parties try to resolve the problem(s) or conflict(s) by arranging at least one meeting for discussion and, if necessary, by agreeing to written alterations in the doctoral agreement.  
The doctoral candidate or the supervisor contacts the Doctoral Board (*Promotionsausschuss*) via the Office of Doctoral Affairs at the Faculty of Medicine to request intervention either in the form of mediation or informed decision-taking.

The academic supervisor declares that he/she will:

1. Support the speedy progress of the research project
2. Be available on a regular basis for expert advice (work-in-progress meetings to discuss results and plan the next steps must take place regularly at the candidate's request, but at least once every three months),
3. Introduce the candidate to the research documentation according to the guidelines of the faculty, considering the topic-specific requirements
4. Supervise the additional supervision of the candidate by the mentor
5. Give the candidate the opportunity to present his/her results e.g. during lab seminars
6. Inform the candidate before publication of the results from the dissertation project, elaborate the authors list according to the guidelines of the German Research Foundation, and ensure the right to publish the data in the thesis of the candidate
7. Respect the doctoral regulations as regards the time limit for thesis review

8. Participate frequently, i.e. at least every 3 years to the lecture “good scientific practice for supervisors”
9. Protect the data safety guidelines and the information requirements according to the DSGVO regulations (corresponding guidelines and forms can be found on the website of the Ethics Commission and have to be handed in to the candidate)

The mentor declares that he/she will

- Introduce the candidate together with the supervisor to the experimental procedures
- Fulfill the data safety guidelines and the information requirements according to the DSGVO regulations
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The doctoral candidate declares that he/she will:

1. Keep a complete and accurate record of experimental methods and calculations in a laboratory notebook which contains transcripts of all experimental procedures and lists all experimental data. The same holds true for the evaluation of clinical data. If data is collected from healthy or sick individuals, if examinations of such persons take place or if the respective biological material is analyzed, correct documentation of findings is absolutely essential. Laboratory notebooks, original data, experimental protocols and diagnostic findings must be stored at the institution in which the research project is carried out.
2. Use the” logbook”, which has to be picked up at the office of doctoral affairs at the beginning of the dissertation project according to the guidelines on dissertation Projects (“Best practice guidelines”)
3. Keep his/her supervisor informed of the progress in the experimental work and later in the thesis.
4. Observe the rules and regulations of the supervising institution (for example, in handling dangerous substances and genetically modified material as well as in respecting animal welfare and data protection rules).
5. Consider the guidelines in the “best practice document” in the current version
6. Give the consent for the plagiarism check at the time of submission of the dissertation thesis
7. Inform the supervisor before publication of the results from the dissertation project and elaborate the authors list according to the guidelines of the German Research Foundation

This agreement can be terminated at any time upon the mutual consent of both parties.

If any problems or conflicts occur that affect the progress of the doctoral research project/doctoral thesis, please contact the respective Dean’s office. Furthermore, within the Faculty of Medicine, the members of the MFT Doctoral Board (*Promotionsausschuss*) are also available for consultation and mediation on behalf of both parties.

A copy of this agreement must be delivered to the Office of the Dean of the Faculty of Medicine, Structure & Academic Affairs and, if the work was carried out as part of a formally structured doctoral program, also to the respective coordinator of the doctoral program or to their office.

Tübingen, (*date*)

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(Signature of Supervisor)

(Signature of Mentor)

(Signature of Doctoral Candidate)