

RTG supervision agreement

Note: If you sign a supervision agreement at your university that

- ✓ includes the content of the RTG supervision agreement
- ✓ is signed within 6 months after the start of your employment

the present RTG supervision agreement is not needed. In this case, please inform the RTG office (rtg@trr318.uni-paderborn.de) at your earliest convenience.

RTG supervision agreement between

Doctoral researcher:

Doctoral supervisor:

With respect to supervision, the **doctoral researcher** undertakes to

- plan¹ and conduct the doctoral project in such a way that the doctorate can be completed by the end of the TRR's funding
- agree on appropriate ways of regular communication with the supervisor (see below, Interaction and communication)
- structure the supervision process as well as possible, keep the supervisor up to date, prepare questions and seek feedback. They will give a short feedback after meetings
- inform the supervisor in a timely manner about their needs or problems
- inform the supervisor and the RTG office in case of discontinuation of the doctoral studies.

The supervision process will follow discipline-specific practices (e.g., regular short lab talks or bi-monthly longer talks or other, joint publications, etc.), but in a common procedure fixed by the present supervision agreement.

The **supervisor** (all supervisors, if applicable) commits to

- provide all necessary support to achieve the doctoral goal within the agreed timeframe
- integrate the doctoral candidate in their group and field of work
- regularly discuss the ongoing work in detail with the doctoral candidate in a scheme typical for the field (see below, Interaction and communication) including the progress of the dissertation, the further work plan and submitted text sections

¹though see German Playwright, librettist and lyricist Bertolt Brecht, Ballade von der Unzulänglichkeit menschlichen Planens (Ballad of the Shortcomings of Human Planning)

- monitor the progress of the dissertation and evaluate yearly if the agreed timeframe is still realistic to achieve
- especially give feedback on written texts (publications, presentations etc.) adhering to the feedback guideline prepared by the RTG office
- be available for problem-solving in critical moments
- agree in advance with the doctoral candidate upon suitable ways of regular communication (including early notification if they are unavailable or availability changes)
- discuss scientific career as an option for the doctoral candidate, and accordingly advise them on the field-specific development of career perspectives and develop these in joint discussions
- in case of a premature termination of the dissertation project: support a positive exit for the doctoral candidate, for example by documenting the work done

The **RTG coordinator** undertakes to

- maintain close and regular contact with the doctoral researchers and counsel them on career-related and other issues insofar as they go beyond core scientific questions that will be discussed with the PIs. In cases not covered by their experience, the respective institutions at Bielefeld or Paderborn University will be consulted. The RTG commits itself to academic help-seeking as a productive strategy and collaborative practice
- negotiate individual training plans for doctoral candidates who have already received training
- be available for doctoral candidates if the agreements mentioned here are not adhered to and initiate a solution process
- certify the training program and, in case of a premature termination of the dissertation project, report the attended training elements

In addition, the **TRR** undertakes to

- financially support the doctoral candidates according to its possibilities by covering travel, research and publication costs depending on the rules specified in the RTG agreement
- support doctoral candidates in reconciling family life and scientific activities, according to its possibilities.

Cases of conflict

Potential conflicts between doctoral researchers and supervisors will be addressed in several stages, typically

1. counseling with the RTG coordinator,
2. counseling with the RTG head and the supervisor(s),
3. mediation with a UPB/UBI representative for conflict management or an external mediator or other measures, e.g., the Clearing Center at Paderborn's Faculty of Arts and Humanities.

The responsibility of other bodies, especially ombudspersons according to the guidelines of good supervision at Paderborn and Bielefeld University remains unaffected from these suggestions.

Interaction and communication

Supervision follows discipline-specific rules. These rules are often not made transparent, which can lead to conflicts arising from different expectations. We therefore strongly encourage doctoral researchers and supervisors alike to specify their interaction or at least make their expectations as explicit as possible.

Here are some questions that might be answered

- How often and how long should individual meetings be? How should the doctoral researcher prepare for and follow up on meetings?
- Which format is appropriate — online, in person or in writing?
- What form of feedback is desired for tasks, especially texts (comments on the texts, written feedback on the texts, discussions, etc.)? How much feedback is desired (doctoral researcher) or possible (supervisor).
- What is the supervisor's availability? How quickly can they respond? How often would they like to be contacted?
- Are there any particularly important topics that absolutely need to be discussed?

Please add your specific agreements to the following field

Signatures

Doctoral Researcher

Doctoral supervisor

Training plan for the second phase

Modules/ Years	Interdisciplinarity (12 hrs.)*	Good scientific practices & open science (12 hrs.)*	Writing and Reading (32 hrs.)	Personal, professional and scientific skills (also note university offerings)	Consulting
2026	<input type="checkbox"/> Interdisciplinarity Training for Early Career Researchers led by Di Giulio & Defila (22./23.04.) <input type="checkbox"/> Round of interdisciplinarity (tba)	<input type="checkbox"/> Good scientific practices led by Anne Hamker (02.09.)	Writing Days led by Andrea Karsten <input type="checkbox"/> 13.05. & <input type="checkbox"/> 18.11. Writing Workshops led by Andrea <input type="checkbox"/> 15.04. "Writing an exposé. A construction kit for your PhD project" <input type="checkbox"/> 10.06. "Getting started with your PhD writing project" <input type="checkbox"/> 09.12. "Deep reading. Working with scientific literature for writing" <input type="checkbox"/> Writing retreat (07.-09.10.) led by Andrea	<input type="checkbox"/> Understanding a proposal led by Ingrid Scharlau & Ricarda Kurock (06.05.) <input type="checkbox"/> Methods for Non-Experts (tba) <input type="checkbox"/> Lunch Talks with people inside academia (tba)	<input type="checkbox"/> Yearly Check-In* <input type="checkbox"/> Annual development dialogues
2027	<input type="checkbox"/> Interdisciplinarity Training for ECRs (refresh)	<input type="checkbox"/> Open science (tba) <input type="checkbox"/> Good scientific practices (tba)	Writing Days led by Andrea Karsten <input type="checkbox"/> 16.06. & <input type="checkbox"/> 08.12. Writing Workshops led by Andrea <input type="checkbox"/> 10.02. "How to manage collaborative and interdisciplinary writing projects" <input type="checkbox"/> 14.04. "Higgledy-piggledy? Text revision for dissertation, paper, and co" <input type="checkbox"/> 15.09. "Dealing with text feedback and peer review" <input type="checkbox"/> 10.11. "Write anyway. Dealing with cumbersome text projects" <input type="checkbox"/> Writing retreat (06.-08.10.) led by Andrea	<input type="checkbox"/> Methods for Non-Experts (tba) <input type="checkbox"/> Lunch Talks with people inside academia (tba)	<input type="checkbox"/> Yearly Check-In* <input type="checkbox"/> Annual development dialogues

2028	<input type="checkbox"/> Interdisciplinarity Training for ECRs (refresh)	<input type="checkbox"/> Open science (tba)	Writing Days led by Andrea Karsten <input type="checkbox"/> 05.04. & <input type="checkbox"/> 13.09. Writing Workshops led by Andrea <input type="checkbox"/> 15.03. "Writing an exposé. A construction kit for your PhD project" <input type="checkbox"/> 10.05. "Getting started with your PhD writing project" <input type="checkbox"/> 12.07. "Deep reading. Working with scientific literature for writing" <input type="checkbox"/> 15.11. "Writing my way. Scientific writing strategies for everyone" <input type="checkbox"/> Writing retreat (04.-06.10.) led by Andrea	<input type="checkbox"/> Methods for Non-Experts (tba) <input type="checkbox"/> Lunch Talks with people inside academia (tba)	<input type="checkbox"/> Yearly Check-In* <input type="checkbox"/> Annual development dialogues
2029	<input type="checkbox"/> tba "How to manage collaborative and interdisciplinary writing projects" <input type="checkbox"/> tba "Higgledy-piggledy? Text revision for dissertation, paper, and co" <input type="checkbox"/> tba "Dealing with text feedback and peer review"	...	<input type="checkbox"/> Yearly Check-In*

*Obligatory

Overview

Module	Hours
Interdisciplinarity	12
Good scientific practices & open science	12
Reading & Writing	32
Personal, professional, and scientific skills	32
Activity Afternoons	70
Total	158

