

Dissertation agreement
between

(PhD candidate)
and

(supervisor(s))

and Prof. Dr. Ingrid Scharlau (head of the TRR318 Research Training Group)

The doctoral candidate will work on a **dissertation** in the discipline of

with the title

(working title, if applicable) in the TRR318 Research Training Group (RTG) within project

. The dissertation project is described in detail in an exposé which has been accepted by the supervisor. The doctoral candidate and the supervisor comply with the rules of good scientific practice as laid down by the DFG and at Paderborn or Bielefeld University.

The **doctoral candidate** undertakes to

- plan¹ and conduct the doctoral project in such a way that the doctorate can be completed within a period of three and a half years or by the end of the TRR's funding
- submit to the RTG office until February 1st, 2022 or within the first three months after hiring an exposé of the doctoral project with work plan and time schedule (see below, 1 and 2), and a statement of the supervisor. This document represents a binding reference for all parties involved
- report to the RTG office in writing on the status of the PhD project at annual intervals after submission of the exposé. The reports are also submitted to the supervisor with the request for a statement
- actively engage in the TRR's community of practice by participating regularly in the TRR's research program (comprising colloquia, lecture series and conferences) and in the compulsory and elective courses as well as other activities of the RTG training program
- discuss with and suggest to the RTG office training topics that will foster the progress of the doctoral project

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



- agree on appropriate ways of regular communication with the supervisor (see below, 3)
- support the RTG office and project Z in its reporting obligations and in public relations
- inform the supervisor and the RTG office in case of discontinuation of the doctoral studies. A final report on the scientific work carried out before discontinuation within the TRR318 must be submitted to the TRR office
- submit to the RTG office, without being requested to do so, a short final report on the scientific work carried out at TRR318 and a copy of the certificate of completion of the doctoral program within six months of the defense of the dissertation, and provide the current address

Two project leaders in each project will supervise each doctoral project, one of them serving as the main supervisor. In case of interdisciplinary projects, a further disciplinary reviewer can be called in. The supervision process will follow discipline-specific practices (e.g., regular short lab talks or bi-monthly longer talks or other, joint publications), 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, 3) including the progress of the dissertation, the further work plan and submitted text sections
- 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
- write a brief, meaningful statement on the doctoral student's annual reports
- support agreements on the early preparation of the disputation (for example, discuss expectations about content and structure)
- 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 PLs. 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 in cases in which the doctoral candidates have already had 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

Doctoral candidates and main supervisor confirm by signing this document that the prerequisites for the doctorate according the doctoral regulations (Promotionsordnung) are

- given
- not yet given (please add a plan for study achievements still to be completed)

Conduct in case of conflicts

Potential conflicts between candidates and supervisors will be addressed in several stages (typically counseling with the RTG coordinator, counseling with the RTG head and the supervisor(s), mediation with a UPB/UBI representative for conflict management or an external mediator or other measures). The responsibility of other bodies, especially ombudspersons according to the guidelines of good supervision at Paderborn and Bielefeld University remains unaffected from these suggestions.

In addition, the **TRR** undertakes to

- financially support the doctoral candidates according to its possibilities by covering travel, research and publication costs
- support the doctoral candidates, according to their possibilities, in reconciling family and scientific activities



1. Work plan

A large, empty rectangular box with a thin black border, intended for the user to enter their work plan.

2. Exposé, signed by the supervisor(s)

3. Agreement on typical communication

.....
Signature doctoral researcher

Date

.....
Signature supervisor(s)

Date

.....
Signature RTG head

Date

Please add to this document, if applicable

- a) the plan for study achievements still to be completed as prerequisites for the PhD
- b) a qualification plan negotiated with the RTG officer (if the individual measures depart from the RTG scheme)
- c) an agreement on special measures or regulations (e.g., how to consider the needs of doctoral researchers who have children or other persons to care for)