

## AGREEMENT to care for a doctoral project At the Faculty of the University of Hildesheim 4

The Promotion provides an independent research of the doctoral candidates. The doctoral program is subject to the applicable doctoral regulations of the Department of 4 Hildesheim University, can be found at

<http://www.uni-hildesheim.de/fb4/ordnungen/promotion/>

Templates and checklists can also be obtained at the above Internet address. To the extent the doctoral regulations of this agreement determines different rules, the former takes precedence. The completion of this Betreuungsvereinbarung is a prerequisite for acceptance as a doctoral candidate at the Department. 4

### 1. INFORMATION ON PROMOTION PROJECT

Promovierende\_r:

Hauptbetreuer\_in:

Proposal for the Promotion Committee <sup>1</sup>:

If necessary, Nebenbetreuer\_in (s):

Mentor\_in:

Provisional working title of the project (if known) or thematic area of work:

Focus of the work (if applicable <sup>2</sup>):

### 2. PURPOSE OF SUPERVISION AGREEMENT

The supervision agreement is the definition of agreed objectives, tasks, duties and procedures in the co-operation of Hauptbetreuer\_innen and Promotion Committee with the, the or the doctoral candidates. The supervision agreement of the Department of 4 is assumed to reflect a minimum framework which is supplemented by additional, preferably documented in writing agreements, concretize the contents in terms of objectives, tasks and obligations of all parties.

### 3. TIME AND WORK SCHEDULE

The one or more doctoral students, in consultation with the or Hauptbetreuer\_in a work plan and timetable for the PhD project. This is created at the start of the PhD project and further developed in the course of processing, the members of the doctoral committee must be informed of the time and work schedule.

If the work cumulatively (in-depth summary and classification of several scientific publications) or cooperative (jointly created treatise several doctoral students) to be made, this should be considered at the start of the PhD project in time and work schedule if possible already. In cooperative work projects applied regulations to be taken that enable completion of the doctoral thesis in case of failure of sub-projects of other involved doctoral students generally.

Are With appropriate requirement, if necessary, during the ongoing project to make special arrangements for reconciling family and scientific activity. Also with a corresponding requirement are possible to agree at the beginning of the project schemes that ensure access to limited or special resources (eg. As laboratories, special objects of study, fieldwork, and the like.) So that the doctoral thesis can be completed without undue loss of time [3](#).

The regular duration of a doctorate is three to four years [4](#) but in any case the life and career of the situation or of the doctoral students and disciplines and doctoral projects specificities adapt.

#### 4. TASKS AND RESPONSIBILITIES OF THE PARTIES

The doctoral thesis is a scientific treatise of or doctoral students has to write independently and without unauthorized aid. All parties undertake to comply with the rules of good scientific practice.

The or the Hauptbetreuer\_in has the task to accompany the doctoral project *content and organization* advice and support. Especially with interdisciplinary topics as well as departmental and university-border projects, these objects are supported by the or the Nebenbetreuer\_in.

The or Mentor\_in is the or the doctoral candidate *in organizational* advice and support to the side. He or she pays attention to a rapid progress of the doctoral project and provide advice and arbitrating in substantive and personal problem or conflict situations available. [5](#)

The Promotion Committee in totality supports or the Doktorand\_in in the academic qualifications, in particular by supporting the presentation of the doctoral project by the or the Doktorand\_in in departmental or university-wide PhD colloquia, at national and international scientific events such as conferences, symposia and similar events as well as in professional journals and similar publications. Similarly, a focus will be placed on training programs with professional and / or extra-curricular interests.

The one or more doctoral students report to the Hauptbetreuer\_in or at regular and the projects and work progress reasonable and adjusted periodically report on its or his progress. The Promotion Committee is to integrate accordingly in monitoring progress. There is to be a written record of the report foreseen times, progress and Met working arrangements in the interests of all stakeholders. [6](#)

#### 5. CARE

The amendment or termination of the Services Agreement or change in the primary carer or the main supervisor or members of the doctoral committee is possible only in accordance with the applicable promotion regulations. The service agreement is effective upon signature, but no earlier than with acceptance as Doktorand\_in at the Department 4, in force. It shall apply to promotion, at the latest, as long as the acceptance period as Doktorand\_in at the Department 4 [7](#). The Betreuungszusage is independent of the funding and financing of the doctoral project or the financing of research projects.

If discontinuation of the examination procedures, so the dean's office of the Department of 4 is based on this fact to be kept informed.

#### 6. SIGNATURES

I hereby declare my consent to the supervision agreement and the support of research projects and suggest the Promotion Committee abovementioned steps:

(Signature Hauptbetreuer\_in)

I hereby declare my consent to the supervision agreement and the above-mentioned proposal to the doctoral committee. I have the rules of good scientific practice<sup>8</sup> noted:

(Signature Promovierende\_r)

I hereby declare my consent to the supervision agreement and to accompany the work as Mentor\_in:

(Signature Mentor\_in)

Department supervision agreement a 4/3

<sup>1</sup> The composition of the Promotion Committee arises from Section 3 of the respective doctoral degree regulations.

The doctoral committee consists (as of August 2015) or from the Hauptbetreuer\_in and one or a Mentor\_in. It can be supplemented by further Nebenbetreuer\_innen. In the case of a doctoral project in collaboration with another department of the University of Hildesheim or another university, it should be supplemented by a weitere\_n Nebenbetreuer\_in this department and this university.

Hauptbetreuer\_in a promotion all members of the group of professors and all the Habilitation of Department 4 of the University of Hildesheim can be. Nebenbetreuer\_innen may consist of any doctoral or Habilitation Professor\_innen a university. Mentor\_innen may be all Professor\_innen, all Habilitation or all doctoral scientific Mitarbeiter\_innen a university. Decides on any exceptions to the faculty board.

The decision on the composition of the Promotion Committee meets the dean's office of the department or the faculty 4 4 on a proposal from the main supervisor with the approval of or according to the requirements of Doktorand\_in in §3 (3) of the respective doctoral degree regulations.

<sup>2</sup> Not applicable for Promotion Dr. rer. pol.

<sup>3</sup> Corresponding agreements are to meet with the Director of the Institute or Institute conference; with third parties (institutions / universities, research institutions, industry, ...) in the form of a cooperation agreement or the bi-national Cotutelle procedures related procedure resources.

<sup>4</sup> This rule duration based on the assumption of a doctorate with a scholarship.

<sup>5</sup> remain the tasks and possible involvement of the Ombudsperson for good scientific practice as well as the conciliation body of the University of Hildesheim unaffected and all parties are at liberty.

Contact under <http://www.uni-hildesheim.de/fb4/ordnungen/promotion/>

<sup>6</sup> As - according to the circumstances, if necessary matching - typical values for mandatory reporting between doctoral students or Promovierendem and Hauptbetreuer\_in intervals are from three to six months; for the integration of Nebenbetreuer\_innen and Mentor\_in six to twelve months.

<sup>7</sup> This period arises from Section 3 (5) of the respective doctoral degree and is (as of August 2015) five years from the date of acceptance as Doktorand\_in.

<sup>8</sup> ensure good scientific practice; Memorandum by the Deutsche Forschungsgemeinschaft (DFG): [http://www.dfg.de/foerderung/grundlagen\\_rahmenbedingungen/gwp/](http://www.dfg.de/foerderung/grundlagen_rahmenbedingungen/gwp/)  
Good scientific practice at German universities; Recommendations of the German Rectors' Conference (HRK): <http://www.hrk.de/positionen/gesamtliste-beschluesse/position/convention/gute-wissenschaftliche-praxis-an-deutschen-hochschulen/>  
As of August 2015; Always updated with <http://www.uni-hildesheim.de/fb4/ordnungen/promotion/>

This supervision agreement follows the recommendations for creating care arrangements of the DFG, DFG form 1.90, as of October 2014: [http://www.dfg.de/formulare/1\\_90/1\\_90.pdf](http://www.dfg.de/formulare/1_90/1_90.pdf)