

Supervision agreement^{1,2}

between

and

and (if applicable)

TU Dortmund University is committed to the Principles of Good Doctoral Supervision (Grundsätze für gute Promotionsbetreuung an der TU Dortmund). In line with these principles and for a constructive and productive cooperation within the framework of the doctoral project, [doctoral candidate] and [supervisor]

Section 1 Topic of the dissertation

The [doctoral candidate] is writing a dissertation at the Department of Spatial Planning of TU Dortmund University with the working title:

The project has been accepted as suitable for a doctorate by [supervisor] and the Doctoral Commission of the Department of Spatial Planning of TU Dortmund University on [dd.mm.yyyy]. This agreement is based on the Doctoral Regulations of the Department of Spatial Planning (Promotionsordnung der Fakultät Raumplanung) of TU Dortmund University dated 06. March 2024.

Section 2 Time schedule of the doctoral project

As a rule, the doctoral project begins on the date of official admission to doctoral studies by the Doctoral Commission of the Department of Spatial Planning of TU Dortmund University.

A work/time schedule is available for the doctoral project, which is attached to this supervision agreement.

The plan structures both the formal steps for admission by the responsible doctoral commission and the preparation of particularly labor-intensive phases such as empirical data collection or field research and, if necessary, external research visits. The work/time schedule is then jointly reviewed at least twice a year by [doctoral candidate] and [supervisor] and adjusted if necessary.

¹ A copy of this Supervision Agreement must be submitted to the relevant Doctoral Commission.

² This template for a supervision agreement can be adapted and modified by departments or university teachers according to the respective subject-specific requirements.

Section 3 Tasks and duties of the doctoral candidate

[doctoral candidate] undertakes to comply with his/her information obligations and to inform the supervisor immediately of any changes in the time schedule, longer absences, changes of address or the termination of the doctoral project.

[doctoral candidate] undertakes to participate in the structured doctoral program [of the Department / Research Training Group / Graduate Center] of TU Dortmund University during the doctoral project in accordance with Section 9 of the according Doctoral Regulations.

[doctoral candidate] undertakes to attend one scientific conference per year and/or to actively participate in research colloquia of the working group or department or external institutions within the duration of the doctoral project.

Section 4 Tasks and duties of the supervisor

[doctoral candidate] and [supervisor] will meet regularly (at least every six months) to discuss the status of the work and its progress. The exchange can take the form of doctoral colloquia or individual discussions. [supervisor] undertakes to take time to discuss the work and to promote the quality of the doctoral project through advice and discussion. The attached progress documentation and the discussion guide (see appendix) can be used for the discussions.

[doctoral candidate] and [supervisor] shall jointly draw up a publication strategy for the duration of the doctoral project. This strategy includes in particular the type of planned publication(s), suitable publication organs and thematic priorities. The publication strategy will be discussed twice a year.

Furthermore, [supervisor] actively supports [doctoral candidate] in achieving academic independence, for example by enabling participation in conferences or transferring responsibility for projects.

Halfway through the doctoral project, [supervisor] and [doctoral candidate] will have an exchange about [doctoral candidate's] career prospects for the future after completion of the doctoral procedure.

Section 5 Involvement of the doctoral candidate

During his/her doctoral project, [doctoral candidate] is integrated into the following working group, research network or graduate program (graduate school, research training group (RTG), etc.):

Section 6 Workplace

The following workplace will be made available to [doctoral candidate] for the completion of her/his

Section 7 Rules of good scientific practice

[doctoral candidate] and [supervisor] undertake to comply with the „Rules of Good Scientific Practice at TU Dortmund University“.

Section 8 Dealing with dependency relationships

There is a relationship of dependency that comes with a special responsibility on the part of the supervisor. In order to counteract asymmetrical communication between the two parties, communication on an equal footing should be sought, which is supported by the establishment of low-hierarchy and flat communication structures. Abuse of power and the exploitation of dependency relationships are to be prevented through suitable organizational measures both at the level of the individual scientific work unit and at the level of the management of scientific institutions. [supervisor] supervises the doctoral project within the scope of his/her own professional expertise. In addition to providing academic guidance for the doctoral project, [supervisor] supports [doctoral candidate] with interdisciplinary advice, training and guidance. If he/she is the superior at the same time, he/she acts in awareness of this dual role.

Section 9 Compatibility of family and doctorate

The special challenges of balancing family responsibilities and doctoral studies within the framework of a family-friendly university must be taken into account by [supervisor] in an appropriate manner. In addition to individually agreed measures, if required, reference should also be made to the extensive support services offered by TU Dortmund University for families.

Section 10 Research data management

[doctoral candidate] and [supervisor] undertake to implement/apply the „Principles of Research Data Management (RDM) at TU Dortmund University (Grundsätze des Forschungsdatenmanagements an der TU Dortmund)³ „. All necessary measures are recorded in a data management plan. This sets out responsibilities and obligations and is binding, including regulating the use and authorship of the data generated. Both parties also undertake to comply with all security regulations.

Section 11 Individual agreements / regulations

³ „Principles of Research Data Management at TU Dortmund University“; <https://www.tu-dortmund.de/fdm-grundsuetze>

Section 12 Conduct in cases of conflict

In the event of non-compliance with the aforementioned obligations, the parties will immediately enter into discussions in order to restore compliance with the agreement. In cases of conflict, the parties can turn to the ombudspersons of TU Dortmund University or the nationally active committee „Ombudsman for Science“ of the German Research Foundation (Deutsche Forschungsgemeinschaft, DFG).

Appendix

A. Progress documentation

List of presentations/lectures/conference attendances (year)

List of publications (year)

List of other important work results (year)

B. Work schedule/ timetable

Designation/name

Time/period

C. Interview guidelines for support meetings

- What is the current status of the work? Have the agreed milestones been achieved? If targets have not been achieved: What are the reasons for this?
- What has developed well since the last meeting, what has developed less well? Which lessons can be learned for further planning and work?
- Which texts, presentation manuscripts/slides, work results are available and should be discussed?
- What are the plans for the study program (colloquia, workshops, seminars, etc.) in the next semester?
- Which conferences/presentations are planned? Where is it worth applying? Is support necessary for a successful application?
- Are measures planned for further academic/professional development? Which measures should be taken?
- When is the next meeting? Which steps need to be taken before then?
- Other topics that are important?