

Doctoral and Supervision Agreement for persons with doctoral status at Coburg University

Supervisor (m/w/d).....

Doctoral Candidate (m/w/d).....

Working title of dissertation

.....
.....

Preamble

For a doctorate in the “Analytics4Health” doctoral center: The doctoral procedure is governed by the current doctoral regulations of the “Analytics4Health” doctoral center (PromO). If the relevant doctoral regulations stipulate regulations that deviate from this agreement, the former takes precedence. This doctoral agreement is based on the recommendations of the German Research Foundation for supervision agreements (DFG form 1.90 - 8/22, as of: 2023-02-07). A doctoral agreement does not replace the application for admission to a doctorate (Zulassung). Upon admission, the doctoral candidate is included in the doctoral list and receives doctoral status at HS Coburg. This means that access to university institutions required for the doctorate, such as library and software licenses and a university ID with email, will be set up.

For a cooperative doctorate or a doctorate in progress (Praedoc Status): On the basis of the doctoral agreement, doctoral status at the HS Coburg is established and the necessary access to the university's research infrastructure (e.g. laboratories, research facilities in the library) and qualification offer for Young academics is set up. The phrase “the doctoral candidate” also refers to people with Praedoc Status (in advance of admission to a doctorate).

1. Aim and purpose

“A supervision agreement should make the relationship between doctoral candidates and supervisors transparent in terms of content and time. The planning and implementation of the doctoral project should be designed independently through structured cooperation between supervisors and doctoral candidates so that the project can be completed with high quality within a reasonable period of time.” (DFG form 1.90 – 8/22).

Please fill out this doctoral agreement together with the supervisor of your dissertation.

2. Participants^{*)}

Doctoral Candidate: <i>(First name last name)</i>	
Telephone:	
E-Mail:	
Birth date, place of birth:	
Degree qualifying for a doctorate:	
Where received:	
Supervisor Coburg University, desired as first or second supervisor:	
Supervisor University: <i>(für coop. promotion)</i> Or supervisor Coburg University: <i>(if available)</i>	
If applicable, third party supervisor, institution: <i>(if available)</i>	
Other people involved (e.g. mentors): <i>(if available)</i>	

^{*)} Doctoral Candidates are obliged to provide the data mentioned in Art. 97 Para. 4 BayHIG. The university will use your data exclusively for the purpose of the doctoral process. For your rights as a data subject within the meaning of the General Data Protection Regulation, please see the data protection declaration at <https://www.hs-coburg.de/datenschutz.html>

3. Information about the promotion *)

Desired form of Promotion (<i>Doctoral Center/Promotionszentrum „Name“ or “Cooperative“</i>)	
Desired acad. Title (<i>Dr. rer. nat., Dr.-Ing. ,...</i>)	
Desired type of Promotion (<i>cumulative/Monography</i>)	
Faculty	
Location (Campus)	
Research area (if doctoral center „Analytics4Health“: Gesundheits-, Datenwissenschaften o. Bioanalytik)	
Research Focus of Coburg University („Nachhaltige Mobilitäts- und Energiekonzepte“, „Gesundheit analysieren und fördern“, „Sensorik und Analytik“, Bauen, Design, Andere)	
Doctoral association like BayWiss? (for coop. Promotion)	
Type of financing (<i>employed as scientific/non-scientific. employees at HS XX, external employment at XX, scholarship at XX, self-financed,...</i>)	
Admission to a doctorate (Zulassung) (<i>for coop. Promotion or joint doctoal center if available please send to Referentin Promotion</i>)	

4. Short description of the doctoral project

Specify the planned topic. Changes to the topic should be recorded in a modification of the doctoral agreement and updated in the research data management system (BayFis).

Appended as Annex, if applicable

5. Timetable and work schedule of the Dissertation

The schedule should divide the doctoral phase into phases and include intermediate goals that the doctoral candidate and the supervisor have agreed upon. In addition, the plan may include a possible research stay abroad, participation in conferences or the intended publication of journal articles; in the case of cumulative dissertations, describe as precisely as possible which types of publications are required. Possible in tabular form;

Appended as Annex, if applicable

The planned duration of the doctoral project is ____ months from _____. Subsequent deviations from the original work schedule and schedule are agreed between the doctoral candidate and supervisor and documented in supplements to the doctoral agreement, as well as updated in BayFis.

6. Duties and obligations of the Doctoral Candidate

The doctoral candidate prepares the dissertation conscientiously and promptly. In addition, she or he is expected to take an active part in the following events: _

The doctoral candidate reports to his/her supervisor at least once in _____ about the progress of his/her research. This report should include an up-to-date structure. It can be credited once a semester for the qualification programme in the module "Status of progress". In addition, the doctoral candidate is obliged to immediately notify the supervisor of any substantial changes.

In addition to these regular reporting obligations (intervals and type of report), the duties and obligations include participation in the qualification program incl. involvement in teaching (§ 2 para. 2 and § 11 para. 2 PromO), participation in scientific further education or events, regular submission of the content-related partial results, e. g. for the qualification program in the module of the "milestone presentation" and regular meetings with the supervisor. Please list under 8. what is appropriate.

7. Duties and obligations of the Supervisor

Supervision of the doctoral candidate takes place individually as well as through the following events:_____.

The supervisor must evaluate the interim results submitted by the doctoral candidate and inform the doctoral candidate. Advice should be limited to fundamental questions, so that the academic performance of the doctoral candidate does not lose its independence. In addition, the supervisor should inform his or her doctoral candidate of the principles of good scientific work.

Further duties and responsibilities include, for example, recommendation on the formulation and limitation of topics and problems, regular expert advice, support for early scientific independence, promotion of participation in the qualification program incl. Involvement in teaching (PromO §§ 2,2 and 11,2), facilitation of career promotion/mentoring program, quality assurance through regular progress checks, advice regarding publication opportunities and participation in scientific events, support in the acquisition of third-party funding or external research funding.

Note: The obligation to supervise until the completion of the doctorate is independent of its funding.

Please list under 8. What is appropriate.

8. Implementation Tasks and Obligations

Please list appropriate (specialized) events from the qualification program of HS Coburg, the planned integration of teaching staff, support formats and other events that are to be attended during the promotion period. *Praedocs*: Please note that you must also attend a consultation in the current year of signing with the doctoral officer (Referentin Promotion).

Events

9. Other agreements between doctoral candidate and supervisor

10. Mutual commitment to the principles of good scientific practice

The doctoral candidate and his or her supervisor agree to comply with the rules of good scientific practice of the Coburg University of Applied Sciences. In particular, the doctoral candidate undertakes to write the thesis independently. The supervisor and the doctoral student undertake to respect each other's copyrights. Upon request, the supervisor should be able to view the documents of the doctoral candidate. Supervisors and doctoral students undertake to comply with the "Statutes for the Safeguarding of Good Scientific Practice and for the Handling of Suspected Cases of Scientific Misconduct" at the University of Applied Sciences Coburg in the current version.

11. Arrangements in cases of conflict

In the event of conflicts between the supervisor and the doctoral candidate, both should try to reach an amicable agreement. If an agreement is not possible, a confidential person shall be called upon to settle the dispute. The doctoral candidate and the supervisor agree on

_____ as confidential person.

12. Reconciling family and doctoral studies

Coburg University of Applied Sciences is certified as a family-friendly university. The compatibility of family and academic work/doctoral studies is particularly supported. Appropriate support measures are agreed individually. The Family Office and the Women's Office are available as counselling centres if required.

13. Resources

The following research resources of the University of Applied Sciences Coburg are limited to the purposes of doctoral research (after clarifying the capacities and funding, please specify: e. g. laboratory use X, workplace, research possibilities of Library within the framework permitted by licensing law, access to the results of certain research projects):

The doctoral candidate undertakes to (if applicable)

- To follow the instructions of the laboratory management, insofar as these are necessary for the maintenance of the service operation
- take responsibility for occupational safety and health for their research activities at the university
- Handle inventory and equipment with care
- to observe the house rules of the University of Applied Sciences Coburg

14. Further accesses

If applicable, please indicate whether you need other infrastructural things for doctoral work in addition to the standard accesses, such as closing authorizations, etc.:

15. Confidentiality / Responsibility for data protection

The doctoral candidate undertakes to treat the knowledge, documents, tasks and business processes of the Coburg University of Applied Sciences as confidential and not to disclose them to third parties. Confidentiality obligations shall not apply if and to the extent that the information concerned:

- are generally known, or
- are already available at the doctoral candidate or
- become generally known through no fault of the doctoral candidate or candidates, or
- have been or are lawfully obtained by a third party.

The doctoral candidate is informed that Coburg University of Applied Sciences is not responsible for data protection in relation to the independent scientific research work of the doctoral candidate.

16. Amendment of the doctoral agreement

It is possible to amend or amend the doctoral agreement by mutual agreement.

17. Discontinuation

The supervision agreement may be terminated at any time by mutual agreement. If the doctoral candidate is prevented for an important reason from continuing to work on the doctoral thesis for a longer period of time, the supervising relationship may be suspended in consultation with the supervisor. If the doctoral process is not pursued, the supervisor should be informed immediately.

Any part of the supervision-tandem may terminate the relationship for an important reason. The important reason may result from a serious breach of this doctoral agreement. Cancellation for important reasons should be preceded by a personal interview.

A pause or discontinuation should be displayed to Referentin Promotion/the operational management of the doctoral center "Analytics4Health" and updated in Bay.Fis.

Signatures:

Doctoral Candidate

(First) Supervisor HS Coburg

Place, Date

Place, Date

if applicable: Second Supervisor HS Coburg

Place, Date