



## Doctoral Supervision Agreement

between

\_\_\_\_\_

(doctoral candidate),

\_\_\_\_\_

(principal supervisor),

\_\_\_\_\_

(secondary supervisor [optional])

In terms of a constructive and productive collaboration with regard to the dissertation project, \_\_\_\_\_ and \_\_\_\_\_ sign the following doctoral supervision agreement. The agreement is based on the doctorate regulations (*Promotionsordnung*) of the Faculty of Mathematics and Natural Sciences from 11 July, 2018 (Official Bulletin No. 42/2018) and the Geography Department's resolution on structured doctorate programs at the Geography Department from 5 June, 2012.

This doctoral supervision agreement must be submitted, together with the application for acceptance as a doctoral candidate in accordance with the doctorate regulations, to the Geography Department's Doctoral Committee not later than six months after the start of employment or scholarship.

### Doctoral project

1. The doctoral candidate shall write a doctoral thesis at the Geography Department of Humboldt University Berlin. The project shall be described in more detail in an abstract (see appendix for details). The time period and the extent of the project shall be stated in a detailed time schedule (see appendix).
2. The time schedule and, if applicable, the training plan that have been agreed upon by the doctoral candidate and the supervisor apply to the doctoral project. In accordance with the time schedule, the doctoral project shall be completed and this doctoral supervision agreement shall cease on \_\_\_\_\_<sup>1</sup>.
3. If the completion of the doctoral project is delayed and the thesis is not submitted by the date stated in paragraph §2, reasons shall be given to the Institutional Board at the start of the doctoral proceedings.
4. This doctoral supervision agreement and its attachments are regularly reviewed and modified by the involved parties.
5. If other tasks occur and have to be dealt with in addition to the dissertation project (e.g. compulsory teaching or project works), the supervisor is obliged to design the additional work and work time in a way that a completion of the doctoral thesis according to the time schedule remains possible.
6. The supervisor shall support a timely dissertation processes, particularly regarding the deadlines regulated in the specific doctorate regulations (*Promotionsordnung*).

### Supervision of doctoral projects

7. The doctoral candidate and one or both supervisors shall discuss the progress and continuation of the project with regard to abstract, time schedule, progress reports, and individual chapters of the thesis at length and at least once each semester. During these discussions or subsequently, the supervisor shall comment the current work and progress of the project detailed in oral or written form. Additional consultation meetings can be arranged if necessary (e.g. if there are acute questions or problems).

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<sup>1</sup> The completion of the envisaged dissertation project should be in accordance with internationally accepted time frames and should not exceed the (expected) period of funding.

8. The doctoral candidate shall present the progress of the study in a doctoral colloquium once a year and receive feedback and constructive criticism regarding the progress of the dissertation project.

**Independent scientific contributions and supporting training program**

9. During the doctoral candidacy, the doctoral candidate shall make independent scientific contributions in form of [e.g. attending a conference, writing a scientific article, organising a conference, doing an internship or offering a university course such as a lecture or seminar, etc.]. These activities shall be recorded in the time schedule and supported adequately by the supervisor in respect of the preparation and performance. Furthermore, they are regularly checked against the time schedule and modified in accordance with the doctoral project.

10. The doctoral candidate may attend courses of disciplinary or interdisciplinary qualification programmes. The attendance shall be agreed upon by both parties. The extent of the work and contents shall be recorded in the training plan.

**Behaviour in conflict cases**

11. If one or both parties do not comply with the doctoral supervision agreement, the Doctoral Committee shall be notified. In this case, the Institutional Board shall appoint two ombudsmen (1 doctoral candidate, 1 university lecturer/professor) to deal with this issue.

**Additional agreements**

Four horizontal grey bars for additional agreements.

This agreement, together with the required attachments, has to be submitted to the Geography Department’s Institutional Board at the beginning of the doctoral proceedings.

Date and Signature

Three horizontal grey bars for dates and signatures.

(Date, doctoral candidate),  
(Date, principal supervisor),  
(Date, secondary supervisor, [optional])

## **Attachments to be submitted**

### Attachments to the doctoral supervision agreement:

1. Abstract (to be submitted with the doctoral supervision agreement):
  - Length: minimum of 1,500 words (excluding references, tables, figures, and attachments)
  - Content:
    - Working title
    - Short description of the current research status
    - Problem definition and purpose of the doctoral thesis
    - Research approach and possible research questions
    - Methods
    - References
  
2. Time schedule
  - The time schedule shall point out all relevant steps and cornerstones of the doctoral thesis in the form of a detailed GANNT chart.
  - The time schedule shall include all the major steps, including all scientific contributions, planned for the dissertation phase, e.g. preparing and giving conference presentations, writing chapters of the doctoral thesis in form of peer-reviewed scientific journal articles, or other scientific publications.
  - Buffer time and holidays will be allowed for in an adequate extent.
  
3. Training plan [optional]
  - List of activities that are additionally agreed upon, in terms of a general academic education and/or as a direct support of the doctoral thesis.
  - Possible contents:
    - temporary stay abroad
    - language courses
    - further education in terms of "soft skills" (e.g. vocational courses)
    - scientific education through attending special courses or courses in related disciplines
    - organisation of conferences, leadership of a workshop
    - career coaching
    - teaching experience
  - Estimated extent, time period and, if applicable, funding opportunities have to be included for each activity.