

Supervision Agreement (Rights and duties in the direct supervisory relationship)¹

Author of doctoral thesis (doctoral fellow)			
First name		Last name	
Clinic/ Institute/ Department			
Preliminary title of doctoral thesis			

Supervisor of doctoral thesis (supervisor)					
Direct supervisor of the doctoral thesis (normally head of working group from clinic)					
First name		Last name		Acad. title	
Institution					
If necessary, co-supervision by					
First name		Last name		Acad. title	
Institution					

1. Time- and work schedule structured by content

The Mentoring committee of the Life@FAU (Mentoring committee) and the doctoral fellow agree on a time- and work schedule on the basis of the project outline/research proposal to be submitted (§5, subsection 2, statutes Life@FAU), which will be adjusted during the course of the doctoral thesis, if necessary.

2. The doctoral fellow commits:

- to get involved in the research process in the working group/institution
- to be loyal to all supervisors, superiors, colleagues and employees
- to work conscientiously, responsibly and with commitment, to report any problems that may limit the progress of the work at an early stage and to report regularly to the supervisor
- to comply with the rules of good scientific practice (www.uni-erlangen.de/universitaet/organisation/recht/sonstige_satzungen/Praxis.pdf and www.dfg.de/foerderung/grundlagen_rahmenbedingungen/gwp/) and legal requirements.
- to familiarize oneself with the guidelines for data protection according to the DSGVO, the BDSG-neu and the data protection guidelines of the Universitätsklinikum Erlangen or the FAU and to observe them (www.uk-erlangen.de/datenschutz and www.fau.de/datenschutz).

¹The Supervision Agreement does not confer any legal entitlement to a doctorate, but regulates the rights and duties of the doctoral student and the supervisor in the institution where the dissertation is being written. **Nor** does it replace the admission procedures for doctorates.

- to observe the applicable safety regulations (e.g. for hazardous substances, radioisotopes, radiation sources, genetic engineering); the same applies to the handling of infectious material.
- to keep a laboratory journal for experimental work and calculations which contains all measurement data and measurement set-ups. The same applies to the evaluation of clinical data.
- to grant the supervisor and the head of the laboratory access to the data at any time. The laboratory journal must remain in the facility in accordance with labour law regulations and be kept there for 10 years. The same applies to the evaluation of clinical data and the documentation of the analyses performed.
- to present their own research results in a qualified form.
- to participate in the accompanying training program according to the specifications of Life@FAU.

3. The supervisor commits:

- to comply with the rules of good scientific practice (see DFG guidelines) and legal requirements. The approval from the ethics committee and for animal experiments must be obtained before work begins.
- to be available to the doctoral fellow on a regular basis in an advisory capacity until the dissertation.
- to involve the doctoral fellow in the research routine and, where available, in the working group; to point out relevant seminars, lectures, exchange possibilities as well as symposia and to support their participation as far as possible.
- to enable the doctoral work to proceed quickly and to provide a workplace with the necessary equipment in agreement with the director of the institute or clinic.
- to inform the doctoral fellow in good time of periods of extended absence from the place of employment or the change of employer and to regulate further supervision.
- to support the compatibility of family and scientific work.
- to enable the doctoral fellow to participate in the accompanying training programme in accordance with the requirements of Life@FAU.

4. Conflicts in the supervisory relationship / termination of supervision agreement

If, during the preparation of the research work/dissertation, controversial questions arise regarding the content and/or implementation of this supervision agreement, the following steps must be followed:

- The parties involved shall endeavour to resolve the dispute by at least one personal meeting and, if necessary, by amending this agreement in writing.
- If an agreement cannot be reached, both sides can turn to the person of trust of the respective faculties. (<https://www.fau.de/graduierzentrum/promotion/kontakte-in-den-fakultaeten/>).

If there are serious problems during the doctorate which justify the assessment that the doctoral thesis cannot be successfully completed, the supervision relationship can be terminated.

The termination must be reported immediately to the office of Life@FAU.

Otherwise, the supervision agreement ends automatically with the completion of the doctoral procedure.

5. Signatures

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(Place, date, signature (doctoral fellow))

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(Place, date, signature (supervisor))

Read and taken note of:

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(Place, date, signature head of institute/ clinic/ chair)