



## Doctoral Agreement – Preliminary Remarks

### Privacy Notice

Please note that the data collected in the following is required for undertaking a dissertation project at the University of Education Freiburg. The collected data will be used for administrative purposes only. Information about the use of personal data for the purpose of a dissertation project, your rights according to the General Data Protection Regulation (GDPR), and the contact person for questions about data protection can be found in the *Information on Data Use and Data Protection for Doctoral Candidates of the University of Education Freiburg*.

Available online at <https://www.ph-freiburg.de/forschung/wissenschaftliche-karriere/promotion.html> (in German only)

The doctoral agreement is complemented by the "Stammdatenblatt", which collects personal information.

### Goal and purpose of this agreement

The doctoral agreement<sup>1</sup> (also called supervision agreement) is meant to ensure continuous support and guidance for the doctoral candidate in their dissertation project. It shapes the relationship between doctoral candidates and supervisors in terms of content and by providing a transparent time frame. The tasks and responsibilities of doctoral candidates and supervisors are to be defined in mutual agreement.

The included model doctoral agreement comprises only the **minimal terms of an agreement** and can, or rather should, be complemented by additional arrangements relating to the candidate's subject area and/or individual circumstances.

The cooperation between supervisors and doctoral candidates, structured through the doctoral agreement, should be designed responsibly in a way that ensures that the dissertation project can be completed with a high quality within an appropriate time frame.

The agreement reflects the current research plan and can be altered and extended in writing by mutual consent. At minimum four copies of the agreement have to be printed and signed. Every member of the doctorate committee, the prospective doctoral candidate and the relevant faculty will receive a signed copy of the agreement. The agreement is to be submitted to the dean's office of the relevant faculty immediately after signing. **The doctoral agreement is part of the application for admission as doctoral candidate. The doctorate board decides about the admission. The doctoral agreement is conditional to the admission as doctoral candidate by the relevant faculty.**

<sup>1</sup> The doctoral agreement is in accordance with the requirements defined in section 38 (5) of the law on higher education institutions in Baden-Wuerttemberg (Federate Higher Education Act / Landeshochschulgesetz LHG) in the version of 17.12.2021 (GBl. p. 1204) and section 7 of the Doctoral Regulations of the University of Education Freiburg.



**Conditional to the admission of the doctoral candidate by the relevant faculty, the following doctoral agreement is made between the**

**prospective doctoral candidate**

Surname, Name

Date of birth

**and the doctorate committee, consisting of**

**Main supervisor**

Surname, Name

Academic title

Institute Affiliation

**Further supervisor**

Surname, Name

Academic Title

Institute Affiliation, or  
University Affiliation for  
supervisors outside the  
University of Education  
Freiburg

**Additional supervisor (optional)**

Surname, Name

Academic Title

Institute Affiliation, or  
University Affiliation for  
supervisors outside the  
University of Education  
Freiburg

**for the purpose of undertaking a dissertation project**

about the planned  
doctoral  
dissertation topic  
(working title)

at the faculty of

in the subject area



### (1) Type of doctoral dissertation

The doctorate committee and the doctoral candidate agree that the doctoral dissertation is to be written

- ☐ as a **monograph**.
- ☐ as an **article-based doctoral dissertation**

In the case of an article-based doctoral dissertation, please state below a **publication strategy** listing the type and number of academic publications planned. If the publication strategy cannot be determined yet, it is to be handed in together with the application for admission as doctoral candidate:

### (2) (Tentative) research plans

The signatories agree on tentative research plans for regular supervisory meetings and status reports that accommodate the doctoral candidate's dissertation project and their individual situation (in accordance with section 7 (3) no. 1 of the doctoral regulations of the University of Education Freiburg).

Supervisory meetings shall take place in the following way:

Status reports will be treated as following:



### (3) Individual study programme

The doctoral candidate commits to participate in accompanying qualification training. This can include events in the area of a) academic qualifications (WQ) b) qualifications in higher education didactics (HQ) and c) interdisciplinary qualifications, professional and career orientation (ÜQ)<sup>2</sup> which will be offered, amongst others, by the Graduate Academy for Educational Sciences (BiwAk) and the Graduate Academy of the Universities of Education (graph). Also included are, for example, active participation in conferences, conference presentations, the presentation of the dissertation project in a research seminar or colloquium, involvement in teaching and research stays abroad. The following independent study programme is agreed upon (section 7 (3) no. 2).

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### (4) Obligation to follow the principles of good academic practice

The doctoral candidate and doctorate committee commit to **observe the principles of good academic practice and to avoid academic misconduct** (in accordance with the regulations on good academic practice and academic misconduct of the University of Education Freiburg). In the case of questions about good academic practice, the doctoral candidate and the doctorate committee may contact the ombudsperson for the protection of good academic practice (section 7 (3) no. 3).

### (5) Provisions in case of conflict

In cases of difference of opinion or conflict between one or more supervisors and the doctoral candidate, all parties are required to work towards a consensual solution. Support is available through the **conflict consultation** offered by the Graduate Academy of Educational Sciences (BiwAk). In cases in which a constructive, purposeful cooperation built on trust has been permanently disrupted and in which the situation does not seem to be solvable to at least one of the involved parties, the **ombudsperson for doctoral matters** is to be brought in (section 7 (3) no. 4).

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<sup>2</sup> Concurrent with the concept of staff development at the University of Education Freiburg.



**(6) Examination schedule after submission**

After submission, the doctorate committee has three months to examine the doctoral dissertation. If any additional examination reports are required, these may also take up to three months (section 10 (2) no. 5).

**(7) Additional individual agreements (optional)**

The following agreements have been made and may be adapted as and when needed:

**(8) Cancellation of the doctoral agreement**

The doctoral agreement may be cancelled in mutual agreement of all involved parties. A unilateral cancellation of the doctoral agreement must be submitted in writing. The doctoral agreement is considered as cancelled if the admission as doctoral candidate is declined by the relevant faculty, if the admission has been revoked by the faculty, or if the doctorate at the University of Education Freiburg is terminated prior to the registration for examination. The doctoral agreement ends with the completion of the doctorate.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Doctoral Candidate

\_\_\_\_\_  
Main Supervisor

\_\_\_\_\_  
Further Supervisor

\_\_\_\_\_  
Additional Supervisor

In line with LHG (Federate Higher Education Act) section 38 (5), the following applies:  
*„After completion of the doctoral agreement, the doctoral candidate is to be recorded centrally.”*

A copy of the doctoral agreement is thus to be submitted to the relevant faculty for recording purposes immediately after signing.