**Preliminary Remarks**

 **Doctorate Agreement – Preliminary Remarks**

**Privacy Notice**

Please note that the data collected in the following is required for undertaking a doctoral degree at the Freiburg University of Education. The collected data will be used for administrative purposes only. Information about the use of personal data for the purpose of a doctoral degree programme, 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 (Prospective) Doctoral Candidates of the Freiburg University of Education.*

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

The Doctorate Agreement is complemented by the “Stammdatenblatt”, which collects personal information.

**Goal and purpose of this agreement**

The doctorate agreement[[1]](#footnote-1) (also called supervision agreement) is meant to ensure continuous support and guidance for the doctoral candidate in their doctoral degree 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 doctorate 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 doctorate agreement, should be designed responsibly in a way that ensures that the doctoral degree 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 doctorate agreement is part of the application for admission as doctoral candidate. The doctorate board decides about the admission. The doctorate agreement is conditional to the admission as doctoral candidate by the relevant faculty.**

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

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| **prospective doctoral candidate** |
|  |  |
| Surname, Name |  |
|  |  |
| Date of birth |  |
|  |  |

**and the doctorate committee, consisting of**

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| **Principal supervisor**  |
|  |  |
| Surname, Name |  |
|  |  |
| Academic title |  |
|  |  |
| Institute Affiliation |  |
|  |  |
| **Second supervisor**  |
|  |  |
| Surname, Name |  |
|  |  |
| Academic Title |  |
|  |  |
| Institute Affiliation, or University Affiliation for supervisors outside the Freiburg University of Education |  |
|  |  |
| **Additional third supervisor (optional)**  |
|  |  |
| Surname, Name |  |
|  |  |
| Academic Title |  |
|  |  |
| Institute Affiliation, or University Affiliation for supervisors outside the Freiburg University of Education |  |

**for the purpose of undertaking a doctoral degree project**

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| --- | --- |
| about the planned thesis topic (working title) |  |
|  |  |
| at the faculty of |  |
|  |  |
| in the subject area |  |

1. **Type of doctoral thesis**

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

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| --- | --- |
| **[ ]**  | as a **monograph**.  |
|  |  |
| **[ ]**  | as a **doctorate by published work** |
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In the case of a doctorate by published work, 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:

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1. **(Tentative) research plans**

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

Supervisory meetings shall take place in the following way:

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Status reports will be treated as following:

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1. **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)[[2]](#footnote-2) 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 doctoral degree project in a research seminar or colloquium, involvement in teaching and research stays abroad. The following independent study programme is agreed upon (§ 7 para. 3 no. 2).

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1. **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 Freiburg University of Education). 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 (§ 7 para. 3 no. 3).

1. **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 degree matters** is to be brought in (§ 7 para. 3 no. 4).

1. **Examination schedule after submission**

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

1. **Additional individual agreements (optional)**

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

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1. **Cancellation of the doctorate agreement**

The doctorate agreement may be cancelled in mutual agreement of all involved parties. A unilateral cancellation of the doctorate agreement must be submitted in writing. The doctorate 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 doctoral degree project at the Freiburg University of Education is terminated prior to the registration for examination. The doctorate agreement ends with the completion of the doctoral project.

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  | Date |  | Doctoral Candidate |
|  |  |  |  |  |
|  |  |  |  |  |
| Principal Supervisor |  | Second Supervisor |  | Additional Supervisor |

In line with LHG (Federate Higher Education Act) § 38 para. 5, the following applies:

*„After completion of the doctorate agreement, the doctoral candidate is to be recorded centrally.”*

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

1. The doctorate agreement is in accordance with the requirements defined in § 38 para. 5 of the law on higher education institutions in Baden-Wuerttemberg (Federate Higher Education Act / Landeshochschulgesetz ­ LHG) in the version of 17.12.2021 (GBI. p. 1204) and § 7 of the doctorate regulations of the Freiburg University of Education. [↑](#footnote-ref-1)
2. Concurrent with the concept of staff development at the Freiburg University of Education. [↑](#footnote-ref-2)