



## Supervision agreement

between

.....  
*Name of the doctoral candidate*

and

.....  
*Name of the supervisor*

1) The candidate is required to complete a doctoral dissertation with the following working title during the qualifying stage of their doctorate:

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.....

2) Ms/Mr \_\_\_\_\_ has been accepted as a doctoral candidate by decision of the Dean as per Section \_\_\_\_\_ of the doctoral-degree regulations of the Max Weber Centre for Advanced Cultural and Social Studies, University of Erfurt, dated 06 September 2012.

3) Mr/Ms \_\_\_\_\_ has been appointed their supervisor as per Section \_\_\_\_\_ of the aforementioned doctoral-degree regulations.

4) The doctoral candidate and the supervisor undertake to work together and adhere to the following terms in order to attain the qualification objectives described above:

- The supervisory relationship is based on a progress schedule that complies with the regular qualifying periods specified in the guidelines on limiting and structuring academic and non-academic employment relationships at the University of Erfurt (“Gute Arbeit in der Wissenschaft”). If the dissertation is not being completed within the scope of an employment relationship, the progress schedule enclosed as Annex 1 applies instead.
- The doctoral candidate undertakes to work intently on their dissertation.
- The doctoral candidate undertakes to report to their supervisor about the state of their work, any outstanding documentation, and their participation in the qualification programme precisely and on a regular basis (at least \_\_\_\_\_). The doctoral candidate shall submit the following reports:

Interim reports,

developed measurement instruments,

- sub-chapters,  research findings,
  - dissertation structure,  \_\_\_\_\_
- (if applicable) to the extent of: \_\_\_\_\_

- The supervisor undertakes to review the submitted reports on a regular basis and support the doctoral candidate in their independent work through one-on-one meetings, discussing and evaluating, in particular:
  - the progress of the dissertation and the hypotheses and methods used,
  - the research findings,
  - suitable conferences and publications,
  - the candidate's further career plans.

The supervisor shall support the doctoral candidate in the early stages of their independent academic career.

- The supervisor shall take into account the doctoral candidate's individual circumstances and, as a priority, help them strike a healthy balance between their academic work and their family life.
- The doctoral candidate and the supervisor agree to meet every \_\_\_\_\_ months to discuss the reports submitted by the former.

5) (If applicable:) The doctoral candidate is a full member of the EPPP-certified Graduate Centre \_\_\_\_\_ and participates in its qualification programme.

6) The doctoral candidate undertakes regularly to participate in the colloquium

- of the certified Graduate Centre specified in 5)
- of the following institute: \_\_\_\_\_

They are expected to present their own research at the colloquium \_\_\_\_\_ per semester (if applicable).

7) The doctoral candidate may request that an additional, appropriately qualified person be appointed as co-supervisor in the supervision arrangement (to be named in Annex 2) to discuss the dissertation topic as required by the doctoral candidate. Annex 2 must be signed by the co-supervisor to confirm their co-supervision of a doctoral project; it becomes part of the present agreement.

8) The doctoral candidate and their supervisor are obliged to comply with the guidelines for good scientific practice as per Section 8 Subsection 6 p. 1 of the Thüringer Hochschulgesetz/ThürHg (Thuringian higher education act). Both, the doctoral candidate and their supervisor, read and understood the regulations of the Ethikkodex (ethics codex) of the University of Erfurt, as amended on 14 May 2019.

9) In the event of any conflict between the doctoral candidate and their supervisor, the parties may address the doctoral committee of their faculty/the collegiate council of the Max Weber Centre, the spokesperson of the certified Graduate Centre or the ombudsperson at the Christoph Martin Wieland Graduate Forum.

10) If either party wishes to terminate the supervisory relationship, the provisions of the relevant doctoral-degree regulations apply. If the regulations do not contain any provisions on terminating the working relationship, the following apply instead:

The supervisory relationship may be terminated by mutual agreement of both parties upon consultation with the doctoral committee of the faculty/the management of the Max Weber Centre and (if applicable) the spokesperson of the certified Graduate Centre in consideration of the relevant doctoral-degree regulations. The doctoral candidate and their supervisor shall agree to the termination of their supervisory relationship in writing. Termination of the supervisory relationship renders the present supervision agreement void.

11) The original German document "Betreuungsvereinbarung" has been translated into this English version ("supervision agreement"). If there is any inconsistency or ambiguity between the German and the English version, the German version shall prevail.

12) Additional provisions:

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The supervision agreement contains the following annexes:

- Annex 1: progress schedule
- Annex 2: co-supervision declaration
- Annex 3: .....
- Annex 4: .....

13) The supervision agreement is issued in triplicate (for the doctoral candidate, supervisor and the faculty or the Max Weber Centre) or, if the doctoral candidate is a member of a certified Graduate Centre, quadruplicate (for the spokesperson of the Graduate Centre).

.....  
*Place, date*

.....  
*Place, date*

.....  
*Supervisor*

.....  
*Doctoral candidate*

.....

*Spokesperson of the certified Graduate Centre (if applicable)*

.....  
*Dean's office/Directorate*

## Annex 3: Specifications for the Max-Weber-Kolleg

Instructions for completing the supervision agreement:

Doctoral candidates of the Max-Weber-Kolleg usually have two supervisors, one from the Max-Weber-Kolleg and another external supervisor, if applicable. In special cases, a third supervisor can also be consulted. A supervision agreement must be completed with all supervisors and submitted to the Office for Doctoral Affairs (diana.blanke@uni-erfurt.de).

The doctoral candidate is assigned to the following research group/research unit in the Max-Weber-Kolleg:  
KFG Religion and Urbanity

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Re 4): With regard to the reports and the frequency, enter "see attachment" in the free field (enter text) in each case. The frequency and type of reporting measures according to 4) are determined as follows:

- In the first 6 months, counselling meetings take place at intervals of six weeks (with informal short protocols by the doctoral candidate). The short protocols only serve the purpose of mutual communication between the supervisor and the supervisee.
- Thereafter, (at least) two counselling meetings (usually more) take place per semester (one directly after the colloquium), with short minutes by the doctoral candidate).
- Each semester (in 5 semesters, as the 6th semester is a writing semester), a text of approx. 20 pages is submitted for the colloquium (in at least one semester, the text should be submitted in English or German; in one semester, a guest lecture (lecture with PowerPoint presentation of 45 min.) can also be discussed instead of a colloquium text)
- Annual Interim Report of the doctoral candidate (1 page) or
- Annual Progress Report in the version decided upon by the Kollegrat.

Re 5): The Max-Weber-Kolleg is certified according to the quality criteria of the Erfurt Doctoral and Postdoctoral Programme (EPPP) and all doctoral candidates enjoy the associated funding opportunities. Further information: <https://www.uni-erfurt.de/forschung/wissenschaftliche-karriere/graduierenforum-und-nachwuchskollegs/eppp>

To 6): Tick the affiliation to the Junior Research College and enter "see attachment" in the free field. The obligations within the framework of the study programme of the Max-Weber-Kolleg according to 6) include, among other things:

- Participation in 15 colloquia (including a maximum of three guest lectures) per semester (plus your own colloquium) in 5 semesters (the 6th writing semester can also be divided into two half semesters; participation in the methods workshop can be offset against three colloquium dates; doctoral representatives only have to attend 12 dates; reductions due to family obligations can be agreed individually)
- Participation in four (block) seminars during the three-year doctoral period
- Participation in four qualification/continuing education events (either from the university's programme or from external providers; language courses are possible) within the three-year doctoral period (one event can be replaced by a teaching assignment on the topic of the dissertation)

Re 10): Obligations of the supervisor(s)

- The supervisor undertakes to continue to supervise the dissertation even if he/she leaves the Max-Weber-Kolleg [and, as a rule, to be available as a reviewer of the dissertation]<sup>1</sup>. For necessary travel to the colloquia and to the doctoral examination, the Max-Weber-Kolleg bears the costs according to the ThürRKG. This obligation usually ends five years after the conclusion of this agreement, unless otherwise agreed.

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<sup>1</sup> Delete [...] if not applicable.