



Doctoral Supervision Agreement

This agreement ensures the ongoing support and guidance for the doctoral candidate and establishes mutually agreed-upon requirements for all parties. It does not constitute an enforceable legal position.

1 Declaration and formation of the Thesis Advisory Committee

_____ [doctoral candidate]
_____ [institute]

and

_____ [advisor]
_____ [institute]

agree to establish a Thesis Advisory Committee (TAC) for the duration of the doctoral candidate's membership in the Graduate School _____.

The doctoral candidate is required to submit this signed agreement to the Graduate School office within three months of the research project's start.

Additional TAC members:

_____ [name, institute]
_____ [name, institute]

If a TAC member leaves before the dissertation is submitted, the doctoral candidate is expected to identify a suitable replacement in consultation with the remaining TAC members. If necessary, additional support may be provided by the relevant graduate school.

2 Thesis subject and preliminary timeline

The doctoral candidate has applied for acceptance as a doctoral candidate in _____ [subject] at the Faculty of Mathematics and Natural Sciences and will remain enrolled at the University of Cologne throughout their doctoral studies.

a. Working title of the thesis

b. Research project timeline

Start [DD/MM/YYYY]: ____/____/____ Planned end [MM/YYYY]: ____/____

The doctoral candidate must submit a project proposal or similar, as required by the Graduate School's guidelines.

3 Working conditions and funding

3.1 Resources

In addition to access to relevant scientific literature and research material, the following resources will be made available to the doctoral candidate (check and complete as required):

☐ workstation/desk, ☐ PC, ☐ laboratory access, ☐ equipment and ☐ data storage (4.3),
☐ _____.

3.2 Project location

☐ The project will be conducted in the advisor's working group as stated under 1.

☐ The project will be carried out at _____
under the guidance of _____.

3.3 Funding

The doctoral candidate and advisor will discuss potential funding extension no later than 6 months before the end of the current funding period, by [Insert date that is 6 months before the end of the current funding period, MM/YYYY]: ____/____.

4 Duties and responsibilities

It is recommended to discuss mutual expectations prior to starting work, ideally through a preparatory conversation (https://mathnat.uni-koeln.de/sites/dekanat/official/Formulare/Promotionen/Preparatory_conversation_mnf.pdf).

4.1 Code of conduct clause

All parties commit to maintaining a professional, respectful, and non-discriminatory working environment. Harassment, abuse of power, discrimination based on gender, ethnicity, nationality, disability, religion, sexual orientation, or any other protected characteristic will not be tolerated. Any violations should be reported to the appropriate institutional body.

4.2 Duties and responsibilities of the advisor and doctoral candidate

The advisor commits to providing academic guidance to the doctoral candidate and supporting their early scientific independence. This includes:

- Structuring the doctoral project to ensure its scientific and practical feasibility.
- Introducing them to the research subject and relevant scientific environment.
- Discussing and assessing hypotheses and methods.
- Regularly providing differentiated and constructive feedback on results and their interpretation.
- Facilitating career development and participation in scientific conferences, subject to financial constraints.

The doctoral candidate commits to actively engaging in their research and taking responsibility for the progress of their dissertation. This includes:

- Regularly discussing their work with the advisor, integrating feedback, and working towards scientific independence.

- Regularly informing the TAC of project progress and any emerging issues.
- Presenting substantive interim results to the advisor, at least every six months.

4.3 Data storage

The undersigned ensure that all data collected within the scope of supervision is made available to the faculty upon request in an appropriate form, insofar as this is necessary for scientific purposes, quality assurance, or institutional obligations, while complying with applicable data protection regulations and the *Open Science Principles* of the University of Cologne (<https://oscc.uni-koeln.de/en/open-science-principles>).

5 Work-life balance compatibility

The compatibility of personal life and academic work is actively supported. Special measures to promote work-life balance are agreed upon as needed.

6 Arrangements in case of conflict

In the event of factual or personal disagreements or concerns that may hinder a trusting, constructive, and goal-oriented collaboration, any party to this agreement may seek assistance—either individually or jointly—from a member of the Graduate School Steering Committee. Individuals who are not members of the Graduate School may instead contact an ombudsperson for support. When necessary, cases may be referred to an ombudsperson at the University of Cologne, or other relevant University bodies. All reports will be handled confidentially and impartially.

The doctoral candidate may terminate the advisory relationship at any time without stating reasons. If the thesis is to be continued, the candidate is expected to identify a suitable replacement advisor in consultation with the remaining TAC members. If needed, additional support can be provided by the doctoral office, an ombudsperson or the relevant graduate school. Similarly, the supervision agreement may be dissolved at any time by mutual agreement.

The advisor may only unilaterally terminate the supervision agreement for just cause.

The Graduate School and the MNF's doctoral office must be informed of the termination of the supervision agreement.

7 Acknowledgement of the doctoral regulations

The undersigned take note of the current doctoral degree regulations of the Faculty. The doctoral procedure is conclusively regulated by these doctoral regulations. All parties are expected to comply with the Graduate School's rules and guidelines at all times, if applicable.

[Place, date]

[Signature, doctoral candidate]

[Signature, advisor]