

Supervision Agreement for Qualification Projects

1. Parties to the Agreement

	Name	Date/Signature
Candidate		
Supervisor		
Supervisor 2 (if applicable)		
Supervisor 3 (if applicable)		

Start of the Qualification Project	
intended End of the Qualification Project	

- Preparation PROMOTION** max. 1 year
 provisional approval of degree equivalence if necessary, conditions (mentorate: 3 supervisors)
- PROMOTION** (Advisory Committee: 1-3 supervisor/s)
 (Duration Qualification Project \triangleq Contract duration, usually a total of 3 years)
- Supervisor from other Faculty/Professional Colleague outside University**
 (Mentorate: 3 Supervisors)
- external Promotion** (Mentorate: 3 Supervisors)
- binational Promotion** (Mentorate: 3 Supervisors)
- HABILITATION** max. 4 years (Mentorate: 3 Supervisors)
 (Extension by Mentorate possible, must be reported to the Dean with justification.)
- Other** (please specify)

This agreement must be reported to the Dean's Office.

Being mutually aware that the qualification project is to take up a significant part of the working time of the candidate, the parties enter into the following supervision agreement, which may be updated over the course of the qualification project if the situation demands:

2. Project Title

The title specified below is a working title subject to change. Only if fundamental changes are made that constitute a change of topic must this be documented in an update to this supervision agreement.



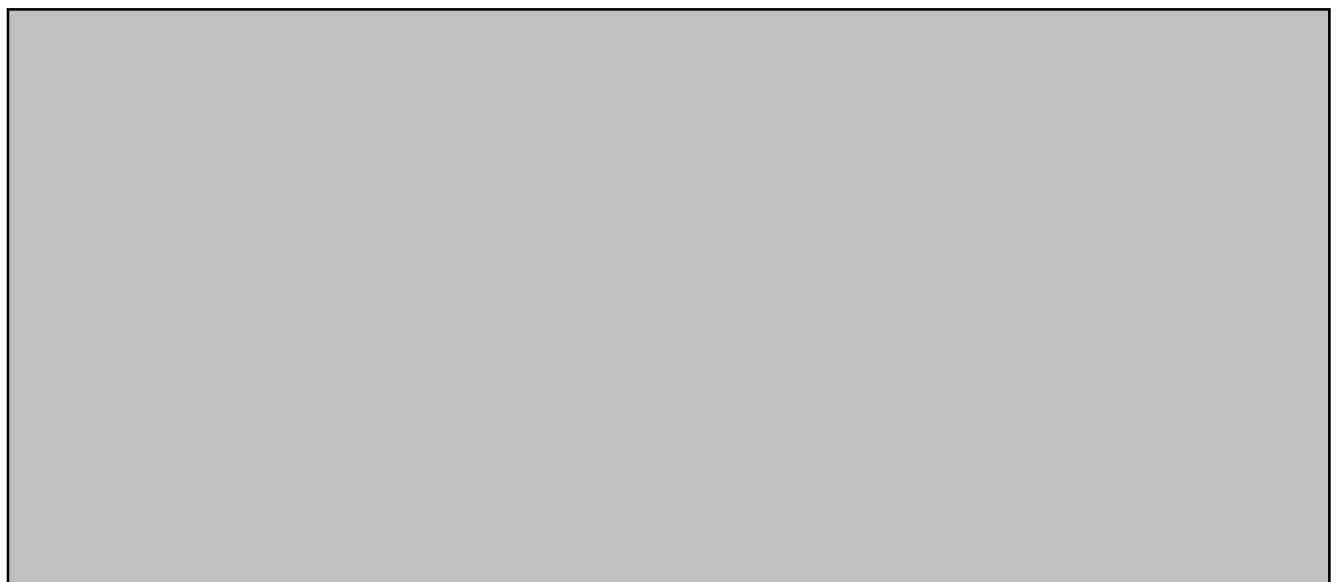
3. Brief Description of the Qualification Project

In the case of the candidate pursuing a doctorate or Habilitation, a brief description of the qualification project must be attached to this agreement. That description must include information on the time schedule including the projected date of completion. In the case of the candidate pursuing another qualification, a brief description of the qualification project shall be provided below:



4. Qualification Measures

Individual measures in the context of the qualification project will be implemented as follows:



5. Funding

The qualification project will be financed

- from private funds
- by a fellowship or scholarship
- by employment at the University
- by project funding; Duration:

if the duration is shorter than the duration of the qualification project, the following follow-up funding is planned:

- other financing



6. Project Duration

The qualification project starts on

and will probably be finished on

If the candidate is unable to successfully complete the project within the projected timeframe, the candidate must enter into an agreement to extend the duration of this supervision agreement with his/her supervisor or supervisors.

7. Responsibilities and Obligations

The section below specifies the minimum requirements for supervision; these may be supplemented by additional regulations such as doctoral regulations.

a) The Candidate

The candidate shall pursue his/her work and research activities in accordance with the arrangements made with his/her supervisor or supervisors. If the candidate is pursuing his/her activities in the context of an employment relationship or is receiving funding for the qualification project from an external source or sources, he/she shall be required to comply with any and all instructions of his/her employer or regulations imposed by the funding body or bodies. The candidate shall be obligated to report, at regular intervals, on the progress of the qualification project and on the agreed qualification measures. Issues that must be reported by the candidate also include any problems or delays he/she may have encountered during his/her work.

b) The Supervisor or Supervisors

The main supervisor shall be available, no less than once a year, to discuss the progress reports with the candidate and shall undertake to actively support the implementation of the agreed qualification measures. The co-supervisors (if any) shall undertake to assist in the supervision of the candidate under the applicable regulations.

All supervisors should, as far as possible, encourage scientific or scholarly independence of the candidate and promote his/her integration into scientific or scholarly networks; they should also help ensure that the candidate has the working conditions and resources he/she needs in order to successfully complete the qualification project.

Good Practice in Research

All parties to the agreement shall undertake to adhere to the principles of good practice in research as stipulated in the applicable regulations of the University of Würzburg and, where applicable, supplementary regulations imposed by funding bodies, publication organs or other institutions that may be involved in the project.

8. Family Commitments of the Candidate

The supervisor or supervisors shall take into account the family commitments of the candidate and, in particular, his/her need to reconcile work and family life. Expectant parents should meet with their supervisor or supervisors as soon as possible to agree on measures to help them reconcile work and family life. In addition to the competent equal opportunities representative, a third party trusted by the candidate and/or the supervisor or supervisors may be invited to join that meeting.

9. Cases of Conflict

Should any conflicts arise between the parties to the agreement, they must first attempt to settle these between themselves. The University and each of its institutions have drawn up regulations, of which all parties to the agreement are aware, for taking conflicts to an ombudsperson.

With mutual consent of all parties to the agreement, the supervision relationship may be terminated prematurely at any time. Each party to the agreement shall be entitled to unilaterally terminate the supervision relationship for cause. Reasons for such termination for cause include, but are not limited to, serious breach of this supervision agreement. An ombudsperson should be consulted before terminating the supervision relationship for cause.

10. Copies/coming into effect

This supervision agreement is drawn up in duplicate, if necessary in English, for the initial supervisor and the qualifying person. It comes into force with the acceptance of the qualification project.