

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
 preliminary recognition degree , if necessary, conditions (mentorrate: 3 supervisors)
- PROMOTION** (Mentorate: 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 Mentorrate possible, must be reported to the Dean with justification.)
- SONSTIGES** (SPEZIFIZIEREN)

In the mutual awareness that the qualification project must take up a substantial part of the working time of the person qualifying, both parties conclude the following supervision agreement, which can be updated in the course of the qualification project according to the circumstances and must be reported to the Dean's Office.

2. Work Topic

The working title listed here is provisional. Only fundamental changes due to changes in subject matter are to be documented in an update of the supervision agreement.



3. Brief Description

In the case of doctoral or post-doctoral degrees, a brief description shall be attached to this agreement. This shall contain details of the timetable including a planned completion date. Other qualification projects are briefly described below:



4. Qualification Measures

Measures within the framework of the qualification project are implemented individually as follows:



5. Funding

The qualification project is funded as follows:

- Private
- about Scholarship
- from a budget position
- by project funding; Duration:

if the term 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 project cannot be successfully completed in the time envisaged, an extension agreement to this supervision agreement must be concluded.

7. Tasks and Duties

The following points are a minimum requirement for supervision, which may be supplemented by further regulations such as doctoral regulations.

a) Qualifying Person

The qualifying person carries out his/her work and research programme within the framework agreed with the supervisors. If necessary, they are subject to the instructions or requirements of the funding bodies within the framework of an employment relationship or external funding. He/she is obliged to report regularly on the progress of the work and on the agreed qualification measures. This also includes reporting obstacles and delays.

b) Supervisors

The supervisor offers the opportunity to discuss the progress reports with the person to be qualified at least once a year and undertakes to actively promote the agreed qualification measures. The co-supervisors, if any, undertake to cooperate in the supervision within the framework of the applicable regulations.

All supervisors are required to promote the academic independence of the person to be qualified and the integration into academic networks as far as possible and to ensure the necessary conditions.

8. Rules of good scientific practice

All participants undertake to comply with the rules for ensuring good scientific practice in accordance with the applicable statutes of the University of Würzburg and, if applicable, supplementary rules of other institutions, funding bodies and publication organs involved in the project.

9. Consideration of special life situations

The family situations of the qualifying persons, in particular the compatibility of family and academic activity, are taken into account in the supervision. Parents-to-be should clarify in good time with the supervising persons how family and qualification can be reconciled. In addition to the responsible Equal Opportunities Officer, a confidant of the qualifying person and/or the supervising person may be called in for this discussion.

10. Conflict Case

In the event of conflicts between the parties involved, the first mutual obligation is to resolve these conflicts internally. Each institution of the university and the university as a whole has regulations for calling an ombudsperson, about which all parties involved are informed.

The relationship of the supervision can be terminated prematurely at any time by mutual agreement. Each person involved may unilaterally terminate the relationship of the supervision for good cause. The important reason can result from a serious violation of this care agreement. The termination for cause shall be preceded by an discussion with an ombudsperson.

11. Issue / Entry into force

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.