

# **Agreement on the Supervision of Doctoral Students within the Graduate Program of the School of Business and Economics**

## **1 Preamble**

DGF recommendations: Guidelines for safeguarding good scientific practice

This Supervision Agreement has to be completed and signed no later than six months after the student has joined the program in a meeting jointly held by the Supervisory Committee and the Doctoral Student. This meeting must be held within one month after the student has joined the GP, if the DP coordinator has decided that the student does not meet the requirements of the GP and needs to complete additional coursework to comply with the prerequisites.

A copy of this Supervision Agreement is sent to the respective DP coordinator.

## **2 Parties involved**

The involved parties indicated below are defined on the basis of the relevant documents and confirmation of admission to the doctoral studies according to the “Rules and Guidelines for Doctoral Studies in the Faculty of Economics and Social Sciences of the University of Tübingen”

### **Doctoral student:**

Ms/Mr \_\_\_\_\_

Date of birth \_\_\_\_\_ in \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

**and the supervisory committee:**

1. Ms/Mr \_\_\_\_\_

Institute/Department \_\_\_\_\_  
\_\_\_\_\_

2. Ms/Mr \_\_\_\_\_

Institute/Department \_\_\_\_\_  
\_\_\_\_\_

3. Ms/Mr \_\_\_\_\_

Institute/Department \_\_\_\_\_  
\_\_\_\_\_

and, if applicable:

4. Ms/Mr \_\_\_\_\_

Institute/Department \_\_\_\_\_  
\_\_\_\_\_

**Topic of Dissertation and Intended Schedule**

a) The working title of the dissertation is

b) Short outline of the dissertation:

- Research question:

- Aims:

- Methods:

c) The project starts/started on \_\_\_\_\_. The doctoral student intends to finish it by the \_\_\_\_\_.

**Required coursework**

- a) If the DP coordinator has decided that the student needs to complete additional coursework in order to meet the requirements of the GP, the members of the supervisory committee assess the courses the student has taken during his or her previous studies.

The courses the doctoral student must take in order to fully meet the prerequisites of the DP (if applicable) are the following:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

- b) Furthermore, the student and his or her supervisory committee jointly define the courses the student shall take during his or her doctoral studies in order to earn the required credits. The committee may permit the student to take courses offered by other faculties or universities, or give credit for courses the student has taken during his or her previous studies. These arrangements require approval by the respective DP coordinator.

The courses the doctoral student and the supervisory committee agreed on are:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

## Rights and responsibilities of Supervisors and Doctoral Student

- Supervisors are expected to be available for students on a regular basis. The primary supervisor is responsible for keeping the student on track. The supervisors and the student meet every six months, starting at the end of the first year, in order to discuss the student's progress. In preparation of this meeting the student writes a short self-assessment of his or her progress, including suggestions for future actions. This supervisory committee and the student then agree on a progress report documenting the progress achieved as well as an agenda for future actions both by the student and the supervisory. A copy of the progress report is sent to the respective DP coordinator.
- In the final year, both supervisors discuss career plans and job market options with the doctoral student, who is expected to start planning his or her academic career well ahead of graduation.
- In addition to the regular meetings with the supervisory committee, the student should seek to meet with his or her supervisors to discuss and deal with problems as they arise.
- The doctoral student must take the courses he or she agreed on in order to comply with the prerequisites for participation in the GP, if applicable, and the PhD courses specified in order to obtain the required credits.

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Date and signature doctoral student

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Date and signature 1<sup>st</sup> supervisor

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Date and signature 2<sup>nd</sup> supervisor

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Date and signature 3<sup>rd</sup> supervisor  
(if applicable)