

Suggestions for a Model Supervision Agreement¹

(created by the HRA Doctoral Council, as of May 2024)

between _____ *NAME DOC* _____ (doctoral researcher)
and _____ *NAME PROF* _____ (supervisor)

Working title of the doctoral thesis:

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- At least once a semester, *NAME PROF* and *NAME DOC* discuss the progress of the work in a personal meeting (only in exceptional cases digitally). During these meetings, results are discussed and the current state of the work is reviewed. The supervisor provides support in the form of literature references and advises, for example, on the structure of the dissertation. The intensity of the supervision and the frequency of the meetings depend on the respective needs and requirements of the doctoral project.
 - Both parties agree to comply with the University of Hamburg's "Guidelines for Safeguarding Good Scientific Practice and Avoiding Scientific Misconduct at the University of Hamburg". In case of questions or conflicts, the ombuds office of the University of Hamburg can be consulted (ombudsstelle@uni-hamburg.de).
 - *NAME PROF* allows *NAME DOC* to present partial results, usually annually, in an appropriate setting, such as a colloquium.
 - The support provided until the completion of the doctorate is independent of the duration of the funding of the doctorate.
 - As part of the doctorate, *NAME DOC* will be provided with a workplace including a laptop, photocopier/printer and telephone. In addition, the necessary materials and literature will be financed.
 - *NAME PROF* supports the early academic independence of *NAME DOC*. The supervision is designed to promote and support the early academic independence (active participation in conferences, publications in relevant journals) of *NAME DOC*.
 - *NAME DOC* commits to inform *NAME PROF* at an early stage if significant problems arise in implementing the schedule.
 - *NAME DOC* is given the opportunity to network within and outside of their own university. Within the faculty, *NAME DOC* actively participates in a working group of their choice. Depending on their needs, *NAME DOC* uses the offers of the graduate school and/or the Hamburg Research Academy. For external networking, travel and participation costs for at least one conference per year as well as printing costs for research posters are funded.
 - *NAME PROF* advises on career prospects within and outside of academia and facilitates work in committees (e.g. spokesperson in the Doctoral Council of the HRA, involvement in the "Mittelbau", participation in a professional association).

¹ These are generic formulation suggestions that need to be adapted to the respective department and your own needs and wishes.