

## Supervision Agreement

between

the doctoral researcher: \_\_\_\_\_

the first supervisor: \_\_\_\_\_

and the head of the Bielefeld Graduate School in History and Sociology (hereinafter: BGHS), the following supervision agreement is completed. The purpose of the agreement is to ensure the best possible supervision and support for doctoral researchers at the Faculty of Sociology and the Department of History in the Faculty of History, Philosophy and Theology. Membership of the BGHS is bound to compliance with this agreement. The doctoral regulations of the Department of History in the Faculty of History, Philosophy and Theology and the doctoral regulations of the Faculty of Sociology as well as the study regulations for the International Doctoral Programmes in History and Sociology apply in the versions valid at the time of application.

The doctoral researcher prepares a doctoral thesis at the BGHS with the title (or working title):

\_\_\_\_\_  
\_\_\_\_\_

The project is described in detail in the current proposal and has been approved by the first supervisor.

\_\_\_\_\_ (Name) has been admitted to the

Winter Term / Summer Term \_\_\_\_\_ (Year) of the International Doctoral Programme in History / Sociology at Bielefeld University.

Membership of the BGHS starts on signing of the supervision agreement. It ends after the oral defence of the dissertation. The time of the doctoral studies usually takes three to five years.

All doctoral researchers have two supervisors: The first supervisor is chosen with the application for admission to the doctoral programme of the respective Faculty. As a rule, the second supervisor is appointed by the end of the third semester after admission to the BGHS at the latest and the BGHS Office is informed of this without being asked. The modalities for the selection of supervisors are regulated in the respective doctoral regulations.

The supervision agreement regulates the supervision relationship; it ends with the disputation. Doctoral researchers and supervisors have the option of cancelling the supervision agreement if important reasons make further cooperation considerably more difficult or if one side perceives serious differences in terms of content or personality that cannot be resolved either in direct clarification discussions or through mediation by the BGHS Office or the BGHS Academic Liaison. The procedure is governed by the doctoral regulations of the respective Faculty.

The dissertation may be written in German, English or French. The doctoral committee of the respective Faculty decides on the admission of dissertations in other languages.

The first supervisor and the doctoral researcher agree on a joint working method and the organisation of the supervision process. In doing so, they are guided by Bielefeld University's guidelines for good supervision.<sup>1</sup> The doctoral researcher, the first supervisor and the BGHS also undertake to comply with the rules of good scientific practice and research ethics guidelines.<sup>2</sup>

### **The doctoral researcher undertakes to**

- design and implement the doctoral project in such a way that the doctorate can be completed within a period of six to ten semesters;
- submit an unsolicited progress report to the BGHS Office by email ([bghs@uni-bielefeld.de](mailto:bghs@uni-bielefeld.de)) at the end of the first semester and annually thereafter.<sup>3</sup> The reports must also be submitted to the first supervisor with a request for comments to the BGHS Office;
- regularly participate in the respective mandatory and elective classes of the BGHS, as stipulated in the respective valid doctoral regulations;
- keep the second supervisor sufficiently informed about the dissertation project at all times;
- agree on suitable ways of regular communication with the supervisors, especially in the case of longer research or archive trips or similar;
- inform the BGHS Office immediately of any changes in address and contact details;
- submit a final report<sup>4</sup> on the academic work carried out at the BGHS to the BGHS Office after the disputation and provide their current address;
- inform the supervisors and the BGHS in writing if the doctorate is cancelled.

### **The first supervisor undertakes to**

- provide all necessary support for the doctoral researcher to achieve the goal of their doctoral studies within the agreed time frame;
- integrate the doctoral researcher into their working area and advise them on the development of career prospects and to develop these in joint discussions;
- discuss the current work in detail with the doctoral researcher, usually twice per semester, and record the results of the discussion in writing, as well as being available for further academic discussion. The counselling includes, among other things, the progress of the dissertation, the further work plan and submitted parts of the text. In this context, further

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<sup>1</sup> See: [https://www.uni-bielefeld.de/uni/profil/early-career-researcher/promotion/betreuung/Leitlinien\\_guter\\_Betreuung\\_UniBi\(5\).pdf](https://www.uni-bielefeld.de/uni/profil/early-career-researcher/promotion/betreuung/Leitlinien_guter_Betreuung_UniBi(5).pdf). Unfortunately not available in English.

<sup>2</sup> See [https://www.uni-bielefeld.de/forschung/gute-wiss-praxis/2023-02-09\\_Leitlinien-und-Verfahrensordnung-zur-Sicherung-guter-wissenschaftlicher-Praxis-an-der-Universitaet-Bielefeld\\_en\\_Homepage.pdf](https://www.uni-bielefeld.de/forschung/gute-wiss-praxis/2023-02-09_Leitlinien-und-Verfahrensordnung-zur-Sicherung-guter-wissenschaftlicher-Praxis-an-der-Universitaet-Bielefeld_en_Homepage.pdf).

<sup>3</sup> The following template is recommended for the preparation of the progress report: [https://www.uni-bielefeld.de/einrichtungen/bghs/bewerbung-beratung/fuer-promovierende/formulare-vorlagen/Progress\\_Report\\_Template.doc](https://www.uni-bielefeld.de/einrichtungen/bghs/bewerbung-beratung/fuer-promovierende/formulare-vorlagen/Progress_Report_Template.doc).

<sup>4</sup> The following template is recommended for the preparation of the final report: [https://www.uni-bielefeld.de/einrichtungen/bghs/bewerbung-beratung/fuer-promovierende/formulare-vorlagen/Final\\_Report\\_Template.doc](https://www.uni-bielefeld.de/einrichtungen/bghs/bewerbung-beratung/fuer-promovierende/formulare-vorlagen/Final_Report_Template.doc).

academic qualification is also discussed with regard to compatibility with the doctoral project;

- agree suitable ways of regular communication with the doctoral researcher in advance of upcoming stays abroad that exceed three months;
- send the BGHS Office a short, informative statement on the doctoral researcher's annual progress reports by email (bghs@uni-bielefeld.de).

### The BGHS undertakes to

- support the doctoral researcher as far as possible in activities, e.g. the planning of workshops and study groups, on the condition that they serve the progress of their doctoral work;
- provide the doctoral researcher with a work place and technical equipment as far as possible;
- support the doctoral researcher as far as possible in reconciling family and academic work;
- prepare the doctoral researcher for the academic and non-academic labour market in Germany and abroad.

### Conflict cases

The BGHS academic liaison and the BGHS executive manager are persons to contact for doctoral researchers and supervisors and mediate in conflicts.<sup>5</sup> In conflicts between doctoral researchers and the BGHS or supervisors and the BGHS, the BGHS academic liaison mediates.

All separate agreements must be made in writing.

Bielefeld, date:

Bielefeld, date:

Bielefeld, date:

\_\_\_\_\_  
(Doctoral Researcher)

\_\_\_\_\_  
(First Supervisor)

\_\_\_\_\_  
(Head of the BGHS)

<sup>5</sup> Further persons to contact at Bielefeld University can be found at <https://www.uni-bielefeld.de/uni/profil/early-career-researcher/kontakt/>

### **Declaration on the electronic recording of data**

The information provided by the doctoral researcher in the annex as well as information on the history of the doctorate will be stored in electronic form at the BGHS. The data will be stored exclusively for the purpose of internal membership administration and will not be passed on to third parties without the doctoral researcher's consent. The data will be archived after termination of BGHS membership.

By signing this form, you agree that the BGHS may use your data to the extent specified above for the purposes stated therein. Your consent is voluntary. You will not suffer any disadvantages if you refuse to give your consent. Consent can be revoked with effect for the future.

Declaration:

*I agree that the BGHS may use the information provided by me as well as information on the history of my doctorate for the purposes stated above.*

Bielefeld, date

\_\_\_\_\_  
(Doctoral Researcher)

To be completed by the BGHS

End of membership on: \_\_\_\_\_

## Annex to the supervision agreement

1. First language: German / other
2. Name and institution of the second supervisor (if already known):

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3. Is the doctoral programme carried out in cooperation with a partner university (Cotutelle, Joint Doctorate, other binational programmes)? yes / no

4. How are you currently financing your doctorate? Please tick as appropriate:

- Doctoral scholarship
- Position in a Research Training Group
- Third-party funded position at the university (project position)
- Research position funded by the university (*Haushaltsstelle*)
- Professional activity outside the university
- State support (e.g. unemployment benefits as ALG I and II, etc.)
- Private financing
- Other

5. Important documents

[Doctoral and study regulations](#)

[General regulations of doctoral studies at Bielefeld University](#)

[Guidelines of good scientific practise](#)

[Guidelines of good supervision](#)

[Progress report template](#)

[Certificate of attendance](#)

[Transcript template](#)

[Final report template](#)