**Supervision Agreement for a Doctoral Project
at the Technical University of Munich**

***Integrative Graduate Center „TechnoScienceStudies“ (IGC TSS)***

Degree-awarding institution: [ ]  Munich Center for Technology in Society

 [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This agreement reflects the current planning horizon. It can and should be **continuously updated** with regard to the development of the doctoral project’s aims and objectives, as well as the individual qualification elements and milestones, as agreed between the supervisor(s) and the doctoral candidate.

Mrs./Ms./Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [doctoral candidate],

and

Mrs./Ms./Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [supervisor]

and

Mrs./Ms./Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [mentor]

and where applicable, [[1]](#footnote-1)

 Mrs./Ms./Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [secondary supervisor or mentor]

enter into the following agreement.

**1. Content and abstract of the doctoral project**

The doctoral candidate is writing a dissertation on the following **topic**:

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|  |

# [ ]  A project outline dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is attached as enclosure. (For instructions on how to prepare the project outline, see the "[Project Outline Guidelines](https://www.mcts.tum.de/en/doctoral-program/downloads-links/)").

**2. Schedule**

* 1. The doctoral project should be completed within a period of \_\_\_\_\_\_\_\_ years.
	2. The doctoral project is based on the enclosed exposé**,** including the work/time schedule.
	3. The doctoral candidate undertakes to provide the supervisor with precise information on the status of their doctoral project. The supervisor undertakes to allow sufficient time to discuss the doctoral project and to promote its quality through advice and discussion. **Detailed discussions** on the development of the doctoral project will be held every \_\_ (min. 12) months. The current state of the project will be briefly recorded in writing, as will general scholarly/academic skills in presentation, publication, teaching and networking, and recommendations for the following year.
	4. Pursuant to § 15 (7) of the TUM Graduate School Statute, no later than two years from entry into force of this agreement a **feedback meeting** will be held on the continuance of the doctoral project. The outcome of this meeting will be documented in the “Feedback Meeting Report.”

**3. Elements of the doctoral project**

* 1. Upon application for entry in the doctoral candidacy list, the doctoral candidate will be a temporary member of TUM GS. To pursue a doctoral project, the candidate must be a member of TUM GS for at least two years and participate in the TUM GS qualification program, as set out in § 8 of the Regulations for the Award of Doctoral Degrees.
	2. This supervision agreement specifies the individual qualification program the candidate intends to pursue. It may be modified at any time, provided it is consistent with the qualification program required by the aforementioned Graduate Center. TUM GS will provide the necessary funds as set out in § 16 of the Statutory Regulations.
	3. The following **mandatory qualification requirements** have been agreed upon:
	4. Participation in a **kick-off seminar** at the TUM Graduate School within the first six months.
	5. Involvement in the **academic environment at TUM**[ ]  An employment contract with TUM exists.

	If there is no employment contract with TUM, the link(s) to the academic environment at TUM can be demonstrated through any combination of the following:

[ ]  attendance at the TUM or at one of the following partner institutions[[2]](#footnote-2): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , and/or
[ ]  teaching at the TUM (e.g. lectures, tutorials, supervision of internships or theses), or

[ ]  organization of academic conferences, or
[ ]  participation in the following research group at TUM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If this requirement is to be fulfilled through teaching, conference organization, or participation in a research group, the following **specific activities** are planned:

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| --- | --- |
| **Activity** | **Duration / Extent** |
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In order to graduate, proof of the involvement must be provided. This is done in the form of a self-evaluation report presented to the candidate’s supervisor, who confirms the correctness of the report to the graduate center (see the “Self-evaluation Report on the Active Participation in the Academic Environment at TUM”)

* 1. **Subject-specific events:** For the duration of their membership in the IGC TSS, the candidate will participate regularly in the following events:

[ ]  MCTS doctoral colloquium #mytopic.in.society (every semester)

[ ]  Workshops offered by the IGC TSS (of at least 75h workload, e.g. Concepts & Theory, Thematic workshops, Methods, Skills, Training

The following activities are planned:

|  |  |
| --- | --- |
| **Event** | **Content/activity** |
|  |  |
|  |  |
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* 1. **Discussion of research results within the international academic community**

As a rule, this involves submission of at least one publication to a refereed journal or in the proceedings of an international conference with peer review. Alternatively, please specify comparable achievements recognized by the Graduate Center.

Planned activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(if known)

* 1. In addition, the candidate is planning to participate in the following **elective qualification elements**:
1. **extradisciplinary seminars** offered by TUM GS or other TUM qualification programs. TUM GS recommends and funds at least three courses. Planned activities:

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| --- | --- | --- |
| **Event** | **Organizer** | **Duration** |
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1. **international orientation** of the doctoral project (e.g. stay abroad, conference attendance, or the involvement of international scholars in the doctoral project). TUM GS recommends extended international research studies abroad and will provide financial support.

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| --- | --- | --- | --- |
| **Activity** | **Host institution** | **Country** | **Duration (in days)** |
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**4. Resources**

The supervisor and the doctoral candidate have agreed on the resources (e. g., laboratory access, measuring and calculating equipment and/or materials) necessary to conduct the planned research. The candidate has been informed of any possible restrictions regarding the above, such as (if applicable):

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**5. Measures to balance family and academic career**

The following has been agreed upon (if applicable):

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**6. Good scientific practice**

The parties to this agreement undertake to adhere to the rules concerning good scientific practice and the handling of scientific misconduct (***Richtlinien zur Sicherung Guter Wissenschaftlicher Praxis******und den Umgang mit Fehlverhalten*,** see www.tum.de). The doctoral candidate is aware that, according to § 6 (7) of the Regulations for the Award of Doctoral Degrees, scholarly work already submitted for examination purposes may not be re-submitted as part of the doctoral project.

**7. Conflict regulations**

In case of conflict arising from non-compliance with the above obligations, the parties will promptly enter into a discussion to reinstate compliance with the contractual obligations. Where this is not possible, the parties may address their concerns to the ombudsperson of the IGC TSS, the dean, the board of arbitration of the TUM GS and its director, or the ombudspersons of the TUM.

**8. Severability**

Should individual terms and conditions of this agreement be invalid, in whole or in part, this shall not affect the validity of the entire agreement.

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Place/Date Place/Date

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

Doctoral candidate[[3]](#footnote-3) Supervisor3

\_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place/Date Place/Date

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

Mentor Secondary Supervisor/Mentor

(where applicable, see the attached informal confirmation)

Notice

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Place/Date

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

Managing Director of the Graduate Center

Copies

The original of the supervision agreement must be submitted when applying for entry in the doctoral candidacy list of the degree-awarding institution.

Copies should be submitted to:

1. Supervisor
2. Mentor
3. Graduate center
4. Doctoral candidate
1. For doctoral students in MCTS Labs / MCTS Post/Doc Labs: the doctoral candidate can appoint an additional person in consultation with his or her supervisor and mentor. [↑](#footnote-ref-1)
2. Partner institutions are public academic research institutions approved by the Graduate Center. [↑](#footnote-ref-2)
3. The validity of the supervisor's and the doctoral candidate's signatures are conditional in such cases where funding or the recognition of prior academic degrees has not yet been secured. [↑](#footnote-ref-3)