

GRADE-GSEFM Supervision Agreement

Notes:

(1) For Ph.D. program students at the Graduate School of Economics, Finance, and Management (GSEFM), completing and submitting this supervision agreement fulfills the requirement to register a thesis advisor as specified by §11a (2) of the GSEFM Rules and Policies (“Prüfungs- and Promotionsordnung”) of 2011.


(2) This supervision agreement must be submitted by the end of the fourth semester of studies (that is, latest by September 30 of the second year of studies).

The following agreement between



Doctoral candidate
Primary supervisor
Secondary supervisor¹ and
Further supervisor(s) (if applicable)

has been made with the goal of ensuring doctoral education under the best feasible conditions at and assistance of GRADE and GSEFM. The agreement complements the “Prüfungs- and Promotionsordnung” of the Ph.D. programs at GSEFM; the “Prüfungs- and Promotionsordnung” remains the binding set of regulations concerning award of the Ph.D. degree in one of the Ph.D. programs at GSEFM.

1. The doctoral candidate will prepare a doctoral thesis with the preliminary working title

2. The doctoral candidate will be advised by a supervisory team consisting of the primary, secondary and possibly further supervisors as specified above.
3. The doctoral candidate as well as the supervisory team commit themselves to organize and execute the work in such a manner that the completion of the doctoral studies can occur within the time frame agreed upon.
4. The doctoral candidate and the supervisory team will pro-actively work towards successful realization of the doctoral studies of the doctoral candidate. In particular, it is agreed upon to discuss the status of the doctoral thesis and next thesis work steps on a regular basis. Also, the doctoral candidate commits him/herself to the adherence of these discussions as well as to an adequate preparation of material for discussion. Furthermore, the supervisory team commits itself to take time for discussion of the work and render all appropriate and available help for the success of the doctoral studies. Finally, the supervisory team supports the introduction of the doctoral candidate into the academic community.
5. The doctoral thesis shall take as its starting point the project description included in the appendix. In addition, a work schedule / timeline for the first year of the doctoral thesis writing phase, as agreed upon with the supervisory team, is to be included as well.
6. The yearly GRADE training schedule is a component of this supervision agreement. It is prepared in advance for the duration of one year. Averaged across all years of participation in one of the GSEFM Ph.D. programs, GRADE recommends at least seven workshop/course days per year (giving due consideration also to transferable skills workshops/courses). The courses/workshops can be individually compiled from the GRADE

¹ It is suggested to appoint the Secondary Supervisor no later than one year after the conclusion of this agreement.

Training Programme as well as the offerings of GSEFM. To re-iterate, the GSEFM "Prüfungs- and Promotionsordnung" remains the binding set of regulations concerning award of the Ph.D. degree in one of the Ph.D. programs at GSEFM.

7. The doctoral candidate should meet the supervisory team at least once every six months.² Once a year, a doctoral thesis progress report has to be prepared, on the basis of a draft of such a progress report as submitted by the doctoral candidate. The progress report shall summarize the current status of the doctoral thesis, next steps towards completion of the doctoral thesis, possible complications for progressing with the doctoral thesis work, and an overall assessment by the supervisory team of the doctoral candidate's progress towards completion of the doctoral thesis. Progress reports are due at the end of every "Sommersemester". The progress reports have to be signed by the doctoral candidate and the supervisory team and will be archived by GRADE (when submitted to GRADE) and the GSEFM Office of Academic Records.
8. The doctoral candidate commits him/herself to inform the supervisory team in case of relevant deviations from the work schedule / timeline. These deviations will then be incorporated into the next progress report.
9. The doctoral candidate and the supervisory team commit to agreeing upon issues of possible funding of the doctoral candidate and of office space / other work arrangements during the doctoral thesis writing phase.
10. The doctoral candidate and the supervisory team commit themselves to adherence to the rules of good scientific practice as conveyed, for example, in the GRADE online module "Good Academic Practice During Doctoral Studies". Should the doctoral candidate find him/herself in a situation of doubt, consultation with the primary supervisor or other persons of confidence is to be sought. For the primary supervisor this specifically includes the obligation to respect and designate the authorship of the doctoral candidate for texts or findings.
11. A discussion of the doctoral candidate's career perspectives within and beyond the university should be part of the meetings between the doctoral candidate and the supervisory team. GRADE and GSEFM offerings for career support should be considered. To re-iterate, the GSEFM "Prüfungs- and Promotionsordnung" remains the binding set of regulations concerning award of the Ph.D. degree in one of the Ph.D. programs at GSEFM.
12. Disregard of the obligations mentioned between the parties must be discussed immediately in order to re-establish the fulfilment of the agreement. In conflict situations parties are to consult the Ombudsperson of GRADE.
13. It is expected that the research findings adduced in the doctoral thesis will be communicated to the scientific community according to the conventions of the respective field of study.
14. The dissertation must be written in English.
15. The evaluators of the doctoral thesis commit themselves to submit their evaluations in timely fashion. To do so, the evaluators shall submit their evaluation to the GSEFM Office of Academic Records within six months of receipt of the doctoral thesis from the GSEFM Office of Academic Records.

Dates and signatures:

_____ Doctoral candidate

_____ Primary supervisor

_____ Secondary supervisor

_____ Further supervisor(s)

² For purposes of a meeting with the whole supervisory team, video conference techniques can be used. In case of it not being feasible for the doctoral candidate to meet with all members of the supervisory team at least once every six months, the doctoral candidate will inform the members of the supervisory team other than the primary supervisor at least once every six months about the results of his/her meeting(s) with the primary supervisor.

The following documents need to be attached:

- Exposé of the doctoral thesis project
- Work schedule and timeline
- Training schedule