

GRADE-GSEFM Supervision Agreement

Note: For Graduate School of Economics, Finance, and Management (GSEFM) Ph.D. Program students, this supervision agreement complies with Section 11a, Paragraph 2, of the GSEFM regulations (“Prüfungs- and Promotionsordnung”) of 2011 mandating the registration of the thesis advisor. The 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. GSEFM Ph.D. Program students will need to submit this annual progress report to the GSEFM Office of Academic Records (which will then share it with the Goethe Graduate Academy (GRADE) if the student is also a member of GRADE).

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 dissertation with the preliminary working title
2. The doctoral candidate will be advised by a supervisory team consisting of the above specified primary, secondary, and possibly further supervisors.
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 dissertation status and next dissertation 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 primary supervisor supports the introduction of the doctoral candidate into the academic community.
5. The dissertation shall take as its starting point the project description included in the appendix. In addition, a work schedule/time line for the first year of the dissertation writing phase, as compiled with the supervisory team, is to be included as well.
6. The yearly 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 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.

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

7. The doctoral candidate should meet the supervisory team at least once every six months.² Once a year, a dissertation progress report has to be prepared on the basis of a draft of such a progress report submitted by the doctoral candidate. The progress report shall summarize the current status of the dissertation, next steps of the dissertation, possible complications for progressing with the dissertation, and an overall assessment by the primary supervisor of the doctoral candidate's progress towards completion of the dissertation. 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 the GSEFM Office of Academic Records. GRADE will be informed by the GSEFM Office of Academic Records about the submission of the progress reports of GRADE members. For the progress report template see the GSEFM website's download section.
8. The doctoral candidate commits him/herself to inform the supervisory team in case of relevant deviations from the work schedule/time line. These deviations will then be incorporated into the next progress report.
9. The doctoral candidate and the supervisory team commit to agreeing upon the financial framework and the workspace during the dissertation writing phase.
10. The doctoral candidate and the supervisory team commit themselves to adherence of the following rules of good scientific practice: <http://www.uni-frankfurt.de/forschung/wiprax/dok/good-scientific-practice.pdf> 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 means expressly 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 will be communicated to the scientific community according to the conventions of the respective field of study.
14. The dissertation must be delivered in English.
15. The dissertation evaluators commit themselves to submit their dissertation evaluations in timely fashion. To do so, the dissertation evaluators shall submit their evaluation to the GSEFM Office of Academic Records within six months of receipt of the dissertation from the GSEFM Office of Academic Records.

Dates and signatures:

 Doctoral candidate

 Primary supervisor

 Secondary supervisor

 Further supervisor(s)

The following documents need to be attached:

- Exposé of the dissertation project
- Work schedule and time plan
- Training schedule

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.