

## **Agreement on the Supervision of Doctoral Students within the GCSC**

**Convention between:**

<b>Doctoral Supervisor:</b>	
<b>Doctoral Student:</b>	
<b>Department:</b>	

**Within the framework of the graduate studies at the GCSC, the above-mentioned persons and department at the Justus Liebig University of Giessen will conclude a supervision agreement on the following dissertation project:**

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### **1**

The agreement represents a contractual convention, in which the guidelines for the supervision of a doctoral project within the International Graduate Centre for the Study of Culture (GCSC) are established between a doctoral student and his or her supervisor. The agreement, along with the rules and regulations of the relevant course of study, provides for a mutual understanding of the rights and responsibilities of both parties. It attests to the quality of the supervision relationship as a relationship of trust built to last, based on shared values and the norms derived from them.

### **2**

The agreement will be signed as soon as a detailed project description and a concrete work schedule, approved by the supervisor, become available. The project description, attached as an appendix along with the work schedule, which as a rule is laid out for three years, form the basis of the convention. Deviations from the agreed-upon schedule can be contingent on the personal situation of the doctoral candidate.

### **3**

The aim of the agreement is a continuous, dependable, and efficient supervision of the doctoral project and its successful realization in the agreed-upon time period. Both parties thereby commit themselves to a lasting cooperation based on the mutual assumption of responsibility: On the part of the supervisor, responsibility for advising the doctoral candidate with the necessary critical distance and with a view to developments in the research field; on the part of the doctoral candidate, responsibility for regularly and thoroughly informing the supervisor about all circumstances that may affect the progress of the work and its positioning in the research field. Except in the case of serious breaches of

the rules (see § 9), after a consolidation phase of approximately 6 months the agreement can only be terminated by mutual agreement of both parties.

#### 4

Supervision will take place according to the necessities of the project and the progress of the work. In an initial phase, the draft of the project description as well as the methodological basis of the work are to be reviewed at regular intervals. To this end each revised draft is to be sent to the supervisor at least 10 days in advance. In a second phase, which should begin at the latest at the end of the first year, regularly-generated written results and individual chapters of the work are to be reviewed, sent to the supervisor at least 14 days before the meeting. Appointments will be made as the need arises, with the work schedule in the appendix to serve as the underlying basis. Should particular steps in the project not be completed in the agreed-upon time period, incomplete results are to be submitted. As a rule at least two meetings will be arranged each semester.

#### 5

Specific arrangements concerning the supervision and correction of the work, as well as problems, delays, and changes that occur in the course of it, are to be put briefly in writing at the time and signed by both parties.

#### 6

In the case of serious difficulties between the supervisor and the doctoral candidate, both parties are obliged to turn to the GCSC's "Graduate Studies Executive" with a request for mediation.

#### 7

The personal supervision of the project by a qualified researcher will be complemented by presentations of the research in the doctoral colloquiums of the GCSC and of the responsible degree-granting faculty, as well as through discussions in relevant graduate research groups. The doctoral student is obliged to participate in field-specific course offerings, workshops, master classes, spring and summer schools, etc., which have been designated in the program of the GCSC.

#### 8

The supervisor is obliged to accord the doctoral student, above and beyond the supervision of the dissertation project, every possible form of support that is necessary for the project, or for the future professional career of the candidate. This includes supporting the search for further specialized advice, composing letters of recommendation or providing certificates for the acquisition of scholarships, assisting in the publication of scholarly essays and reviews, setting up contacts with relevant institutions and researchers both domestically and abroad, etc. In order to achieve a realistic assessment of the feasibility of the doctoral candidate's requests as well as the effectiveness of the supervisor's support measures, the doctoral candidate commits to informing the supervisor comprehensively about the respective framework conditions.

#### 9

Supervisor and candidate observe the principles of good research practice and to adhere to the moral guidelines of the German Research Association.

#### 10

Official supervision, according to the general principles laid down in the preceding, begins on the date that the convention is signed. The doctoral candidate declares him- or herself to be prepared to undertake everything necessary to finish the dissertation project successfully in the agreed-upon time, in accordance with the work schedule attached as an appendix. The supervisor declares him- or herself prepared to offer optimal advice and support within this period and to undertake everything necessary so that the dissertation project can be completed successfully in the anticipated time-frame.

#### 11

The doctoral candidate is obliged to ask immediately for a meeting time, over and above the four yearly appointments, should problems or changes in the content or schedule of the work plan arise. The supervisor is obliged to respond to the student's requests for additional meetings as quickly as possible.

#### 12

The doctoral candidate has the right at any time to ask his or her supervisor for additional meetings. The supervisor has the right at any time to look into the status and progress of the work.

#### 13

Once a year, as a rule, the doctoral candidate is obliged to submit a brief report (maximum five pages) to the “Graduate Studies Executive” of the GCSC concerning the status and progress of the work.

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(Place, Date)

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(Doctoral Supervisor)

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(Doctoral Student)