**Humboldt-Universität zu Berlin
Sprach- und literaturwissenschaftliche Fakultät**

*Humboldt-Universität zu Berlin
Faculty of Language, Literature and Humanities*

**Doctoral Student-Supervisor Agreement**

between

[Doctoral student name, surname],

[Supervisor name, surname],

[If applicable, name of a second supervisor],

In the interest of a constructive and productive collaboration as part of a thesis project, [doctoral student] and [supervisor] and [if applicable, second supervisor] hereby conclude the following doctoral student-supervisor agreement.

# **Description of the thesis project**

1. [Doctoral student] will be writing a thesis, the title of which is “[thesis title].” The thesis will be written in [language]. The schedule is described in greater detail in a proposal dated [date], submitted to and accepted for supervision by [supervisor/s] on [date].
2. A workplan and schedule shall be agreed upon for the work being conducted towards the doctoral degree; it will include a timeframe outlining the individual steps towards writing the thesis. The workplan or schedule is attached to this student-supervisor agreement and can be adapted in the event of relevant reasons.

# **Supervising the thesis project**

1. The process set forth in the workplan or schedule shall be checked [frequency (for example, annually)] by the respective parties and modified as needed.
2. [Doctoral student] and [supervisor/s] shall, on the basis of the proposal, interim reports, and individual chapters, discuss the progress of the thesis [frequency (at least once per semester)]. It is the obligation of [supervisor/s] to regularly discuss these interim results and the scheduled progress of the thesis and to provide input on the submitted contributions on the agreed-upon dates - whether orally and/or in written format. [Doctoral student] shall document the results of scheduled meetings in an appropriate manner.
3. Approximately once per year, in accordance with the planning aspects set forth in the workplan or schedule (such as attending subject-specific events, for example colloquia, or developing scientific contributions, such as conference papers), [doctoral student] shall, in addition to the supervisory meetings, be given the opportunity to report on certain aspects of the thesis in order to receive feedback on the status of the thesis and ways to improve it.

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1. It is the responsibility of [supervisor] to ensure that the period between the submission of the thesis and the defence does not exceed [number] months.
2. It is the responsibility of [doctoral student] to follow good academic practices, as specified in the *Satzung der Humboldt-Universität zu Berlin zur Sicherung guter wissenschaftlicher Praxis und zum Umgang mit Vorwürfen wissenschaftlichen Fehlverhaltens* *(Humboldt-Universität zu Berlin’s Charter regarding the safeguarding of good academic practices and the process of handling accusations of academic misconduct)* of 17 February 2014. In the event of discrepancies, [doctoral student] shall consult with [supervisor] or another authorised person.
3. For [supervisor], this entails being aware of copyright regulations for texts or insights used by [doctoral student] and pointing them out.

# **Conflicts and termination of the student-supervisor agreement**

1. In the event of conflicts, the parties in question shall consult with a person authorised for doctoral studies with the Faculty. In addition, the parties involved are aware that they can avail themselves of conflict resolution services provided by Humboldt Graduate School, anonymously and at no cost. If a conflict cannot be resolved and if it is apparent that a concrete student-supervisor relationship must be terminated, the doctoral advisory committee shall attempt to reach an alternate, technically appropriate student-supervisor agreement.

# **Additional agreements**

In addition, an agreement has been reached on the following:

Berlin,

[Date, doctoral student's signature]

[Date, supervisor's signature]

[If applicable, date, signature of other supervisor/s]