**Supervision Agreement for Dr. med./MD–Ph.D. doctoral procedures**

between

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| --- | --- |
|   | (doctoral candidate) |
|  | (first supervisor) |

The first supervisor and the doctoral candidate agree on the following general conditions for the completion of a doctoral project, which is to be conducted and defended at School VI – Medicine and Health Sciences:

1. **Doctoral thesis**

The provisional topic of the doctoral thesis is:

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The doctoral thesis will be written in [English/German]\*. The doctoral thesis will be [publication-based/a monograph]\*. The doctoral project is described in detail in the synopsis attached to this agreement.

The doctoral project shall be supervised by a Supervisory Committee in accordance with Section 7.3 of School VI’s Doctoral Degree Regulations for awarding the title of Doctor of Medicine (Dr.med.) and Medical Doctor-Doctor of Philosophy (MD-Ph.D.).

Members of the Supervisory Committee:

|  |  |  |
| --- | --- | --- |
| 1.  |  | First supervisor |
| 2.  |  | Second supervisor |
| 3.  |  | (Additional member of the Supervisory Committee) |
| 4.  |  | (If applicable, additional member of the Supervisory Committee) |
| 5.  |  | (If applicable, additional member of the Supervisory Committee) |

It has been agreed that the doctoral project shall be conducted during the following timeframe:

|  |  |  |  |
| --- | --- | --- | --- |
| Start: |  |  | [MM/YYYY] |
| Submission: |  |  | [MM/YYYY] |

In exceptional cases, this timeframe may be extended by decision of the Doctorate Committee, for a period to be determined by the Doctorate Committee. The dissertation can be submitted before the end of the timeframe if this has been agreed between the supervisors and the doctoral candidate.

By signing this document, the first supervisor confirms that they will supervise the doctoral candidate throughout the doctoral project and that they will submit a written statement (votum informativum) in accordance with Section 7.1 of the current Doctoral Degree Regulations when the doctoral procedure is initiated.

1. **Enrolment and accompanying training programme**

Enrolment at the University of Oldenburg:

[ ] The doctoral candidate is enrolled at the University of Oldenburg.

[ ] The doctoral candidate will enrol at the University of Oldenburg once they have been admitted to the doctorate.

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

Doctoral candidates pursuing the title of Doctor of Medicine (Dr. med.) take part in the School’s internal accompanying training programme for Doctor of Medicine doctorates and complete courses worth six credit points. The general guidelines for the accompanying training programme must be observed. The doctoral candidate is also required to attend a one-day course on good scientific practice.

Doctoral candidates pursuing the title of Medical Doctor–Doctor of Philosophy (MD-Ph.D.) take part in the structured doctoral programme for Medicine and Health Sciences at the OLTECH Graduate School and complete a total of 30 credit points. Enrolment is required for admission to the OLTECH Graduate School. The doctoral candidate is also required to attend a one-day course on good academic practice.

1. **Formal requirements:**

The following formal requirements apply to the doctoral project:

* Approval from the Ethics Committee for clinical trials on humans, epidemiological studies with personal data or studies on human material with reference to personal data:

[ ] Planned [ ] Applied for [ ] Already issued [ ] Not required

* Approval/notification of genetic engineering:

[ ] Planned [ ] Applied for [ ] Already issued [ ] Not required

* Permit for animal testing (please contact the responsible animal welfare officer(s) in good time before starting the project):

[ ] Planned [ ] Applied for [ ] Already issued [ ] Not required

* Statement by the first supervisor on the availability of funds for experimental research:

[ ] Planned [ ] Applied for [ ] Already issued [ ] Not required

Doctoral candidates are not permitted to start work on their doctoral project until they have received the necessary approvals.

1. **Supervision**

4.1) The first supervisor is responsible for providing the doctoral candidate with an adequately equipped workspace and for supervising and supporting their independent research work. The first supervisor supports the career of the doctoral candidate and ensures the quality of the doctoral project.

4.2) The supervision of the doctoral candidate is not solely the responsibility of the first supervisor (see Section 7.3 of the Doctoral Degree Regulations). The Supervisory Committee (see above, Section 1 of the Supervision Agreement) also contributes towards the progress of the research project by discussing the methodology, the results and the timeframe of the research project. The Supervisory Committee usually meets every six months, but at least once a year, to collectively discuss the doctoral project, including the progress made. During these meetings, the doctoral candidate is obliged to provide an up-to-date report on the status of the project and to take minutes of the meeting. Both documents must be filed in the doctoral logbook and made available to the Doctorate Committee when the doctoral procedure is initiated.

4.3) At the beginning of the doctorate, the doctoral candidate shall draw up a project plan that also presents the envisaged chronological progression of the project in the form of a timeline. In doing so, the doctoral candidate must ensure that the plan allows them to successfully complete

the doctoral project within the intended timeframe. The doctoral candidate is obliged to document progress of the project in their regular reports to the Supervisory Committee. Each report must be accompanied by an updated timeline.

4.4) The Supervisory Committee undertakes to regularly monitor the preparation of the progress report and the (scheduled) progress of the work, to comment in detail (either orally or in writing) on the input provided at the respective agreed meetings and to check that the project plan is being followed.

4.5) The doctoral candidate shall immediately inform the first supervisor and the Doctorate Committee of any changes to the topic of the dissertation or to their postal address.

4.6) In the event of a conflict between the doctoral candidate and the first supervisor, both parties agree to involve an additional third party, e.g. a member of the Supervisory Committee, the ombudsperson appointed by the relevant Doctorate Committee or the chair of the Doctorate Committee.

4.7) In the event that the supervision relationship is terminated for reasons beyond the doctoral candidate’s control, the School shall seek an alternative supervisor who is suitable in terms of the subject matter.

1. **Gender Equality and Family Friendliness**

The University of Oldenburg is certified as a family-friendly university. Gender equality is important goal for the university. More information on the University of Oldenburg’s status as a family-friendly university, including information on provisions for childcare and care for relatives, is available from the university’s Family Service.

The doctoral candidate and the first supervisor agree to arrange and implement family-friendly working hours if the doctoral candidate's family situation so requires.

1. **Good scientific practice**

German universities and research institutions guarantee the independence of science in research and teaching. This freedom and independence is intertwined with the responsibility of each individual to uphold, implement and, if necessary, defend the fundamental values and norms of good scientific practice. In order to achieve high academic standards, the principles of good scientific practice must be implemented effectively.

The signatories undertake to comply with the principles of good scientific practice. The latest guidelines for good scientific practice at the University of Oldenburg[[1]](#footnote-1) and the DFG's[[2]](#footnote-2) recommendations on the principles of good scientific practice can be consulted online at any time.

Awareness of the principles of good scientific practice: In academic work, honesty and truthfulness must be treated as matters of the utmost priority. Doctoral students must be familiar with the principles of good scientific practice. Knowledge of good scientific practice is communicated through the day-to-day activities in the research group. In addition, doctoral candidates are required to attend a course on this topic, lasting at least one day.

Cooperation and management responsibility in research groups: Doctoral candidates are responsible for their own research work. The first supervisor is responsible for creating a good cooperative working atmosphere among the group members. In order to work productively, the individual members of the research group must be able to trust each other, as trust is the basis of an open culture of discussion and communication. The collaborative environment within the research group must facilitate the presentation and critical discussion of scientific results and the incorporation of these results into the group’s shared experiences and expertise.

Publications: Doctoral candidates must publish new scientific findings in scientific journals, book chapters or contributions to conferences in consultation with the first supervisor. They are jointly responsible for the content of their publications. The authors also receive the rights to the shared intellectual property (e.g. copyright). The date of publication is crucial for documenting claims. Publication requires the written consent of all authors to the final version. Implicit consent is not permitted if no response is received from the co-author after a deadline has been set. In the event that a co-author is unavailable (can no longer be contacted, “orphan data”) or if data is actively abandoned by the co-author, the use of data is possible. I this case, the supporter must be named in the footnotes, in the preface or in the acknowledgement. All authors of a scientific publication should have made a significant contribution to the development, implementation, analysis and interpretation of a study, as well as to the writing of the manuscript. So-called honorary authorship is not permitted. Supporters may be named in footnotes and acknowledgements.

Scientific misconduct: Scientific misconduct, as formulated in the DFG’s memorandum on good scientific practice, e.g. fabricating and using incorrect data, interfering with other research work, disregarding the intellectual property rights of third parties, must be absolutely avoided (see also the DFG’s recommendations). The University of Oldenburg has appointed two ombudspersons who can be contacted in cases of suspected scientific misconduct. Additionally, the university’s Committee for Research Assessment and Ethics is entrusted with investigating suspected cases of scientific misconduct. Rules of procedure and deadlines have been established for investigating suspected cases in order to define the rights of those involved. The type of sanction imposed depends on the severity of the proven misconduct and may range from consequences for the employment relationship to sanctions under civil law or fines for those responsible. The University of Oldenburg has stipulated the procedure to be followed in cases of suspected academic misconduct in a set of guidelines, which can be found in the official announcements:

https://uol.de/uni/amtliche\_mitteilungen/dateien/AM2017-013\_Ordnung\_gute\_wiss\_Praxis.pdf

The doctoral candidate and the supervisors agree to treat the Supervision Agreement as binding, in the knowledge that it does not constitute a legally enforceable right. This Agreement shall become binding after being signed by the persons listed below.

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|  |  |  | (Doctoral candidate) |
| (Place, date) |  | (Signature) |  |
|  |  |  | (First supervisor) |
| (Place, date) |  | (Signature) |  |
|  |  |  | **(Second supervisor)** |
| (Place, date) |  | (Signature) |  |
| Seen: |  |  |  |
| (Place, date) |  | (Signature) |  |
|  |  | **Chair of the Doctorate Committee (School of Medicine and Health Sciences)**  |  |

1. <http://www.uni-oldenburg.de/forschung/gute-wissenschaftliche-praxis/> [↑](#footnote-ref-1)
2. <http://www.dfg.de/download/pdf/dfg_im_profil/reden_stellungnahmen/download/empfehlung_wiss_praxis_0198.pdf> [↑](#footnote-ref-2)