



Agreement on Doctoral Studies

Preface

This agreement (corresponding to § 38 (5) of the Higher Education Law of the state of Baden-Württemberg) serves to ensure continuous support and guidance for the doctoral candidate and their dissertation project at the Faculty of Engineering Sciences. In case of disputes, the ombudsman for doctoral candidates of the University can be consulted. The agreement is based on the current project plan and can be modified by mutual consent. It is conditional upon acceptance as a doctoral candidate by the Faculty of Engineering Sciences and supplements the regulations concerning the conferral of the doctoral degree and if applicable, the regulations of the structured doctoral program. The agreement on doctoral studies has to be submitted together with the application to be accepted as a doctoral candidate to the Dean's office of the Faculty of Engineering Sciences.

The following agreement is made between:

(1) Participating parties

doctoral candidate (family/surname, given name)

advisor (family/surname, given name)

(2) Preliminary title of dissertation Project, workplace, procedure

preliminary title of dissertation project

The workplace is at _____ (Institute/Department)

(3) Each dissertation is always accompanied by a Thesis Advisory Committee (TAC).

Current status:

☐ individual doctoral training
(without a doctoral program/graduate school)

☐ in a doctoral program with a TAC

Name of the program

(proof of acceptance is enclosed)

☐ in a doctoral program without a TAC

Name of the program

(proof of acceptance is enclosed)

(4) Thesis Advisory Committee (TAC)

In general, the following applies (individual doctorate and doctorate with TAC from a doctoral program):

The TAC consists of 3 members:

- 2 members are members of the *Combined Faculty of Mathematic, Engineering and Natural Sciences*

- 1 of which is a member of the Faculty of Engineering Sciences

The member of the Faculty of Engineering Sciences is a professor of the faculty and represents the doctoral candidate's corresponding doctoral subject.

He/she agrees to prepare the *Gutachten* (written report) for the defense. The professorial member of the faculty also chairs the examination for the disputation.

Please note that the TAC members should also be members of your examination board later on.

Additional guests can also be included (e.g. the day-to-day supervisor of the PhD student).

Doctoral program with TAC:

The TAC of the doctoral program can still be used if 1 member from the TAC is from the Faculty of Engineering Sciences (see above).

Each doctoral student chooses a so-called Thesis Advisory Committee (TAC) in consultation with his/her direct supervisor. If the doctoral candidate already has an existing TAC through a doctoral program, this TAC can continue to be used (see above) - no additional TAC is required. The TAC forms and meets for the first time within the first six months after the start of the PhD, and from then on at least once a year. The doctoral student prepares a written report for these meetings, which all committee members receive in advance. During the meeting, the doctoral candidate presents his/her plans and results in a ~30 minute presentation and then presents them for discussion. In addition to the technical discussion, the TAC may also make recommendations for participation in specific courses and continuing education courses. Another task of the TAC is to evaluate the intended title (Dr. rer. nat. or Dr.-Ing.) of the doctoral student during the course of the doctorate.

The TAC form documents the dates of the TAC meetings that have taken place, which is signed by the direct supervisor as well as the TAC members. The TAC forms documenting the TAC meetings are to be submitted to the Faculty of Engineering together with the form "Application for Acceptance to the Examination Process". If a TAC accompanies the doctoral degree through a doctoral program, the forms of the doctoral program can also be used to document the TAC meetings. These must also be submitted to the Faculty of Engineering with the "Application for Acceptance to the Examination Process" form. For more information on the guidelines, please refer to the "Thesis Advisory Committee (TAC) - Evaluation" form.

Thesis Advisory Committee (TAC):

Only to be filled in if there is no TAC in the doctoral program or if there is no TAC yet due to the individual doctorate:

Last Name, Name, academic title, Institute, Faculty **signature**

Last Name, Name, academic title, Institute, Faculty **signature**

Thesis Advisory Committee (TAC) from my doctoral program:

To be completed only if a TAC already exists in the PhD program - this TAC may continue to function as your TAC:

Last Name, Name, academic title, Institute, Faculty **signature**

Last Name, Name, academic title, Institute, Faculty **signature**

(5) Time schedule and work plan

Advisor and doctoral candidate agree upon a time schedule and a work plan, befitting the research topic as well as the personal circumstances of the doctoral candidate. Based on this plan, the doctoral candidate shall report regularly to the advisor and the thesis advisory committee (TAC) on the progress of their dissertation project. The advisor shall provide regular support and guidance for the doctoral candidate. Individual arrangements between doctoral candidate and advisor may be added to this agreement. Modification of the time schedule is possible on mutual agreement of the doctoral candidate and advisor, and in accordance with doctoral degree regulations (on the prolongation of time limits).

(6) Individual study program

An individual, accompanying study program can be included with the work plan, if necessary. The advisor gives advice to the doctoral candidate on the choice of appropriate courses. Obligations imposed by the doctoral degree committee during the acceptance procedure remain unaffected by this agreement.

(7) Compliance with the rules of good academic practice

Doctoral candidate and advisor commit to adhere to the rules of good academic practice, given in the recommendation of the German Research Foundation (DFG) and the University rules for safeguarding good academic practice and handling academic misconduct. (<http://www.uni-heidelberg.de/university/profile/compliance/>).

(8) Conflict Resolution

In case of a conflict between advisor and candidate, both parties may appeal to the dean, a vice dean or a dean of studies of the Faculty for Engineering Sciences. Furthermore, the ombuds officer for doctoral students and advisors of Heidelberg University is available for advice and mediation.

(9) Publications

Doctoral student and advisor, as well as the co-advisor, commit to use Heidelberg University as first or second affiliation in all publications resulting from this dissertation project.

(10) Miscellaneous

The agreement on doctoral studies is signed in three copies, one for the advisor, one for the doctoral candidate and one for the Dean's office. Before you apply as a doctoral candidate, the doctoral candidate must register electronically at:

<https://doktoranden.uni-heidelberg.de/#!/signup>

The status as a doctoral candidate is subject to compliance with this agreement. Additional agreements, e.g. regulations for binational dissertation projects, require authorization of the doctoral degree committee.

Modifications to this agreement on doctoral studies require authorization of the doctoral degree committee

I accept this agreement:

Date, Signature (doctoral candidate)

I assure, that I will supervise _____ (*name of doctoral candidate*) and provide continuous support and guidance for tttheir doctoral project. Technical equipment required for this doctoral project are available to the candidate. I assure that the information above is correct and that I accept this agreement.

Date, Signature (advisor)