

Doctoral Agreement Between

the doctoral candidate
and

the supervisor
and the

HafenCity University Hamburg (HCU),
represented by the chairperson of the Doctoral Examination Board.

The doctoral candidate is writing a dissertation at HCU with the working title:

The research project has been described in more detail in an exposé dated _____ (date) and has been accepted by the supervisor and the doctoral committee.

Admission to the doctorate took place on _____ (date).

The following is agreed as the period of completion of the thesis from _____ to _____ (MM.YYYY).

The date of completion of the dissertation is planned to be _____ (MM.YYYY).

This doctoral agreement serves as an agreement between all parties involved in the doctoral process. According to § 4 para. 12 sentence 2 of the doctoral regulations of 11.05.2022 it is obligatory to conclude it.

At the beginning of each working year, the doctoral candidate prepares a research and qualification plan for the doctoral project and agrees it with the supervisor. Both parties sign the document.

The doctoral candidate is obliged to inform the supervisor immediately of any relevant deviations from the research and qualification plan.

The supervisor supports the doctoral candidate to comply with with the research and qualification plan to the best of his/her ability. In the case of research training groups, doctoral programmes or junior research groups, the respective research and qualification plans of the research training groups, programmes or groups have to be applied.

The doctoral candidate and the supervisor agree on working together openly and cooperatively in order to ensure the successful completion of the project. It is planned that detailed discussions on the progress of the work will be held at intervals of approx. _____ months, corresponding to the respective work and research situation of the doctoral candidate. Deadlines for the submission of reports and parts of the work as well as for oral presentations can be listed in the research and qualification plan. If this has been done, the doctoral candidate undertakes to adhere to these deadlines.

The supervisor takes time to discuss the work and to promote the quality of the doctoral project through consultation and discussion. Substantial parts of the dissertation are commented on by the supervisor to the necessary extent before official submission.

If the doctorate takes place in a qualification position, it is agreed to ensure a balanced ratio of doctoral working time and the remaining tasks in research, teaching and administration.

HCU supports the doctoral candidate's funding efforts by passing on information and advice from the HCU Research School and by providing expert opinions for the funding applications from the respective supervisor.

The doctoral candidate and the supervisor agree to comply with the rules of good scientific practice. This includes for the doctoral candidate to consult with the supervisor or other confidants in case of doubt. For the supervisor, this explicitly means the obligation to respect and name the authorship of the doctoral candidate for texts or findings.

The doctoral college of the HCU assures an accompanying and free of charge offer (workshops, method courses etc.). Members of research training groups, doctoral programmes and junior research groups also benefit from the professional qualification programmes offered by the research training groups, programmes and junior research groups. The supervisor and the HCU Research School support opportunities for self-organised cooperation between the doctoral student and other doctoral students, researchers, networks, etc.

In this context, the HCU Research School supports the doctoral candidate's own efforts, for example by providing advice, passing on information, arranging contacts, financial grants within the framework of the Research School's funding instruments or recommendations. In the event of non-compliance with the aforementioned obligations, the parties will immediately hold talks in order to restore the fulfilment of the agreement. In cases of conflict, the parties may contact the chairperson of the Doctoral Examination Board.

All parties involved agree that general information on the projects will be passed on for the purpose of statistical recording and evaluation of the doctoral supervision by the Doctoral Examination Board.

In the event of a discontinuation of the doctorate, written reasons from the doctoral candidate and the supervisor will be forwarded to the Doctoral Examination Board. Doctoral candidates shall coordinate the deadline for submitting the dissertation with the supervisor at an early stage in order to guarantee that the evaluation is carried out within four months.

Hamburg, the	
	Signature of the doctoral candidate
Hamburg, the	
	Signature of the supervisor
Hamburg, the	
	Signature of the chairperson of the Doctoral Examination Board.