

Doctoral Supervision Agreement / Courtesy Translation

between

(Doctoral student),

(Supervisor or Supervisory Committee)

and the Faculty of Mechanical Engineering

1. _____ writes at the Faculty of Mechanical Engineering of Leibniz Universität Hannover at the Institute of _____ a dissertation with the working title _____

The doctoral project is described in the enclosed project summary and has been accepted by the supervisor/s as suitable for a doctoral thesis in respect of content. This Supervision Agreement is based on the doctoral degree regulations as amended.

2. Start of the doctoral project:
Planned completion of the doctoral project:
3. The doctoral project is subject to the enclosed work and time schedule accepted by the supervisor/s as realistic. The doctoral student undertakes to inform his/her supervisor immediately of any pertinent deviations and to modify the plan, where necessary, by arrangement with the supervisor. The supervisor and the above-named institute will support the adherence to the work and time schedule to the best of their abilities.

As a matter of principle, doctoral students employed as teacher for special purposes will be restricted in undertaking tasks which are not related to the doctoral work pursuant to the contractual provisions.

4. The doctoral student and the supervisor/s undertake to work together constructively with the objective of successfully carrying out the project. It is agreed that the supervisor/s will be informed on the address and availability of the doctoral student at any time. In turn, the supervisor/s inform the doctoral student on his/her availability.

Moreover, it is agreed to hold detailed discussions on the status and concept of the research work and on any problems and how to solve them at intervals of at least 12 months. The time schedule includes deadlines for the submission of project reports as

well as for oral presentations. The doctoral student undertakes to observe these deadlines. All supervisors undertake to make time available for the discussion of the work, to improve the quality of the doctoral project by providing advice and discussion, and to support the success of the doctoral project to the best of their abilities.

5. The supervisor/s and the Dean's Office support the financing efforts of the doctoral student by submitting information, providing advice and rendering expert opinion, if necessary.
6. The doctoral student and the supervisor/s undertake to adhere to the rules of good scientific practice, as amended in the updated version of the guidelines (<https://www.uni-hannover.de/de/universitaet/ziele/wissen-praxis/>). The supervisor/s are expressly obliged to respect and name the authorship for texts or findings of the doctoral students. This is also to be respected by the doctoral student for texts or findings provided to him by the supervisor/s or colleagues or supervised students. Literal text passages and identical figures taken from short, project, Bachelor, Master or diploma theses have to be cited in the dissertation by quoting the respective source.¹
7. As studies supporting the doctoral project, the doctoral student and his/her supervisor/s agree on the doctoral student's participation in the below-mentioned seminars/colloquiums/training programmes:

The Dean's Office of the Faculty of Mechanical Engineering offers an appropriate curriculum and arranges for occasions for self-organized collaboration with other doctoral students, scientists, networks, etc..

8. The Faculty of Mechanical Engineering appreciates and promotes the procurance of academic key qualifications and vocational orientation. In particular, the supervisor/s and the Dean's Office support the personal efforts of the doctoral students, for example, by providing advisory services, information, contacts and recommendations.
9. The above-named institute will make the following resources available for the doctoral project:

(e.g. position as research associate with appropriate workplace; for scholarship students: workplace, desk with computer and internet access, budget for research or travel expenses, etc.)

10. When the undertakings stated are not adhered to, the conflicting parties will hold discussions with each other as soon as possible in order to re-establish the fulfilment of the Agreement. The Academic Dean of the Faculty of Mechanical Engineering as well as the Arbitrative Board of the Graduate Academy of Leibniz Universität Hannover

¹ Citation style: Last name, first name, title and type of work, Leibniz Universität Hannover 20xx

(<http://www.graduiertenakademie.uni-hannover.de/schiedsstellega.html>) can be contacted in the event of a conflict.

11. The Supervision Agreement including Appendix will be reviewed and modified, if required, one year after signature of the parties involved. All participants agree that general data concerning the doctoral project may be used by the Faculty for statistical purposes and for evaluation of the doctoral supervision. If the doctoral project is abandoned, written statements of the doctoral student and the supervisor/s will be forwarded to the Dean.
12. The Faculty of Mechanical Engineering shall ensure that the doctoral project can also be brought to a successful conclusion, if supervisor(s) can no longer adhere to these undertakings because of unavoidable circumstances (e.g. move away, illness, death).
13. The Supervision Agreement is part of the admission to the doctoral programme. One copy of the Agreement and the Appendices shall be filed in the doctoral project file.

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Date, signature (doctoral student)

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Date, signature (supervisor)

.....
Date, signature (Dean)

Appendix:

- Project summary
- Work and time schedule
- Copy of university diploma