

Department of Earth Sciences

**Supervisor Agreement for the Doctoral Procedure According to the Doctorate Rules and Regulations of the Department of Earth Sciences of Freie Universität Berlin
(Stand: FU Mitteilungen 74/2007, 13/2009, 4/2012, 69/2012)**

	Doctoral candidate
	Supervisor according to doctoral rules and regulations
	Additional members of the supervisory team
<u>Prof. Dr. B. Schütt</u>	Chair of doctoral committee

agree on the following:

1. _____ has applied for admission at the Department of Earth Sciences on _____ and as such is working on a dissertation at Freie Universität Berlin with the working title:

The dissertation project has been presented by the doctoral candidate as a part of the admissions procedure and was approved by the supervisor inclusive work plan and time schedule. In case that the supervisor is not full professor of the department, the dissertation project must be approved by a full professor of the department according to Art. 4 Para. 2 S. 2 of the doctorate rules and regulations.

- () The supervisor is full professor of the department,
 () approved by _____ as full professor of the department

2. The dissertation project is supervised by a supervisory team. The supervisory team consists of the following members (professors, postdoctoral researchers):

1. _____ (as supervisor)
 2. _____ (as additional member)
if applicable:
 3. _____ (as additional optional member)

The qualification of the supervisor is determined by the doctorate rules and regulations. She / he is appointed by the doctoral committee.

3. With the consent of the doctoral candidate, the supervisory team shall prepare the theoretical and methodological cornerstones of the dissertation project and shall advise the doctoral candidate in his/her preparation of a detailed work plan and time schedule. The supervisory team supports the finalisation of the documents. At appropriate intervals, the supervisor shall comment on and evaluate the progress made by the doctoral candidate, both orally and in writing. Regular reports by the doctoral candidate to the supervisory team shall provide insight into his or her progress. Regular consultation and supervisory meetings – at least two times per semester – shall be fixed, allowing for special requirements of the specific disciplines. If needed, additional appointments may be convened on short notice.

4. If for important reasons the composition of the supervisory team has to be changed, the chair of the doctoral committee must be informed without delay, giving the reason (cf. Art. 6 Para. 5, S. 2 of the doctorate rules and regulations). The doctoral committee will then take the appropriate steps. If the supervisor resigns before the submission of the dissertation thesis, the doctoral committee is responsible for an eventual replacement by the doctoral committee (cf. Art. 6 Para. 5, S. 3 of the doctorate

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rules and regulations). If another member of the supervisory team leaves before submission of the doctoral thesis, the doctoral committee shall arrange for continuous and adequate supervision.

5. The time allotted for the completion of the dissertation is the standard study period as stipulated by the doctoral rules and regulations. The work plan and time schedule provided in the appendix shall apply as amended on _____ or otherwise schedules agreed upon at a later date and attached. These schedules must be approved by the supervisory team. The doctoral candidate shall be obliged to immediately inform the supervisory team in the event of any changes to the work plan and schedule. The supervisory team assists the doctoral candidate to keep up with her / his work and time schedule.

6. The doctoral candidate and the members of the supervisory team shall be obliged to abide by the rules of good practice in compliance with the articles on ensuring good academic practice (code of conduct) of Freie Universität Berlin dated April 17, 2002 (FU Memoranda No. 29/2002). This code stipulates that the doctoral candidates shall consult their supervisory team or other persons of trust in cases of doubt. It is also stipulated that members of the supervisor team will respect copy right regulations with regard to the student's texts or findings.

7. The supervisory agreement and its amendments come into force after signing and the admission to the doctoral studies by the department. On a yearly basis, it shall be reviewed by all persons involved and eventually modified. In the event an extension is needed to complete the dissertation project beyond the end of the standard study period, a new supervisory agreement may be negotiated. All persons involved declare their consent to allow release of general information about the dissertation project for the purposes of statistical survey and evaluation. Should the doctoral studies be interrupted, all of the persons involved are required to submit reasons in writing to the doctoral committee.

Date and Signatures:

Doctoral candidate

Supervisor according to the doctoral rules and regulations

Additional members of the supervisory team

Chair of the doctoral committee