

Doctoral agreement

for all doctoral candidates at Coburg University of Applied Sciences

Preamble

For a Praedoc status:

For the Praedoc status, fill in the document if information is already available; an exposé, work plan and a second supervision are not yet necessary, for example.

For a doctorate in the Doctoral Center “Analytics4Health” or in a joint Doctoral Center:

The doctoral procedure is governed by the current doctoral regulations of the doctoral center. Insofar as the relevant doctoral regulations contain provisions that deviate from this agreement, the former shall take precedence. This doctoral agreement is based on the recommendations of the German Research Foundation on the supervision agreement (DFG form 1.90 - 8/22, status: 2023-02-07). A doctoral agreement does not replace the application for admission to doctoral studies. With the admission, the doctoral candidate is included in the doctoral list and receives the doctoral status at the HS Coburg. This means that access to university facilities required for the doctorate, such as library licenses and software and a university ID with e-mail, will be set up.

For a cooperative doctorate or a doctorate in preparation (Praedoc-Status):

On the basis of the doctoral agreement, doctoral status at Coburg University of Applied Sciences is established and the necessary access to the university's research infrastructure (e.g. laboratories, library research facilities, qualification programs) is set up. The phrase “the doctoral candidate” also refers to persons with pre-doctoral status (prior to admission to doctoral studies).

For a cooperative doctorate:

If you have already been **admitted** to a cooperative doctorate at the university, please complete this doctoral agreement in addition to the university doctoral agreement and cross out anything that does not apply. Please enclose the university doctoral agreement and the letter of admission.

1. Aim and purpose

“A supervision agreement should make the relationship between doctoral candidates and supervisors transparent in terms of content and time. The planning and implementation of the doctoral project should be organized independently through structured cooperation between supervisors and doctoral candidates in such a way that the project can be completed to a high standard within a reasonable period of time.” (DFG-Vordruck 1.90 – 8/22, translated with DeepL).

Changes to the working title, for example, are possible during the doctoral period.

2. Participants ^{*)}

Doctoral Candidate: <i>(First name, Last name)</i>	
E-Mail-Adress	
Telephone number	
Postal address	
Birthdate and -place:	
Degree qualifying for a doctorate	
Where purchased:	
Aimed first supervisor: Name Person (First name, Last name), Institution (Name):	
Aimed second supervisor: Name Person (First name, Last name), Institution (Name) <i>(if clear):</i>	
Other parties involved (e.g. Expert Mentor): <i>(if available)</i>	

^{*)} Doctoral candidates are obliged to provide the data specified in Art. 97 Para. 4 BayHIG. The university will use your data exclusively for the purpose of the doctoral procedure. Your rights as a data subject within the meaning of the General Data Protection Regulation can be found in the data protection declaration at <https://www.hs-coburg.de/datenschutz.html>. The doctoral data is processed in the BayFis research information system for administrative and statistical purposes.

3. Information on the doctorate

Desired form of doctorate (<i>Doctoral Center „Name“ or „cooperative“</i>)	
Aspiring academic title (<i>Dr. rer. nat., Dr.-Ing. ,...</i>)	
Aspiring Art of Dissertation (<i>cumulative/Monographie</i>)	
Department	
Research focus	
Verbundkolleg aimed as BayWiss?	
Type of financing (<i>Research Assistant /Employee at an University, External employment at XX, Funding at XX, selffinanced,...</i>)	
Admission, i.e. official admission/registration at the university for ongoing doctoral studies or at the inter-university doctoral center (NISys) (<i>please send proofment at Referentin Promotion</i>)	

4. Brief description of the topic of the doctoral project

Specify the planned topic. Changes to the topic should be recorded in a modification of the doctoral agreement and updated in the research information system (BayFis).

Working title:

Brief description , attachment possible

5. Time and work plan for the dissertation

The planned duration of the doctoral project is ____ month from _____

Subsequent deviations from the original work plan and schedule are agreed between the doctoral candidate and the supervisors and recorded in writing in supplements to the doctoral agreement and updated in BayFis.

The timetable should divide the doctoral phase into sections and contain interim goals agreed upon by the doctoral candidate and the supervisor. In addition, this plan may also include a possible research stay abroad, participation in conferences or the intended publication of journal articles; in the case of cumulative dissertations, describe as precisely as possible which types of publications are required.

Possible in tabular form;

attachment possible

6. Tasks and duties of the doctoral candidate

The doctoral candidate shall prepare the dissertation conscientiously and expeditiously. The doctoral candidate reports to his or her supervisor at least once a _____ on the progress of his or her research. The progress can be credited to the doctoral center for the qualification program. In addition, the doctoral candidate is obliged to inform the supervisor immediately of any significant changes.

Doctoral Center: In addition to these regular reporting obligations, the tasks and duties in the doctoral center include participation in the qualification program including teaching integration (§ 2 para. 2 and § 11 para. 2 PromO), participation in further academic training or events, regular submission of partial results, for example for the qualification program in the “milestone presentation” module and regular meetings with the supervisor. Please list the appropriate items under 8.

7. Tasks and duties of the Supervision

Doctoral candidates are supervised individually and through the following events:

The supervisor must evaluate the interim results submitted by the doctoral candidate and inform the doctoral candidate accordingly. The doctoral candidate's advisor should maintain the independence of the doctoral candidate's work. In addition, the supervisor should point out the principles of good scientific practice to the doctoral candidate.

The tasks and duties may also include, for example, recommendations on the formulation and limitation of the topic and problem, regular professional advice, support for early academic independence, enabling participation in the qualification programme including support for teaching integration, enabling career advancement/mentoring programme, quality assurance through regular progress reviews, advice on publication opportunities and participation in academic events, support in obtaining third-party funding or external research funding.

Note: The obligation to supervise until the completion of the doctorate is independent of its funding.

Please list suitable items under 8.

8. Implementation Tasks and duties

Praedoc: Please note that you must also attend a counseling session with the Manager Doctoral Affairs in the current year of signing.

Doctoral Center A4H: Please list suitable (specialist) events from the qualification programme of the Coburg University, the planned teaching integration, supervision formats and other events to be attended during the promotion period.

Cooperative Doctorate: Please list any planned courses from the qualification offer by the Coburg University or your university; attendance of the qualification programme at Coburg University is generally possible and is facultative.

Events

9. Mutual commitment to compliance with the principles of good scientific practice

The doctoral candidate and the supervisors agree to comply with the rules of Coburg University of Applied Sciences, in particular those of the [guten wissenschaftlichen Praxis der Hochschule Coburg](#). In particular, the doctoral candidate undertakes to write the thesis independently. The supervisor and the doctoral candidate undertake to respect each other's copyrights. Upon request, the supervisor should be able to inspect the doctoral candidate's documents.

10. Regulations in cases of conflict

In the event of conflicts within the supervision tandem, between the supervisor and the doctoral candidate, both should attempt to reach an amicable agreement. If an agreement is not possible, the Ombudsperson for Science or their representative should be called in as a person of trust to settle the dispute.

11. Compatibility of family and doctorate

Coburg University of Applied Sciences is certified as a family-friendly university. The compatibility of family and academic work/doctorate is particularly supported. Appropriate support measures are agreed individually. The Family Office and the Office of the Women's Representative are available as advice centers if required.

12. Ressources

The following research resources of Coburg University of Applied Sciences will be made available, limited to the purposes of doctoral research - please specify after clarification of capacities and funding: e.g. use of laboratory X, workstation, library research facilities within the framework permitted by licensing law, access to results of certain research projects::

The standard locking authorization covers the main entrance doors. Others must be applied for via your supervisor.

For ongoing procedures: You can retain your locking authorizations, please make a note in the field above.

The doctoral candidate undertakes to (as far as relevant)

- to follow the instructions of the laboratory management, insofar as these are necessary to maintain operations
- assume responsibility for occupational health and safety for their research activities at the university
- treat inventory and equipment with care
- to observe the house rules of the Coburg University of Applied Sciences

13. Maintaining confidentiality / data protection responsibility

The doctoral candidate undertakes to treat any knowledge, documents, tasks and business transactions of Coburg University that become known in connection with the research work at Coburg University as confidential and not to pass them on to third parties.

The confidentiality obligations do not apply if and insofar as the information in question

- is generally known or
- the doctoral candidate already has or
- become generally known through no fault of the doctoral candidate or have been or will be lawfully obtained from a third party.

The doctoral candidate is informed that Coburg University of Applied Sciences has no responsibility under data protection law with regard to the independent scientific research work of the doctoral candidate.

14. Amendment to the doctoral agreement

It is possible to amend or change the doctoral agreement by mutual agreement.

15. Demolition

The supervisory relationship can be terminated at any time by mutual agreement. If the doctoral candidate is prevented from continuing work on the doctoral thesis for a longer period of time for an important reason, the supervisory relationship can be temporarily suspended in agreement with the supervisor. If the doctoral procedure is not pursued further, the supervisor should be informed immediately.

Either part of the supervision tandem may terminate the supervision relationship for good cause. Good cause may result from a serious breach of this doctoral agreement. Termination for good cause should be preceded by a personal meeting.

Any suspension or termination should be reported to the Manager of Doctoral Affairs.

Unterschriften*:

Doctoral Candidate

Supervision at Coburg University by

Place, Date

Place, Date

Doctoral Center: Further Supervision by

Place, Date

* Doctoral Center A4H:

Please sign the application together with your two supervisors.

Praedoc and Cooperative Doctorate:

A signature from a professor at HSCO is sufficient as a confirmation of supervision.

Declaration of consent

I hereby declare that I agree
that the Coburg University of Applied Sciences
(Friedrich-Streib-Straße 2, 96450 Coburg)
my following data

- Name*
- Working title of Dissertation*
- Description of Doctoral project*
- Images*
- Time period*
- Research Focus, e.g. HRK(Hochschulrektorenkonferenz)*

for the following purpose(s) (collects, processes, stores, uses)

- Display in the university's public research database
- Public relations (e.g. press relations, event management) of the university (e.g. homepage, social media)

My above-mentioned data will not be passed on/transmitted.

I am aware that the collection, processing and use of my above-mentioned data takes place on a voluntary basis and that I can refuse my consent without any negative consequences for me or revoke it at any time with effect for the future. The legality of the processing of my data from the time I gave my consent until I withdraw it is not affected by this.

I will address my declaration of revocation to:

Hochschule für angewandte Wissenschaften Coburg
Friedrich-Streib-Straße 2, 96450 Coburg.

In the event of revocation, my data stored on the basis of this declaration of consent will be deleted at the Coburg University of Applied Sciences immediately after receipt of my declaration of revocation.

I have taken note of my rights as a data subject in accordance with the General Data Protection Regulation (GDPR).

.....
(Place, Date)

.....
(Signature)

Information on your rights as a data subject in accordance with the General Data Protection Regulation

(GDPR, in German: Datenschutzgrundverordnung (DSGVO)):

- If your personal data is processed, you have the right to obtain information about the personal data stored about you (Art. 15 DSGVO).
- If incorrect personal data is processed, you have the right to rectification (Art. 16 DSGVO).
- If the legal requirements are met, you can request the deletion or restriction of the processing and object to the processing (Art. 17, 18 und 21 DSGVO).
- If you have consented to the data processing or a contract for data processing exists and the data processing is carried out using automated procedures, you may have a right to data portability (Art. 20 DSGVO).
- The data protection officer of Coburg University of Applied Sciences can be contacted at the e-mail address: datenschutz@hs-coburg.de

If you make use of your above-mentioned rights, the public authority will check whether the legal requirements are met.

Furthermore, there is a right of appeal to the supervisory authority responsible for the controller - for Coburg University of Applied Sciences this is the Bavarian State Commissioner for Data Protection (Bayerische Landesbeauftragte für den Datenschutz), Postfach 221219, 80502 München, E-Mail: poststelle@datenschutz-bayern.de.