

**Department of Political and Social Sciences  
Supervisory Agreement on an Individual Doctorate  
in Accordance with the Rules and Regulations for the  
Dr. phil./Ph.D.  
and  
Dr. rer.pol./Ph.D.**

The doctoral candidate \_\_\_\_\_

the supervisor \_\_\_\_\_

the chair of the committee for doctoral examinations \_\_\_\_\_

agree that:

1.

has applied to the competent committee for doctoral examinations to be admitted as doctoral candidate on \_\_\_\_\_ and wishes to write a doctoral thesis with the working title:

The doctoral project has been presented by the doctoral candidate in the course of the admission procedure and it has the approval of the supervisor. Should the supervisor not be a full professor of the department, the approval of one of the full professors of the department is mandatory according to § 4(2) of the Rules and Regulations for the Dr. phil./Ph.D. and Dr. rer. pol./Ph.D.

The supervisor is a full professor of the department.

The doctoral project has been approved by \_\_\_\_\_,  
who is a full professor of the department on \_\_\_\_\_.

2. The doctoral candidate shall work out the theoretical and methodological frame for the doctoral project as well as a detailed work plan and time schedule in agreement with the supervisor, who in turn shall advise the candidate on this task. In addition to that the doctoral candidate and the supervisor shall be in regular consultation, as a rule twice per semester, on preparation, course and conclusion of the doctoral project. If possible, at least one consultation meeting per year should be carried out in form of a colloquium.

The doctoral candidate commits her-/himself to presenting the supervisor with interim reports on her/his progress on a regular basis. The supervisor on her/his part commits her-/himself to monitor both the drafting of the interim reports and the candidate's progress with regard to the work plan and to comment on the contributions she/he has been presented with either orally or in writing during the consultation meetings.

It is the candidate's responsibility to initiate the arrangement of regular consultation meetings with the supervisor.

3. In case of conflict the doctoral candidate is invited to consult with one of the liaisons the department council have appointed for the purpose of negotiation between the parties.
4. Should for any important reason the candidate need to change the supervisor or the supervisor to resign from her/his duties, the chair of the committee for doctoral examinations has to be notified and informed of the reasons without delay (see § 6(8) of the Rules and Regulations for the Dr. phil./Ph.D. and Dr. rer. pol./Ph.D.). The chair of the committee for doctoral examinations will initiate the appropriate steps.
5. The working period allotted for the completion of the doctoral thesis is the normal dissertation period as defined by the Rules and Regulations for the Dr. phil./Ph.D. and Dr. rer. pol./Ph.D. Work plan and time schedule for the thesis are valid as submitted on \_\_\_\_\_ or in their updated version respectively. These plans have to be put at the disposal of and be approved by the supervisor. The doctoral candidate is obliged to inform the supervisor of any relevant deviation from the agreed work plan and time schedule. The supervisor will support the doctoral candidate in meeting the commitment.
6. The doctoral candidate and the supervisor commit themselves to observing the rules of good scientific practice in accordance with the Statutes to Ensure Good Scientific Practice (Code of Honour) of the Freie Universität Berlin dated April 17<sup>th</sup>, 2002 (FU-Notice Nr. 29/2002). This includes that the doctoral candidate consults with her/his supervisor or other representatives in case of doubt. And the supervisor is explicitly obliged to respect and point out the copyright regulations applying to the candidate's texts or findings.
7. The supervisory agreement is to be submitted as annex to the application of admission as doctoral candidate, signed by both the doctoral candidate and the supervisor.  
It will come into effect solely on the condition that the competent committee for doctoral examination grants admission as doctoral candidate and after the chair of the committee has countersigned the supervisory agreement.  
Should the working period for the doctoral thesis be extended, a new supervisory agreement will be sealed if need be. Any withdrawal from the doctoral procedure must be formally declared to the competent committee for doctoral examinations.

Date and signatures:

The doctoral candidate \_\_\_\_\_

the supervisor \_\_\_\_\_

the chair of the committee for doctoral examinations \_\_\_\_\_