

Agreement

on the joint supervision of a cooperative PhD project

between the doctoral candidate

First name

Surname

Born on

in

Street

House number

Postal code

Town/city

Email address

Telephone number

and the supervisor at HTW Berlin

First name

Surname

Faculty at HTW Berlin

and, if applicable, the other supervisor at HTW Berlin

First name

Surname

Faculty at HTW Berlin

and the supervisor of the cooperating university

First name

Surname

University

Faculty/chair

Description of the doctoral project

1. Working title

2. Scientific field

3. Anticipated timeframe

from

to

4. The work/time schedule listed in the appendix, which specifies interim goals and milestones, is valid for the doctoral project as of

5. The Agreement, with its appendices, is reviewed annually by the parties and modified as necessary.

Admission requirements for doctoral studies

6. The doctoral candidate has the following degree entitling them to pursue a PhD qualification

Bachelor (UAS)

Master (Uni)

Bachelor (Uni)

Diplom (UAS)

Master (UAS)

Diplom (Uni)

Other degree:

7. The degree entitling the holder to pursue a PhD qualification was obtained in the year

at the following institution:

Institution

Town/city

Country

Supervision conditions

8. The doctoral candidate undertakes to provide the supervisors with a detailed report on the progress of the dissertation project (e.g. through interim reports, individual chapters, etc.), this regularly – at least once a semester.

9. The supervisors undertake to advise the doctoral candidate regularly during the course of the doctoral project – at least once a semester – and to discuss the results of the work submitted. The specialist advice and support is aimed at facilitating and supporting the academic independence of the doctoral student at an early stage, and paving the way for entry into a subsequent academic career.

10. Meetings may be arranged either with both supervisors or only with one.

Principles of good academic practice

11. The doctoral candidate and the supervisors undertake to comply with the rules of good academic practice as laid down in the statutes for ensuring the same at HTW Berlin.

This includes consultation by the doctoral student with supervisors or other individuals in positions of trust, this as required. For supervisors, this means an explicit obligation to respect and stipulate the copyright regulations governing texts or findings of the doctoral candidate.

Procedure in case of conflict and discontinuation

12. In cases of conflict, the Parties undertake to contact the Vice President for Research at HTW Berlin, the ombudspersons or the competent authority at the cooperating university.

13. If the doctorate is discontinued, a written justification from the doctoral candidate and the HTW Berlin supervisor will be forwarded to the Vice President for Research at HTW Berlin.

Use of infrastructure

14. If required, HTW Berlin declares its willingness, in accordance with the letter of the permanent representative of the Chancellor dated 13.11.2014 “Establishment of a “Doctoral Student Status””, to enable the doctoral student, on the basis of this Agreement and limited to the duration of the same, to use the corresponding infrastructure free of charge (in accordance with the following list), this in the event that the doctoral student is not a member of the university and the doctoral student or the supervisor has applied for such a status of membership in text form:

- I. IT access in line with student authorisation at HTW Berlin
- II. Library use in line with student authorisation at HTW Berlin
- III. Use of laboratories and equipment of HTW Berlin, whereby the education of the students may not be impaired in the process.
- IV. Furthermore, the doctoral researchers shall receive key authorisations if required. For this purpose, the necessary application form must be completed in accordance with § 1 of the Administrative Instruction on Key Regulations, signed by the supervising professor and sent to the Dean’s Office Manager via the Dean with a brief statement of reasons. If the latter agrees, the key is handed over.

Data privacy

15. The doctoral candidate's data is stored and processed by the university administration and used for the following purposes:

- for the support of their PhD qualification by the university administration,
- for the compilation of anonymised statistics,
- for reporting obligations to the Senate Administration,
- for the purposes of informing the participating institutes and departments at HTW Berlin.

The legal basis for this is BerlHG (Berlin Higher Education Act): §2 (6), §5a, §6, §6a, §35.

The doctoral student agrees to data being shared between HTW Berlin and the cooperating university and to being contacted by the university administration.

The doctoral candidate wishes to be added to the email distribution list of doctoral candidates at HTW Berlin.

Regulatory and safety provisions, trade secrets

16. During their stay at the university, doctoral students are subject to the regulations and security provisions and the corresponding instructions of the HTW Berlin staff responsible for the same.

17. The doctoral candidate undertakes to maintain confidentiality regarding all business and trade secrets of which they become aware during their employment, as well as all research projects, manufacturing processes, etc. of which they become aware, and other operational facts during and after the termination of this Agreement. Exceptions to this obligation may be made with the prior consent of the supervisor for the purposes of academic publication.

Measures or regulations for the compatibility of family and academic activity

18. The compatibility of family and academic activity is both desirable and elicits additional support. Special support measures shall be agreed upon as needed.

Additional agreements concerning the doctoral candidate or the supervision process

19. Additional agreements such as stays abroad, personal academic achievements such as publications and lectures, or specific elements related to the compatibility of work and family life:

20. This supervision agreement will be made in triplicate – one for each signatory – and a copy will be forwarded to the Cooperation Centre for Applied Sciences (KONTAKT) at HTW Berlin and the responsible Dean's office.

Date
Signature of the doctoral candidate

Date
Signature of the supervisor at HTW Berlin

Date
Signature of the university supervisor