

Advisor Agreement¹

and simultaneously notice and attachment for the acceptance decision protocol
between

Ms./Mr. _____ Doctoral Candidate

and Ms./Mr. _____ Advisor

(if applicable)
Ms./Mr. _____ Graduate School/Doctoral
Programme Representative

(1) Validity

The Advisor Agreement is a prerequisite for admission to the Bauhaus-Universität Weimar as a doctoral candidate. The efficacy of this agreement is subject to the approval of the Graduate Admissions Committee.

(2) Topic and schedule for the doctoral dissertation

The planned topic (working title) of the dissertation is as follows:

The doctoral project or thesis is planned to begin (Month/Year): _____

The envisaged conclusion of the project or thesis is (Month/Year): _____

(3) Time and work schedule

The Time and Work Schedule, Attachment 1 of this agreement, is in effect for this doctoral project or thesis. The status of the project or thesis should be documented by the Doctoral Candidate or presented for discussion at a doctoral colloquium or similar event every six months as a rule or a minimum of once a year. Any possible amendments to this rule must be mutually agreed upon.

(4) Duties and responsibilities of the Doctoral Candidate

The Doctoral Candidate agrees to regularly report the current status of the dissertation or project and the adherence to the Time and Work Schedule.

The Doctoral Candidate will actively participate in the Graduate School/Doctoral Programme course of study (if applicable).

¹ This Advisor Agreement prototype is based on the recommendations made by the German Research Foundation (DFG) regarding the preparation of advising agreements.

(5) Duties and responsibilities of the Advisor

The Advisor agrees to regular subject-specific consultation and examination of the progress of the thesis or project. The Advisor agrees to provide feedback about the current status and content of the thesis or project – either in oral or written form – and to check the adherence to the Time and Work Schedule.

The Advisor agrees to provide consultation for the duration of the supervisory relationship as decided by the Graduate Admissions Committee, regardless of the length of the financing for the doctoral project or thesis.

In the case of a dissolution of the supervisory relationship, not stemming from Doctoral Candidate, the respective faculty will arrange for an alternative, subject-appropriate supervisory relationship.

(6) Framework of the doctoral thesis or project

The doctoral thesis or project is to be produced:

- as an independent research project
- within the scope a larger research project _____
- in connection with the following research group _____
- as part of a structured doctoral programme _____

(7) Working conditions for the Doctoral Candidate

The Advisor confers with the Doctoral Candidate regarding the availability of the appropriate working conditions. Particular working conditions cannot be guaranteed, yet the university provides the following provisions when available:

- workstation with a computer and telephone
- access to the workshops
- access to the laboratories
- necessary laboratory equipment and supplies

(8) Continuing education

Continuing education opportunities will be provided in the context of **subject-specific, cross-disciplinary und interdisciplinary events**. The Doctoral Candidate has the opportunity, not only to participate in events offered by the professorship or Doctoral Programme, but also the chance to participate in events offered by the Bauhaus Research School. Agreements regarding any other planned provisions for training and development are to be documented in a separate document (Attachment 2).

(9) Internationalisation

If an **international phase of the research project** is planned, it may include:

- a visit to a research institute or a research-focused industrial company abroad,
- presentations (talk/poster) of the candidate’s own scientific results at a conference with a majority of international participants,
- a joint research project with international guests who may be invited by a group of doctoral candidates to work at the Bauhaus-Universität Weimar for a given amount of time.

Plans for trips abroad should be included in the Time and Work Schedule (Attachment 1).

(10) Special provisions to ensure the compatibility of family life and scientific endeavour.

The compatibility of family life and scientific activity is strongly supported. The following arrangements will be made as necessary:

(11) Admission to the Bauhaus Research School

Upon signing the Advisor Agreement, the Doctoral Candidate can simultaneously apply for admission to the Bauhaus Research School. Further details are regulated by the standing rules of the Bauhaus Research School.

(12) Adherence to proper scientific and artistic conduct

The Doctoral Candidate and Advisor hereby pledge to adhere to the guiding principles of proper scientific and artistic conduct as defined by the Bauhaus-Universität Weimar.
(http://www.uni-weimar.de/cms/fileadmin/uni/files/ka/mdu_akad/12/14_2012.pdf).

(13) Dispute resolution

The duties of the Graduate Admissions Committee to mediate conflict remain unaffected according to the Doctoral Programme Regulations.

Furthermore, in case of conflict, the relevant university ombudsperson may be contacted. The Executive Board of the Bauhaus Research School will mediate between the Doctoral Candidate and the Advisor upon request.

Signatures

Doctoral Candidate

Advisor

The Advisor Agreement contains ____ attachments:

- Attachment 1 Time and Work Schedule
- Attachment 2 Training and Development
- Attachment 3
- Attachment 4

Confirmed by the Graduate Admissions Committee:

Weimar, the

Director

Data collection according to German higher education statistics act at the beginning of the doctorate

Personal information	
Surname	Name
Name affix	Title
Birth name	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> x
Date of birth (dd.mm.yyyy)	Place of birth
Nationality	2. Nationality
Primary residence Address suffix, Street, Postcode, City Country	
Email (correspondence)	
Phone number	
Information regarding the doctorate	
In which field are you doing your doctorate?	
Are you doing your doctorate in a structured programme? <input type="checkbox"/> No Yes, namely: <input type="checkbox"/> International Doctorate Programme European Urban Studies (IPP) <input type="checkbox"/> Research Training Group »Identität und Erbe« <input type="checkbox"/> Doctoral Programme »UrbanHist« <input type="checkbox"/> Ph.D. programme Art and Design/Fine Art/Media Art	
Are you doing your doctorate in cooperation with another institution? <input type="checkbox"/> No, the doctorate is not in cooperation with any other institutions Yes, namely: <input type="checkbox"/> In cooperation with another German university <input type="checkbox"/> Within the framework of a cooperative doctorate with a University of Applied Sciences <input type="checkbox"/> Within the framework of a Cotutelle procedure (bi-national procedure, awarding a doctoral degree together with a university abroad) <input type="checkbox"/> Within the framework of a cooperation with a research institution (e.g. Fraunhofer) <input type="checkbox"/> Within the framework of a cooperation with the commercial sector or other institution	
Please note the provisional title (working title) of your doctoral thesis:	
In which language would you like to submit your doctoral thesis? <input type="checkbox"/> German <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/>	
What type of written work are you currently planning for your doctorate? <input type="checkbox"/> Monograph <input type="checkbox"/> Cumulative doctorate (possible in Fac. B and M)	
Who are the supervisors of your doctorate? First supervisor or scientific supervisor Second supervisor or artistic supervisor	
Did you do a doctorate at another university? <input type="checkbox"/> Yes, received degree: <input type="checkbox"/> Yes, but without a degree <input type="checkbox"/> No	

Data collection according to German higher education statistics act at the beginning of the doctorate

Information regarding the university degree which qualifies you for a doctorate		
When did you obtain the degree relevant to your doctorate? (Date of the last exams, dd.mm.yyyy)		
What type of doctorate relevant degree do you hold?		
<input type="checkbox"/> Bachelor	<input type="checkbox"/> Master	<input type="checkbox"/> Master University of Applied Science
<input type="checkbox"/> Diploma	<input type="checkbox"/> Diploma University of Applied Science	<input type="checkbox"/> State Examination
<input type="checkbox"/> Magister	<input type="checkbox"/> Master Class Student	<input type="checkbox"/> Other Graduation
What was the final grade of your doctorate relevant degree?		
In which field did you obtain your doctorate relevant degree? (major subject)		
Where did you obtain the doctorate relevant degree?		
Data about degree in <u>Germany</u>:	Or	Data about degree in <u>another country</u>:
Name of the university:		Country:
Federal state:		
Postcode, City:		
Information for enrolment for a degree course/studies (regardless of whether or not you have completed this)		
In which year did you start your initial studies?		
In which semester did you start your initial studies?		
<input type="checkbox"/> Winter semester	<input type="checkbox"/> Summer semester	<input type="checkbox"/> Other
Where did you start your initial studies?		
Data about degree in <u>Germany</u>:	Or	Data about degree in <u>another country</u>:
Name of the university:		Country:
Federal state:		
Postcode, City:		
Information for University Entrance Qualification (school-leaving qualifications, which authorizes you to study at a university)		
In which year did you acquire the university entrance qualification?		
Which type of university entrance qualification did you acquire?		
<input type="checkbox"/> High school graduation certificate	<input type="checkbox"/> Abitur / higher education entrance qualification from a comprehensive school	
<input type="checkbox"/> Vocational baccalaureate diploma / Qualification to enter a University of applied sciences	<input type="checkbox"/> Preparatory college	
<input type="checkbox"/> Graduation certificate from a German school in a foreign country	<input type="checkbox"/> Graduation certificate from another type of school in a foreign country	
Where did you acquire your university entrance qualification?		
Data about degree in <u>Germany</u>:	Or	Data about degree in <u>another country</u>:
Federal state:		Country:
Postcode, City:		
Due to the amendment in the German higher education statistics act, the Bauhaus-Universität Weimar is legally bound and authorised to compile data on all doctoral candidates at the Bauhaus-Universität Weimar. The data will be compiled by the Bauhaus Research School, saved in the doctoral candidate database of the Bauhaus-Universität Weimar and, pseudonymised and encrypted for statistical purposes and, usually once a year, transferred to the Statistical Office of Thuringia and the Federal Statistical Office. Furthermore, the data will be used for quality assurance of the doctorate at the Bauhaus-Universität Weimar. Your signature confirms the accuracy of your given information and your agreement to the described collection and use of the data.		
Date, City	Signature:	

Please print the completed form and send it signed to the responsible contact person of the Doctoral Candidate Admissions Board of your respective faculty!