Agreement on a

Collaborative Doctoral Programme

(Mentoring Agreement)

between

Select an element. **Doctoral Candidate** Select an element.Click or tap here to enter text.

(hereinafter referred to as the Doctoral Candidate[[1]](#footnote-1) )

and

Select an element. **Advisor** Select an element.Click or tap here to enter text. **at Technische Hochschule Ingolstadt (THI)**

(hereinafter referred to as Advisor)

**Preamble**

The aim of this Mentoring Agreement is to ensure transparency in the relationship between the Doctoral Candidate and Advisor in terms of responsibilities and time. It serves to structure and plan the doctoral project and seeks to ensure that the doctoral project can be completed in the best possible quality within an appropriate period of time.

# § 1

**Topic of the dissertation (working title if applicable)**

The Doctoral Candidate shall write a dissertation in the subject area “[FOCUS AREA]” with the working title “[TITLE]” (if known).

If applicable: The Doctoral Candidate shall be employed by the company [NAME OF COMPANY] .

The dissertation shall be written in German/English.

# § 2

**Time and work schedule for the dissertation**

The doctoral project shall include an orientation phase of approx. [x] months from [DATUM]. The planned duration of the doctoral project shall be approx. [x] months after the end of the orientation phase/from [DATUM] (please delete as appropriate).

The Advisor and the Doctoral Candidate shall define the objectives and content of the dissertation within six months of signing this Mentoring Agreement and record these in writing. The time and work schedule of the doctoral project is attached to this Mentoring Agreement. The objectives and content are to be agreed on with the doctoral supervisor at the collaborating university as soon as the doctoral supervisor has been determined.

Deviations from the original time and work plan shall be agreed upon between the Doctoral Candidate and the Advisor and recorded in writing in supplements to this Mentoring Agreement.

# § 3

**Tasks and responsibilities of the Doctoral Candidate**

The Doctoral Candidate shall actively support the Advisor in the search for a suitable doctoral supervisor. This support primarily involves preparing documents that provide information about the planned dissertation topic, e.g. in the form of a dissertation profile or a project report, as well as regarding the planned process, e.g. in the form of a project plan.

The Doctoral Candidate undertakes to keep the Advisor informed of the progress of the doctorate at regular feedback meetings held at intervals of two to three months.

If the Doctoral Candidate leaves THI before completing the doctorate, they undertake to inform the Advisor and the Graduate Center of the state of progress of their doctorate.

# § 4

**Tasks and responsibilities of the Advisor**

The Advisor regularly advises the Doctoral Candidate at the subject-specific level.

The Advisor supports the early academic independence of the Doctoral Candidate and ensures the quality of the dissertation based on regular feedback meetings held at intervals of no more than six months. If necessary, the Advisor points out specific requirements of the collaborating partner university, industrial partners, etc. to the Doctoral Candidate.

It is the Advisor’s responsibility to actively search for an academically suitable doctoral supervisor for the Doctoral Candidate. In order to be able to guarantee the smooth progress of the doctoral procedure, the doctoral supervisor should be determined no later than one year after the agreed start of the doctoral project. If the doctoral supervisor has not been determined one year after the agreed start of the doctoral project, the Advisor shall promptly seek discussion with the Doctoral Candidate and present a plan of action to resolve the issue of the doctoral supervisor search.

The Advisor undertakes to hold an initial feedback meeting on the progress of doctoral studies with the Doctoral Candidate no later than six months after signing this agreement. If details of the doctoral project has not yet been set down in writing, this will be done at this meeting. Amendments are to be recorded in writing.

# § 5

**Mutual commitment and compliance with the principles of research practice**

The Doctoral Candidate and Advisor undertake to cooperate openly and constructively in order to ensure successful completion of the doctoral project.

The Advisor refers the Doctoral Candidate to the guidelines for ensuring good research practice at THI (*Richtlinie zur Sicherung guter wissenschaftlicher Praxis der Technischen Hochschule Ingolstadt*) Both parties undertake to comply with this policy.

Theguidelines on the successful implementation of collaborative doctoral procedures at THI (*Leitfaden über die erfolgreiche Durchführung von kooperativen Promotionsverfahren an der Technischen Hochschule Ingolstadt*) are binding on both signing parties.

**§ 6**

**Particular points applicable to doctorates pursued in connection with research projects**

If the doctorate is pursued as part of a research project, the content of the doctorate and the research project may overlap. In such cases, any underlying non-disclosure agreements must be observed, as well as industrial property rights obtained and in preparation.

When working on the project, a differentiation must be made between the content and results of the project and those of the doctorate. This differentiation must be documented (e.g. by means of interim reports, final reports, project descriptions, assignment descriptions, or the like).

# § 7

**Regulations in cases of conflict**

As a matter of principle, the Doctoral Candidate and Advisor should, in the event of any conflict, initially talk to each other in order to arrive at a joint solution to the conflict. Furthermore, in the event of a conflict between the Advisor and Doctoral Candidate, mediation support can be provided by the THI ombudsperson and the Graduate Center.

**§ 8**

**Reconciling the demands of family and doctorate**

THI is certified as a family-friendly university. Particular support is provided in reconciling the demands of a family and academic activity/pursuing a doctorate. Appropriate support measures are agreed upon on an individual basis.

# § 9

# Resources

Resources (e.g. office, PC, financial resources etc.) are provided:

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Instead of being listed here, the resources provided can be listed on a supplementary sheet.

For external Doctoral Candidates: the Doctoral Candidate is granted access to the following THI systems:

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If the Doctoral Candidate is not a member of THI, their access to the university’s systems will only be set up after proof of professional liability insurance has been presented.

All other doctoral candidates are also urgently advised to take out the appropriate insurance.

The use of the university’s systems granted under this Mentoring Agreement is permitted exclusively for the purpose of pursuing doctoral studies. Any use of the university laboratories for this purpose is only permitted under the supervision of the respective laboratory director.

# § 10

# Amendment of the Mentoring Agreement

It is possible to supplement or amend the Mentoring Agreement based on mutual understanding. All amendments or supplements must be made in writing.

# § 11

#  Severability clause

Should any provision of this agreement be or become invalid, this shall not affect the validity of the remaining provisions of this agreement. Rather, the provision is to be replaced retroactively by a provision that is legally permissible and comes closest in substance to the original provision.

# § 12

**Deviating regulations**

This Mentoring Agreement comes into force in addition to the Examination Regulations of the collaborating university. In case of contradictions, the Examination Regulations of the collaborating university always take precedence.

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**Date, place (Advisor)**

[FIRST NAME, LAST NAME]

Please contact Ute Petz (ext. 2260) for verification before signing due to contractual obligation, ute.petz@thi.de).

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**Date, place (Doctoral Candidate)**

[FIRST NAME, LAST NAME]

1. [↑](#footnote-ref-1)