**Progress Report on the Agreement on Doctorate Supervision at the Faculty of Mathematics and Natural Sciences of Heinrich Heine University Düsseldorf**

**1. General Information**

**1.0 Type of Advisory Meeting:**

**[ ]  1st year [ ]  2nd year [ ]  3rd year [ ]  final meeting**

**[ ]  Other meeting (please name):**

**1.1 Doctoral Researcher:**

|  |  |  |
| --- | --- | --- |
| Last Name | First Name(s) | Academic Degree |
|  |  |  |

**1.2 Doctorate Supervision:**

**1.2.1 Supervision according to Doctorate Regulations[[1]](#footnote-1):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Role/Function | Title | Last Name | First Name(s) |
| 1. | Supervisor |  |  |  |
| 2. | Mentor |  |  |  |

**1.2.2 (optional) Additional Supervisor(s):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Role/Function | Title | Last Name | First Name(s) |
| 3. | Co-Supervisor |  |  |  |
| 4. |  |  |  |  |

**1.3 City and Date of Advisory Meeting:**

|  |  |  |  |
| --- | --- | --- | --- |
| City:  | ***[Düsseldorf]*** | Date: | ***[dd/mm/yyyy]*** |

**2. Contents and agreements regarding doctoral research**

**2.1 Working title of Doctoral Research Project/Thesis:**

|  |
| --- |
|  |

**2.2 Current Status of Doctoral Reserch Project/Thesis:**

|  |
| --- |
| *Please shortly report on the progress of the doctoral project during the past year (e.g. outcomes, achievements, progress, difficulties, milestones, deliverables, etc.).* |

**2.3 Current Status of the Conditions for the Successful Completion of the Doctorate:**

|  |
| --- |
| *Please shortly describe which of the initially listed conditions have already or have not been fulfilled (cf. initial agreement on supervision: Conditions in accordance with Doctorate Regulations that have to be met for the successful completion of the doctorate from perspective of the supervisor(s)). Should - e.g. on basis of the current progress - a revision of the conditions be necessary, please describe any changes comprehensively and transparent. It is important to maintain the mutual understanding on how the doctorate can successfully be completed.*  |

**2.4.1 Current Scheduling of the Project (cf. Initial Agreement on Supervision/Last Report):**

**[ ]  Ahead of initial schedule**

**[ ]  Behind initial schedule**

**[ ]  In the range of initial schedule**

**2.4.2 Updated Estimated Schedule:**

|  |
| --- |
| *Please provide an estimated and updated schedule for the fulfilment of the conditions listed in 2.3 (according to Doctorate Regulations §3(6)). If the project is ahead of schedule, please shortly indicate reasons and – if applicable - new plans for the remaining time. If the project is behind schedule, please shortly indicate reasons, how this affects the estimated schedule and – if applicable – list actions how to catch up with initial schedule or describe alternative plans. Please revise the schedule accordingly.*  |

**2.5 Objectives of the Following Year:**

|  |
| --- |
| *Please shortly outline the concrete objectives which will be addressed during the upcoming year of the doctoral research project/thesis (according to Doctorate Regulations §3(6)). These objectives should match the revised schedule.*  |

**2.6 Updated Proposed Financing:**

|  |
| --- |
| *Please shortly describe – based on current plans – how the doctoral researcher will be financed for the remaining doctorate phase as described in 2.4 (according to Doctorate Regulations §3(6)). Please document precisely if changes and/or uncertainties have come up regarding the original planning since initial or last planning. The main objective is that the planned financing concept remains comprehensive and transparent for every participant of the meeting.* |

**2.7 (optional) Updated Additional Information, Agreements and Comments:**

|  |
| --- |
| *Please update and/or supplement any additional information/agreement/comments relevant for the doctorate phase (like e.g. scientific trainings, courses on methodology, research stays abroad, ring lectures, seminars, summer schools, date of next advisory meeting (progress report), etc.).* |

**3. General Agreements and Premises**

**3.1 Integration into research group(s) and working conditions:**

The Supervisor named in 1.2.1 agrees to continue to institutionally embed the Doctoral Researcher into her/his research group/institute in order to ensure the required scientific and social infrastructure for a successful realisation of the doctoral research phase /thesis (e.g. contribution of/providing access to: office/lab/work space, required mainframe/minicomputer/etc., scientific devices and/or security equipment, regular progress meetings, seminars, journal clubs, safety briefings, etc.. Furthermore she/he agrees to continue to actively guide and support the doctoral researcher. The doctoral researcher named in 1.1 agrees to continue to regularly inform the supervisor about the progress of the doctoral research project.

Additional and/or updated agreements of particular relevance can be listed below:

|  |
| --- |
|  |

**3.2 Compliance with Good Scientific Practice**

All persons named in 1. agree to continue to comply with the [“Basic principles for safeguarding good scientific practice at Heinrich Heine University Düsseldorf“](http://www.uni-duesseldorf.de/home/fileadmin/redaktion/Oeffentliche_Medien/Presse/Pressemeldungen/HHU_Rules_Good_Scientific_Practice-GB-final.pdf) (German original published in: [Amtliche Bekanntmachungen der HHU D, Nr. 7/2014 vom 24.02.2014](http://www.uni-duesseldorf.de/home/fileadmin/redaktion/ZUV/Justitiariat/Amtliche_Bekanntmachungen/2014_02_24_AB_7.pdf)), as well as to comply with the attached regulation (Appendix A) for the prevention of plagiarism of the Faculty of Mathematics and Natural Sciences.

**4. Signatures of Attendees to Advisory Meeting**

All participants of the advisory meeting must sign this “agreement on supervision”. If required add additional signature fields.

**4.1 Doctoral Candidate**

Name:

Signature:..................................................................... Date: ..........................

**4.2 Supervisor**

Name:

Signature:..................................................................... Date: ..........................

**4.3 Mentor**

Name:

Signature:..................................................................... Date: ..........................

**4.4 (optional) Additional Supervisor**

Name:

Signature:..................................................................... Date: ..........................

#### Appendix A: Regulation for preventing plagiarism

###### The Faculty Council of the Faculty of Mathematics and Natural Sciences decided at its meeting of June 30th 2015 the following regulation for preventing plagiarism:

###### **General principle:**

###### An expert reader must be able to judge at any time whether a certain passage of the thesis is an original achievement of the doctoral researcher or not.

###### **In particular the following three rules apply:**

1. Use of ideas, concepts etc. – anything beyond the general knowledge about a subject - has to be marked by referencing.
2. Direct copies of texts or figures have to be marked as citation – if not standard formulas or standard phrases. This refers to any kind of borrowing of ideas and any part of the thesis.
3. Principally, quoting from one’s own publications in the thesis is permitted - even if other authors have contributed to these publications. This type of citation has to be marked by full reference (names of all authors). The doctoral researcher has to indicate the amount and content of his or her own contribution to these publications in the appendix (cf. Doctoral Regulations).

It is, of course possible that by standardized linguistic usage or by chance particular phrases might match those of other texts.

#### Appendix B: FAQs

###### At which time and how must Follow-up Progress Reports on the Agreement on Doctorate Supervision be composed?

*According to §3 (7) of the doctorate regulations the doctoral researcher, the supervisor(s) and the mentor meet at least once a year in order to compose a progress report. If additional persons are involved in supervision they should attend as well. The meeting results in a progress report which, among others, describes the plans for the upcoming research year, documents the fulfillment of objectives and describes any changes to the doctoral project and/or to the supervision agreement.*

*Summary minutes of the meeting will usually be written by the doctoral researcher as draft proposal for the supervision agreement. This draft will be revised until all participants of the advisory meeting approve the agreement on supervision. This form was specifically designed for follow-up reports. Please use this form to fill in all information and agreements relevant to the doctoral project. The blue texts are exclusively intended for explanations and can - like optional paragraphs - be deleted if not required. Form and length of text boxes primarily serve as orientation and do not represent space or page limitations.*

*The Agreement on Doctorate Supervision will finally be signed by all persons attending the Advisory Meeting. Each participant receives a copy of the signed agreement. An additional copy must be submitted to the Dean’s Office.*

###### I’m a doctoral candidate in a structured doctoral program (Collaborative Research Centre, Graduate School, Research Training Group, DFG Research Group, etc.) or I am (prospective) iGRAD member. Are there more suitable forms that can be used?

*For (prospective) iGRAD members a supplemented version of this form* [*is available on the iGRAD webpage*](http://www.igrad.hhu.de/en/agreement-on-doctorate-supervision.html) *(click here).*

*For doctoral candidates of structured doctoral programs an adapted version of this form might be necessary. Please contact your program coordinator. For structured doctoral programs (e.g. research training groups) adaptable templates are available in the iGRAD office.*

###### Is this form to be used for the Progress Report?

*No, this form is a non-binding proposal for the design of a Progress Report on Agreements on Doctorate Supervision at the Faculty of Mathematics and Natural Sciences of Heinrich Heine University Düsseldorf. We would be pleased to receive feedback for future optimisation. Please send your suggestions to:* *promotionmnf@hhu.de*

1. [„Doctorate Regulations of the Faculty of Mathematics and Natural Sciences of the Heinrich Heine University Düsseldorf“](http://www.math-nat-fak.hhu.de/en/doctoral-research/service/doctorate-regulations-and-standard-forms.html) version of December 12th 2013 and according amendments, hence “Doctorate Regulations”. [↑](#footnote-ref-1)