



Supervision agreement for a dissertation at the University of Graz

As a quality assurance instrument in studies and teaching, the supervision agreement shall set minimum standards that apply to all faculties for the quality and supervision of a dissertation. The legal framework shall be provided by § 39 of the statutes of the Study Law. The regulations, in particular the resulting entitlements of the student to the university and its members, shall apply, provided that the student is admitted.

This agreement shall explicitly state the mutual responsibilities and entitlements of students and supervisors and the various benefits associated with this:

The work process is more transparent and thus facilitates supervision. The progress of the dissertation can be supported better. In addition, it can be demonstrated that the student is seriously working on the dissertation. Supervisors shall be regularly updated on the progress of the dissertation and thus shall be able to better direct and structure their supervision. Agreements that have previously been concluded orally shall now be documented and may provide arguments for decisions on what grades to give.

Students shall be entitled to supervision when working on their dissertation. Supervision includes at least two meetings per semester with the supervisor as well as feedback on the completed dissertation in the form of an expert opinion. Prior to submitting their thesis, students are given the opportunity to discuss their theses with their supervisors.

With their signature, students shall enter into an agreement to observe the criteria for the writing of academic theses according to good academic practice, to remain in contact with the supervisor, and to regularly report on the progress of the dissertation. If the student shall terminate work on his/her dissertation, he/she must inform the supervisor of this. The student shall inform the supervisor when he/she stops work on a topic.

Supervisors (principal supervisors) are entitled by this agreement to be regularly informed about the progress of the work. Supervision should start by drawing up a schedule with the student and then at least two meetings on the dissertation should take place, if the student requires them.

The duties of the supervisor include the documentation of the discussions in note form.

The co-supervisor does not have to be specified from the beginning. However, he/she shall be available to the doctoral student for at least one meeting on the dissertation and one meeting at the end of the dissertation during the dissertation process.

* Support with basic questions and problems (e.g. time management) during the supervision of theses:
B. Aschemann: *Die Betreuung von Bachelor-, Master- und Diplomarbeiten. Konzepte, Ideen und Hilfestellungen für Lehrende.* (Supervision of bachelor's, master's and diploma theses. Concepts, ideas and help for teaching staff. Available only in German.) University of Graz: Vice-Rectorate of Teaching and Studies, 2007.
This publication can be ordered via Teaching and Studies Services at <https://lss.uni-graz.at>

The supervision agreement shall consist of two documents that shall be adopted separately.

1. Supervision agreement

This shall be submitted to

- the responsible dean of studies or to the responsible dean's office,
- the student in the form of a copy,
- the supervisor in the form of a copy.

2. Documentation of supervision

- This part shall be documented by the supervisor. The original shall remain with the supervisor, and the student shall receive a copy. The supervisor shall take notes during the meetings and on the discussion topics.
- The document shall be signed by both parties after each meeting.

1. Supervision agreement for dissertations at the
_____ **Faculty at the University of Graz**



The following persons agree to enter into a supervisory relationship for the dissertation:

Principal supervisor:		
Student:		
Registration number:		
Study programme and programme no.:		B
E-mail address and telephone no.:		

(Working) title/topic of dissertation:
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Content of the dissertation in brief notes:

Notice of receipt by the Dean's Office
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By signing this supervision agreement, the principal supervisor shall be obliged to

- work out a time management plan lasting until the completion of the dissertation together with the doctoral student.
- be available to the student for at least two consultation meetings per semester.
- support the student in the modification of his/her dissertation concept provided that it does not turn out in the course of the research and writing process that the concept agreed on at the beginning cannot be realised.
- motivate the student to present his/her dissertation in public, to provide him/her with information on relevant congresses and conferences and to enable him/her to come into contact with colleagues in the same academic field.
- provide help with publishing the dissertation or a part thereof, for example by writing a letter of recommendation or helping to find a suitable publishing house.

By signing this supervision agreement, the doctoral student under supervision shall be obliged to

- aim for finishing his/her dissertation by approximately _____ 20 ____ .
- keep consultation appointments with the supervisor.
- report on the progress of the dissertation to the supervisor during the consultation meetings, in particular about delays or interruptions.
- inform the supervisor when he/she stops work on a topic.
- comply with the guidelines of good academic practice according to § 39 para. 8 of the statutes' provisions of study law when writing his/her dissertation.
- present the dissertation (or the work on it) in a suitable form (at a conference, in a seminar for doctoral students, in the department etc.).

Termination of the supervision agreement

Until submission of the dissertation, the supervision agreement can be terminated by mutual agreement at any time. The director of studies or the responsible dean of studies may be contacted in the event of a serious breach of the duties stipulated in the supervision agreement.

Date, signature of principal supervisor

Date, signature of student

Date, signature of dean of studies

