

Regulations for the Doctoral Studies Program History and Cultural Studies at Dahlem Research School, Freie Universität Berlin

Preamble

On the basis of Section 14.1.1 of Freie Universität Berlin's supplemental rules and regulations [*Teilgrundordnung (Erprobungsmodell)*] from October 27, 1998, published in the Freie Universität bulletin No. 24/1998 (*FU-Mitteilungen*), the Department Council (*Fachbereichsrat*) of the Department of History and Cultural Studies at Freie Universität Berlin issued the following regulations for the doctoral studies program "History and Cultural Studies" on June 23, 2021.¹

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¹ This is an English translation of a German Text. Only the German Version is legally binding.

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Section 1

Scope

These regulations govern the admission requirements, the application and selection processes, and the content, structure, objectives, organization, and performance requirements for the History and Cultural Studies doctoral studies program at Dahlem Research School (DRS) of Freie Universität Berlin.

Section 2

Components and Objectives of the Doctoral Studies Program

(1) The doctoral studies program consists of academic research, especially the completion of a dissertation, and an academic curriculum (as described below under Section 9.1 and Sections 10 to 12), in conjunction with the advising and supervision provided through the program.

(2) The goal of the doctoral studies program is to produce excellent researchers. The academic curriculum (as described below under Section 9.1 and Sections 10 to 12) and the advising and supervision provided through the program are designed to promote the achievement of this goal. In addition to academic and scientific training, participants will also gain training in interdisciplinary and/or transferable skills, such as knowledge transfer and research communication, research management, and foreign languages relevant to their field. The doctoral studies program is designed to prepare participants to assume junior positions at universities, research institutions, and in public or private institutions for which special research qualifications are required.

Section 3

Admission Requirements, Application, and Selection Process

(1) It is only possible to commence the doctoral studies program during the winter semester. The application deadline is November 15 of each year for the following winter semester. Students who are admitted to the program generally take up their studies on October 1 (for

the winter semester) of each year. As an exception to the rule, in justified cases, and with the concurrent assessment of two professors who are involved in conducting the doctoral studies program, applications may be considered for another starting date, provided that it is possible and reasonable for the student to commence their studies on said date.

(2) The board of the doctoral studies program appoints a selection committee. The members and their alternates are appointed by the dean of the department under the authority of Freie Universität's Executive Board. The selection committee includes the following members:

- the official representative for the doctoral studies program as chairperson
- usually, at least two professors immediately involved in implementing the doctoral studies program as voting members of the selection committee.

If academic staff employed by the university who hold a doctoral degree are immediately involved with the implementation of the doctoral studies program, they are also represented on the selection committee with one voting member.

Advisory members include:

- a student of the doctoral studies program
- the coordinator of the doctoral studies program.

Furthermore, the selection process is to be conducted with the participation of the departmental gender equality officer of the Department of History and Cultural Studies. The committee appointments of the professors, student, and, where applicable, academic staff on the selection committee ends when the selection process concludes.

(3) The admission requirements are as follows:

a) The relevant department's doctoral board must submit a statement in writing asserting that the candidate can commence doctoral study unconditionally and with no time constraints.

b) Outstanding potential to achieve and develop academically.

c) 1. For applicants whose native language is not German, whose qualifying degree was obtained at a non-German university or equivalent establishment, and who will be completing the doctoral program and their research in German:

aa) Proof of ability to conduct studies at university in German, which should take the form of a DSH2 certificate permitting them to study at a German university or an equivalent qualification meeting the German language requirements for non-German candidates set out in Freie Universität Berlin's relevant regulation ("*Ordnung für die Deutsche Sprachprüfung*").

bb) Proficiency in English at the B2 level of the Common European Framework of Reference for Languages (CEFR) or equivalent. The selection committee decides on the equivalence of the candidate's language qualifications.

2. For applicants whose native language is not German and who will be completing their written achievements in English or in another approved academic language:

aa) Proficiency in English or the other approved academic language at the C1 level of the Common European Framework of Reference for Languages (CEFR) or equivalent.

bb) Proficiency in German at the B2 level of the Common European Framework of Reference for Languages (CEFR) or equivalent. The selection committee decides on the equivalence of the candidate's language qualifications.

3. For applicants whose native language is German and who will be completing their written achievements in English or in another approved academic language:

Proficiency in English or the other approved academic language at the C1 level of the Common European Framework of Reference for Languages (CEFR) or equivalent.

4. For applicants whose native language is German and who will be completing their written achievements in German:

Proficiency in English at the B2 level of the Common European Framework of Reference for Languages (CEFR).

d) Outstanding academic record in their qualifying degree for the doctoral studies program.

e) A compelling description of the proposed doctoral research project.

f) Submission of a short, convincing letter of motivation, explaining why the candidate wishes to complete a doctoral studies program.

g) A CV that summarizes the candidate's activities and experience in the particular field of doctoral study.

h) A letter of recommendation from a professor who is a qualified expert in the field.

i) In some cases, attendance at a selection interview (as described in Section 4).

(4) Applicants for the doctoral studies program should submit their written application materials, including all the documents outlined in Section 3.3a to 3.3h above, to the chairperson of the doctoral studies program's selection committee by the application deadlines outlined in Section 1.

(5) The selection committee makes its admissions decisions based on the written application materials (as outlined in Section 3.3) and, where applicable, on the candidate's performance in the selection interview (as described in Section 4). If potentially suitable candidates fail to submit complete applications, the selection committee may provide them with a deadline to remedy this. If the selection committee requires additional material in order to make a decision, they may request that applicants provide an additional written or oral statement addressing the committee's concerns.

(6) If, at the end of the selection process, there are more suitable candidates than there are available places in the program, the selection committee will rank the candidates. Under normal circumstances, the ranking of the candidates is determined by the following criteria:

- a) academic record based on the grades received for previous degrees and coursework,
- b) the quality of the proposed doctoral dissertation,
- c) letter of motivation, explaining why the candidate wishes to complete a doctoral studies program
- d) any professional or practical experience relevant to the academic field in which they wish to conduct doctoral research,
- e) experience abroad.

In the event of a tie between candidates, the final decision will be made by chance (i.e., by selecting equally qualified candidates at random).

(7) The admitted candidates receive a formal notification of admission with two important deadlines: one for the submission of their written acceptance of the offer to join the program and one for their enrollment. If a candidate fails to observe these deadlines, their place will be given to the next person in the ranked list as described in Section 3.6. Candidates who are not admitted to the program will receive written notification, explaining the reasons for the negative outcome.

(8) In the event that a student's admission to doctoral study in one of the departments is revoked as per the provisions stipulated by the Statutes of Academic Affairs (*Satzung für Studienangelegenheiten, SfS*), then their admission to the doctoral studies program is also revoked.

Section 4 Selection Interviews and Criteria

(1) The selection commission invites suitable applicants to participate in selection interviews on the basis of their application documents.

(2) The invitation must be issued (electronically, where necessary) and sent to the candidate at least ten working days before the interview is to take place. If an invitation is extended to an applicant who is residing abroad, then the date of the interview must be adjusted to accommodate them.

(3) If it is not reasonable to expect the applicant to travel to the selection interview in person, then the interview may be conducted via video conference, provided that the applicant is able to verify their identity.

(4) The selection committee is responsible for conducting the interviews.

(5) The selection interview lasts twenty-five minutes, including a five-minute summary of the research project to be presented by the applicant.

(6) A record is to be kept of each interview detailing the basis on which the applicant was assessed and the interview outcome.

Section 5

Structure of the Doctoral Program, Standard Time to Degree, Language of Instruction

(1) The doctoral studies program consists of components that are related to the student's doctoral research as well as others that are interdisciplinary in nature (Section 9). There are also cross-cutting elements in the curriculum that focus on knowledge transfer and research communication (Section 10), research management (Section 11), and foreign languages relevant to the field (Section 12).

(2) The standard time to degree for the doctoral studies program is six semesters.

(3) English and German are generally the languages of instruction in the doctoral studies program.

Section 6

Organization of the Doctoral Program, Responsibilities

(1) The Department Council appoints a chairperson for the doctoral studies program. They also appoint at least one alternate. Each appointment lasts for two years. The chairperson and their alternate form the board of the doctoral studies program.

(2) The chairperson of the doctoral studies program manages the general business of the program. In particular, they are responsible for the academic coordination of the program. The chairperson of the doctoral studies program reports to Dahlem Research School's standing committee on the main developments within the doctoral studies program over a given academic year. Dahlem Research School then uses this information to compose its annual performance report.

(3) The chairperson of the doctoral studies program is also responsible for making sure that each student has a supervisory team with two members as a general rule and that the student is in agreement with the appointment of the members. The supervisory team includes the supervisor of the doctoral research project and one other professor. At least one member of the supervisory team must be involved in conducting the doctoral studies program. All professors within the Department of History and Cultural Studies will be involved in conducting the doctoral studies program.

(4) The chairperson of the doctoral studies program is responsible for ensuring that there is an ombudsperson available for students in the doctoral studies program to contact in case conflicts arise.

(5) The supervisory team will help the student to plan their curriculum in the doctoral studies program as outlined in Sections 7 to 12 and based on the student's research project in coordination with student and the chairperson of the doctoral studies program.

(6) The further parameters of the supervision are agreed upon in the supervision agreement between the supervisory team and the student (see Appendix 5). The supervision agreement will be entered into the respective official files of the doctoral administration office.

Section 7 Workload and Supervision

(1) Students need to earn 30 credit points (CP) in order to successfully complete the requirements of the doctoral studies program at Dahlem Research School.

(2) Students earn at least one credit point in good scientific practice as an interdisciplinary and/or transferable skill. The remaining four credit points are to be gained in interdisciplinary and/or transferable skills, and optionally, in language acquisition courses. Students are also free to attend additional courses (without earning credit points).

(3) The remaining 25 credit points are to be earned in other doctoral studies program courses pursuant to Section 9.1 a) to c).

Section 8 Conducting Academic Research and Inclusion in (International) Research Programs

(1) The academic research conducted by students, as described in Section 2.1, serves to demonstrate that they are capable of conducting independent research.

(2) The content of the doctoral studies program related to the student's research project is usually based on the areas of research of the advisors and instructors in the doctoral studies program. Students are to participate in the research projects of these individuals as part of their doctoral research.

(3) Students can undertake research visits of up to six months as a rule for the purposes of their research. This includes, for example: research stays abroad, field research, trips to archives, research trips to objects of study, etc. Students can earn credit points in this context that can be counted toward the completion of the doctoral studies program curriculum.

Section 9 Aspects of the Doctoral Studies Program Related to the Student's Doctoral Research; Modes of Instruction

(1) The doctoral studies program includes the following modes of instruction as part of the training related to the student's doctoral research:

(a) Interdisciplinary seminars and working groups

Students are introduced to the research program of the doctoral studies program and the overall research environment at Freie Universität Berlin in a workshop seminar series (*Blockseminar*). Key themes, methods, and theories of cultural studies are covered and discussed in the seminar. The objective is to establish a common basis of knowledge among students on top of giving them the opportunity to intensively and critically engage with academic approaches and research literature as well as gain practice in conducting academic discussions. Students work on content-related, methodological, and theoretical issues of their choice within an interdisciplinary working group. They present the results at the end of the semester.

(b) Research colloquia

Interdisciplinary research colloquia provide orientation in methodological and theoretical approaches as well as facilitate reflection on research methods and discussion on research outcomes from a multidisciplinary perspective. Subject-specific research colloquia are typically conducted by the respective supervisor and offer a space to discuss specialized methods as well as to regularly present and discuss research outcomes related to the dissertation.

(c) Subject-specific lecture and seminar

Generally speaking, doctoral candidates will complete a lecture and seminar in the subject of their doctoral studies. Subject-specific content and methods are examined in depth and discussed.

(d) Good scientific practice

Students learn about academic misconduct and how to follow the rules of good scientific practice in courses on the subject. Students are required to attend at least one course on good scientific practice amounting to two workshop days (16 work units, one credit point). Freie Universität Berlin and its partners provide a variety of opportunities to students to this end.

(e) Interdisciplinary and/or transferable skills

Doctoral candidates can choose to attend courses where they acquire practical and interdisciplinary skills. This includes, in particular, project management, research communication in German, English, or another language relevant to their doctoral dissertation, presentation skills, or a course on teaching skills needed for university instruction. Freie Universität Berlin and its partners provide a variety of courses to students to this end.

(2) Active participation and regular attendance are required of students in the components of the doctoral studies program as outlined in Section 7.1 and in Sections 10 to 12 as well as in their contact with the supervisory team. The specific type and scope of the requirements are defined in Appendix 2.

(3) Students may also take part in academic courses and events offered by Research Training Groups through the German Research Foundation (DFG), Max Planck Research Schools, or other research partnerships and associations with other universities or non-university research institutions, as part of the doctoral studies program.

Section 10

Professional Skills in Sub-Area: Knowledge Transfer and Research Communication

Students should regularly present their research findings at conferences and acquire the appropriate communication and presentation skills they need. Based on the individual student's academic progress, they shall be given reasonable opportunity by their supervisory team to present their research within the larger context of the field in university courses. They will need to consult with the chairperson responsible for the doctoral studies program and their supervisor beforehand. The members of the supervisory team will support the student in gaining the appropriate teaching skills they need for university instruction. Freie Universität Berlin and its partners provide several opportunities available to students who wish to improve their skills in this area.

Section 11

Professional Skills in Sub-Area: Research Management

Students will develop general research management skills, especially in organizing and coordinating academic activities. This includes training in good scientific practice and the promotion of intercultural and diversity skills.

Section 12

Professional Skills in Sub-Area: Foreign Languages for Scientific and Research Contexts

Students are encouraged and supported in acquiring language skills relevant to their research and in improving their skills in German, English, and other academic languages throughout the course of their doctoral studies.

Section 13

Progress Reports, Early Termination, and Completing the Doctoral Studies Program

(1) Students must regularly report to their supervisor on the progress of their doctoral research. Details on the format, deadlines, and length of the reports are agreed upon in the supervision agreement (Appendix 5). A supervisory meeting must take place at least once a year between the student and all members of the supervisory team. The meeting is documented in writing by the student.

(2) The student will produce an annual written report on their dissertation project, participation in courses, and other academic activities.

(3) The annual report serves as the basis for the supervisory team's evaluation of the student. The supervisory meeting gives all parties involved the opportunity to check whether the student is making adequate progress, both in terms of participation in the doctoral studies program and the status of the dissertation project. Requirements include the timely completion of research tasks, especially those related to the completion of the dissertation, the timely fulfillment of the requirements in the doctoral studies program as described in Section 9.1 and Sections 10 to 12, as well as sufficient contact with the supervisory team.

(4) Should the supervisory team harbor serious doubts that the dissertation will be completed successfully, they must communicate this to the student in writing and in good time. A consultation between the student and supervisory team should be held to identify the relevant issues and potential steps toward solving them. The outcome of this consultation will be subject to a vote by the supervisory team.

(5) The chairperson of the doctoral studies program will be notified in writing of the outcome of the evaluation with a statement of reasons for the decision. Based on the vote of the supervisory team and, where applicable, after a hearing with the supervisory team and the student, the chairperson decides whether the student will continue in the doctoral studies program or, in the case of a negative outcome, whether they will be dismissed from the doctoral studies program and initiates proceedings to this end.

(6) All written documents concerning the student will be entered into the respective official files of the doctoral studies office.

(7) If all requirements outlined in these regulations have been fulfilled and the doctorate successfully completed (after passing the doctoral defense), a certificate and grade report (see the templates provided in Appendix 3 and 4) will be issued certifying completion of the doctoral studies program. The completion of the doctorate itself is governed by the doctoral degree regulations of the Department of History and Cultural Studies at Freie Universität Berlin.

Section 14

Entry into Force, Period of Validity

(1) These regulations enter into force on the day following their publication in *FU-Mitteilungen* (the official bulletin of Freie Universität Berlin).

(2) The degree program and examination regulations for the History and Cultural Studies doctoral studies program at Dahlem Research School, Freie Universität Berlin from April 15, 2008 (*FU-Mitteilungen* 35/2008, p. 915) shall therefore lapse.

(3) These regulations apply to students who are enrolled in the doctoral studies program History and Cultural Studies at the Dahlem Research School, Freie Universität Berlin, after its

entry into force. Students who were enrolled in the doctoral studies program History and Cultural Studies at the Dahlem Research School, Freie Universität Berlin, before the regulations entered into force may complete the program pursuant to the previous regulations described under Section 14.2 within six semesters.

(4) These regulations become null and void should a special resolution to that end be issued or should the doctoral studies program no longer maintain its affiliation with Dahlem Research School. The latter shall come into effect immediately without the need for a special resolution. Students who were already admitted to the doctoral studies program prior to the change in the regulations' status are granted leniency through grandfathering. They will be given eighteen semesters from the time of the change in status of the regulations to complete the doctoral studies program on the basis of these regulations.

Appendix 1: Sample Curriculum Plan

1. Sem.	Modul I Introduction • Blockseminar (2 CP) • Seminar (3 CP)	Modul II Research Colloquia I • Interdisciplinary research colloquia (3CP)				Modul VI • Good scientific practice (1 CP, mandatory)
2. Sem.		• Subject-specific research colloquia (2CP)	Modul III Subject-specific Specialization • Lecture (2 CP) • Seminar (3 CP)			• Transferable Skills and/or
3. Sem.				Modul IV Research Workshop • Interdisciplinary student research group (3 CP) • Subject specific research colloquia (2 CP)		Language Training (4 CP, Optional Courses)
4. Sem.	Research Semester					
5. Sem.					Modul V Research Colloquia II • Interdisciplinary research colloquia (3CP)	
6. Sem.					• Subject-specific research colloquia (2CP)	
Total 30 CP	5 CP	5 CP	5 CP	5 CP	5 CP	5 CP

Appendix 2: Overview of Sub-Area and Program Component Requirements

Forms of teaching and studying	Requirements	Obligation of regular attendance
Blockseminar (3 CP)	<p>Modul I The block seminar serves the mutual acquaintance of the students and professors involved in the doctoral program.</p> <p>Students are introduced to the content and structure of the doctoral studies program and present their doctoral projects to one-another. They become acquainted with the research environment of the doctoral studies program, e.g., the libraries as well as relevant university and non-university institutions. The block seminar is usually held in the winter semester.</p> <p><i>Active participation, short presentation</i></p>	yes
Seminar Cultural Studies, Theories and Methods (2 SH, 2 CP)	<p>The seminar offers an overview of central themes, methods, and theories of Cultural Studies. The aim is to bring the doctoral students to a common level of knowledge and to intensify the critical examination of research approaches and scientific literature as well as to practice the scientific conversation. The seminar is usually held in the winter semester.</p> <p><i>Reading of selected texts, active participation in discussion</i></p>	yes
Interdisciplinary research colloquia (2 SH, 3 CP)	<p>Modul II: Research Colloquia I The interdisciplinary research colloquia in the 1. semester. is usually conducted by at least two university professors involved in the doctoral studies program and serves as an interdisciplinary methodological and theoretical orientation and reflection of the research methods. The interdisciplinary research colloquia is usually held in the winter semester.</p> <p><i>Project presentation, active participation in the discussion</i></p>	Yes
Subject-specific research colloquia (2 SH, 2 CP)	<p>The subject-specific research colloquia in the 2. semester is usually conducted by the supervisor and serves to deepen and discuss disciplinary methods. The subject-specific colloquium is usually held in the summer semester</p> <p><i>Presentation of the outline and planning the dissertation, active participation in the discussion.</i></p>	
Forms of teaching and studying	Requirements	Obligation of regular attendance
Lecture (2 SH, 2 CP)	Modul III: Subject-specific Specialization	

<p>and Seminar (2 SH, 2 CP)</p>	<p>In the lecture and seminar, the contents and methods of the doctoral subject are taught in depth and subject-specific methods are discussed. The lecture and the seminar are held by a professor of the respective doctoral subject and usually take place in the summer semester.</p> <p><i>Active participation in the discussion, reading of selected texts</i></p>	<p>yes</p>
<p>Inter-disciplinary student research group (3 CP)</p>	<p>Modul IV: Research Workshop</p> <p>Students form a working group on a substantive, methodological, or theoretical issue of their choice and work on it during the semester. They present the results to the members of the doctoral studies program at the end of the semester the working group is usually held in the winter semester</p> <p><i>Reading of selected texts, active participation in the discussion and presentation</i></p>	<p>yes</p>
<p>Subject-specific research colloquia (2 SH, 2 CP)</p>	<p>The subject-specific research colloquia in the 3. semester is usually conducted by the supervisor and serves to deepen and discuss disciplinary methods. The subject-specific colloquium is usually held in the winter semester.</p> <p><i>Presentation of first research results, active participation in discussions</i></p>	<p>yes</p>
<p>Interdisciplinary research colloquia (2 SH, 3 CP)</p>	<p>Modul V: Research Colloquia II</p> <p>The interdisciplinary research colloquia in the 5. semester. is usually conducted by at least two university professors involved in the doctoral studies program and serves the discussion of research results in an interdisciplinary perspective and usually take place in the winter semester.</p> <p><i>Submission of a chapter of the dissertation, active participation in the discussion.</i></p>	

Forms of teaching and studying	Requirements	Obligation of regular attendance
Subject-specific research colloquia (2 SH, 2 CP)	<p>The subject-specific research colloquia in the 6. semester is usually conducted by the supervisor and serves to deepen and discuss disciplinary methods. The subject-specific colloquium is usually held in the winter semester.</p> <p><i>Project presentation, active participation in the discussion</i></p>	yes
Course offers and workshops	<p>Modul VI: Transferable skill/language courses</p> <p>In relevant courses, students deepen key competencies of scientific work and acquire further skills in self-organization (project planning, time management, etc.). Attendance of the course on good scientific practice is mandatory (1 CP).</p> <p>Language Courses Students can improve language skills relevant to the project. Up to 4 can be recognized.</p> <p><i>Regular attendance</i></p>	yes

Appendix 3: Program Certificate Template



Doctoral Studies Program History and Cultural Studies

Department of History and Cultural Studies

Dahlem Research School (DRS)

Freie Universität Berlin

Program Certificate

for the successful completion of the

Doctoral Studies Program History and Cultural Studies

In accordance with the rules and regulations of the doctoral studies program History and Cultural Studies at Dahlem Research School, Freie Universität Berlin (FU-Memoranda No. 23/2021)

NAME_OF_CANDIDATE

date of birth DATE_OF_BIRTH born in PLACE_OF_BIRTH

has met all of the requirements pursuant to the rules and regulations of the [FIELD OF STUDIES] doctoral studies program.

TITLE_AND_NAME_OF_CHAIRPERSON
Chairperson of the Joint Commission / Dean of the Department

[official seal]

TITLE_AND_NAME_OF_REPRESENTATIVE
Representative of the Doctoral Studies Program

Berlin, DATE

Dr. Markus Edler
Head of Dahlem Research School

Certificate No. corresponding to Transcript No.:

Appendix 4: Transcript of Records Template



Doctoral Studies Program History and Cultural Studies

Dahlem Research School (DRS)

Freie Universität Berlin

Transcript of Records

for the successful completion of the

Doctoral Studies Program History and Cultural Studies

In accordance with the rules and regulations of the doctoral studies program History and Cultural Studies at Dahlem Research School, Freie Universität Berlin (FU-Memoranda No. 23/2021)

NAME_OF_CANDIDATE

date of birth DATE_OF_BIRTH born in PLACE_OF_BIRTH

has obtained the achievements as listed overleaf, and therefore met all of the requirements pursuant to the rules and regulations of the [FIELD OF STUDIES].

TITLE_AND_NAME_OF_CHAIRPERSON
Chairperson of the Joint Commission / Dean of Department

[official seal]

TITLE_AND_NAME_OF_REPRESENTATIVE
Representative of the Doctoral Studies Program

Berlin, DATE

Dr. Markus Edler
Head of Dahlem Research School

The requirements were met in the following modules:

Modules

Project-related and Interdisciplinary Courses

[Title, attended in which semester, number of CP]

Theories and Research Methods

[Title, attended in which semester, number of CP]

Transferable and Professional Skills

[Title, attended in which semester, number of CP]

Language Training

[Title, level, attended in which semester, number of CP]

Other Activities

A separate list of publications is enclosed.

Appendix 5:

Supervision Agreement

between

	(Doctoral candidate),
	(Supervisor as defined in the relevant rules and regulations for doctoral studies
	Supervisor – as well as the other member(s) of the supervisory team (Mentor(s))
	(The Representative of the Doctoral Studies Program – Representative).

1. [MS. / MR.; FIRST NAME LAST NAME] has been a doctoral candidate in the DRS doctoral program **History and Cultural Studies**, and where applicable, NAME OF THE PROJECT] since Winter Semester 20[XX] and as such is working on a dissertation at Department of History and Cultural Studies/ INSTITUTE] at Freie Universität with the working title:

"[WORKING TITLE]".

The dissertation project was presented by the doctoral candidate as a part of the admissions procedure to the doctoral studies program and was approved by the Supervisor as well as by the Representative of the doctoral studies program.

2. The dissertation project is to be supervised by a supervisory team in compliance with section 6, paragraph 3. The supervisory team consists of the following university professors and, as the case may be, postdoctoral researchers:

1. (as Supervisor)
2. (as Mentor)
3. (as Mentor)

In the event that a member of the supervisory team should resign prior to the submission of the dissertation project, the Representative shall arrange for continuous and adequate supervision.

3. Prior to the commencement of the doctoral studies, based on the content of the project-related doctoral studies program, the supervisory team shall define the type and the extent of the study units to be completed by the doctoral candidate in accordance with section 6, paragraph 5 while taking into account the measures defined in sections 7 through 12. Moreover, the supervisory team shall assure that adequate working conditions are available to the doctoral candidate.

4. With the consent of the doctoral candidate, the Supervisor shall prepare the theoretical and methodological cornerstones of the dissertation project and shall advise the doctoral candidate in his/her preparation of a detailed work plan and time schedule. At appropriate intervals, the Supervisor shall comment on and evaluate the progress made by the doctoral candidate, both in oral and in written form. Regular reports by the doctoral candidate to the Supervisor shall provide insight into his or her progress. Regular consultation and supervisory meetings shall be held based on the predefined type and scope of the study units to be completed by the doctoral candidate and, allowing for special requirements of the specific disciplines. Said meetings shall generally be scheduled once a month during the lecture period. If needed, additional appointments may be convened on short notice. In compliance with section 13, paragraph 1, at least one supervisory meeting per term is to be recorded in writing by the doctoral candidate. The Representative is to be immediately informed should it be necessary due to any important reasons to modify the composition of the supervisory team. Should this be the case, the Representative shall then take the appropriate steps.

5. The period of time set to complete the dissertation is the predefined standard study period as stipulated within the relevant rules and regulations for doctoral studies. In accordance with section 5, paragraph 2 the doctoral candidate shall aim to submit his or her dissertation within the predefined standard study period. The work plan and time schedule provided in the appendix shall apply as amended on [date] or otherwise schedules agreed upon at a later date and attached. These schedules must be approved by the supervisory team. The doctoral candidate shall be obliged to immediately inform the supervisory team in the event of any changes to the work plan and schedule.

6. The doctoral candidate's choice of residence may have no adverse impact on the doctoral candidate's ability to fulfill the duties and obligations under the doctoral studies program.

7. The doctoral candidate and the members of the supervisory team shall be obliged to abide by the rules of good practice in compliance with the articles on ensuring good academic practice (statute for Safeguarding Good Scientific Practice - "Satzung zur Sicherung guter wissenschaftlicher Praxis") of Freie Universität Berlin dated December 3, 2020 (FU Memoranda No. 45/2020, P. 636). This code stipulates that the doctoral candidates shall consult their supervisory team or Program Ombudsperson in cases of doubt. For the members of the supervisory team this expressly includes the duty to observe and to make the doctoral candidate aware of and list any copyright provisions applicable to texts or findings.

8. All persons involved shall review and, if necessary, modify the supervision agreement and its appendices on an annual basis. In the event an extension is needed to complete the dissertation project beyond the end of the standard study period, a new supervision agreement may, if necessary, be presented to the Representative for approval. All persons involved declare their consent to allow release of general information about the dissertation project for the purposes of statistical survey and evaluation by the Graduate School. Should the doctoral studies be interrupted, all of the persons involved are required to submit reasons in writing to the Representative.

Date and
signatures:

(Doctoral candidate)

(Supervisor as defined in the
relevant rules and regulations for
doctoral studies)

(Supervisor – and other members of the
supervisory team – or Mentors)

(Representative of the Doctoral Studies
Program)