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**Doctoral Agreement**

The Doctoral Agreement regulates the framework conditions for the doctorate transparently and in writing. This includes information on the form, duration, and financing of the doctorate, the topic, schedule, and milestones of the dissertation, the supervision arrangements, and the training requirements for the doctoral candidate’s further qualification.

*The Doctoral Agreement must be completed at the latest six months after admission to the doctorate. It must be stored by both the doctoral candidate and the supervisor.*

**Doctoral candidate**

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| --- |
| First name and last name: |
|  |
| Matriculation no.: |
|  |
| Appointment: |
| Doctoral candidate not employed at the University of Bern  Doctoral candidate employed at the University of Bern[[1]](#footnote-1):  Doctoral candidate  Scientific assistant III (employment level: …)  *Note: Additional employment is possible but not part of the doctoral agreement.* |
| If doctoral candidate employed at the University of Bern: type and duration of the secured financing of employment: |
|  |
| If doctoral candidate employed at the University of Bern: description of other duties within the scope of the employment that exceed the protected research time: |
|  |

**Supervision**

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| Main supervisor:  *(title, first name and last name, faculty)* |
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| Secondary supervisor:  *(title, first name and last name, institute / university)* |
|  |
| If applicable, any other supervisor/s such as mentor:  *(title, first name and last name, role, institute / university)* |
|  |
| Co-referee (*Zweitgutachter/-in*)[[2]](#footnote-2):  *(to be completed at a later date if necessary; title, first name and last name, role, institute / university)* |
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**Doctoral thesis information**

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| Topic and working title: |
|  |
| Start of doctoral thesis (month / year): |
|  |
| Planned completion of doctoral thesis (month / year): |
|  |
| Doctoral subject: |
|  |
| Please state which regulations on doctorates (*Promotionsreglement*) applies to your doctorate (faculty or graduate school): |
|  |
| Joint supervision of a doctorate (Cotutelle de thèse)  yes  no  If yes, please state the partner institution: |
|  |
| Form of doctoral thesis:  monograph  cumulative  Doctoral thesis information:  *(considering any requirements in the regulations on doctorates (*Promotionsreglement*), e.g. type and number of required publications according to the regulations on doctorates (*Promotionsreglement*), scope and publication of the monograph, etc.)* |
|  |
| Language of the doctoral thesis: |
|  |
| Membership in a graduate school / a doctoral program:  yes  no  still open  If yes, please state the name of the graduate school or doctorate program: |
|  |
| Number of ECTS credits required:  *(pursuant to the specifications of the graduate school, the doctorate program and/or the relevant regulations on doctorates (*Promotionsreglement*); if applicable, admission requirements which can be fulfilled during the doctorate, please list separately)* |
|  |

**Schedule**

**Milestones research achievements for the doctoral thesis**

e.g. development of concept, data collection, fieldwork, scientific conference papers, publications

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| --- | --- | --- |
| Milestones of doctoral thesis |  | Date, type/form, scope |
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**Milestones additional training for own qualification**

e.g. within the scope of a graduate school / a doctorate program, summer schools, Transferable

Skills Program

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| Achievement, title of event, etc. |  | Date |  | if applicable, ECTS |
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**Meetings with supervisor(s)**

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| **Bilateral exchange between supervisor and doctoral candidate**  Information on the supervisor’s availability for a bilateral exchange  *institutionalized, e.g. weekly, monthly, once per semester; information on the scope and frequency of reporting on the dissertation (oral/written); if applicable, information on the documentation of results* |
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| **Employee Appraisal Interviews (EAI) / status review**  Reviewing of milestones, research achievements, additional training, and institutional duties in the context of a potential employment at the University of Bern, feedback regarding the cooperation  *For doctoral candidates employed at the University of Bern: For the Employment Appraisal Interviews (EAI) that must be conducted (at least) once a year, the form from the Human Resources Office must be used.*  *For doctoral candidates not employed at the University of Bern and for any status review: For the status review that must be conducted (at least) once a year, a separate form is available on the website (not part of the Doctoral Agreement).* |

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| **Potential Interviews (on further career path)**  Reviewing of whether the conditions for successful completion of the doctorate are in place; review which academic or non-academic career options are suitable and whether the conditions for further career development are in place; at least twice during the doctorate. If necessary, consult additional experts (e.g. Universities of Bern Counselling Centre, mentor) for the second meeting.  *For the Potential Interview, a separate form is available on the website (not part of the Doctoral Agreement).* | | |
| Meeting participants | | Date |
|  |  |  |
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**Supporting measures**

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| Special measures or arrangements designed to balance family life and academic activity:  *(e.g. flexible working time models, financial contributions, dual career measures, coaching/consulting, etc.)* |
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| General comments:  *(e.g. special measures or arrangements designed for a good work-life balance)* |
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Main supervisor Doctoral candidate

Date Signature Date Signature

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Secondary supervisor if applicable, mentor

Date Signature Date Signature

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1. The PhD student position is in principle equivalent to a full-time workload (Art. 90 para 1 Employment Regulations). The provisions of Article 30 et seq. And Art. 89 UniV must be observed for employment. The level of employment for anyone employed as a doctoral candidate may not exceed ten per cent in teaching and research at their institute or other organizational unit (Art. 89 para 1 UniV). As well as employment as a doctoral candidate, additional employment is possible as a scientific assistant with an employment level of maximum 25% (Art. 89 para 4 UniV).

   In the case of employment as a scientific assistant, who by way of exception writes a doctoral thesis, a minimum of one third of the working time may be used for the doctoral thesis (Art. 88 para 2 UniV). [↑](#footnote-ref-1)
2. Co-referee (*Zweitgutachter/-in*) according to the requirements of the faculty’s regulations on doctorates (*Promotionsreglement*). [↑](#footnote-ref-2)