



LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN

Doctoral Office
Medical Faculty



Doctoral Supervision Agreement

between

Habilitated supervisor (1st Member of the Thesis Advisory Committee)

Institute or Clinic

and

Name

Address

E-Mail Address

Suggestion for the further members of the Thesis Advisory Committee (TAC)

2nd Member of the Thesis Advisory Committee:

Titel, Name

Institute or Clinic

3rd Member of the Thesis Advisory Committee:

Titel, Name

Institute or Clinic

For the purpose of achieving a

- doctoral degree in human medicine (Dr. med.)
- doctoral degree in dental medicine (Dr. med. dent.)
- doctoral degree in human biology (Dr. rer. biol. hum.)

the **topic of the dissertation** is defined as follows:

(Topic of the dissertation)

Consultation with the Ethics Committee:

In certain circumstances, an ethical vote is needed for the carrying out of a dissertation – this should be applied for before commencement of the research work. The necessity of an ethical vote is to be discussed with the supervisor and he / she should then apply for one. If it is unclear whether an ethical vote is needed, please contact the Ethics Committee and clear this beforehand.

Please note: the Ethics Committee does **not** issue ethical votes retrospectively, so that the dissertation or publications will potentially not be accepted.

Analysis of data relating to the doctoral student for scientific reasons

- I agree to the analysis of my data (grade, topic of the dissertation, institution at which the dissertation was carried out, etc.) for scientific reasons.
- I **do not** agree to the analysis of my data (grade, topic of the dissertation, institution at which the dissertation was carried out, etc.) for scientific reasons.

Declaration by the Candidate:

1. I have been informed of the [rules of good scientific practice](#).
2. I will observe the safety regulations (e.g. for hazardous substances, radioisotopes, radiation sources) applicable in the institution supervising me (clinic/institute or similar); the same applies to the handling of infectious material.
3. I am familiar with the data protection regulation governing the treatment of patient data and I pledge to observe them.
4. I pledge to keep confidential all verbal or written information and materials that come to my knowledge or are entrusted to me directly or indirectly in the course of the dissertation - even beyond the completion of the dissertation.
I will process the data and materials made available to me, as long as they are personally identifiable and have not yet been irreversibly anonymized, exclusively on the premises of the clinic and will irreversibly anonymize them prior to analysis. If patients outside the clinic are included in the dissertation, the respective institution is to be specifically stated.
5. For experimental work I will keep a protocol book containing all experimental setups and data; the same applies to the analysis of clinical data. The protocol book will remain in the laboratory.
6. I pledge to provide my scientific supervisor of the doctoral project with information or insight into the status of my research / writing of the dissertation at any time. At the same time, I am aware that all results obtained in the course of my project, including details of the protocol, are available to the supervising institution. The processing of these results outside the institution requires the consent of the head of the research group.
7. I will continuously work on the doctoral project entrusted to me and, if possible, complete the doctoral thesis within the scheduled time period.

All members of the doctoral committee commit themselves to:

1. guide the doctoral student scientifically and to provide regular professional advice, which means at least once a year.
2. be available as evaluators for the dissertation and examiners for the defense of the thesis. The selection of the evaluators and examiners is done by the doctoral committee.

The supervisor pledges in particular to:

1. provide the doctoral student with regular scientific and professional guidance, which means at least once a month.
2. inform the doctoral candidate about the rules of good scientific practice before the start of the doctoral project and to encourage him/her to observe them, as well as to inform him/her about the regulations concerning the protection of patient data.
3. enable the work to progress rapidly so that the thesis can be completed within the period specified in the supervision agreement.
4. make the workplace available, including the necessary equipment and material resources, in agreement with the institute / clinic management.
5. revise and return the doctoral candidate's completed dissertation within **six months** - if necessary with recommendations for correction.
6. return the corrected version of the thesis to the doctoral candidate within **three months**. Further corrections of the dissertation should only be made in justified exceptional cases.

Supplementary provision for the Doctoral Supervision Agreement:

1. The Doctoral Supervision Agreement may be terminated at any time by mutual agreement.
2. In the event of differences of opinion, severe misbehaviour, or problems with the progress of the doctoral project or the PhD thesis, the Doctoral Committee of the Medical Faculty of LMU Munich may serve as an arbitrator.

Munich, _____

Doctoral student_____
Supervisor (1st member of the TAC)_____
2nd member of the TAC (if known)_____
3rd member of the TAC (if known)