(Name doctoral candidate)

(Name of second supervisor)
If the second supervisor is not authorised to examine doctorates at the Faculty of Human Sciences, please submit the *Application for Admission of an External Second Supervisor / Second Examiner* (see page 4 of this form).

The consultation meeting took place on      .

# The consultation meeting included the following:

## (A) Title of dissertation:

## (B) Subject according § 8 (1) of the Doctoral Regulations from 18.12.2018:

[ ]  Art

[ ]  Music

[ ]  Pedagogy

[ ]  Social Sciences

[ ]  Psychology

[ ]  Curative Education and Rehabilitation Studies

[ ]  Media Science: Media Psychology / Media Pedagogy

# (C) Time schedule and working plan (provided to both parties)

# (D) Consultation concerning the different forms of thesis (monographic thesis, monographic, thesis with partial publication, cumulative thesis)

## (E) Good scientific practice: Consideration of the Guidelines for Safeguarding Good Research Practice at the University of Cologne of January 25, 2022

# (F) Agreement ensuring regular communication between both parties (verbally or in writing) on the state of the project (at least once a year)

## Additional agreements (optional, e.g. concerning type and scope of necessary publications for cumulative thesis):

Based on the consultation, I herewith declare my willingness to supervise the above-mentioned doctoral thesis.

Köln, 16.03.2023

(Signature applicant)

(Signature second supervisor)

# Information on the Process of a Doctorate for Supervisors and Doctoral Candidates

# Time Schedule and Working PlanWith regard to its demand and scope the doctoral project is designed in such a way that the doctorate can be expected to be successfully completed within the agreed time schedule and working plan. This period includes the submission of the dissertation and the oral examination. Changes to the schedule and working plan require consultation and agreement between doctoral candidates and supervisors.

# Duties and Rights of Doctoral CandidatesThe doctoral candidates strive to successfully complete the doctorate within the period specified in the time schedule and working plan.The doctoral candidates report to the supervisors at least once a year on the progress and the current status of the work as well as on the content of partial results. The form of reporting (e.g. oral, written) is agreed upon by the supervisors and the doctoral candidates.The doctoral candidates have the right to ask their supervisors for additional appointments for consultation beyond the scheduled annual reporting date.

# Duties and Rights of SupervisorsThe supervisors continuously advise the doctoral candidates on the preparation of the dissertation. They aim to support the doctoral candidates’ academic independence at an early stage.The supervisors check the progress of the work by receiving and commenting on reports from the doctoral candidates on the progress and current status of their work as well as on potential partial results at least once a year.The supervisors have the right to gain insight into the status and progress of the doctoral candidates’ work beyond the scheduled annual reporting date.

# Membership in Graduate SchoolThe individual support by the supervisors is supplemented by a supervision and support offer from the Graduate School of the Faculty of Human Sciences.Doctoral candidates are members of the Graduate School. They are entitled to make use of qualification or advisory services offered by the Graduate School or apply for financial support from the Graduate School, provided they meet the requirements specified in the announcements. The respective specifications made in the announcements apply.

# Good Scientific Practice[https://am.uni-koeln.de/e35075/am\_mitteilungen/@7/AM\_2022-08\_Leitlinien-guter-wiss-Praxis\_ger.pdf](https://am.uni-koeln.de/e35075/am_mitteilungen/%407/AM_2022-08_Leitlinien-guter-wiss-Praxis_ger.pdf)

# Compatibility of Academic Qualifications with Family, Disability and/or Chronic IllnessThe compatibility of family and scientific career as well as the scientific work of people with disabilities or permanent physical or mental impairments are supported as much as possible.

# Regulation in Cases of ConflictDoctoral candidates and supervisors are required to address factual or personal conflicts and resolve them in mutual agreement. If this remains unsuccessful, the parties first contact the board of directors of the graduate school, which mediates neutrally between the parties. If appropriate, also the faculty representative for conflicts between doctoral candidates and supervisors may be involved.If no agreement can be reached in this way, the Dean of the Faculty of Human Sciences will decide.

**Application for Admission of an
External Second Supervisor / Second Examiner**§ 4 (1) of the Doctoral Regulations of the Faculty of Human Sciences from 18.12.2018 /
§ 3 (1) of the Doctoral Regulations of the Faculty of Human Sciences from 10.05.2010

**Name applicant:**

I hereby apply for the admission of

(Titles and name of external second supervisor / second examiner)

as second supervisor / second examiner for my dissertation entitled:

**„     “**.

(Title of dissertation)

**Contact information of external second supervisor / second examiner:**

home institution:

department / field of work:

e-mail address:

phone number:

**Right to confer a doctorate at the home institution:**

The proposed second supervisor / second reviewer has the right to confer a doctorate at her\*his home institution:

Yes [ ] , in the subject(s):

No [ ]

**Justification:**

(If there is no right to examine a doctorate at the home institution:
Please explain, on the basis of her\*his research expertise [habilitation and other relevant publications, main focuses of work, etc.], why the proposed person is particularly well qualified as second supervisor / second examiner of your dissertation.

**Consent by the first supervisor:**

My first supervisor,

     ,

(Title and name of first supervisor)

and I agreed upon this proposal. She or he approves this application.

     , 16.03.2023

(Signature of the applicant) (Signature of the first supervisor)