

# PHD SUPERVISION AGREEMENT HANDOUT

Kunstuniversität zu Linz



University of Arts zu Linz

A PhD supervision agreement has to be concluded between PhD-candidates and supervisors. The supervision agreement, signed by all parties, must be **submitted digitally to [susanne.dujardin@kunstuni-linz.at](mailto:susanne.dujardin@kunstuni-linz.at)**, including an exposé and a work and time schedule, **no later than six months after enrolment into the PhD programme.**

Supervision agreements are submitted to the [Research Board](#) for review. Meetings of the Research Board take place around mid-October, beginning of November, mid-March and beginning of April. You will be informed promptly of the outcome of the review (approval or rejection).

The supervision agreement is an individual research contract between PhD-candidates and supervisors and clearly and transparently defines the relationship between PhD-candidates and supervisors as well as the PhD work process in terms of content and time. The agreement is intended to ensure both the supervision required for the success of the PhD-project and the participation in a comprehensive PhD-education on the part of the PhD-candidates in terms of content and methodology.

The supervision agreement defines the rights and obligations of the PhD-candidates and the supervisors. It contains all the performance elements that must be completed by the end of the PhD programme. The definition of these performance elements is to be individually agreed upon. It is based on the respective strengths and weaknesses of the PhD-candidates and on their future professional career. Performance elements may include teaching at university institutions, participation in or organization of conferences or exhibitions, artistic productions, publications, contributions to professional media, own teaching activities, etc. These activities must be documented and reflected upon.

The supervision agreement should contain agreements on the concrete form of the work to be submitted – in which way the project is to be documented, contextualized and reflected upon.

It should be possible to finish the PhD-project within a reasonable period of time. The timetable should include realistically feasible work steps and take into account any other commitments of the PhD-candidates (part- or full-time employment, care obligations, etc.).

The Arts University Linz encourages and supports the supervision by a team, i.e. by two supervisors, as it has many advantages. Each supervisor brings different competencies to the supervision process, from which the PhD-candidates benefit greatly.

First supervisors should be members of the group of PhD-supervisors at the Arts University Linz. Second and third supervisors, however, are welcome to be from other universities. Although one person is titled as „first supervisor“, this does not imply any ranking in the supervision.

Second and third supervisors must have doctoral/PhD supervision authorization. They should be determined at the latest with the conclusion of the supervision agreement. External persons must be appointed for supervision by the member of the rectorate responsible for research affairs; this is done in the course of reviewing the supervision agreement.

The Arts University Linz recommends discussing the following points for the joint development of a supervision agreement:

1. *Goal of or Motivation for the Doctorate*

It is useful for PhD-candidates to be clear about their own motivation for pursuing a PhD-project. Is it, for example, an intrinsic research interest or is it aimed at a specific career aspiration? PhD-supervisors can better overview the perspectives and possibilities through their experience.

2. *Work Steps and Further Performance Elements*

Determining the goal of the PhD entails further consequences: Depending on the motivation for which PhD-candidates decide to enter the PhD programme, the PhD period will also be structured differently. For example, if someone is aiming for an academic career, further performance elements specific to the field (e.g., exhibitions, publication of peer-reviewed publications, teaching courses, etc.) will be necessary.

3. *Personal, Social and Financial Circumstances*

4. *Clarification of Mutual Expectations in the Relationship*

*Tasks and duties of PhD-candidates:* regular reporting obligations, fulfillment of agreed performance elements, regular submission of substantive partial results, etc.

*Tasks and duties of supervisors:* regular appointments, regular professional advice, support of artistic, scientific and artistic-scientific independence, career promotion/mentoring, quality assurance (regular progress checks etc.) etc.

The **brochure „Shaping a Doctorate Together“** with recommendations for PhD-candidates and supervisors offers good guidelines for the initiation of this long-term partnership and is available for download on the homepage [www.kunstuni-linz.at/phd/links](http://www.kunstuni-linz.at/phd/links).

In case of further questions, concerns or conflicts in the PhD-area, the coordinator of the PhD programme is happy to provide support.

### *Contact*

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