SUPERVISION AGREEMENT
PHD PROGRAMME

Kunstuniversität Linz

Linz University of Arts

The supervision agreement, signed by all parties, must be submitted digitally **to** our online plattform Calls **no later than six months after enrolment into the PhD programme**. The handout on drafting a PhD supervision agreement, which can be downloaded from the website www.kunstuni-linz.at/phd/links, provides assistance.

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).

Please fill in the form on your computer!

PhD-Candidate	
Second Name	First Name
Acad. Degrees	Date of Birth
Student Number (Matrikelnummer)	Start PhD programme (Semester)
Email-Address	
(Working)Title of the PhD-Project	

PhD-Supervisors

The conclusion of a supervision agreement implies an **indefinite commitment** to supervise a PhD-project until the completion of the PhD.

First Supervisor	
Second Name	First Name

Acad. Degrees	Email-Address
Department, Organization	

Second Supervisor (if applicable)	
Second Name	First Name
Acad. Degrees	Email-Address
Department, Organization	

Third Supervisor (if applicable)	
Second Name	First Name
Acad. Degrees	Email-Address
Department, Organization	

Supervisors and PhD-candidates agree on the following for the PhD-project:

1. Supplementary Exams

   If the university has prescribed supplementary exams in order to fulfill full equivalence of studies („Gleichwertigkeit der Studienabschlüsse“), the exact form of these supplementary exams in the indicated ECTS extent must be specified here.

   The following courses in the amount of ECTS (see your form „application for admission“) have to be taken and submitted with the submission of the PhD-project at the latest.

   Course title, type, ECTS, teacher:

2. The PhD-project is based on the exposé as well as the timetable agreed upon by the PhD-candidate and the supervisors (both attached).

3. The PhD-project is done in the following language:

4. At the end of each academic year, the PhD-candidate has to prepare a progress report on the main results of the previous academic year and a work plan on the planned steps for the following academic year and submit both to the supervisors.

5. The progress of the work is discussed in the following frequency:

   Feedback meetings should take place at least twice per semester and be protocolled. Especially in the initial phase, a higher frequency of feedback meetings is recommended.

6. Media formats of the PhD-project (format and scope):
   Specify the formats and scope of all final submissions that constitute the basis for assessment (e.g. written work, artistic works, software, exhibition; including length, duration, number, etc.). Content descriptions are not to be included.

7. Further performance elements for the acquisition of extended skills and additional qualifications to the extent of a maximum of 20 ECTS credits or a maximum workload of 500 real hours are to be agreed individually. These performance elements can include, for example, attendance of courses (research seminars, colloquia, privatissima, etc.) at internal or external institutions and research facilities, participation in exhibitions and conferences, workshops, collaboration in or curation of exhibitions, artistic productions, publications, reports to supervisors, etc. (Curriculum, § 3 (3)).

   Agreed-Upon Elements of Performance:

8. PhD-candidates are expected to participate in the PhD-conferences of the Arts University Linz, the „PhD-Colloquia“. PhD-candidates are required to give at least one public presentation of the PhD-project at the Arts University Linz.

9. The PhD-candidate undertakes to comply with the *Rules of Good Scientific Practice*[1].

10. The supervision agreement can be amended or slightly changed by the PhD-candidates and the supervisors in the course of the PhD programme. These amendments or changes are to be submitted in writing to the Department Art.Research | PhD. Likewise, the Department Art.Research | PhD must be informed of the dissolution of the supervision relationship. In the event of a change of a supervisor, a new supervision agreement must be concluded. New supervision agreements as well as significant changes to the supervision agreement must be submitted via the Department of Art.Research | PhD to the Research Board for approval.

11. **The following enclosures are part of the PhD Supervision Agreement and must therefore be submitted with it:**
    ☐ **Exposé**
    ☐ **Timetable**

Please sign digitally if possible!

Place, Date	Signature PhD-Candidate
Place, Date	Signature First Supervisor
Place, Date	Signature Second Supervisor (if applicable)
Place, Date	Signature Third Supervisor (if applicable)

1 The *Rules of Good Scientific Practice* can be downloaded at www.kunstuni-linz.at/phd/links.

To be completed by the University:	
The supervision agreement was examined by the Research Board and is: ○ approved. ○ not approved.	
Place, Date	Signature of the Member of the Rectorate Responsible for Research Affairs
Place, Date	Signature of the Chair of the Research Board

PhD Supervision by External Persons
Applicaton for Appointment

Second and third supervisors who are not employed at the Arts University Linz may exceptionally be appointed by the member of the rectorate responsible for research affairs.

Please submit the following documents for the application:

- Reasons why the person in question is in a position to take on the supervision of this special project (e.g. from the person him/herself).
- Certificate of appointment as professor or proof of habilitation or justification of habilitation-equivalent achievements
- Curriculum vitae with list of publications

PhD-Project by

The appointment of as second supervisor is:

- ◯ approved.
- ◯ not approved.

The appointment of as third supervisor is:

- ◯ approved.
- ◯ not approved.

Place, Date	Signature of the Member of the Rectorate Responsible for Research Affairs