University of St.Gallen

PhD Agreement

Name of Supervisor / Organisational Unit	
Name of PhD Student Email Address	
PhD Programme	Please choose a programme
Award Regulations for Doctoral Degrees and Implementation Provisions:	Award Regulations for Doctoral Degrees at the University of St.Gallen of 7 November 2016 and Implementation Provisions for the Award Regulations for Doctoral Degrees at the University of St.Gallen of 2 May 2017.
Programme Regulations	Please choose a regulation
Curriculum (i.e. Degree Course Scheme)	Please choose a curriculum
Envisaged Specialisation (PMA only)	Please choose a Specialisation (PMA only)
Preliminary Thesis Topic (PhD students are advised to conceptualise their thesis at an early stage of their doctoral studies and to seek their supervisor's approval as promptly as possible.)	
Type of Thesis[1]	○ Monograph ○ Cumulative ◉ Tbd at a later stage
Matriculation (Semester / Year)	Please choose a semester / Please choose a year

[1] The supervisor and the PhD student must determine the type of doctoral thesis at the latest by the student's defence of the research proposal, unless the type of thesis is specified otherwise by the programme regulations.

1 Preliminary Remark

The conclusion of a PhD Agreement between supervisor and PhD student (see page 1) is a prerequisite for the latter's admission to their chosen PhD programme and serves to clarify mutual expectations, to create transparency and to enable the parties to this Agreement to agree on a common procedure regarding the thesis and its supervision.

2 Collaboration

Considering the length and intensity of a PhD thesis, it is important for the supervisor and the PhD student to agree at an early stage on what constitutes good collaboration. In signing this PhD Agreement, both parties agree to the following supervision modalities:

- The supervisor and the PhD student shall jointly discuss the progress of the latter's thesis. The supervisor shall provide feedback on the student's progress and offer advice (Art. 43 Para. 2 AB PromO).
- The PhD student shall submit regular progress reports on the thesis to their supervisor of their own accord (Art. 46 para. 2 AB PromO).
- As part of their supervision meetings, the PhD student and the supervisor shall discuss and agree which academic events (e.g. PhD seminars, workshops, conferences) the PhD student shall attend and how participation will be funded.[2]
- If the PhD thesis is discontinued, the PhD student and the supervisor shall notify the programme committee in writing.

3 Work Plan

The PhD student and the supervisor shall jointly establish a mode of collaboration, determine the topic of the thesis and draw up a work plan that includes milestones.[3] A work plan establishes clarity and ensures a balanced workload. The PhD student shall draw up a corresponding plan and discuss it with their supervisor. In particular, the parties to this PhD Agreement shall discuss at an early stage any compulsory courses that the PhD student will attend as part of their doctoral studies. They shall also enter into a binding arrangement concerning data access and recording.

4 Supervision Meetings

The supervisor and the PhD student shall jointly conduct and document their supervision meetings about the latter's PhD thesis at regular intervals, at least twice a year. The minutes of supervision meetings must be safely stored. The first supervision meeting should take place within the first six months of the PhD student's enrolment in their PhD programme. The first meeting also serves to align the PhD student's work plan with the supervisor's needs and requirements.

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[2] Art. 6 Reglement Kongresskostenbeiträge (Nachwuchsförderung) [Art. 6 Regulations on Conference Grants (Funding of Early Career Researchers)].

[3] If a PhD student is contracted to a research project funded by an external funding organisation (SNSF, EU, Innosuisse), then the research plan approved by that organisation shall serve as a basis.

5 Protected Research Time and Non-Research Time[4]

In signing this PhD Agreement, the parties accept and agree on the distinction between protected research time and non-research time.[5] They do so in accordance with the provisions of the University President's Directive on the Implementation of Personnel Regulations and the employment contract issued in connection with the PhD student's appointment. Should the PhD student receive external funding (e.g. SNSF, EU, Innosuisse), the funder's requirements must also be taken into account and observance of those requirements must be recorded in their supervision meetings forming part of this Agreement.[6]

Duties and responsibilities that the PhD student performs as part of their non-research time, such as providing teaching support and contributing to others projects, must be documented in writing at the supervision meetings.

Observance of non-research time must be documented; in accordance with the University of St.Gallen's regulations on trust-based work hours, PhD students are not required to record their research time. If both parties agree, the recording of non-research time may be waived by mutual consent and instead observance of protected research time may be confirmed in writing during supervision meetings, which must be held at least twice a year. Either party may request, at any time and without giving reasons, that work hours be recorded in an easily comprehensible manner.

6 Academic Integrity

Both parties to this PhD Agreement acknowledge and accept the Guidelines on Academic Integrity of the University of St.Gallen.

7 Duration and Termination

This PhD Agreement shall enter into force upon its signature by both parties and upon its approval by the responsible unit (PhD Office). This Agreement shall remain valid until the PhD student's regular completion of their doctoral studies, i.e. at the latest until the PhD student's exmatriculation, or if this Agreement is terminated in accordance with the procedure set out in Art. 14b PromO.[7]

The PhD Agreement shall end upon expiry of a fixed-term employment contract. If the supervisory relationship is to be continued without employment, a new Agreement shall be signed by both parties and submitted to the responsible unit.

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[4] This section applies if the PhD student is appointed to an academic position at the University of St.Gallen. The appointment remains valid for the entire duration of the student's employment.

[5] If the PhD student is not employed by their supervisor, they must discuss the distinction between protected research time and non-research time with their supervisor and superior.

[6] If a PhD student is contracted to an SNSF-funded research project, the hours worked on the SNSF project and on the PhD thesis are deemed protected research time. This time shall amount to at least 80% of the contracted hours in accordance with Section 7.3. of the General Implementation Provisions of SNSF Funding Regulations.

[7] This PhD agreement may also be terminated by either party if the prospective student fails to fulfil the admission requirements, if the PhD student changes their supervisor, or if their research proposal is rejected, or if they fail their PhD examination, or if they discontinue their doctoral studies. The relevant termination provisions are set out in the Award Regulations for Doctoral Degrees at the University of St.Gallen.

8 Written Form

Any amendments and addenda to this PhD Agreement must be made in writing and must be approved by the responsible unit (PhD Office). This PhD Agreement replaces and supersedes any previous agreements.

9 Supporting Documents

In signing this PhD Agreement, both parties confirm that they have taken note of the following documents:

- Promotionsordnung für das Doktorat der Universität St. Gallen [Award Regulations for Doctoral Degrees at the University of St.Gallen]
- Ausführungsbestimmungen zur Promotionsordnung für das Doktorat der Universität St.Gallen [Implementation Provisions for the Awarding of Doctoral Degrees at the University of St.Gallen]
- Weisung des Rektors zur Umsetzung des Personalreglements [University President's Directive on the Implementation of Personnel Regulations]
- Richtlinie zur Wissenschaftlichen Integrität an der Universität St.Gallen [Code of Academic Integrity at the University of St.Gallen]
- Kodex zur wissenschaftlichen Integrität der Akademien der Wissenschaften Schweiz [Code of Academic Integrity of the Swiss Academies of Arts and Sciences]
- "The PhD Journey: A Shared Responsibility" (HSG Brochure, 2024)
- Anlaufstellen im Konfliktfall [What To Do In Case of Conflict]

Place, Date	Signature of the PhD Student
Place, Date	Signature of the Supervisor
Place, Date	Signature of Responsible Unit (PhD Office)

Supervisor's reasons for accepting the PhD student party to this PhD Agreement without offering them an appointment at the University of St.Gallen: