

Supervision agreement for doctoral studies at the University of Lübeck

between

surname, first name of the doctoral candidate

intended academic degree _____,

Address _____

(hereinafter referred to as doctoral candidate)

and

Title, surname, first name, of the supervisor (doctoral mother/father)

Institution/institute

(hereinafter referred to as supervisor)

and

the University of Lübeck,
Center for Doctoral Studies Lübeck,
Ratzeburger Allee 160, 23562 Lübeck,

(hereinafter referred to as CDSL).

(by mail to the CDSL or by e-mail to cdsl.service@uni-luebeck.de)

Preamble

For the University of Lübeck (UzL), the qualified training of young scientists by integrating them through a doctorate is an integral part of its scientific research. The goal is a trustful cooperation between supervisor and doctoral candidate at a high scientific level. The relationship between doctoral candidate and supervisor represents a special relationship of trust, which is to be made transparent through this supervision agreement. By concluding this supervision agreement, the supervisor and the doctoral candidate document their mutual expectations and obligations. This includes in particular the obligation to adhere at least to the current guidelines for ensuring good scientific practice at the UzL. Admission to the doctoral procedure is governed by the doctoral regulations, regardless of the supervision agreement.

This supervision agreement applies to all doctorates of the MINT and Medicine sections at UzL. Please note the exceptions (footnotes).

§ 1

Subject of the doctorate

(1) The doctoral candidate intends to complete a doctoral project under the supervision of the supervisor at the following institution/institute

(2) The subject area in which the doctorate is to be pursued is

(3) The doctorate is conducted as

- Structured doctorate (e.g. in medicine; within a doctoral programme)
- Other doctorate (e.g. individual doctorate within the MINT section).

§ 2

Duration of supervision and doctoral thesis

(1) The supervisory relationship begins on _____.

(2) The duration of the doctoral project until the submission of the thesis (excluding the review process) is ____ year/s.

(3) The supervisor commits to support the doctoral candidate in keeping to the duration of the doctoral studies. Both parties acknowledge that there may be deviations in the intended duration of the doctoral studies.

§ 3

Tasks and duties of the doctoral candidate

(1) A doctoral degree is a scientific achievement that has been independently developed and is intended to lead to substantial progress in the subject area concerned. As a rule, this also includes the publication of the results in a manner customary in the field.

(2) ¹The doctoral candidate commits to submit regular reports on her/his doctorate's progress to the supervisor (at least semi-annually).

Frequency of the reports

semi-annually

quarterly

more often

namely

§ 4

Tasks and duties of the supervisor

(1) ¹The supervisor commits to provide regular professional advice and regular discussions on the progress of the work (at least semi-annually). In doing so, he/she will also provide feedback on the doctoral candidate's achievements and potential and recommendations for the next qualification/development steps.

Frequency of the consultations/conversations

semi-annually

quarterly

more often

namely

(2) The supervisor supports the academic independence of the doctoral candidate (e.g. participation in [international] conferences or congresses) as well as the publication of his/her research results and enables participation in the UZL's further education and training programs. There is no entitlement to reimbursement of costs.

¹ Paragraph also applies to the co-supervisor in the case of structured doctorates.

(3) The obligation to provide supervision until the completion of the doctorate is independent of the duration of the financing of the doctorate.

§ 5

Conflicts and termination of the supervision relationship

(1) In cases of conflict that cannot be resolved between the parties involved, the doctoral candidate or supervisor may contact the CDSL, the Conflict Advisory and Anti-Discrimination Service (KoBAS) of the UzL and/or the relevant ombudsperson.

(2) The doctoral candidate may terminate the supervision relationship at any time. The termination must be in writing to the CDSL and the supervisor and has to be justified.

(3) The Supervision Agreement can be terminated at any time by mutual consent if the supervisor and the doctoral candidate agree that the doctoral candidate cannot cope with the doctoral project. If there is no mutual agreement in such cases, the supervisor will contact the CDSL. If, after the involvement of the CDSL and after an appropriate further processing time, the supervisor's assessment is unchanged, the supervision agreement will be terminated. Notice of termination must be given in writing and has to be justified.

(4) Further reasons for the dissolution of the supervision agreement by the supervisor are regulated by the doctoral regulations in their currently valid version.

(5) The UzL may dissolve the supervision relationship if the doctoral candidate violates the guidelines and regulations of the UzL, disrupts the peace of the company or seriously damages the reputation of the UzL.

§ 6

Obligation to comply with the principles to ensure good scientific practice

(1) The parties are aware that they are obliged to adhere to good scientific practice, whereby at least the guideline on the principles for ensuring good scientific practice at the University of Lübeck as amended from time to time must be adhered to, and will carry out the doctoral project accordingly.

(2) The supervisor shall perform a plausibility check of the primary data on which the doctoral thesis is based, check the process by which the data were generated and provide the doctoral candidate with early feedback on methodology and data quality. He or she makes sure that any relevant bodies are involved (e.g., regarding ethical questions or animal protection).

§ 7

Handling of data and materials of the UzL

(1) If confidential data or materials (e.g. patient data, safety-relevant data, internal data of companies, research data or research materials, etc.) of the UzL are needed for the doctoral project, the conclusion of a further agreement is necessary for the transfer of rights. Should a further agreement be necessary according to this agreement, the supervisor and the doctoral candidate should work towards its conclusion.

§ 8

Compatibility of family and science

(1) The compatibility of family and scientific work is particularly appreciated and supported by the UzL. Special support measures are agreed upon according to need and operational possibilities.

(2) The contact person for the doctoral candidate is a representative of the UzL's Department for Equal Opportunities and Family.

§ 9

Further agreements

The Annex is part of this Agreement. Insofar as the doctorate is conducted in a structured program, the Annex is binding. In all other respects, the Annex may be completed voluntarily in part or in full; in this case the contents are also mandatory.

Place, date

Place, date

Signature of doctoral candidate

Signature of supervisor

If applicable:

Co-supervision²/Secondary supervision³ by

Name Place, date

Institution, Institute Signature of co-supervisor

Mentor:

Name Place, date

Institution, Institute Signature of mentor

Lübeck,

date

Signature of CDSL management

² Mandatory for structured doctorate.

³ Second supervision is necessary for the doctoral procedure if the doctoral supervisor is not a (dual) member of the section in which the doctoral thesis is to be submitted.

Annex - Supplementary agreements according to § 9 Supervision agreement

If "Structured Doctorate" is checked in §1, all of the following agreements apply.

If "Other doctorate" was checked, the numbers

1 2 3 4 5

apply additionally.

1. The doctoral candidate must present the scientific goals and methods in an exposé. The exposé must basically consist of the following elements: preliminary work, objective, specific research question(s), approach | methods, literature. It must be submitted to the supervisor no later than two (section medicine) resp. six months (sections MINT) after signing the supervision agreement.

2. Possibilities were discussed how the living expenses of the doctoral candidate can be financed during the doctoral project.

3. Access to the work place/laboratory space in the institute for:

was agreed upon.

4. Access to the following resources/research resources (e.g. laboratory space, IT, software, data)

was agreed upon.

5. Other agreements were made (e.g. participation and contributions to internal colloquia: participation in further training events):

6. Points 3, 4 and 5 shall apply from signature until _____