

**Research and qualification plan  
for structured doctoral studies Dr. rer. nat., Dr.-Ing., Ph.D., Dr.  
rer. hum. biol.**

between

Ms./Mr \_\_\_\_\_  
address: \_\_\_\_\_  
(following the doctoral candidate)

and

title, Ms./Mr \_\_\_\_\_  
Universität zu Lübeck, Ratzeburger Allee 160, 23562 Lübeck,  
Institute/clinic for \_\_\_\_\_  
(following supervisor)

**Additional persons of the supervision committee<sup>1</sup>**

1. Co-Supervisor [title, name, institute]:

\_\_\_\_\_

2. Mentor/Supervisor [title, name, institute]:

\_\_\_\_\_

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<sup>1</sup> Please note: Only one person from your supervision committee (supervisor, co-supervisor, mentor) can be in your Examination Board!

## Preamble

The research and qualification plan is an agreement for a dissertation project in structured doctoral studies. It describes the content and the schedule of the project and thus forms the basis for the regular project reports. Another component is the individual qualification plan, in which the scope, content and timetable of the further training accompanying the doctoral program are determined. The elements contained in the research and qualification plan can be adapted and changed with further development of the dissertation project under certain conditions.

## Research project

Project title: \_\_\_\_\_

\_\_\_\_\_

scientific branch of the Center for Doctoral Studies Lübeck (CDSL): \_\_\_\_\_

structured doctoral program: \_\_\_\_\_

## research plan:

1. The research plan consists basically of the following elements:
  - a. presentation of the problem
  - b. state of research
  - c. starting hypothesis / objective
  - d. preliminary studies
  - e. approach and methods
  - f. time line and work plan
  - g. literature
2. The research plan, written by the doctoral candidate is part of the research and qualification plan (Attachment 1). Attachment 1 will be presented to the supervision committee by the doctoral candidate at least a half year after the beginning of the doctoral studies and registration at the CDSL.
3. The supervision committee agrees to the project description and the working plan.
4. The implementation of the doctoral project has to be constructed in a way, that the doctoral studies can be finished within the targeted time of the supervision agreement. The supervisor commits to support the adherence to the agreement on the research plan.
5. A significant change of the research plan can be made only in writing and in mutual agreement between the doctoral candidate and the supervision committee.

## qualification plan

1. In consultation with the supervision committee an individual qualification plan for the doctoral candidate will be made, dependent on the academic background of the doctoral candidate and the research project.
  - a. If the admission requirements for a doctorate in that field are given, the qualification plan will be made in accordance with the Attachment of the framework study and examination regulation (PromRPO) of the University of Lübeck.
  - b. In case of non-fulfilment of the admission requirements for a doctorate in that field, the audit committee defines scope and content of additional requirements in accordance with §3 section 2 and 3 of the PromRPO.
2. The individual qualification plan shall be attached as Attachment II and has to correspond to the requirements of the PromRPO and to the requirements of the particular doctoral study program regulation (PromSPO) and if applicable the specifications of the particular

doctoral study program. The doctoral candidate commits herself / himself to fulfil the qualification plan within the agreed timeframe of the supervision agreement ([Link](#)) for the doctoral project.

3. A change of the qualification plan can be made only in writing and in mutual agreement between the doctoral candidate and the supervision committee and requires the written consent of the academic head of the Graduate Centre Lübeck.
4. After completion and signing of the individual qualification plan, an original has to be send to the CDSL. After approval all parties receive a copy of the document. Is the research and qualification plan formally fulfilled within the specified time, the doctoral candidate receives a certificate showing the completed further trainings with a short content description and the credit points for the necessary costs.

### Project reports / progress documentation

1. Supervision committee and doctoral candidate commit, to meet for discussions regularly, at least half-yearly, where the doctoral candidate reports on the content-related results of the doctoral thesis and the compliance of the research and qualification plan. The supervision committee supports the doctoral candidate with expert/scientific advice.
2. For the documentation of the state of development of the research and qualification plan a progress report will be made for every conversation by the doctoral candidate and has to be signed by all parties and has to be forwarded to the CDSL.

Frequency of the meeting to discuss the progress of the doctoral thesis (please tick the accordance), at \_\_\_\_\_ least

annual

semi-annual

more frequently (please clarify)

delivery of progress reports

further obligations (please clarify)

Lübeck, the \_\_\_\_\_

Lübeck, the \_\_\_\_\_

\_\_\_\_\_  
signature doctoral candidate

\_\_\_\_\_  
signature supervisor

\_\_\_\_\_  
signature co-supervisor

\_\_\_\_\_  
signature mentor

\_\_\_\_\_  
approved by the academic head of the CDSL  
[date / signature / stamp]

**Attachments:**

I Project description / working schedule

II Individual qualification plan

**Attachment I: project description, working schedule**



translation help

## Attachment II: qualification plan

Beside the PromRPO and the particular PromSPO, a leaflet is available for filling the curriculum in the downloads section of the graduation web page. *Additional regulations can be a result of specifications of the doctoral study program.*

Course name   Title	credits to be achieved (CP)
TECHNICAL SKILLS	(at least 5 CP)
Subtotal technical skills	

SCIENTIFIC STANDARDS | SCIENTIFIC WRITING | SKILLS IN SUPERVISION | SKILLS IN TEACHING

(at least 7 CP)

translation help

**Subtotal** scientific standards | scientific writing | skills in supervision | skills in teaching

