

# Supervision agreement for doctoral research at the University of Lübeck

**Between**

Family name and first name(s) of the doctoral researcher

Degree you expect to achieve

Address

(From now on referred to as 'the doctoral researcher')

**And**

Title, family name, first name(s) of the first supervisor

Institute or institution of the first supervisor

(From now on referred to as 'the supervisor')

**And**

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

(Hereafter: CDSL)

*(Please send this form to the CDSL by mail or email, [cdsl.service@uni-luebeck.de](mailto:cdsl.service@uni-luebeck.de).)*

## Introduction

The development of [first stage researchers](#) through the successful pursuit of doctoral degrees is an integral component of academic research at the University of Lübeck (UzL). We aim to create co-operation based on trust between supervisor and doctoral researcher in the context of outstanding scholarly achievement. This agreement makes plain the special relationship of trust which exists between supervisor and doctoral researcher. In concluding the agreement, both parties document their mutual expectations and duties. Especially important is the obligation, as a minimum, to adhere to the current guidelines for ensuring good scientific practice at the University of Lübeck. Admission to doctoral research is governed by the University's regulations which are independent of the supervision agreement.

This supervision agreement is valid for all doctoral projects in the MINT and Medicine Sections of the University of Lübeck. Please note the special provisions outlined in the footnotes.

### § 1 Subject of doctoral research

1. The doctoral researcher intends to undertake a doctoral project working with a supervisor in the following institution / institute:

2. The subject area of doctoral research is:

3. The doctoral project is being undertaken as:

- a structured doctorate (this is possible in both the MINT and Medicine Sections)
- an individual doctorate (this is only possible in the MINT Sections)

### § 2 Duration of supervision and doctoral research

1. Supervision starts on

2. The doctoral project is expected to last        years before submission of the dissertation (i.e. not including the examination process).

3. The supervisor should support the doctoral researcher to complete the project on time. Both parties note that the expected duration of the project can change.

### § 3 Tasks and obligations of the doctoral researcher

1. A successful doctorate results from an academic project which is pursued independently and which leads to substantial progress in the specialist area concerned. As a rule, this implies the findings will be published in the usual way for the subject area.

2. The doctoral researcher is required to submit reports to the supervisor at regular intervals (at least every six months) outlining the progress of his / her project.

Frequency of reports:

Every six months

Every three months

More frequently

If more frequently, then:

### § 4 Tasks and obligations of the supervisor

1.<sup>1</sup> The supervisor is expected to provide regular (at least six monthly) specialist advice as well as regular discussion about the project's progress. The supervisor provides feedback about the doctoral researcher's achievements and potential, and makes recommendations about the next steps for the project's development and for the attainment of the doctorate.

Frequency of supervision / discussion:

Every six months

Every three months

More frequently

If more frequently, then:

2. The supervisor supports the doctoral researcher's independent academic development (e.g. participation at [international] colloquia or conferences) as well as the publication of the project's research findings. The supervisor also facilitates participation in advanced training courses offered by the University of Lübeck. This does not imply any costs will be reimbursed.

3. The obligation to provide supervision until the conclusion of the doctoral project is separate from the duration of the project's funding.

---

<sup>1</sup> This paragraph applies to both first- and co-supervisors of structured doctorates.

## **§ 5 Conflicts and terminating supervision**

1. In the event of a conflict which cannot be resolved by the parties involved, the doctoral researcher or supervisor can turn to the CDSL, the Conflict Advice and Anti-Discrimination Service (KoBAS) of the University of Lübeck and / or the responsible ombuds-person.
2. The doctoral researcher can terminate the supervisory relationship at any time. The CDSL and supervisor must be notified in writing of both the termination and the reasons for it.
3. The supervision agreement can be ended at any time by mutual consent if both parties agree the doctoral project will not be brought to a successful conclusion. If there is no consensus in such a case, the supervisor should contact the CDSL. If, after the intervention of the CDSL and after an appropriate period for further consideration, the supervisor's judgment remains unchanged, then the supervision agreement can be terminated. The termination must be put in writing, together with the reasons for it.
4. Further grounds for the supervisor to terminate the supervision agreement are included in the current regulations governing doctoral study.
5. The University of Lübeck can terminate the supervision agreement if the doctoral researcher breaches its guidelines and regulations, disturbs the peace of the organisation repeatedly or does serious damage to its reputation.

## **§ 6 Obligation to maintain the principles of good scientific practice**

1. All parties are aware of their obligation to maintain good scientific practice which, as a minimum, requires adherence to the most recent relevant guidelines issued by the University of Lübeck. The parties will pursue the doctoral project accordingly.
2. The supervisor undertakes a plausibility check of the primary data on which the research will be based, checks the method of obtaining the data and provides the doctoral researcher with timely feedback about both methodology and data quality. The supervisor takes account of the need for research approval by any relevant authorities (e.g. regarding questions of ethics and animal welfare).

## **§ 7 Working with data and materials from the University of Lübeck**

1. In so far as the doctoral project requires confidential data or materials from the University of Lübeck (e.g. patient data, data relevant to personal security, confidential business data, research data or research materials etc.), then a further agreement is required for the transfer of rights. The first supervisor and the doctoral researcher should work together to conclude such an agreement.

## **§ 8 The compatibility of family-life and academic work**

1. In particular, the University of Lübeck appreciates and supports the need for a balance between family-life and academic work. Special measures of support will be agreed according to the requirements and operational possibilities of individual cases.
2. The doctoral researcher's contact person is a representative of the office for Equal Opportunities and Family at the University of Lübeck.

## **§ 9 Further agreements**

The annex is part of the agreement. It is compulsory for structured doctoral research projects (as outlined in §1). The annex can also be completed, in whole or in part, in connection with individual doctorates, in which case the contents of the agreement are equally binding.

---

**Place, date**

---

**Place, date**

---

**Signature of doctoral researcher**

---

**Signature of first supervisor**

***If applicable:***

**Co-Supervisor<sup>2</sup> / Second supervisor<sup>3</sup>**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Place, date**

\_\_\_\_\_  
**Institution / Institute**

\_\_\_\_\_  
**Signature of co-supervisor**

**Mentor (if applicable)**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Place, date**

\_\_\_\_\_  
**Institution / Institute**

\_\_\_\_\_  
**Signature of mentor**

**CDSL**

Lübeck, \_\_\_\_\_ (Date)

\_\_\_\_\_  
**Signature of the CDSL office**

<sup>2</sup> A co-supervisor is obligatory to support a structured doctorate.

<sup>3</sup> A second supervisor is necessary if the first supervisor is not a member of the section to which the doctorate will be submitted.

## Annex – Supplementary agreements associated with § 9

If you put a cross by “**structured doctorate**” in §1, **all** of the following agreements are applicable. Please note that you must provide the details requested by agreements 3. to 6.

If you put a cross by “**individual promotion**” in §1, you **can choose** to enter into these additional agreements. Please put crosses in the relevant boxes to show which points are relevant and provide further information below as necessary (3.-6.):      1     2     3     4     5

1. The doctoral researcher must describe his / her academic goals and methods in a project exposé which should include information about the following: preliminary work, aims, research questions, methods, techniques, and literature. At the latest, the exposé should be submitted two months (Medicine) or six months (MINT) after the supervision agreement has been signed by the supervision team.

2. Discussion included how the doctoral researcher will be able to finance daily life during the doctoral project.

3. Access was agreed to work space in an institute / facility as follows:

4. Access to the following resources / research materials (including IT, software, data and laboratory space) was agreed:

5. Special agreements were made (e.g. participation in and contributions to internal colloquia; participation in advanced training sessions):

6. Points 3, 4 and 5 are valid from the time of signing until: